

# Chatham County Housing Trust Fund Application Overview and Requirements



This document is a replication of the content of the 2024-2025 (FY25) Housing Trust Fund (HTF) application and is provided purely for applicant information. This document is purely informational and does not supplant the online form as a submission method. All information requested in this application should be provided using the online application form linked on the Chatham County Housing Trust Fund webpage. If an applicant is unable to submit their application via the link above, other methods for submission may be permitted by request.

Prospective applicants for the 2024-2025 Housing Trust Fund award cycle should use only information published on the [Chatham County Housing Trust Fund webpage](#). Documents for prior award cycles are no longer valid.

Any questions related to the Housing Trust Fund should be directed to Chatham County Housing and Community Development Officer Jamie Andrews ([jamie.andrews@chathamcountync.gov](mailto:jamie.andrews@chathamcountync.gov)).

# Applicant Information

## Organization

- Organization Name
- DUNS Number
- Physical Address
- Executive Director or equivalent
- Board Chair
- Year of Incorporation
- Statements of Purpose such as the Mission Statement, Vision Statement, or similar

## Representatives

### Primary Representative Name

- Title
- Email
- Phone

### Alternate Representative Name

- Title
- Email
- Phone

## Applicant Financial Information

What was your organization's total operating budget for the last completed fiscal year?

What financial support has your organization received or been awarded from Chatham County in the current or past four fiscal years? How much money has the organization received from Chatham County, for what purposes, and through which county sources?

Is your organization applying for or planning to receive any other funds from Chatham County? How much money is the organization applying for, for what purpose or purposes, and from which county source or sources?

Is your organization receiving or has your organization received any other funds from Chatham County for this project? How much money and from which county source?

How much funding has your organization received from the HTF since 2019?

## Team Experience and Preparation

Please provide a description of your organization's experience in completing similar projects or other relevant experiences. Include information on comparable projects within the past 5 years. Identify success metrics for relevant recent projects, such as homes successfully repaired or constructed. Compare your performance in these metrics to your projections for relevant recent projects.

Describe your organization's past ability to meet proposed project budgets and timetables and include specific examples. Identify shortcomings, relevant impediments to success, and strategies to overcome these impediments in the future. If your organization has not encountered relevant impediments, identify strategies that have made your organization successful in relevant projects and how your organization continues to build successful strategies.

## Partnerships

Is this project being conducted as a partnership or joint venture?

Identify any project/program management partners. Identify the anticipated value-gain from this partnership, and any relevant experience provided by the partner. Outline specific duties and responsibilities to be carried out by each partner. Be sure to include an MOU in supplementary document submission.

## Project Information

### Description

Project name or title

Identify the type of activity your organization intends to undertake with HTF money. Additional questions for each activity type are included below.

- A preservation project maintaining and extending the longevity of existing owner-occupied affordable housing units, typically via home repair and rehabilitation efforts.
- A development project resulting in a net gain of affordable housing units.

Projects funded by the HTF are expected to enact some quantity of the priorities identified by AHAC. These priorities are identified in the following list. Please indicate the priorities your project will advance and provide a narrative description of the ways your project will materially advance those interests in Chatham County. This description should not exceed 300 words (limit to three priorities if necessary).

- Construct and preserve affordable housing for low and moderate income households.
- Support diverse affordable housing options, including varied housing types, sizes, and locations, with an emphasis on increasing affordable choices and mitigating harmful outcomes.
- Preserve existing affordable housing through renovation, repair, and retrofitting or extension of affordability restrictions of existing legally binding affordable housing.
- Provide safe and affordable housing options for all future residents, including older adults, people with physical, neural, or other disabilities, people who are or were experiencing homelessness, and veterans, among others.
- Support sustainable development with attention to environmentally conscious materials or architecture and strategies to reduce the environmental impact of new development.
- Encourage high impact or innovative models of affordable housing.

Provide a narrative describing your intended use of HTF funds. Describe specifically the ways receiving HTF funds will impact your ability to complete the project, and the quantity of affordable housing created through this project.

