



REQUEST FOR PROPOSAL/APPLICATION

Virginia Housing PDC Housing Development Grant

Date Issued: April 1st, 2022

Thank you for interest in applying to the Virginia Housing PDC Housing Development Program. The Crater Planning District Commission (CPDC) will be the administrator of this program through July 1, 2024. Each jurisdiction within the Crater Planning District will be represented by one individual to form the committee that makes the funding decisions for this grant.

Applicants will be judged according to their adherence to Virginia Housing program guidelines and threshold criteria, as well as the additional criteria established by the CPDC.

Applications that do not meet **all** Virginia Housing guidelines and threshold criteria will not be considered for this award. Regardless of organization size, project type, or proposed impacts, all proposals are required to comply with the restrictions put forth by Virginia Housing and impact the jurisdictional areas within the Crater PDC.

Applicants are allowed to submit multiple applications. If seeking funding for multiple projects, one separate application per project is required. There is no guarantee that each project will receive the requested amount of funds or any funding amount.

RFP Release Date: April 1st, 2022

Deadline for Submission: May 6th, 2022 by 5pm.

Applications submitted after the deadline will not be considered.

Please submit all questions and application materials to Thaddeus N. Huff, Program Manager at thuff@craterpdc.org.



Background: The Crater Planning District Commission is a regional governmental body that assists our local member governments, partners, and stakeholders with a variety of technical and program services. The CPDC works with its member jurisdictions, communities and agencies to provide high-quality planning, technical assistance, and facilitation of services that address local, regional and state needs.

In July of 2021, Virginia Housing announced \$40 million in grants to Virginia's 21 Planning District Commissions for the creation of new housing initiatives. The CPDC was awarded \$2 million to help support the creation of affordable housing units in the region. Approximately \$1.7 million will be used to fund implementation of selected projects. The balance will be set aside by the CPDC to operate the project across the 3-year project period. Through this grant, the CPDC will facilitate the development of at least 20 affordable units by July 1, 2024.

Period of Performance: All units created using Virginia Housing PDC Housing Development Program grant funds must be completed and move-in ready by July 1, 2024.

Eligible Applicants: The CPDC seeks applications from affordable housing developers both non-profit and for profit, as well as from local housing authorities and member local governments. Applicants may submit multiple project applications, but funding requests will be limited to one application per project. The CPDC cannot guarantee that all proposed projects eligible for submission will receive funding through this program.

Eligible Project Locations:

- Counties of: Charles City, Chesterfield, Dinwiddie, Greensville, Prince George, Surry, Sussex
- Cities of: Colonial Heights, Emporia, Hopewell, Petersburg

Eligible Project Types:

- Ownership and rental
- New construction
- Rehabilitation of currently uninhabitable units
- Adaptive re-use of existing structures
- Mixed-use developments

Eligible Uses of Funds - may include costs directly related to development of units such as:

- Consultant fees
- Contractor fees (includes construction costs, tap fees) and materials
- Soft costs (permitting fees, utility connections, final design, inspection fees, capitalization fees)
- Equipment (tangible personal property with per-unit acquisition costs of \$5,000 or greater)
- Land and building acquisition costs

Ineligible Uses of Funds:

- Land trust development and land banking
- Units already proffered as a condition of rezoning
- Emergency shelter, transitional housing
- Rental assistance, owner equity requirements for loan qualification
- Existing/owner-occupied housing unit rehabilitation or replacement
- Market analysis
- Virginia Housing loan application fees
- Subsidy of fully funded units (projects that have already closed financing)

Virginia Housing Threshold Criteria:

1. Projects must be within the CPDC footprint (see 'Eligible Project Locations').
2. Rental units must remain affordable for a designated affordability period to households whose incomes do not exceed 80% AMI.

Richmond MSA

(Includes Charles City County, Chesterfield County, Colonial Heights City, Dinwiddie County, Hopewell City, Petersburg City, Prince George County, Sussex County.)

