



State of Missouri CDBG-DR Proposal: Affordable Multi-Family Rental Recovery

DR-4317 Process Overview

All Development Teams interested in receiving State of Missouri CDBG-DR Affordable Multi-family Rental Recovery (AMRR) funding are required to submit a proposal, and receive a Letter of Intent from State of Missouri DED, prior to submitting a CDBG application as part of the Development Team's LIHTC application.

The Development Team must partner with a Unit of General Local Government (UGLG), who shall be the main applicant for CDBG-DR funding and shall enter into an applicant/subapplicant agreement with an eligible non-profit entity. The non-profit entity shall enter into a Developer's Agreement with the Development Team submitting the LIHTC application.

DR-4451 Process Overview

All Development Teams interested in receiving CDBG-DR Affordable Multi-family Rental Recovery (AMRR) funding under DR-4451 within Cole County are required to submit a proposal, and receive a Letter of Intent from the City of Jefferson City, prior to submitting the Development Team's LIHTC application.

The Development Team's non-profit entity must enter into an applicant/subapplicant agreement with the City of Jefferson City. The non-profit entity shall enter into a Developer's Agreement with the Development Team submitting the LIHTC application.

Proposals must be submitted via FTP no later than 5 pm on August 14, 2023 to be considered for a Letter of Intent from the State of Missouri DED.

Documents may be uploaded to the State of Missouri's FTP system at <https://moftp.mo.gov/> using the following login info:

- Username: ded.cdbg
- Password: BCSformupload2020

2023 Process Timeline

The following timeline shall be used for the 2023 CDBG-DR/LIHTC joint application process:

- July 12: CDBG-DR Proposal Office Hours
- August 2: LIHTC/CDBG-DR application workshop
- August 14: CDBG-DR proposals due
- August 31: Letter of Intent issued
- September 23: LIHTC/CDBG-DR applications due

DED and Jefferson City staff will be offering open office hours for Development Teams to answer questions while developing their proposal. Office hours will be held on July 12,



2023 from 1-3 pm; the meeting may be accessed via WebEx or phone using the information below:

WebEx

<https://stateofmo.webex.com/stateofmo/j.php?MTID=m0edb9567d08783f15cb9d09f82250a8f>

Phone

+1 (650) 479-3207

Meeting number (access code): 2632 151 2263

Meeting password: yPUjbrfa333

Program Requirements

CDBG-DR program requirements are outlined in the [State of Missouri's CDBG-DR Administrative Manual Chapter 20: Affordable Multi-Family Rental Recovery](#); potential development teams are strongly encouraged to review all applicable CDBG policies to ensure an understanding of the process prior to submitting a proposal for consideration.

Proposal Narratives

The development team must provide a response, of no more than 500 words each, to each of the following criteria for consideration. The Development Team must provide a response to every question to be considered for a Letter of Intent.

1. *National Objective*: The proposal must describe the number of units that will be occupied by LMI as compared to total number of units to be assisted and describe how LMI units will be distributed throughout the project. This shall be documented with proposed floor plans indicating each unit that will meet the National Objective.
2. *Affordability Period*: The proposal must identify the affordability period for the proposed development and what will happen with rent or occupancy income restrictions once the affordability period is expired.
3. *Disaster Tieback*: The proposal must identify the relation between the disaster event and the proposed project. The applicant shall identify the impacts of the proposed project and must align with the unmet needs that are identified in the relevant action plan. It is recommended that proposals reference the estimated housing unit needs within the community; this data is available in the State of Missouri's relevant Action Plan.
4. *Location*: The proposal must describe in detail where the proposed project will be located and provide a map that has the project location clearly identified. The Development Team must identify the exact ZIP Code of the project location and confirm that it is located within a HUD MID of the relevant Action Plan.
5. *Floodplain*: The proposal must also indicate whether the proposed project will take place inside the 100-year floodplain and submit a FEMA Floodplain Map with the

proposed project location and structure footprint clearly identified. If any portion of the property lies within the floodplain, the Development Team must commit that the lowest floor of the structure, including the basement, will be elevated to at least 2 feet above Base Flood Elevation.

