



**NOTICE OF FUNDING AVAILABILITY 2016  
GUIDELINES AND APPLICATION**

**HOMEOWNERSHIP  
&  
RENTAL**

City of Cincinnati  
John Cranley, Mayor

Department of Community &  
Economic Development  
Oscar L. Bedolla, Director

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# City of Cincinnati - Notice of Funding Availability - Residential Projects

## REQUIRED DOCUMENTS

\_\_\_\_\_ **Attachment A.** Narrative that comprehensively describes location(s), number of bedrooms per unit, parking, energy conservation, quality of building materials, air circulation (HVAC, ceiling fans), and laundry facilities for residential units. If the project is rehabilitation, describe how you will address environmental issues such as lead paint and asbestos. Include a photograph of the site.

Also, describe project goals (e.g. demographic to be served, jobs to be created, slum/blight to be eliminated, housing units to be created and square footage of retail/commercial space to be created).

\_\_\_\_\_ **Attachment B.** Third party market study for projects of 10 units or more that demonstrates demand for the type and number of housing units in the project. Include justification of price points or rents. Describe all buyer upgrade options and pricing. Projects of less than 10 units can provide a third party market study or another form of market assessment including independent market studies, waiting lists and other “in house” market information assembled by the applicant. Market studies must be dated within twelve (12) months of the application submission date.

\_\_\_\_\_ **Attachment C.** Entity Information including: Articles of Incorporation or equivalent, principal information including: name, role, partnership status, interest percentage, and contact information, Names and addresses of the Current Board of Directors, and contact information for key project team members.

\_\_\_\_\_ **Attachment D.** Audited financial statements for the last two years. If financial statements are not audited, submit financial statements and tax returns. If applicant is a For-Profit corporation or a partnership, attach personal financial statements for each principal of the corporation or each General Partner.

\_\_\_\_\_ **Attachment E.** List of current and completed development projects within the last five (5) years including: photo(s), address (es), new construction or rehabilitation, number of units, rental or homeownership, year received certificate of occupancy, sources and uses.

\_\_\_\_\_ **Attachment F.** Evidence of site control (i.e. deed(s), purchase contracts). At the time a development proposal is submitted, the developer must demonstrate that it has and will maintain site control of the property through the project review and contract negotiation period.

\_\_\_\_\_ **Attachment G.** Copies of any contractor(s) or architect(s) cost estimates or bids, site plans, elevations (front, rear and side) and specifications should assume Prevailing Wage. Projects must meet DCED’s applicable (rental or homeownership) Minimum Property Standards upon completion. Minimum Property Standards are available upon request.

\_\_\_\_\_ **Attachment H.** Copy of ALL financing commitment letters that are dated within 3 months of application submission. Letters must include loan amount, rate, terms and presale requirements.

\_\_\_\_\_ **Attachment I.** Tenant and Business Profiles for all parcels (Tenant Profiles attached)

\_\_\_\_\_ **Attachment J.** Affirmative Fair Housing Marketing Plan (Checklist attached).

\_\_\_\_\_ **Attachment K.** Impaction Ordinance (Worksheet attached).

\_\_\_\_\_ **Attachment L.** Outreach Plan to ensure general community awareness of the project, including letter of support for the project as described in this application from the applicable Community Council

\_\_\_\_\_ **Attachment M.** Project procurement plan which complies with the Department of Community and Economic Development's Procurement Handbook.

\_\_\_\_\_ **Attachment N.** Capital Needs Assessment (CNA) Rental projects that include the rehabilitation of 20 or more units or the adaptive reuse of buildings not originally construction as housing, must submit a CNA dated within six (6) months of the application submission date. The CNA will be used to verify that the scope of rehabilitation is sufficient to address the project's needs and to assess the level of replacement reserves needed for the project.

\_\_\_\_\_ **Attachment O.** After Rehab or "as-built" appraisal is required for all rental projects. Due to timing issues we understand that it is not always possible to have the appraisal completed before the initial application date. Though we prefer appraisals to be submitted at the time of application, we will accept the after-rehab or "as-built" appraisal, after the must be submitted within 60 days of application submission. Projects that have not submitted after-rehab or as-built appraisals will not be recommended for funding. Appraisals cannot be more than six (6) months old.

