REQUEST FOR PROPOSALS

HOUSING DEVELOPMENT FUNDING

City of Charlotte
Housing & Neighborhood Services
600 East Trade Street
Charlotte, NC 28202-2859

July 2023

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1 PURPOSE

The purpose of this RFP is to provide gap funding for housing development opportunities resulting in the creation and preservation of affordable housing in the City of Charlotte. The goal is to increase the supply of safe, decent, and affordable rental homes for low and moderate-income households while complying with the city's affordable housing policies, funding source requirements, and program guidelines. The RFP also aims to promote long-term affordability for residents and socially responsible ownership structures. Developers will be evaluated based on their ability to comply with program guidelines, financial feasibility, and their experience, capability, and timeliness. The RFP also includes preferences for investments that align with the city's priorities and that are located in areas of special interest.

In addition to city funding, Mecklenburg County will partner in the review of applications and may offer rental subsidy assistance to developments with a goal of increasing housing options for very low income households

2 SCHEDULE

Activity	Dates
Post RFP	June 30, 2023
RFP Review Webinar	July 19, 2023
Application Submission Deadline: 1) Submit required Housing Trust Fund application forms/packet to Housing & Neighborhood Services (Warren Wooten) at https://charlottenc.seamlessdocs.com/f/housingsubmission 2) Submit the Site Plan and Building Elevation Documents to Accela Citizen Access (ACA) as a Sketch Plan for Review: https://aca-prod.accela.com/CHARLOTTE/Default.aspx. Please include "HTF" in project name (ie. "HTF Brookshire Seniors").	**July 28th, 2023**
Planning Site Plan and Building Elevation Review Period	July 31 – August 18, 2023
Site Plan and Building Elevation Comments Sent Back to Applicant Through Accela Online Portal	August 18, 2023
Submit final, revised Site Plan and Building Elevations through the Accela online portal by the close of business on Friday, August 25th, 2023.	August 25, 2023
Final Planning Support Letter Due to Housing & Neighborhood Services	September 6, 2023

City Council Action Review Meeting	September 11, 2023
City Council Approval	**September 25, 2023**
NCHFA Final Application Deadline (4% Bonds)	September 29,2023

3 GENERAL REQUIREMENTS AND GOALS

The City of Charlotte is committed to creating diverse and inclusive neighborhoods. One method of creating these types of neighborhoods is helping to ensure that safe, decent and affordable housing is available for low and moderate-income households.

City housing funds are capitalized with voter-approved general obligation bond proceeds, federal funding, and other available city financing resources and funding must be used to finance housing for households earning up to 80% of the Area Median Income ("AMI"). Development projects financed with city funding are required to record long-term deed restrictions to maintain affordability and comply with source of income protections.

For this round, funds will be provided as gap financing for eligible affordable multifamily rental, homeownership and supportive housing development projects. All supported units must serve households earning 80% or below the AMI, with 60% AMI and below prioritized for rental units.

The city's Housing Policy embraces the following national goals established by the United States Department of Housing and Urban Development, and aligns with the City Council priorities as set forth in the Housing Charlotte Framework which supports the creation and preservation of safe and decent housing for low and moderate-income households:

- Provide decent and affordable housing,
- Provide a suitable living environment, and
- Expand economic opportunities to benefit low and moderate-income households.

3.1 GOALS

The city's commitment is to utilize the Housing Trust Fund (HTF) and other federal sources as a last-resort gap financing to bring below-market-rate units to the market to lower the deficit of affordable units in the Charlotte market. The city's development funding strategy is designed to leverage both public and private financing to specifically target households earning 60% and below the Area Median Income (AMI), ensuring that those in need are prioritized.

In evaluating proposals for affordable housing development loans and grants, the city considers several key factors.

- Public purpose (but for the city investment, the project would not be feasible for the targeted income group);
- Ability of the proposed development to help achieve the City's affordable housing policies and goals
- Financial feasibility
- Developer's capability and experience

- Site location
- Timeliness
- Number of affordable housing units and targeting of incomes
- Long-term affordability
- Completeness of proposal (incomplete or confusing proposals will not be considered).

To ensure City-financed affordable housing developments adhere to the City's affordable housing goals, each affordable housing development must:

- Maintain the affordability of units using long-term deed restrictions.
- Comply with the City's zoning, land development and other housing policies and regulations

3.2 Unified Development Ordinance – Affordable Housing Bonuses

The City of Charlotte has implemented a Unified Development Ordinance, elements of which encourage the development of affordable housing within its jurisdiction. Developers can take advantage of various bonus types to enhance their projects and promote affordability:

- Voluntary Mixed-Income Residential Development: Developers can increase development intensity by setting aside affordable housing units, allowing for the development of properties in higher-intensity zoning districts.
- Height Bonuses & Open Space Reduction: Developers can earn additional building height by providing affordable housing. Additionally, required on-site open space can be reduced by providing affordable housing units, see UDO table 16-1.
- Bonuses Specific for Affordable Housing: Affordable housing developments meeting specific requirements, such as affordability period, minimum unit count, and income percentages, are permitted additional development allowances, – see UDO section 16.4 for more information.

By leveraging these bonus types and meeting the outlined criteria, developers can contribute to the construction of affordable housing, expand housing options, and enhance housing opportunities within the City of Charlotte. For more information, see the full UDO and the UDO Bonus Administration Manual at https://charlotteudo.org/.

3.3 Available Funding Types

The City of Charlotte's funding approach is to leverage various sources to maximum affordable housing development. In addition to traditional Housing Trust Funds, various other sources may be offered to support gap financing. Funding options include;

Housing Trust Funds – General obligation bond generated affordable housing gap financing (City limits only).

Local Rental Subsidy pilot program – The City of Charlotte and Mecklenburg county partnered to development a pilot rental subsidy program based on the tax value of the development. The city and county are looking at opportunities to expand to multifamily new construction. If the developer's application indicates willingness to participate in this pilot the city and county will contact the developer with further details. This source will be used to deepen subsidies, lowering AMIs shown in the developer's application. Developers should not use this funding source to close a gap in financing, rather

it will be used to further subsidize developments to create additional opportunities for very low income households with a focus on larger households utilizing 3 and 4 bedroom units.

Community Development Block Grant – Federal funding used to support multifamily housing through rehabilitation and infrastructure investment.

HOME Funding – Federal funding used for homeownership downpayment assistance or gap funding of single or multifamily investments serving households at or below 80% of area median income.

HOPWA – Housing Opportunity for Persons with HIV/AIDs. Can fund investments in multifamily housing that will support HIV positive LMI persons and their families. The city prefers investments where 15% or less units are targeted to HIV positive households to create a mix of uses in a single investment.

If federal funding is awarded, the city and developer will discuss the appropriate funding type for the development prior to council approval.

3.4 Geographic Requirements & Priorities

The city has several current geographies of special interest. All investments must be in the City of Charlotte or Mecklenburg County, depending on source specified. Investments in these areas are of the highest priority:

- Neighborhoods with high vulnerability to displacement as identified on the Displacement Risk Dashboard. (for more information, use this link to access the dashboard, https://tableau.charlottenc.gov/t/Public/views/CommunityDisplacement/WhereistheDisplacementRiskHighestToday?)
- Areas with high housing location scores. (https://community.charlottenc.gov/)
- TOD zoned areas.
- District 6 or District 7
- Mecklenburg County towns (HOME, HOPWA, rental subsidy only)

3.5 Community Engagement Requirements

Developers are required to inform the City Council district representative about the proposed development and hold at least one community engagement meeting to address questions regarding the project. These meetings can either be conducted in person at a location near the proposed development or virtually. The City believes that offering multiple community engagement opportunities and employing focused marketing strategies will ensure effective information dissemination and promote inclusivity for the general public.

Proposals must include an Outreach and Marketing Plan. Developers must notify all residential property owners within a 300-foot radius of the site, as well as any neighborhood organizations listed in the City's Neighborhood Organization Contact List within a one-mile distance from the proposed development site (available at https://community.charlottenc.gov/pages/nocl). Meeting notices should be sent at least two weeks prior to the scheduled meetings. Developers must document any concerns raised during the meeting and provide details about their plans to address these concerns. The meeting must take place before the proposals are presented to the City Council for approval. Developers must provide evidence

of meeting all the required community outreach criteria outlined in the checklists provided in this Request for Proposal (RFP).

3.6 General Requirements

It is imperative to carefully review and adhere to all requested items contained in the Request for Proposals ("RFP") packet. Development Teams are required to submit proposals in strict accordance with the requirements outlined in the RFP documents. The entire set of documents enclosed in the RFP packet constitutes the RFP, and the Developer must ensure that all necessary information is submitted for proper analysis. The city will only consider complete proposal packets for review, and incomplete packets will not be accepted.

Each Developer shall fully comply with all federal, state, and local ordinances and statutes governing residential housing development.

Request for Proposals Review and Submission: Request for Proposals will be accepted only in accordance with the instructions provided in this request and documents in the submittal checklist. Developers are solely responsible for the timely and accurate submission of their Proposals.

