



## HOME Investment Partnerships Program

# NOTICE OF FUNDING OPPORTUNITY FOR MULTIFAMILY DEVELOPMENT

December 18, 2023

HOUSING & COMMUNITY DEVELOPMENT DIVISION  
150 NORTH CAPITOL BOULEVARD  
BOISE, ID 83702-5920  
[cityofboise.org/hcd](http://cityofboise.org/hcd)  
(208) 570-6830

IDAHO RELAY SERVICE  
DIAL 7-1-1  
TOLL-FREE NUMBERS  
1-800-377-3529 ASCII  
1-866-252-0684 SPANISH  
1-888-791-3004 SPEECH TO SPEECH  
1-800-377-3529 TTY

The City of Boise prohibits discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity/expression, familial status, disability, or age.



This document can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Anyone who requires an auxiliary aid, service, or translation for effective communication may contact the HCD Division by phone at 208-570-6830 or by email at [Housing@cityofboise.org](mailto:Housing@cityofboise.org). Individuals who are deaf, hard of hearing, or have speech disabilities may use the Idaho Relay Service for the Hearing Impaired to make a request for accommodation by calling 1-800-377-1363 (voice) or 1-800-377-3529 (TTY).

### SPANISH

Los miembros de la comunidad pueden solicitar traducción, interpretación y/o ajustes razonables para garantizar que puedan participar plenamente en este proceso. Para realizar una solicitud, comuníquese con la División de Vivienda y Desarrollo Comunitario por correo electrónico: [housing@cityofboise.org](mailto:housing@cityofboise.org), teléfono: 208-570-6830, TTY: 1-800-377-3529, fax: 208-384-4195, o en persona en 150 N. Capitol Blvd (segundo piso).

### KISWAHILI

Wana jamii wanaeza omba huduma za utafsiri au zingine za kuhakikisha kwamba wanaeza shiriki kwa ukamilifu kwenye mchakato huu. Tafadhali wasiliana na Idara ya Makao na Maedeleo ya Jamii kupitia barua pepe: [housing@cityofboise.org](mailto:housing@cityofboise.org), simu: 208-570-6830, kuduma ya Simu ya Viziwi (TTY): 1-800-377-3529, Faksi: 208-384-4195, au ujifikishe kwa 150 N. Capitol Blvd (ghorofa ya pili)

### BOSNIAN

Članovi zajednice mogu zatražiti prevodjenje, tumačenje i/ili razuman smještaj kako bi osigurali da mogu u potpunosti sudjelovati u ovom procesu.

Za podnošenje zahtjeva obratite se Odjelu za stanovanje i razvoj zajednice putem emaila: [housing@cityofboise.org](mailto:housing@cityofboise.org), telefon: 208-570-6830, TTY: 1-800-377-3529, fax: 208-384-4195, ili osobno na 150 N. Capitol Blvd (2. kat).

### ARABIC

للمشاركة و تقديم الطلبات من خلال تحديد موعد مقابلة شخصية او مقابلة عن طريق الهاتف وللاستفسارات او لطلب خدمات الترجمة ولتحديد المواعيد ، يرجى الاتصال بقسم الإسكان وتنمية المجتمع عبر البريد الإلكتروني:

فاكس: 208-384-4195 ، TTY: 1-800-377-3529 هاتف: 208-570-6830 ، ، [Housing@cityofboise.org](mailto:Housing@cityofboise.org) (الطابق الثاني) 4195 N. Capitol Blvd ، أو 150

### FARSI

اعضای انجمن می توانند برای اینکه قادر به مشارکت کامل در این فرآیند باشند، درخواست ترجمه، تفسیر، و/ یا کمک هی معقول دیگر کنند. برای درخواست، لطفاً از طریق ایمیل با بخش مسکن و توسعه جامعه تماس بگیرید:

[housing@cityofboise.org](mailto:housing@cityofboise.org)

تلفن: ۲۰۸-۵۷۰-۶۸۳۰

تلفن ناتوانان گفتاری و/ یا ناشنوا: ۱-۸۰۰-۳۷۷-۳۵۲۹

شماره فکس: ۲۰۸-۳۸۴-۴۱۹۵  
یا به صورت حضوری به ادرس

150 N. Capitol Blvd (2<sup>nd</sup> floor) (طبقه دوم)

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## I. INTRODUCTION

The City of Boise (the City) is a recipient of HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The availability and use of these funds are subject to Federal HOME regulations (24 CFR Parts 91 and 92) and any amendments thereto, including the final regulations published by HUD in the Federal Register on July 24, 2013, and is further subject to the City's policies and program requirements.