## BACKGROUND

The Department of Community and Economic Development (DCED) received 18 NOFA applications for the 2015 NOFA funding round. Of the 18 applications received 10 (56%) received funding. The applications approved for funding were based upon key factors that were most consistent with the City's vision as presented in Plan Cincinnati, i.e., foster a climate conducive to growth, investment, stability and opportunity; steward resources and ensure long-term viability and partner to reach common goals.

The public funding sources for the subject projects included Home Investment Partnerships (HOME), Community Development Block Grant (CDBG) and City Capital. The total NOFA II funding was \$4,072,500; which was (7.2%) of the projected total cost of \$56,808,857.

The 10 projects consisted of 265 residential units comprised of market and affordable rate, homeownership and rental. The projects that were selected for development were based upon a conscious mixture of price points which allows for a significant step in the direction of embracing inclusionary housing. In addition, 6 of the 10 projects included a commercial component, which provides a key factor necessary for community sustainability.

DCED is confident that 2016 NOFA will continue the trend of partnerships that will allow for continued housing and commercial growth within the City of Cincinnati.

## RELEASE NOTICE

The Department of Community and Economic Development announces a Notice of Funding Availability (NOFA). NOFA provides gap financing under the Federal Community Development Block Grant (CDBG) program, the Federal HOME Investment Partnerships (HOME) program, unrestricted City Capital contributions, and City Capital contribution for affordable housing. The City seeks NOFA development projects that will make sustainable improvements to Cincinnati neighborhoods. NOFA is how developers access City funding for any type of housing project. Development Assistance will be limited by the availability of funding. Approximately \$6.5 million federal and City dollars are available.

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## PURPOSE

The City of Cincinnati's Residential NOFA process is a stimulus for housing development in the City. The City seeks exceptional homeownership and rental projects that will make positive, visible impacts on our communities by developing in

targeted areas. NOFA projects are expected to achieve PLAN Cincinnati's goals of providing a full spectrum of healthy housing options and improving housing quality and affordability.

The 2016 NOFA will include a special allocation of \$2 million for affordable housing. This funding is City Capital funds and is restricted for creation or rehabilitation of affordable housing units. Affordability is generally defined as a unit that a household can spend no more than 30% of income on where the family makes less than 80% AMI (area median income).

Some examples of the target family that the City would like to see in proposed projects are as follows:

- Family of four in a 3 bedroom earning \$35,500 combined
- Young Family of three in a 3 bedroom with a single income of \$25,500
- Middle-aged couple with 4 children in a 4 bedroom making \$48,600
- Single parent household with one child in a 2 bedroom making \$8.15 an hour

## COREFOUR PRIORITY FUNDING

The NOFA will again include the CoreFour priority funding program. CoreFour seeks to strategically align City funds with ongoing neighborhood development plans and efforts from public and private partners. Projects in any of the City's 52 neighborhoods are eligible for NOFA funding, however projects located in CoreFour neighborhoods will receive scoring preference. This round of CoreFour neighborhoods will include **Evanston, Avondale, West Price Hill and Walnut Hills**.

## DETERMINATION OF GAP

The NOFA provides public funding that is used for "Gap" financing. For a homeownership development, a gap exists if development costs exceed the projected and realistic revenue from unit sales. For a rental development, a gap exists if total project costs exceed sources of funds available from traditional lenders, tax credits, and developer contributions. Many projects can be conceived that meet these criteria. However, the City will consider gap funding only for exceptional projects with reasonable development costs that aggressively meet the criteria established in this application.

To be competitive, Developers are expected to maximize all other funding sources (including Owner Contributions) before requesting gap financing. The City's Gap Financing is the final funding source that is committed to the deal. Developer must provide documentation of conditional financing with the application. All conditional financing documentation must include amount, rate and terms awarded to the project by a private lender.

If Developer equity decreases after an award has been made, the award will be proportionally reduced; **NOFA is not a grant program**. Most awards are loans with terms based on project underwriting.

City funding is limited and will be awarded on a competitive basis. Projects will be scored and funds awarded based on the **EVALUATION CRITERIA** on page 5.

