



**City of Las Vegas**  
**HOME INVESTMENT PARTNERSHIPS**  
**PROGRAM – AMERICAN RESCUE PLAN ACT OF**  
**2021 (HOME-ARP)**

Prepared by the Department of Neighborhood Services

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## Introduction

HOME Investment Partnerships Program American Rescue Plan (HOME-ARP) funds were made available to the city of Las Vegas by the U.S. Department of Housing and Urban Development (HUD) to meet housing and service needs of Qualifying Populations (QPs), as defined in the HOME-ARP regulations.

A total of \$6,874,618 in HOME-ARP funds will be available for affordable rental housing development. This is a one-time allocation of funds and must be spent by September 30, 2030. The city will determine an appropriate spend date for each approved affordable housing project.

The city of Las Vegas is seeking applications from qualified developers to create affordable rental housing to individuals and families who meet the criteria outlined in the HOME-ARP notice as a qualifying population.

Potential projects must align with the HOME-ARP Final Rule (CPD-21-10) requirements, which can be found at <https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>. Applicants should also review the city's HOME-ARP Plan, which has can be at: <https://www.lasvegasnevada.gov/Residents/Grants>

This is a federally assisted project and is subject to Federal Labor Standards which include, the Davis-Bacon Act, as well as other provisions including Section 3 and M/WBE. The prime contractor is responsible for the enforcement of wage compliance and support documentation for the duration of the project.

Interested agencies must complete and submit an application in Neighborly on or before July 22nd, 2024 by 3:00 pm.

For questions related to this RFP, contact:

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## RFP Schedule and Proposal Submission

RFP Release	May 20th, 2024
Submission due date in Neighborly	July 22nd, 2024 by 3:00 pm
Anticipated Award Announcement	September 30th, 2024

## PROJECT SCOPE

HOME-ARP funds may be used to construct affordable rental housing primarily for occupancy by households of individuals and families that meet the definition of one or more of the qualifying populations described in the HOME ARP notice ("qualifying households"). Unlike the regular HOME Program, which targets HOME assisted rental units based on tenant income, 70 percent of all HOME-ARP units will admit households based only upon their status as qualifying households. This complicates the underwriting and operation of projects that include HOME-ARP units. As a result, the requirements for HOME-ARP rental housing provide significant flexibility to enable HOME-ARP rental projects to

remain financially viable and affordable for the qualifying populations throughout the minimum compliance period of 15 years.

HUD anticipates that project developers will rely on Low-Income Housing Tax Credit (LIHTC) financing, HOME funds, Housing Trust Fund grants, project-based vouchers, project-based rental assistance, operating cost reserves, state or local sources, or a combination of these and other resources to create a feasible HOME-ARP project and maintain compliance with HOME-ARP requirements.

HOME-ARP funds will be used to support the following activities related to the purchase, improvement, and rental of property as affordable housing:

- Acquisition of Property – which must result in HOME-ARP affordable housing development.
- New construction – New construction of affordable housing units. All newly constructed projects must be for a minimum of 5 housing units.
- Rehabilitation – Rehabilitation of existing buildings or existing units into affordable housing.

### **Eligible Applicants**

Eligible Applicants are non-profit and for-profit Developers, with a history of providing housing and/or services to one or more of the QPs. Applicants should be organizations with staff or consultants who possess the knowledge and ability to oversee the project through its completion and ensure compliance with applicable federal and state law through any restrictive use period.

Applicants must be eligible to do business with the Federal Government and the State of Nevada. The city reserves the right to award the most qualified agency(s) based on the best overall proposal(s) most advantageous to the city. The city may decline to fund any or all proposed projects. Awarded applications may or may not be funded for the full amount requested.

Applications should detail project specifics, key participants, a complete budget, timeline, and identified sources of funding. In addition, applications should demonstrate the ongoing need among the Qualifying Populations in the applicant's proposed service area; provide a proposal for how to address those needs, including the applicant's capacity to plan and carry out the proposed activity; and establish the applicant's experience or expertise with the proposed project.

### **Eligible Expenses**

The city of Las Vegas' HOME-ARP assistance to support development projects will be given in the form of a deferred loan to the owner of the property. Owner of the property means the entity that holds title to the land/property.