The HOME Program is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. The City is releasing this Notice of Funding Opportunity (NOFO) to provide gap funding for the acquisition, rehabilitation, and/or new construction of affordable multifamily rental housing within Boise city limits (as shown on the City's GIS map at <https://city-of-boise.opendata.arcgis.com/datasets/boise::ada-county-city-limits/explore>).

## II. GENERAL REQUIREMENTS

Applicants should review and become familiar with the City's HOME Multifamily Development Program Guidelines (Program Guidelines). Applications will be scored based on compliance with the requirements set forth in the Program Guidelines. In addition, projects selected for this funding round must meet the specific requirements set out in Section III of this NOFO. The City reserves the right to require additional information/documentation as needed to complete project underwriting.

## III. NOFO REQUIREMENTS

### A. Application Requirements and Deadline

All applicants to this NOFO must submit the application in Neighborly, along with all required supporting documentation included in the Required Application Materials Checklist section of the application. All materials must be submitted in compliance with the parameters set forth in the Program Guidelines and this NOFO.

**Applications must be submitted no later than 11:59pm local time on Saturday, March 30, 2024.**

For additional information or questions about this NOFO, the Program Guidelines, or the application and supporting materials, please email the HUD Program Manager, Nikki Drake, at [nrdrake@cityofboise.org](mailto:nrdrake@cityofboise.org).

### B. Funding Focus

Funding is available for acquisition, rehabilitation, and/or new construction of rental housing developments serving low-income households. Of the development's total residential units, at least 50% must serve households at or below 60% AMI. A minimum of 10% of residential units must be dedicated to Our Path Home for households exiting homelessness and the Tenant Selection Plan must prioritize Public Housing voucher holders.

### C. Community Outreach & Consultation

Applicants are **strongly** encouraged to undertake community outreach efforts as part of project planning beyond the basic requirements by the City's Planning and Development Services Department (PDS). Such efforts may include meeting with nearby neighborhood associations, residents, nonprofit organizations, and other similar community groups to share development plans, solicit input and neighborhood priorities, and take such information into account when planning the development. Applicants **must** describe their community outreach efforts as part of the application submission.

### D. Available Funding and Maximum Award

In each funding round, the City may establish both a minimum and maximum cap on its investment in a single development, as well as a limit on total funding available within the round. These project subsidy limits are based on the availability of funding and other City priorities. For this funding round, the minimum funding amount is \$1,000,000, and both the maximum funding amount for a project and the total funding available is \$3,000,000.

Applicants should note that HUD imposes separate per unit subsidy limits, which it publishes each year. See below for current HOME maximum per-unit subsidy limits as updated April 2023:

Bedrooms	HOME Maximum Per-Unit Subsidy Limit
0	\$173,011
1	\$198,331
2	\$241,176
3	\$312,004
4+	\$342,482

### E. Loan Terms

The City will offer one repayment structure: a loan that has an annual payment of no less than 25% and no more than 50% of the surplus cash from the project's immediate prior fiscal year with simple interest of 2%, with an exception for Permanent Supportive Housing (PSH) projects, which will have an interest rate of 0%. Loan payments shall commence twenty-four (24) months from the Agreement start date. The City, at its sole and absolute discretion, shall set and approve the loan terms and may adjust the percentage of surplus cash loan payment based on the loan terms of other federal funding sources or senior loans for the project.

### F. Inclusion of City Soft Costs

For each funding round, the City may provide allowances for the City's project-related soft costs and ongoing monitoring fees to be used by applicants in their proposals. For this funding round, applicants should assume \$15,000 for City soft costs that should be included in the proforma and total request for funds.

### G. Operating Costs

For each funding round, the City will provide minimum operating cost assumptions for underwriting purposes. For this funding round, applicants should allow for at least \$5,000 per unit per year in total operating costs, including the replacement reserve. This standard does not eliminate the need for applicants to provide information on operating

costs for nearby comparable properties or limit the City's discretion to underwrite to higher costs as may be warranted.

#### H. Vacancy Factor

For each funding round, the City will provide minimum vacancy factor assumptions for underwriting purposes. For this funding round, applicants should allow for at least a 5% vacancy factor. This standard does not eliminate the need for applicants to provide information on vacancy factors as per the market study requirements nor does it limit the City's discretion to underwrite to a higher vacancy factor as may be warranted.