## PROJECT ELIGIBILITY

- Applications may be submitted for homeownership, rental and infrastructure projects supporting housing units.
- Notice of Funding Availability application is complete and all thirteen required attachments are provided.
- Project must be feasible, costs reasonable, and must need gap financing.
- All project funding sources are supported by commitment letters.
- Applicant has site control (e.g., deed, purchase agreement, purchase option).
- Acknowledgement of MBE/SBE/WBE/Section 3 Inclusion in project
- Applicant and project team are in good standing with all City departments.
- Performing loans are preferred in order to maximize City investment.
- Preference will be given to vacant units and parcels that do not require relocation of tenants.
- All projects must incorporate energy efficiency standards (see **EVALUATION CRITERIA** on pg.5).

## 1. Homeownership

The City may provide funds to subsidize construction associated with homeownership projects. Homeownership projects must be a minimum of four units. Top priority will be given to projects located within the CoreFour Neighborhoods and which have clustered or contiguous units.

- The City will analyze each homeownership application and what, if any, level of subsidy is appropriate.
- Homeownership funding may be a short-term or forgivable loan.
- In general, projects with one or more deed-restricted affordable homeowner units will be most competitive. For income limits for affordable units, please see the table on page 11.

## 2. Rental Projects

The City provides subsidy to Rental Projects, which include the creation or rehabilitation of affordable units, housing for the elderly, market rate rental projects, as well as transitional and permanent supportive housing projects. Mixed-income rental projects are encouraged.

- Mixed-income and affordable rental projects must be a minimum of 10 units; these ten units can be made up of several smaller units as long as they are in close proximity (next door, across the street) to each other. However, no rental project can contain any building that is less than four units, even if it is bundled into a package to create 10 or more units.
- Market Rate rental projects must be a minimum of 4 contiguous units. Ineligible projects include but are not limited to student housing, group homes and dormitory-style facilities. The conversion of single family units to rental housing is also ineligible.
- City funding will generally be a performing or cash-flow based loan.

## 3. Public Right-of-Way Infrastructure Improvement

Subsidies may also be available for improvements including, but not limited to, streets, curbs, water and sewer lines, pier walls, retaining walls, sidewalks, decorative lighting, and landscaping. The proposed cost of the right-of-way improvements will be determined by the City's Department of Transportation and Engineering who may elect to construct or manage the Public-Right-of-Way improvements.

## EVALUATION CRITERIA

Applications will be reviewed and scored based on the following four evaluation criteria. Each criterion is assigned a maximum number of points as shown below.

1. Project Financial Strength
2. Project Characteristics
3. Capacity of Development Team
4. Readiness to Proceed

■ **Project Financial Strength ( Maximum Points Possible - 35)**

- Preference will be given to projects that propose a high level of leverage of City funds.
- Projects that provide Owner Equity (deferred developer fee not included) of 5% or more of Total Project Cost.

■ **Project Characteristics (Maximum Points Possible - 65)**

- Project creates affordable housing units
- Project creates housing options for families (3 bedrooms or more)
- Project targets extremely low income 30% or less AMI
- Located within the City's CoreFour Targeted Areas.
- Located within ¼ mile of a Neighborhood Business District (NBD) or Activity Center (*refer to page 86*).
- Mixed-Income within the proposed project. with a range of housing options
- Mixed-Use and include a housing and commercial component.
- Project with positive impact that creates tightly clustered and/or contiguous units.
- Eliminates blight, code violations or involves vacant, foreclosed property
- Incorporates energy efficiency, green building, and sustainable building techniques and materials.
- Creative conversion of non-residential, vacant structure to condominiums
- Includes quality of life amenities such as parking, storage space, community space, laundry, and play space for children within the proposed project.
- Incorporates Universal Design and Visitability.

■ **Capacity of the Development Team ( Maximum Points Possible - 20)**

- The development team has sufficient capacity to undertake the project. This includes: effective staffing, record keeping abilities, overall organization, experience and qualifications of staff and the organization's record of success in carrying out its stated mission. Experience successfully administering federal funds is preferred.
- Minority ownership of development entity higher than 3%

■ **Readiness to Proceed ( Maximum Points Possible - 5)**

- Developer has performed due diligence and initiated/completed other City reviews (e.g., zoning issues and overlays addressed, subdivision improvement plan process, etc.).



