

# MEETING NOTICE

The Policy Advisory Board (PAB) for the Washington County Community Development Block Grant (CDBG) and HOME Investments Partnerships Program will meet at **7:00 pm** on **Thursday August 12, 2021**. The meeting will occur through Zoom.

**Call in option:** If the first number is full, dial the next number:

1-346-248-7799

1-669-900-6833

**Meeting ID:** 825 3935 7862 **Passcode:** 494412

**Video option:** If you'd like to connect to Zoom to view the presentation, click the link:

<https://us02web.zoom.us/j/82539357862?pwd=Z3lPeWJhRFNDNS3NZMitnNzY5cDY4dz09>

For further information, contact the Office of Community Development at 503-846-8814.

## PAB MEETING AGENDA

1. (Action) Approval of Minutes, July 8, 2021 Meeting (enclosed)
2. (Action) HOME Application and Rating Sheet Changes(enclosed)
3. (Action) HOME Application Construction Cost Changes (enclosed)
4. (Info) CDBG and HOME Application Cycle Timelines (enclosed)
5. (Info) Miscellaneous and Announcements

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **July 8<sup>th</sup>, 2021 7:00 pm** via Zoom.

**POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	Rob Drake
Gaston	*David Meeker
King City	*Micah Paulsen
North Plains	*Trista Papen
Tigard	*Liz Newton
Tualatin	*Bridget Brooks
Washington Co.	Kathryn Harrington

\*Denotes Primaries

OCD STAFF:

Jennie Proctor, Program Manager  
Lauren Thomas, Administrative Specialist II  
Ann Hawkins, Housing & Community Development Specialist  
Natalie Williams, Housing & Community Development Specialist

GUESTS:

Teri Lenahan, Mayor of North Plains

**RECOGNITION OF TERI LENAHAN FOR HER SERVICE ON THE POLICY ADVISORY BOARD**

The PAB and OCD staff recognized Teri Lenahan for her service on the PAB. Teri served 6 years on the PAB as the primary representative for North Plains. Teri served as the PAB Chair for the last 2 years.

**ELECTIONS**

Elections were held for both the Chair and Vice-Chair positions. Stephanie Jones was elected Chair and Bridget Brooks was elected Vice-Chair. They will serve a two-year term to expire in July 2023.

Chair Stephanie Jones called the meeting to order at 7:24 pm.

**1. APPROVAL OF June 10, 2021 MINUTES**

Bridget Brooks MOVED TO APPROVE the June 10<sup>th</sup>, 2021 MINUTES. Micah Paulsen SECONDED. Motion CARRIED. (7 yes, 0 no, 1 abstain)

## 2. CDBG-CV SHOWER TRAILER RATING RESULTS

Jennie Proctor presented the rating results of the shower trailer application to the PAB. A single application was received for the Shower Trailer funding opportunity from Open Door Counseling Center. The PAB rated this application and it received an average score of 85. The original timeline is still on track for a project start date of August 1. After acquisition of the trailers, actual shower service could begin as soon as October 1, 2021.

Liz Newton asked if there will be a regular schedule for where the trailers will be so that people will know how to access them. She also voiced concern that South county would be left out of the services. Jennie stated that based on the application, one trailer would be stationed in the Western part of the county at a few locations. The second trailer would be used for the rest of the county including south county.

Micah Paulsen MOVED TO APPROVE the shower trailer application as submitted by Open Door Counseling Center. Bridget Brooks SECONDED. Motion CARRIED. (8 yes, 0 no)

## 3. MISCELLANEOUS AND ANNOUNCEMENTS

Ann Hawkins informed the PAB that OCD has revamped the HOME application. During last year's application cycle, the PAB had several comments about the flow of the questions and the scoring for the HOME application. Staff received input from several groups whose suggestions have been incorporated into the new draft of the HOME application. The revamped application will be brought to the PAB at the August 12<sup>th</sup> meeting for review and approval. The HOME workshop is scheduled for Thursday, August 26<sup>th</sup> so this will allow staff time to incorporate PAB recommendations and finalize any changes prior to opening the application.

Next month, staff will also bring before your board an item related to square footage costs for the HOME program.

Jennie reminded the PAB that the September meeting will be on the 3<sup>rd</sup> Thursday, September 16<sup>th</sup>, to accommodate the Public Hearing for the CAPER.

Chair Stephanie Jones adjourned the meeting at 8:00 pm.