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

3.6.1 Accuracy of RFP and Related Documents.

Each Respondent must independently evaluate all information provided by the city. The city makes no representations or warranties regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the City will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the City. Companies may not rely on any oral statement by the city or its agents, advisors, or consultants.

If a Respondent identifies potential errors or omissions in this RFP or any other related documents, the Respondent should immediately notify the city of such potential discrepancy in writing. The City may issue a written addendum if the City determines clarification is necessary. Each Respondent requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in RFP Section 3.6.5.

3.6.2 City’s Rights and Options

The City reserves the right, at the city’s sole discretion, to take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City, including:

- To supplement, amend, substitute, or otherwise modify this RFP, including the schedule, or to cancel this RFP, at any time
- To require any Companies to supplement or clarify its Proposal or provide additional information relating to its Proposals
- To investigate the qualifications, experience, capabilities, and financial standing of each

Respondent submitting a Proposal
- To waive any defect or irregularity in any Proposal received
- To reject any or all Proposals
- To share the Proposals with city employees and contractors in addition to the Evaluation Committee as deemed necessary by the city
- To award all, none, or any part of the Services and enter into Contracts with one or more of the responding Companies deemed by the city to be in the best interest of the City, which may be done with or without re-solicitation
- To discuss and negotiate with any Respondent their Proposal terms and conditions, including but not limited to financial terms
- To terminate discussions and negotiations with any Respondent at any time and for any reason.

3.6.3 Expense of Submittal Preparation.

The city accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance at pre-proposal meetings or evaluation interviews, contract negotiations, or activities required for contract execution.

3.6.4 Proposal Conditions.

The following terms are applicable to this RFP and the respondent's proposal.

3.6.4.1 RFP Not an Offer

This RFP does not constitute an offer by the city. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the city unless the city and the respondent execute a Contract. No recommendations or conclusions from this RFP process concerning the Respondent shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

3.6.4.2 Trade Secrets and Personal Identification Information.

<u>Definition</u>.

Upon receipt by Housing & Neighborhood Services, all materials submitted by a respondent (including the Proposal) are considered public records except for (1) material that qualifies as "trade secret" information under N.C. Gen. Stat. § 66-152 et seq. ("Trade Secrets") or (2) "personally identifiable information" protected by state or federal law, to include, but not be limited to, Social Security numbers, bank account numbers, and driver's license numbers ("Personally Identifiable Information" or "PII").

<u>Instructions for Marking and Identifying Trade Secrets</u>

If any Proposal contains Trade Secrets or PII, such Trade Secrets and PII must specifically and clearly be identified in accordance with this section by clearly separating them from the rest of the Proposal. For hard copy documents, it must be submitted in a separate, sealed envelope, marked either "Personally Identifiable Information – Confidential" or "Trade Secret—Confidential and Proprietary Information." For electronic submissions it must also be submitted on a separate flash drive. In both hard copy or electronic format, the confidentiality caption stated above must appear on each page of the Trade Secret or PII materials.

Availability of Proposals to City Staff and Contractors

By submitting a Proposal, each Respondent agrees that the City may reveal any Trade Secret materials and PII contained therein to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who serve on the Evaluation Committee or who are hired or appointed by the City to assist in the evaluation process.

Availability of Proposals via Public Records Requests

Any person or entity (including competitors) may request Proposals submitted in response to an RFP. Only those portions of RFPs properly designated as Trade Secret or PII are not subject to disclosure. The public disclosure of the contents of a Proposal or other materials submitted by a Respondent is governed by N.C. Gen. Stat. §§ 132 and 66-152, et seq.

When determining whether to mark materials as Trade Secret, please note the following:

- Entire Proposals may not be marked as Trade Secret
- Pricing may not be marked as Trade Secret

The City may disqualify and Respondent that designates its entire Proposal as a trade secret, or any portion thereof that clearly does not qualify under applicable law as a Trade Secret or PII. Each Respondent agrees to indemnify, defend, and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the Respondent has designated as a Trade Secret or PII. This includes an obligation on the part of the Respondent to defend any litigation brought by a party that has requested Proposals or other information that the Respondent has marked Trade Secret or PII.

3.6.4.3 Amendments to RFP.

If the city amends this RFP, addenda will be posted to the IPS website at www.ips.state.nc.us and the city's HNS RFP Site. Companies are required to acknowledge receipt of each addendum by including the Addenda Receipt Confirmation Form (Form 1) with their Proposals.

3.6.4.4 Proposal Terms Firm and Irreversible.

The signed Proposal shall be considered a firm offer on the part of the Respondent. The City reserves the right to negotiate price and other terms. All Proposal elements (including all statements, claims, declarations, prices, and specifications) shall be considered firm and irrevocable for purposes of future Contract negotiations unless specifically waived in writing by the City. The Respondent chosen for award should be prepared to have its Proposal and any relevant correspondence incorporated into the Contract, either in part or in its entirety, at the City's election.

3.6.4.5 Proposal Binding for 120 Days.

Section 6, Form 3 contains a statement to the effect that the Proposal is a firm offer for one-hundred-twenty (120) calendar day period from the date of the opening. This statement must be signed by an individual authorized to bind the Respondent. All prices quoted shall be firm and fixed for the full Contract period. The City shall have the option to accept subject to exception by Contract.

3.6.4.6 Charlotte Business INClusion Program.

Pursuant to Charlotte City Council's adoption of the Charlotte Business INClusion (CBI) Policy, the CBI program promotes diversity, inclusion, and local business opportunities in the City's contracting and

procurement process for Minority-owned, Woman-owned, and Small Business Enterprises (MWSBEs) with a significant business presence in the Charlotte Combined Statistical Area. The CBI Policy is posted at www.charlottebusinessinclusion.com.

The City is committed to promoting opportunities for maximum participation of certified MWSBEs on City-funded contracts at both the prime and subcontract level. For MWSBE participation to count towards a Subcontracting Goal, MWSBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The City intends to negotiate utilization of MWSBE(s). The Respondent is required to submit Form 2 attached herein. Failure to submit this form with the Proposal shall render the Proposal non-responsive.

3.6.4.7 Equal Opportunity.

The City has an equal opportunity purchasing policy. The City seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City provides equal opportunity for all businesses and does not discriminate against any Companies regardless of race, color, religion, age, sex, and national origin or disability.

3.6.4.8 Advertising

No advertising, sales promotion, or other materials of the Respondent or its agents or representatives may identify or reference the City in any manner absent the prior written consent of the City.

3.6.4.9 Withdrawal for Modification of Proposals

Companies may change or withdraw a previously-submitted Proposal at any time prior to the Proposal due date. Only formal written requests addressed in the same manner as the Proposal and received by the City prior to the Proposal due date will be accepted. The request must be in a sealed envelope that is plainly marked "**Modifications to Proposal**." No oral modifications will be allowed. If the Respondent complies with this Section, after the Proposal due date, the Proposal, will be withdrawn or corrected in accordance with the written request(s).

3.6.4.10 No Bribery.

In submitting a response to this RFP, each Respondent certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with the Contract.

3.6.4.11 Exceptions to the RFP.

Other than exceptions that are stated in compliance with this Section and Section 4.2.4.5, each Proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. All exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP. If the Respondent provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Respondent's solution, must be described in detail.

3.6.5 Developer Questions and Inquiries

The City is committed to providing all developers responding to the RFP with accurate and consistent information to ensure that no Developer obtains an undue competitive advantage. All questions and inquiries must be directed as indicated below:

Warren Wooten
Housing & Neighborhood Services
600 East Trade Street
Charlotte, NC 28202
Phone: 704-336-2489
warren.wooten@charlottenc.gov

3.6.6 Agreement with Successful Developers

All statements contained in a proposal or made in writing during negotiation by the Developer shall constitute offers by the Developer for inclusion in the final agreement. The City may accept or reject such offers within a reasonable time after they are made.

3.6.7 Charlotte Business INClusion

The Charlotte Business INClusion program aims to foster diversity, inclusion, and local business opportunities within the City's contracting and procurement process, specifically for Minority-owned and Women-owned Business Enterprises (MWBEs) within the State of North Carolina and York County, South Carolina and Small Business Enterprises (MWSBEs) based in the Charlotte Combined Statistical Area (CSA).

The City of Charlotte is dedicated to promoting extensive participation by certified and registered MWSBEs in City-funded contracts, whether as Prime contractors or Subcontractors. To ensure that MWSBE participation contributes towards meeting the established goal, MWSBEs must fulfill the certification and geographic requirements outlined in the CBI Policy and CBI Manual. The CBI goal matrix is structured as follows:

HTF Award Amount	Minimum Goal
Under $1,000,000	9 Percent
Between $1,000,001 and $2,000,000	11 Percent
$2,000,000 and above	13 Percent

More information about the Charlotte Business Inclusion program including definitions and compliance requirements can be found at https://www.charlottenc.gov/Growth-and-Development/Doing-Business/CBI .