Funds will be provided as reimbursement for eligible expenses and supporting documentation of all expenditures is required for all costs being reimbursed. HUD and the city require that construction/rehabilitation costs are reasonable and consistent with current market costs.

HOME-ARP funds may pay for up to 100 percent of the following eligible costs associated with the development of HOME-ARP rental units:

- Development hard costs, including the actual cost of constructing and/or rehabilitating housing to meet applicable property standards. Eligible development costs also include site improvements. All newly constructed projects must be for a minimum of 5 housing units.
- Reimbursement of soft costs – which are reasonable and necessary. Funding for soft costs is only eligible in collaboration with an eligible hard cost. Examples of eligible soft costs could include the following project related costs:
  - Accounting fees
  - Application and Tax Credit Fees
  - Architecture/engineering
  - Bonds/insurance
  - Consulting
  - Environmental reviews
  - Legal fees
  - Market study/appraisal
  - Marketing and leasing
  - Survey
  - Title and recording

Additional terms:

- Minimum affordability period of 15 years
- Secured by a Funding Agreement, a Promissory Note, a Deed of Trust and a Declaration of Restrictive Covenants;
- Repaid in full upon any refinancing, sale, or transfer of the property during the term of the loan, unless the city agrees to allow the loan obligations to transfer to a new owner; and
- Full repayment will be required if the project goes into default of the Funding Agreement or other loan documents.

Retaining of Funds:

- The city will retain at least \$10,000 of HOME-ARP funds until the project is completed and the recipient submits all required close out documents.

Final Cost Certification:

Upon development completion, the Applicant must provide to the city a certified statement of Final Development Costs prepared by an independent third-party certified public accountant, which at a minimum reports all development costs and expenditures, and the disposition of all HOME-ARP funds.

Nevada Property Tax Exemption for HOME-Funded Affordable Housing Projects: Pursuant to Nevada Revised Statute 361.082 and Nevada Administrative Code Chapter 361, Part A, real or tangible personal property used for low-income housing may be exempt from Nevada property tax if a property receives certain types of State and Federal funding for affordable housing, including HUD HOME funds. HOME-ARP dollars will be considered HOME dollars for the purposes of applying for that property tax exemption. Following project completion, a project owner may apply for the property tax exemption through the Clark County Assessor's Office.

## **Construction/Unit Standards**

HOME-ARP rental units must comply with all rental property standards required in 24 CFR 92.251 paragraphs (a), (b), (c)(1) and (2), (e), and (f).

New Construction: Projects must comply with accessibility requirements in accordance with Section 504 of the Rehabilitation Act and disaster mitigation standards in accordance with State and local requirements. Newly constructed multifamily rental structures (i.e. with 5 or more units) must meet the requirements of HUDs Broadband Rule.

Rehabilitation: Any rehab projects must comply with the city's Minimum Rehabilitation Standards (Exhibit 4). A Capital Needs Assessment for multifamily rental housing with 26 or more units, done by a certified, independent third party is required that identifies and addresses long-term physical needs of the project.

## **Project Requirements**

Under this HOME-ARP RFP, applicants may only use funds for the development of affordable rental housing in accordance with requirements of CPD Notice 21-10, beginning on page 20 of the CPD Notice.

### **Qualifying Populations (QP):**

HUD requires that a minimum of 70% of all HOME-ARP funded units serve a QP. All QPs defined below must have equal access to the HOME-ARP housing units. The project manager will use a prioritized waiting list for this purpose. Units that are not restricted to occupancy by qualifying populations are subject to income targeting and rent requirements established under the HOME-ARP Rental Program rules and are only permitted in projects with rental units restricted for occupancy by qualifying populations.

These QPs are defined in CPD Notice 21-10 as follows:

#### **1. Homeless, as defined in 24 CFR 91.5 *Homeless (1), (2), or (3):***

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

**2. At risk of Homelessness**, as defined in 24 CFR 91.5 *At risk of homelessness*:

- (1) An individual or family who:
- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
  - (iii) Meets one of the following conditions:
    - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - (B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

### **3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

**Domestic violence**, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:



- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person’s individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C. 12742\(a\)](#))** would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as **households** (i.e., individuals and families) who have previously been qualified as “homeless” as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

**Occupancy by Extremely Low-Income Households:** All units assisted with HOME-ARP funds must serve either QPs or Extremely Low Income (ELI) households with incomes at or below thirty percent (30%) of the area median income (AMI), adjusted by household size, as defined below. Up to 30% of HOME-ARP funded units may use status as an ELI household rather than the tenant's status as a QP.

