



**Notice of Availability of Funds for Gap Financing  
Rental Development Program  
2020-21  
Tax Credit Developments**

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**1) STATEMENT OF PURPOSE**

The City of Raleigh's Housing & Neighborhoods Department announces the availability of funds under the City's Community Development Rental Development Program for qualified developers to submit proposals for the new construction or acquisition and/or rehabilitation of multifamily rental units. Rental units assisted with City funds must be affordable to families, individuals and/or the elderly that have annual incomes at or below 80% of the area median income (AMI). This does not preclude mixed income developments. Funds are available through the allocation of local funds as well as federal HOME, CHDO (Community Housing Development Organizations) and Community Development Block Grant (CDBG) funds. All funding is contingent upon approval of the proposed development by Raleigh City Council. All developments must be located within the City limits of Raleigh to be eligible.

Funds are available to for-profit and non-profit developers or sponsors of rental housing in the form of loans for construction-to-permanent financing.

**ACQUISITION FUNDS:** Funds are also available in the form of a Land Acquisition Grant to be used to write down high land costs for high priority areas.

Any questions should be addressed to Aimee Holtsclaw at 919-996-6948 or [Aimee.Holtsclaw@raleighnc.gov](mailto:Aimee.Holtsclaw@raleighnc.gov).

**4% BOND DEAL APPLICATIONS AFTER JANUARY 22, 2021:** Applications outside of the regular cycle will be accepted at any time, subject to availability of funds. Please contact staff prior to submitting to ensure that funds are available.

## **2) APPLICATION DEADLINE AND SCHEDULE**

January 8 to February 12 – staff available for questions and technical assistance on applications.

January 15 – Developers applying for a Land Acquisition Grant must submit property address and justification to staff for approval by this date.

January 19 – Developers who have requested Land Acquisition Grants will be notified whether land is eligible.

February 12 – Deadline for receipt of application by the City of Raleigh. All applications must be received in the City of Raleigh Housing & Neighborhoods Department Division of Community Development office by 5pm.

February 13 to March 31 - Staff evaluation of applications (incomplete applications will not be considered).

March 26 – NCHFA announces final site scores.

April – City staff submits funding recommendations to City Council (Agencies will be notified of staff recommendations and meeting date prior to meeting).

Late April – City Council will review recommendations for approval and denial.

Early May – Developers will receive preliminary commitment letters for funding for submission to the May 14<sup>th</sup> NCHFA deadline.

August – once Tax Credit award notifications have been made and all financing is in place, a Final commitment letter will be issued.

August to October – Developers submitting proposals to NCHFA for tax-exempt bond deals may submit proposals to the City at any time, subject to availability of funds.

NOTE: Dates subject to revision.

## **3) ELIGIBLE PROJECTS**

All projects must meet the following minimum requirements to be considered for funding:

- a) Projects may include the construction of new units, the rehabilitation of existing units or the adaptive re-use of existing structures.
- b) The property must meet the minimum property standards and all applicable building codes upon completion of construction or rehabilitation. Higher scores will be given to projects that commit to meeting Energy Star requirements or

better (third party verification required upon completion of construction/rehabilitation).

- c) Projects must contain at least twenty-four (24) assisted rental units.
- d) The properties must be located within the City limits of Raleigh or be in process of annexation prior to staff making recommendations to City Council.
- e) Existing properties should be vacant, presently occupied by low-income families that meet program income requirements or have accounted for in budget for relocation expenses. (NOTE: Tenants cannot be asked to relocate in anticipation of applying for City funds.)
- f) Projects must have secured site control at the time of application. Staff will review applications that are in the re-zoning process; however, staff will not recommend a loan for approval if the site is not properly zoned for its intended use.
- g) The property should abide by the City's Housing Location Policy. See Attachment A. Developers should consult the policy during site selection and also be aware of and follow the site requirements and evaluation criteria of the Housing Finance Agency's QAP. Applicants should contact City staff should they have any questions regarding site locations and desirability. Should a site be chosen that does not meet the Housing Location Policy, developer should also provide backup for why an exception or waiver should be considered.

#### Land Acquisition Grant Eligibility

- a) Property must meet all of the above.
- b) Property should be located near future transit improvements, downtown neighborhood or in an underserved part of the City where land costs are high.
- c) If property land acquisition costs are greater than the appraised value of the land, developer must be able to justify why this is necessary.
- d) Developer must be able to demonstrate that project would not be feasible as affordable housing were it not for the land grant.

