

# **Affordable Housing Development**

## **ZoomGrant Application Instructions**

*Building Community to Make Life Better*

## **CITY OF LAS VEGAS' HOME/AAHTF FUNDS PLANNING PROCESS**

The City of Las Vegas (City or CLV) Department of Neighborhood Services utilizes a Request For Applications (RFA) process to aid in building communities by providing decent housing and a suitable living environment, principally for persons of low and very-low income. Funding will be provided through the Housing and Urban Development Department HOME Investment Partnerships program (HOME) and the Nevada State Account for Affordable Housing Trust Fund (AAHTF). The City utilizes non-profit and for-profit partners to assist in providing housing and supportive services programs.

Planning activities will follow the same steps each year although the timing may vary somewhat. These steps are: (Dates may change)

Step 1 - Dissemination Funds available information (December):

Step 2 - Submission of project applications (On an Ongoing Basis)

Step 3 - Project selection:

- a. Review of project applications by Review Committee and staff,
- b. Project recommendations of Review Committee to the Las Vegas City Council,
- c. Public hearing before the Las Vegas City Council and final selection of projects for application submission to HUD. (May)

## **HOME/AAHTF OBJECTIVES AND ELIGIBLE ACTIVITIES**

The National Affordable Housing Act of 1990 created the HOME Investments Partnership (HOME) Program (24 CFR Part 92). This federal program is designed to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing. The City of Las Vegas (City) receives an annual allocation of Federal and State HOME funds. HOME funds have a 20 year affordability/compliance period.

The Account for Affordable Housing Trust Fund (AAHTF) was created by the Nevada State Legislature (NRS 319.510). AAHTF monies are generated by a real estate transfer tax, and are to be used for affordable housing purposes. All AAHTF funds have a 20 year affordability/compliance period. AAHTF funds are disbursed by the State of Nevada directly to the City on an annual basis. As AAHTF funds are used as HOME match funds, all applicants are required to adhere to HOME program regulations.

### **HOME/AAHTF funds are used to achieve the following objectives:**

1. To provide decent affordable housing for low and very low income households;
2. To strengthen the ability of state and local governments to provide housing;
3. To leverage private sector participation.
4. To increase, improve, and preserve affordable housing.

## Eligible Projects for the Application

Eligible activities for this funding application are as follows:  
Multi-Family (5+units under common ownership and financing) projects only

- Acquisition and Rehabilitation
- Land Acquisition for Affordable Housing
- New Construction – Multi-Family
- Rehabilitation – Multi -Family

(Construction must begin within one year of Council Approval or funds may be rescinded.)

**No project which results in permanent tenant relocation will be considered for funding.**  
**No Single-Family projects will be funded.**

### **HOME/AAHTF PROGRAM OVERVIEW**

Every HOME/AAHTF funded project must serve persons of low and very low income. Low-income is defined as a household income that does not exceed 80 percent of Area Median Income (AMI) as published by HUD. Very low-income is defined as a household income that does not exceed 50 percent of Area Median Income. Rental units must be rented to tenants whose income does not exceed 60% AMI. In projects of 5 or more HOME rental units, 20% of the HOME funded units must be rented to tenants whose income is at or below 50% AMI. The current income limits are EXHIBIT “1” to the Application.

### **ENVIRONMENTAL REVIEW REQUIREMENTS**

Per HUD Notice CPD 01-11, once an application is submitted indicating intent to the City for HOME/AAHTF funding, the applicant **CANNOT** take **any** actions regarding the property regardless of funding source. Completion of the HUD Environmental Review process is mandatory before taking a physical action on a site or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, and repair or construction activities. The City is responsible for completing the Environmental Review (ER) process. The ER must examine existing conditions of the site and surrounding area; identify, analyze and evaluate all impacts; recommend feasible ways to mitigate or eliminate adverse environmental impacts; examine alternatives to the project and complete a compliance determination. The scope of the ER process must include both the HOME funded and non-Federally funded portions of the project. This ER does not take the place of the required Phase I Assessment required for construction and rehabilitation projects. The City is responsible to ensure its third party partners do not take any actions which will have an adverse environmental impact or limit the choice of reasonable alternatives until HUD has issued an approval to spend funds.

Please consult with a Department of Neighborhood Services HOME Program Grant Coordinator for clarification, prior to any activity (including starting the construction bidding process) you wish to undertake for the proposed project. Failure to do so may be grounds for denial or rescission of HOME funds.

### **System for Award Management (SAM) Requirements**

Agencies must register with the federal System for Award Management (SAM), before funds can be committed. First time registrants in SAM will be assigned a Unique Entity ID (UEI), a 12-character code established to uniquely identify business entities. A UEI may be obtained at <https://sam.gov>.