4 Multifamily New Construction & Renovation

4.1 Investment Eligibility Criteria & Preferences

City multifamily investments shall meet the following minimum criteria:

4.1.1 General

- Comply with city affordable housing policies, funding source requirements and program guidelines including the city's Source of Income Protections Policy.

- To be considered in this section, the project must have a minimum of 50 units in the same development.
- 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.
- Provide a minimum affordability period of forty (40) years.
- All 4% LIHTC proposals must include the submission of a Final LIHTC application by October 2023 and receive an award in January 2024.
- Proposed acquisitions in Very High and High Opportunity Areas 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 city legal closing costs up to $25,000.
- Meet Charlotte Water Capacity and Connection requirements.
- Developers shall pay a compliance monitoring fee (for developments funded under this RFP, the lesser or $50 per unit per year or $7,500 per year, escalating 3% annually.
- Rental increases shall be no more than 3% per year. Rent increased above this level must be requested and approved by the city in writing.
- All financing (city loan and all other funding) must be closed within 9 months of award. Tax credit-funded projects will have six y to close following the award of credits. Up to a 90 day extension can be granted if the the developer shows significant progress towards closing.

4.1.2 Preferences

When evaluating potential investments, priority will be given to developments that align with one or more of the following preferences:

- Developments with a subsidy request of $38,000 per unit or less.
- Developments willing to accept some or all of their award in federal funds. In addition to possible awards of CDBG and HOME funding, up to $1,000,000 in HOPWA funding will be offered during this funding round to support new housing options for persons with HIV/AIDS.
- Developments that demonstrate strong leverage ratios, maximizing their financial efficiency.
- Developments that commit to extended affordability periods, ensuring long-term affordability for residents.
- Projects with nonprofit ownership or offering a right of first refusal to a nonprofit or local government beneficiary to promote community-oriented and socially responsible ownership structures.
- Utilization of teamforce housing approaches. Teamforce housing partners with a large employer that becomes an investment partner in the development, either debt or equity. In exchange for a financial investment, the employer may use a portion of affordable units for as development opportunities for eligible employees.

4.2 Proposal Evaluation

The city will assess proposals according to the evaluation criteria outlined in the Request for Proposal (RFP) packet. The evaluation criteria include, but are not limited to, the following factors:

- Meets or exceeds all minimum underwriting requirements.

4.2.1 Tiered Review

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.

Tier 1

Meets a tier 1 funding requirement:

For tiered 1 review, the maximum award to any single development will be as follows:

Funding Source	No City land / support	HTF & City Support	City Land
HTF Limit	• $38k per unit • Maximum of $4.7M	• $28k per unit • Maximum of $3.2M	• $28k per unit • Maximum of $3.2M

Developments with funding requests that exceed these HTF maximums will be considered in tier 1 if they meet one of the following criteria:

- Developments that agree to accept some or all of their award in federal funds
- Developments that are eligible and apply for NCHFA RPP funding
- Developments located in District 6 or District 7

Tier 2

All requests that do not meet a tier 1 requirement.

4.2.2 Additional Review Factors

The city will also consider the following additional factors with ranking project awards*:

- Cost per unit per year
- Timeliness of previous and current projects with city investments
- Developer utilization of UDO development bonuses
- Higher CBI participation percentages
- Non-housing economic mobility investments. As an example, Teamforce housing connected to a employee training or advancement program would qualify.

*The City reserves the right to make a maximum of two housing awards (regardless of whether rental or homeownership) to any one principal or codeveloper.

5 HOMEOWNERSHIP

5.1 INVESTMENT ELIGIBILITY CRITERIA & PREFERENCES

City homeownership investments shall meet the following minimum criteria:

5.1.1 General

- Comply with city affordable housing policies, funding source requirements and program guidelines.
- Provide housing opportunities to households at or below 80% of area median income.
- Utilize ownership models and/or restrictions that balance long term affordability and economic mobility.
- Leverage existing affordable homeownership programs.
- Minimum affordability periods that match the federal HOME program resale or recapture requirements.
- Meet Charlotte Water Capacity and Connection requirements.
- Developers must cover all city legal closing costs up to $15,000.

5.1.2 Preferences

When evaluating potential investments, priority will be given to developments that align with one or more of the following preferences:

- Developments with a subsidy request of $38,000 per unit or less.
- Developments willing to accept some or all of their award in federal funds.
- Developments that demonstrate strong leverage ratios, maximizing their financial efficiency.
- Projects with nonprofit ownership or offering a right of first refusal to a nonprofit or local government beneficiary promote community-oriented and socially responsible ownership structures.
- Innovative projects that use ADU development to create affordable units on site or within the primary unit will create an income stream for the homeowner.
- Structures that promote social and economic mobility by supporting first time homeownership, BIPOC homeownership and minority participation through Charlotte Business INClusion participation above required minimums.

5.2 Proposal Evaluation

The city will assess proposals according to the evaluation criteria outlined in the Request for Proposal (RFP) packet. The evaluation criteria include, but are not limited to, the following factors:

- Compliance with Minimum Underwriting Requirements: Proposals will be evaluated based on their ability to meet or exceed all minimum underwriting requirements established in the RFP.
- Development Experience: The city will consider the track record and experience of the development team involved in the proposal. This includes evaluating their past successes, relevant expertise, and ability to effectively manage and execute similar projects.
- Development and Construction Timeline: The proposed timeline for development and construction will be thoroughly reviewed. The city will assess the feasibility of the proposed schedule, considering potential risks and the likelihood of timely project completion.
- Cost per Unit: The cost per unit outlined in the proposal will be evaluated. This assessment aims to determine the financial feasibility of the project and whether the proposed costs align with market standards and affordability goals.
- Location and On-Site/Off-Site Amenities: The city will assess the proposed location of the project and evaluate the availability and quality of on-site and off-site amenities. Factors such as proximity to essential services, transportation options, recreational facilities, and community resources will

be considered.

- Sales and Ownership Structure: The proposed sales and ownership structure will be evaluated to ensure it aligns with the city's objectives. This assessment includes examining the mechanisms for affordable housing, homeownership opportunities, and any innovative models that promote inclusive and sustainable communities.
- Affordability: The city will consider the level of affordability offered by the proposal. This assessment includes evaluating the proposed income restrictions, purchase prices, and the overall affordability impact on the target population.
- Social and Economic Mobility: A focus of city affordable housing efforts includes promoting social and economic mobility through homeownership and utilizing the CBI program to increase contracting opportunities for disadvantaged business interests. Staff will assess the proposal based on the project's impact in these areas along with other ways the development supports social and economic mobility.

The city will utilize these evaluation criteria to review proposals received, ensuring thorough assessment process that aligns with the city's goals and priorities.

6 Supportive Housing

Supportive housing offers a comprehensive approach by combining safe and stable housing with essential support services to help individuals achieve greater independence and improve their overall well-being. The city is supportive of innovative proposals from non-profit organizations to create or sustain housing solutions that cater to populations such as people experiencing homelessness, individuals with mental health issues, survivors of domestic violence, individuals with disabilities, those struggling with substance abuse or those exiting the justice system.

The selected proposals should outline a person-centered approach, ensuring individualized care, and provide on-site or nearby services, including case management, counseling, skills training, employment assistance, healthcare access, and social activities. Emphasis should be placed on fostering a sense of community, promoting personal growth, and supporting residents in their journey toward stability and self-sufficiency. The City of Charlotte is committed to improving the lives of its residents, and this funding opportunity represents an important step towards achieving that goal.

6.1 Investment Eligibility Criteria & Preferences

City investments shall meet the following minimum criteria:

6.1.1 General

- Comply with city affordable housing policies, funding source requirements and program guidelines including the city's Source of Income Protections policy.
- Demonstrates consistency with the Charlotte Mecklenburg Continuum of Charlotte Strategic Action Plan.
- A minimum leverage ratio of 1:2.
- Nonprofit ownership.
- Demonstrates appropriate supportive services based on the target population including a financial plan for fully supporting the supportive programming.

- Includes 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.
- Provide a minimum affordability period of 50 years.
- New construction must meet Charlotte Water Capacity and Connection requirements.
- Rental increases shall be no more than 3% per year. Rent increased above this level must be requested and approved by the city in writing.

6.1.2 Preferences

The following are preferences for the City of Charlotte's supportive housing investments:

- Perpetual affordability.
- Developments willing to accept some or all of their award in federal funds.
- Developments that demonstrate strong leverage ratios higher than the required 1:2, maximizing their financial efficiency and demonstrating broad project support.