## - ACTION -

DATE: August 4, 2021

TO: Policy Advisory Board

FROM: Staff, Office of Community Development

SUBJECT: HOME Application and Rating Sheet Changes

Office of Community Development staff has reviewed the HOME application and rating sheet in preparation for the 2022 – 2023 Program Year. Following extensive conversations with your Board regarding the challenges in previous years regarding the HOME application and rating sheet, staff has revised both documents.

Conversations were held within the Office of Community Development in an effort to expand the scope of the application questions, with Housing Services to align with the Metro Bond application, and with the Washington County Funders Group to ensure alignment with other funding entities. Additionally, questions have been added to reflect the ongoing efforts of the County to address Racial Equity and Inclusion.

The HOME application has been revised to include three sections:

- Summary
  - Description of HOME program
  - Instructions
  - Frequently asked questions
- Application
  - Project Description
  - Financing
  - Equity
  - County Priorities
  - Gaps and Solutions
  - Creativity and Opportunity
- Tables and Exhibits

In addition to the revision of the HOME application, the HOME scoring sheet has also been revised. During previous funding cycles your Board has requested a review of the points system, the allocation, and the flow.

OCD staff has revised the scoring sheet to remove duplicate scoring, vague and awkward descriptions, and improved points allocation.

The HOME rating sheet now totals 100 possible points with 30 of those being Objective points assigned by staff and 70 Subjective points awarded by your Board. Twenty (20) percent of the total points are based on the response to the questions related to Equity and Inclusion and will be rated by your Board.

Staff will step through both documents at your meeting on August 11<sup>th</sup>.

**RECOMMENDATION:** Staff recommends your Board approve the proposed changes to the HOME Application and Rating Sheet for use in the FY 22/23 HOME funding cycle.

# Proposed Washington County HOME Application v4

## Summary Tab:

### *Description:*

The HOME program is a flexible tool that helps local governments, in conjunction with states and non-profit organizations, develop and support various home ownership and rental opportunities for extremely low income (30% or less of median), very low income (50% or less of median), and low income (up to 80% of median) families and individuals. This versatility sets the HOME program apart from more traditional federal housing programs, which are largely categorical in design. Washington County Office of Community Development (OCD) Policy states the HOME units must target households whose income is at or below 60% MFI.

PLEASE NOTE all Agreements will be structured with the project Owner and will be in the form of a loan. Project Owner is defined as the entity that holds legal title to the land. Washington County will not enter into an Agreement with any other entity other than the Owner. There are no exceptions to this.

ENVIRONMENTAL REVIEW: Once an application has been submitted to Washington County for funding, no choice limiting action (contract execution, acquisition, demolition, construction, etc.) of any kind can take place. If site control is not obtained prior to application submission, ONLY an option to purchase is allowed (not a purchase & sale agreement). If the project is funded, and a choice limiting action has occurred after the date of application, but before environmental clearance has been received, the project may not be eligible for funding according to 24 CFR 58.22.

### *Instructions:*

Please provide the following information for your organization. As an Applicant in the ZoomGrants system, you will only have to complete this information once. Your information will be saved for all other applications submitted through the ZoomGrants system.

Applications are to be submitted through ZoomGrants by the date and time posted. No responses will be accepted after that date and time.

Please see the Documents tab for additional required documents. These documents will have to be uploaded prior to submission.

Date and time of application submission is the trigger for the Federal NEXUS. The Federal NEXUS indicates that no choice limiting actions can be taken on the project until the Environmental Assessment has been completed by the Responsible Entity (RE). For these projects, the RE is OCD.

# Proposed Washington County HOME Application v4

## *Frequently Asked Questions*

**What is an EIN?** The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

**How do I get a DUNS number?** The DUNS number is determined by the Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS). This number is a unique identifier used in reporting under the Federal Funding Accountability and Transparency act (FFATA), which requires the federal Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As a condition of receiving federal funding, you are required to provide a DUNS number, which you will then need in order to be able to obtain a CAGE Code (see below). If your organization does not yet have a DUNS number (or if it is unknown) visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register or search for a DUNS number.

**What is a SAM CAGE Code and how do I get one?** SAM stands for System for Award Management, which is the primary registrant database for the U.S. Federal Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions. Every organization receiving federal funds must be registered in SAM. Your Cage Code identifies and helps verify your current registration in SAM, which must be updated annually.