#### **4) RENT AND INCOME LIMITS**

All assisted units are subject to the following income and rent restrictions for the greater of 20 years, the extended use period for any low-income housing tax credits, or as long as the City loan is outstanding.

- a) All assisted units must be set-aside for households with incomes at or below 80% of the AMI, adjusted for household size. If the project is HOME- funded, at least 20% of the units must be set-aside for households at or below 50% of the AMI. In all projects, 90% of assisted units must be set-aside for households at or below 60% of the AMI. If HOME funds are combined with federal Low-Income Housing Tax Credits, additional requirements may apply. Additionally, all 9% tax credit projects will be required to target 25% of all units at 30% AMI and all 4% Bond Deal projects will be required to set aside 10% of units for 30% AMI.

Priority will be given to developments partnering with Alliance Health. Refer to Attachment B for income limits for Raleigh-Cary MSA.

- b) Every assisted unit is subject to maximum rent limits designed to help make rents affordable to low-income households. If the project is HOME-funded, rents must be no more than the HOME Program rent limits (less tenant-paid utilities) OR the market rents of comparable housing, whichever is less. Refer to Attachment B for maximum HOME program rents.
- c) If the developer intends to utilize income averaging, only units targeting individuals or families making less than 80% AMI would be considered City-assisted units.

Annual monitoring of tenant income certifications and rents for assisted units may be required.

## **5) LOAN TERMS**

The terms of the City funds will be negotiated consistent with the following guidelines:

- a) Construction-to-permanent financing
- b) Interest Rate: 0%-2%, depending on a project's needs
- c) Term: 20/30/40 Years, or as long as affordability is maintained
- d) Repayment: Deferred or monthly, depending on the population served and the project's needs.
- e) Lien: First or subordinate with conditions
- f) Right of First Refusal

### Land Acquisition Grant terms:

- a) Funds will be provided at acquisition of land.
- b) Land grant is only eligible for projects that also receive additional construction-to-permanent financing from the City which should close simultaneously.
- c) In order to determine whether the site is eligible, the developer must submit a 1 to 2-page letter to City staff that provides the address, amount requested for the acquisition in addition to total cost of acquisition, justification for why the property should be considered eligible for a grant and that project would not be feasible otherwise. Find more information on the City's plans for Bus Rapid Transit here:

<https://raleighnc.gov/business/content/PlanDev/Articles/TransPlan/BRT.html>

## **6) FINANCIAL PROJECTIONS**

The City will review the development budget for accuracy and reasonableness. The following underwriting assumptions will apply:

- a. General requirements, builder profit and overhead, consulting fees, contingency, architect fees and developer fees are within the limits as listed in NCHFA's QAP
- b. Operating reserve is at least six months of total project expenses and annual loan payments
- c. City legal fees, which are a responsibility of the developer or sponsor, are included in the development budget

## **7) UNDERWRITING ASSUMPTIONS AND FEE LIMITS FOR RENTAL DEVELOPMENTS**

Review and be familiar with the requirements as stated in the North Carolina Housing Finance Agency's QAP. The City funds are provided for gap financing.

## **8) EVALUATION CRITERIA**

The following criteria will be used to evaluate development proposals. The relative importance of the evaluation criteria attempts to track the evaluation criteria of the NCHFA as well as Raleigh's housing goals. The probability of the project closing is an important criterion. The location of the site, the quality of the proposed improvements, the population being served, the financial strength and the capability of the developer, the capability of the property manager and the ability to repay the loan with the minimum repayment terms are also important criteria. The City will not issue a commitment unless the zoning is appropriate to the plan.

The City is accepting the NCHFA application in addition to a 20/30/40 year pro forma in lieu of having a separate application.

