



**Affordable and Special Needs Housing  
Competitive Application Instructions**

**FY 2023**

**Applications Due:  
October 31, 2022  
March 31, 2023 (tentative)**

## Table of Contents

Application Submission .....	3
Beginning an Application .....	4
Project Information .....	5
Project Budget .....	6
Narrative Information .....	8
Attachments .....	10
Additional Information .....	11
Application Status.....	11
Additional Stipulations .....	11
Audit Requirements .....	11
Federal Regulatory Requirements .....	11
Application Evaluation .....	12
Notification of Funding Decision .....	13
Appendix A – Narrative Information Questions.....	15
Rental-Specific Narrative Information Questions: .....	17
Homebuyer Specific Narrative Questions: .....	18
Appendix B – ASNH Application Attachments .....	19

## **Application Submission**

All applications for Affordable and Special Needs Housing (ASNH) must be submitted through DHCD's **Centralized Application and Management System** (CAMS) prior to the application submission deadline.

An Applicant must have a registered CAMS organizational profile (including UEI) in order to submit an application for funding from the ASNH Program. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's Profile Manager. It is the organization's responsibility to keep individual users, their contact information, and their assigned roles updated in CAMS.

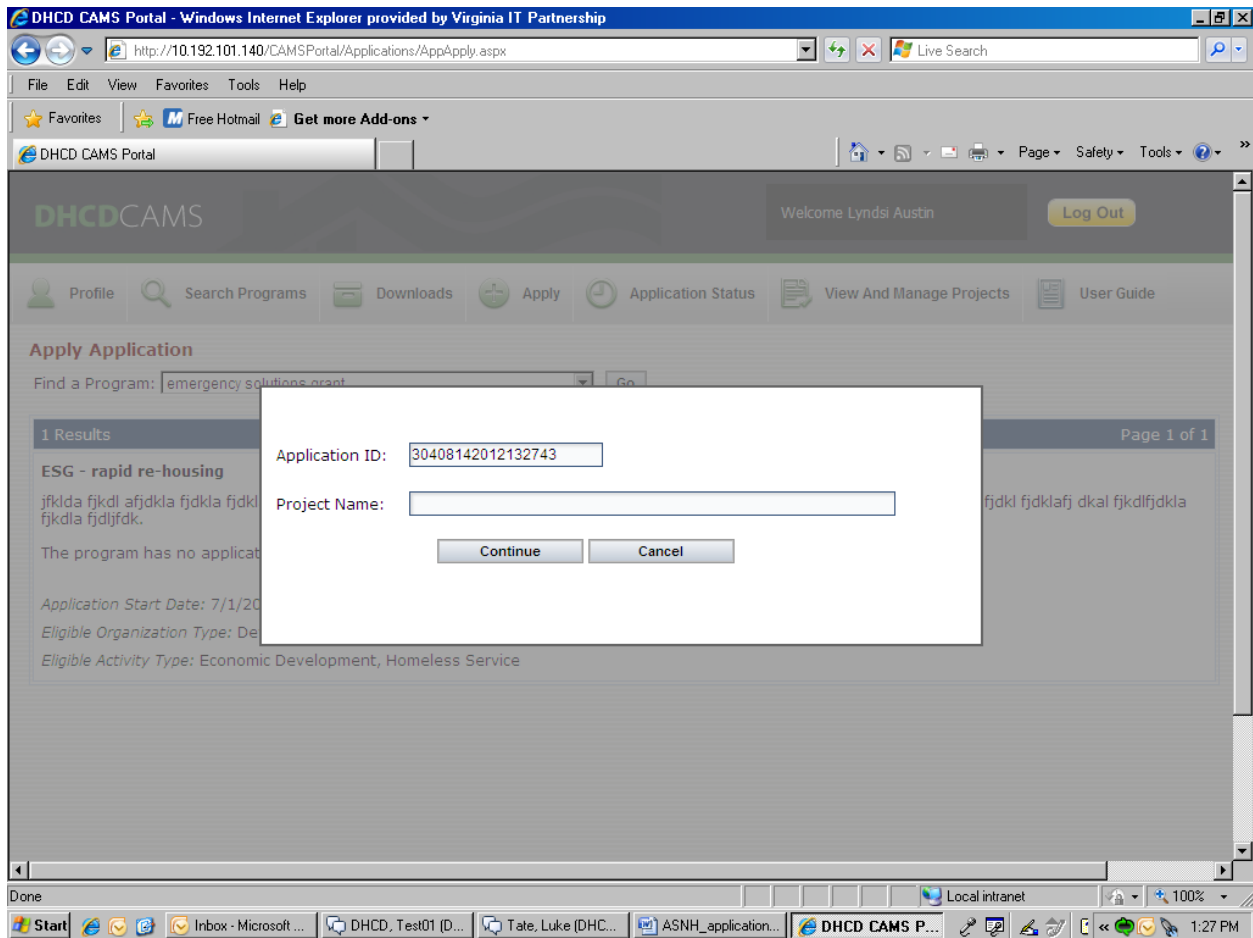
The CAMS **User Guide** provides information and instructions on setting up and managing a CAMS account, and should be used first to troubleshoot any errors. Please allow up to two business days for responses to any CAMS Help Desk request. DHCD technical assistance is limited to normal business hours.

