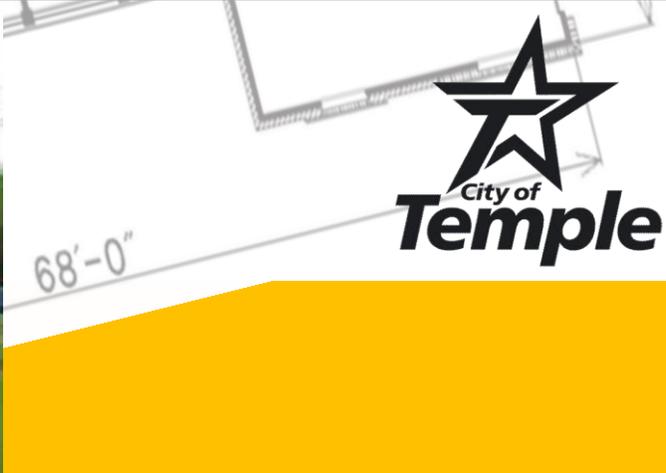


YOUR *Voice*
Your **COMMUNITY**

Collaborate • Participate • Engage



EMPOWERMENT ZONE

Jeff Hamilton Area FEE REDUCTION PROGRAM

CITY OF TEMPLE

EMPOWERMENT ZONE – JEFF HAMILTON AREA

PURPOSE

The City of Temple is committed to establishing long-term economic vitality in designated *Empowerment Zones*, encouraging redevelopment, diversification and improved housing stock. Through the implementation of this incentive program, developers who meet certain eligibility criteria may facilitate new housing construction for single family structures and/or rental investments in order to meet the following goals:

- Enhance the neighborhood and improve the quality of life through community partnerships;
- Empower neighborhoods by engaging citizens in the neighborhood improvement process;
- Encourage enhancements that support long-term viability and prevent/address deferred maintenance and property deterioration;
- While preserving the character of the neighborhood.

INCENTIVES

For eligible projects involving investment in real property, incentives are available on property located within the delineated *Empowerment Zone*. The incentives are provided as fee reductions for eligible and approved activities to be completed by the Applicant, within twelve (12) months. Fee reductions may be applied in-lieu of payment for eligible and approved activities, up to the approved amount.

The City may consider offering similar economic incentives for development within certain areas of the City, when deemed appropriate.

Incentive Overview

Incentive Type	Eligible Amount
Lot Conveyance	Conveyance by deed without warranty
Waiver of Platting, Zoning and Permit Fees	100% of associated costs waived (up to \$2,000)
Demolition Assistance	If available, 100% of costs waived
Waiver of Water and Wastewater Tap Fees	If eligible, 100% of associated costs waived
Release of Mowing and Demolition Liens	If eligible, 100% of associated costs waived
Disposal of Lot Clean Up, Construction and Demo Waste	If eligible, 100% of associated costs waived
Lot Clearing	If available, 100% of costs waived

Types of Incentives

In its sole discretion the City will consider offering the following incentives on eligible properties within the Empowerment Zone:

Lot Conveyance – Grants, by deed without warranty, of City-owned lots in the Jeff Hamilton Empowerment Zone to builders on eligible property, in which case the applicant shall be responsible for recording fees, surveying costs and all other costs associated with the conveyance.

Waiver of Platting, Zoning and Permit Fees – Fee reductions, up to \$2,000, in platting, zoning, and building permit fees.

Demolition Assistance – The demolition of buildings, slabs, or other existing improvements on lots by City crews, and disposing of the same at the City's cost, when the City has the capacity and equipment to do so. The City will not demolish buildings where the City determined that there is a reasonable probability that the building contains asbestos, unless the applicant agrees to obtain an asbestos survey and abated asbestos, where necessary, prior to demolition of the structure.

Waiver of Water and Wastewater Tap Fees – The waiver of water and wastewater tap fees.