For those who will be qualified based on income, their income must be calculated using an allowable methodology as outlined in the Technical Guide for Determining Income and Allowances for the HOME Program:

<https://www.hudexchange.info/resource/786/technical-guide-for-determining-income-and-allowances-for-the-home-program/>

**Tenant Selection and Preferences:** The city will give preference for HOME-ARP affordable housing units to those at risk of homelessness and other populations with the greatest risk of housing instability.

The city will implement preferences for affordable rental units through its RFP for HOME-ARP funds. Projects that serve the identified populations will be given preference by the city for award of HOME-ARP funds.

HOME-ARP project grantees will take referrals from multiple sources and will be required to maintain a project specific waitlist open to all qualifying populations. Applicants must then be accepted in chronological order except that eligible QP applicants that qualify for the preferences of at risk of homelessness or other populations with the greatest risk of housing instability are selected for occupancy before eligible QP applicants who do not qualify for the preferences.

Projects must confirm potential tenants' status as a qualifying population and annual household income at initial occupancy. Tenant household income must then be recertified on an annual basis.

The owner of a HOME-ARP rental project must adopt and follow written tenant selection policies and criteria for HOME-ARP units that:

- Limits eligibility to households that meet one of the HOME-ARP qualifying populations definitions or low-income households in accordance with HOME-ARP requirements; Preferences for households in one or more of the HOME-ARP qualifying populations must comply with the City's preferences and must not violate nondiscrimination requirements in [24 CFR 92.350](#).
- Do not exclude an applicant with a voucher under the section 8 Housing Choice Voucher Program ([24 CFR 982](#)), or an applicant participating in HOME, HOME-ARP or other Federal, state or local tenant-based rental assistance program because of the status of the prospective tenant as a holder of such a certificate, voucher, or comparable tenant-based assistance document;
- Gives a preference to the following qualifying populations and outlines policies and procedures for applying the City's determined preferences:
  - At risk of homelessness and
  - Other populations with the greatest risk of housing instability
- Provides for the selection of households from a written waiting list in the chronological order of their application, insofar as is practicable;
- Gives prompt written notification to any rejected applicant of the grounds for any rejection; and,
- Complies with the VAWA requirements as described in [24 CFR 92.359](#).
- *Project-Specific Waitlist – Low-Income Households:* A project owner must use a project-specific waitlist to select households to occupy units restricted for occupancy by low-income households in accordance with the tenant selection requirements of [24 CFR 92.253\(d\)](#).

**Project Completion and Occupancy:** HOME-ARP rental projects must meet the definition of project completion at 24 CFR 92.2. If the HOME-ARP units are not occupied by eligible qualifying households or low-income households within six months following project completion, the project owner, as applicable, must submit to the City information on its efforts to coordinate with a homeless service providers, social service, and other public agencies to fill units for qualifying households or must submit marketing information and, if appropriate, a marketing plan to fill units for low-income households. The project owner must repay any HOME-ARP funds invested in units that are not rented to eligible qualifying or low-income households within 12 months of project completion.

**Rent Limitations:**

Units Restricted for Occupancy by Qualifying Households: In no case can the HOME-ARP rents exceed 30% of the adjusted income of a household whose annual income is equal to or less than 50% of the median income for the area, as determined by HUD (see Exhibit 1 for 2023 Program Income Limits). HUD will publish the HOME-ARP rent limits on an annual basis. The lesser of 30% of area median income or Fair market rent limits apply.

Notwithstanding the foregoing, a unit that receives a Federal or state project-based rental subsidy and is occupied by a qualifying household that pays as a contribution to rent no more than 30 percent of the household's adjusted income, may charge the rent allowable under the Federal or state project-based rental subsidy program (i.e., the tenant rental contribution plus the rental subsidy allowable under that program). If a household receives tenant-based rental assistance, the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rental subsidy allowable under that rental assistance program).