For more SAM Registration information Click Here or go to <https://www.sam.gov>

**When would Davis-Bacon Rates apply to a project?** Davis-Bacon will apply to projects that include any possible use of CDBG funds in the project, more than 8 Project Based Vouchers , projects with 12 or more HOME Assisted Units. Prior conversation with OCD Staff will be required if CDBG usage is planned.

**What is Permanent Supportive Housing (PSH)?** PSH is low-barrier, deeply affordable housing with supportive services to help people live with stability, autonomy, and dignity. Supportive housing is for highly vulnerable people who have complex health needs, including those with untreated or undertreated mental illness and addictions and have long-term homelessness in their background. Qualification to live in the housing does not expire after a certain amount of time therefore the housing is permanent.

**What is the date the applications are due?** HOME applications are due on Friday, October 8, 2021

**What is the date of the Federal Nexus?** For the purpose of the HOME funds, the Federal Nexus is the date which your application is submitted to OCD.

**What is URA?** 49 CFR Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

## Proposed Washington County HOME Application v4

These Federal regulations establish the governmentwide requirements to implement the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

The URA establishes the minimum Federal requirements for the acquisition of real property for Federally-funded programs and projects, and for the relocation of persons who must move from their homes, businesses, or farms as a direct result of acquisition, rehabilitation, or demolition for a Federally-funded program or project.

### Application Tab:

- 1) Provide a detailed description of the project or program applied for in this application. Please include street address and/or the Tax Lot Identification number for the proposed project. Attach a map of the proposed site in the documents tab.
- 2) Construction Type (Multifamily Rental please see the HOME Rental Application Instructions for minimum units required).
  - New Construction
  - Acquisition/Rehabilitation
  - Rehabilitation
  - Other:
- 3) Target Population:
  - Seniors
  - Veterans
  - Homeless
  - Domestic Violence Survivors
  - Families
  - Persons with Disabilities
  - Other
- 4) Describe the site's Access to Opportunity for the target population at the proposed site.
- 5) What is the total development cost for the project?
  - Total HOME funds requested for Acquisition
  - Total HOME funds requested for Rehabilitation
  - Total HOME funds requested for New Construction



## Proposed Washington County HOME Application v4

- Total CDBG Affordable Housing Supplement requested
  - Total non-HOME, non CDBG resources
  - Total Development Costs
    - ◆ TOTAL
- 6) List all the financing sources along with the dollar amount for each source and the terms of the funding
- HOME Funds
  - Public Funds
  - Private Funds
  - LIHTC
- 7) Will you / have you applied to another jurisdiction for the State Bond / Tax Credit or to another jurisdiction for Metro Bond financing for this project? You will also be required to upload a copy of the application
- Yes
  - No
- 8) 8. Please provide your State and Federal Competitive Application Schedule.
- 9) If you are planning to apply to the state or federal government for competitive funding, please indicate which year(s) you are planning to apply and the anticipated sources (e.g., 9% LIHTC).
- 10) How does this project include creative or innovative approaches to addressing the housing of household or individuals with lower incomes as well as the surrounding community? Examples include:
- innovative design features that promote sustainability,
  - wider sidewalks
  - plaza features
  - bike racks/lockers
  - sustainable building, and construction practices over and above local building codes
- 11) Please list the agencies or organizations that support this specific project including:
- List how many community or neighborhood meetings have been convened to discuss this project
  - Describe other community support and involvement
  - Describe any support for the project that you have received from the local jurisdiction
  - You will be asked to provide copies of letters and evidence of meetings in the attachment section.

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12) Advancing Racial Equity – People of color struggle disproportionately with unaffordable housing, displacement, and homelessness. Washington County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity, and access and providing equal opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

- Tell us about historically underserved communities in your project area including demographics and other factual data in your response.
- How have you connected to this community(ies) in planning for this project?
- How do you plan to ensure that these communities are aware of this housing opportunity?
- What barriers do you anticipate these communities encountering in accessing housing?
- What is your plan for mitigating identified barrier to access?
- How will you serve this community(ies) through building operations? Please attach any actionable MOUs with service organizations.

13) Equity Plan - Washington County is dedicated to advancing equity by among other things increasing housing and economic opportunities for low-income residents and creating business opportunities for State of Oregon certified Minority, Women, Disabled Business Enterprises, and Emerging Small Business enterprises (M/W/DBE/ESB).

