

NOTICE OF FUNDING AVAILABILITY

CITY OF EL PASO

HOME INVESTMENT PARTNERSHIPS PROGRAM

FOR THE DEVELOPMENT AND REHABILITATION OF AFFORDABLE RENTAL HOUSING

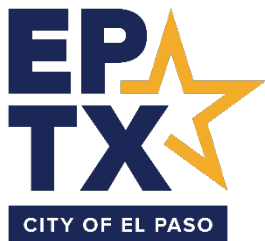


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OVERVIEW

The City of El Paso Department of Community + Human Development (DCHD) is making available HOME Investment Partnership Program funds (HOME) for the development of affordable housing. Proposals for development or rehabilitation of affordable rental housing within City of El Paso Priority Housing Areas and U.S. Department of Housing and Urban Development (HUD) Qualified Census Tracts (QCTs) will be prioritized. Competitive proposals under this NOFA will significantly leverage the HOME funds with other public and private funding in alignment with recommendations from the El Paso Regional Housing Plan. Applicants are also encouraged to leverage the HOME funds with Low Income Housing Tax Credits (LIHTCs). **Applicants are strongly encouraged to contact DCHD well in advance of submission in order to discuss concept, feasibility, and alignment with City priorities.**

Under this NOFA, HOME may be used for the demolition, rehabilitation and/or construction of property resulting in an increase in affordable housing units available to lower-income El Pasoans.

Applicants are encouraged to provide a mix of affordable rental housing, serving a range of households and income levels consistent with HUD income guidelines. Applicants with strong proposals will address one of the following items:

- Develop new affordable housing preferably within City of El Paso Priority Housing Areas and HUD-identified QCTs (see Exhibit A).
- Preserve affordable housing and prevent displacement of low-income residents through sustainable purchase and rehabilitation of existing housing preferably within City of El Paso Priority Housing Areas and HUD-identified QCTs.
- Reinvest in low-income housing preferably within City of El Paso Priority Housing Areas and HUD-identified QCTs to upgrade major building systems and improve operations, energy efficiency, and safety while extending the life of the building.

The City of El Paso acknowledges the current homelessness and housing affordability challenges; however, we also acknowledge that in order to affect an inclusive and resilient recovery, our community and the entire ecosystem of service providers and developers will have to challenge the status quo and innovate toward systemic solutions that previously would have gone unimagined. As a result, we are looking for innovative, preferably shovel-ready applications, a planning phase will follow the selection of subrecipient(s) for HOME funds.

CURRENT COMMUNITY CHALLENGES

Historically, El Paso's stock of lower-cost, quality housing has been an asset for the region. The lower cost of housing allowed households with modest incomes to afford quality housing and helped to attract businesses to the region. In recent years, housing has shifted from an asset to a challenge for the region. Housing affordability is an increasing burden on residents as they struggle to afford rent or access homeownership. At the same time, development along the edges of the region coupled with disinvestment in existing neighborhoods is undermining the economic strength of the region.

El Paso faces a rapidly growing **shortage of affordable rental housing for households earning less than \$30,000 a year**. As a result of housing costs increasing faster than household incomes, as of 2018, the El Paso region faced a shortage of approximately 3,300 rental housing units for these households. That number is projected to expand to 15,600 as the number of households earning \$30,000 or less increases and the supply of affordable rental housing decreases as rents rise.

Regional housing development patterns are not fiscally sustainable. Housing development is primarily at the edge of the region where land is cheaper, and the City and County subsidize the expanded infrastructure and higher service costs. The pace of housing development has exceeded population growth leading to a shift in the region's population from existing neighborhoods to the region's edge. This development pattern is leading to higher infrastructure and service costs for the

City, County, and school districts with a relatively stagnant tax base to support those costs. This pattern also leads to disinvestment in housing in existing neighborhoods, thereby contributing to blight and lower property values.

To address these challenges, the City must expand the production of rental housing in priority locations to meet the growing need of residents and slow the growing shortage of housing that is affordable to households earning \$30,000 or less.