Units restricted for occupancy by qualifying populations must be occupied by households that meet the definition of a qualifying population at the time of initial occupancy. The household's contribution toward rent during this period must be affordable in accordance with the HOME-ARP Notice. The rents for these units must comply with the rent limitations established in the HOME-ARP Notice, including the rent provisions specified in 24 CFR 92.252(i)(2) for households whose income increases above 80 percent of area median income and whose contribution to rent complies with the requirements in Section VI.B.15 of the HOME-ARP Notice.

All rents listed below must be adjusted for any utilities paid by the tenant (except telephone).

Pursuant to Section VI.B.13.d of the HOME-ARP Notice, Developers may either use the utility allowance model developed by HUD to calculate tenant paid utilities, and include the completed model in their application, or adopt the utility allowance schedule of the local PHA.

<b>2024 PROGRAM RENT LIMITS</b> <b>EFFECTIVE JUNE 1, 2024</b> <b>(SUBTRACT TENANT PAID UTILITY ALLOWANCE TO DETERMINE MAXIMUM ACTUAL RENTS)</b>							
Program	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
Low HOME Rent Limit	\$ 833	\$ 893	\$ 1,071	\$ 1,238	\$ 1,381	\$ 1,523	\$ 1,666

Rent limitations – low-income households: HOME-ARP rental units occupied by low-income households must comply with the rent limitations in 24 CFR 92.252(a) (i.e., the lesser of the Fair Market Rent for existing housing for comparable units in the area, as established by HUD, or a rent equal to 30 percent of the income of a family at 65 percent of median income for the area, as determined by HUD, with adjustments for number of bedrooms in the unit).

Notwithstanding the foregoing, when a household receives assistance from a Federal tenant-based rental assistance (e.g., housing choice vouchers), the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rent subsidy allowable under the rental assistance program). The rent limits for low-income households apply to the rent plus the utility allowance established pursuant to Section VI.B.13.d of the HOME-ARP Notice.

Units available for low-income households must be continuously occupied by households who are income eligible. The rents for these units must comply with the rent limitations established in the HOME-ARP Notice, including the rent provisions specified in 24 CFR 92.252(i)(2) for households whose income increases above 80 percent of area median income.

**Affordability Period:** HOME-ARP assisted units must meet the affordability requirements, including affordable rents and occupancy by Qualifying Populations, for a minimum period of fifteen (15) years. Affordability requirements apply regardless of the term of any loan or mortgage or the transfer of ownership and will be imposed by a declaration of covenants recorded in first lien position. The city will also conduct monitoring and inspections and will require recordkeeping and reporting requirements throughout the affordability period.

At a minimum, Owners will keep the following records:

- Records that demonstrate that the project meets the property standards in 24 CFR Part 92.251;
- Records that demonstrate that the rental project meets the affordability requirements of 24 CFR Part 92.252. Records must be kept for each family assisted;
- Records that demonstrate compliance with the Tenant and Participant Protections requirements of 24 CFR Part 92.253;
- Equal opportunity and fair housing records containing data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME-ARP funds;
- Records of emergency transfers requested under 24 CFR 5.2005(e) and 92.359 pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of those requests;
- Documentation of actions undertaken to meet the requirements of 24 CFR Part 92.350 which implements Section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701 u);
- Document and data on the steps taken by the recipient to implement outreach programs to minority-owned and female-owned business including data indicating racial/ethnic or gender of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with HOME funds; the amount of the contract or subcontract, and documentation of the recipient's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services;
- Documentation of the actions the recipient has taken to affirmatively further fair housing;

- Records indicating the affirmative marketing procedures and requirements under 24 CFR Part 92.351;
- If applicable, records which demonstrate compliance with the requirements of 24 CFR Part 92.353 regarding displacement, relocation, and real property acquisition, including project occupancy lists identifying the name and address of all persons occupying the real property on the date described in 24 CFR Part 92.353 (c)(2)(1)(A), moving into the property on or after the date described in 24 CFR Part 92.353 (c)(2)(1)(A), and occupying the property upon completion of the project;
- Records demonstrating compliance with labor requirements in 24 CFR Part 92.354 (Davis Bacon Requirements), including contract provisions and payroll records;
- Records concerning lead-based paint under 24 CFR Part 92.355;
- Records demonstrating compliance with flood insurance requirements under 24 CFR Part 92.358;
- Records of written agreements and monitoring required by 24 CFR Part 92.504;
- Financial and related records required by 24 CFR Part 92.505;
- Records of audits and resolution of audit findings; and
- The invoices, purchase vouchers, payrolls, and project records showing how funds were spent must be secured and retained for five (5) years after project closeout. Please note that a project does not "close out" until the HOME period of affordability has been met.

