



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

**Request for Proposals  
HOME RFP No. 2009-01**

The West Virginia Housing Development Fund (WVHDF) is seeking proposed projects from WVHDF-certified Community Housing Development Organizations with the qualifications and capacity to develop affordable single-family housing projects and 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 **\$4,473,195** in financial assistance through the HOME Community Housing Development Organization (CHDO) Program to promote the development of affordable homeownership and rental housing projects under this Request for Proposals (RFP). The amount of financial assistance that will be allocated to either eligible affordable homeownership or rental housing development projects under this RFP will be limited only by availability of HOME CHDO funds.

Housing units assisted under the HOME CHDO Program shall comply with the applicable federal, State and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR Part 92 and all other applicable federal requirements.

**Eligible Applicants**

Eligible applicants must be a WVHDF-certified Community Housing Development Organization (CHDO) or must be eligible for certification as a CHDO under the rules and regulations of the HOME Program prior to submission of the Preliminary HOME CHDO Proposal. A CHDO is a nonprofit 501(c)(3) corporation organized under the laws of the State of West Virginia that has the staff and capacity to develop affordable homeownership and rental housing.

**Eligible Projects**

Eligible projects and activities include: the acquisition and rehabilitation of existing single-family dwelling units, the acquisition of building lots and the construction of new single-family dwelling units, the acquisition and rehab of existing rental housing units to provide permanent and transitional housing and

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

### **Ineligible Projects**

Predevelopment loans, homebuyer down-payment assistance programs and tenant-based rental assistance (TBRA) are not eligible activities under this RFP.

### **Eligible Communities**

The WVHDF will accept Preliminary Applications for affordable single-family housing and 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.

### **Type of Assistance**

The financial assistance for eligible affordable homeownership and 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 determined on a project-by-project basis.

### **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 HOME CHDO Proposal and the required attachments for each project. Acceptance of the Proposal by the WVHDF does not guarantee any funding.

Eligible applicants that are notified of the acceptance of their Preliminary HOME CHDO Proposal must complete and submit one (1) original and two (2) hard copies of either the Homeownership Proposal or Rental Housing Proposal and the required attachments.

The Preliminary HOME CHDO Proposal, Homeownership Proposal and Rental Housing Proposal forms, as well as other documents and information are available for print at <http://www.wvhdf.com/developers>.

### **Review and Evaluation Process**

Preliminary HOME CHDO 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, commitment of other funding sources, number of assisted units, and cost per unit. 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 ten (10) days of the receipt of the Preliminary Proposal.

The final Homeownership Proposal application and Rental Housing Proposal application each contain 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 that is in the best interest of the WVHDF.

### **Submission Period**

The WVHDF will accept and review complete Preliminary HOME CHDO Proposals submitted on or after **June 1, 2009**, the issuance date of this RFP. **The submission period will remain open until all the funds available under this RFP have been reserved for eligible projects.** 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). CHDOs should carefully review the HOME Program Regulations and the Homeownership Proposal or Rental Housing Proposal prior to submitting a Preliminary HOME CHDO Proposal. Guidelines and answers to questions that may arise in completing the proposal are available by contacting Robert F. Cary at 1-800-933-9843, or at [bobcary@wvhdf.com](mailto:bobcary@wvhdf.com).**