### **a) Financial Feasibility, Leveraging and Development Costs (20 points)**

- i. Project is financially feasible with a high probability of moving forward (evidence of commitments from other funding sources, appropriate DCRs, reasonable rents, etc.) (0 to 5 points)
- ii. Project costs per square foot (excluding land) in addition to costs per - bedroom are reasonable, as compared to similar projects funded by the City (0 to 5 points)
- iii. Amount of City subsidy per unit, as compared to similar projects funded by the City (0 to 10 points)

### **b) Site and Market (30 points + 5 bonus points)**

- i. Proximity to other subsidized housing units (0 to 8 points). Elderly housing automatically awarded 5 points.
- ii. Proximity to appropriate services and/or employment centers and transportation (0 to 7 points)
- iii. NCHFA site score (0 to 5 points)

- iv. A market study must show that there is a market for the housing in the area. This can be provided once obtained through the tax credit program (0 to 5 points)
- v. Reservation of at least 5% of units for referrals from Alliance Health (0 to 5 points)
- vi. BONUS (5 points): Project is located within a one-half mile radius of a covered transit stop served at intervals of 30 minutes or better in each direction for 12 consecutive hours each workday (must provide letter from GoTriangle or GoRaleigh to support).

**c) Development Quality (20 points)**

- i. The building design and use are compatible with the surrounding environment and existing neighborhood with appropriate vehicular and pedestrian connections to nearby amenities (0 to 7 points)
- ii. The overall building design is aesthetically pleasing and well thought out and is characterized as possessing “architectural appeal” with material selections that are of good quality, designed for normal maintenance and can be expected to perform well over the long term (0 to 7 points)
- iii. The site is suitable for the proposed development without additional major geotechnical, environmental or utility infrastructure expenditures (0 to 6 points)

**d) Development and Management Team (20 points)**

- i. Capacity and experience of the development team with comparable size and type projects on time and within budget (0 to 7 points)
- ii. Developers with prior experience with the City will be evaluated on those experiences in addition to history of loan repayment. Developers without previous experience with the City of Raleigh will be asked to provide references from other government entities. (0 to 7 points)
- iii. Capacity and experience of the property management company with comparable size and type projects evidenced by occupancy levels, maintenance and repair of existing rental units, compliance with federal requirements and record keeping and reporting (0 to 6 points)

**e) Sustainability (10 points)**

- i. Development commits to LEED certification or a measure beyond Energy Star (to include conservation and protection of environmental resources, green building, water conservation, tree conservation, recycling of construction and residential waste, energy efficiency, integration/use of local pools of low-income labor, etc). Third party verification will be required to ensure that these standards have been met at completion of rehabilitation or construction. (0 to 5 points)
- ii. The City of Raleigh prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting and conducting business with women and minority owned business

enterprises. The City of Raleigh encourages participation by certified minority and women-owned businesses. The City has a general goal of 15% minority and women owned business participation in projects. The organization or individuals applying should endeavor to make a good faith effort to achieve this goal and should include documentation with their proposal that addresses these criteria. (0 to 5 points)

**f) Rehabilitation vs New Construction (Bonus: 10 points)**

Ten bonus points will be given to developments proposing rehabilitation as opposed to new construction within the City Limits of Raleigh in order to promote the preservation of existing housing.

**9) EVALUATION OF PROPOSALS**

Applications will be reviewed for completeness and eligibility. All eligible proposals will be ranked according to the criteria stated in this Request for Proposals. Also note that all sources of financing must be identified before a commitment letter will be issued. All sources of financing must be secured before closing. Commitments will be valid for 12 months.

**\*\* Should any project that the City commit funding to return to the City or with requests for additional funds, payment changes, changes in terms of funding commitment, units produced or any other substantial change to the original commitment, the developer will be required to resubmit an application in the next Request for Proposals for the changes to be considered.**

**10) APPLICATION FEE**

Applicants must submit a \$100 non-refundable application fee in the form of a check made payable to the City of Raleigh.

**11) RIGHT TO REJECT PROPOSALS**

The City of Raleigh reserves the right to reject any and all proposals received as a result of the Request for Proposals or to negotiate on the terms of the funds to best serve the interests of the City of Raleigh.

**12) SECTION 8 VOUCHERS**

Developments shall not refuse to lease any residential unit in the Project to a holder of a voucher or certificate of eligibility under section 8 of the United States Housing Act of 1937 because of the status of the prospective tenant as such a holder.

