



DELAWARE COUNTY
REQUEST FOR QUALIFICATIONS
FAIR ACRES BUILDING #7 REDEVELOPMENT

INTRODUCTION

Delaware County (the County) is seeking comprehensive statements of qualifications from not-for-profit or for-profit housing developers, to assist in the redevelopment of Fair Acres Building #7 for senior rental housing and possibly other subsidized and non-subsidized affordable housing programs with the County during the period of three years.

Selected housing developers will be provided building schematics and access to the building for creation of detailed proposals.

Applicants to this RFQ are not precluded from submitting proposals or bids on other subsequent Delaware County RFQs.

SUBMISSIONS

Delaware County will receive Statements of Qualifications until 4:00 pm December 4, 2024. Submission can be submitted via email to welshp@co.delaware.pa.us or delivered to the Office of Housing and Community Development located at:

OHCD
2 W. Baltimore Avenue, Suite 202
Media, PA 19063

It is the responsibility of the applicant to ensure that its response is received by the date and time specified. All costs (including travel) incurred in the preparation of the response will be the responsibility of the applicant and will not be reimbursed by the County or any other entity. The County reserves the right to disqualify any proposal received after the specified date/time and not completed in the indicated format and inclusive of required information.

PRE-SUBMISSION CONFERENCE

A pre-submission conference will be held November 8, 2024 from 10:00am – 11:30am. Applicants are encouraged to attend to view the campus, site and building. Schematic plans will be available for review along with Fair Acres staff to answer questions.

REQUIRED SUBMISSION FORMS

Failure to adhere to requirements for each section of the proposal may result in disqualification.

A. Technical Proposal

The Technical Proposal should address all questions and requirements as outlined in this Request for Qualifications

B. Transmittal Letter

The Transmittal Letter must be on the applicant's letterhead and signed by an individual with the legal authority to bind the applicant. The letter must identify the primary program and fiscal contact for the applicant and state the applicant accepts the terms, conditions, criteria, and requirements set forth in the RFQ.

C. Political Contribution Disclosure

Each applicant shall provide a Campaign Contribution Form (attached hereto, along with instructions, as Attachment A) together with its response, and, if selected, an updated form prior to consideration of approval of its contract by County Council.

TECHNICAL PROPOSAL

Delaware County seeks qualified developers for the redevelopment of Building #7 on the County owned Fair Acres campus. Building #7 is an unoccupied block and brick building with concrete floors on metal joists above an underground tunnel connecting all campus buildings. Utilities are located within the tunnel system including steam and HVAC systems for the campus. Floor plans are available for review and will be provided at the Prebid and to all developers that meet the Statement of Qualifications. The site is currently zoned R1-A per the Middletown Township zoning map and is considered a non-confirming use. Selected developer will be responsible for obtaining any required zoning relief.

Additional information on the Fair Acres Center, including a campus map can be found at www.fairacres.org

Requirements

1. Development Experience

- a. Listing of all development projects awarded and/or constructed in the past 10 years with the following information for each: name and location, number of units proposed and completed, type of units, funding sources, date project commenced and date completed

- b. Documentation of any past experience with environmentally sensitive land and watershed development.
- c. Documentation of history obtaining zoning relief for residential construction.
- d. Documentation of any past experience working with Living Independence for the Elderly (LIFE) Program providers.

2. Description of knowledge of financing methods

- a. Respondent shall describe past use of funding tools for construction of multifamily developments including but not limited to HUD HOME, HOME-ARP, and CDBG funds; Low Income Housing Tax Credits, Section 202 program, construction loans, energy credits, etc. Respondent shall include identification of all successful financing secured for development(s) the past 10 years.

3. Property Management

- a. Provide a listing of properties currently under management, including name and location, number of units and property funding/restriction type (HUD, LIHTC, etc).

4. Key Personnel

- a. Provide a synopsis of the complete development team including professional disciplines and trades required to initiate and coordinate the project. Synopsis should include development team experience with similar completed projects.
- b. The County reserves the right, as co-developing partner of this project, to actively assist in the procurement of general service providers and all major professional service consultants.

