

FY2023 January Funding Request Announcement

The City of Charlotte (“City”) is now accepting Proposals for affordable housing development through the City’s Housing Trust Fund (“HTF”) to provide equity and loan funds for newly constructed or rehabilitated multi-family housing. An addendum will be issued should there be additional information developers should be made aware of.

The development must serve households earning 80% or below the area median income (AMI) with income averaging of up to 60% of AMI for the restricted units.

HTF-funded developments will at a minimum meet the following criteria*:

- Comply with City affordable housing policies and program guidelines.
- Include at least 20% of the total units as being targeted to households at 30% of AMI. At least 10% of the units targeted to households at 30% of AMI, must be targeted to households with rental subsidies including vouchers funded directly or indirectly by the federal government. Such rental subsidies must be accepted with no discrimination against income source.
- All LIHTC proposals must include the submission of a 2023 preliminary LIHTC application for an award in August 2023.
- Proposed developments that are in Very High and High Opportunity Areas (**See Attachment A**) may be asked to include the use of Project Based Vouchers (PBV) in the development. Given the limited availability of PBV’s, there is no guarantee that all proposals located in opportunity areas will be awarded PBVs to them. If the use of PBV’s does not adversely impact the proposed development’s time schedule, upon being awarded PBV’s, the developer must adjust their gap funding request amount to reflect the higher PBV contract rents.
- Developers must cover all legal closing costs up to \$25,000.
- Developers must pay a compliance monitoring fee of \$50 per unit per year escalating at 3% annually for developments that have been placed in service.
- Meet zoning and planning guidelines and requirements including special/conditional use permits and any other discretionary land use approval by March 28, 2023.
- Include a COVID-19 Compliant community engagement process that reflects input from the impacted community (See Submittal Checklist Section G for details).
- Meet Charlotte Water Capacity and Connection requirements.

****Please see the Housing Trust Fund Request for Proposals Guidelines for additional evaluation criteria***

Tiered Review:

Housing funding requests will be grouped together for review in the following categories: Multifamily New Construction, Multifamily Renovation/ NOAH, Supportive Housing Developments, and Single-Family New Construction.

- The city will evaluate multifamily new construction proposals in two tiers. Projects in tier 1 will be reviewed first. If, after awarding funding to all eligible tier 1 projects funding remains, tier 2 projects will be ranked.

****The City reserves the right to make a maximum of two housing awards (Regardless to whether rental or homeownership) to any one principal or co-developer. To encourage affordable housing development in City Council Districts 6 and 7, development proposals within those districts are Tier 1 review.***

Development Teams must also:

- Inform the district City Council representative for the proposed development and convene at least one COVID-19 Compliant community outreach meetings to present the proposed development (See Submittal Checklist Section G for details).
- Submit a complete funding Proposal packet by February 10, 2023.
- Include with the proposal a utilities plan or preliminary site plan with proposed sewer connection(s) and site flow projects using NCDEQ 15A NCAC 02T (Waste Water Flow Estimate Guidance Document). This is necessary for the Charlotte Water Capacity Assurance Review Proposal.
- Submit their Sketch Plan via Accela and schedule a Sketch Plan meeting with the Planning Department as required. Instructions on how to submit the Sketch Plan are included in the RFP packet.
- Provide evidence of appropriate zoning no later than March 28, 2023.
- Note that if assistance is being sought for a LIHTC development, developers must have placed at least one LIHTC development in service within the last five years.
- Demonstrate the experience necessary to place the proposed development in service.

Funding Request Schedule

Activity	Dates
Team Developers Meeting	January 12, 2023
Post RFP	January 13, 2023
Application Submission Deadline: (NEW PROCESS!! See attached) 1) Submit required Housing Trust Fund application forms to Housing & Neighborhood Services (Zelleka Biermann) 2) NEW!! Submit the Site Plan and Building Elevation Documents specifically to Accela for Planning Review. See attached for more information and details.-	Feb. 10, 2023
Planning Site Plan and Building Elevation Review Period	Feb. 13 – March 17, 2023
Site Plan and Building Elevation Comments Sent Back to Applicant Through Accela Online Portal	March 17, 2023
Redline Meetings: NOT REQUIRED - If staff or the development team finds a meeting helpful to discuss redline comments, meetings will be available upon request if needed. Please contact Nan Peterson via email at Nan.Peterson@charlottenc.gov by the close of business on March 22, 2023 . A 30-minute virtual meeting will be scheduled in the order received. All meetings will be scheduled for Friday, March 24, 2023.	March 17 – March 24, 2023
Submit final, revised Site Plan and Building Elevations through the Accela online portal by the close of business on Tuesday, March 28, 2023.	March 28, 2023
NCHFA Market Study & Final Site Score	March 13, 2023
Final Planning Support Letter Due to Housing & Neighborhood Services	April 5, 2023
City Council Dinner Briefing	April 10, 2023
City Council Approval	April 24, 2023
NCHFA Final Application Deadline	May 12, 2023

*Sketch site plan application is included in RFP packet and must be included in RFP response

Link to Request for Funding Application:

<https://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

Note: The City reserves the right to cancel, reject any or all applications and waive minor informalities for applicants if it is deemed in the City and LISC's best interest to do so.

For additional information, please contact:

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