

*County of*



*Buncombe*

**PLANNING AND**

**DEVELOPMENT**

*Jon E. Creighton*  
828-250-4830

*Director/Assistant County Manager*

*46 Valley Street*

*Asheville, NC 28801*

*Telephone*

*Fax*

*828-250-6086*

**MEMORANDUM**

TO: Agencies and Organizations Interested in Administering and Delivering Housing Projects  
FROM: Jon E. Creighton, Planning Director and Assistant County Manager  
DATE: December 9, 2015  
SUBJECT: Project Applications for Buncombe County's 2016-2017 HOME Program Year  
COPY: Wanda Greene, County Manager

As a member government of the Asheville Regional Housing Consortium, Buncombe County will accept program applications for support and prioritization for those applications within Buncombe County under the HOME Investment Partnerships Program (HOME Program). Local match funds may be available to support projects, but applicants are encouraged to secure other nonfederal funds to support projects. Funds are provided on a reimbursement basis for costs associated with providing for the affordable housing needs of very low and low income persons through activities eligible under the HOME Program, and are secured as loans.

Buncombe County is accepting project applications from qualified agencies and organizations (project administrators) to administer and deliver eligible housing activities with funds provided under the HOME program. Project applications will be reviewed and evaluated by County staff, and recommendations will be made to the County Manager and Board of Commissioners regarding the selection of the project(s) and project administrator(s). The Board shall have final approval regarding the support of the submission of an application to the Consortium. The County reserves the right to accept or reject any and/or all applications and/or requests for funding in whole or in part.

Based upon the Consortium's approval of programs' applications, and the receipt of funds from HUD, the County may execute a funding agreement with the Consortium's Lead Entity (the City of Asheville) specifying funding amounts and terms and conditions for the receipt and expenditure of funds. The County and the project administrator(s) may then enter into agreement(s) for the performance of all activities related to the successful completion of the project(s). Depending on the type of program activity, the Consortium's lead entity may contract directly with the program.

For copies of the application please go to [www.buncombecounty.org](http://www.buncombecounty.org), departments and services,

planning, and affordable housing; or contact Buncombe County Planning at 250-4830 for a copy to be emailed/mailed to you.

**The deadline for the submission of proposals is January 8, 2016.** All proposals received after 5 p.m. on the above date will not be considered. Please submit an original and one copy of the proposal application and any attachments thereto. Proposals should be submitted to Buncombe County Planning & Development, 46 Valley Street, Asheville, NC 28801, Phone (828) 250-4830.

## **HOME HOUSING PROGRAM**

### **General Information**

Each project selected for inclusion in Buncombe County's application for Home Investment Partnerships Program (HOME) funding available through the Asheville Regional Housing Consortium shall involve eligible housing activities as defined under HOME regulations (24 CFR Part 92) and shall meet the priorities of the Consortium and Buncombe County. Housing assistance primarily should benefit persons who reside in unincorporated areas of Buncombe County.

Each project shall be undertaken in accordance with HOME regulations and other applicable federal and state regulations and requirements, as well as application guidelines and funding agreements entered into by and with the County of Buncombe and the City of Asheville as Lead Entity for the Asheville Regional Housing Consortium. Each project shall be administered and delivered by a qualified agency or organization (project administrator) that can demonstrate its capability and capacity to provide technical services for the administration and delivery of similar housing projects in accordance with applicable regulations and requirements as evidenced by its past performance record. The project administrator shall provide or arrange for the administrative, technical, financial, legal, project delivery, and other services and activities needed to undertake and successfully complete the project. Any application may be rejected if the applicant has demonstrated poor past performance in carrying out housing projects for the County of Buncombe.

In selecting projects to be funded, consideration will be given to projects that meet the following criteria:

- (a) Provide improvements to existing substandard housing for very low- and low-income persons, preserving existing housing stock; and/or
- (b) Create new affordable housing for low- to moderate-income persons including providing homeownership opportunities or affordable rental housing; and/or
- (c) Address the housing needs of targeted population groups, including the elderly, disabled, homeless persons, or other special needs populations; and/or
- (d) Preserves long term affordability; and/or

- (e) Generate or leverage other federal or state funds or private investments, especially when those funds may be used to reduce the amount of local funds needed to meet match requirements; and/or
- (f) Will be administered and delivered by a qualified agency or organization that can successfully complete the project; and/or
- (g) Emphasizes high quality design; and/or
- (h) Coordinate housing development with transportation, jobs and services, making efficient use of available land and infrastructure; and/or
- (i) Meet all other criteria as described herein for projects and project administrators.