SELECTION OF MOST QUALIFIED FIRM(S):

The firms determined by the County to be most qualified in terms of actual, demonstratable experience, knowledge and perceived benefit to the County's objectives will be selected and development proposal negotiations with said firm(s) commenced. Proposals will include completion of the Delaware County Housing Development Fund Application. (Attachment B)

The Request for Qualifications is issued in order for the County to identify the most qualified firm(s) to assist the County in the exploration of Fair Acres Building #7 redevelopment.

The following factors shall be used to enable the County to select the most qualified firm:

1. Previous Experience with mixed-finance development of affordable housing including, but not limited to, the sources identified in the technical proposal.
2. Relevance and extent of experience of key personnel and of any proposed partners.

3. Knowledge of applicable laws, regulations, programs and resources available for use by the County to accomplish the redevelopment
4. Experience in development of affordable housing preferably in Delaware County, Pennsylvania

COST:

As this is a Request for a Statement of Qualifications, no cost proposal shall be submitted by any proposer.

SUBMISSION DEADLINE:

The deadline for submission of the Statement of Qualifications is December 4, 2024, at 4:00 pm. All responses submitted after that date shall not be considered.

The respondent shall submit electronically to welshp@co.delaware.pa.us with an email subject of "Fair Acres Building #7 Redevelopment".

Hand-delivered proposals will be accepted for non-electronic copies. Hand-delivered submittals should be placed in a sealed package clearly marked "Fair Acres Building #7 Redevelopment" Submittals sent via mail or package should be addressed and delivered as indicated below:

Delaware County OHCD
Attention: Fair Acres Redevelopment Building #7
2 W. Baltimore Avenue
Suite 202
Media, PA 19063

Submissions received later than time and date specified will not be considered.

Review Process and Timeline

The County will follow up within six weeks to invite up to three firms to review the site in more detail and complete the Housing Development Fund application for selection.

QUESTIONS:

To preserve the integrity of the review and selection process, we are seeking to limit informal communications and questions between County Staff and potential applicants. The pre-submission conference is a good opportunity to answer most inquiries. Questions that arise following the pre-submission conference should be directed to Phil Welsh at welshp@co.delaware.pa.us Questions will be accepted via email until November 20, 2024. All questions and answers will be provided to all known applicants no later than November 27, 2024.

Fair Acres Building #7 Redevelopment

Attachment A

Campaign Contribution Disclosure

Delaware County
Political Contribution Disclosure Form

Background: Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under certain Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. ***Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.***

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

_____ NOT made any Reportable Contributions.

_____ made Reportable Contributions as set forth on Schedule A attached hereto.

**Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*

Type of Business Entity

Corporation _____ LLC _____ Sole Proprietorship _____ Other: _____ (describe)
Limited Partnership _____ Partnership _____ LLP _____ _____

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

- (1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.
- (2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.
- (3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: _____

By: _____ Name:

Title:

Date:

Exhibit A
Delaware County
Political Contribution Disclosure Form

Definitions and Instructions

Timing.

Contracts subject to an RFP/Q, Invitation to Bid or other Solicitation – the Solicitation will have explicit instructions on when and how to submit this Disclosure Form. Please follow those instructions.

Other Contracts -- Disclosure Forms must be received by the County at least eight (8) days prior to the County Council meeting at which the approval of a contract will be considered. They should be submitted by e-mail to CentralPurchasing@co.delaware.pa.us.

In either case, failure to timely provide this Disclosure Form may delay consideration of your contract by County Council.

Public Posting; Right to Know Law.

The Disclosure Form for the selected Contractor is sought will be posted on the County website prior to the County Council meeting at which approval of the Covered Contract will be considered and included in the Agenda materials for such meeting.

The County will also provide copies of Disclosure Forms (whether or not the Contractor is awarded a Covered Contract) in response to requests under the Pennsylvania Right to Know Law.

Ongoing Reporting.

By January 30 of each year, commencing January 1, 2023, each Covered Contractor under a Covered Contract with a term exceeding one year is required to provide the County Clerk with an updated Disclosure Form showing any reportable contributions in the prior year or indicating that there are none. If a Contractor does not provide the required disclosure form within thirty (30) days of written notification from the County Solicitor of its failure to timely provide such form, the applicable Covered Contract is subject to being voided by County Council.

