

COUNTY OF BURLINGTON, NEW JERSEY
American Rescue Plan Act (ARPA)
Burlington County Affordable Housing Grant Program
Not-For-Profit and Non-Profit Organizations

Notice of Funding Opportunity

Take notice that the County of Burlington, New Jersey (“County”) will receive sealed grant proposals from eligible not-for-profit and non-profit organizations on Friday, August 18, 2023 at 3:00 p.m. under the Burlington County Affordable Housing Grant Program (the “Program”) established by the Burlington County Board of County Commissioners on October 26, 2022, pursuant to Resolution # 2022-00702. The County will award grants to experienced affordable housing developers under the Program on a discretionary basis not-to-exceed \$1,250,000.00 per organization. The total amount awarded may not exceed eight percent of the total project costs. Organizations must meet all Program criteria and requirements as set forth herein.

The objectives of the awarding of grant funds under this Program are to promote the construction of new, 100 percent affordable housing projects, as well as the construction of affordable housing units within mixed-income residential development, and the construction of affordable housing units that are designed to provide assistance to communities of need, including families experiencing homelessness or housing instability, and those who are responding to incidents of domestic violence.

The County shall be guided by the regulations issued by the Federal Department of Treasury regarding the use of ARPA funds set forth at 31 CFR Part 35 and the Final Rule: Frequently Asked Questions, available at the following website: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>.

The Program Overview and Submission Requirements are enclosed herein.

Only written responses will be accepted at the below mailing address by the prevailing date and time: Friday, August 18, 2023 at 3:00 p.m. The County is not responsible for late submissions, incomplete submissions, and submissions that do not meet all terms and conditions of the Program. Responses must adhere to the prescribed format. Written responses, questions and other inquiries about this Program shall be directed in writing to the Burlington County Office of the County Administrator:

Ashley Buono
County Solicitor
49 Rancocas Road, Room 225
Mount Holly, NJ 08060
609-265-5289

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The County promotes equity and inclusion and encourages all eligible organizations to participate in this opportunity.

This notice will be published on the County's website: <http://co.burlington.nj.us/904/RFP-RFQ-Listing>

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Program Overview and Submission Requirements

A. FULL NAME OF PROGRAM

Burlington County Affordable Housing Grant Program.

B. PROGRAM TYPE AND AWARDS

Discretionary Grant Program. Discretionary grants will be awarded to selected organizations to accomplish the objectives of the Program. Grant awards, not to exceed \$1,250,000.00 per organization, will be determined based on need, priorities of the County, assessment of the organization's response, and availability of funds, pursuant to the evaluation formula set forth in Section F herein. The County encourages each organization to report total eligible expenditures and program needs. The County may use this additional financial data to assess each response and develop future funding opportunities.

C. NATURE AND PURPOSE

The County received funds from the United States Department of Treasury in connection with the American Rescue Plan Act ("ARPA") and reserved a portion of the funds to establish this program.

This Program will award grant funds on a discretionary basis in the form of a grant or a deferred payment loan to organizations who meet all Program criteria and requirements.

The objectives of the grant funds under this Program are to promote the construction of new, 100 percent affordable housing projects, as well as the construction of affordable housing units within mixed-income residential development, and the construction of affordable housing units that are designed to provide assistance to communities of need, including families experiencing homelessness or housing instability, and those who are responding to incidents of domestic violence.

Organizations are required to demonstrate how their existing programs meet these objectives.

D. DEVELOPER AND PROJECT ELIGIBILITY CRITERIA

For a project to be eligible for the Program, it must be eligible to be funded under any of the following federal housing programs:

- The National Housing Trust Fund (HTF, administered by HUD);
- The Home Investment Partnerships Program (HOME, administered by HUD);

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- The Low-Income Housing Tax Credit (administered by Treasury);
- The Public Housing Capital Fund (administered by HUD);
- Section 202 Supportive Housing for the Elderly Program and Section 811 Supportive Housing for Persons with Disabilities Program (administered by HUD);
- Project-Based Rental Assistance (PBRA) (administered by HUD); and
- Multifamily Preservation & Revitalization program (administered by USDA).