#### I. Rent and Income Restrictions

To qualify as affordable housing, HOME units must be rented only to households with certain incomes at rents regulated by the program to be affordable to low-income households. HUD's website provides annually updated HOME income limits at <https://www.hudexchange.info/programs/home/home-income-limits/> and HOME rent limits at <https://www.hudexchange.info/programs/home/home-rent-limits/>.

**To achieve deeper income targeting and address the needs of very low-income residents, the City requires that all HOME units be designated as Low-HOME units for households at or below 50% AMI.**

#### J. City Priorities

As outlined below, the City has defined several priorities and targets for housing developments to help achieve its housing, planning and use, livability, equity, and sustainability goals. To assist the City in achieving these goals, proposals that include priority elements in their projects will receive additional points under the scoring criteria.

City priorities include:

- **Special Populations** – To help achieve its housing and homelessness goals, the City will prioritize projects with dedicated units beyond the minimum required in this NOFO, such as for additional Our Path Home households, site-based Permanent Supportive Housing (PSH), or other special populations as defined in the City's Five-Year Consolidated Plan (people experiencing domestic violence, substance abuse disorders, mental health challenges, elderly and frail elderly, disabled). Five-Year Consolidated Plan: <https://www.cityofboise.org/departments/planning-and-development-services/housing-and-community-development/funding-opportunities/5-year-consolidated-plan/>
- **Location** – To help achieve its livability goals, the City will prioritize projects near transportation corridors, activity centers (as defined in the City's Comprehensive Plan, Blueprint Boise), and parks and open spaces. Blueprint Boise: <https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/comprehensive-planning/blueprint-boise/>
- **Placemaking** – To help achieve its planning and livability goals, the City will prioritize projects that include innovative design aspects and placemaking elements, including activated streetscapes and public/community spaces.
- **Parking** – To help achieve its planning and use goals, the City will prioritize projects with minimum parking as required by code, minimum surface parking, and other

innovative parking options and/or designs to minimize inactive ground levels where possible.

- **Green building and sustainability** – To help achieve its sustainability goals, the City will prioritize projects that follow the City's Green Construction Code, utilize geothermal heating lines (if available) or electric heating and hot water heating, provide recycling infrastructure, are designed with minimum lawn and maximum use of native plants or xeriscaping, use surface irrigation or recycled water for landscape maintenance, and include parking spaces for electric vehicles. Green Construction Code: <https://www.cityofboise.org/departments/planning-and-development-services/building/green-building-code/>
- **Broadband** – To help achieve its equity goals, the City will prioritize projects with broadband-friendly policies and infrastructure beyond the minimum HOME requirement, such as building infrastructure that allows multiple providers to service the building(s) and including modern internal wiring and/or pathways that allow multiple broadband service types. The City will also prioritize projects with policies that do not include revenue-sharing agreements or exclusive provider agreements and projects that do not pay fees to broadband providers for servicing the facility.

#### IV. SELECTION CRITERIA

The preliminary funding commitments resulting from this NOFO shall be determined by a scoring system including, but not necessarily limited to, the priorities outlined in this NOFO. Regardless of numerical ranking, the scoring does not select an applicant or project, nor does it reserve or commit HOME funds. A selection of finalists may be invited to give a presentation of their proposal. Details will be provided to finalists by City staff. References will also be required as outlined in the application.

The City will, in all instances, commit HOME funds at its sole and absolute discretion based on due diligence, sound and reasonable judgment, and prudent business practices to ensure that:

- Developers awarded funds are both capable and fiscally sound;
- The neighborhood market will support the proposed housing; and
- The project's financial assumptions and projections have been reviewed (or underwritten) to balance their adequacy and subsidy layering considerations.

Points will be designated for each category below with a maximum total score of 100 points.

- ***Developer Experience and Financial Capacity – up to 30 points***  
Scores will be based on scope of past portfolio, including but not limited to leveraging of other sources of funds, experience developing and managing projects of similar type and scope, staff qualifications, input from other funders, as well as the overall quality of the application for this project. The applicant's current financial statement(s) and independent audit will be reviewed for financial capacity and soundness.
- ***Strength of Proforma – up to 35 points***  
The applicant's proforma will be reviewed against the underwriting and proforma requirements set forth in the Program Guidelines and/or NOFO for compliance

and strength. Scores will reflect the strength of the overall financial proposal, including the combination and availability of other non-HOME funds. The City may also consider the relative efficiency of each funding request in terms of producing affordable units at the lowest per-unit HOME subsidy cost (for this purpose, the City will consider the total affordable units in a project, including non-HOME units that are otherwise income and rent restricted by LIHTC or other requirements). The City will generally favor projects with deeper income-targeting and affordability.