**Applications must be submitted by the primary partner in the Project, which is responsible for long-term operations and compliance. Applications made by a project legal entity or limited liability corporation are ineligible and will not be accepted or scored.**

Applicants may submit applications at any time prior to the deadline, and CAMS will send the applicant an email notification when an application has been successfully submitted for DHCD review. Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed *as is*, and may be ruled ineligible.

Additional Application Submission information is included in the linked CAMS User Guide on pages 24 to 33.

## Beginning an Application



The Applicant should login to CAMS and click **Apply** in the navigation bar at the top of the page.

Select the Affordable and Special Needs Housing (ASNH) program from the dropdown list and click **Go**. Then, click **Apply** the system will ask for a Project Name.

Project Name should be clearly identifiable as the name of the project building, project site, or subdivision (eg: *Main Street Apartments 9%* or *Rehab Homes in Example County*).

For ASNH Applications, Project Names may exclude the use of Applicant name or application cycle or year (eg: NOT *Main Street Apartments 2022* or *Main Street Homebuilder's Rehab Homes, Fall 2022*)

Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.

Select Continue and CAMS will take the user to the Project Information tab.

## Project Information

**DHCD CAMS** Welcome Lyndsi Austin [Log Out](#)

Profile Search Programs Downloads Apply Application Status View And Manage Projects User Guide

**Application Submission** [Print](#)

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP  
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

**Project Information** **You must click the "Save" button below to save the info you enter in the page!**

Organization Name\*: DHCD

**Project Primary Contact** ?

First Name\*:  Last Name\*:   
Title\*:  Email\*:   
Work Phone\*:  -  -

**Place of Primary Performance** ?

Address\*:  Zip Code\*:  -  [Whats my +4?](#)  
City/County\*:

**Primary Service Area** \* ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) No County Selected. City: [Add/Edit City](#) No City Selected. Town: [Add/Edit Town](#) No Town Selected.

[Contact Us](#) | [FAQ](#) | [DHCD Site](#)  
Copyright ©2012 DHCD

On the Project Information tab the Organization Name will be pre-populated based on the organization's profile. Any errors or updates to the organizational profile must be made by the Profile Manager for that organization. On the Project Information tab, the following information is required:

Project Primary Contact is the name of the individual DHCD will contact with questions about this application, **including notifications of funding awarded** to the Project.

Project Location is the physical address of the Project site.

- The Applicant's organization address should not be entered here.
- Applications without an identified site or sites of development are ineligible.
- Scattered-site developments should enter a single, centralized site address **And** should enter the full list of proposed Project addresses as a Narrative Information response. Only scattered-site addresses identified in the application are eligible for funding.

Primary Service Area is the localities (one or more) that the project is intended to target. A minimum selection of one locality is required.

At this point, the page will display a Print option at the top right-hand corner. Clicking Print creates a PDF which includes information that you have entered and saved in the application.

### ***Project Budget***

The screenshot shows a web application window with a 'Project Budget' tab selected. The window title is 'Project Budget' and it has a 'CLOSE' button in the top right corner. The main content area is titled 'Project Budget Information' and contains the following elements:

- A text input field: 'Please enter your Total Request: \$ 0.00'
- A table with the following data:

Cost/Activity Category	DHCD Request	Other Funding	Total
HOME	\$0.00	\$0.00	\$0.00
State Housing Trust Fund	\$0.00	\$0.00	\$0.00
National Housing Trust Fund	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Below the table is a 'Budget Narrative' section with a large text input area.

