

**Questions regarding the Request for Application for CHDO Single-Family New Construction
Funding Released on Thursday, June 16, 2016**

*QUESTIONS RECEIVED AFTER THE 4:30PM DEADLINE ON **Wednesday, June 29, 2016** ARE NOT PROVIDED A RESPONSE PER SECTION 009 - RESTRICTIONS ON COMMUNICATION OF THIS RFA.

1. Other Public Funds on the Budget: Would funds from a bank be considered public funds or private funds, also would funding from a bank be considered "Match"?
 - Funding received from a bank is considered to be private funds.
 - [24 CFR 92.220](#) defines Match requirements for the HOME program.
 - For more detailed information on what does, and what does *not* qualify as match, please see HUD Notice: CPD 97-03 which can be viewed in its entirety here: http://portal.hud.gov/hudportal/documents/huddoc?id=19652_97-3.pdf

2. Can lots currently owned by the CHDO be counted as Match?
 - Lots that were donated to the CHDO at no cost to the CHDO are considered Match. Value of the match is the current appraised value of the lot.
 - Lots purchased by the CHDO below market value can also be used as math. Value of the match is equivalent to the difference between the price paid by the CHDO and the current appraised value of the lot.
 - Original purchase price of lots shall be included in the Total Development Cost.
 - To qualify as match, the lots must be contributed to the project.

3. What is the difference between Match and Leverage?
 - Match: The CHDO's contribution to the HOME Program – the local, non-Federal contribution to the partnership. The CHDO's match contribution must equal not less than 25 percent of the HOME funds drawn down for the project. <https://www.hudexchange.info/resources/documents/Building-HOME-Chapter-1-Overview.pdf>
 - Leverage: "Leveraged" funds are simply a financial commitment toward the costs of a project from a source other than the granting organization. Leveraging can be achieved by a commitment from the grantee or through various partnerships. archives.hud.gov/funding/2006/leverage.doc

4. How much is the match requirement?
 - Not less than 25 percent of the HOME funds drawn down for the project.
 1. However, historically HUD has issued a waiver to the City reducing the match requirement to 12.5%. Any partial or full waiver is specific to a time period within which HOME funding is drawn. Since this is a future event, any partial or full waiver cannot be guaranteed, so the requirement at the time of application is the full 25% match requirement.

5. Is site control of properties required for the application?
 - No. However, points are given for site control on the application.
 1. Site Control: Agreements to obtain site control, such as an option agreement (i.e., exclusive right of the buyer to purchase a property at a specific price within a specified time period without obligation to purchase)
6. Can CHDOs use BCAD appraisal for appraisal information?
 - An appraisal is generally preferred and should be provided if available. However, a BCAD appraisal can be provided at the time of application submission to the City should a conventional appraisal not be available. Prior to final underwriting and loan closing, a conventional real estate appraisal will need to be submitted to the City for its review and acceptance.
7. Can an applications use their own pro-forma instead of completing the one attached to the application?
 - If the respondent's housing model does not conform to the particulars assumed by the Pro Forma included in the application, the respondent generated Pro Forma may be substituted.
8. Blue Ridge Subdivision – Is it a target area?
 - Blue Ridge is no longer a RenewSA target. However, it may be in the ICRIP. CHDO is responsible for checking their project target area against the City maps of the various City designated target areas to determine eligibility for points. Links to maps needed for verification are provided in the application.
9. Do you only need one binder and a CD for submission?
 - That is correct. Submission requirements are:
 1. One (1) original hard copy of the Application, signed in ink
 2. One (1) electronic copy of the Application on compact disk (CD) containing a Microsoft Excel version of the Application with any attachments requiring in an Adobe PDF.
 3. Applications should be submitted in a sealed package clearly marked with the project name and "CHDO Single-Family New Construction" on the front/top of the package.
 - Additionally, application pages may be printed on both sides of the paper.
10. Who will serve as members of the selection board?
 - The project evaluation and selection panel will be comprised of:
 1. At least one representative of the City's Executive Leadership Team (ELT); and
 2. An undetermined mix of City:
 - departmental director(s)
 - assistant director(s)

- senior manager(s)
- At least one of the panel members will come from a department that is not under the direction of the ELT member overseeing DPCD
- After scoring has been completed, CHDOs may request names of panel members.
- No community members will be on the panel due to potential conflict of interest issues.

11. Quiet Period

- In the RFA for CHDO Single-Family New Construction Funding, Section 008 discusses Restrictions to Communications. However, you may contact GMA if you experience technical difficulties with the Excel application.

12. Can staff salaries be considered a HOME Match?

- According to CPD 97-03 HOME Program Match Guidance, there are only two instances where staff salaries can be considered a match.
 1. The direct costs that may be counted as match are limited to salary costs (including benefits) directly attributable to the provision of homebuyer counseling services to families that acquire properties with HOME funds and the cost of any materials directly related to the provision of these services (e.g., pamphlets, tool kits for new homeowners, etc.). The actual cost of providing these services must be supported by invoices, time cards or similar documents. For match purposes, the provider's overhead costs (e.g., rent, office equipment and supplies, etc.) are not considered direct costs of the homebuyer counseling service.
 2. The direct costs that may be counted as match are limited to salary costs (including benefits) directly attributable to the provision of the supportive services to residents of HOME units and the cost of materials directly related to the provision of these services (e.g., food, medical supplies). The actual cost of providing these services must be supported by invoices, time cards or similar documents. For match purposes, the provider's overhead costs (e.g., rent, office equipment and supplies, etc.) are not considered direct costs of the supportive service.

13. Can an agency submit their application in advance of the due date?

- Yes. Feel free to submit your application when it is convenient for your organization, as long as it is received prior to the date and time of the deadline.

14. If there is a change to the application once submitted, can the agency submit the change to GMA?

- a. If the applicant has changes to the application document, the applicant should submit a revised application. No support documentation is required.
- b. If the applicant has changes to the support documentation required for the application, please submit an amendment to the application. A revised application is not required.