## Project Readiness

- What is the anticipated start date for your project?
- What is your anticipated completion date for your project?
- When does the proposed project need to receive funding by? Identify any relevant deadlines or milestones.
- What challenges does your organization anticipate in completing your proposed project according to the proposed budget and timeline? Identify ways in which this project is unique for your organization or may differ from past experience. Describe the ways your organization is preparing for these challenges.

## Project Budget Information

- Total HTF funds requested for this project.
- Total projected costs for this project
- Type of funding requested (loan or grant)
- Identify strategies or plans to ensure that your project is efficient and cost-effective while maintaining an emphasis on impact.
- Is this project intended to include use of LIHTC funds? Describe your plans and anticipated timeline for applying for and receiving LIHTC funds if applicable.

Additional budget documents are identified below and available on the Chatham County Housing Trust Fund Webpage. Fill out relevant templates and upload completed copies through the submission form or return it with your application.

- Detailed budget information is to be provided primarily through the [FY25 HTF Budget Workbook](#) document, available on the Chatham County Housing Trust Fund webpage. This workbook includes three sheets, all of which should be completed:
  - “Applicant Information” includes very general identifying information.
  - Use the “Sources of Funds” sheet to identify other funding sources that your organization has either already secured or is presently pursuing for this project.
  - Identify anticipated costs in the “Development Budget” sheet.

If no other funding sources are being pursued, please explain why in the following textbox. This explanation should not exceed 300 words.

## Required Disclosures

The following questions and disclosures are informational and intended to ensure compliance with county policies on funding recipients. The existence of an investigation or potential conflict of interest does not necessarily make a program ineligible for funding. However, failure to disclose a potential conflict or an investigation may result in the termination of any funding awarded, repayment to the county, and ineligibility for future funding opportunities. Should an

investigation or conflict of interest arise at any point during the application or award period, inform the county as soon as possible.

The [Certifications and Disclosures](#) document, which can be found on the Chatham County Housing Trust Fund webpage, requires a signature from your organization's Executive Director and Board Chair signifying the completeness and accuracy of this information.

### Past or Current Investigations

- Is the applicant organization, anticipated subcontractors, or any of the partners involved in the proposed project under an ongoing local, state, or federal investigation? Y/N
- Have any of the above been under a local, state, or federal investigation in the last 3 years? Y/N
- If you answered yes to either of the above questions, please explain.

### Conflicts of Interest

Are any of the Board Members or employees of the organization which will be carrying out this project or members of their immediate families, or their business associates:

- Employees of or closely related to employees of Chatham County?
- Members of or closely related to members of the governing bodies of Chatham County?
- Current beneficiaries of the program for which funds are being requested?
- Paid providers of goods or services to the program or having other financial interest in the program?

If you have answered YES to any question, please provide a full explanation below. Identify the Board Member or employee of your organization and describe the potential conflict.

### Supplementary Documents

Please submit the following documents at the indicated location in the form. Include the name of your organization followed the file name for each submission (ex: Housing is Good Inc. - HTF25 Budget Workbook). All templates are available and linked on the county website:

- HTF25 Budget Worksheet
- HTF25 Certifications Form

The following documents are required or may supplement applications in certain circumstances. Applicants should review the list to ensure that they submit all relevant documents. Documents that supplement applications that are not on this list will also be accepted and reviewed if relevant. Provide these relevant documents below.

- Letters of commitment or similar documentation of supplementary funding sources, if applicable
- Pro forma documentation (for multi-family rental development projects)
- Documentation of site control (any new development or other relevant circumstances)
- Vendor Application Form & Electronic Funds Transfer (EFT) Authorization Form (new applicants)

- Documentation of entitlements, such as zoning and planning approvals (this should be included if such entitlements have been approved, or as documentation of applicant progress in attaining these entitlements)
- Memorandum of Understanding (for joint ventures)

## Preservation Projects

The following questions apply only to projects that preserve existing affordable housing units, typically via home repair and rehabilitation efforts. Other projects should seek the Development Projects section.