The Project Budget tab is where the Applicant will provide the Total Development Cost and the amount of ASNH funds being requested for the Project.

In the DHCD Request box, the Applicant should enter the funding requested for the Project by source in the current application cycle only. The remaining costs should be entered on any single line in the Other Funding text box so that the Total column contains the Total Development Cost for the Project.

CAMS may allow the Applicant to enter a DHCD Request amount which is higher than the amount for which the Project is eligible.

Applicants should refer to the Program Guidelines for the ASNH funding caps on both the per-project and the per-source basis. These funding caps are inclusive of any previous commitments or awards of ASNH funds to a Project from any cycles prior to the current one.

It is the Applicant's responsibility to ensure the DHCD Request entered for the Project is below both the per-project and per-source funding caps. A DHCD Request of funds which is above the Project's funding cap eligibility is considered an application with incorrect information, and as stated in the **Application Submission** section above: Applications submitted with incorrect or missing information will be reviewed *as is*, and may be ruled ineligible.

Budget Narrative is an **optional** field where the Applicant may provide a brief summary of the financial resources committed or anticipated in the Project's capital stack, and any development costs or timeline details which are unique to the Project's financial context.

*eg: The Project was unable to lock-in a construction loan interest rate prior to prime rate increases, resulting in increased construction carrying costs and a financing gap of \$500,000. The requested VHTF funds will allow the Project to close this gap and proceed with construction per the attached timeline.*

The inclusion of a budget narrative does not substitute for the completion of all responses in the Narrative Information tab or for the submission a complete Application Workbook (including all underwriting), resource documentation, or any other required information.

## Narrative Information

 Rental  Homebuyer' followed by a 'Go' button. A 'CLOSE' button with a red 'X' is in the top right corner. The footer of the application area contains 'Copyright ©2012 DHCD'. The Windows taskbar at the bottom shows 'Done', 'Local intranet', and a zoom level of '100%'."/>

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
Partners for Better Communities