Registration with SAM must be maintained and kept current at all times when the agency has an

active federal award – including federal funds such as the HOME Program. The purpose of SAM registration requirement is to fully implement the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282, hereafter referred to as “the Transparency Act”). That Act requires that a website be maintained where the public may access and search data on federal financial assistance awards. More information about this requirement is available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25>).

**No entity may receive funds unless the entity is registered with a UEI in SAM. Unless your agency is exempted from this requirement under 2 CFR 25.110, your agency must maintain current information in SAM until you submit the final financial report required under this award.**

## **PROGRAM MANUAL**

The City of Las Vegas (City) has developed the HOME/AAHTF Program Manual to assist applicants and recipients of Federal funds. The Program Manual is available and provided to prospective applicants upon request. Please refer to this manual for information regarding the administration of these programs.

## **APPLICATIONS**

Applications may only be submitted through the ZoomGrants link on the City of Las Vegas website. Application for the new fiscal year are available May 1<sup>st</sup> of each year and remain open until April 30<sup>th</sup> of the following year, or until all funds have been obligated (at that time the application will close). The Application and all attachments must be submitted through ZoomGrants. No hard copies will be accepted.

## **PRE-QUALIFICATION CRITERIA**

1. Applicants must not have outstanding debt to the city of Las Vegas. If during the course of the application process it comes to the attention of City staff that the organization or its principals owe outstanding monies to the City, the applicant will be given the opportunity to remedy the situation in order for their application to move forward. **Failure to remedy such indebtedness may result in application disqualification.**
2. Applicant must be registered with the Nevada Secretary of State office.
3. Applicant must have site control of the project property.
4. Applicant must not have any outstanding audit issues. **Failure to remedy such issues may result in application disqualification.**
5. Applicant must have at least 12 months experience in an area directly related to proposed activity, or have principal staff or partner with such experience

## **CITY CONDITIONS – SPECIAL CONDITIONS OF THE REQUEST FOR APPLICATIONS (RFA)**

Applicants should be aware of the following special conditions and requirements of the RFA

1. The award of any agreement based on applications received in response to this RFA is contingent upon the City's receipt of HOME and AAHTF funding.
2. This RFA provides a uniform method and process for the open and competitive procurement of applications for HOME and AAHTF funding. The intent is to identify various prospective projects and obtain estimates of costs for those projects. The City is under no legal requirements to execute an agreement on the basis of any application received.
3. The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement where such variance is deemed to be in the best interest of the City and the population to be served.
4. The City reserves the right to negotiate with any qualified source, or to cancel this RFA in part or in its entirety.
5. The City reserves the right to contact any individual, agency or grantee listed in the application or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.
6. Applicants shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any employee of the City or any member of the City Council of Las Vegas for the purpose of influencing application selection and funding.
7. The City reserves the right to conduct a review of records, systems, and procedures of any entity selected for funding. Misrepresentation of the Applicant's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded. An agreement may be withheld if issues of contract or questions of non-compliance, or questioned or disallowed costs exist, until such issues are satisfactorily resolved.
8. An agreement will be awarded to the Applicant whose proposal is the most advantageous to the City.
9. If selected for contractual negotiations, the Applicant may be required to prepare and submit additional information upon which further contract negotiations will be based. The ultimate result of reaching terms agreeable to both parties will be the execution of an agreement.
10. The City reserves the right to modify or terminate agreements awarded under this RFA based on availability of funds and based on acceptable performance as established by the City.
11. Applicants should be aware of the City of Las Vegas rules and policies contained in the HOME/AAHTF Program Manual and HOME regulations at 24 CFR 92.

## **ACCEPTANCE OF TERMS**

By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. **Applicant understands and accepts that when receiving multiple funding sources, the most restrictive conditions may apply.**

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated and approved for funding by the City Council. Financial statements included in the application may be considered public information. City will notify applicant of any request for public information.

The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Applications are the responsibility of the applicant.

## **PROJECT APPLICATION AND SELECTION PROCESS**

The Application and all attachments must be submitted through ZoomGrants. No hard copies will be accepted.

Applications must comply with the requirements of the application process. Applications that are incomplete, have inadequate responses, or have other content errors or deficiencies may not move forward to the Review Committee.

Once the City has received an application, the Department of Neighborhood Services will conduct an internal review for eligibility. Once the review is complete, the application will be forwarded to the Affordable Housing Review Committee, which is comprised of city staff members from various departments, for review and scoring of the application. The Committee will review the projects for viability and formulate funding recommendations to be presented to the Las Vegas City Council for their consideration and approval.

**Selected projects must: start construction within one year of funding award; be completed within four years of signing agreement with the City; and fully rented up within 18 months of completion.**

## **PROJECT EVALUATION:**

The city is mandated by the Department of Housing and Urban Development (HUD) to utilize its federal funds in a timely manner. The project's readiness to start will be a determining factor in awarding funds. Readiness will be scored based on a documented development schedule, land use entitlement, permit ready status and secured financing.