6.2 Proposal Evaluation

Proposals will be evaluated based on the criteria outlined in this Request for Proposal (RFP). The evaluation criteria used to review each proposal, to provide the best supportive housing options for Charlotte residents. The following factors will be considered:

- Compliance with Minimum Underwriting Requirements: Proposals will be evaluated based on their ability to meet or exceed all minimum underwriting requirements established in the RFP. This evaluation ensures that the proposed project is financially viable and capable of fulfilling its intended purpose.
- Development Experience: The city will carefully assess the development experience of the proposed organization. This includes evaluating their past successes, relevant expertise, and ability to effectively manage and execute similar projects.
- Development and Construction Timeline: The proposed timeline for development and construction will be reviewed and the city will assess the feasibility of the proposed schedule, considering potential risks and the likelihood of timely project completion.
- Cost: The proposed cost will be evaluated to determine its reasonableness and alignment with current cost standards. The city aims to ensure that the proposed cost is appropriate for the scope of the project and leverages other funding opportunities to provide a superior value proposition for city residents.
- Location: The proposed location of the project will be carefully examined. Factors such as accessibility, proximity to essential services, transportation options, and community resources will be considered. The city seeks locations that promote connectivity and convenience for future residents.
- Supportive Services Provided: The proposed supportive services will be evaluated to determine their adequacy in meeting the needs of the target population. The city emphasizes the importance of comprehensive support, including case management, counseling, skills training, employment assistance, healthcare access, and social activities.
- Population Service: The extent to which the proposal caters to an underserved target population will be assessed. The city values initiatives that prioritize providing housing solutions for individuals

experiencing homelessness, those with mental health issues, survivors of domestic violence, individuals with disabilities, those struggling with substance abuse, and individuals transitioning from the justice system. Underserved populations will be prioritized.

- Collaboration with Local Grassroots Organizations: The extent to which the sponsoring organization collaborates with local grassroots organizations will be considered. The city recognizes the value of community partnerships in addressing social challenges effectively and encourages proposals that demonstrate a commitment to collaboration and community engagement.

The city will utilize these evaluation criteria to conduct ananalysis of each proposal. By employing a data-driven and objective evaluation process, the city aims to select the most suitable proposals that align with its goals of providing supportive housing solutions and improving the well-being of its residents.

7 Single Family Underwriting Criteria

Proposals will be reviewed to meet the following minimum requirements and assessed based on City Council priorities and industry best practices.

7.1 Primary Requirements

Proposals shall be reviewed for adherence to the following basic thresholds for review.

- Developer's Experience: The city will assess the developer's track record and experience in constructing residential properties. They may consider the number of previous projects, their success rate, and the developer's overall expertise.
- Project Feasibility: The city will evaluate the feasibility of the proposed construction project. This includes examining the location, market demand, and potential profitability of the homes.
- Financial Stability: The city will assess the financial stability of the developer, including the developer's credit history, financial statements, and cash flow, to ensure they have the capacity to manage the project.
- Project Cost and Budget: The city will review the estimated total project cost, including land acquisition, construction expenses, permits, fees, and contingencies. They will evaluate the reasonableness of the budget and ensure it aligns with industry standards and local market conditions. The city requires the full cost of the development to be reflected in the submitted documentation.
- Sales: The city will review the applicant’s sales and marketing plan to assess the applicant’s ability to sell inventory in a timely fashion. The buyer selection and marketing plan should reflect city homeownership priorities and comply with fair housing law.
- Construction Timeline: The city will assess the construction timeline and evaluate whether it is reasonable and achievable. They may also consider the developer's ability to manage construction risks, such as delays and cost overruns.
- Legal and Regulatory Compliance: The city will verify that the developer has obtained all necessary permits, licenses, and approvals required for the construction project. Compliance with local building codes, zoning regulations, and environmental standards is crucial.
- Appraisal and Collateral: The city will conduct an appraisal to determine the value of the property upon completion. The appraised value will serve as the basis for the loan amount.

Collateral, such as the land or completed homes, will be evaluated for their adequacy and marketability.

- Debt Service Coverage: The city will assess the developer's ability to service the debt by evaluating the project's projected cash flow and income generated from the sales or leasing of the homes. They will calculate the debt service coverage ratio to ensure sufficient cash flow to cover loan payments.

7.2 Single-Family Market Analysis

To facilitate the city's investment in single-family housing, the developer is required to conduct a thorough market feasibility analysis. This analysis should focus on providing detailed insights into the location, neighborhood, socioeconomic and demographic trends, as well as the competitive landscape specific to single-family housing.

The market analysis should cover the following key areas:

- Location and Neighborhood Information: The analysis should include a comprehensive project description, highlighting the characteristics of the neighborhood, and providing information on the proximity of essential amenities like shopping centers and schools. Additionally, it should consider other relevant factors that may impact the marketability of the single-family housing development.
- Socio-Economic and Demographic Development: This section should offer an overview of the economic context within the area under consideration. It should assess growth trends, and provide insights into the demographic and income characteristics of the target market for single-family homes. Factors such as population growth, employment trends, and income levels should be carefully examined as they play a crucial role in influencing the demand for housing.
- Competitive Analysis: The analysis should evaluate the existing stock of single-family housing in the area, encompassing both rental and for-sale markets. Furthermore, any proposed single-family housing developments should be taken into account, in order to assess their potential impact on the market.

Moreover, the market data provided should feature a comprehensive analysis of affordability. This should include an evaluation of the local market demand for affordable single-family housing. The analysis should be supported by reliable data and thorough analysis, enabling the city to make an informed investment decision.

8 Multifamily Underwriting Criteria

Proposals will be reviewed to meet the following minimum requirements and assessed based on City Council priorities and industry best practices.

The city’s underwriting process assesses the financial feasibility and risks associated with financing and investing in the proposed development. This process requires a thorough understanding of the unique characteristics and challenges of the specific development and local market,

8.1 Primary Requirements and Assumptions

- Developer's Qualifications: The developer must demonstrate a proven track record and expertise in multifamily development. Previous successful completion of similar projects is required.
- Affordable Housing Objectives: The funding program prioritizes affordable housing goals. The developer's project must align with the city's affordable housing objectives, including meeting income eligibility requirements and adhering to rent restrictions.
- Market Demand and Feasibility: The developer must provide a comprehensive market analysis demonstrating the demand for multifamily housing in the local market (see section 9.3). The project should address the housing needs of the community effectively.
- Financial Viability: The developer must demonstrate financial viability and the ability to manage the multifamily project. Financial statements, cash flow projections, and evidence of additional financing or subsidies should be provided if necessary.
- Equity Contribution: The developer is required to contribute a specified percentage of their own funds as equity in the project. The equity contribution should be in line with the funding program's guidelines.
- Sources, Uses and Proforma: The developer must submit a detailed project cost estimate, including land acquisition, construction expenses, permits, fees, and contingencies. The submittal should accurately detail the full sources and uses of the project and the proforma use city assumptions and show appropriate debt coverage.
- Construction Timeline: The developer must provide a realistic construction timeline that ensures timely completion of the project. The ability to manage construction risks and adhere to the schedule is essential.
- Legal and Regulatory Compliance: The developer must comply with all relevant local building codes, zoning regulations, and environmental standards. Proof of obtaining necessary permits, licenses, and approvals is required.
- Project Impact: The developer must demonstrate how the project will positively impact the community. This may include job creation, neighborhood revitalization, and incorporation of sustainability measures.
- Affordable Housing Affordability and Tenant Selection: The developer must adhere to specific guidelines regarding affordable housing affordability levels and tenant selection. Established income verification and tenant eligibility criteria must be strictly followed.

Submitted proformas shall be reviewed for adherence to the following basic assumptions

Vacancy Rate	7%
Annual Rent Increase	2%
Annual operating expense and replacement reserve annual increase	3%
Asset Management Fee	City fee for ongoing compliance management (for developments funded under this RFP, the lesser or $50 per unit per year or $7,000 per year) escalating 3% annually

Operating Expenses	$3,800 to $4,200 per unit per year, not including taxes, reserves, and residential support services.
Developers Fee	May be loaned to a project to cover a gap. Repayment projections for loans must not negatively impact the operations of the development. If applicable, a resolution from the Board of Directors allowing such a loan to the project must be provided.
Contingency	Hard cost contingency line item of at least 10% of the total hard costs.

8.2 Property Management

Effective property management is crucial for the success of a multi-family project. A qualified property manager should have a proven track record that includes a history of low collection losses, minimal vacancy rates compared to similar projects, adherence to budgetary constraints, implementation of a comprehensive maintenance program, and establishment of clear operating policies and procedures. Furthermore, the property manager should be knowledgeable about the various funding sources for affordable housing development and rental subsidies.

In addition to these qualifications, the city has established specific property management guidelines. While developments with fewer than 25 units are not required to have onsite management, they must provide residents with access to a professional property management service via phone for at least 40 hours per week, as well as a 24-hour on-call service. For multi-family housing developments with 25 or more units, an on-site office must be maintained, and management personnel must be provided as outlined below:

Size of Development	Minimum Onsite Requirements
25 - 50 units	20 hours per week
51 - 75 units	30 - 40 hours per week
76 - 100 units	40 hours per week with on-site Resident employee or 80 hours per week

8.3 Market Analysis and other External Factors

The developer shall provide a comprehensive market feasibility analysis, considering the City as the investor. The market analysis should provide detailed information on the location and neighborhood, socio-economic and demographic trends, and competitive landscape.