Project Management  
Admin Management  
Glossary

CLOSE X

Project Information **Narrative Information** Additional Information

Select a Project Type:  Rental  Homebuyer

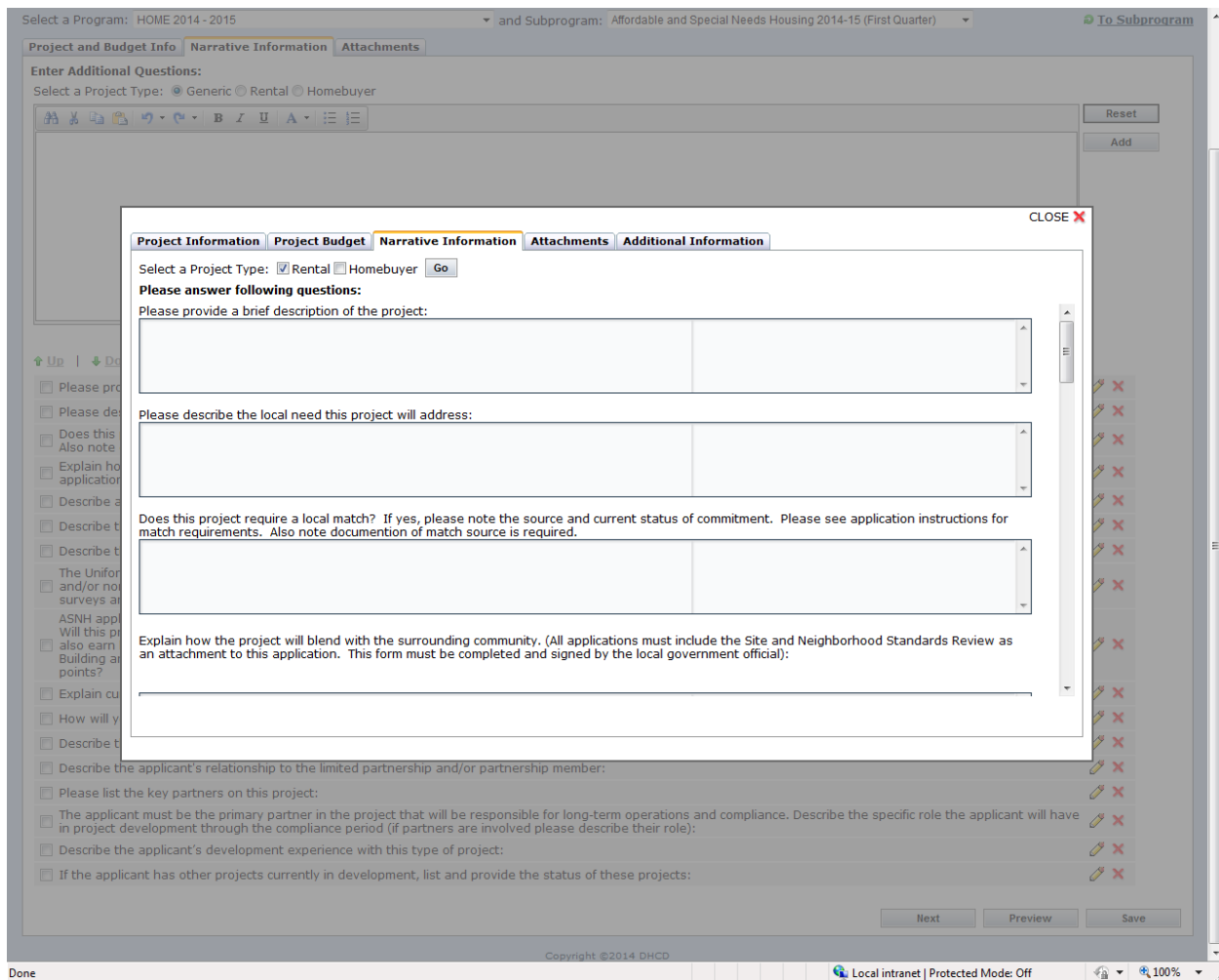
Copyright ©2012 DHCD

Done Local intranet 100%

The Narrative Information tab requires the Applicant to select a Project Type of Rental or Homebuyer. While the majority of the Narrative Questions on the ASNH application are consistent across project types, specific supplemental questions are provided only as applicable to the Project Type.

Click Go to be advanced to the Narrative Questions.





Narrative Questions response fields have character limits, and CAMS only accommodates text responses. Formatting such as bold text, bulleted lists, and graphics will be rendered as text-only. The Applicant may use uploaded attachment files to provide additional formatted information, and can reference named attachments in the response field as needed.

Narrative Questions are provided in Appendix A of this document.

## Attachments

Select a Program: HOME 2014 - 2015 and Subprogram: Affordable and Special Needs Housing 2014-15 (First Quarter) To Subprogram

Project and Budget Info Narrative Information **Attachments**

Enter Additional Questions:  
Select a Project Type:  Generic  Rental  Homebuyer

Reset  
Add

**Project Information Project Budget Narrative Information Attachments Additional Information** CLOSE X

**According to the program requirement, you must submit/upload following required documents:**

**UPLOAD ATTACHMENTS INSTRUCTION:**  
\*These attachments require applicant documents (not DHCD templates). In some cases, it will require that the applicant scan or combine individuals documents into one document to be uploaded as an attachment in CAMS. The ASNH Application instruction document specifies what items should be included in these attachments. Please see the CAMS User Guide for more information about file types and requirements.

Applicant Packet  
(to get the template file by clicking [HERE](#))  Browse...

Project Timeline  
(to get the template file by clicking [HERE](#))  Browse...

Zoning Certification  
(to get the template file by clicking [HERE](#))  Browse...

Environmental Checklist  
(to get the template file by clicking [HERE](#))  Browse...

Uniform Relocation Form  
(to get the template file by clicking [HERE](#))  Browse...

Rental Underwriting Template  
(to get the template file by clicking [HERE](#))  Browse...

Homebuyer Underwriting Template  
(to get the template file by clicking [HERE](#))  Browse...

Next Preview Save

Copyright ©2014 DHCD  
Local intranet | Protected Mode: Off 100%

The Attachments tab provides the Applicant with fields to upload files containing required or optional information for the Project. Beginning in FY23 (Fall 2022), the information required of Applicants in DHCD-provided template attachments has been condensed into fewer documents as described in Appendix B.

Some required attachments must be entered by the Applicant into a DHCD-provided template, and these attachments fields will have a link next to the name of the attachment with a prompt to download the template file.