Richmond MSA	Aea Media Income	Household Size (Persons in Family Under One Roof)							
		1	2	3	4	5	6	7	8
FY 2021	\$90,000								
80% AMI		\$50,400	\$57,600	\$64,800	\$72,000	\$77,760	\$83,250	\$89,280	\$95,040
50% AMI		\$31,500	\$36,000	\$40,500	\$45,000	\$48,600	\$52,200	\$55,800	\$59,400

Surry County, VA

Surry County	Aea Media Income	Household Size (Persons in Family Under One Roof)							
		1	2	3	4	5	6	7	8
FY 2021	\$67,800								
80% AMI		\$38,000	\$43,400	\$48,850	\$54,250	\$58,600	\$62,950	\$67,300	\$71,650
50% AMI		\$23,750	\$27,150	\$30,550	\$33,390	\$36,650	\$39,350	\$42,050	\$44,750

Greensville County & Emporia, VA

Greensville Emporia	Aea Media Income	Household Size (Persons in Family Under One Roof)							
		1	2	3	4	5	6	7	8
FY 2021	\$52,200								
80% AMI		\$33,340	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,250	\$63,050
50% AMI		\$20,900	\$23,900	\$26,960	\$29,850	\$32,250	\$34,650	\$37,050	\$39,450

3. Units for homeownership must comply with Virginia Housing’s income/sales price limits.

Area	Maximum Gross Household Income				Sales Price/Loan Limits
	2 or Fewer People		3 or More People		
<i>All CPDC Jurisdictions</i>	Standard	With Housing DPA or CCA Grant	Standard	With Housing DPA or CCA Grant	New & Existing Construction
Richmond	\$100,000	\$78,700	\$114,900	\$91,900	\$425,000

4. Mixed-use projects must include at least 60% of the square footage as residential.
5. Mixed-income projects must include at least 50% of the units restricted to at or below 80% AMI or as additional funding sources require, whichever is more restrictive.
6. Projects must be move-in ready by July 1, 2024.
7. Applicants with existing/previous Virginia Housing grants must not have any outstanding compliance issues resulting in funds withheld in the past 12 months.

Application Process:

Between April 2022 and May 2022, the CPDC will implement a solicitation and review of proposals from parties interested in utilizing grant funds for affordable housing developments within the CPDC footprint.

Proposals will be accepted beginning on April 1, 2022 and ending May 6, 2022. The proposal opportunity allows interested parties to provide detailed information regarding the proposed project and enable the CPDC review committee to fully and fairly consider all projects. The CPDC will review all applications in May 2022 and anticipates notifying applicants of funding decisions in June 2022. Submission of a full application does not guarantee funds.

Project Analysis and Selection:

The Housing Development Committee, made up of one representative of each member jurisdiction and one CPDC staff member, is the body that will oversee the selection process including review, selection, and award decisions. Project selection and approval will be defined by restrictions and allowances based on Virginia Housing grant guidelines and threshold criteria. Competitive criteria prioritized includes:

- Feasibility
- Shovel Readiness
- Financial Viability
- Description of planning, design, and/or construction process
- Project timeline and/or construction schedule

Project selection may be subject to additional competitive criteria as follows:

- Projects incorporating innovative building practices and/or design (eco-friendly, green building practices, universal design, etc.).
- Projects located in close proximity to jobs, transit, community services, amenities, etc.
- Projects that serve lower-income populations (60% AMI, 50% AMI), individuals with disabilities, seniors, permanent supportive housing needs, and other marginalized populations.
- Support from localities and/or public feedback received.

Award Process:

The CPDC expects to notify applicants of award decisions by June 2023.

CPDC will oversee and manage the award process. Virginia Housing funds are to be administered from Virginia Housing via the CPDC to selected development partners based on the process outlined in this document. Funds will be distributed through a reimbursement request process according to Virginia Housing guidelines. All project awards will be conditional pending execution of written agreements between the CPDC, Virginia Housing, and selected applicants.

SECTION 1. ORGANIZATIONAL INFORMATION	
Organization Name	
Year Established	
Organizational status? (501(c)(3), private, local government, etc.	
Lead Applicant Name	
Role and/or Relationship to organization	
E-mail	
Phone Number	
Has your organization had any prior affordable housing development experience? (If yes, please provide details).	

If no, please provide a description any related/relevant experience.

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SECTION 2. PROJECT BASICS

Project Name	
Project Location (Address)	
Number of Units	
AMI Level(s) Served	
CPDC Funding Amount Requested	

SECTION 3. PROJECT DETAILS

What type of development is the proposed project? How many units are proposed?.(Multifamily, single family, mixed-use, acquisition and rehabilitation of vacant units, adaptive re-use, etc.?)	
Is the proposed project for home ownership, rental or both?	
If the proposed projects includes homeownership units, will the sales price and income limits be consistent with Virginia Housing limits for our region? What is the estimated sales price?	Yes or No
Number of units affordable to household incomes less than 80% AMI or less? 60% AMI or less? 40% AMI or less? Describe income mix and estimate rental rates.	