Specifically, the analysis should include the following areas:

- Location and Neighborhood Information: This should include a detailed project description,

neighborhood characteristics, proximity to amenities such as shopping centers and schools, and other relevant factors that may impact the marketability of the development.

- Socio-Economic and Demographic Development: This should provide an overview of the economic context of the area, growth trends, and demographic and income characteristics of the target market, including factors such as population growth, employment trends, and income levels that may influence demand for affordable housing.
- Competitive Analysis: This should assess the existing housing stock in the area, including rental and for-sale markets, as well as any proposed developments.

Market data should also include a detailed analysis of affordability, including an assessment of the local market demand for affordable housing. Reliable data and analysis should be provided to support the acquisition decision. Supportive housing developments are not required to provide market analysis.

8.4 Operating and Financial Risk

The City seeks projects with a desirable debt service coverage ratio of *at least 1:15 for the term of any debt financing*. In addition, the city seeks projects with a desirable break-even occupancy that is lower than 85%.

Debt Service Coverage	**Break-Even Occupancy**	**Risk**
Greater than 1.30	Less than 70%	Low
1.10 to 1.30	70% to 85%	Medium
Less than 1.10	Greater than 85%	High

The City may consider project submissions outside of the operating and financial risk guidelines as stated above. Consideration however will be given based on the number of affordable and workforce units, income limit served, projects ability to meet the City's goals and the overall viability of the project.

8.4.1 Reserves

8.4.1.1 Operating Reserve

Operating Reserves shall be based on six months debt service and operating expenses and must be maintained for one full calendar year starting at the point that the 1:15 debt service coverage ratio is achieved (or as low as 1:10 for projects in which at least 20% of the units serve households earning 40% and below AMI). The City must approve any withdrawals from the operating reserves account to meet the project's operating deficits that exceed $5,000 in aggregate during any three-month period. Withdrawals from the operating reserve account must be replaced to maintain the initial required funds as reflected in the City's loan agreement.

8.4.1.2 Replacement Reserve

Replacement reserves funded from the development budget or deducted monthly from cash flow are indicators of the sustainability of the project. The city requires a minimum $350 per unit per year replacement reserve for NOAH projects with a 4 percent increase per year. Alternatively, the applicant may provide a detailed physical conditions assessment report completed by a licensed engineer and base year 1-15 replacement reservices on replacement costs and timing provided in the report and adding a 10% contingency.

9 Reporting and Monitoring

9.1 Reporting

The developer is required by the loan agreement to submit, at the city's discretion, quarterly and/or annual reports in a format determined by the city. The developer must provide the following during the term of the loan:

- Copies of all certificates of occupancy (if applicable)
- Payment if stipulated in the loan agreement
- Insurance certificate in which the City is the named as an insured
- Any material changes in governance or management
- Any other debt or borrowing, for this project or any project
- Any change or loss in property and casualty insurance
- Any pending legal action and their assessment of the impact of such action

9.2 Monitoring

Yearly asset management will involve site visits and/or document review to ensure compliance with the city's requirements and to assess the financial and operational performance of the development. This will include reviewing the property manager's performance, conducting regular inspections to assess physical conditions and maintenance needs, tracking occupancy rates and rent rolls, and analyzing financial statements to evaluate the project's financial health. Asset management will review the operating and replacement reserves and review documents to verify that the development remains in compliance with any regulatory requirements and agreements. The asset manager will work closely with the property manager to address any issues that arise to ensure the long-term viability and success of the development.

Homeownership projects will be monitored during construction to ensure design, construction and affordability requirements are met. Following construction, units will be sold to qualifying households and monitored based on the long term

10 Submittal Instructions & Documentation Requirements

Using the checklist in section 11, submit the documentation required per the project type. Requirements are listed as "R" in the checklist document. Documents listed a "C" are conditional, refer to the checklist for submittal requirements. Items listed at "O" are optional documents and may be submitted if desired but are not required. Submit completed applications at https://charlottenc.seamlessdocs.com/f/housingsubmission .

- Developer Application – This is a city provided word document. The developer will complete the word document following the instructions found in the word document, convert to pdf and submit as : **Application – Project Name – Developer Name – CLTHousingFund24rS.pdf**
- Application Data Sheet – This is a city provided excel workbook. Complete the workbook and attach it to the submittal as **Datasheet – Project Name – Developer Name – CLTHOUSINGFUND24RS.xlsx**

In addition to these two documents, the following section detail additional submittal requirements. Please see the submittal checklist as to what documents are required, optional or conditional. For all documents requested, please include them in pdf format unless otherwise stated, and attach them to your submittal as "document name – project name – developer name – CLTHOUSINGFUND24RS.pdf". For example, Attachment 9 – org chart – Apple Apartments – Apple Developer – CLTHOUSINGFUND24RS.pdf.

- **Developer References** – If you have not been previously funded by the City, please submit at least three references from parties familiar with your development experience, with preference for references from state or local governmental funding partners.
- **Appraisal** – The appraisal for the proposed project must be conducted by a licensed commercial real estate appraiser in North Carolina. It should be dated within one year of the application submittal date and clearly state the purpose and function of the appraisal. The appraisal should identify the specific parcels being appraised, outline the assumptions made and the definition of market value used, describe the valuation approach(es) employed, specify the property rights being appraised, provide a detailed site description along with any existing improvements, list any limitations, and include the qualifications of the appraiser.
- **Project Budget** – The project budget should detail the full project cost including acquisition costs, relocation costs, site improvements, vertical construction costs, all soft costs, developers fee, and contingencies. Costs must be provided per eligible unit and costs per square foot (include documentation in the form of construction contract or source of the cost estimates) Detail all developer fees and equity shares. If the project includes acquisition, provide evidence that acquisition cost is not more than sixty (70%) of the total replacement costs
- **Proforma** – Proformas shall be submitted in the city requested form provided excel document. It should include city required assumptions found in section 8.
- **Single Family Workbook** – For single family development projects and in lieu of a proforma, developers shall submit the city provided workbook detailing the full cost of the development and sales information for unit out-sales.
- **Evidence of Site Control** – Site control can be evidenced by a signed option to purchase, fully executed purchase and sale agreement, deed or a lease that exceeds the proposed period of affordability.
- **Planning Department Submittal** – If your project will require planning department review prior to issuance of building permits, please provide a copy of your initial submittal. Some project may already be appropriately zoned, or only conducting renovations. In these cases, no attachment is required.

11 SUBMITTAL CHECKLIST

Submittal Checklist	Multifamily New Construction	Homeownership	Supportive Housing
R – Required, C – Conditional, O - Optional			
Submittal Checklist	R	R	R
Affordable Housing Funding Application (provided excel sheet)	R	R	R
Developer Text Submittal (provided word document)	R	R	R
References - **Attachment 1 – Developer References.pdf**	C	C	O
Financial Statements			
• Current year financial statement and previous two years financial statements - **Attachment 2 – Project Name - Financial Statements.pdf**	R	R	R
• Most recent independent audit and auditor's management letter - **Attachment 3 – audit.pdf**	R	R	R
• Form 990 (current & prior year if applicable – nonprofit applicants only) **Attachment 4 – 990.pdf**	C	C	C
• Verification that all state and federal taxes are current (including IRS withholdings) (nonprofits exempt) **Attachment 5 – tax certification.pdf**	C	C	C
Applicant's organization / background information			
• Articles of Incorporation and current bylaws **Attachment 6 – articles.pdf**	R	R	R
• IRS 501c (3) determination letter (if non-profit) **Attachment 7 – 501c3.pdf**	C	C	C
• List of Board of Directors including address and telephone numbers; list of officers and their positions for non-profits **Attachment 8 – Board of Directors.pdf**	R	R	R
• Current organizational chart **Attachment 9 – org chart.pdf**	R	R	R
• Certificate of Good Standing from the North Carolina Secretary of State or State where the developer/development team is incorporated **Attachment 10 – cert of good standing.pdf**	R	R	O
• Verification of any committed and/or anticipated funding for the project (e.g.	R	R	R

Submittal Checklist	Multifamily New Construction	Homeownership	Supportive Housing
R – Required, C – Conditional, O - Optional			
approval letters, letters of intent, feasibility letters.) **Attachment 11 – funding commitments.pdf**			
Site Specific			
Commercial Appraisal **Attachment 12 - apprasial.pdf**	R	R	O
Screenshot of locational site score (can be found at community.charlottenc.gov) **Attachment 13 – site score.pdf**	R	R	O
Proforma **Attachment 14 – proforma.xls**	R		R
Single Family Workbook **Attachment 14a – Sfworkbook.xls**		R	
Tax Card – all parcels **Attachment 15 – tax card.pdf**	R	R	R
Relocation plan and statement of proposed relocation assistance (if applicable) **Attachment 16 – relocation plan.pdf**	C	C	C
Project budget (including relocation costs if applicable) **Attachment 17 – budget.pdf –** single family developments only need a separate budget if the full cost of the project is not detailed in the single family workbook.	R	C	R
Evidence of site control **Attachment 18 – site control.pdf**	R	R	R
Planning			
Provide a copy of the Planning Department submittal including site plan, elevations, graphics and sketch plan application **Attachment 19 – planning submittal.pdf**	C	C	C
Community Engagement			
List of owners and neighborhood associations contacted **Attachment 20- community engagement log.pdf**	R	R	R
Meeting minutes or recording – **Attachment 21 - public meeting.pdf or public meeting.vid** (or other public video format)	R	R	R
Other			
Other documents as appropriate	O	O	O
CHARLOTTE BUSINESS INCLUSION/ MWSBE **Attachment 22 - MWSBE.pdf**	R	R	R
ADDENDA RECEIPT CONFIRMATION FORM **Attachment 23 – Addenda Receipt.pdf** (if addenda are released)	C	C	C

12 Form 1 - Addenda Receipt Confirmation Form

NATURALLY OCCURRING AFFORDABLE HOUSING ACQUISITION, REHABILITATION & SUBSIDY

Please acknowledge receipt of all addenda by including this form with your Proposal. All addenda will be posted to the NC IPS website at www.ips.state.nc.us and the City's Contract Opportunities Site at http://charlottenc.gov/DoingBusiness/Pages/ContractOpportunities.aspx.