### Preservation Project Information

With the amount requested, how many units does your organization anticipate will receive preservation services through HTF funds?

Which of the following types of preservation services does your organization anticipate providing with HTF funds?

- Emergency repairs
- Structural repairs
- Repair or replacement of major systems (roof, electrical, plumbing, HVAC, etc.)
- Accessibility improvements
- Energy or other resource efficiency upgrades
- Weatherization upgrades
- Other (please describe)

### Project Beneficiaries

Please describe typical beneficiaries of the preservation services provided by your organization.

- Include a general description of beneficiaries in Chatham County in the last year with relevant statistics as available. This could include information such as quantity of households served, average household income and income range, types of services provided, and any other descriptions your organization records.
- How does your organization typically identify candidates for preservation services?
- What criteria does your organization consider prior to deciding which units will receive preservation services? What eligibility requirements does your organization apply?

### Special Populations Served and Accessibility

Chatham County is interested in serving populations with special needs, such as:

- Older adults (age 55+)
- Veterans
- Individuals with physical, neural, or other kinds of disabilities or special needs
- Individuals or households experiencing homelessness, or individuals and households who recently experienced homelessness

Please describe how your project proposes to serve these populations. If any particular service or consideration is planned for any of the above populations, please describe.

- What accessibility improvements can your organization perform for individuals with physical, neural, or other kinds of disabilities or special needs?
- What kinds of Universal Design features can your organization provide based on beneficiary need? Universal Design features make the space comfortably usable by persons of any age or having any disability. See <https://design.ncsu.edu/research/center-for-universal-design/> for more information about Universal Design features.

## Sustainability and Efficiency

Describe any anticipated efforts to improve energy efficiency and sustainability in units receiving preservation services.

## Development Projects

The following questions apply only to projects that will result in a net gain of affordable housing units via construction, renovation, or conversion, henceforth referred to as “development”. Owner-occupied home repair projects should refer to the Preservation Projects section for relevant questions.

In addition, several of the following questions apply only to specific types of construction. Please review the description to assess whether a given question applies to your project.

## Development Project Information

Which of the following is your project intended to produce? Select all that apply.

- Affordable units for rent
- Affordable units for purchase
- Something else, including alternative an alternative housing model, such as supportive housing, transitional housing, emergency shelter, land trust units, cooperative living, tiny homes, etc. (please describe)

How many affordable housing units will your project create? How many households can be served by this project? If this project will construct a mix of housing types, please indicate quantities of each type.

Describe the unit or units that will be created by your project. As appropriate, provide specific descriptions of units, including the quantity of bedrooms and bathrooms, and the style of housing, such as single-family, townhome, apartment, duplex, tiny home, etc.

## Affordability

Describe affordability in this project in terms of AMI level. How many units will be reserved for households at the following AMI levels?

- 30% AMI or lower
- 31-60% AMI

- 61-80% AMI
- 81-120% AMI
- Greater than 120% AMI

## Mixed Income Developments

Applicants considering a project in which units will be available to households with incomes greater than 80% AMI should review the Mixed Income Developments section of the [Policies and Guidelines](#) document. Restrictions apply on the use of HTF moneys in such projects. Will the described project include units for households with incomes greater than 80% AMI? If yes, will the project comply with Mixed Income Development requirements as outlined?

## Maintaining Affordability

New construction funded by the HTF is expected to remain affordable for a minimum of 30 years, though longer affordability periods up to “in perpetuity” are preferred. Describe plans to ensure the long-term affordability of housing units (including subsidy recapture, equity sharing, and deed restrictions) as well as the length of time during which these restrictions will apply.