Penalties.

Any Contractor which fails to provide the Disclosure Form or which submits a Disclosure Form which is materially inaccurate may be banned as a contractor or subcontractor to the County for a period of up to three (3) years, and/or, to the extent legally permitted, the covered contract in question may be terminated, in each case, by a majority vote of County Council following such investigation and

consideration of such evidence as County Council deems appropriate or by action of such other entity or body as may be designated by resolution of County Council.

Definitions.

“Contractor” means any non-governmental person, corporation, partnership, association or other entity, whether or not for profit, and includes any subcontractor which is reasonably anticipated to receive compensation of \$50,000 or more under the applicable Covered Contract. ***See the definition of “Reportable Contribution” below for entities and persons related to a contractor whose contributions are also required to be reported.***

“Covered Candidate” means any individual who seeks nomination or election to the following offices by vote of the electorate (whether or not such individual is nominated or elected): (1) County Council, District Attorney, Sheriff, Controller or Register of Wills in Delaware County; (2) Judge of the Court of Common Pleas of Delaware County or the Magisterial District Courts of Delaware County; (3) any seat in the Pennsylvania General Assembly which represents residents of Delaware County; or (4) any state-wide office in Pennsylvania (non federal).

An individual shall be deemed to be seeking nomination or election to an office if such individual has:

- (1) received a contribution or made an expenditure or given consent for any other person or committee to receive a contribution or make an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or
- (2) taken the action necessary under the laws of Pennsylvania to qualify for nomination or election to such office.

The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

“Covered Contract” means any contract, agreement, memorandum of understanding or other arrangement which is (i) required to be approved by County Council and (ii) under which a Covered Contractor provides or leases goods, supplies, materials, equipment, consulting, professional or other services, and/or property to the County, whether or not payments under the Covered Contract are anticipated to be made from general revenues or another specified source of funds, but does not include grant agreements under which the County is the grantee.

“Political contribution” means any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, pledge, purchase of a ticket to a testimonial or similar fund-raising affair, or subscription of money or anything of value, except volunteer services, in connection with a political campaign, and any contract, agreement, promise or other obligations, whether or not legally enforceable, to make a political contribution.

“Reportable Contribution” means a political contribution, to:

- (A) A Covered Candidate.
- (B) Any Pennsylvania state committee of a political party, any County committee of a political party or any committee of a political party established at the municipal level for a municipality in the County.
- (C) A contribution to a political action committee with the intent or expectation that some or all of such contribution will be directed to a covered candidate. This intent shall be presumed if a political action committee only supports one or more covered candidates.
- (D) A contribution to a political action committee controlled by a person or entity described in clauses (1) through (5) below.

Reportable contributions include contributions by: (1) a Contractor; (2) any corporate parent, subsidiary or other affiliate of a Contractor; (3) an officer or director of a Contractor; (4) a shareholder or partner of a Contractor with a 5% or greater ownership interest; and (5) the spouse of any person or entity listed in the preceding clauses; and shall also include any contribution reimbursed by a person or entity listed in clauses (1) through (5).

Questions.

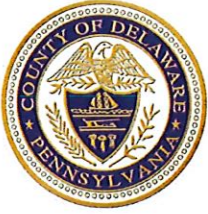
Questions regarding the Disclosure Form may be directed to CentralPurchasing@co.delaware.pa.us.

**Reporting required for Contractor and all other entities and persons related to Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*

Fair Acres Building #7 Redevelopment

Attachment B

Delaware County Housing Development Fund Application



HDF APPLICATION

Revised 2023

This application is for funding for affordable housing development. Prior to completing the application, please contact the OHCD Director at (610) 891-4014 to notify the County of intent to apply.

1. APPLICANT INFORMATION			
Applicant			Date
Address, City, Zip			
Executive Director		Email / Phone	
Contact Person / Title		Email / Phone	
Telephone		Fax	
Federal ID #		DUNS #	
Type of Organization	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) _____		
Certification	<p>I, _____ (Name/Title) of the applicant organization, am authorized to sign for the applicant and certify that the information contained in this application is correct and accurate.</p> <p>_____ Signature</p> <p>_____ Date</p>		
Required Attachment	<input type="checkbox"/> Board Resolution authorizing the application and funding request.		

