



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

**NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

OFFICE OF RECOVERY AND RESILIENCY

# AHDF ROUND 3 APPLICATION TECHNICAL ASSISTANCE

July 11, 2023

# Application Details

---

- Please complete all sections of the application as completely as possible. The online application identifies required elements (marked with an asterisk) that must be filled in before you can proceed within the application (i.e., eligibility based upon location within a MID County; SAMS registration; etc.).
- Note that even unrequired elements will contribute to your scores for the evaluation criteria, so include appropriate information where you can.
- Don't forget to attach any applicable documents for your project type. Sample templates and worksheets are available for download on the NCORR website at:  
<https://www.rebuild.nc.gov/local-and-tribal-governments/community-development/AHDF#Resources-3504>



## Affordable Housing Development Fund

### Affordable Housing Development Fund ( Round 3 )

☐ Save my progress and resume later | [Resume a previously saved form](#)

#### BEFORE YOU BEGIN

**This application is for NCORR's Affordable Housing Development Fund only. This program does not provide assistance for individuals or families. Please review the Affordable Housing Development Fund Program Manual in full at: <https://www.rebuild.nc.gov/local-and-tribal-governments/community-development/AHDF>**

**(1) Online application guidance:** An email address will be required in order to submit a complete application. As you are completing this application, please do not hit the back or refresh button on your internet browser, as information may be lost.

**(2) Completing the application:** You will receive an email verifying submission once your application is completed and submitted. If you do not receive this email confirmation, your application was not completed. Incomplete applications will not be accepted by the system. Please check the status of your application and try your submission again. **Note if you have the application open in more than one window, this could prevent submission.** It is the applicant's responsibility to ensure completeness and receipt of application. At the end of the submission period, applications will be reviewed and evaluated. You will be notified regarding award status directly.

## Application Details

**(3) Need help completing the online application:** Please visit <https://www.rebuild.nc.gov/local-and-tribal-governments/community-development> for information about technical assistance sessions. At least one session will be held on July 11, 2023 for interested applicants. Questions may also be sent via email to [tammy.wiggins@ncdps.gov](mailto:tammy.wiggins@ncdps.gov).

**(4) Saving the application:** You may choose to save the application to complete and submit later. When you click the Save button, you will be prompted to enter an email address and password. Please choose a more secure password. Passwords must contain 8 or more characters, with at least 1 letter (a to z), 1 number (0 to 9), and 1 symbol (like '%', '\$' or '!'). You will receive an email confirmation that the response was saved including a link for returning to your online application. Emails from the online application platform may fall into your spam folder so please be sure to monitor all folders in your email.

**(5) Resume saved application:** You may resume a saved application at any time prior to completing and submitting the application. You will need the email address and password that you provided when you saved the application.

**((6) FormAssembly File Size Limitation (35MB):** You will be required to upload numerous documents in the completion of this application. The maximum file size of all uploaded documents cannot exceed 35MB.

# Application Overview

## Affordable Housing Development Fund ( Round 3 )

☐ Save my progress and resume later | [Resume a previously saved form](#)

### APPLICANT INFORMATION:

Eligible applicants are exclusively limited to Units of General Local Government (UGLG), in partnership with other entities.

UGLG Name: \*

The name of the entity requesting assistance from the Fund.

Project Title: \*

Brief description of the project.

UGLG Address: \*

The address of the entity requesting assistance from the Fund.

Other Entity(s) in Partnership with the UGLG for this Project - Name: \*

If none, enter N/A.

Other Entity(s) in Partnership with the UGLG for this Project - Address: \*

If none, enter N/A.

**PLEASE ATTACH THE OFFICIAL EXECUTED AGREEMENT BETWEEN (eligible applicant) UGLG AND PROJECT PARTNER(S)** – (See sample Agreement from NCORR website:

<https://www.rebuild.nc.gov/ahdf-r3-application-developer-agreement-template508/open> \*

No file chosen

**PLEASE NOTE:** The Agreement between the UGLG Applicant and Project Partner(s) must include description of responsibilities of both parties including UGLG commitment to act as Lender/Financial Intermediary of CDBG-DR funds to be provided by NCORR.