Additionally, the need/marketability of the project will be evaluated based on: (1) the vacancy rates of other affordable housing in the area; (2) whether rents for market-rate housing are higher than the rents for comparable affordable housing; (3) whether the proposed development will be in direct competition with existing affordable housing units; and (4) whether the demand and need for additional units have been documented.

All applications are evaluated on several areas and components, including but not limited to:

- |                               |   |
|-------------------------------|---|
| ◇ Development Schedule        | ◇ Project Budget (reasonable and necessary) |
| ◇ Agency Fiscal Soundness     | ◇ Agency Capacity                           |
| ◇ Development Team Experience | ◇ Leveraging                                |
| ◇ Project Design              | ◇ Overall Project Feasibility               |
| ◇ Property Management         | ◇ Marketability                             |
| ◇ Site Selection              | ◇ Neighborhood Standards                    |
| ◇ Long-term Sustainability    |   |
| ◇ Minority Concentration      |   |

Extra Points:

- Permanent Supportive Housing
- Section 3 Business Concern

## COMPLETING YOUR APPLICATION

**Applications may only be submitted through the ZoomGrants link on the City of Las Vegas website. The Application and all attachments must be submitted through ZoomGrants. No hard copies will be accepted.**

**ZoomGrant instructions:** From the city's website, click on "Residents" then click "Grants" then click "Community Programs" then click on the "Home Investment Partnerships" tab. From this page you will see a direct link to the application instructions and the "Apply" button, which is a direct link to the ZoomGrant Application. After reviewing the regulations at 24 CFR Part 92 and the instructions, click the Apply button. If you have an account, log in and follow the instructions. If you are a new user, complete the required information for New ZoomGrants account to create a profile. **Please do not use "The" as the first word in the agency or project name.**

Once the agency profile has been created, select the grant for which you want to apply, click the "Apply" button and start your proposal. Answers are automatically saved. **All applicants must answer and submit the Pre-Application questions first.** Your Pre-Application must be submitted and approved before continuing the application process. Once staff has determined the application has met the Pre-Application threshold requirements, the agency will be notified that they may continue the application process. The Application is divided into 5 tabs: Summary, Pre-Application, Questions, Budget, and Documents.

### 1. PRE-APPLICATION

All applicants are required to complete the pre-application questions. The Pre-Application must be submitted and approved before continuing the application process.

### 2. APPLICATION SUMMARY

This section includes basic information concerning the applicant and proposal. This section must be completed in its entirety.

### 3. APPLICATION QUESTIONS

1. Please provide the same title that will be used on other requests for funding and provide cross streets if there is no address at this time. Provide zip code.
2. Please provide a short specific answer to each question concerning the project.
3. Please provide the legal description of the project site.
4. Please provide the parcel number(s) of project site. Please state if land will be repurposed.
5. Please indicate housing type. Development must provide permanent or transitional housing. Temporary housing and sheltering are not eligible housing types.
6. Please indicate the method of site control or that the project is single-family development. (Single-Family is NA for this application). Documentation of site control is Attachment #1.
7. Please indicate property status. No project that causes permanent relocation will be funded.
8. Please indicate the number of buildings in your development design. In your development design, please allow space for outdoor recreation areas.

9. Please indicate type of Development Activity. Activity must be in compliance with 24 CFR 92.205.
10. Please provide the requested information concerning the design of the project building(s). Design must meet Section 504 accessibility standards as described in the Uniform Federal Accessibility Standards.
11. Please indicate target population. Housing for individuals with physical or mental disabilities that substantially limits one or more of the major life activities is a City of Las Vegas priority. Permanent supportive housing for chronically homeless is also a priority.
12. Please provide number of units affordable for each income level. Must meet affordable housing requirements at 24 CFR 92.252.
13. Please indicate the proximity to the listed services. New rental housing must meet the Neighborhood Standards at 24 CFR 983.57. Exhibit "3"
14. Please provide both present and proper zoning for your project. Zoning verification is a part of Attachment #9.
15. Please indicate which utilities need to be brought to the site.
16. Please indicate future land use designation of the project site.
17. Please provide the current site size and the proposed site size if expansion is involved.
18. Please provide the estimated value of improved property. Projects will not be funded above appraised value. Documentation of estimated value is Attachment #8.
19. Please indicate the number of temporary or permanent jobs that will be created by this project. Please indicate the number of jobs that will be retained by this project.
20. Please check all that apply. Use "Other" to indicate an amenity that is not listed.
21. Please check all that apply. Use "Other" to indicate a security feature that is not listed.
22. Please indicate the specific features of your development that meets or exceeds the Energy Standards as listed in Exhibit "2".
23. Please indicate the specific features of your development that ensures compliance with the Neighborhood Standards as listed in Exhibit "3".
24. Please provide information concerning Supportive Services made available to the tenants.
25. Please provide information requested concerning your Property Management Team for this development.
26. Please describe the maintenance and repair activity planned to maintain the quality and security of the development throughout the affordability period.
27. Please describe steps taken to ensure compliance with The Federal Fair Housing Act.
28. Please describe how your project meets the identified Housing Needs in the City of Las Vegas Consolidated Plan.
29. Please provide detail Scope of Work for Rehabilitation Projects. Projects with 26 units or more must submit a Capital Needs Assessment. Completed projects must meet local code and rehabilitation standards and Uniform Physical Conditions Standard. If your project includes Acquisition or Rehab of an occupied property, the Uniform Relocation Act requires Tenant Notification even if relocation will not occur. See: [https://www.hud.gov/program\\_offices/administration/hudclips/handbooks/cpd/13780](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780)
30. Please provide specific Project Summary information as requested.
31. Please provide information that demonstrates demand for your units.