2. FUNDING REQUEST			
Amount Requested	\$ _____	Terms	
TOTAL Project Cost	\$ _____	Number of Units	_____ # TOTAL Units _____ # HOME Units
Brief Project Description			

3. PROJECT IDENTIFICATION

Project Name		Project Municipality	
Project Address City, Zip			
Required Attachments	<input type="checkbox"/> a) Project location map <input type="checkbox"/> b) Description of specific street or natural boundaries bordering site <input type="checkbox"/> c) Photographs <i>If multiple sites, provide information for each site location.</i>		

4. TARGET POPULATION

Income Levels	<i>For each income level, indicate:</i>		
	<u># Households</u>	<u>Percent (%) Total Units</u>	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	<i>At least 20% of HOME-assisted units must be rented to households at or below 50% AMI. All other units must be rented to households at or below 60% AMI</i>		
Family Type	<i>Indicate the number of units designated for:</i> <input type="checkbox"/> Seniors <input type="checkbox"/> Families with Children <input type="checkbox"/> Disabled <input type="checkbox"/> Other (Describe _____)		

5. BUDGET & COST

Budget & Cost Tables	<i>Indicate Budget Uses, Funding Sources, Annual Operating Expenses, Projected Income and Development Costs on the attached Budget & Cost tables. Completed tables must be attached with signed application and supporting documentation.</i>
Required Attachments	<i>A digital template (.xls) of the Budget & Cost tables is available upon request.</i> <input type="checkbox"/> a) HDF Budget Uses <input type="checkbox"/> b) Project Funding Sources <input type="checkbox"/> Attach documentation verifying commitment of other funds <input type="checkbox"/> Attach application status documentation for pending funds <input type="checkbox"/> c) Annual Operating Expenses – RENTAL <input type="checkbox"/> d) Annual Operating Expenses – HOMEOWNER <input type="checkbox"/> e) Projected Income – RENTAL <input type="checkbox"/> Attach Cash Flow Analysis <input type="checkbox"/> f) Projected Income – HOMEOWNER <input type="checkbox"/> g) Development Costs

6. PROJECT DESCRIPTION

Number & Type of Structures	<i>Indicate # of Buildings:</i> ___ Rowhouses/Townhouses ___ Midrise/Highrise (# Floors _____) ___ Single Family Detached ___ Single Family Semi-Detached (Twin) ___ Two Family (Duplex) ___ Accessory Buildings (Garage, etc.)	Project Type	<i>Check all that apply:</i> ___ New Construction ___ Rehabilitation ___ Acquisition ___ Preservation																		
TOTAL # Buildings		Age of Existing Buildings																			
Units	<i>Indicate # units:</i> ___ Homeowner ___ Rental ___ TOTAL Units <table border="0"> <thead> <tr> <th><u>Unit Type</u></th> <th><u># Units</u></th> <th><u>Anticipated Sales / Rental Price</u></th> </tr> </thead> <tbody> <tr> <td>0 BR (Efficiency)</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>1 Bedroom</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>2 Bedroom</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>3+ Bedroom</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>SRO</td> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>			<u>Unit Type</u>	<u># Units</u>	<u>Anticipated Sales / Rental Price</u>	0 BR (Efficiency)	_____	\$ _____	1 Bedroom	_____	\$ _____	2 Bedroom	_____	\$ _____	3+ Bedroom	_____	\$ _____	SRO	_____	\$ _____
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Affordability Period	<i>For how many years will the units be affordable?</i> _____ Years																				

7. SCHEDULE

Key Dates	<i>Indicate anticipated work completion dates for key activities. Must include dates for: 1) Initial Closing, 2) Construction Start and 3) Substantial Completion. Attach if necessary.</i>	
	<p align="center"><u>Activity</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p align="center"><u>Anticipated Completion Date</u> <u>(Month/Year)</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

