



# Chatham County Housing Trust Fund

Applicant Information Session | October 10, 2024

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# Session Outline

- Housing Trust Fund Overview
- Eligibility Requirements
- The Application and Award Process
- Awardee Reporting Expectations
- Questions and Clarifications

This is a summary. Please review the policy documents at [www.chathamcountync.gov/htf](http://www.chathamcountync.gov/htf)



# Housing Trust Fund Overview

# Housing Trust Fund Basics



- Funded by Board of Commissioners to support decent, dignified, and diverse housing options in Chatham county
- \$300,000 available for 2025 awards
- Typically fund development and preservation projects
- Awards can include low interest loans, grants, and fee reimbursement



# Key Definitions

- Household: any number of persons sharing a dwelling
- Affordable housing: refers to dwelling units for which the sum of occupancy expenses (rent/mortgage, HOA fees, insurance, etc) do not exceed 30% of occupant income
- Low-income refers to household incomes below 60% AMI
  - \$50,850 for 2 person household, \$31,750 for 4 person
- Moderate-income refers to household incomes below 80% AMI
  - \$67,800 for 2 person household, \$84,700 for 4 person

# Timeline for Applications



October 10, November 4

Q+A sessions

November 8

Deadline for questions

November 17

Deadline for submissions

November/December

Committee review of applications

January 6 or 20

Commissioner review and action

End of January 2025

Applicants notified of determination



# Timeline for Awards



February-May 2025

Contracts signed, funds disbursed

June 30

Begin funded projects

February 28, 2026

Report 1 due

August 31

Report 2 due

November 15

Requests for extensions due

December 31

Complete funded projects

February 28, 2027

Final reports due



# Eligibility Requirements





# Eligible Applicants

- Must be in operation for a minimum of three years
  - Newer entities may join an application as a partner with an organization that has been in operation for at least five years. Prepare and submit an MOU outlining responsibilities and duties.
- Must complete the "Required Certifications" form posted on the Chatham County website
- Must fulfill ongoing reporting requirements and requests from Chatham County
- Must comply with follow-up inquiry from Chatham County to substantiate information provided on the application

# Eligible Projects



- Preservation
  - Maintaining or extending the longevity of existing owner-occupied affordable housing, typically through home repair and rehabilitation.
- Development
  - Housing Trust Funds may be used as a supplementary source for projects intending a net gain in Affordable Housing Units.
  - “20 for 60” rule for mixed income developments
- HTF projects must remain affordable for a minimum of 30 years in an agreement outlining long-term affordability commitments.

# Questions and Clarifications



- Questions or requests for clarification should be sent to [jamie.andrews@chathamcountync.gov](mailto:jamie.andrews@chathamcountync.gov)
- Answers and clarifications will be posted in a document available with other documents on the HTF 25 webpage. This will be updated regularly.
- This webinar recording and slide deck will also be posted on the webpage.



# Application Process and Scoring



# Application Information

- Apply using the online form: <https://arcg.is/f8uKq0>
- Complete applications include:
  - All questions on the online form
  - FY25 HTF Budget Workbook
  - FY25 Required Certifications
  - Vendor Application and ETF Form – new applicants only



# Application Breakdown

- Organization and Representative Information
- Team Experience and Preparation
  - Describe relevant experience, including past successes and how you've overcome challenges
- Partnerships
  - Demonstrate that partnerships are thought-through, not a penalty for solo projects
- Project Information
  - Describe the project and demonstrate how this project advances county priorities
- Project Budget Information
  - Demonstrate financial feasibility, identify matching funds, and justify request



# Specific Project Types

## Preservation projects:

- Provide an estimate of units that will benefit and identify services, including energy efficiency and sustainability
- Describe beneficiary expectations and selection criteria

## Development projects:

- Identify resident income targets and intended affordability period
- Describe access to services and amenities



# Scoring Criteria

- Organization and Representative Information: 13 Points
  - This must be complete for any further consideration
- Team Experience and Preparation: 30 Points
- Partnerships: 5 Points
- Project Information: 22 Points
- Project Readiness: 23 Points
- Project Budget Information: 14 Points
- Development OR Preservation Project Information: 100
  - Points will be adjusted to ensure equal consideration for both types of project



# Project Reporting



- Semiannual progress reports due in February and August
  - Include expended funds and describe any fund matching
  - Provide narrative descriptions of overall project progress. For preservation projects, this may include the quantity of units served.
  - Let us know if your point of contact changes!
- End of project comprehensive report will be due two months after the award period ends, February 2027.
  - Describe how funds were used, impacts of the project, and any impediments
- There will be an online form with all these questions. Specific reporting details will be outlined in the award contract.



**Questions?  
Comments?  
Concerns?**