- ***Unit Mix, Design/Amenities, and City Priorities – up to 35 points***

Unit mix will be reviewed against need (per Market Study or other accepted method), and design and amenity considerations will be looked at closely for compliance with the requirements set out in the Program Guidelines and priorities of the City as described in this NOFO. Each proposal will be compared to the City's minimum requirements and to each other to determine which proposal(s) are the strongest, provide the greatest public benefit, meet the most City priorities, and are consistent with neighborhood needs and input.

## V. QUALIFICATIONS ON FUNDING

### A. Limitation on City Commitment

The selected applicant(s) will receive a Preliminary Award Letter, which may state that the City's commitment of HOME funds is contingent upon several factors, including but not limited to: 1) approval of the City's Annual Action Plan by HUD; 2) the availability of HOME funds; 3) final commitment of all funding sources (including the applicant's receipt of a LIHTC award, if applicable); 4) an environmental review clearance and release of funds secured from HUD (as applicable); 5) execution of a HOME Agreement between the City and the developer/applicant within 12 months from the date of the Preliminary Award Letter (unless extended at the City's sole discretion); and 6) Mayor and City Council approval. ***Construction of the project must start within 12 months of the executed HOME Agreement. If acquiring vacant land, construction on the HOME project must begin within 12 months of purchase.***

Neither this NOFO nor the acceptance of any application shall imply a funding commitment or obligation to any applicant or project. No claim may be made against the City's General Fund or other resources regardless of the status of the proposal(s) or issuance by the City of a Preliminary Award Letter(s) for HOME funding. The City reserves the sole right to approve or reject any and all applications on such basis as it deems to be in its best interest. As a Participating Jurisdiction (PJ), the City is responsible for the administration of the HOME Program under federal HOME regulations and HUD requirements. It is the intent that this NOFO be issued and proposals underwritten in compliance with said regulations and requirements. Should the regulations and requirements change at any time, the City reserves the right to alter its HOME Program and HOME Agreement to ensure compliance up to and including terminating any commitment issued if the project does not meet new HOME regulations and/or HUD requirements. The City, its elected officials, employees, and agents shall not be held responsible or liable for any losses incurred from claims, suits, damages, costs, and expenses of any kind or of any nature that any proposing firm may suffer, incur, or pay



arising out of decisions by the City concerning any proposal, application, loan decision(s), or action(s) associated with the administration of the HOME Program.

**Important reminder: If any funds (public or private) are spent or committed to a development prior to the completion of the environmental review process, the City cannot provide federal funding for the project. Do not take any action, move any dirt on the site, sign binding real estate contracts, or begin any construction until you have received clearance by the City.** Projects that are not selected for an award of funds will receive a letter releasing them from any federal requirements triggered by application to the City for HOME funds, such as the restrictions in place prior to completion of an environmental review.

### **B. Good Standing**

No loan application will be processed for any borrower or related entity which is not in good standing with the City of Boise, State of Idaho (including Idaho Housing and Finance Association), the U.S. Department of Housing and Urban Development, or the United States Department of Agriculture Office of Rural Development (USDA-RD; formerly the Farmers Home Administration).

An applicant can be denied consideration for funding if the applicant or its related parties have a history of default or non-performance under any agreement, payment delinquencies, bankruptcy, foreclosure, debarment, or activities determined to be unsound or unlawful.

### **C. Unique Entity Identifier**

Owners (including CHDOs), developers, and general contractors must provide their Unique Entity Identifier (UEI) *and* proof of current registration with SAM (Sam.gov), which requires annual renewals. All subcontractors must have a UEI, but are not required to register with SAM. All agreements with contractors and subcontractors must include UEI numbers. **Note: The UEI has replaced the DUNS number and is required for any entity to receive federal funds.**

### **D. Code of Conduct**

The developer will be required to covenant that no person who presently exercises any functions or responsibilities in connection with the City of Boise HOME Program has any personal financial interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Further, the developer will be required to covenant that in the performance of this proposal, no person having any conflict of interest shall be employed. Any interest on the part of the developer or its employees must be disclosed to the City provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirements that maximum opportunity be provided for employment of and participation by low and moderate-income residents of the area. The developer will be required to warrants that they have reviewed and are familiar with the conflict of interest requirements of 24 CFR 92.356 and 2 CFR 200.318(c)(1).