## COREFOUR FUNDING PRIORITY PROGRAM

### OVERVIEW

CoreFour is a proactive targeted development program which will rotate funding preference among four neighborhoods semi-annually. This program will spur transformative development, create long-term livability benefits, and optimize economic activity by focusing and leveraging resources to revitalize City neighborhoods. To accomplish these outcomes the CoreFour program aims to strategically align City funds with neighborhood development plans and efforts from public and private partners.

### 2016 CoreFour Neighborhoods: Evanston, Avondale, West Price Hill and Walnut Hills

### IMPLEMENTATION

CoreFour will be implemented through the semi-annual Housing NOFA. The program will operate in two year cycles. Eight neighborhoods will be targeted to receive CoreFour preference over the two year cycle. Four neighborhoods will be targeted each semi-annual NOFA cycle. See below for CoreFour target neighborhood schedule (subject to change). Applications for projects within targeted neighborhoods that meet general NOFA eligibility requirements will receive preference for funding via the NOFA scoring process.

NOFA 2016	NOFA 2017
Evanston	Northside
Avondale	Madisonville
West Price Hill	College Hill
Walnut Hills	Westwood

### SELECTION OF TARGET NEIGHBORHOODS

The initial eight targeted neighborhoods were selected by recognizing past and current development. Transformative development is obtainable in these eight neighborhoods due to their alignment with supporting development initiatives including:

#### 1. City of Cincinnati Targeted Resources

- Each of the eight targeted neighborhoods participates in a number of City of Cincinnati strategic investment programs or funding streams including:
  - Focus 52 Program
  - HUD Section 108 Loan Program
  - Moving Ohio Forward
  - HUD Choice Neighborhoods Implementation Grant
  - GO Cincinnati
  - Neighborhood Enhancement Program (NEP)
  - Place Matters
  - Community Development Corporations
  - Neighborhood Stabilization Program (NSP)
  - Lead Grant
  - Tax Increment Financing (TIF)
  - Vacant Foreclosed Property Registration Program
  - Form Based Codes (FBC)
  - Neighborhood Business District (NBD) Improvement Area
  - Land bank Focus Neighborhoods

## 2. PLAN Cincinnati

- PLAN Cincinnati stresses the creation of more livable communities by providing a full spectrum of housing options, and improving housing quality and affordability.
- PLAN Cincinnati encourages transformation to make neighborhood centers more walkable, inviting, and productive.
- Two-thirds of the CoreFour neighborhoods are included in PLAN Cincinnati's **21 Transform neighborhood centers**.
  1. College Hill
  2. **Madisonville**
  3. **Walnut Hills**
  4. **Westwood**
  5. **Avondale**
  6. **Evanston**
  7. Northside
  8. **Price Hill**

## 3. Envision Cincinnati's Collective Impact Matrix

- Envision Cincinnati is comprised of a number of public and private financial stakeholders that collaborate to align their resources to improve Cincinnati neighborhoods.
- Envisions Collective Impact Matrix categorizes each of Cincinnati's 52 neighborhoods by the number of community partners and investment types present.
- The CoreFour neighborhoods contain the largest overall degree of collective impact based on this matrix.

## SCHEDULE

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### 2016 NOFA Schedule

Date	Description
November 28, 2016	<b>Residential NOFA Application Available</b>
January 13, 2017	<b>Application Pre-Submission Meeting.</b> Includes general overview of application process, and availability of technical assistance.
March 17, 2017	<b>4pm-Application Deadline: Due in the Department of Community &amp; Economic Development at <u>805 Central Avenue, Suite 700, Cincinnati, Ohio 45202</u></b>
July 21, 2017	<b>Applicants are notified</b>

*\*Note: Applicants are strongly encouraged to submit their application prior to the due date. Also, Council approval will be required on most projects.*