32. Please tell the City why your project should be funded.
33. Please answer Yes/No regarding Section 3 requirements and Section 3 Business Concern status.

#### 4. BUDGET

Please provide budget information as requested in the Sources and Uses format. Please use additional spaces to include budget items not listed. Use the Budget Narrative to explain any line item that you feel requires additional information for clarity.

#### 5. DOCUMENTS:

The Documents Section of the Application is where you will upload the documents required or requested for the Application. Save the templates on your computer for upload to ZoomGrants once completed. All documents required for your project must be completed and submitted with the Application. To ensure an equitable and accurate selection process, all applicants must provide all required information and all requested information that is applicable to your proposal. Failure to provide the requested documentation or providing inaccurate information may result in the proposal receiving less points or being disqualified. If a required document is not applicable to your project, please submit a single page indicating "NA."

##### Documents to be uploaded by the Applicant:

Attachment #1	Documentation of Site Control
Attachment #2	Current Receipt of Good Standing and Officer Filing
Attachment #3	Copy of: A-133 Audit, Audited Financial Records, or Certified Annual Financial Statement
Attachment #4	Board of Directors Data
Attachment #5	Copy of Partnership, Joint Venture and Consultant Agreements Copy of Nevada Secretary of State Partnership Certificate
Attachment #6	Documentation of Non-profit Status Documentation may not be over ten years old.
Attachment #7	Preliminary site plans, elevations, and floor plans.
Attachment #8	Copy of Appraisal, Valuation, obtained in the last year or Comparables obtained in the last 3 months.
Attachment #9	Documentation that plans have been approved or submitted to the city of Las Vegas. Documentation that the project conforms to current zoning or application submitted to the city of Las Vegas.
Attachment #10	Construction Budget - detailed indicating construction cost by trade
Attachment #11	Project Sustainability - 20 year Pro Forma
Attachment #12	Copy of Construction Estimate signed by licensed entity
Attachment #13	Documentation of Applicant's legal purpose - Provide page from Articles or Mission Statement
Attachment #14	Documentation of Project Support - Copy of current signed letters of financial, neighborhood and elected officials support
Attachment #15	Site and Rehab Photographs: Four (4) color directional (N,S,E,W) picture of site, access street and adjacent property. Provide pictures of units to be rehabilitated with the requested funding
Attachment #16	Copies of other funding applications and award letters
Attachment #17	Copy of Supportive Service Providers Agreements or MOUs
Attachment #18	Market Analysis-Market Study or other compiled market data
Attachment #19	Rehabilitation Projects Capital/Physical Needs Assessment
Attachment #20	Environmental Information

Attachment #21 Sample Tenant lease

**Templates (with the exception of Attachments 32, 33, and 35) to be completed by the Applicant and then uploaded to ZoomGrants**

**Attachments 32 and 33 are to be uploaded by the Applicant.**

Attachment #22	Funds Commitment
Attachment #23	Partnership- Joint Venture Template
Attachment #24	Management and Development Team Template
Attachment #25	Project Development Schedule Template
Attachment #26	Project Development Cost
Attachment #27	Income, Expenses, and Debt Service Template
Attachment #28	Environmental Review Request Template
Attachment #29	Affirmative Marketing Template
Attachment #30	Development Experience Template
Attachment #31	Tenant Roll Template
Attachment #32	Temporary Relocation Plan and Evidence of General Notices required by Uniform Relocation Act
Attachment #33	Lead-based Paint Control Plan
Attachment #34	Application Certifications
Attachment#35	Application Signature Page
Attachment#36	Please review Section 3 guidelines and requirements for compliance
Attachment#37	Acknowledgement of Section 3 Clause & Certification of Compliance
Attachment#38	Section 3 Business Concern Certification Form. Complete if you are seeking a Section 3 Business Concern preference