Release of Mowing and Demolition Liens – Releasing mowing and demolition liens on eligible properties in the Jeff Hamilton Empowerment Zone, upon property acquisition.

Disposal of Lot Clean Up, Construction and Demolition Waste – Fee reduction or waiver for roll off containers for lot clean up, construction, or demolition waste. Hazardous materials will not be collected.

Lot Clearing – Clearing vegetation by City crews when the City has the available personnel, capacity and equipment to do so.

ELIGIBILITY

A developer may be eligible for assistance under this program if they meet all of the following criteria:

- The property is located within the properties of the delineated Empowerment Zone (see attachment A);
- The home is located on a legally platted lot of record that is zoned to allow the proposed construction;
- All payments for City-provided utilities and all property taxes are current for the property;
- The proposed investment for rehabilitation must total a minimum of \$15,000 or the proposed investment for new construction must total a minimum of \$70,000; and
- The applicant must complete an application and follow the application process.

Rehabilitation work must include at least one of the following:

- Foundation work (drain tile, bracing, new foundation);
- Major exterior improvements (siding, roofing, windows); and/or
- Major interior remodeling or replacement of major mechanical systems (e.g. furnace, electrical system).

Applications must be submitted and approved prior to commencement of work. Fee reductions will not be offered on activities commenced prior to contract execution.

Developer Requirements

Developers interested in participating in the program must submit, along with an application, the following documentation:

- Demonstrate consistent, quality performance, with no previous unresolved complaints with the City;
- Provide documentation of homes built in the Temple or Bell County area, which demonstrates quality of work and ability to carry a project through to completion;
- Utilize subcontractors who have not been previously disqualified for work on City projects;
- Use licensed plumbers, electricians, and heating specialists in the construction of homes built for the program;
- Submit proposed house plan(s)/rehabilitation plan(s) and specifications that meet or exceed the housing criteria, as outlined in this program guide;
- Provide proof of insurance;
- Obtain all applicable permits from the City, upon agreement execution;
- Provide documentation that a 10-year limited warranty would be provided on new homes built in the program, at no charge to the occupant
- Provide letters of reference from buyers/renters of homes you have built/manage;
- Provide pictures of homes you have built, in their new and current condition; and
- Provide proof of financial sustainability.

City staff shall determine, based on the above, if the developer meets the qualifications as indicated in the scoring criteria section of this program guide.

APPROVAL AND IMPLEMENTATION PROCESS

A developer wishing to have a project considered for Empowerment Zone fee reductions should complete the application form and submit them to the General Services division **PRIOR TO REQUESTING A BUILDING PERMIT**. The GS division will review the project against the applicable criteria below and determine the level of fee reduction. Upon satisfaction of these requirements and approval by the General Services Manager, the fee reduction will be granted and processed with the building permit application. This process will take a minimum of one week. All appeals of the amount of the fee reduction approved may be made to the City Manager in writing within 10 days of the fee reduction approval.

STEP 1: Identify the project and prepare an application

STEP 2: Submit the application

Attachments

Plans and graphical renderings

STEP 3: Staff review period

STEP 4: Agreement review and execution, if application approved

Application Evaluation and Selection Criteria

This section states the criterion used to measure the benefits of projects intending to address the program goals. The categories provide specific points for projects to meet the Program objectives. Under this criterion, there are a minimum of points that need to be achieved to qualify for the fee reductions. The individual ranking sheets for projects are attached for illustration purposes only.

The proposed project must satisfy enough criteria to receive at least **100 points** to be considered eligible for fee reduction. Additional points may be applied to an application that meets the non-required criteria related to accessibility and energy efficiency.

The developer must sign a contractual agreement assuring that the respective criteria will be met for the construction of the unit.

