

**HOME COMMUNITY HOUSING DEVELOPMENT
ORGANIZATIONS (CHDO)
Request for Proposal (RFP)**

A. Name of grant program: HOME Community Housing Development Organization (CHDO) Program

B. Purpose of the grant/loan: The purpose of this program is to provide funding to support the creation of housing units affordable to households that are low income as defined by the United States Department of Housing and Urban Development

C. Available funding: Varies

D. Maximum amount of award: Federal per unit subsidy limit based on bedroom size and project funding gap:

<https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>

E. Eligible entities: Limited to non-profit, community-based developers that are certified as Community Housing Development Organizations by the New Jersey Department of Community Affairs.

F. Target populations: The purpose of this program is to provide funding to support the creation of housing units affordable to households that are low income as defined by the United States Department of Housing and Urban Development.

G. Eligible activities: Within the context of developing affordable housing funds can be used for project related capital costs including construction costs, professional fees, financing fees, acquisition and development contingency.

H. Ineligible activities:

- 1) Project reserve accounts
- 2) Development, operations or modernization of public housing
- 3) Previously funded HOME projects and income deed restricted properties
- 4) Projects that are currently or anticipate receiving other DCA or NJHMFA funding
- 5) Project or tenant based rental assistance
- 6) Pay delinquent taxes, fees or charges
- 7) Acquisition of vacant land without development

I. Length of use, restriction period:

- 1) Homeownership Project: Minimum of 5 years to 30 years depending on amount of subsidy and location

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- 2) Rental Project: Minimum of 5 years to 30 years depending on amount of subsidy, type of construction and location

J. Qualifications of applicants in order to be considered for funding under grant/loan program: This RFP is limited to State certified CHDO non-profit affordable housing developers. Successful applicants will have the experience and the capacity to successfully undertake the proposed activities. The applicant will have specific experience and/or capacity in:

- 1) Developing affordable housing
- 2) Managing affordable housing projects
- 3) Experience working with the target population
- 4) Successful relationship with financial institutions
- 5) Be in good standing with the State of New Jersey, the Department of Community Affairs and the US Department of Housing and Urban Development (HUD)
- 6) State of New Jersey certified CHDO
“Community Housing Development Organizations are nonprofit agencies that meet specific criteria outlined in 24 CFR Part 92, Section 92.300 of the HOME Program’s Final Rule. The State of New Jersey requires all nonprofit agencies that want to be eligible for State CHDO funds to be certified as a CHDO by the New Jersey Department of Community Affairs, Division of Housing and Community Resources, see link below:”

[HOME CHDO designation and application \[pdf 46kB\]](#)

K. Application Process:

Program Narrative

Applicant will be required to submit a detailed narrative of the project.

Proposed Project Budget

Applicant will be required to submit a detailed budget, including a list of all leveraged resources.

Required Attachments and Document:

Applicant will be required to submit supporting documentation for all information submitted in the application.

L. Address to which proposals must be submitted: The application must be submitted via the Department of Community Affairs’ electronic application system known as SAGE. Attachments will be submitted under separate cover.

M. Applications will be received on a rolling basis

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N. Date by which applicants shall be notified: Within 90 days of submittal

O. Grant requirements:

- 1) Execution of Grant/Loan Agreement
- 2) Original, executed Mortgage Note for the HOME Housing funds
- 3) Copy of the executed Mortgage for the HOME funds, along with proof of recording from the county clerk's office
- 4) Executed Housing Affordability Service Developer's Agreement
- 5) Copy of the executed Home Deed-Restricted Affordable Housing Property with Restrictions on Resale and Refinancing, along with proof of recording
- 6) Original Title Insurance Policy insuring the Department of Community Affairs in the amount of the mortgage
- 7) Proof of all required insurances as outlined in the grant agreement, mortgage note and mortgage
- 8) Other, as may be specified by the Department

P. Reporting requirements: All reporting as required by the New Jersey Department of Community Affairs and/or the United States Department of Housing and Urban Development

Q. Performance outcomes: Grantee must successfully complete the project, on time, within budget while meeting program requirements.

R. Rating Criteria: A review panel will thoroughly review and evaluate the applications against the rating criteria listed below: **Maximum 100 points**

1. *Capacity of the applicant to successfully undertake the proposed activities (Maximum 30 points)*

- The experience of the applicant in real estate development, specifically affordable housing?
- Experience of applicant working with intended population?
- Applicant's financial ability to develop the project?
- Has the applicant demonstrated effective grant/loan management?
 - Achieved prior grant/loan objectives within the established time frame;
 - Expended previous grant awards correctly and in a timely manner; and
 - Produced and submitted prior performance and financial reports correctly and on time.
- Does the applicant have any audit, loan findings or other issues with DCA or HUD?

2. *Does the proposed project meet the requirements of the program (Maximum 40 points)*

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- Does the project fall within the cost criteria and program guidelines?
- Is the project financially feasible?
- Are the proposed incomes and expenses or sale prices obtainable?
- Does the project meet the Uniform Housing Affordability Controls criteria?
- Does the project meet or exceed Energy Star and NJ Green requirements?
- What project amenities does the project include?
- Is the project providing extended affordability controls?
- Is there minority participation in the development of the project?
- Are any social services or homeownership workshops being provided?
- Is the project serving a population not generally served?
- Does the proposed project fit in harmoniously with the surrounding neighborhood and buildings?

3. *Neighborhood Criteria (Maximum 15 points)*

- Is the neighborhood stable or improving?
- Is public transportation, shopping, medical facilities, etc. easily accessible?
- Is the neighborhood in a Smart Growth area or other designated area?
- Is the neighborhood in the Pinelands, Highlands or other sensitive area?
- Is/was the project site a designated Brownfields site?
- Composition of the area rental vs. for-sale, affordable vs. market.

4. *Municipal Contribution (Maximum 10 points)*

- Will the municipality contribute funds to the project?
- Is the municipality providing a tax abatement or PILOT?
- Is the municipality donating land or waiving development fees?
- Is the municipality donating in kind services?

5. *Other (Maximum 5 points)*

- Are there other DCA supported projects in the area or municipality?
- Does the town have a court approved Affordable Housing Fair Share Plan or Court compliant?
- Is the town on the State urban distressed list?
- Is the project in a high or low census tract?

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