#### **Funding Awards**

- Awarded projects must meet all the conditions of the award before an agreement will be executed. The city cannot enter into a Funding Agreement before the completion of the environmental review and receipt of the Authorization to Use Grant Funds (AUGF).
- All other funding proposed for the project must be committed before the city will execute an agreement.
- Construction default may occur if the developer fails to complete the project within the time limits prescribed.
- The city will review per-unit costs and subsidies as a part of the scoring and underwriting process. These per-unit subsidies will be used to determine the number of HOME-ARP units required in a project.

#### **Written Agreements**

A written agreement must be entered into before any funds are committed or disbursed to a recipient.

When executed the agreement is:

- A statement of the relationship between the city of Las Vegas, Subrecipient and/or the funding recipient;
- A statement of the conditions under which the funds are provided;
- Tool for monitoring performance and verifying compliance;
- A tool for parties using funds to learn about the applicable rules and regulations;
- A method for enforcing the program requirements and protecting the city of Las Vegas investment.

**Required Provisions:** The specific contents of agreements will vary and depending upon the type of activity and administrative role of the recipient. There are specific provisions that must be included in written agreements. The required provisions are:

- **Use of HOME-ARP funds:** Description of tasks to be performed, schedule for completing tasks, a budget in sufficient detail to effectively monitor performance and the period of the agreement. Documents detailing this information must be provided by the recipient to city of Las Vegas prior to the execution of the funding agreement.
- **Requests for Disbursement of Funds:** Requirement that HOME-ARP funds may not be requested until funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.
- **Project Requirements:** Enumeration of all project requirements applicable to the type of projects(s) to be assisted. Examples include affordability requirements, property standards, rents and recapture/resale provisions.
- **Records and Reports:** Enumeration of records that must be maintained, and information and reports that must be submitted.
- **Enforcement and Duration of the Agreement:** This provision is in the agreement with all parties, including owners, and is the means of enforcing the provisions of the written agreement.
- **Affirmative Marketing:** Requirements for affirmative marketing in projects.
- **Other Program Requirements:** Requirements regarding other federal requirements, including non-discrimination and equal opportunity, affirmative marketing and minority outreach, environmental review, displacement, relocation and acquisition, labor standards, lead based paint, and conflict of interest.
- **Uniform Administrative Requirements:** Establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities. The requirements can be found in **2 CFR Part 200**.
- **Conflict-of-Interest:** Regulations require recipients to comply with conflict-of-interest provisions under 24 CFR Parts 84.42, 85.36, and 570.611.

**Additional Provisions:** In addition, there are a number of elements that may be included in the funding agreement to increase its usefulness to both parties. These include:

- The roles and responsibilities of each party.
- A description of the project or program being funded, spelling out the eligible uses of funds.
- A project timetable with major milestones (performance standards).
- Criteria for successful completion of the program or project.
- A description of project close-out requirements.
- The consequences of non-performance.
- Insurance requirements
- Monitoring

**Amending Documents:** Written agreements may be amended by mutual agreement of the parties for a change in terms, the receipt of additional funds, or changes in project scope. However, agreements will be automatically amended if so required to ensure compliance with regulations.

**Other Documents:** Other types of documents executed as conditions of funding may include loan agreements, deed restrictions and other use agreements between the city of Las Vegas and the owner, property management agreements between the owner and property manager, and asset management agreements between the owner and asset manager.

- Loan documents are signed at closing and contain the financial terms and conditions of the loan.

- Deed restrictions and other use agreements will be used to place specific restrictions on the property.
- Property management agreements detail the specific responsibilities of the property manager. Copies of management agreements executed assigning the management responsibility of city of Las Vegas funded projects must be provided to city of Las Vegas prior to the release of retention or within 15 days of execution, whichever is later.