What configuration of bedroom sizes do you anticipate?	
What activities is your organization seeking gap funds for? Please include total funding request \$ amount.	
If you are seeking acquisition funding, do you commit to providing a detailed development plan, clean title, appraisal, environmental study, and proof of line of credit?	Yes, No, or N/A
Please provide the estimated total development cost for this project.	

SECTION 4. PROJECT EXPERIENCE, CAPACITY, AND READINESS
Please describe the financial viability of your organization and the financial feasibility of the project, including how your organization typically manages large projects to ensure they remain on-time and on-budget.
Please describe why you are seeking funding for this project. Briefly describe other current, committed funding sources and existing funding gaps.

SECTION 5. VIRGINIA HOUSING THRESHOLD CRITERIA	
Will the units be move-in ready and habitable by July 2024? By what date do you anticipate that units will be move-in ready?	Yes or No
Will the units be affordable to households with incomes at or below 80% AMI? (https://www.huduser.gov/portal/datasets/il.html).	Yes or No
Will units remain affordable for a designated affordability period?	Yes or No
If yes, please elaborate. How long will units remain affordable? How will your organization maintain affordability over this period of time?	
If the project is mixed-use, will at least 60% of the square footage be for residential use?	Yes, No, or N/A
If the project is mixed-income, will at least 50% of units be restricted to at or below 80% AMI?	Yes, No, or N/A
If your organization has existing/previous Virginia Housing grants, do you have any outstanding compliance issues resulting in funds withheld in the past 12 months?	Yes, No, or N/A
Funding under this program, with the exception of acquisition costs, will be disbursed on a quarterly reimbursement schedule. Do you agree to incur eligible costs prior to receiving funding?	Yes, No or N/A
Are you prepared to move forward on your project if the CPDC is unable to support the project? Please elaborate.	

Please briefly describe the planning, design, and construction process thus far.	
Do you have site control for the proposed development? If not, please elaborate.	
Does the proposed development comply with current zoning? If not, is your organization in the re-zoning process? Please elaborate.	
If you are requesting funds for land acquisition, please provide a demonstration of past land acquisition success (N/A if not seeking funds for acquisition).	

Overflow

SECTION 6. HOUSING IMPACT AND PARTICIPATION

Please describe the tenants/homebuyers this project will serve, including income levels, age restrictions, permanent supportive housing, housing for individuals with disabilities, etc. Describe why this type of housing is needed and any of your organization's previous affordable housing development efforts that have served these populations.

Please describe any innovative project features of your development, if applicable. This could include energy efficiency, universal design and accessibility, eco-friendly building, modular home design, etc.

Please describe the public participation process to date. Is the locality the project is located in supportive of this project? Has any public outreach been conducted? If not, what are your organization's future plans for outreach, if any?

Please briefly describe any project partners (financial, administrative, etc.) for this development and specify their respective roles.

SECTION 7. REAL ESTATE INFORMATION

If the organization does not currently or has formerly owned real estate in Virginia, you do not need to complete this section.

Is your organization currently delinquent on any real estate taxes or delinquent on any mortgage?

Yes or No

Do you have any outstanding code violations on any of your real estate?

Yes or No

Has your organization filed for bankruptcy in the past seven years?

Yes or No

Is your organization currently a party in any pending lawsuit?

Yes or No

Has your organization owned property foreclosed on for tax delinquency in the past seven years?

Yes or No

If the answer is "Yes" to any question above, please elaborate and provide attachments as if necessary.

Overflow Area

SECTION 8. Project Budget Template

Uses of Funds (Expenses)	Funds Committed	CPDC Grant Funds Requested	Total Budget	Description
1. Contractor fees				
2. Materials				
3. Equipment				
4. Engineering & design				
5. Utility connections				
6. Permitting fees				
7. Inspection fees				
8. Capitalization fees				
9. Site surveys				
10. Demolition				
11. Property acquisition				
12.				
13.				
14.				

Additional Funding Sources <i>Please complete all that apply.</i>	Source Amount	Sources Narrative <i>Please provide a brief description of other financial sources being leveraged.</i>
Equity		
Grants		
Grants		
Loan #1		
Loan #2		
Loan #3		
Other Source #1		
Other Source #2		
Other Source #3		
TOTAL SOURCES OF FUNDS	\$	

SECTION 9 APPENDICES

1. Project Pro Forma
2. Project Timeline/Construction Schedule (including work already done)
3. Site plan and/or map
4. Evidence of any other committed funding sources
5. Documentation of past affordable housing development projects
6. Any other supporting documentation as appropriate (could include public participation information, innovative project features, locality support, etc.)