8. PROJECT READINESS

Zoning	<i>Current site zoning:</i> _____	Zoning Variance Needed	___Yes ___No																																																																																
Project Readiness Checklist	<p><i>Indicate if the following have been obtained/conducted:</i></p> <table border="0"> <thead> <tr> <th></th> <th align="center"><u>YES</u></th> <th align="center"><u>NO</u></th> <th align="center"><u>N/A</u></th> </tr> </thead> <tbody> <tr><td>1. Ownership of Property</td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td></tr> <tr><td>2. Site Control</td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td></tr> <tr><td>3. Market Study</td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td></tr> <tr><td>4. Appraisal</td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td><td align="center"><input type="checkbox"/></td></tr> <tr><td>5. 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Required Attachments	<p>___ a) Evidence that the site is properly zoned for the proposed use.</p> <p>___ b) If relevant, evidence that a variance request has been filed and a hearing date has been scheduled.</p> <p>___ c) If existing units occupied, provide a relocation plan that includes available relocation assistance.</p> <p>___ d) Supporting documentation for above responses (i.e. deed, sales agreement, option, outstanding mortgages, preliminary plans and specifications, scope of work, cost estimates, permits, utility confirmation letters, environmental studies, studies, insurance binders, etc.</p>																																																																																		

Complete Sections 9-14 as a narrative attachment.

Address all requested information and attach supporting documentation as required.

9. PROJECT NEED	
Housing Market	<p><i>Provide a detailed assessment of the current housing market in the project area that includes:</i></p> <ol style="list-style-type: none">1. The demand for proposed housing development in relation to existing housing and economic conditions in the geographic area. Explain how the proposed number and type of units will address the need.2. Information regarding surrounding area rents and/or home values, Area Median Income, and housing and construction market trends.
Required Attachment	____ Relevant supporting housing data, appraisal and market study.

10. SITE SELECTION / PROJECT DESIGN	
Area Analysis	<p><i>Describe the proposed project area and evaluate advantages and disadvantages of the area. Include:</i></p> <ol style="list-style-type: none">1. Types and condition of existing housing in the market area.2. Availability of public transportation to the project site.3. Location and quality of schools.4. Access to shopping and employment centers.5. Information on crime and other information relevant to the site.
Project Design	<p><i>Describe any special architectural design features and site planning elements or considerations, particularly regarding open space and historical character.</i></p>

11. MARKET / INCOME TARGETING	
Tenant Marketing	<p><i>Describe how the project will be marketed to the eligible populations. Include details on:</i></p> <ol style="list-style-type: none">1. Populations accommodated/served.2. Marketing to eligible participants, particularly to those least likely to apply including households with Limited English Proficiency (LEP) and households without access to the internet.3. Affordability of housing in terms of monthly rent or mortgage costs.

12. SELF-SUFFICIENCY

Training & Services	<p><i>Describe training and/or services that will be provided to foster resident self-sufficiency, including:</i></p> <ol style="list-style-type: none"> 1. Type of service(s) and how will it be accessed (i.e. referral, case management, etc.) 2. Name of the organization providing service(s). 3. How often and/or for how long will services be offered. 4. Number of individuals expected to benefit from service(s). 5. Funding available to support provision of service(s)?
Required Attachment	___ Relevant service or funding commitment letters from the providers.

13. COMMUNITY INVOLVEMENT

Community Involvement	<ol style="list-style-type: none"> 1. How has the HDF applicant has served the community in which the project will be located? Include the number of years active in the community and describe in what capacity. 2. Describe support or letters of commitment for the proposed project from local elected officials, community groups, potential project residents and community residents
Required Attachment	___ Letters or evidence of local support for the project.

14. APPLICANT CAPACITY

Capacity /Experience	<ol style="list-style-type: none"> 1. Describe the objective/mission, management structure, and staffing of the applicant organization. 2. Explain the organization's previous experience as a developer and ability to implement and manage affordable housing including projects completed of a similar nature to proposed project. 3. Describe the role of the third-party involved in the management or service provision.
Required Attachments	<p>___ a) Most recent certified financial statement/audit</p> <p>___ b) Articles of Incorporation and By-Laws</p> <p>___ c) Board of Directors</p> <p>___ d) Annual Report</p> <p>___ e) Partnership agreements</p> <p>___ f) Names, addresses, and contact information for members of the development team including architect, engineer, processing agent, property manager, attorney, etc.</p>

15. ENVIRONMENTAL REVIEW

This section will assist in determining the extent of environmental review that will be needed for the proposed project, allowing the County to identify major environmental issues and assist the applicant in complying with all requirements so that funding delays may be avoided.