### **Monitoring**

All projects and programs are monitored annually and include a review of management processes, a file review, and a physical inspection of the property and assisted units. The initial monitoring will be completed upon lease-up. Annually thereafter staff will review 20 percent of client files and inspect the associated units unless staff identifies issues that warrant further review or inspection of additional files and/or units. The on-site inspections must occur within 12 months after project completion and at least once every 3 years thereafter during the period of affordability.

Inspections must be based on a statistically valid sample of units appropriate for the size of the HOME-assisted project, as set forth by HUD through notice. For projects with one-to-four HOME-assisted units, participating jurisdiction must inspect 100 percent of the HOME-assisted units and the inspectable items (site, building exterior, building systems, and common areas) for each building housing HOME-assisted units.

The development process will also be monitored by city of Las Vegas staff through the draw process, including reviewing draw or reimbursement requests.

### **Federal Contract Provisions**

Applicants must be able to comply with the following HOME-ARP requirements:

**Debarment and Suspension:** The applicant represents and warrants that neither the applicant or any of its principals, is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any requests for application, invitations to bid, contracts, or agreements by any federal agency in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” If at any point during the Contract term the Agency or any subcontractor or subconsultant performing work at any tier is included on the federally debarred bidder’s list, the Agency shall notify the city immediately.

**Federal Labor Provisions (HUD 4010):** Federal Labor Standards Provisions apply to this project, including:

- 29 CFR-5.5: Minimum wages, frequency of payment, payroll records, and other requirements subject to the provisions of 29 CFR-5.5.
- Davis-Bacon: Construction will be subject to the Davis-Bacon requirements as outlined in 24 CFR 92.354.
- Contract Work Hours and Safety Standards Act: Requirements regarding overtime and related provisions.



**Section 3 Compliance:** HOME-ARP assisted projects are subject to the Section 3 requirements established at [24 CFR Part 75](#). The developer and contractor will comply with the city's Section 3 Plan Policies and Procedures.

The contractor and subcontractors agree to maintain adequate records demonstrating Section 3 compliance, (i.e.: Section 3 and Targeted workers and hours worked, income verification, demographic information, Section 3 Business Concerns information, etc.) and Safe Harbor Benchmarks data and Prioritization of Effort Certifications as noted in 24 CFR Part 75.19. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR, Part 75.

**Environmental Review:** An environmental review will be required for any project selected through this Application in accordance with 24 CFR, Part 58. The proposal application will include a Phase I Environmental Site Assessment valid in accordance with the most current ASTM Standard dated within 4 months of the application submission due date. The Developer may not proceed with any activity until it has been issued an Authority to Use Grant Funds and Notice to Proceed. Developers must agree that the provision of any funds to their project(s) is conditioned on the city's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review. Developers may be required to contract for environmental consulting services to provide the necessary information, which shall be an eligible project soft cost.

No work may start on a proposed Project, or proposed site acquisition, if applicable, before both the federal and state environmental review processes are completed, even if that work/acquisition is being done using non-federal funds. After submission of an application by a Developer for the use of HOME-ARP funds, there can be no choice-limiting actions on the part of the Developer/owner until environmental clearance is received in the form of an Authority to Use Grant Funds or environmental clearance letter issued by the city. Market studies, environmental studies, plan development, engineering or design costs, inspections and tests are not considered "choice-limiting" actions. "Choice-limiting actions" are defined as any activity that would have an adverse environmental impact or limit the choice of reasonable alternatives, such as acquisition by the Developer/owner (or any subsidiary of the Developer), construction, demolition of buildings, or rehabilitation or reconstruction of buildings. Per 24 CFR Part 58.22, failure to comply with the prohibition against committing funds or taking physical action (using either HUD funds or non-HUD funds) before the completion of the environmental review process could result in loss of HUD assistance, cancellation of the Project, reimbursement by the Developer/owner to HUD for the amount expended, or suspension of the disbursement of funds for the affected activity.

**Equal Opportunity:** This project will be subject to federal opportunity provisions and responsibilities, including:

- Title VI of the Civil Rights Act of 1964: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination based on race, color, and/or national origin under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1968 (The Fair Housing Act): This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions, which affirmatively promote fair housing.
- Restoration Act of 1987: This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution, which receives

federal financial assistance, be prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance.

- Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 53091]: This Section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
- The Fair Housing Amendment Act of 1988: This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
- The Age Discrimination Act of 1975: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any State law currently in effect on the same topic.
- Section 504 of the Rehabilitation Act of 1973: It is unlawful to discriminate based on disability in federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance. Section 504 also contains design and construction accessibility provisions for multi-family dwellings developed or substantially rehabilitated for first occupancy on or after March 13, 1991.
- The Americans with Disabilities Act of 1990 (ADA): This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a disability" in employment and public accommodations. The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment.
- Executive Order 11063: This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.
- Executive Order 11259: This executive order provides that the administration of all federal programs and activities relating to housing and urban development be carried out in a manner to further housing opportunities throughout the United States.

**Anti-Lobbying Certification:** The Agency certifies that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the Agency, to any person for influencing or attempting to influence an officer or employee of an 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, 10/30 amendment, or modification of and 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 making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Agency shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
- The Agency shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**Relocation:** The Developer must adhere to federal requirements related to acquisition, displacement and relocation found at 49 CFR Part 24 (the Uniform Relocation Assistance and Real Property Acquisition Act). Occupied properties triggering displacement are ineligible for this Application.

## **Application Process**

### **City Conditions – Special Conditions of the Request for Proposal (RFP)**

Applicants should be aware of the following special conditions and requirements of the RFP:

1. This RFP provides a uniform method and process for the open and competitive procurement of applications for HOME-ARP 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.
2. 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.
3. The City reserves the right to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.
4. 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.
5. 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.
6. 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.
7. An agreement will be awarded to the Applicant(s) whose proposal is the most advantageous to the City.

8. 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.
9. The City reserves the right to modify or terminate agreements awarded under this RFP based on availability of funds and based on acceptable performance as established by the City.
10. Applicants should be aware of the City of Las Vegas rules and policies contained in the HOME-ARP Program Guide, HOME regulations at 24 CFR 92, and HOME-ARP Final Rule (HUD Notice CPD-21-10).

### **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 Evaluation Process**

Applications may only be submitted through the Neighborly link on the city of Las Vegas website. No hard copies will be accepted.

Applications must comply with the requirements of the application process. Eligible applications will be reviewed and scored by an Affordable Housing Review Committee. Applications that are incomplete, have inadequate responses, or have other content errors or deficiencies may not move forward to the Review Committee. 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 18 months of the funding award;**
- **Be completed within two years of the executed agreement date with the City; and**
- **Fully rented up within 18 months of completion (HOME-ARP units must be occupied within 12 months)**

Information related to all applications:

- Application and all requested narrative and attachments must be complete and received by the application submission deadline.
- Applicant must provide evidence of site control.

- This is a competitive application process for limited funding. Applicants that meet criteria are not guaranteed an award.
- Successful applications may be funded for less than the amount requested.
- The city of Las Vegas may adjust funding requests based on underwriting, subsidy layering review, and revised determination of the financial gap.
- The applicant must submit an applicant certification form (included in the application) signed by the Chair or President of the Board of Directors.

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

### **Completing Your Application:**

**Neighborly instructions:** In order to begin the application process in Neighborly, click this link <https://portal.neighborlysoftware.com/HCD-LASVEGASNV/Participant>, which will take you directly to the application. Alternatively, 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 link to the application instructions and the "Apply" button, which is a direct link to the Neighborly Application.

If you have an account, log in and follow the instructions. If you are a new user, complete the required information to register for a Neighborly account to create a profile.

Once the agency profile has been created, select the grant for which you want to apply, click the "Start Application" button and start your proposal. Save your progress using the Save tab at the bottom of the page.

**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 7 tabs: Eligibility/Pre-Application, Project Details, Development Activity, Site Information, Project Summary, Project Budget, and Documents.

## 1. **ELIGIBILITY/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. Applicant must have site control of the project property.

## 2. **PROJECT DETAILS**

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

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 re-parcelled.
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 should be provided in the documents tab.
7. Please indicate property status. No project that causes permanent relocation will be funded.

## 3. **DEVELOPMENT ACTIVITY**

1. Please indicate the number of buildings in your development design. In your development design, please allow space for outdoor recreation areas.
2. Please indicate type of Development Activity. Activity must be in compliance with 24 CFR 92.205.
3. 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.
4. 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.
5. Please provide number of units affordable for each income level. Must meet affordable housing requirements at 24 CFR 92.252.
6. Please indicate the proximity to the listed services. New rental housing must meet the Neighborhood Standards at 24 CFR 983.57. Link to *Neighborhood Standards* found in application.