1. Applicant Information
 - A. Non-profit Required Items (if applicable)
 - B. For-profit Required Items (if applicable)
2. Project Description
3. Site Control and Demonstration of Value
4. Development Team
5. Development Schedule
6. Developer Capacity
7. Project Budget
8. Funds Proposal
 - A. Sources
 - B. Uses
9. Accessible/Adaptable Units
10. Criteria Related to Building Standards checklist

For final approval conditions, see attached sample of the agreement, which is subject to change based on project implementation.

APPLICATION OF FEE REDUCTIONS

Before redeeming any fee reductions on an approved project, the developer should review the procedures in the project agreement. The developer must provide proof of the agreement to the departments associated with the fee reduction when asking for the service. In some cases the developer may be responsible for paying the total costs of the fees and the City will reimburse once all work is completed, which will be outlined in the Project Agreement, and based on the developers qualifications.

CRITERIA RELATED TO BUILDING STANDARDS

Developers are asked to develop plans and specifications that meet or exceed the following basic criteria:

General

- Each house will have bedrooms, a living room, kitchen/dining area, and a minimum of one bathroom. The bathroom may be divided with a door between the toilet/bath/shower area and a vanity/sink area.
- All homes must be constructed in accordance with the International Residential Code (IRC), the City codes and any standards associated with this program.
- House plans should depict units in an affordable size range. Minimum square footage:
 - One – Bedroom (duplex only) 650 square feet (each)
 - Two – Bedroom 850 square feet
 - Three – Bedroom 1,050 square feet
 - Four – Bedroom 1,150 square feet
- Following is a list of the types of construction and components which will be standard in all homes:
 - Engineered Foundation
 - Energy Efficient
 - Hip and/or gabled roof
 - Central HVAC
 - FHA Standards
 - Roof pitch will be a minimum 4/12

The project must meet the minimum standards defined in Code, plus the following program specific criteria:

Exterior

- Design features to create safe neighborhoods – front porches with a minimum size of 40 sf (can encroach into front setback);
- If two or more units, offset of front porches;
- Masonry front (at least 25% wainscoting coverage), remaining must be to the standard of fiber cement siding, with high quality paint to ensure longer life of siding;
- Single front gable, at a minimum;
- Ridge vents or turtle-back vents will be installed, providing sufficient attic ventilation, as required by IRC;
- Shingles used on roofs will be fiberglass reinforced 20-year warranty, at a minimum; lighter colors are preferred to reduce heat gain;
- Soffit or Hardi soffit vents will be installed under the eaves;
- Exterior walls will be insulated to an R-13 value or higher and ceilings will be insulated to an R-38 value or higher;
- Insulated windows will be used and will be a color that coordinates with the masonry and/or Hardiplank color; size, placement and type of window are very important to minimize heat gain and maximize ventilation;

- Proper and adequate security provided at doors and windows;
- Exterior doors will be steel clad or fiberglass with keyed lock-set and single cylinder dead bolt lock on the front door and the rear door or sliding door on the rear; lock hardware will be standard duty and all locks will be keyed alike;
- A single, 1 ½ or double car garage will be provided, as the site allows; all electrical wiring shall be within closed walls;
- In lieu of a garage an 8' x 10' storage building must be provided, with a solid core exterior door and a standard locking knob must be provided;
- The front and rear porch/entrance areas will have light fixtures;
- In addition to normal plumbing inside the house, a hose bib will be provided at two places on the exterior, preferably the front and rear;
- A concrete drive minimum 9' wide will be provided with a minimum of 3' concrete walkway leading from the driveway/parking pad to the front entrance door;
- Minimize parking in the front to 2 – 9x18 spaces per unit;
- If two or more units, planting strip between each parking pad;
- Plant drought tolerant sod in front, side and rear yards (Bermuda, Buffalo Grass or Zoysia);
- Contiguous front yard;
- Plant drought tolerant qualifying large or medium canopy tree at outer edge of parking pad;
- Plant drought tolerant qualifying ground cover, shrubs or small canopy trees;
- Preserve or replace public sidewalk, as feasible; and
- Front setback that is consistent with the rest of the block and as close to the road as possible; and
- Preserve existing trees and native vegetation, clear lots only to the extent necessary for the house and driveway.