PROGRAM SCOPE

This NOFA is an open call to develop multi-family affordable rental housing or scattered site development of affordable rental housing preferably within the City of El Paso Priority Housing Areas (Exhibit A) or HUD QCTs. At least 90% of units funded with HOME dollars must be affordable to households at or below 60% AMI, with at least 20% of units affordable to households at or below 50% AMI.

Applicants are encouraged to utilize 4% LIHTCs to fund a significant portion of the project. The funding gap for a prototypical 4% LIHTC development in El Paso is \$70,000 per unit. The HOME funds available under this NOFA are only intended to fill a portion of that gap funding. As such, competitive proposals will identify other public and/or private funds to fill the remainder of the per unit financing gap, which may include deferred developer fees.

Applicants must identify in their proposals:

- Number of units to be developed, broken down by level of affordability (i.e. 30% AMI, 50% AMI, 60% AMI, 80% AMI, market rate).
- The design and construction process to be utilized for the development (ex. Design-Build, Design-Bid-Build).
- The design and construction firm(s) to execute the project.
- Location of proposed development.
- All other items identified in the Application Submission Instructions.

DEVELOPMENT REQUIREMENTS

These requirements may be modified, at the discretion of the Director of the Department of Community Human Development, for innovative projects that address the overall goals of the El Paso Regional Housing Plan.

- Units must be determined to be feasible for rehabilitation, reconstruction, or new construction considering the work required and the available financing.
- Eligible housing types include multi-family affordable rental housing or scattered site affordable rental housing.
- At least 90% of units funded with HOME dollars must be affordable to households at or below 60% AMI, with at least 20% of units affordable to households at or below 50% AMI.
- The overall debt to “as-built” value (loan to value) shall not exceed ninety percent (90%).
- Must be insured in an amount sufficient to fully protect the public investment with the insurance policy naming the City as “loss payee.”
- City staff must review and determine if the developer has the technical and managerial experience, knowledge and skills to successfully complete the development by taking into account:
 - The experience of the development entity,
 - Experience of the staff assigned to the project,
 - Overall quality of the development team, and
 - Prior experience of the individuals compared to their roles in the proposed project.
- Compliance with minimum work required and minimum acceptable unit sizes.
- Applicant must demonstrate the ability to secure other funding sources sufficient to complete the development while meeting all other requirements of this NOFA.

- Design-Build is a process of contracting a single design-construction team rather than a more traditional separation of contractor and design team. Design Build has substantial advantages such as being more efficient and timely, having a reduction in change orders, and being overall more cost effective. In this process, the property owner ensures the designer and contractor are working together through a single contract. Responsibility for any type of liability falls on the design-contractor team as the owner manages only one contract rather than separate contracts in a more traditional process. If the developer chooses to utilize Design Build, the City reserves the right to review the procurement process and design build process utilized upon selection of NOFA project to ensure it complies with Federal, State and City Procurement regulations. If selected, developer must submit a 90% plan design prior to closing.

AVAILABLE FUNDING

Available Funding

The City of El Paso, Department of Community + Human Development is making available up to \$15,000,000 in HOME Investment Partnership Program funds under this NOFA.

Match Requirement

Applicants are expected to utilize the HOME funds to fill a projected gap in financing for the production of affordable rental units. The primary source of additional funds may be LIHTCs which are then matched with the HOME funds, project-based vouchers, deferred developer fees, and other loans to fully fund the project.

Spend Schedule

HOME funds from several years of allocations are available under this NOFA. As such, expiration of funds vary by year. All proposals must detail how the following recommended spending timeline will be met or exceeded (proposals with shorter spend schedules will receive greater consideration during evaluation of proposals) :

Recommended % Spent	Spend Due Date
33%	8/1/2024
67%	12/1/2024
100%	3/1/2025

FINANCING CHARACTERISTICS

- The City will provide gap financing. The applicant should explore all possible outside funding sources including LIHTCs, deferred developer fees, loans from financial institutions, foundations, and grants and loans from other agencies before submitting an application to the City for gap financing.
- The City may take a subordinate lien position if given a sixty (60) day Notice of Default and the opportunity to cure a default or the entire debt. Refinancing of existing debt up to \$5,000 per after rehabilitated unit will be available on a case-by-case basis in order to achieve feasibility and a first lien for the City.
- The maximum per unit subsidy* is as follows:

Bedrooms	Non-elevator	Elevator
0	\$ 63,251	\$ 66,564
1	\$ 72,930	\$ 76,305
2	\$ 87,956	\$ 92,789
3	\$ 112,588	\$ 120,039
4+	\$ 125,427	\$ 131,765

*Effective March 2022. Subject to change per Department of Housing and Urban Development (HUD).