Refer to the attached Environmental No Effect Activities and Historic Preservation State Programmatic Agreement.

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 1. Will the project support an increased number of residents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the project involve a change in land use?
<i>For example, from Industrial to Residential.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the project involve ground disturbing activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the project involve the reuse/rehab of an historic building eligible for or listed on the National Register of Historic Places, or designated a local historic landmark by municipal ordinance historic structure?

<i>If yes, please attach relevant documentation including by not limited to declaration of historical significance by local ordinance, state designation, and determination of eligibility letter.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the project site located in, or will the proposed activities affect, a delineated floodplain/wetland area?

<i>If yes, please attach a statement assuring that flood insurance will be maintained for any structure located in the floodplain. Activities that occur in a floodway associated with a 100-year floodplain are ineligible.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to any of the above, please explain: _____

Required Attachments	<p>_____ a) Attach map and/or plans detailing the exact location of all project activities including proposed land use change, construction starts and stops and ground disturbances.</p> <p>_____ b) Documentation related to historical significance (if relevant).</p> <p>_____ c) Statement regarding flood insurance (if relevant).</p>
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16. OTHER FEDERAL REQUIREMENTS

Delaware County Housing Development Funds may include HOME Program entitlement funds which are subject to federal cross-cutting requirements including but not limited to those related to Davis Bacon and Section 3.

Projects receiving more than \$200,000 in HOME funding will be required to cooperate during construction with weekly Davis Bacon reporting requirements, Section 3 goals including opportunities for low-income workers and certified MBE/WBE employees and contractors and any other relevant federal requirements.

17. CHECKLIST

Required Attachments

Section 1 – Applicant Information

___ Board Resolution authorizing the application and funding request.

Section 3 – Project Identification

___ a) Project location map(s)

___ b) Description(s) of specific street or natural boundaries bordering site

___ c) Photographs

If multiple sites, provide information for each site location.

Section 5 – Budget & Cost Tables

___ a) HDF Budget Uses

___ b) Project Funding Sources

___ Attach documentation verifying commitment of other funds

___ Attach application status documentation for pending funds

___ c) Annual Operating Expenses – RENTAL

___ d) Annual Operating Expenses – HOMEOWNER

___ e) Projected Income – RENTAL

___ Attach Cash Flow Analysis

___ f) Projected Income – HOMEOWNER

___ g) Development Costs

Section 6 – Project Funding

___ a) Documentation verifying commitment of other funds, including the terms, any conditions governing the funds, and lender/grantor contract.

___ b) For funds pending a commitment, please indicate the status of the application and provide a lender/grantor contact.

Section 8 – Project Readiness

___ a) Evidence that the site is properly zoned for the proposed use.

___ b) If relevant, evidence that a variance request has been filed and a hearing date has been scheduled.

___ c) If existing units occupied, provide a relocation plan that includes available relocation assistance.

___ d) Supporting documentation for above responses (i.e. deed, sales agreement, option, outstanding mortgages, preliminary plans and specifications, scope of work, cost estimates, permits, utility confirmation letters, environmental studies, studies, insurance binders, etc.

Section 9 – Project Need

___ Relevant housing data, appraisal, market study, housing authority waiting list, etc.

Section 12 – Self-Sufficiency

___ Relevant service or funding commitment letters from the providers.

Section 13 – Community Involvement

___ Relevant letters or evidence of local support for the project.

Section 14 – Applicant Capacity

___ a) Most recent certified financial statements

___ b) Articles of Incorporation and By-Laws

___ c) Board of Directors

___ d) Annual Report

___ e) Partnership agreements.

___ f) Names, addresses, and contact information for the key members of the development team (i.e. architect, engineer, processing agent, property manager, attorney, etc.)

Section 15 – Environmental Review

___ a) Attach a map and/or plans detailing the exact location of all project activities including proposed land use change, construction starts and stops, ground disturbances, etc.

___ b) Documentation related to historical significance (if relevant).

___ c) Statement regarding flood insurance (if relevant).