- Please discuss the roles and responsibilities of the development team and its members as those relate to the specific housing needs in the community, including who has access to the housing opportunities to be created by this project
- Please advise how the development team will create community economic opportunities. Include in the response information related to M/W/DBE/ESB Contracting, Workforce Training and Hiring, Section 3 requirements, Professional Services and Commercial Space
- Applicant should provide a detailed plan to achieve aspirational goals of 20% COBID certified subcontractor participation and 20% COBID certified professional services participation. Project sponsors will be required to provide documentation of subcontracting efforts and results. Washington County strongly encourages architects, contractors, sub-contractors, and other bond project team members to involve Washington County-based workforce and businesses. If the plan includes a significant partnership with a trade association/consultant, such plan should include in detail the expected division of work.

14) Describe your marketing strategy for the proposed project with particular attention to your plans for Affirmative Marketing including the rationale for selecting the target market. Describe your strategy for reaching those eligible households least likely to apply. Affirmative Marketing Plan should be attached to this application.

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- 15) NEIGHBORHOOD AND MARKET FEASIBILITY. All Applicants are required to submit an independent third-party Market Study prepared by a qualified Analyst. In this section please summarize some key elements of the study. Focus on Project area/neighborhood, housing demand in the area, existing rental stock, how comparable are you to the competition, vacancy rates, compare amenities etc.
- 16) Please indicate which Housing Goals from the 2020-2024 Consolidated Plan your application addresses.
- Construction of new affordable rental housing
  - Preserve existing affordable rental housing: acquisition and/or rehab; rehab and refinancing activities
  - Other
- 17) Please describe how your project addresses the above noted goal(s) and identify any other publicly adopted plan(s) that your project helps to implement.
- Examples of potential plans include “neighborhood plans” such as the Creekside Plan, or a downtown development plan adopted by a city council, public agency plans, the Fair Housing Plan, and the Washington County LIS. Do not include your own organization’s strategic plan.
- 18) The 2020 – 2024 Consolidated Plan included two documents, the Housing Market Analysis and the Housing Needs Assessment, that identified unmet demand for housing and services among specific populations. Please describe how your project addresses these gaps and needs.
- 19) Please check which goal of the plan "A Road Home: Community Plan to Prevent and End Homelessness in Washington County" that your proposed project addresses, if any. Please be sure you have reviewed the goals in the plan "A Road Home: Community Plan to Prevent and End Homelessness in Washington County" located at:  
<http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>
- 2.3) Create New Permanent Affordable Supportive Housing Units
  - 2.4) Increase Permanent Affordable Housing for Extremely Low-Income Households (<30% AMI)
  - None
- 20) Describe specifically how this project implements one or more of the goals of the plan "A Road Home: Community Plan to End Homelessness. This includes information, for instance, on how your project has a dedicated source to implement the strategy.
- 21) Describe plans for providing support to the residents of the project before and/or after the project is completed (or, as appropriate, before/after financial assistance is provided).

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- 22) Describe the kinds of resident services that your agency will provide and/or coordinate for the general population living in this project. If your project does not have an in-house resident services program, please state that.

Please see the application instruction document in the library tab for additional information in how to answer this question.

- 23) If your project provides Permanent Supportive Housing (PSH) and/or Therapeutic Social Services for Special Needs Populations, please describe the services and any licensing requirements associated with the anticipated services.

Please see the application instruction document in the library tab for additional information in how to answer this question.

Answer N/A if your project will not provide Therapeutic Services.

- 24) What is the impact on the Operations Budget and on Services should funding for the Services be lost? Is there an alternate strategy that can be implemented in order to continue providing the Services?

If resident services are included "above the line," indicate the number of units and the budgeted cost per year. The County allows applicants to include funding for resident services of up to \$200 per year for all units affordable at 50% MFI or less

- 25) How many units will meet the 504 accessibility standards? See Application Instructions for specific information required. Multifamily Housing Developments built after March 13, 1991, must have a minimum of 5% of the units that are fully accessible and an additional 2% that are accessible to persons with visual and hearing impairments.

Of the 504 units how many are Fully Accessible Units?

Fully accessible, all required features are present at first occupancy, i.e. no features left as adaptable.