- NOTE: If mixed-income projects where only a portion of the units are proposed to be assisted with City funds, please contact the Department of Community + Human Development-Housing Programs to evaluate the maximum subsidy that may be applied and the number of units that must remain affordable.
- NOTE: Floating units can only occur in projects where there are HOME-assisted units and units that are not HOME-assisted.
- The maximum assistance amount for rehabilitation, reconstruction, new construction, relocation, and site improvement is up to **\$15,000,000**. The City will determine the actual amount of assistance based on project underwriting.
- Based on the application, funds leveraged, and overall number of units produced, the City will determine the interest rate and actual amount of assistance. This determination will be based on project underwriting (Pro forma) and full financial analysis.
- Full or partial loan forgivability and/or 0% financing may be approved for all or a portion of the awarded HOME funds for proposals that demonstrate extraordinary community benefit, innovation, and significant leveraging of funds.
- Amortized loan payments shall be due monthly with the first payment due ninety (90) days after the first day of the month following the completion date as calculated in the Construction Contract. This timeframe may be negotiable.
- Developments are subject to a *minimum affordability period* during which rents are maintained at affordable rates. The minimum affordability period is as follows:
Minimum Affordability Period:
 - Rehab Less than \$15,000 per unit - 5 years
 - Rehab \$15,000 to \$40,000 per unit - 10 years
 - Rehab more than \$40,000 per unit - 15 years
 - New Construction Any Amount - 20 years
- For City assisted rental units, the High HOME rents are calculated as the lesser of either:
 - the existing Section 8 Fair Market Rent, or
 - rent that does not exceed 30% of the adjusted income of a family whose income equals 65% of the median income for El Paso, as determined by HUD (High HOME rent).
- For City-assisted rental units, the Low HOME rents are calculated as follows:
 - the existing Section 8 Fair Market Rent, or
 - rent that does not exceed 30% of the adjusted income of a family whose income equals 50% of the median income for El Paso, as determined by HUD (Low HOME rent)
- The funds under this NOFA will be drawn from HOME funds and provided to the developer on a reimbursement schedule.
- Funds will not be committed until a final and approved environmental assessment by HUD is received.
- Excess cash flow on HOME-assisted rental housing is a return on investment to the developer and must be included in the underwriting analysis and project subsidy calculation.

REGULATIONS

The proposed program must include only eligible activities under the HOME grants as defined under 24 CFR 92, 24 CFR 91, CPD-21-10 and any additional HUD waivers and notices.

FEDERAL + STATE REGULATIONS

ADA and Historic Preservation. Applicant must comply with all City Codes, including City, State and Federal Americans with Disabilities Act (ADA) and historic preservation requirements.

Authority to Apply (for non-profit agencies only) – A written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the funding application by Board President (or other authorized representative) must be submitted with the application.

Fair Housing Act - Applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in DCHD-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures, and shall assure housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003, as amended. Refer to Attachment J of this document.

Jurisdiction. All programs, clients and/or improvements must be located within the city limits of El Paso, Texas.

Lobbying - Under Section 1352 of Title 31, U.S. Code, no Federal appropriated funds may be paid or have been paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-ILL, "Disclosure Form to Report Lobbying".

Federal Procurement Guidelines. Applicants must follow federal procurement rules, along with all applicable state and local requirements, when purchasing services, supplies, materials, or equipment with City of El Paso-awarded funding. Below is a summary of the most current federal procurement methods. Applicable federal regulations are contained in 2 CFR Part 200.320 Uniform Administrative Requirements.

