

IMPACT FEE REIMBURSEMENT POLICY CONCERNING AFFORDABLE HOUSING

Guiding Principles for the Policy

1. Reimbursements made under this policy must satisfy the public purpose requirement for spending County money.
2. All reimbursements are made subject to budgetary constraints and are limited solely to the County's annual appropriations for reimbursement. Thus there is no entitlement to these reimbursements even for projects that qualify. This may be subject to change.

Eligibility Criteria:

1. A 501(c) (3) non-profit, or for-profit organization which develops affordable housing to be owner-occupied or renter-occupied for households at or below 80% Area Median Income and is participating in a County sponsored project.
2. Affordable housing is defined as owner or renter-occupied housing for which the monthly mortgage/rent payment does not exceed 30% of the monthly gross income of the household.
3. An organization requesting impact fee reimbursement must certify in writing that it will remain affordable to the anticipated beneficiary or beneficiaries for a minimum of ten (10) years, or longer if required by applicable HUD policy or the impact fee will be paid to the County if the dwelling/development is conveyed to an entity other than the original seller. Evidence must be provided that an agency and program guidelines are in place to assure affordability compliance.

Procedure:

1. An organization requesting reimbursement must anticipate reimbursement needs for a given fiscal year and submit a request for fee reimbursement at the time for submission of the County's annual budget, non-departmental funding requests. Further, at no time should an organization presume impact fee reimbursement, and in particular, presume a lump sum reimbursement payment or total reimbursement payments in one fiscal year. Therefore, cost of impact fees should be budgeted when developing housing development project and should be included in all grant and loan applications.

A written request for impact fee reimbursement should be submitted to the Chatham County Policy Analyst within fifteen (15) days of obtaining the building permit. The request should include all information necessary for a determination of eligibility including so much of the following that is pertinent: a description of anticipated beneficiaries, a construction or development budget including per unit costs and estimated completion date, the rent roll and the house sale price, and evidence of payment of the impact fee.

If funding is unavailable in the current fiscal year budget, the County Policy Analyst will notify the organization. In such cases the applicant may re-submit its application for reimbursement

during the first fifteen (15) days of the next fiscal year. Applications will be considered on a first in, first out basis.

2. Requests will be reviewed within 15 working days and the County Policy Analyst will make a recommendation to the County Manager. The recommendation of the County Policy Analyst will be based on whether or not the application satisfies the eligibility criteria, includes all of the information required by this policy, aligns well with the county's housing trust fund priorities, and whether or not the project budget is adequate for the proposed housing
3. The Manager's decision on the application for reimbursement will be conveyed to the applicant in writing by the Manager within 15 working days after the Manager receives the recommendation of the Policy Analyst. The decision of the Manager will be based on the recommendation of the Policy Analyst AND whether or not there are adequate funds budgeted in the current fiscal year to reimburse the applicant for impact fees paid by it.
4. If the Manager's decision is favorable, the non-profit/for-profit organization participating in the county sponsored project will be reimbursed for the impact fee that it has paid.
5. The Manager will communicate the decision to the Finance Officer for processing of the reimbursement. The non-profit/for-profit organization is responsible for providing documentation of impact fee payment to the Finance Officer.

Adopted this ____ day of December 2018

Mike Dasher, Chair

Chatham County Board of Commissioners

ATTEST:

Lindsay Ray, Clerk to the Board