ADDENDUM #:	**DATE ADDENDUM DOWNLOADED FROM NC IPS:**
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal complies with the Specifications and conditions issued by the City except as clearly marked in the attached copy.

_____ _____

(Please Print Name) Date

_____

Authorized Signature

_____

Title

_____

Company Name

13 FORM 2 – CHARLOTTE BUSINESS INCLUSION/ MWSBE

NATURALLY OCCURRING AFFORDABLE HOUSING ACQUISITION, REHABILITATION & SUBSIDY

The City maintains a strong commitment to the inclusion of MWSBEs in the City's contracting and procurement process when there are viable subcontracting opportunities.

Companies must submit this form with their proposal outlining any supplies and/or services to be provided by each City-certified Small Business Enterprise (SBE), and/or City-registered Minority-owned Business Enterprise (MBE) and Woman-owned Business Enterprise (WBE) for the Contract. If the Company is a City-registered MWSBE, note that on this form.

The City recommends you exhaust all efforts when identifying potential MWSBEs to participate on this RFP.

Company Name:	

Please indicate if your company is any of the following:

____ MBE ____WBE ____SBE ____ None of the above

If your company has been certified with any of the agencies affiliated with the designations above, indicate which agency, the effective and expiration date of that certification below:

Agency Certifying: _____ Effective Date: _____ Expiration Date: _____

Identify outreach efforts that *were employed* by the firm to maximize inclusion of MWSBEs to be submitted with the firm's proposal (attach additional sheets if needed):

_____

_____

_____

Identify outreach efforts that *will be employed* by the firm to maximize inclusion during the contract period of the Project (attach additional sheets if needed):

_____

_____

_____

[Form continues on next page]

List below all **MWSBEs** that you intend to subcontract to while performing the Services:

Subcontractor Name	Description of work or materials	Indicate "M," "S," and/or "W"	City Vendor #

Total MBE Utilization	%
Total WBE Utilization	%
Total SBE Utilization	%
Total MWSBE Utilization	%

Representative (signed): _____

_____ _____

Date Representative Name

_____

Estimated Total Contract Value

14 FORM 3 – HOUSING TRUST FUND SITE PLAN APPLICATION

HOUSING TRUST FUND SITE PLAN APPLICATION

CITY OF CHARLOTTE – PLANNING, DESIGN, & DEVELOPMENT

A Housing Trust Fund site plan and building elevations cannot be processed

or reviewed without the following information.

Name of Project: _____

Property Owner: _____

Property Address: _____

Tax Parcel Number(s): _____

Total Acreage: _____ Current Zoning: _____ Rezoning Petition #: _____

(If applicable)

# of Units Proposed: _____ Unit Type: _____

(Apts, Condominiums, Townhomes, Single Family Lots)

Designer: _____ Designer's Phone Number: (____)_____

Designer's E-Mail Address: _____

Architect: _____ Architect's Phone Number: (____)_____

Architect's E-Mail Address: _____

Developer: _____ Developer's Phone Number: (____)_____

Developer's E-Mail Address: _____

Submittal Requirements:

A. Site plan and building elevations must be submitted through the Accela online portal.

B. Building elevations shall include either all proposed buildings or typical building elevations. Label all building materials and the Zoning height from average grade to peak of roof. See the attached Multi-family Design Guidelines for other minimum requirements.

C. Minimum requirements for the site plan are as follows:

▪ Vicinity map

▪ Scale less than or equal to 1"=100'

▪ Survey of the property proposed for development

▪ Improvements and other site elements (buildings, streets, parking, buffers, etc.)

- Site data or development table
- Dimensions labeled (setbacks, yards, buffers, parking spaces, etc.)
- Existing easements located on the property
- Existing right-of-way width(s) and location of centerline
- Intersecting property lines along with adjoining property's current zoning and use
- Any existing driveways adjacent to site including across any public right-of-ways
- All creeks located on or within close proximity to the site
- Water quality buffers & floodplain (SWIM, Watershed and PCO)

The Housing Trust Fund site plan review is preliminary in nature and solely to establish general locations of streets, building and parking envelopes, and buffers and is not a comprehensive review. This site plan review does not include other departments that may have requirements triggered by the proposed development such as Fire, Urban Forestry, Stormwater Engineering, CDOT, NCDOT, and others.

15 APPENDIX A: MULTI-FAMILY DESIGN GUIDELINES

Exterior Building Materials

1. All principal and accessory buildings abutting a network required public or private street shall comprise a minimum of 30% of that building's entire façade facing such network street using brick, natural stone (or its synthetic equivalent), stucco or other material approved by Planning Director.
2. Prohibited exterior building materials: vinyl siding (not including handrails, windows, or door trim) and Concrete Masonry Units not architecturally finished.

Building Placement & Site Design

Building placement and site design shall focus on and enhance the pedestrian environment through the following:
1. Buildings shall be placed so as to present a front or side (with an entrance) to all network required streets (public or private).
2. Buildings shall front a minimum of 50% of the total network required street frontage on the site (exclusive of driveway, pedestrian access points, accessible open space, tree save or natural areas).
3. Parking lots shall not be located between any building and any network required public or private streets.
4. Driveways intended to serve single units shall be prohibited on all network required streets.

Building Mass & Height

Building mass shall be designed to break up long monolithic building forms as follows:
1. Buildings exceeding 120 feet in length shall include modulations of the building massing/façade plane (such as recesses, projections, and architectural details). Modulations shall be a minimum of 10 feet wide and shall project or recess a minimum of 6 feet extending through the building.

Architectural Elevation Design

Elevations shall be designed to create visual interest.
1. Building elevations shall be designed with vertical bays or articulated architectural façade features which may include but not be limited to a combination of exterior wall offsets, projections, recesses, pilasters, banding, and change in materials or colors.
2. Buildings shall be designed with a recognizable architectural base on all facades facing network required public or private streets. Such base may be executed through use of Preferred Exterior Building Materials or articulated architectural façade features and color changes.
3. Building elevations facing network required public or private streets shall not have expanses of blank walls greater than 20 feet in all directions and architectural features such as but not limited to banding, medallions or design features or materials will be provided to avoid a sterile, unarticulated blank treatment of such walls.

Roof Form & Articulation

Roof form and lines shall be designed to avoid the appearance of a large monolithic roof structure.

1. Long pitched or flat rooflines shall avoid continuous expanses without variation by including changes in height and/or roof form, to include but not be limited to gables, hips, dormers, or parapets.

2. For pitched roofs the minimum allowed is 4:12 excluding buildings with a flat roof and parapet walls.

3. Rooftop HVAC and related mechanical equipment will be screened from public view at grade from the nearest street.

Service Area Screening

1. Service areas such as dumpsters, refuse areas, recycling and storage shall be screened from view with materials and design to be compatible with principal structures. Such design shall include a minimum 20 percent Preferred Exterior Building Materials or a Class B buffer not less than 10' in depth at all above grade perimeter not paved for access.

Optional/Site Dependent

1. Exposed multi-level parking decks shall provide screening so that interior lighting and cars are not visible from public streets. This is primarily accomplished by the use of architectural louvers or decorative screens on all levels.

2. All residential ground floor units will have entrances facing the street, and when within 15 feet of a street shall be raised a minimum of 12-24''. Stoops should be provided on all public and private streets.