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## APPROVAL PROCESS

1. Initial intake and review of applications for threshold criteria.
2. Project underwriting
3. Final underwriting and scoring of projects.
4. Staff recommendations to Department Director.
5. Applicants notified of NOFA results.
6. Development agreement drafted
7. City Council review (if required)

## FUNDING SOURCES AVAILABLE

\$6.5 million will be available in 2016 NOFA. The following matrix outlines funding sources available for this NOFA process:

2016 NOFA Funding Sources		
Name	Funding Source	Eligibility
CDBG*	HUD	<b>\$1.5 million available.</b> Includes (but not limited to) acquisition of real property; relocation and demolition; and rehabilitation of residential and non-residential structures. New housing construction costs are generally ineligible unless undertaken by a qualified Community Based Development Organization (CBDO). For more information on eligible activities, review CFR 42, Chapter 69, Section 5305
HOME*	HUD	<b>\$1.5 million available.</b> For rental housing, at least ninety percent (90%) of benefiting families must have incomes that are no more than sixty percent (60%) of the HUD-adjusted median family income for the area. In rental projects with five or more assisted units, at least twenty percent (20%) of the units must be occupied by families with incomes that do not exceed fifty percent (50%) of the HUD-adjusted median. HOME income limits are published each year by HUD.
City Capital*	City of Cincinnati	<b>\$1.5 million available.</b> City Capital funds may be used for projects that meet the City's strategic objectives but may not qualify under the federal HOME or CDBG programs. City Capital funds can be used for a variety of development projects, including rehabilitation, new construction, and infrastructure in the public right-of-way.
		<b>\$2 million of City Capital funds will be available for affordable projects.</b> City Capital funds can be used for a variety of affordable development projects including rehabilitation, new construction, and infrastructure in the public right-of-way.

\*Funding Source Guidelines are available on pg. 10

Each application will be reviewed to determine the most appropriate City funding source. The City, at its sole discretion, will determine the applicable funding source(s) for each project.

## FUNDING SOURCE GUIDELINES

### COMMUNITY DEVELOPMENT BLOCK GRANT GUIDELINES

The City of Cincinnati is awarded Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development's (HUD's) Entitlement Program. These funds will be considered for projects that benefit low- and moderate-income persons or reduce slum and blight in eligible neighborhoods.

### HOME PROGRAM GUIDELINES

- HOME funds are a Federal grant to State and local governments designed exclusively to create affordable housing for low to moderate income households. HOME funds are used to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.
- Developers, and local community development organizations acting as developers, who carry out HOME funded projects involving, "acquisition, construction, or rehabilitation of rental or homebuyer projects," are subject to underwriting procedures that assess the project proposal including:
  1. Assessing the development capacity (including staff capacity) and fiscal soundness of the developer
  2. Examine neighborhood market conditions to ensure adequate need for the proposed project including alignment with CoreFour **Target Areas** (explanation on page. 6).
- Underwriting procedures are outlined under the **EVALUATION** section of this announcement.

### CITY CAPITAL GUIDELINES

City Capital funds are locally generated dollars, which have the greatest amount of flexibility. Capital funds are typically used to subsidize the construction and rehabilitation of homeownership units or public infrastructure improvements for developments that do not have income restrictions. All projects funded with Capital dollars are subject to Council approval.

\$2 million capital allocation for Affordable Housing will be set aside to serve families less than 80%AMI. This \$2 million allocation, even though City Capital funds, will have income and rent restrictions to ensure targeted beneficiary.

## INCOME AND RENT LIMITS

### 2016 HUD HOME Income Limits

Limit Category	1 Person	2 People	3 People	4 People	5 People	6 People
30% Income Limits	\$14,850	\$17,000	\$20,160	\$24,300	\$28,440	\$32,580
50% Income Limits	\$24,750	\$28,300	\$31,850	\$35,350	\$38,200	\$41,050
60% Income Limits	\$29,700	\$33,960	\$38,220	\$42,420	\$45,840	\$49,260
80% Income Limits	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600

### 2016 City Rent Limits

Rent Limits	Studio	1 BR	2 BR	3 BR	4 BR+
30%	\$370	\$425	\$475	\$570	\$615
50%	\$620	\$710	\$795	\$955	\$1,025
60%	\$740	\$850	\$955	\$1,145	\$1,230
80%	\$990	\$1,130	\$1,275	\$1,525	\$1,640
100%	\$1,240	\$1,415	\$1,590	\$1,910	\$2,050