## Location

If these funds will be used at a specific location or locations, please provide the address or addresses. In addition:

- How many and what share of constructed units are to be constructed within a municipality with access to municipal services? Please express this as a quantity and percentage.
- How many and what share of constructed units that are NOT within a municipality will be near a grocery store selling fresh produce? Please express this as a quantity and percentage.
  - Within ½ mile?
  - Within 2 miles?
- How many and what share of constructed units that are NOT within a municipality will be near a public school? Please express this as a quantity and percentage.
  - Within ½ mile?
  - Within 2 miles?
- How many and what share of constructed units that are NOT within a municipality will be near a public amenity, such as a library, park, greenway, etc.? Please express this as a quantity and percentage.
  - Within ½ mile?
  - Within 2 miles?

## Infrastructure and Legal Requirements

If your project requires site control, please indicate whether appropriate documentation of site control has been secured and provide documentation with your application submission. If you do not have site control or documentation of site control, please describe your expected timeline for obtaining control and documents and any anticipated barriers.



If your project requires particular entitlements, such as [planning and zoning approvals](#), please indicate whether these entitlements have already been received or what steps remain in acquiring these entitlements. Please attach any relevant documentation to your application. If this is not applicable for your project, please indicate that below.

Will water and sewer be available with adequate capacity to serve this site? If not, please describe your plans to provide adequate capacity, identify rights or permissions to provide capacity, and document any such needs in your budget and related documentation.

## Fair Housing

Applicants must comply with Federal and State laws on fair housing, accessibility, and equal opportunity, including but not limited to the Federal Fair Housing Act, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. See more at the Department of Housing and Urban Development page on [Fair Housing Rights and Obligations](#). Housing providers must:

- Provide equal opportunities of housing occupancy regardless of race, color, religion, sex, familial status, disability, and national origin.
- Affirmatively promote and effectively market fair housing during sales, lending, closing, and post-closing activities
- Promote housing that is structurally accessible to and usable by all persons, particularly persons with disabilities.
- Disseminate information to the public regarding availability of project funds or of affordable housing units, with particular attention to historically underserved communities.

Please provide a description of plans to comply with fair housing rules and principles.

## Sustainability and Efficiency

Describe any anticipated efforts to establish or improve energy efficiency and sustainability, including any participation in an externally monitored energy efficiency program, such as Energy Star, System Vision, NC Green Built, or LEED.

## Special Populations Served and Accessibility

Chatham County is interested in serving populations with special needs, such as:

- Older adults (age 55+)
- Individuals with physical, neural, or other kinds of disabilities or special needs
- Individuals or households experiencing homelessness, or individuals and households who recently experienced homelessness.
- Veterans

Please describe how your project proposes to serve these special populations. If any particular service or consideration is planned for one or any of the above populations, please describe. In addition, if a quantity of units will be reserved for any particular population, please indicate that in your narrative.

- How many and what share of constructed units will be ADA accessible? Please express this as a quantity and percentage.

- What kinds of accommodations, inclusive or universal design features, or other supports for aging individuals or individuals with special needs will be provided by this project? What kinds of Universal Design features can this project provide?

## Pro Forma

The pro forma requirement applies to multifamily rental projects.

Provide a 30-year proforma in Microsoft Excel or .csv format when submitting your application for assistance for multi-family rental projects.

All multi-family development projects:

- Proforma must reflect a 1.15 Debt Service Coverage Ratio for 20 years.
- Clearly indicate sources that are committed.
- Projects must be underwritten with rents escalating no more than 2% annually and operating expenses escalating at no more than 3% annually.
- Underwriting will assume a constant 7% vacancy rate or be in alignment with QAP requirements if applying for 4% or 9% tax credits.
- Do not assume any reimbursement of fees, abatements, etc., unless explicitly confirmed by appropriate staff.

Rental housing development projects:

- Projects must be underwritten with rents escalating no more than 2% annually and operating expenses escalating at no more than 3% annually.
- Proforma must reflect a 1.15 Debt Service Coverage Ratio for 20 years.
- Please clearly indicate sources that are committed.
- Underwriting will assume a vacancy rate of 3-7%
- Do not assume any reimbursement of fees, abatements, etc., unless explicitly confirmed by appropriate staff.