The proposed development must have a limited maximum income of 60% of area median income (AMI) as imposed through a covenant, land use restriction agreement, or other enforceable legal requirement for a period of at least 20 years.

The Applicant must have developed no less than 150 of units of affordable housing in New Jersey over the past three years.

All funds must be used within Burlington County.

Grantee shall defend and indemnify the County over any litigation that arises as a result of the construction of the subject affordable housing.

Grantee shall further certify that the subject affordable housing developments shall be compliant with all applicable equal opportunity and all affirmative action requirements.

E. SUBMISSION REQUIREMENTS

Applicant organizations must submit the following:

1. Evidence of their non-profit or not-for-profit status.
2. A detailed budget form.
3. A map of the proposed location of the development.
4. A cover page, consisting of the following:
 - Name of organization
 - Service address of organization
 - Name, title and telephone number of contact person.
 - Name and address of parent company, if applicable.
5. A Written Narrative, consisting of the following:

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- General overview of the project, including number and types of structures and units, square footage, and total development costs.
- Proposed location for the project.
- Financial Feasibility
 - Describe the financial viability and assuredness that the project being proposed will be completed within a reasonable timeframe and at the cost proposed with identified and securable financing sources.
 - Explain whether development costs are in accordance with industry norms.
 - Explain the project's schedule considering the proposed municipality's permitting processes.
 - Explain the timing of all funding sources identified on the project budget.
 - Explain how the Program grant funds will be used on the project.
- Organization's Experience with Affordable Housing Projects
 - An organizational chart showing the team members and their roles.
 - Explain the organization's experience with developing affordable housing projects.
 - References to prior projects must be provided.
 - Pictures of completed projects should be provided.
 - Explain the organization's capacity to complete the proposed project in accordance with the submitted project schedule given current and future projects.
 - Attach resumes and references for key team members.
- Project Design
 - Explain the overall design of the project along with the merits of the overall design.
 - Explain any features for sustainable design including, but not limited to, optimization of site potential, minimization of non-renewable energy consumption, environmentally preferable materials, protection and drainage of groundwater and storm water run-off.
 - Explain whether site is currently under Applicant's control, and if not, the plan to obtain control.
 - Explain whether the project will require a zoning variance.
- Targeted Population
 - Identify and describe the segments of the population that may inhabit the project.
 - Provide a statement on the targeted income level for the project.
 - Outline an outreach program designed to attract potential housing applicants.

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- Describe how participants will be selected. If selection will be subject to preference policies, describe these policies.
- Statement on Affordability Period.

6. (Optional) Site plans and/or architectural designs.

F. PROPOSAL EVALUATION AND CRITERIA FOR SELECTION

Proposals will be reviewed for compliance with the terms and conditions of the Program requirements.

The County, in its sole discretion, may elect to request some or all applicant to provide additional information, which may include interviews of the organization's key members. No one factor shall be determinative in the evaluation process. It is expected that those organizations to which grant funding is provided will execute a Memorandum of Understanding within two months of designation by the County.

The County will review proposals based on the following:

(1) Responsiveness: 10%

Qualify of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

(2) Experience/Qualifications and Capacity to Accomplish the Work: 35%

Applicant has experience with not only affordable housing development, but also working with municipalities and federal funding. Applicant must report positive references.

(3) Income Levels Served: 20%

An Applicant who can provide some units for households with incomes at or below 30% AMI in addition to units for households with incomes at or below 60% AMI will be prioritized. Projects with a proposed affordability period of more than 30 years will be rated higher than those proposing a lesser number of years.

(4) Proposed Cost: 15%

Analysis of cost reasonableness and analysis of confirmed leveraged funds. The financial feasibility of the proposal will be considered.

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(5) Schedule: 20%

Availability and compatibility of a schedule. Funds must be committed by December 31, 2023, and expended by December 31, 2025.