### **Project Funding**

Buncombe County expects to receive an undetermined amount in HOME funds to support the proposed project(s). A 25% non-federal match is required on HOME funds. Local match funds (25% of HOME funds) may be available to support projects, but applicants are encouraged to secure other nonfederal funds to support selected projects in this program year. Total costs shall be offset by an equal amount of attributable, committed revenues, including HOME funds, County match funds, state and federal funding sources, private investment, and/or program income.

Funds are provided to project administrators on a reimbursement basis for eligible costs associated with the approved project. The applicant may conduct eligible activities with its own work force or subcontract with outside agencies to conduct eligible activities.

### **Project Administration**

Responsibilities of the Project Administrator shall include, but not be limited to, the following items as applicable to each project:

- (1) Compliance with provisions of HOME and other applicable rules and regulations, funding agreements, and other policies and procedures developed by the County or Consortium as applicable to the HOME program;
- (2) Preparation and submission of detailed work write-ups, project set-up reports, environmental reviews, contracts, promissory notes, recorded deeds of trust, payment applications, activity reports, annual performance reports, and other information or documentation that is necessary to carry out the project;
- (3) Identification of potential houses and/or homeowners eligible for assistance under a selected project;
- (4) Screening of potential homeowners for eligibility and developing or establishing a process for the selection of recipients;

- (5) Preparation, release, approval, and award of bid documents and contracts for work related to the project in accordance with procurement guidelines and applicable laws and requirements;
- (6) Oversight management of project delivery with the performance of at least three site inspections weekly during the project;
- (7) Facilitation of project delivery work, including permitting, inspections, contracting, arbitration of any complaints between the contractor, homeowner and/or any third parties;
- (8) Presentation of educational sessions with homeowners on home maintenance, sanitary living conditions, and the general upkeep of property as related to the period of affordability;
- (9) Management of all other activities necessary to complete the project in accordance with requirements and regulations;
- (10) Maintenance and organization of all project files and records necessary for proper and substantial documentation of all activities relating to the project;
- (11) Continued monitoring/compliance activities related to the period of affordability as required under the HOME program;
- (12) Review and preparation of all project files and documentation required to be submitted for any monitoring/compliance activities initiated by the County, the Lead Entity, or HUD; and
- (13) Completion of all work necessary to ensure the satisfactory completion of a project in the manner and within the time frame set forth in funding agreements.

### **Time Schedule**

This schedule is tentative pending approval of the application and funding awards:

- |                          |  |
|--------------------------|--|
| <b>January 8, 2016</b>   | <b>Submission to the County of project proposals.</b>  |
| <b>February 2, 2016</b>  | <b>County Commissioner Approval of Applications to be submitted to the Consortium.</b>               |
| <b>February 05, 2016</b> | <b>Submission of County application for HOME funds to the Asheville Regional Housing Consortium.</b> |
| <b>July 1, 2016</b>      | <b>Funding Period Begins.</b>  |

## INSTRUCTIONS FOR COMPLETING PROPOSAL PACKAGE

Applications must be completed in their entirety and those approved by the Board of Commissioners for funding will then be required to submit electronically to the City of Asheville for the consideration by the Consortium. **“Qualifications of Project Administrator” is only required by Buncombe County. This portion of the application should be included in the application to the County but not required for submission to the City of Asheville. Total application package should be submitted to Buncombe County by the January 8, 2016, deadline.**

Responses should be as brief and concise as possible. The format of the application must be followed when additional space is used. Additional supporting documentation may be attached to clarify information such as project description, feasibility, etc. Be sure to complete all information and include any audit reports or other information with your proposal package. Please submit the original and one copy of the application and any attachments.

- Submit the original and one copy by hand or by mail to:  
Buncombe County  
Planning and Development  
46 Valley Street  
Asheville, NC 28801
- For questions or more information, please contact:  
Donna Cottrell  
828 250-4834  
[Donna.Cottrell@buncombecounty.org](mailto:Donna.Cottrell@buncombecounty.org)
- *Deadline for receipt by Buncombe County will be:*  
*5:00 PM on Friday January 8, 2016.*

**QUALIFICATIONS OF PROJECT ADMINISTRATOR** (To be submitted to the County only by January 8, 2016.)

A. Provide a brief summary of housing activities and services that your organization has conducted within Buncombe County during the past three (3) years that are of a similar nature as the project proposed. Describe your organization's performance record for each activity or service (housing units projected versus completed; percentage of units completed/year; major problems encountered in the performance of an activity, etc.)

B. Has your organization ever failed to complete a housing project within grant guidelines, time schedules, or project budgets established for the project?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, give details below.

C. Has your organization ever demonstrated poor past performance in carrying out a housing project as evidenced by unresolved findings of federal or state grants?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, give details below.

D. If your organization undertakes all or any part of this project, is your organization willing to be bound in writing to the same provisions required by the funding agreement that Buncombe County will execute with the Consortium's Lead Entity?

\_\_\_\_\_ Yes                      \_\_\_\_\_