## APPLICATION SUBMISSION CHECKLIST

A copy of the application form submitted to the North Carolina Housing Finance Agency (NCHFA) for funding will be required as part of the City application. To be considered complete, the proposal must also include the following supporting documents. **This sheet should be used as a coversheet for your proposal with all attachments in the order as listed below.**

- Nonrefundable application fee of \$100 made payable to the City of Raleigh
- Cover letter briefly describing the proposed project, population to be served and the specific amount requested from the City of Raleigh
- Projects approved for Land Grant Acquisition include copy of original letter submitted to the City prior to application
- Signed copy of NCHFA pre-application **and** a 20/30/40 year pro forma matching requested loan term (should changes be made, the developer will be required to submit updated application to the City)
- Project schedule (HOME funds require that project construction begin within 12 months of issuing the final commitment letter and be complete within 4 years)
- Location map clearly indicating the project site
- Site plan for project site (survey, plat or tax map)
- Evidence of site control (deed, contract of sale, option to purchase or other evidence acceptable to the City)
- Evidence of appropriate zoning for proposed project or evidence that zoning change is in process with a likelihood of approval prior to making recommendations
- Outline plans and specifications, including elevation, floor plans and a site plan
- Resume or other qualifications of the developer or sponsor, including a list of previous projects with current vacancy rates
- Letters of Support from other Agencies and Funding Sources with whom you intend to collaborate, including Alliance Health (Ann Oshel at [AOshel@alliancehealthplan.org](mailto:AOshel@alliancehealthplan.org)), if applicable
- Description of supportive services offered to tenants, including provider of services, history of providing services to the proposed population, and annual budget for the supportive service delivery
- Short narrative describing how Energy Star will be used and any other sustainable practices that will be implemented and how that will be ensured
- Description of how the developer intends to recruit/use minority & women-owned businesses in the project
- Appraisal (required for all acquisitions prior to closing) and Phase I, if available
- Crime report for the property and a ½ mile radius for the previous year
- Letter from GoTriangle or GoRaleigh to certify bus service, if applicable



To be considered for funding, all 9% and early round 4% applications must be received by **5:00 p.m. on February 12, 2021.** All Land Acquisition Grant requests must submit early request by **5:00 p.m. on January 15<sup>th</sup>, 2021** to be eligible to include in application. Original applications with all attachments and one (1) electronic copy saved to a flash drive or via Dropbox, Sharefile or other online sharing system should be forwarded to the following person and address:

Ms. Aimee Holtsclaw, CD Program Coordinator  
City of Raleigh Housing & Neighborhoods Department  
Community Development Division  
421 Fayetteville St, Suite 1200  
PO Box 590  
Raleigh, NC 27601  
Aimee.Holtsclaw@raleighnc.gov  
919-996-6948

## **City of Raleigh Affordable Housing Location Policy**

### **Objectives**

The purpose of the Affordable Housing Location Policy is to set forth desired outcomes relative to the creation or preservation of affordable multi-family rental housing with the overall goal of affirmatively furthering fair housing choice for all residents. Specific objectives of the Policy include the following:

- To increase the supply of affordable housing in underserved locations near employment and commercial centers;
- To encourage the development of affordable housing near existing and proposed transit services;
- To provide for affordable housing in and near downtown Raleigh and in neighborhoods having approved revitalization plans; and,
- To prevent further concentrations of minority and low-income persons and subsidized housing.

### **Exemptions**

This policy shall apply to any multi-family rental development that is funded in whole or in part by the City of Raleigh or requires the approval of City Council with the following exemptions:

- The rehabilitation of existing units.
- Developments serving elderly or disabled populations.
- The replacement of affordable rental units lost to demolition or conversion subject to a determination by the Housing and Neighborhoods Department and subsequent approval by City Council that the proposed replacement housing will serve the same market area or neighborhood.

### **Geographic Applicability and Exceptions**

As a means of implementing this policy, newly constructed subsidized multi-family housing developments will not be allowed in census tracts having a concentration of minority or low-income persons or subsidized rental housing unless the proposed project qualifies for one or more of the following exceptions:

- Developments located within a one-half mile radius of a proposed rail or bus rapid transit station;
- Development located within one-half mile of a transit stop served at intervals of 15 minutes or better in each direction throughout the day;
- Developments located within the boundaries of the Downtown Element in the Comprehensive Plan; or
- Developments which are implementing elements of a mixed-income neighborhood revitalization plan approved and funded by City Council.

## **Waiver Process**

City Council has the authority to grant waivers on a case-by-case basis. Developers seeking a waiver shall submit a written request to the Housing and Neighborhoods Department. Department staff will evaluate the request and submit an analysis and recommendation to Council.

