

Questions and Answers regarding 2023 City of Tacoma/TCRA Affordable Housing NOFA

(These responses are for the City/TCRA only and should not be applied to any other funders even if the circumstances are similar. Please contact applicable funders for questions related to their applications or programs.)

Questions were due by: 06/07/2023 to cedhousingdivision@cityoftacoma.org
Q&A posted online on 06/14/2023.

https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals

- 1) I am interested in the CED funding announcement that was received on May 11, 2023. When I went to the application site it seems that the process has expired. Is it still open?

The application period opened on May 11, 2023. The deadline for requesting an application folder is June 21, 2023. Applications are due on June 29, 2023. The complete timeline is as follows:

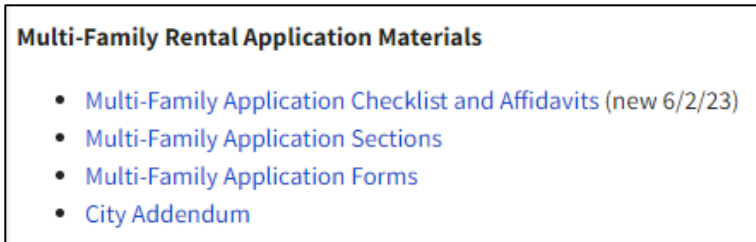
NOFA announcement made and application materials released	May 11, 2023
Questions on application materials accepted	May 11 through June 7, 2023 at 12pm
Application Workshop	May 23, 2023, 2pm via Zoom
Request for Application Submission Folders due	June 21, 2023
Applications due	June 29, 2023
Funding eligibility threshold review	June 30 through July 11, 2023
Applicants made aware of whether their project is eligible for funding	July 12, 2023
30-day public comment period on eligible projects and applicants	July 13 through August 14, 2023
Eligible applicants orally present projects to TCRA	August 10, 2023 at 7:30am via Zoom
Funding recommendations made at regularly scheduled TCRA Meeting	September 14, 2023
Funding awards announced	September 15, 2023
Preliminary pre-commitment award letters delivered	As necessary, starting September 15, 2023

- 2) We were going through the application requirements and were not able to find the **2023 Affidavits, Assurances & Certification**, and the **2023 HOME & NHTF Addendum** forms.

The 2023 Affidavits, Assurances & Certifications were added to the Multi-Family Application Checklist document on June 2, 2023. These documents are posted for download at

https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals

Screen shot of where revised checklist can be found:



- 3) Are all of the attachments in the Combined Funders Rental Application attachments required to be submitted with the application? Will not including attachments listed in the Combined Funders Rental Application affect scoring?

Responders may include all the applicable information and documents identified on the checklist. If something is not applicable, please use the “Missing or Not Applicable Items” space provided below to explain why it is not applicable to your proposed project. Please note, the City does reserve the right to request all information and documents at a later date. Missing attachments may affect scoring if the documents would be required for the project to proceed but, could not be secured or provided in a timely manner.

- 4) In the Combined Funders Rental Application, do the yellow text boxes have a maximum character limit? If the text in our response to a question goes outside of the yellow text box is that acceptable to submit?

The City does not impose any text box character limit beyond what the application document allows. If you need to submit information that is not showing in the text box, you can submit it in a separate attachment and include it with the other attachments to your application. Please create a relevant name for your attachment(s).

- 5) How can I be added to the Housing Division’s Interested Parties e-mail distribution list (per instructions from NOFA for Affordable Housing Development and Preservation)?

To receive updates by email about Notices of Funding Availability and Requests for Proposals from the City of Tacoma Community and Economic Development Department’s Housing Division, send an email request to cedhousingdivision@cityoftacoma.org with your name, organization, and contact information.

- 6) There is a ‘Historical Elements’ section of the NOFA. There aren’t any structures or historical elements on the property for which we will be applying. Is there a separate process that is required? Could you provide guidance on what the reviewers are looking for in this section and what documentation we need to provide?

If you have determined that there are no structures or historic elements on the property, answer question 19 in the Combined Funder Application (CFA) Sections application document accordingly. Question 21 of the Combined Funder Application (CFA) Forms states that if there are no structures identified as historic structures, so skip to 21a.

- 7) We have reviewed the past NOFA documents and can not find any architectural requirements or guidelines (compared to the OHCS CDM). Is there something we are missing?

The City’s zoning and permitting process administered by the City’s Planning and Development Services Department oversees architectural requirements or guidelines for multi-family buildings in

the City of Tacoma. Those will be reviewed and applied as part of the permitting process and are not considered part of the funding criteria as long as all permit requirements can be met.

- 8) We have experience satisfying Section 3 requirements for construction, but not with Professional Services (Question 14 under the Contracting section). Are there guidelines regarding this question?

Section 3 and Professional Services:

Professional service jobs are defined in 24 CFR 75.5 of the final rule as “non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.” These jobs are excluded from the reporting requirement for Section 3 and Targeted Section 3 workers because it is very difficult for grantees and contractors to recruit and hire eligible persons for these roles due to the higher wages/salaries earned for these types of jobs. Therefore, the labor hours worked for professional services jobs are NOT to be included in the total labor hours worked on the project and were not considered in the development of benchmarks. However, if employees in professional services roles meet the definition of a Section 3 worker or Targeted Section 3 worker, their labor hours can be reported in the applicable Section 3 worker or Targeted Section 3 worker labor hour category.

- 9) What are the income limits?