### DESIGNATED CONTACT PERSON FOR THIS APPLICATION:

Applicant UGLG UEI (SAM) Number: \*

Name: \*

Title: \*

Address:

If different from above

Phone Number: \*

Email Address: \*

### Chief Elected Official:

Name: \*

Title: \*

# Application Overview

## PROJECT INFORMATION

Describe the project in detail:

1. Project Name: \*

2. Street Address \*

If not available, please describe the specific location.

3. County: \*

If your county is not listed above, you do not qualify as one of the identified most impacted and distressed counties that are eligible for funding under this program.

4. Type of Housing: New; Acquisition/ Rehab: \*

- ☐ New Construction – Homeownership
- ☐ New Construction – Long-Term Rental
- ☐ Acquisition/Rehabilitation/Resale – Homeownership
- ☐ Acquisition/Rehabilitation – Long-Term Rental

5. Brief Project Description ( 300 words or less): \*

6. # of Units Proposed: \*

7. If rental housing, does the project have more than 5 units?

\*

- ☒ Yes
- ☐ No
- ☐ N/A (not rental housing)

7a. If yes, for construction or substantial rehabilitation, at least 5% (or 1, whichever is greater) must be accessible to persons with mobility impairments and 2% (or 1, whichever is greater) must be accessible to persons with sensory impairments. The remaining units must meet the accessibility requirements of the Federal and State Fair Housing Act, which require that all units in elevator buildings and ground units in other buildings be ADA accessible.and

Number of units for persons with mobility impairment? (5%): \*

Number of units for persons with sensory impairment? (2%): \*

# Application Overview

**8a. COMMUNITY NEED:** How does the local need match the type of proposed project? Describe the needs of the community and how the project fulfills those needs using narrative description and objective metrics.

\*

**8b. PLEASE ATTACH MUNICIPAL / LOCAL GOVERNMENT SUPPORT**

No file chosen

## ADDITIONAL PROJECT INFORMATION

**8c. COMMUNITY SUPPORT:** Describe efforts to build local support for this specific project and the results of those efforts.

\*



# Application Overview

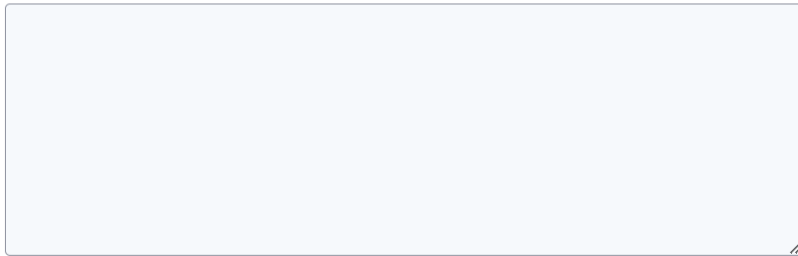
## 9. ORGANIZATION'S CAPACITY

9a. HUD requires that grantees and subrecipients provide evidence of their financial management systems to include the following key components: **budgeting, internal controls, federal cost principles, accounting and record keeping, procurement, reporting and audits.**

Please provide a narrative description and attachments that indicate financial and grant administration capacity, including the following:

1. Capacity to perform financial management and oversight;
2. Capacity to perform grant management functions as demonstrated through prior experience managing grants with in-house staff or with a grant management consultant;
3. Internal auditing capability;
4. Administrative staffing;
5. Knowledge of both Federal and State procurement and contracting requirements;
6. 2 CFR 200 knowledge; and
7. Monitoring and controls of timely expenditure of federal funds.

\*



**9b. ADDITIONAL ATTACHMENTS:** Please provide evidence of Financial and Grant Management Capacity.

\*

No file chosen

No file chosen

No file chosen

No file chosen

**9c. AUDIT DOCUMENTS:** Please attach UGLC's Most recent Internal audit and most recent independent audit (if applicable). \*

No file chosen

No file chosen

No file chosen

No file chosen

# Application Overview

## 10. INNOVATIVE:

10a. Is this project a Low-income Housing Tax Credit ( LIHTC ) project?

\*

☐ Yes

☒ No

10b. What makes this project innovative?

\*

10c. How can this project be replicated in the future for other communities?

## 11. LEVERAGE/ FINANCIAL/ OTHER CONSIDERATIONS:

11a. Amount Requested: \*

Please enter numbers and decimal only, no dollar signs or commas.

11b. Total Project Cost: \*

11c. Leverage Percentage:

0

11d. Describe any matching funds or leverage included in the project.