4. **SITE INFORMATION**

1. Please provide both present and proper zoning for your project. Zoning verification is required under Development Schedule Verification: documentation of zoning compliance or plan approval/submission in the documents tab.
2. Please indicate which utilities need to be brought to the site.
3. Please indicate future land use designation of the project site.
4. Please provide the current site size and the proposed site size if expansion is involved.
5. Please provide the estimated value of improved property. Projects will not be funded above appraised value. Documentation of estimated value required in the Documents tab.
6. Please provide the date of the appraisal/MLS listing.
7. 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.
8. Please check all that apply. Use "Other" to indicate an amenity that is not listed.
9. Please check all that apply. Use "Other" to indicate a security feature that is not listed.
10. Please indicate the specific features of your development that meets or exceeds the Energy Standards as listed in *Energy Standards*.
11. Please indicate the specific features of your development that ensures compliance with the Neighborhood Standards as listed in *Neighborhood Standards*.
12. Please provide information concerning Supportive Services made available to the tenants.
13. Please provide information requested concerning your Property Management Team for this development.
14. Please describe the maintenance and repair activity planned to maintain the quality and security of the development throughout the affordability period.
15. Please describe steps taken to ensure compliance with The Federal Fair Housing Act.

5. **PROJECT SUMMARY**

1. Please describe how your project meets the identified Housing Needs in the City of Las Vegas Consolidated Plan.
2. 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)
3. Please provide specific Project Summary information as requested.
4. Please provide information that demonstrates demand for your units.
5. Please tell the City why your project should be funded.
6. Please answer Yes/No regarding Section 3 requirements.

6. **PROJECT 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.

## 7. **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 Neighborly 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:**

1. Board of Directors Data - Provide table indicating the name, area of expertise, address, telephone number, and email address of each Board member, also indicate whether Board member is employee or relative of applicant.
2. Construction Budget - detailed indicating construction cost by trade
3. Construction Estimate signed by licensed entity
4. Current Receipt of Good Standing and Officer Filing
5. Development Schedule Verification: documentation of zoning compliance or plan approval/submission
6. Documentation of Applicant's legal purpose - Provide page from Articles or Mission Statement
7. Documentation of Project Support - Copy of current signed letters of financial, neighborhood and elected officials support
8. Documentation of Site Control
9. Copy of Appraisal, Valuation, obtained in the last year or Comparables obtained in the last 3 months.
10. Environmental Information: Phase I, Noise Study or other review reports
11. Financial Statements: A-133 Audit, Financial Statements Audited by CPA or certified by Board
12. Lead Based Paint Control Plan for pre-1978 Rehab Projects
13. Project Sustainability: 20 year Pro-Forma
14. Site and Rehabilitation Pictures: 4 directional of site/street and specific rehab areas
15. Sample Lease
16. Preliminary site plans, elevations, and floor plans.
17. Market Analysis: Market Study or other compiled market data
18. Agreement or MOU with a vendor to provide services to residents of your development
19. Other Funding: Tax Credit Application or Bond Application: Copies of other funding applications and award letters
20. Documentation of Non-profit Status Documentation may not be over ten years old.
21. Copy of Supportive Service Providers Agreements or MOUs
22. Capital/Physical Needs Assessment: Rehab Projects
23. Relocation Plan for occupied projects



24. Utility Allowance: if utilities are not included in rent, attach the utility allowance model or utility allowance schedule the property will use.

**Templates to be completed by the Applicant and then uploaded to Neighborly.**

1. Acknowledgement of Section 3 Clause & Certification of Compliance
2. Affirmative Marketing
3. Application Certifications
4. Application Signature Page
5. Committed Funding
6. Development Experience
7. Environmental Review Request
8. Management Development Team
9. Partnership Information - Copy of Partnership, Joint Venture and Consultant Agreements Copy of Nevada Secretary of State Partnership Certificate
10. Project Development Cost
11. Project Schedule
12. Project Income
13. Business Concern Certification Form
14. Tenant Roll for Acquisition and Rehabilitation of occupied projects