6. *Building Standards*: The proposal must identify which Green Building Standard will be used on any building in the proposed development, along with a checklist provided by the relevant program/agency, or other documentation, as approved by the State of Missouri CDBG, demonstrating the elements of the chosen standard which will be followed.
7. *Broadband Infrastructure*: Proposals including 4 or more units must describe their plans to provide broadband infrastructure to all units. The Development Team may request that DED waive this requirement, at the agency's discretion, where the Development Team documents:
 - a. that the location of the project site makes the installation infeasible
 - b. the cost would result in a fundamental alteration in the nature of its program or activity or in an undue financial burden, or
 - c. the structure of the housing to be rehabilitated makes installation infeasible.
8. *Policy Compliance*: The Development Team must commit that the project will adhere to the State of Missouri's AMRR policy and the requirements of any other sources of funding, as well as applicable local, state, and federal regulations.
9. *Market Support*: The proposal must describe how the Development Team's projections for rent, vacancy, and unit quality are consistent with a market study or known market information; market analysis conclusions are supported by area rents and vacancy rates; market comparables are true to location, unit size, and amenities.
10. *Jurisdictional Support*: The Development Team must provide, as part of its proposal, a letter from the Unit of General Local Government (UGLG) indicating that:
 - a. The UGLG is willing to submit an application for CDBG-DR funding on behalf of the Development Team, and
 - b. A certification that the proposed project will meet local codes and applicable zoning requirements.
11. *Project Budget*: The Project Budget should include all project costs attributable to the affordable housing development and include all other proposed/secured funding sources. Eligible costs for reimbursement under the CDBG-DR program are listed below; the project budget must use these activities for its line items and clearly identify the source(s) and amount of funds for each proposed activity:
 - a. Acquisition – General
 - b. Acquisition, construction, reconstruction of public facilities
 - c. Administration (including environmental studies)
 - d. Affordable Rental Housing

- e. Clearance and Demolition
- f. Construction of New Housing
- g. Construction of New Replacement Housing
- h. Construction/reconstruction of streets
- i. Construction/reconstruction of water lift stations
- j. Construction/reconstruction of water/sewer lines or systems
- k. Privately owned Utilities
- l. Rehabilitation/Reconstruction of residential structures
- m. Relocation payments and assistance
- n. Other professional services (such as title search, appraisal, etc.)
- o. Architectural and engineering design (including bonding and permitting fees)
- p. Construction inspection
- q. Legal

Note: the budget submitted as part of the Development Team's LIHTC application must clearly align with the proposal budget. Variances may disqualify a proposed project from CDBG-DR funding.

12. *Environmental Review*: The proposal shall describe any environmental review steps that have already been undertaken and/or shall be undertaken if the proposal and application is awarded.
13. *Rehab/Reconstruction Alternatives*: If the project includes rehabilitation or reconstruction of residential structures, the proposal shall describe how the Development Team considered the cost-effectiveness of the proposed project relative to other alternatives, such as new construction in another location or consideration of other housing options. Further guidance can be found in the State of Missouri's AMRR policy section 20.2.1.
14. *Fair Housing*: The proposal shall describe how the development will comply with all Fair Housing Regulations. All rental and homebuyer construction/development projects are required to have a formal Affirmative Marketing Plan submitted with the CDBG-DR proposal.
15. *Davis-Bacon*: The proposal shall describe the Development Team's familiarity with CDBG-specific Davis-Bacon labor standards requirements, and confirm that the proposed budget satisfactorily accounts for these anticipated expenses. The Development Team shall describe whether any previous projects have experienced increased costs due to costs related to labor standards compliance that had not been accounted for, and its plan to ensure compliance for the proposed project.
16. *Section 504*: The proposal shall describe how the development will meet Section 504 Compliance.

17. *Organizational Capacity*: Describe the familiarity of the UGLG, selected grant administrator, and Development Team in working with CDBG-DR funds over the past five years. This should include a description whether the project(s) were completed on time and within the originally proposed budget.

Required Attachments

The proposal must include the following attachments:

- Proposed floor plans indicating each unit that will meet the National Objective
- Map that has the project location clearly identified
- FEMA Floodplain Map with the proposed project location and structure footprint clearly identified
- Green building standards checklist provided by the relevant program/agency demonstrating the elements of the chosen standard which will be followed
- Letter from Unit of General Local Government
- Affirmative Marketing Plan
- Fully-executed Applicant/Subapplicant Agreement between the UGLG and non-profit entity

Evaluation Criteria

Proposal Narratives	Evaluation Criteria	Points Possible (100 max)
National Objective	Meets minimum # of units required	20
	Exceeds # of units required	30
Floodplain	Proposed structure is located in floodplain	0
	Proposed property is partially located in floodplain, but structure is not	10
	No portion of proposed property is within floodplain	20
Building Standards	Achieves lowest designation of one Green Building Standard	5
	Achieves designation of mid-tier Green Building Standard or lowest designation of at least two Green Building Standards	10
Broadband Infrastructure	Requests waiver from providing broadband infrastructure	0
	Commits to providing broadband infrastructure to project	10
Environmental Review	Has not begun any activities related to completing environmental review	0
	Has begun activities related to completing environmental review	10
Organizational Capacity	No entities have prior experience with CDBG	0
	At least one entity has prior experience, but previous projects failed to be completed on time and/or within original budget	5
	All entities have prior experience, but previous projects failed to be completed on time and/or within original budget	10
	All entities have prior experience and projects were completed on time and within original budget	20