\*



# Application Overview

11e. Describe any set asides for low income or special needs population.

Note that any rental development project must have at least 51% of units set aside for 80% or below AMI and comply with High HOME rent limits for those units.

11f. Share any other ratios, or other specific costs, that show the strength of your proposal (such as Debt Service Coverage Ratios or Cost Per Unit).

11g. Describe previous experience of UGLG staff, developers or contractors involved in the project, if known.

11h. Please attach applicable resumes to exhibit capacity.

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

# Application Overview

## 12. EVIDENCE OF READINESS TO PROCEED:

12a. Timeline (Please include estimates of the following elements in "# of days to complete"):

(1) Completion of zoning/ planning approval: \*

(2) Local funding commitments: \*

(3) Construction/permanent financing commitment: \*

(4) Start of construction: \*

(5) Certificate of Occupancy: \*

(6) Lease-up or sale to beneficiaries: \*

(7) Timely expenditure of funds (e.g. fund draw schedule for CDBG-DR): \*

Estimated Days for Completion: \*

12b. Provide any narrative detailing your readiness to proceed. \*

12c. Add attachment for any schedule/timeline documentation.

No file chosen

**12d. Relocation:** Will the proposed project activity directly cause any demolition or conversion of any existing residential or commercial units resulting in permanent, temporary or economic displacement of existing household? \*

☐ Yes

☐ No

**12e. Environmental Review:** Have you started or completed the regulatorily required (24 CFR Part 58) Environmental Review Record process? \*

☐ Yes

☐ No

# Application Overview

12f. Please describe all ERR activities that have been completed.

**12g. Flood Hazard:** Is any part of the project site located within the 100-year floodplain? \*

- ☐ Yes
- ☐ No

If yes, please note: Proposed project sites with any planned development activity within the 100-year floodplain will not be considered for award. If all development activity is planned for outside the 100-year floodplain, additional environmental requirements will be imposed, including but not limited to, more extensive environmental review record and mandatory environmental mitigation actions.

**12h. FEMA Map:** Please attach a FEMA flood map.

<https://msc.fema.gov/portal/home> \*

No file chosen

## 13. CONSISTENCY WITH COMMUNITY RECOVERY PRIORITIES

Describe efforts made to develop community priorities for disaster recovery and this project's impact on those priority efforts (within local government agency or with regional efforts for disaster recovery). Provide details about why this project will provide recovery for storm-damaged communities or areas. \*

## 14. CONSIDERATIONS FOR FUTURE STORM RESILIENCY:

14a. "Green Build" materials and designs to be used. New housing construction and replacement of substantially damaged buildings must include compliance with ONE of the following green standards: \*

- ☐ Enterprise Green Communities;
- ☐ LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development);
- ☐ ICC-700 National Green Building Standard Green Resilience;
- ☐ Living Building Challenge; or
- ☐ Any other equivalent comprehensive green building program acceptable to HUD.

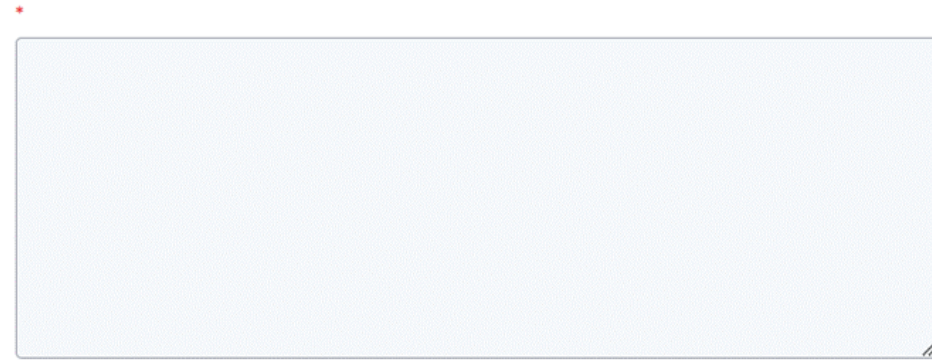
# Application Overview

14b. Additionally, all such covered construction must achieve a minimum energy efficiency energy efficiency standard, such as:

- ☐ ENERGY STAR (Certified Homes or Multifamily High-Rise);
- ☐ DOE Zero Energy Ready Home;
- ☐ EarthCraft House, EarthCraft Multifamily;
- ☐ Passive Housing Institute, Passive Building or EnerPHit certification from the Passive Housing Institute US (PHIUS) or International Passive Housing Association;
- ☐ Greenpoint Rated New Home or Greenpoint Rated Existing Home (Whole House or Whole Building label);
- ☐ Earth Advantage New Homes; or
- ☐ Any other equivalent energy efficiency standard acceptable to HUD.