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- 26) List all the amenities in the units and all the common amenities in the development.
- 27) Using Exhibit F-1, F-2, and F-3, describe the financial assumptions used to determine the total cost of the project, including acquisition, development, construction, and, if applicable, any possible green building or sustainability practices.
- Include the sources consulted and how the costs were determined. If your assumptions are outside the HOME parameters found in Section I, Table 7 of the HOME Policy Manual please explain. Was consideration given to potential cost increases?
- 28) Based on applications from the last several years, construction costs per square foot (excluding acquisition and development costs) fall in the range of \$338-430 per square foot. If the cost per square foot exceeds \$430 per square foot, describe what could be considered or implemented to reduce costs and why the costs currently exceed that amount.
- 29) DAVIS-BACON WAGE RATES IF APPLICABLE: If Davis-Bacon Wage Rates apply to your project, provide a short answer how you incorporated this expense into your Project Development Budgets and financing details.
- 30) Using Exhibit F-4, F-5, F-6, and F-7, describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors.
- 31) If your assumptions are outside the HOME parameters, please explain. Please see the application instruction document in the library tab for additional information in how to answer this question.
- 32) Discuss the project's readiness to proceed based on the level of funds committed and the other resources yet to be secured as identified in Exhibit D (documents tab)
- 33) Discuss the sources of HOME Match that are identified in Exhibit E. Attach funding award letters and/or your methodology for calculating HOME Match that demonstrates your application will yield a minimum of twenty-five percent non-federal Match.

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For additional information, please review how to calculate match as discussed in CPD Notice 97-03 "HOME Program Match Guidance" found at: <https://www.hudexchange.info/resource/2676/notice-cpd-97-03-home-program-match-guidance/>

34) Current status of property. Check all boxes that apply to the property. Attach a copy of any site control or option agreements, as well as the choice-limiting action avoidance certification in the documents tab.

- Privately Owned
- Publicly Owned
- Occupied Structure
- Vacant Structure
- Vacant Property
- Property was built prior to 1978 (acquisition only)
- Owner of property has been contacted

35) If you answered "No" to the above question. Do you have an option agreement or any other form of site control?

- Yes
  - ◆ If yes, please upload documentation in documents section
- No

36) At the time of this application, do you or any participant in the development process OWN (hold title) the land?

- Yes
  - ◆ Legal Name of Owner \_\_\_\_\_
- No

37) Provide an overview of the property management and asset management systems of your organization.

Indicate whether you intend to outsource the property management for this project, and, if so, to which firm and their experience. Finally, describe if and how residents of your project will have a role in shaping the property management process.

38) Acquisition and Rehabilitation or Rehabilitation only: Discuss how your proposal reflects your Capital Needs Assessment.

Please see the application instruction document in the library tab for additional information in how to answer this question. Please enter N/A if this question does not apply to your project.

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- 39) If the housing was constructed prior to 1978 please provide a determination of the presence/absence of lead paint in the housing. Please attach relevant documentation in the documents tab.

Acquisition or rehabilitation of housing built before 1978 will require a lead hazard evaluation, and possible lead hazard reduction. Contact the Office of Community Development for current information on lead hazard reduction requirements.

- 40) Will the project have the potential for demolition of any currently affordable housing units or any relocation of residential and/or commercial business tenants?

- Yes
- No

Relocation of existing households or businesses requires the early involvement of an expert URA consultant who can advise applicants on proper notifications and negotiations.

- 41) If response to 39 is yes, provide name of consultant utilized

- 42) Describe the circumstances and justify why the acquisition is necessary for this project to succeed. Indicate the number of residential or business tenants to be displaced. Estimate the costs associated with relocation and describe the source.

The estimate of displacement should be based upon the number of tenant households occupying the facility at date that you submitted the HOME project application.

- 43) BRIEFLY outline your organization's experience in:

- Developing affordable rental housing
- Managing affordable rental housing.
- List the project sponsor's experience if different.
- If a partnership, list your history of working together.

- 44) Describe the ownership structure. Please show with " % " ownership as applicable. Subsequent changes to this structure may require pre-approval from Washington County. You will also be required to provide an organizational chart . The purpose is to identify and describe the organizations that will own, control and benefit from the activity to be funded

- 45) What percent of the projected cash flow (PCF) is to be controlled by the nonprofit? What percent of the Developer Fee (DF) is the nonprofit to receive?

- % PCF

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- % DF

46) Provide an overview of the financial management system of your organization.

47) Attach a copy of the most recent agency audit and/or your most recent federal 990 tax return in the documents tab in addition to answering this question

48) List the HOME consortium projects that have received HOME funds in the last 5 years and please describe the status of each project in your organization's pipeline including HOME projects at the time of this HOME proposal application. Please explain any deviations from the original schedule or project description.

49) Please describe the composition and demographics of your board including racial/ethnic, low income, tenant representation and public officials.

50) Do any employees of the applicant or development team serve on the board?