## **Definitions**

For purposes of this policy, the following definitions apply:

1. **Multi-Family Housing** – Housing developments consisting of greater than 24 residential units.
2. **Subsidized Multi-Family Housing** – Any multi-family housing development consisting of greater than 24 residential units financed in whole or in part with local, state or federal financial assistance where the subsidized housing units are restricted to serve households earning 60% or less of the area median income (AMI).
3. **Disabled** – Having a physical or mental disability that substantially limits one or more major life activities, having a record of such impairment or being regarded as having such an impairment.
4. **Elderly** – Housing occupied by one person who is 55 or older in at least 80% of the occupied units.
5. **Concentration of Minority and Low Income Persons** – Census tracts in which the percentage of minority residents equals or exceeds 50% and/or census tracts where the percentage of households living in poverty equals or exceeds 30%.
6. **Concentration of Subsidized Rental Housing** - Census tracts in which subsidized multi-family housing and rental units occupied by households with tenant-based Section 8 vouchers\* equals or exceeds 8% of the total rental stock, excluding housing for the elderly or disabled.

\*Data provided by RHA in 2014.

## **Review Procedures**

The Housing and Neighborhoods Department shall be responsible for reviewing all proposals for the development of subsidized multi-family housing to determine compliance with this Policy.

## **Policy Updates**

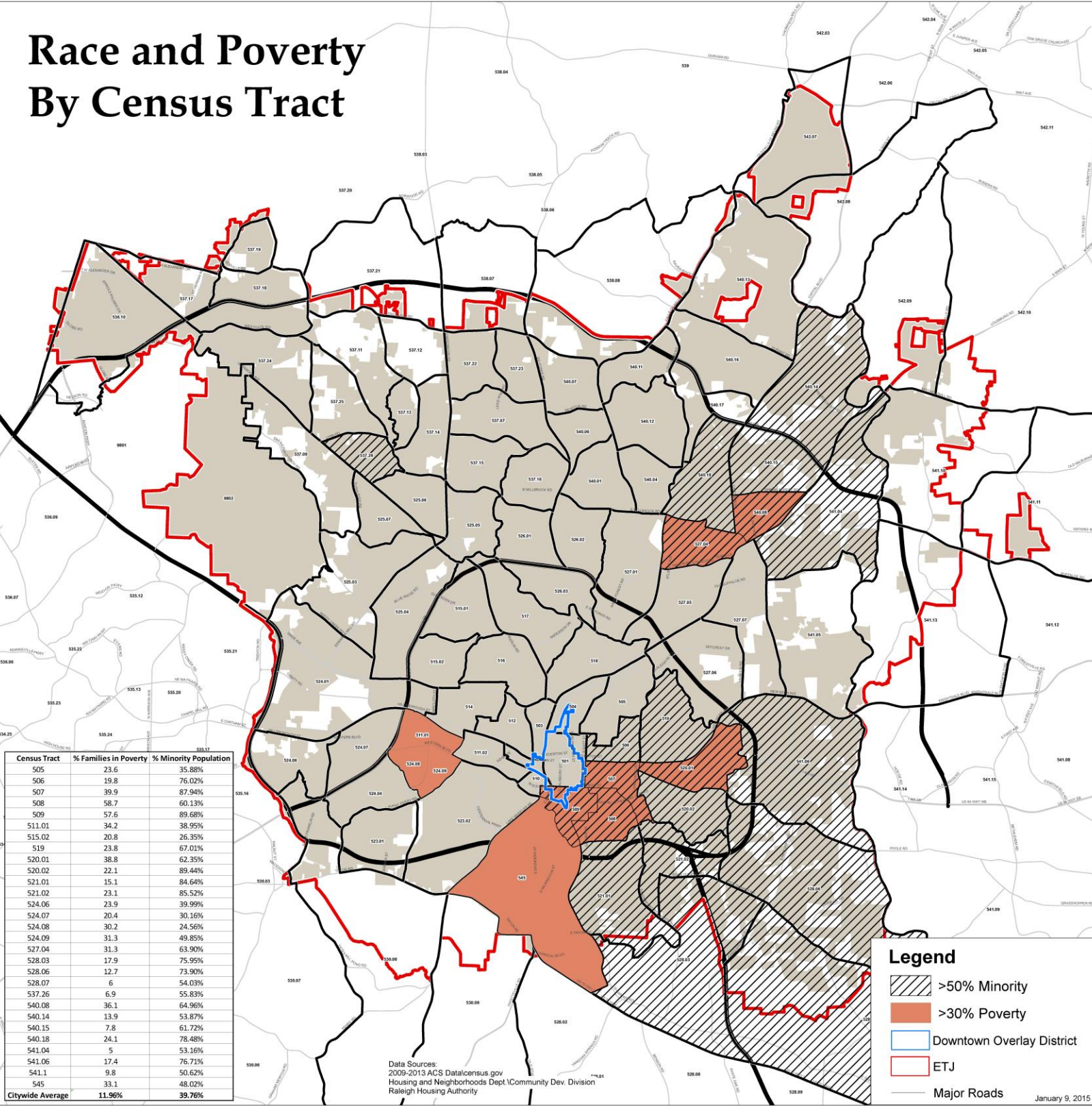
Maps depicting areas of concentration will be updated not less than every five years in conjunction with updates or revisions to the Housing Element of the Comprehensive Plan.