The table below are the income limits effective as of 6/15/2023:

<i>Household Size</i>	<i>Median Income</i>	<i>30% of Median Income</i>	<i>50% of Median Income (VERY LOW)</i>	<i>60% of Median Income</i>	<i>65% of Median Income</i>	<i>80% of Median Income (LOW)</i>
1	\$75,300	\$22,600	\$37,650	\$45,180	\$48,945	\$60,200
2	\$86,000	\$25,800	\$43,000	\$51,600	\$55,900	\$68,800
3	\$96,800	\$29,050	\$48,400	\$58,080	\$62,920	\$77,400
4	\$107,500	\$32,250	\$53,750	\$64,500	\$69,875	\$86,000
5	\$116,100	\$34,850	\$58,050	\$69,660	\$75,465	\$92,900
6	\$124,700	\$37,450	\$62,350	\$74,820	\$81,055	\$99,800
7	\$133,300	\$40,000	\$66,650	\$79,980	\$86,645	\$106,650
8	\$141,900	\$42,600	\$70,950	\$85,140	\$92,235	\$113,550

The 2023 Income and Rent Limits are posted at a link at the very bottom of the Housing Division webpage: <https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=32574>

- 10) What is the difference between HB 1406 and HB 1590 funds?

HB 1406 funds are generated from the remittance of an existing sales tax and HB 1590 is a new 1/10 of 1% tax. The eligible uses are also slightly different:

- HB 1406: Units assisted with HB 1406 funds must be occupied by households whose annual incomes do not exceed 60 percent of area median income.
- HB 1590: Units assisted with HB 1590 funds must be used for Permanent Supportive Housing (PSH) provided to persons within any of the following population groups whose income does not exceed 60% of area median income:
 - Persons with behavioral health disabilities
 - Veterans
 - Senior citizens
 - Persons who are homeless or at-risk of being homeless, including families with children

- Unaccompanied homeless youth or young adults
- Persons with disabilities
- Domestic violence survivors

11) Are applications that were submitted to previous grant rounds of Affordable Housing funding posted for review?

These are not posted for review.

12) We saw the attached NOFA and are currently developing a mixed-income workforce housing development in Tacoma. Would you have time to briefly discuss the program(s) and its requirements? Beyond what is in the NOFA, staff are not available to discuss the program and its requirements once the NOFA is released, however, we can respond to specific questions about the NOFA. If you would like to discuss the program and its requirements, please request a meeting outside of the NOFA cycle timeline.

13) I have property in Tacoma and just recently got a design built to build 12 apartments. Would I qualify for some funding to make these low-income apartments?

See sections V, VI, VII, and VIII of the NOFA Application Information and Instructions document for more information on project eligibility. If some or all of the units in the project can meet these criteria, it is likely the project may be eligible. The first step staff complete when the application window closes is an eligibility review to make sure all projects meet the eligibility criteria. If an application is submitted, a determination notification will be sent out within two weeks of submitting an application. For this NOFA, the eligibility threshold review is estimated to occur between June 30, 2023 through July 11, 2023.

14) Appraisal – if the property is already owned by a project partner, do we need to do an appraisal or can we use assessed value?

If a sale of the property is not part of the project, an appraisal is not required. If the project will involve a “sale” or the value of the property impacts the project in another substantial way (the value of the property is set at a value higher than the assessed value as part of securing funding or tax credit pricing) an appraisal will be required/necessary to support that valuation since a part of the overall transaction is related to that valuation.

15) Relocation plan – do we need a complete relocation plan for the submittal?

Yes, if your project is seeking federal funding under this NOFA a relocation plan is required with the application. See section XVI.E of the NOFA Application Information and Instructions document for more details.

16) Timing - On pg. 13, section H it says construction must commence no later than 1 year from date of funding award and completed within 3 years. On pg. 23 (15) it says project must have permits within 18 months of funding approval. It often takes more than one funding round to get fully funded. Our best case scenario would be to start in October 24. As long as we are making progress toward full funding, does this meet the City’s timeliness criteria?

If a project is awarded funds and is not able to meet these milestones, staff will stay in close communication to ensure progress towards construction is being made. The project’s schedule and key milestones should be sufficiently detailed in the applicable parts of the application materials.

- 17) Is it acceptable to submit the same CHDO recertification application with all three of our upcoming applications to the Affordable Housing NOFA?
You will only need to submit one CHDO recertification application. Note that there is one application for organizations that have not previously received City of Tacoma CHDO status (New CHDO Certification Application) and a different application for organizations that previously had that status (Renewal Certification Packet for Current CHDO).
- 18) Is the Project Priorities Survey and Sustainable Development Online Form for ESDS required with the City of Tacoma's application?
The Project Priorities Survey and Sustainable Development Online Form is not required.
- 19) If the property management company hasn't been identified for new construction, how does that affect scoring?
Completeness and experience of the project team (development through operations) is considered as part of the project scoring, but it is not prioritized. We recognize projects begin seeking funding at various stages and as a result we see projects in various stages of completing their project team. We encourage applicants to be as detailed as possible in the project schedule and narrative portions of the application for when various roles for the project team will be filled and how the project will ensure they have the necessary qualifications for the project scale.
- 20) Can we plan to fill in the operating costs on tab 8c with estimates if a property management company is not identified? If we decide to submit the application without a property management firm selected, how should we fill out tab 9E of the Rental Application Workbook?
Yes, Tab 8c should be filled with an industry based estimate. Tab 9E will not need to be completed if a property manager has not been identified and applicable narrative information should be included in the narrative portion of the application.
- 21) Can the property management firm be listed as 'To Be Determined'?
Yes