- Yes
- No

51) If you answered 'Yes' to question 49 please list:

- Names of the employees,
- Their title,
- If they have Voting or Non-Voting privileges.

52) Do any board members have a familial or financial relationship with the applicant or development team?

- Yes
- No

53) If you answered "Yes" to question 51, then please list the names of these individuals and their relationships.

54) Is your project a partnership or joint venture between a non-profit and for-profit entity?

If you answer "Yes" then questions 54 and 55 will apply. If you answered "No" please skip to Question 56



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- Yes
- No

55) If you answered "Yes" to question 53, will the non-profit have a "Controlling" interest in the project and what is the ownership percentage of the non-profit.

Controlling-The power or authority to manage, direct, restrict, regulate, govern, administer, or oversee. Controlling entities of a partnership include the general partners, special limited partners when applicable, but not investor limited partners.

56) If you answered "Yes" to question 53

- Describe the non-profit's participation in the development of the project.
- Describe the non-profit's participation in the operation of project through the compliance period.

57) Is the nonprofit organization (or its wholly owned subsidiary) acting as the managing general partner?

- Yes
- No

58) Will the non-profit be contributing funds to the development? Indicate YES or NO and provide information on the amount of funds. Please provide detailed information on the non-profit's role in the development and operation.

59) Was this organization formed by any individuals or for-profit entities for the purposes of meeting set-aside requirements or scoring preferences associated with this application?

- Yes
  - ◆ If Yes, explain purpose of nonprofit formation.
- No

60) How many full-time staff members does the nonprofit have and how many of them will substantially participate in the proposed project?

- Please list the names, position and roles of the staff that will be participating.

## Proposed Washington County HOME Application v4

61) Has any for-profit entity (including the owner of the development or any entity directly or indirectly related to such owner) appointed any directors to the governing board of the nonprofit?

- Yes
  - ◆ If yes, explain
- No

62) Does your organization meet the requirement for a Community Housing Development Organization (CHDO)?

- Yes
- No

63) If you are applying as a CHDO, identify the specific CHDO role for this project. CHDO must demonstrate that it has the capacity to fulfill the specific role assumed for this project. See CHDO Roles in Library Tab or refer to application instructions.

- Owner
- Developer
- Sponsor
- Not a CHDO

## HOME Application Scoring

Staff scoring = 30 pts

### *STAFF - OBJECTIVE RATING: Target Population*

1.) Percentage of Units Targeted at 30% AMI	Points Range
Nine or more units affordable at 30% AMI*	5
At least 15% of total units affordable at 30% AMI*	2
At least 10% of total units affordable at 30% AMI	1
Fewer than 10% of total units affordable at 30% AMI	0
Points awarded based on share of total housing units are affordable to households with incomes at or below 30% AMI.	Points Awarded _____

\*If project consists of 60 or more units, and 15% or more are affordable at 30% AMI, then award 5 points because 15% of 60 units equals 9 units.

2.) Percentage of All Units Targeted at 50% AMI	Points Range
At least 80% of units affordable at 0 - 50% AMI**	5
At least 60% of units affordable at 0 – 50% AMI**	2
At least 50% of units affordable at 0 – 50% AMI**	1
Fewer than 50% of units affordable at 0 – 50% AMI**	0
Points awarded based on share of total housing units are affordable to households with incomes at or below 30% AMI.	Points Awarded -----

\*\*Includes housing units affordable at 30% AMI in targeted percentage.

### *STAFF - OBJECTIVE RATING: Management Capacity*

3.) Does the applicant have adequate property and asset management systems in place?	Points Range
Yes	1
No	0
Points awarded	_____
4.) Does the applicant demonstrate the capacity to add this project to their workload if awarded HOME funds?	Points Range
Yes	2
Concerns	1
No	0
Points awarded	_____

*STAFF – OBJECTIVE RATING: Site & Neighborhood Conditions*

5.) If the site is difficult to develop, are the additional costs offset by benefits of the site, such as good access opportunity or reduced site acquisition costs?

Points Range

Not difficult to develop OR offset by benefits

2

Somewhat offset by benefits

1

Not offset by benefits

0

Points awarded \_\_\_\_\_

*STAFF – OBJECTIVE RATING: Matching Funds*

6.) What share of the match obligation had the applicant secured at the time the application was submitted?

Points Range

> or = 25% match secured at the time of application:

1

<25% match secured at the time of application:

0

Points awarded \_\_\_\_\_

*STAFF – OBJECTIVE RATING: Underwriting/Development Budget*

7.) Does the project comply with the HOME Program underwriting parameters as outlined in Section I: Table 7 of the HOME Project Application?