For attachment fields without a template link (eg: Environmental Phase I, site control documentation), the Applicant may upload a file of any format which meets the requirements of that attachment field.

CAMS will accept attachment files up to **500 MB in size**. The CAMS User Guide linked above provides technical assistance for Applicants to ensure their required attachments meet that file size limit.

### *Additional Information*

The Additional Information tab is available in to ASNH Projects, but staff recommend all information be included in the narrative response fields and attachments in the format suggested through the Application Instructions.

### *Application Status*

Once the applicant opens an Application, CAMS will save the application as Incomplete. The application will remain in Incomplete status until the Applicant chooses to submit the Application. A submitted Application will show the status as Pending, and CAMS will generate an email to the Applicant confirming submission. Applications **must** be submitted and in Pending status prior to the deadline to be considered eligible.

### Additional Stipulations

#### *Audit Requirements*

Please consult DHCD's [Audit Policy](#) for more information related to audit requirements for your organization. Please note that non-profit organizations (private or public) receiving state and federal funding from any source will trigger an audit requirement. These applicants must have an approved audit on file with DHCD or submitted for review if expired.

Organizations can manage their audit submission in CAMS on the Audits page under the Profile tab.

Developers (non-profit or for-profit) requesting ASNH funds that do not receive other state or federal funding are exempt from audit requirements. These entities will have to provide project financials throughout any mandated affordability period. CHDO's are not exempt.

#### *Federal Regulatory Requirements*

HOME and NHTF sources have federal regulatory requirements beyond the affordability and income targeting required of all projects in the ASNH Program that must be met for the inclusion of federal funds to be permitting in a Project. These regulatory requirements include but are not limited to:

- Property standards and periodic property inspections
- Annual rent and occupancy reporting
- 504 Accessibility requirements
- Lead Safe provisions
- Universal Relocation Act
- Davis Bacon (Labor Standards: Applicable to HOME projects ONLY)
- Section 3
- Environmental reviews

All partners, including any Applicants, Developers, or Owners identified in the ASNH Application are responsible for compliance with all related federal regulations. For more details refer to the ASNH Program Guidelines.

### **Application Evaluation**

DHCD conducts panel reviews of all Applications submitted in CAMS. During this panel review, the Application is first screened to ensure the Project and Applicant meet the eligibility requirements. Projects or Applicants which do not meet eligibility requirements are not provided with a numerical score.

Applicants with outstanding or unresolved findings from audit or monitoring findings, unresolved IRS findings, unresolved compliance findings – including those issues which may be identified to DHCD by another previous partner such as Virginia Housing (VH or VHDA) –, or which are not in compliance with previous DHCD agreements will not be eligible for a funding commitment for any Project until such findings and/or compliance issues are resolved. DHCD staff are committed to working with any interested party to develop a plan for resolution and restoration of eligible status.

Applications are scored on a one hundred (100) point scale, and Projects must score sixty (60) points or higher to be qualified for funding.

Scoring criteria are as follows

- Need – 40 points
  - The Applicant demonstrates through narrative responses and information in attachments that the Project fills a critical need in the market area.
  - Permanent Supportive Housing points (5) are in this category
- Feasibility – 30 points
  - The Applicant demonstrates through narrative responses and information in attachments that the Project is likely to come to a timely completion
- Developer Capacity – 30 points

- The Applicant demonstrates through narrative responses and information in attachments that the development team has the ability to successfully complete projects and deliver affordable housing
- CHDO-involved Projects receive preference points (5) in this category for HOME funds only

DHCD staff will rank all qualified Applications based on score. The highest scoring Applications from each round will receive offers of funding from DHCD, up to the amount requested in the Application as available based on per-project and per-source caps, and remaining funds for allocation through the ASNH Program. These offers are preliminary awards and are contingent upon the Applicant meeting certain requirements as outlined in the Program Guidelines and in the source-specific letter of award offer.

DHCD reserves the right to retain any funds offered during an application cycle or program year as unallocated, and such unallocated funds will carry forward to future application cycles and program years as allowed.

### ***Notification of Funding Decision***

The Office of the Governor of Virginia makes the Affordable and Special Needs Housing program funding award announcements public, typically by the publication of a press release.