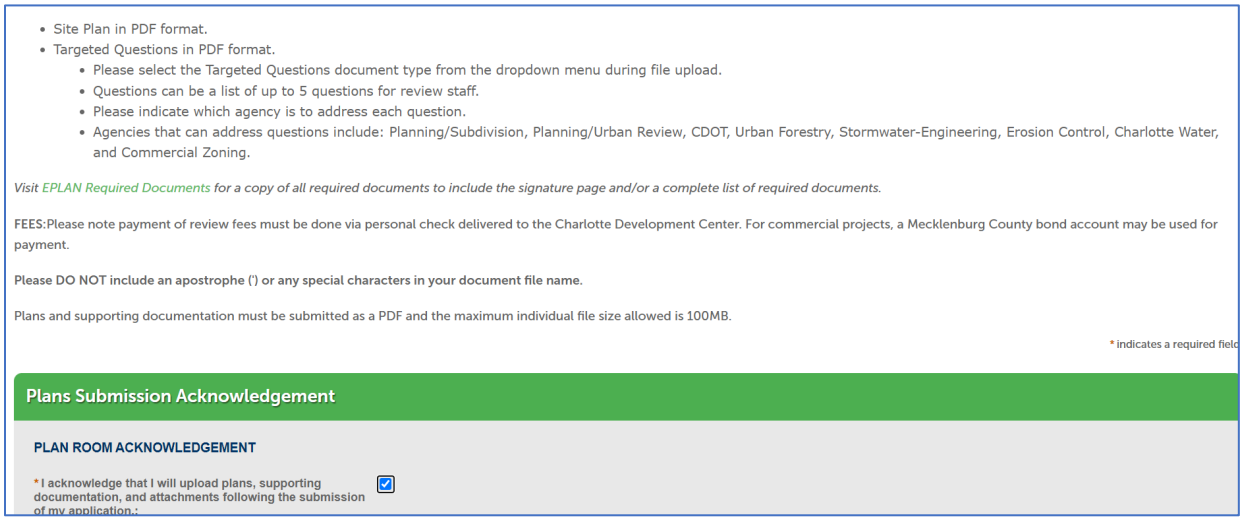
3. Sidewalk extensions should be provided between all street trees on all public and private network required streets when parking is adjacent.

16 APPENDIX B: PLANNING HOUSING TRUST FUND SITE PLAN & ELEVATION SUBMITTAL PROCESS

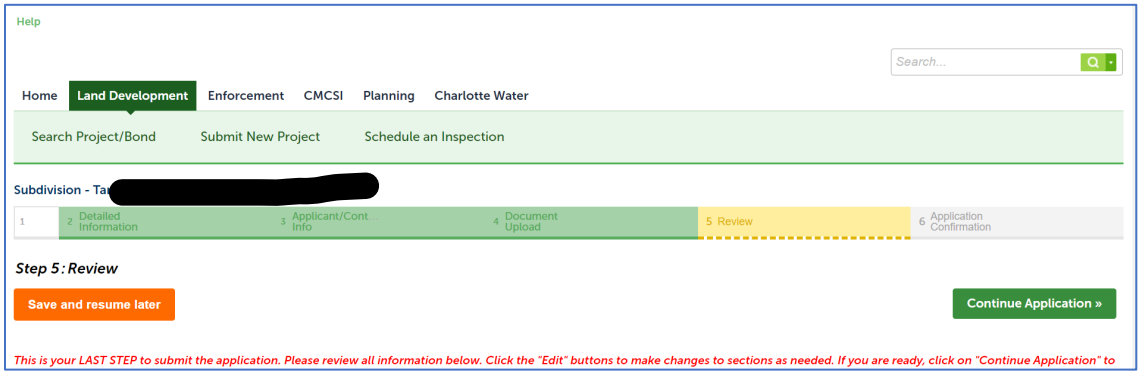
Please submit a **Sketch Plan Application through Accela**, our online review portal. To access Accela, please navigate to the following website in your browser: https://aca-prod.accela.com/CHARLOTTE/Default.aspx.

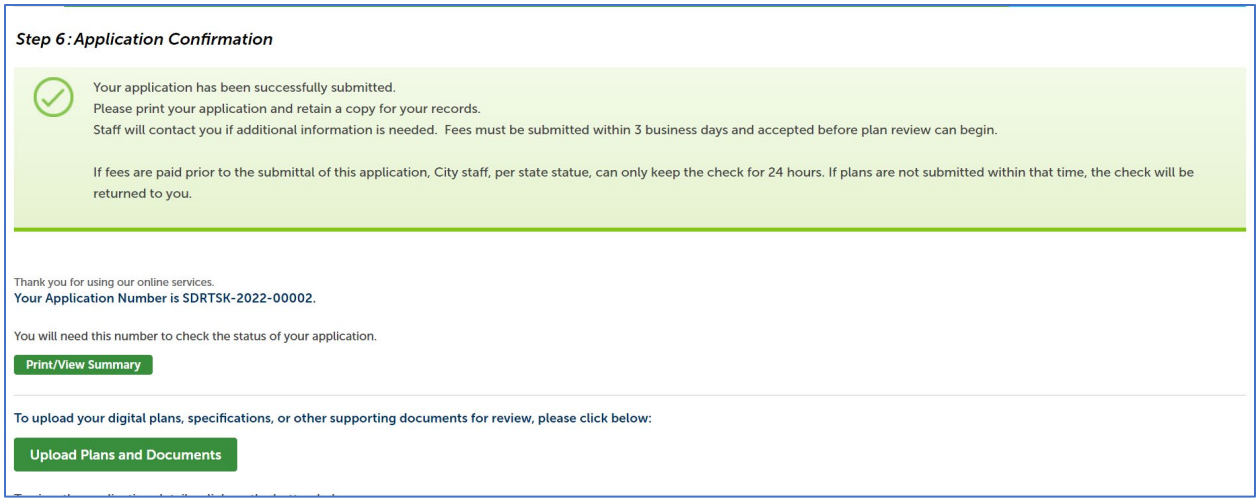
If you are an existing Accela user, please log in. If you are new to Accela, please follow the steps on the website to create and register for your account. Once you are logged in, please proceed with creating the sketch plan application where you will submit your documents to Planning for review.

FOR TUTORIALS ON HOW TO USE THE DIGITAL PLAN ROOM:
https://charlottenc.gov/DevelopmentCenter/Pages/Digital-Plan-Room.aspx

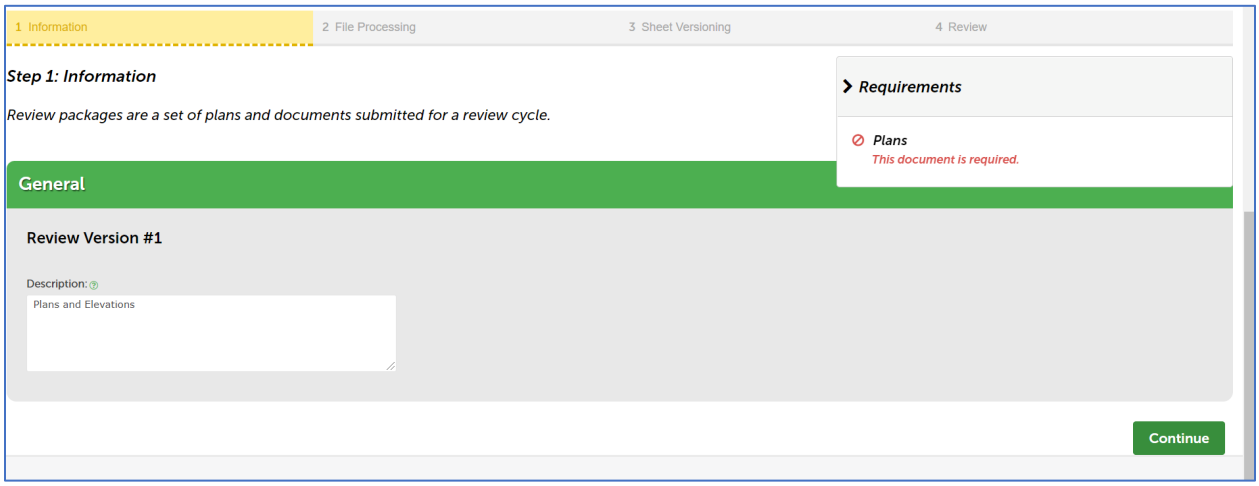


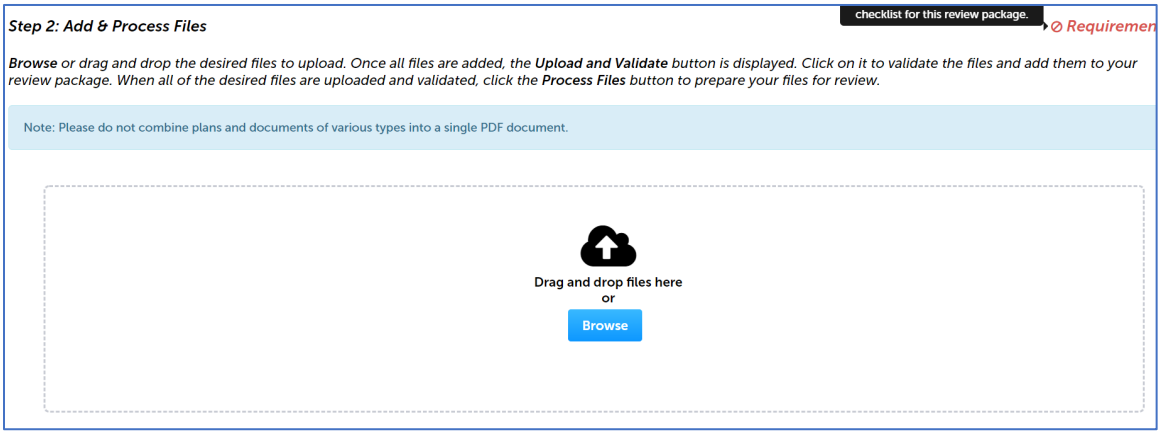
- **Once acknowledged, you will reach "Step 5: Review". Click "Continue Application" once complete to proceed.**