Points Range

Fully meets all underwriting criteria

2

Meets all but two or fewer underwriting criteria

1

Missed two or more underwriting criteria

0

Points awarded \_\_\_\_\_

*STAFF - OBJECTIVE RATING: Operating Budget*

8.) Are the financial assumptions underlying the operating budget reasonable?

Points Range

Yes

1

No

0

Points awarded \_\_\_\_\_

*STAFF - OBJECTIVE RATING: Construction Costs*

9.) Are construction costs and professional fees reasonable, including accounting for the impact of Davis Bacon wage rates and allowing for potential cost increases?

Points Range

Yes

1

No

0

Points awarded \_\_\_\_\_

*STAFF - OBJECTIVE RATING: Readiness to Proceed*

10.) Are permanent and construction financing commitments in place to initiate and complete development activities in the near term?

Points Range

Start within 12 months, complete within 2 years:	2
Start within 18 months, complete within 2 or 3 years:	1
Start within 24 months, completion date uncertain:	0

Points awarded\_\_\_\_\_

*STAFF - OBJECTIVE RATING: Planning & Zoning*

11.) How well does the project comply with local land use requirements?

Points Range

The project as proposed is compliant with local land use requirements and evidence was provided	2
The applicant is seeking zoning changes/variances; however, evidence suggests approval is being sought and compliance is likely.	1
Evidence suggests compliance with local land use requirements seems unlikely or no information was provided by applicant.	0

Points awarded\_\_\_\_\_

*STAFF – Objective Rating: Specialized Therapeutic Services*

12.) If permanent supportive housing and/or specialized therapeutic services are to be provided to a special needs population as part of this project, are they adequately integrated into the planning and financing of this project?

Points Range

Yes	2
No or N/A	0

Points awarded\_\_\_\_\_

*STAFF – Objective Rating: Accessibility*

13.) It is required that 5% of all units are fully accessible meeting the 504 accessibility Standards and an additional 2% accessible to persons with visual and hearing impairments. Based on those requirements are the appropriate percentage of units accessible?

More than 5% of the units are fully accessible – 2 Pts

The required 5%/2% requirements are met – 0 pts

Points Awarded\_\_\_\_\_

14.) Has the developer has committed to an extended use period of affordability?

Period of affordability in excess of terms of agreement =2 pts

Period of affordability equal to term of agreement = 0 pts

Points Awarded\_\_\_\_\_

## PAB Subjective Scoring = 70 points

### Advancing Racial Equity = 10 points (Q12)

1. The project will serve a historically underserved community.

Yes - 2 pts

No - 0 pts

Points Awarded \_\_\_\_\_

2. The developer has connected with the community during planning process. (Q11 also)

Yes - 2 pts

No - 0 pts

Points Awarded \_\_\_\_\_

3. The developer has a plan to ensure these communities are aware of this housing opportunity.

Strongly Agree – 2 pts

Agree – 1 pts

Disagree or No plan – 0 pts

Points Awarded \_\_\_\_\_

4. The developer is aware of barriers and has a plan to mitigate these barriers to access.

Strongly agree - 2 pts

Agree – 1 pts

Disagree or No plan- 0 pts

Points Awarded \_\_\_\_\_

5. The project will serve the community through operations.

Strongly agree - 2 pts

Agree – 1 pts

Disagree - 0 pts

Points Awarded \_\_\_\_\_

### Equity Plan = 10 Points (Q13)

6. The Equity Plan outlined by the developer supports the Washington County dedication to advancing equity.

Range of Points: 0 (Low) to 2 (High) Points

Points Awarded \_\_\_\_\_

7. The Equity Plan outlined has a strong response related to M/W/DBE/ESB Contracting, Workforce Training and Hiring, Section 3 requirements, Professional Services and Commercial Space.

Range of Points: 0 (Low) to 2 (High) Points

Points Awarded \_\_\_\_\_

8. The Equity Plan has a detailed plan that will achieve or exceed aspirational goals of 20% COBID certified participation.