**After the ASNH Program application cycle closes, ASNH staff are unable to answer inquiries as to the timing or contents of this announcement.** Any such inquiries will not be returned.

After the public announcement of ASNH Program awards, DHCD staff will send an email to the Project Primary Contact as listed for each Project in CAMS containing either a notification of awarded funds or a denial of funding. Projects which are denied funding may request to schedule a technical assistance call, or *debrief*, with ASNH staff to discuss comments or feedback on the Application.

Applicants receiving a notification of awarded funds for Projects are considered preliminarily qualified. Applicants have twelve (12) months from the date on the notification to complete all program requirements and execute the Project's Program Agreement (a formal commitment of funds, and prerequisite for a legal loan commitment for rental projects or prerequisite to Deeds of Trust and remittance eligibility for homeownership projects.) Program requirements vary by source and are detailed in the notification of awarded funds sent to Applicants, but may include an environmental review process with public comment periods as required by HUD, and program agreements cannot be issued until all contingencies and program requirements are met.

ASNH Program Agreements generally expire two years from the date of execution, by which time the Project should be completed and ready to schedule permanent conversion or closing (rental projects) or should be completed and ready to submit closing disclosures on final home sales (homebuyer projects). Written requests for extensions of any deadline above must be received by

DHCD prior to the expiration of the agreement or commitment, and are approved on a case-by-case basis at DHCD's discretion.

## **Appendix A – Narrative Information Questions**

1. Provide an overview of the proposed development project, including the following: Whether the development is new construction or renovation/adaptive reuse; Number of buildings or homes; rental unit count by number of bedrooms or size of homes; and a description of the immediate area around the proposed development. For new construction, please describe the planned building and on-site amenities; for rehabilitation and adaptive reuse, please describe the scope of renovation work.
2. Describe any community engagement or participation for this project. For new construction or adaptive reuse projects, describe ways in which the surrounding community was made aware of the project and any community or stakeholder involvement in the planning process. For rehabilitation projects, describe resident notification of the planned renovations and their involvement in the planning process.
3. The Uniform Relocation Act (URA) applies to all projects where development activities will result in permanent or temporary dislocation of households, businesses, farms, and/or nonprofits. Please indicate whether this project will or will not result in any permanent or temporary dislocations, and ensure this response matches the statements made on the required URA attachment. For projects which do not result in formal dislocations but which will utilize measures such as hospitality suites, please give an overview of those planned measures including resident notifications.
4. Describe the local housing need this project will address, including the need for proposed income targeting, unit sizes, and on-site amenities, referencing data collected through the attached Market Study, provider or beneficiary surveys, or other resources where appropriate.
5. Describe how the scope of the proposed development blends in with the surrounding community. All applications are required to complete the Site and Neighborhood Standards Review tab of the Application Workbook attachment. For projects located in an area which is not considered ‘low minority of poverty concentration,’ please explain how the project site is an area of revitalization, identified by the locality as targeted for development or investment, or otherwise holds opportunity for residents.
6. Describe community amenities in close proximity to the project site, including job opportunities (not required for senior/elderly developments), ease of access to transportation options, retailers or markets, public park or green spaces, etc.
7. Will this development have project-based services? For rental projects, describe any on-site service coordination, financial education programs, regular visits by healthcare providers, etc.; For homeownership projects, describe any homeownership preparation courses offered to potential buyers.
8. Please describe how access to broadband or high-speed internet is provided to or available to residents of this project. For homeownership projects, please describe availability of

these services at street-level for proposed development site(s). Documentation of will-serve letters or proof of availability are recommended for inclusion in an Optional Attachment.