- **Sealed bids (formal advertising).** This procedure should be used for all construction contracts or for goods costing more than \$100,000. Competitive sealed bidding requires publicly solicited sealed bids and a firm-fixed-price lump sum or unit price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is lowest in price. The following requirements apply when this method of procurement is used:
 - **Publication Period:** The invitation for bids must be publicly advertised and bids solicited from an adequate number of suppliers. The publication should be published at least once in a newspaper of general circulation, providing sufficient time prior to bid opening. If the publication period is not of sufficient time to attract adequate competition, the bid may have to be re-advertised.
 - **Clear Definition:** The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed in order for bidders to properly respond to the invitation.
 - **Public Opening:** All bids must be opened publicly at the time and place stated in the invitation for bids. The public is allowed at that time to review the bids.
 - **Selection and Contracting:** A firm-fixed-price contract award must be made by written notice to the responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs must be considered in determining which bid is lowest.
 - **Rejection of all Bids:** All bids may be rejected when sound documented reasons exist. Such documentation shall be made a part of the files.

- **Competitive proposals.** This procedure is used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the applicant must publish a written request for submissions and then review these submissions based on established selection criteria; and the applicant must solicit proposals from an adequate number of qualified sources. There are two possible methods of soliciting proposals – a request for proposals (NOFA) or a request for qualifications (RFQ). The following requirements apply when these methods of procurement are used:
 - **Publication Period:** Proposals must be solicited from an adequate number of qualified sources and an advertisement must be published. NOFAs/RFQs should be published in a sufficient timeframe before the proposals/qualifications are due.
 - **Clear Definition:** The NOFA/RFQ must identify the general scope of work and all significant factors of evaluation, including price where appropriate, and their relative importance.
 - **Technical Evaluation:** The grantee must provide a mechanism for technical evaluation of the proposals received, determinations of responsible offers and the selection for contract award.
 - **Award:** Award may be made to the responsible offers whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offers will be notified promptly. The contract can be either a fixed price or a cost reimbursement type.

Section 3 Requirements. The Contractor awarded this contract must complete the contractor Section 3 Affirmative Action Plan and Primary Statement of Work Force Needs for submission to the City prior to or at the Construction Contract signing.

System of Award Management (SAM). Applicants are required to submit a current verification from System of Award Management (SAM) clearing the agency of debarment from receiving federal funds. If considered for funding the City of El Paso staff will verify compliance with this requirement prior to execution of any contract.

Verification of non-profit status. Non-profit agencies must submit the Internal Revenue Service (IRS) letter certifying their 501(c) (3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations. Refer to Assurance B of this document.

Environmental Review. An environmental review must be performed before any funds, regardless of source, are committed to the project (24 CFR 58).

LOCAL DEVELOPMENT REQUIREMENTS

- **Acceptance of Grant Conditions and Terms.** Applicant must submit with their application an Acceptance of Grant Conditions and Terms form signed by an authorized representative of the applicant. Refer to Assurance A of this document.
- **Administrative Capacity.** Applicant must have demonstrated administrative and financial capacity to fully operate the project. A certified audit, covering a period ending on a date after January 31, 2021 must be submitted. This requirement may be waived for organizations or entities who expend less than \$750,000 in federal funds for the audited year. Awarded allocation of funds are distributed on a reimbursement basis. All entities that are receiving funds must demonstrate the financial capacity to pay any project-related costs, including design, construction and/or operating, for a period of at least three months prior to reimbursement.
- **Completeness Check.** All required supporting documentation must be attached to the application to be considered complete.
- **Compliance with Existing Contracts.** Applicants who are currently receiving funds implemented by the City of El Paso must be in compliance with all terms of their contract, must not have any outstanding audit findings or monitoring concerns or findings as determined by the City, and must remain in good standing throughout the entire project.