Achieve: 1 Point

Exceed : 2 Points

Points Awarded \_\_\_\_\_

7. The development team, and its members are well represented by people of color and the community in which this project has been created

Range of Points: 0 (Low) to 2 (High) Points

Points Awarded\_\_\_\_\_

8. The developer has defined their project will create economic opportunities.

Range of Points: 0 (Low) to 2 (High) Points

Points Awarded\_\_\_\_\_

### County Priority = 15 points

9. How effective is this project in addressing an objective in the Objective Statements of the 2020-2024 Consolidated Plan? (Q16)

Range of Points: 0 (Low) to 5 (High) Points

Points Awarded\_\_\_\_\_

10. The project implements one or more of the strategies in the County's plan "A Road Home: Community Plan to Prevent and End Homelessness in Washington County." (Q19)

Range of Points: 0 (Low) to 5 (High)

Points Awarded\_\_\_\_\_

11. The project implements one or more publicly adopted plan. (Q17)

Range of points: 0 (Low) to 5 (High)

Points Awarded\_\_\_\_\_

### Identified Gaps and Solutions = 25 points

12. The 2020-2024 Consolidated Plan identified gaps in the demand for housing of special needs populations including: the elderly, persons with mental illness and/or substance use disorders, persons with physical and developmental disabilities, survivors of domestic violence, persons with HIV/AIDS, persons experiencing homelessness, the justice involved community and Migrant agricultural workers/farmworkers. Based on these identified gaps, does this proposed project address those critical populations? (Q 18)

Range of Points: 0 (Low) to 10 (High) Points

Points Awarded\_\_\_\_\_

13. Does this project provide an innovative or compelling solution to addressing these gaps? (Q18)

Range of Points: 0 (Low) to 5 (High) Points

Points Awarded\_\_\_\_\_

14. Is the project located in a place that provides access to opportunities appropriate for the intended client group?

Excellent Access - 5Pts

Good Access – 3 pts

Fair Access – 2 pts

Limited access – 1 pts

Very limited or no access – 0 pts

Points Awarded\_\_\_\_\_

15. Does the project unit assortment match the needs of the population identified in question 3?

Excellent Assortment – 5 Pts

Fair Assortment – 1 pts

Assortment does not meet needs – 0 pts

Points Awarded\_\_\_\_\_

### Creativity and Opportunity = 10 points

17. Has the developer provided creative or innovate approaches to the housing needs and services? (Q10)

Range of Points: 0 (Low) to 5 (High) Points

Points Awarded\_\_\_\_\_

18. Can the developer demonstrate that the project is accessible to public transportation, full-service grocery, schools, and parks? (Q15)

Location is very accessible – 5 pts

Location is accessible – 2 pt.

Accessibility is a challenge – 0 pts

Points Awarded\_\_\_\_\_

Staff points = 30

PAB points = 70

100/100



## - ACTION -

Date: August 4, 2021

To: Policy Advisory Board

From: Staff, Office of Community Development

Subject: HOME Application Construction Cost Changes

The Office of Community Development has recently completed an assessment of development costs associated with current projects. This research has provided documentation of increasing construction costs within Washington County. The average cost per square foot fall in the range of \$338 - \$430 per square foot.

Currently, the HOME Project Application Guidelines state:

"Most construction per square foot costs, based on recent developments (excluding acquisition and development costs), fall in the range of \$275 to \$301 per square foot. If the project's construction cost per square foot exceeds \$300, describe what could be considered or implemented to reduce costs and why the costs currently exceed \$300 per square foot."

In order to accurately reflect the current market trends, we recommend the HOME Project Application Guidelines be modified to state:

"Based on applications from the last several years, construction costs per square foot (excluding acquisition and development costs) fall in the range of \$348 – 430 per square foot. If the cost per square foot exceeds \$430 per square foot, describe what could be considered or implemented to reduce costs and why the costs currently exceed \$430 per square foot."

It is felt that this change will bring the program parameters in line with real time costs.

**Recommendation:** Staff recommends your Board approve the above proposed changes to the HOME Project Application Guidelines for use in the FY 22/23 HOME funding cycle.

## CDBG/HOME 22/23 Funding Timelines

Action	Due Date
CDBG Application Proposal Workshop HOME Application Proposal Workshop	August 25, 2021 August 26, 2021
Letter of Intent Due (CDBG only)	September 17, 2021
Application Proposals Due	October 8, 2021
Staff Evaluations Completed & Distributed	January 13, 2022
Sponsor Presentations	January 27, 2022
Policy Advisory Board (PAB) Rates Applications	January 30, 2022
PAB Approves List of Projects	February 10, 2022
PAB Approves Draft Action Plan	April 14, 2022
Board of Commissioners Approves Action Plan	May 10, 2022
Projects Funded – Program Year Begins	July 1, 2022