9. Will this project be certified as green built by a third party to the standards of EarthGraft Gold or higher, Enterprise Green Communities, LEED or National Green Building Standard Silver or higher, or will it include green building features without certification? Preliminary documentation of green building certification is an attachment required for points.
10. Will this project meet or exceed HIEE performance requirements? For renovation and adaptive reuse projects: Please describe the steps being taken in order to meet the HIEE “Additional Requirements” for the project type. HERS rater plan review and preliminary rating documentation is an attachment required for funding eligibility.
11. Please list the sources of funding from the Project’s attached underwriting template, and note the status of each source. For pending funding sources which are not part of this ASNH application, explain when a decision or commitment is expected, and the Applicant’s contingency plan, if any, if a pending source is not granted. For example: LIHTC 9% Equity – committed, allocation letter and syndication agreement attached; Richmond City HOME – applied for, decision expected December 2022, Applicant plans to defer an additional \$100,000 in developer fee to cover denied funds. Projects in entitled/consortium localities requesting HOME fund should identify their committed 25% match source.
12. Projects awarded funds from this application cycle will need to execute program agreements no later than July 2023, and are expected to have construction completed for permanent conversion or final home sales no later than July 2025. How will the Applicant ensure the Project will meet these milestones? Please discuss any barriers or challenges to meeting the milestones and discuss any variance from these dates on the submitted timeline.
13. The Applicant must be the primary partner in the Project that will be responsible for long-term operations and compliance. Describe the specific role the Applicant will have from project development through the thirty-year affordability period. If partners are involved, describe their role(s), and describe the Applicant’s relationship to the Project LLC or Ownership entity, if applicable.
14. Briefly describe the Applicant’s past development experience with this type of project, noting previous use of ASNH-awarded funds.
15. If the Applicant has other projects currently in development, list those projects (noting those which have an award of ASNH funds) and provide the status of these projects including whether the project is currently on-time for delivery.



***Rental-Specific Narrative Information Questions:***

16. Will this project provide any permanent supportive housing (PSH) units for residents with intellectual or developmental disabilities, serious mental illnesses, or who were chronically homeless? If yes, name the targeted population, percentage of PSH units in the development, and any source of rental subsidies. This information should match the Application Workbook, and a referral MOU should be included in Attachments. If the project will provide permanent supportive housing units to other populations, is a group home or intermediate care facility, please describe the target population.
17. Rental projects must meet minimum unit standards under Section 504/UFAS. Minimum requirements are five percent (5%) of units (minimum 1) accessible to individuals with physical impairments, and two percent (2%) of units (minimum 1) accessible to individuals with sensorial impairments. Please state the number and percentage of units in the Project which will meet Section 504 standards for each type of impairment, and state the number and percentage of units (and any common spaces) which will provide other accessibility measures such as Universal Design.
18. Please name the property management team and describe their experience managing similar projects, including experience maintaining long-term compliance of projects with HOME, NHTF, LIHTC, PBV or other government-related funding sources.
19. Please list any project-based subsidies or rental assistance available to residents of the Project, including PBV or other vouchers available. Voucher or subsidy award letters or contracts must be included in Resource Documentation.
20. The ASNH awarded funding sources are available to projects ONLY at permanent conversion, and are provided as a low rate (3%) interest only, must-pay deferred principal loan over the full affordability period of thirty (30) years. Does the Applicant request any changes to these terms? If yes, please provide justification for the deviation. Changes to typical terms are approved by DHCD on a case-by-case basis and are not guaranteed.

***Homebuyer Specific Narrative Questions:***

16. Does the Applicant organization already have a waitlist or pool of qualified buyers? Describe how the Applicant plans to ensure a pipeline of buyers are available so that completed units will have a ratified sales contract within six months of an issued Certificate of Occupancy (CO).
17. Please provide the proposed income targeting of the Project, the anticipated sales price (approximate per home or by square foot), and the local median sales price for similar homes (approximate per home or by square foot)? Describe why the proposed sales price and size of the homes suitable for the Project market area?
18. Will down payment assistance or closing cost assistance from a source other than ASNH funds, or zero-/low-interest mortgages be available to buyers in the proposed development? What is the source of these funds or financing? Funding commitment letters must be included in the Resource Documentation attachment.
19. Please describe the Applicant's typical affordability requirements for home sales, including use of land trusts or equity-sharing models. DHCD recommends documentation of these typical requirements be uploaded as an Optional Attachment.
20. Please describe accessibility features of the proposed homes, including any use of visitability or Universal Design features, or additional accommodations made to prospective homebuyers.
21. The ASNH awarded funding is secured by a restrictive covenant called a Deed of Trust placed on each parcel in the Project, and is structured as a deferred loan with funds available at pre-determined construction and completion milestones. No funds are available for remittance until an executed deferred loan agreement and a copy of the recorded Deed of Trust are returned to DHCD. At the time of sale to a qualified buyer, DHCD requires a second Deed of Trust and Promissory Note recorded to enforce the affordability period from DHCD's investment.