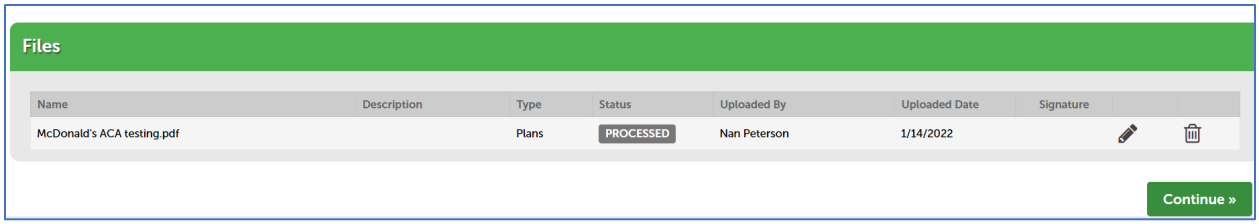


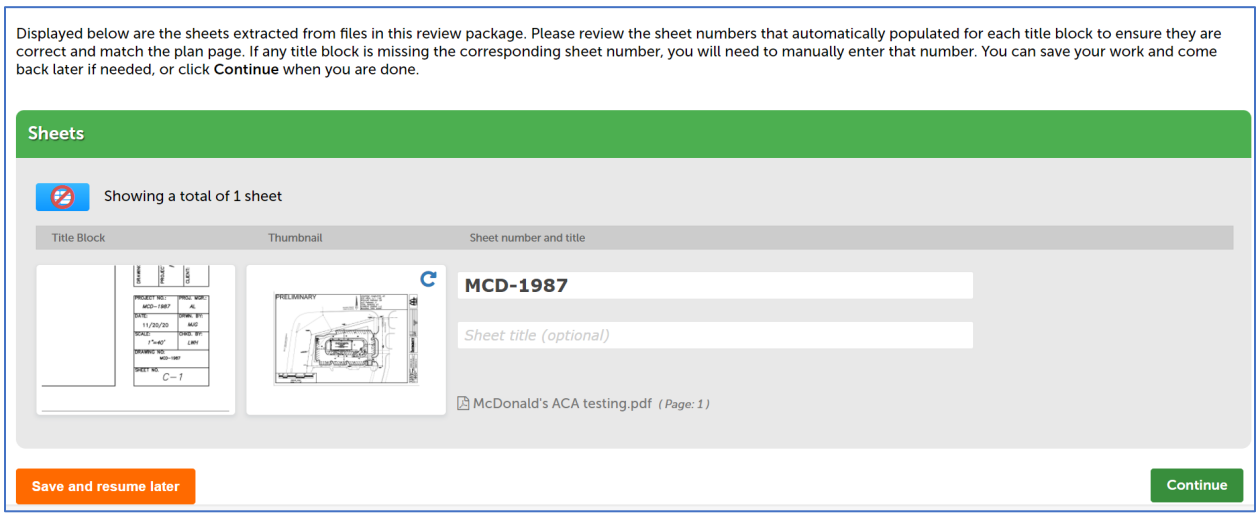


- **Document Upload: Click on "Upload Plans and Documents" – PLEASE UPLOAD YOUR SKETCH PLAN AND BUILDING ELEVATIONS AS PLAN DOCUMENTS. See screenshots below and the tutorial link as needed.**

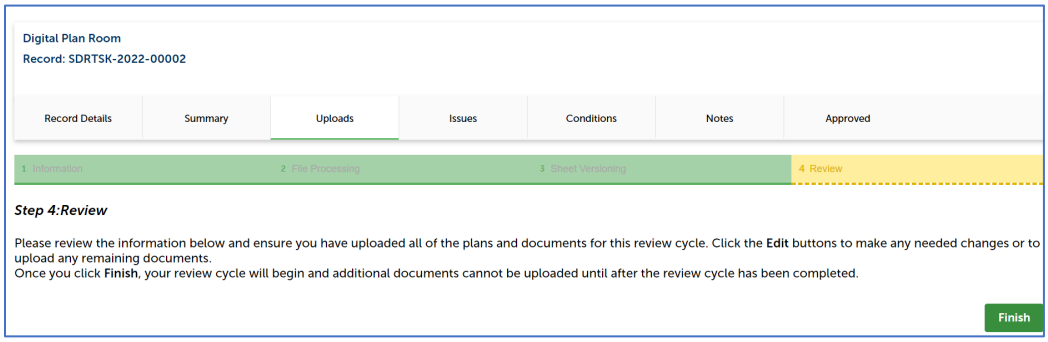
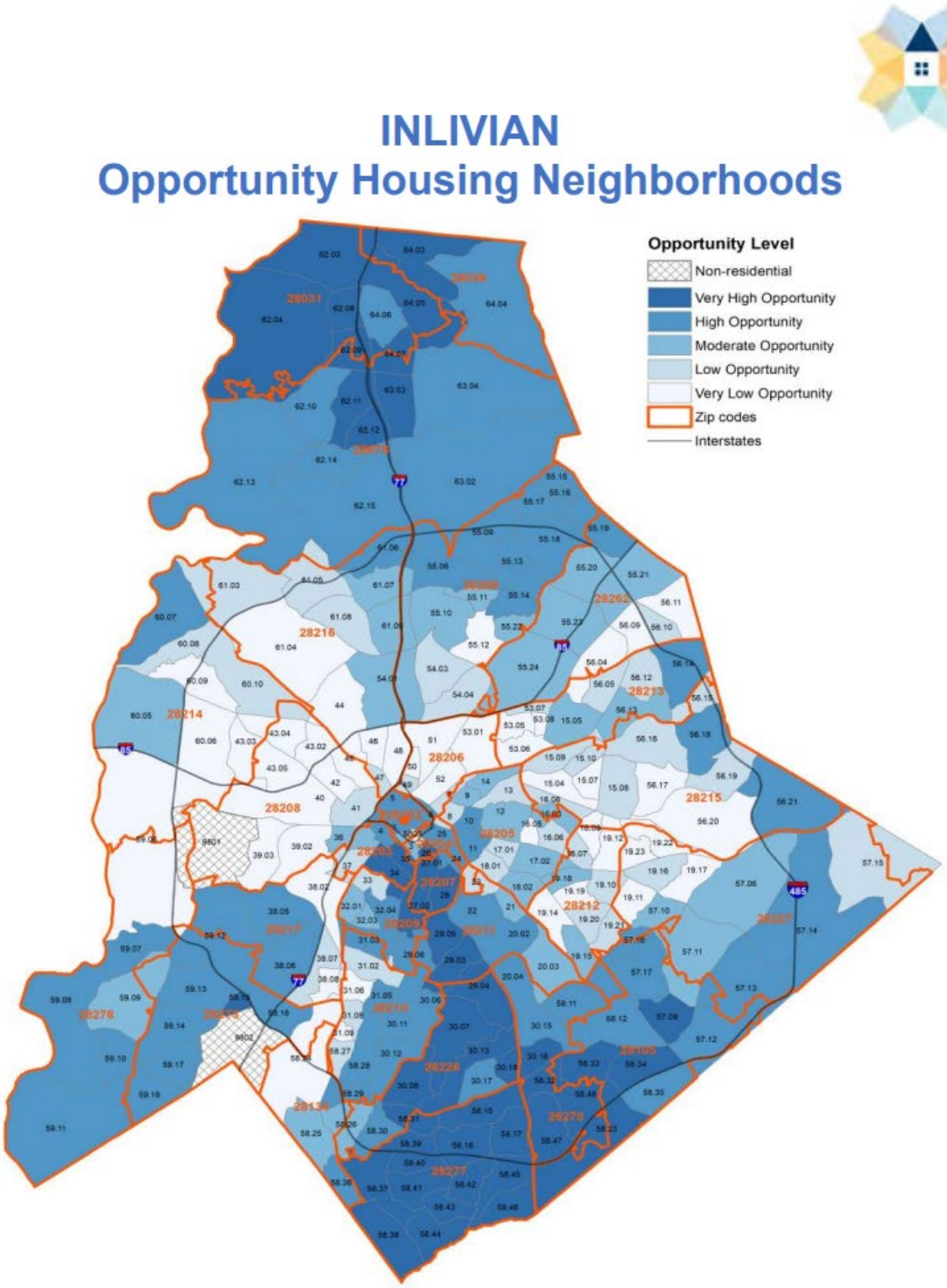








- **Once document upload is complete, the final steps are to review and finish your application.**



17 APPENDIX C: INLIVIAN OPPORTUNITY HOUSING