- **Conflict of Interest.** Applicant must divulge if any member of their board is a City employee, so a determination may be made if a conflict exists. Conflict of Interest and all other provisions extend to partners and subcontractors as well.
- **Land Use Restrictive Agreement (LURA).** A LURA may be executed to ensure that the required HOME affordability period is maintained regardless of changes to property control.
- **Ordinance 9779.** All facilities receiving funding from the City must be in compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities. This means that the facility must be accessible for use by persons with disabilities in terms of employment and service, or have an approved transition plan, before the funding can be approved. As part of this requirement, applicants must submit the completed and signed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance, and submit the completed Guidelines/Self-Evaluation for Community Development and the City of El Paso sub recipients. Refer to Assurance C and Assurance D of this document. For projects with multiple service locations, an Accessibility/Letter of Assurance must be provided for each site.
- **Relocation Assistance.** Projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a City of El Paso-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Strategy. Tenants occupying a structure become eligible for these benefits at the time an application is submitted to the City. Applicants should consult with City of El Paso staff if displacement or relocation is to occur to assure that this requirement is met and that adequate funds are included in the funding request.
- **Site Suitability.** Applicant must provide a Zoning Verification Letter provided by City of El Paso's Planning and Inspections Department (915) 212-0104, certifying the appropriateness of the zoning for the proposed project. Projects without the appropriate zoning at the time of application submission will be ineligible for funding.
- A **Zoning Verification Letter** obtained within five (5) years from the start of the upcoming program year may be submitted with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantial changes in the program activities or the physical structure since the compliance letter was obtained.

OTHER PROJECT COMPLIANCE + IMPLEMENTATION REQUIREMENTS

- **Budget Modifications.** If an award is granted, the City's prior written approval will be required for all budget modifications and change orders.
- **Contact Information.** At least three contact names, phone numbers and email addresses must be provided with each application. The agency's Chief Executive must be one of these three contacts. Applicants are responsible for submitting updated contact information throughout the funding period.
- **Eligibility Guidelines.** Applicant is required to verify each client's eligibility status and report client eligibility to the City, on an annual basis.
- **Multiple Sites.** Each physical location where funded services are provided is considered to be a separate activity. Any project that provides services in more than one location must include a separate budget for each location. The budgets for combined sites or activities must align with the budget for the overall project.
- **Excess Cash Flow.** Excess cash flow on HOME-assisted rental housing is a return on investment to the developer and must be included in the underwriting analysis and project subsidy calculation.
- **Inspection of Units.** Applicants will be required to conduct inspections of housing units for compliance with Housing Standards (24 CFR 576.403(c), Lead-Based Paint requirement Standards (24 CFR 35, 576.403(a), Fair Market Rent and Rent Reasonableness Standards (24 CFR 576.106(d)

ELIGIBLE APPLICANTS

HOME Investment Partnerships Program funds under this NOFA are available for private investors, public agencies, and Community Housing Development Organizations (CHDO's) as defined in **24 CFR 92 Subpart G**.

Applicants pursuing funding through this NOFA should first confirm eligibility with all applicable federal, state and local requirements. Applicants must ensure that they can adequately illustrate their project's alignment with the City's regional housing plan.

ELIGIBILITY REQUIREMENTS

The following items are requirements for a proposal to be eligible for consideration:

- If the application is for new construction, provide evidence of site control such as a Deed, Purchase Contract, Option to Purchase, or Letter of Intent to Sell, for the proposed property. A copy of URA Notice to Owner issued to the current property owner must be included as well. All purchase contracts must be contingent on the outcome of the environmental review, as per choice-limiting actions before receiving environmental clearance.
- If the application is for rehabilitation, applicant must be the owner of the property proposed for rehabilitation prior to execution of any agreements for HOME funds. ("OWNER" for purposes of this chapter, shall be defined as one or more individuals, corporations, partnerships, or other legal entities that hold valid legal title to the property to be rehabilitated).
- If the proposal is for rehabilitation or reconstruction of existing housing, applicant must agree to cooperate in designing a project that will minimize the permanent displacement of tenants who occupy the structure prior to rehabilitation.
- Applicant must exhibit the ability to pay all monthly expenses on the property, repay the loan(s) associated with the proposed project, and maintain the property in its post-assistance condition for the duration of the affordability period.
- Applicant must agree to enter into a contract with the City either individually, or in the case of a corporation, by an authorized representative/principal(s) on behalf of the corporation, with an express warranty that the representative/principal(s) has been authorized to execute the contract on behalf of the corporation.
- Applicant must be in good standing with the City of El Paso with any previously awarded federal funds. This means that the applicant/organization should be within 30 days of current on any loan payments due, be within 30 days of current on all required program and financial reporting, and not have any outstanding or unresolved monitoring findings from past contracts or agreements. Additionally, per El Paso City Ordinance 016529, the City may refuse to enter into an agreement with a person or Contracting Entity due to current indebtedness to the City of El Paso.
- Applicant must be current on all property taxes that are due and payable on the proposed property.
- Applicant must demonstrate the experience and capacity to acquire 4% LIHTCs and/or other funds to significantly leverage the HOME funds.
- A Market Analysis must be included with the Application. HUD Section 92.250 (b)(2) requires an assessment of "the current market demand in the neighborhood in which the project will be located." The scope of the assessment should be relative to the project scope. This must include adequate answers to the questions noted on the Exhibit that will allow the Department of Community and Human Development to assess the neighborhood market demand for the project. Prospective Applicants are also provided with a list of "Suggested Information and Sites" to assist in completing the Market Analysis.
- Applicant must submit an environmental assessment Phase I, per ASTM E1527-13, by a certified engineer (see attachment to Application).
- No binding commitments to expend funds for project activities may be made prior to the completion of the environmental clearance process. This applies whether those funds are HUD dollars or otherwise.
- Applicant must not commit funds, HUD dollars or otherwise, to choice-limiting actions prior to environmental clearance.
- Applicant must refrain from acquiring, leasing, repairing, rehabilitating, converting, or demolishing properties, or undertaking any construction activities prior to environmental clearance. **It is required that applicants establish full control and ownership of properties prior to application submittal, or have a legally binding contract for sale and the property title(s) will transfer to the applicant within three months of application submittal.**

APPLICATION SUBMISSION INSTRUCTIONS

The application and supporting documents for this NOFA must be downloaded from the City of El Paso website:

<https://www.elpasotexas.gov/community-and-human-development/nofa-forms-and-notice/>

Applications with all supporting documentation must be submitted electronically through a file sharing service (e.g. OneDrive, Drop Box, etc.). An applicant demonstrating good cause, such as a lack of internet access in the geographic area in which the applicant's business offices are located, may request a waiver from the requirement for electronic submission. If you cannot submit your application electronically, you must ask in writing or by email for a waiver of the electronic grant submission requirements.

DCHD will not grant a waiver if your application is not submitted by **Friday, July 31st, 2023** and you do not demonstrate good cause. If DCHD waives the electronic submission requirement, your paper application must be submitted before the deadline of this NOFA. To request a waiver, you must contact DCHD at DCHDFacilities@elpasotexas.gov.

CONTENT + FORM OF APPLICATION SUBMISSIONS

The deadline for responses to this NOFA is **Friday, July 31st, 2023, at 5:00 p.m. (MDT)**. All applications must be submitted to DCHDFacilities@elpasotexas.gov. A separate, follow-up email should also be sent to DCHDFacilities@elpasotexas.gov by the deadline to notify DCHD that the application has been submitted via a digital file sharing service.

Substantially incomplete applications will not be considered for funding.

All applications must include the items listed below, unless otherwise indicated. All required forms/assurances/certifications are due **Friday, July 31st, 2023, at 5:00 p.m. (MDT)**.

A detailed narrative of the proposed project must be submitted along with all required forms, assurances, and certifications.

The narrative must include the following information:

- Number of units to be developed, broken down by level of affordability (i.e. 30% AMI, 50% AMI, 60% AMI, 80% AMI, market rate).
- The design and construction process to be utilized for the development (ex. Design-Build, Design-Bid-Build).
- The design and construction firm(s) to execute the project.
- Location of proposed development and access to public and private amenities including employment hubs.
- Cost per unit (total cost per unit and proposed HOME funding per unit).
- Applicant's construction management experience and maintenance capacity.
- Applicant's experience operating affordable housing developments.
- Levels of proposed rent affordability.
- Spend schedule.
- Sustainable development standards.
- Description of any special populations proposed to be served.
- Other information that the applicant would like to convey to DCHD.