Does the Applicant request any changes to these terms? If yes, please provide justification for the deviation. Changes to typical terms are approved by DHCD on a case-by-case basis and are not guaranteed.

## **Appendix B – ASNH Application Attachments**

- **ASNH Application Workbook (template; required)**
  - DHCD-provided Excel workbook; Applicants must upload completed workbook
  - Combines the information required in Spring 2022 and prior cycles from the following documents: Application Packet, Project Timeline, Rental/Homebuyer Underwriting Template, Site and Neighborhood Standards Review
  
- **ASNH Application Certifications (template; required)**
  - DHCD-provided PDF; Applicants sign the applicable Certifications
  - An approved CHDO application in CAMS is required in addition to the signed CHDO Certification page for the Application to receive HOME scoring preference
  - Combines the information required in Spring 2022 and prior cycles from the following documents: Application Packet, Zoning Certification, CHDO Certification (optional)
  
- **Affirmative Marketing Plan (template; required)**
  - DHCD-provided PDF; Applicants should select the applicable Marketing Plan (Multifamily, Single Family, Condominium or Cooperatives) from the ‘PDF Portfolio’ file, and upload the completed applicable Marketing Plan file
  
- **Uniform Relocation Assessment (template; required)**
  - DHCD-provided Word document; Applicants must complete and submit, at minimum, the first page of this attachment
  
- **Environmental Phase I (required)**
  - Applicant documentation; DHCD recommends zipping or compressing this file
  
- **Market Study (required)**
  - Applicant documentation; DHCD recommends zipping or compressing this file
  - A Market Study meeting Virginia Housing’s Low-Income Housing Tax Credit application standards is permissible but not required; but the Applicant must provide relevant data to ensure DHCD can evaluate the need for the Project as proposed in the project site market area (unit size, AMI targeting, vacancy rates, etc.).
  
- **Property Status Documentation (required)**
  - Applicant documentation
  - Property Status or site control documentation must show that the Applicant has standing to develop the proposed Project on the site within the timeline provided with the Application, and may include current title(s), or purchase and sale agreements or other legal documentation
  
- **Resource Documentation (required)**
  - Applicant documentation

- Projects in entitlement/consortium localities requesting HOME funds **must** include their 25% match documentation as the **first page** of Resource Documentation.
- Resource Documentation must include proof of all funding sources listed in the underwriting or narrative responses associated with the Project, which may include LIHTC reservation agreements or 42Ms and/or syndication contracts; project-based voucher award letters; private grant letters of commitment or award, construction or permanent loan documentation, Applicant equity contributions, etc.
- **Sample Lease (required)**
  - Applicant documentation; required for rental projects.
- **Part 58 or HTF Environmental Provisions (optional)**
  - Applicant documentation, not required.
  - For projects which are requesting HOME or HTF funds, a completed Part 58 (EA Format, other HUD-approved formats such as CEST) or a 24 CFR 93 (HTF specific) Environmental Compliance checklist may be uploaded.
- **Permanent Supportive Housing (optional)**
  - Applicant documentation; not required.
  - For Projects requesting PSH points, please provide an agreement or MOU with a referring agency and/or service providers, and any rental assistance agreements or other documentation support the Project’s provision of PSH units.
- **HIEE Documentation (optional)**
  - Applicant documentation; required **only** for Applicants seeking HIEE funds.
  - Applicants must include the Project’s HERS rater plan review and preliminary rating(s), and the preliminary documentation of the approved green build certification.
  - Applicants may include any supporting documentation to their narrative field response, as needed. Projects under substantial rehabilitation or adaptive reuse performance requirements should ensure that the Application includes all information necessary to evaluate those project types ‘*additional requirements*’ as described in the Program Guidelines.
- **Green Build Documentation (optional)**
  - Applicant documentation; not required.
  - Preliminary documentation of a third-party certified green building may be provided her for Applicants not seeking HIEE funds.
- **Optional Attachments (optional)**
  - Two separate files may be uploaded by the Applicant with additional information to support the Project which was not provided in the narrative responses or other attachments.
  - This may include: Individual résumés for key principals responsible for Project development work or property management/compliance work at completion;

Organizational résumés for any Partner in the project; Summaries of on-site services made available to residents of rental Projects; Summaries of housing counseling or homeownership readiness classes offered to potential buyers for homebuyer projects; Proof of location in a revitalization zone or opportunity zone