## **Attachments**

Race and Poverty by Census Tract (Map)

Concentrations of Subsidized Rental Housing by Census Tract (Map)

# Race and Poverty By Census Tract





# Subsidized Housing Units By Census Tract

Census Tracts with > than 8% Subsidized	
Census Tract	% Rentals Subsidized
520.02	8.29%
545	8.47%
504	9.41%
540.15	11.42%
540.14	12.43%
521.02	13.75%
509	17.17%

Data Sources:  
2009-2013 ACS Data/census.gov  
Housing and Neighborhoods Dept./Community Dev. Division  
Raleigh Housing Authority

Legend

>8% Rentals Subsidized

Downtown Overlay District

ETJ

Major Roads

# 2020 Raleigh MSA Income Limits

2020 Area Median Income: \$94,100 for a family of four

Official City of Raleigh use date July 1, 2020 for AMI rates, July 1, 2020 for HOME rent limits

For CDBG, HOME & Section 8.									
Family Size									
Required use date 7/1/20	1	2	3	4	5	6	7	8	
Percent of Area Median Income									
10%	\$6,590	\$7,530	\$8,470	\$9,410	\$10,170	\$10,920	\$11,670	\$12,430	est.
20%	\$13,180	\$15,060	\$16,940	\$18,820	\$20,340	\$21,840	\$23,340	\$24,860	est.
Extremely Low - 30%	\$19,800	\$22,600	\$25,450	\$28,250	\$30,550	\$32,800	\$35,050	\$37,300	HUD
40%	\$26,360	\$30,120	\$33,880	\$37,640	\$40,680	\$43,680	\$46,680	\$49,720	est.
Very Low - 50%	\$32,950	\$37,650	\$42,350	\$47,050	\$50,850	\$54,600	\$58,350	\$62,150	HUD
60%	\$39,540	\$45,180	\$50,820	\$56,460	\$61,020	\$65,520	\$70,020	\$74,580	HUD
65%	\$42,835	\$48,945	\$55,055	\$61,165	\$66,105	\$70,980	\$75,855	\$80,795	est.
70%	\$46,130	\$52,710	\$59,290	\$65,870	\$71,190	\$76,440	\$81,690	\$87,010	est.
Low - 80%	\$52,750	\$60,250	\$67,800	\$75,300	\$81,350	\$87,350	\$93,400	\$99,400	HUD
90%	\$59,310	\$67,770	\$76,230	\$84,690	\$91,530	\$98,280	\$105,030	\$111,870	est.
100%	\$65,900	\$75,300	\$84,700	\$94,100	\$101,700	\$109,200	\$116,700	\$124,300	est.- median

# Raleigh Affordable Rents

use as of July 1, 2020 (updated 6/17/20)

Number of Bedrooms	Efficiency-0	1	2	3	4	5	6
LOW HOME RENT LIMIT	\$823	\$882	\$1,058	\$1,223	\$1,365	\$1,506	\$1,646
HIGH HOME RENT LIMIT	\$962	\$1,022	\$1,163	\$1,482	\$1,716	\$1,876	\$2,034
FAIR MARKET RENT	\$962	\$1,022	\$1,163	\$1,482	\$1,895	\$2,179	\$2,464
50 % Maximum Housing Expense	\$823	\$882	\$1,058	\$1,223	\$1,365	\$1,506	\$1,646
65 % Maximum Housing Expense	\$1,051	\$1,128	\$1,354	\$1,556	\$1,716	\$1,876	\$2,034
CITY UTILITY ALLOWANCES	must be determined for each individual apartment or identical apartments in a project						

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent limit and/or Low HOME rent limit