The narrative must be no longer than 20 pages, not including any attachments or documents (ex. maps of site locations, floor plans, renderings, previous projects of similar scope, etc.) supporting the narrative. Narrative and supporting documentation should be labeled/named in submissions as "Project Narrative".

In addition to the narrative and above listed items, the following documents are required for all project proposals:

Forms/Assurances/Certifications	Notes + Description
Attachment A	Certified Audit
Attachment B	Zoning Verification Letter
Attachment C	Authority to Apply (for non-profit applicants only)
Attachment D*	Description/Project Cost Analysis
Attachment E*	Development Timeline
Attachment F*	Rent Worksheet
Attachment G*	Unit Configuration
Attachment H*	20 Year Pro Forma
Attachment I*	Environmental Review
Attachment J*	Flood Plain Mitigation Plan [Required if site(s) is in a flood plain]
Attachment K*	Market Analysis
Attachment L*	Accessibility Assurance Letter and Self-Evaluation

*Templates and/or instructions on completing these forms can be found at: <https://www.elpasotexas.gov/community-and-human-development/nofa-forms-and-notice/>

Submittal of an application under this NOFA does not guarantee funding of your proposal. Please note that an application received after the application deadline, regardless of cause, will not be considered for funding.

PROGRAM REVIEW + SCORING PROCESS

Applicants are required to submit a full application, including all required supplementary documentation indicated in this NOFA.

An eligibility review panel composed of City staff will screen applications for basic eligibility requirements as indicated in this document. That eligibility review will be followed by a program review conducted by a group of selected subject matter experts.

All reviewers will be required to sign a Conflict of Interest Disclosure affidavit. Upon review of the affidavit, the Director of Community and Human Development will determine if a conflict of interest exists.

APPLICANT ELIGIBILITY REVIEW

The Review Panel will determine the eligibility of each application based on the minimum requirements defined in this NOFA. The review will include:

- Confirmation of a complete application.
- Submittal of required financial and administrative documentation.
- Confirmation of application compliance with basic local, state and federal regulations.
- Confirmation that application specifically addresses requirements established in this NOFA.
- Non-profit applicants must verify non-profit status.
- Confirmation of applicants' demonstrated experience and capacity in developing similar projects.

PROJECT EVALUATION

The Review Panel will review applications based on the following factors:

Evaluation Factors

The proposal evaluation process is designed to award the Applicant with the best combination of attributes based upon the evaluation factors specifically established for this NOFA. **Competitive proposals, via narrative and supporting documentation, should address all of the following information.**

Proposals will be evaluated based on the following Evaluation Factors in no particular order:

- HOME funds requested per unit and leveraging of other funds
- Alignment with the City's Strategic Plan, Regional Housing Plan, and Resilience Strategy (Resilient El Paso)
- Applicant's project management experience and maintenance capacity
- Applicant's experience operating affordable housing
- Applicant's history of successfully executing HOME-funded developments
- Applicant's history of compliance with DCHD contracts
- Location of development
- Level of affordability
- Spend schedule
- Sustainable development standards
- Number of affordable units produced
- Other considerations (features of the development that will provide a greater quality of life for residents but are not specified in the evaluation criteria above)

ADDITIONAL RESOURCES FOR APPLICANTS

- Application Materials - <https://www.elpasotexas.gov/community-and-human-development/nofa-forms-and-notices/>
- City of El Paso Strategic Plan - <https://www.elpasotexas.gov/government/strategic-planning/>
- City of El Paso Regional Housing Plan - http://legacy.elpasotexas.gov/muni_clerk/agenda/10-01-19/18.1.1.pdf
- City of El Paso Resilience Strategy - https://resilientcitiesnetwork.org/downloadable_resources/Network/El-Paso-Resilience-Strategy-English.pdf
- HUD QCTs - https://www.huduser.gov/portal/sadda/sadda_qct.html

EXHIBIT A – HOUSING PRIORITY AREAS