14c Other: How is the project consistent with community planning priorities related to resiliency against future storms? Please provide narrative description, including the following:

1. What are the ways the project incorporates or plans to incorporate resilient construction methods?
2. What are the site considerations such as avoiding floodplain and/or providing nearby access to public transportation?
3. Describe how the project with adhere to Enterprise Community Partners standards or substantially similar program, if applicable.



# Application Overview

15. Please attach Site Plans, Design Drawings/ Concepts/ Renderings (if available).

No file chosen

No file chosen

No file chosen

No file chosen

No file chosen

A

## 16. Homeownership: Sources and Uses, Breakdown, Project Budget

Complete and send an updated Homeownership Development Sources Excel Workbook which includes two tabs: Sources & Uses and Sources & Uses Breakdown. This workbook should be downloaded from: [Affordable Housing Development Fund | Local and Tribal Governments | ReBuild NC](#) and uploaded as an attachment to this question.

No file chosen

B

## 16. Rental Development: Project Budget, Proforma, and Unit Mix/Rents

Complete and send an updated Rental Development Budget Unit Mix Workbook which includes three tabs: Project Development Costs, Unit Mix-Rents, and 20-YR Pro Forma. This workbook should be downloaded from: [Affordable Housing Development Fund | Local and Tribal Governments | ReBuild NC](#) and uploaded as an attachment to this question.

\*

No file chosen

## AUTHORIZED SIGNATURES

I certify to the best of my knowledge and belief, statements and data in this application, attached tables and other documentation, are true and correct.

The below electronic signature shall constitute the applicant's actual signature and that the person signing has the authority to sign on behalf of the agency.

Signature \*



# Application Overview

## AUTHORIZED SIGNATURES

I certify to the best of my knowledge and belief, statements and data in this application, attached tables and other documentation, are true and correct.

The below electronic signature shall constitute the applicant's actual signature and that the person signing has the authority to sign on behalf of the agency.

Signature \*

Title \*

You may only select today's date.

Date (MM/DD/YYYY) \*

The above must be signed by the Chief Elected Official of the UGLG or other appropriate and authorized signatory designee for the applicant.

ATTACHMENT: Documentation proving signer is authorized must be provided.

\*

No file chosen



# Things to Remember:

## Read Before You Submit Your Application

**You are with a unit of general local government that intends to perform work in at least one of the following North Carolina MID Counties: Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Duplin, Edgecombe, Jones, New Hanover, Onslow, Pamlico, Pender, Robeson, Scotland, or Wayne.**

- You attest your UGLG need for financial assistance for the project for which you have applied;
- Your UGLG was affected by Hurricane Matthew and/or Florence, and you can provide documentation of such;
- Your UGLG has a valid Sam.gov registration, and you are not a debarred vendor or agency in North Carolina;
- The project for which you are applying will have no development activity within the 100-year floodplain;
- You understand that the information provided in this form and affidavit is subject to verification, and you agree to provide that verification to NCORR as requested;
- You have provided information in this form that is accurate, true and correct;
- You understand that submitting an application is not a guarantee of funding; and
- You understand that knowingly making a false statement in this application form and affidavit is a federal offense that may result in criminal charges if found guilty. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.

*By providing your phone number(s), you consent to being contacted by NCORR Staff concerning your application for the Affordable Housing Development Fund program which may include telephone calls and text messages. You understand that you are responsible for any charges or fees charged by your cellphone provider.*

☐ I consent

## Questions?

---

If you have any questions outside of the TA session, please email us directly to:

Emily Hagstrom at [Emily.hagstrom@ncdps.gov](mailto:Emily.hagstrom@ncdps.gov) and  
Jamie Pennington at [Jamie.Pennington@ncdps.gov](mailto:Jamie.Pennington@ncdps.gov) or  
Nancy Jewell at [Nancy.Jewell@rebuild.nc.gov](mailto:Nancy.Jewell@rebuild.nc.gov).

\*Please send questions only to the parties listed above.