### 2016 HUD HOME Rent Limits

Rent Limits	Studio	1 BR	2 BR	3 BR	4 BR+
Low	\$509	\$600	\$787	\$927	\$1,035
High	\$509	\$600	\$787	\$1,102	\$1,297

### 2016 City Single Family Homeownership (SFH) Limits

SFH Owner Limits	3 BR Minimum
30%	\$49,000
50%	\$82,000
60%	\$98,000
80%	\$131,000
100%	\$164,000

## SUBMISSION PROCEDURES

- Applicants are encouraged to meet with a program representative prior to submitting an application.
- Staff can provide technical expertise to assist in preparing the proposal as well as provide helpful information regarding overall project design, potential funding sources, program requirements, and regulations. To set up a meeting with a member of the Housing staff, please call John Reiser at 352-6261.
- **Application packets should include one (1) original and one (1) copy and a “pdf” of the application and all attachments.** All electronic versions of the completed application must be included on a CD. **The packets must be received by the City of Cincinnati’s Department of Community and Economic Development** (805 Central Avenue, Suite 700, Centennial II, Cincinnati, Ohio 45202) “Attention: NOFA” by 4pm on March 17, 2017. Applications will be time-stamped to ensure timely submission.
- **APPLICATIONS MUST BE COMPLETE UPON SUBMISSION.** Incomplete applications will not be reviewed. Applicants will NOT be given additional time to provide missing information. ***Please NOTE: The Application Checklist should be used to ensure all required documentation is submitted in the packet.***

### Staff Contact Information:

#### Monica Hardman

513.352.1955

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#### John Reiser

513-352-6261

[John.Reiser@cincinnati-oh.gov](mailto:John.Reiser@cincinnati-oh.gov)

**REMEMBER TO SIGN AND DATE YOUR APPLICATION!**

**CERTIFICATION**

All applicants should be aware of the City's Budget Responsibility Policy adopted by Ordinance No. 336-1996. A verification of your eligibility to receive City funds is printed below and authorized signature and certification is required:

\* \* \* \* \*

I/We verify that at the time of application, there is no delinquent payment of any covered financial obligation to the Federal Government, the State of Ohio or the City of Cincinnati- including any of its departments, boards or commissions as specified in Ordinance No. 336-1996. The included financial obligations are loans and grants, permit fees, procurement obligations, rental payments, license fees, and fines/penalties for municipal code violations. Utility payments, traffic or parking fines are excluded. I further verify that I/We have not been declared ineligible to participate in such transactions as defined by Ordinance as of the date of application and ineligible at any time during the ten years proceeding the time of application to receive any City process. I/We also certify that the organization is in good standing with the Better Business Bureau.

I certify that all information in and attached as part of this application is complete and correct to the best of my knowledge. I understand that the City of Cincinnati will rely on the accuracy of this information. I authorize the verification of all financial and other information provided in connection with this application including obtaining credit reports.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_  
Name / Title

By: \_\_\_\_\_  
Name / Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## FORMS AND REFERENCE DOCUMENTS

### **Compliance Forms**

Tenant Profile Form (Relocation)

Business Profile Form (Relocation)

Occupancy Questionnaire (Rental)

Vendor Application Form

Impaction Guidelines Worksheet

Affirmative Marketing Procedures Checklist

Certification of Compliance with Local Building Codes

### **Reference Documents**

General Summary of Policies

Procurement Handbook for Developers and Sub-recipients -

- Meet and Confer
- Selection of Subcontractors
- Debarred Contractor Search
- Small Business Enterprise (SBE)
- Section 3
- Prevailing Wage / Davis Bacon
- Living Wage
- EEO
- Preconstruction Meeting

Lead-Based Paint Requirements -

Relocation Policies and Procedures -

Sample Lease Requirements for HOME assisted rental units -

Section 504 – Accessibility Policy -

Multi-family Rehabilitation Standards -

Single-family Rehabilitation Standards -

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