



**HOME Investment Partnership Program  
HOMErent Program  
FY 2008-2009**

**Request for Proposals  
HOME RFP No. 2009-02**

The West Virginia Housing Development Fund (WVHDF) is seeking proposed projects from nonprofit and for-profit developers with the qualifications and capacity to develop affordable rental housing projects for low- and very-low income households through the HOME Investment Partnerships Program.

The WVHDF is prepared to reserve up to **\$2,500,000** in financial assistance through the HOMErent Program to promote the development of affordable rental housing projects under this Request for Proposals (RFP). The amount of financial assistance that will be allocated to affordable rental housing projects under this RFP will be limited only by the quality of the proposals and the by availability of HOMErent funds.

Rental housing units assisted under the HOMErent Program shall comply with the applicable federal, State and local codes and ordinances, the rules and regulations for affordable rental housing set forth at 24 CFR 92.252 and all other federal requirements.

**Eligible Applicants**

Eligible applicants may be either a nonprofit West Virginia corporation organized under and pursuant to Chapter 31E of the West Virginia Code or a for-profit West Virginia entity, including corporations, limited partnerships, limited liability companies or other businesses organized under and pursuant to the applicable provisions of the West Virginia Code as set forth in Title 53, Legislative Rule, Secretary of State, Series 5. Applicants will be required to provide evidence of incorporation or organization, certificate of existence, contractor's license, business registration certificate, certificate of workers' compensation and employer's liability insurance.

**Eligible Projects**

Eligible projects and activities include: the acquisition and rehab of existing rental housing units to provide permanent housing; the rehabilitation of existing rental

housing units that provide permanent housing; and the construction of rental housing to provide permanent housing that meets the needs of very low- and low-income persons and households.

### **Ineligible Projects**

Predevelopment loans, tenant-based rental assistance (TBRA), and refinancing of existing debt are not eligible activities under the HOMErent RFP.

### **Eligible Communities**

The WVHDF will accept Preliminary Applications for affordable rental housing projects located in the forty-four (44) non-HOME consortia counties of the State. HOME CHDO funds under this RFP will not be made available in the following counties: Berkeley, Brooke, Cabell, Hancock, Jefferson, Kanawha, Marshall, Morgan, Ohio, Wayne, and Wood.

### **Property Standards**

Rental housing units that are *constructed or rehabilitated* through the HOMErent Program will meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of completion. In the absence of local codes, rehabilitation standards and ordinances, new construction rehabilitation projects assisted through the HOMErent Program shall meet the 2003 International Building Code prescribed by the State of West Virginia.

Rental housing units that are *acquired and rehabilitated* through the HOMErent Program will meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of acquisition. In the absence of local standards or code requirements, existing rental housing units must meet Section 8 Housing Quality Standards.

In addition to compliance with applicable local codes and the 2003 International Building Code, rental housing units that are assisted through the HOMErent Program must comply with the applicable design and accessibility standards and principles set forth under Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act of 1968, as amended, as required under the HOME Program Regulations.

### **Rental Limitations**

Rental units that are assisted through the HOMErent Program must be occupied by households that are eligible as low-income families (60% of area median income). The maximum rent may not exceed the lower of the Fair Market Rent or a rent that

does not exceed 30% of the adjusted income of a family whose annual income equals 65% of the median income for the area, as determined by the U.S. Department of Housing and Urban Development (HUD).

**In projects with five (5) or more assisted rental units, twenty percent (20%) of the assisted rental units must be occupied by very low-income families (50% of the area median income) and meet the additional rent requirements set forth at 24 CFR 92.252. The rents are restricted throughout the affordability period prescribed under the HOME Program regulations.**

### **Affordability Period**

Rental units that are assisted through the HOMErent Program must meet certain affordability requirements for not less than the applicable period specified in the following table, beginning after project completion. The affordability requirements apply without regard to the term of any loan or mortgage or the transfer of ownership.

| <b>Rental Housing Activity</b>  | <b>Minimum Period of Affordability in Years</b> |
|---|---|
| Rehabilitation or acquisition of existing housing per unit amount of HOME funds: Under \$15,000 | 5   |
| \$15,000 to \$40,000  | 10  |
| Over \$40,000 or rehabilitation involving refinancing   | 15  |
| New Construction or acquisition of newly-constructed housing                                    | 20  |

### **Type of Assistance**

The financial assistance for eligible affordable rental housing projects under this RFP will be made in the form of direct loans, deferred payment loans and forgivable loans. All loans will be secured by a first or second lien on the property. The rates and terms of the loans shall be subject to negotiation on a project-by-project basis.

### **Maximum Per-Unit Subsidy**

The maximum amount of funds that may be invested on a per-unit basis under the HOMErent Program may not exceed the per-unit dollar limitation established under section 221(d)(3) of the National Housing Act.

## **General Instructions**

Eligible applicants that are interested in responding to this RFP must complete and submit one (1) original and two (2) hard copies of the Preliminary HOMErent Proposal and the required attachments for each project. Acceptance of this Proposal by the WVHDF does not guarantee any funding.

Eligible applicants that receive acceptance of their Preliminary HOMErent Proposal must complete and submit one (1) original and two (2) hard copies of the Rental Housing Proposal and the required attachments.

The Preliminary HOMErent Proposal and Rental Housing Proposal forms, as well as other documents and information, are available for print at [www.wvhdf.com/developers](http://www.wvhdf.com/developers).

The WVHDF will return any incomplete Proposals to the applicant without review or comment.

## **Review and Evaluation Process**

Preliminary HOMErent Proposals will be reviewed for compliance with the objectives of the HOME Program and the terms of the RFP. Principal factors that will be considered include: site control, identification and commitment of other funding sources, project feasibility, number of assisted units, and subsidy layering of federal funds. Projects that are determined to comply with both the HOME Program Regulations and the RFP will be issued a Preliminary Acceptance and Reservation of Funds Letter within twenty (20) days of the receipt of the Preliminary HOMErent Proposal.

The final Rental Housing Proposal application contains the Evaluation Criteria that will be used to evaluate the final applications for that specific category. Each proposal will be evaluated according to the respective evaluation criteria by multiple reviewers and assigned a minimum average score. The project score will be the primary method of evaluating each proposal; however, it will not be the sole criterion for the final decision. Applicants that have unused prior allocations will receive lesser consideration.

The WVHDF, at its sole discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and take any action in the best interest of the WVHDF.

## **Submission Period**

The WVHDF will accept and review complete Preliminary HOMErent Proposals submitted on or after **June 18, 2009**, the issuance date of this RFP. Preliminary proposals and final proposals will be reviewed on an ongoing basis until all funds available under this RFP have been reserved for eligible projects.

**Information on the federal HOME Program Regulations is available at the U. S. Department of Housing and Urban Development, HOME Program website at: [www.hud.gov/offices/cpd/affordablehousing/programs/home](http://www.hud.gov/offices/cpd/affordablehousing/programs/home). Applicants should carefully review the HOME Program Regulations and the Rental Housing Proposal prior to submitting a Preliminary HOMErent Proposal. Guidelines and answers to questions that may arise in completing the proposal are available by contacting either Megan L. Howard at 1.866.623.6283 ([mhoward@wvhdf.com](mailto:mhoward@wvhdf.com)), or Robert F. Cary at 1.800.933.9843 ([bobcary@wvhdf.com](mailto:bobcary@wvhdf.com)).**