Wall Framing

- Design/construction should include weatherization of all units to increase energy efficiency;
- Studs may be spaces either 16" or 24" on center, framing must comply with the IRC; and
- Wood blocking will be installed, during framing, at tub/shower and toilet areas for the future installation of grab bars, and also in the kitchen area for kitchen cabinets.

Interior

- All homes will be provided with central heating and air conditioning systems, with enhanced energy efficiency;
- A programmable thermostat will be provided;
- Interior doors will be pre-hung, hollow-core doors with a minimum thickness of 1-3/8";
- Standard bedroom and bathroom lock hardware shall be provided;
- In the kitchen area, all wood base cabinets and wall cabinets will be installed to provide maximum storage available;
- The kitchen sink will be at least a double, 20 gauge, 22" x 33" stainless steel sink, with a minimum depth of 6 inches;
- At a minimum laminate quality counter tops will be provided;
- There will be a 30-in range, with a vent-a-hood, or a micro-wave vent hood combination;

- A garbage disposal and dishwasher will be installed;
- All appliances will be Energy Star certified, as appropriate to the appliance;
- The required bathroom will include a toilet, vanity with sink, wall mirror, two towel bars and a tub/shower unit;
- A space will be provided for a washer and dryer in the living space, with a water supply and drain plumbing for the washer, a dryer vent will be installed to the outside, preferably by a horizontal duct, appropriate electrical or gas receptacles will be provided for both appliances;
- Install wiring for telephones with a jack in the living room or kitchen area and master bedroom, at a minimum;
- Install wiring for television antenna jacks in the living room and master bedroom, at a minimum;
- A doorbell chime and hard-wired smoke alarm will be provided;
- Interior walls will be finished drywall, painted with semi-gloss latex paint;
- Flooring should preferably be strip vinyl, sheet vinyl, composition vinyl, laminate wood flooring or stained concrete, minimal use of carpet is preferred;
- Mini-blinds shall be installed on all windows;
- Master bedroom closet will have at least 6' hanging space for clothes; all other bedrooms will have a minimum of 4' closet rod space;
- Bi-fold doors will be allowed for laundry areas only;
- A linen closet will be provided;
- Ceiling light fixtures will be provided in the bedrooms and kitchen, install light fixtures over the vanity in bathrooms, ceiling fans with light fixtures may be installed and are preferred in the living room and bedrooms;
- Access to the attic will be provided, with an area four feet by eight feet with floorboards for storage space; and
- Fireplaces will not be allowed.

1. APPLICANT INFORMATION

If the applicant is not acting as the developer, please provide all of the information below for the developer, as well as the applicant. If the developer involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the "lead" organization.

Name

Business/Street Address

City

State, ZIP

Telephone #

Contact Person

Contact Telephone #

Email Address

DUNS #

Federal Tax ID #

2. SUPPLEMENTAL INFORMATION

Attach copies of the following:

Non-Profit Applicants/Developers

1. A "certificate of status" issued by the Texas Secretary of State;
2. Federal IRS certification granting non-profit tax-exempt status;
3. Certified audit for most recent year, which includes the auditor's opinion and management letters; and
4. Board resolution approving the proposed project and authorizing the request for fee reductions.

For-Profit Applicants/Developers

1. For Corporations, Limited Partnerships, and Limited Liability Companies, a copy of a "certificate of status" issued by the Texas Secretary of State;
2. A current financial statement; and
3. Proof of sufficient reserves or a line of available credit in order to complete the proposed project.

3. PROJECT DESCRIPTION

Provide a brief project description that addresses items "a" through "f" below:

- a. Indicate the project location by providing an area map with the property highlighted.
 - b. Are there existing structures on the property, please describe (e.g. size, type, condition, future use, etc.):
-
-
-

- c. Type of Construction: _____
 Type of
- d. Housing: Single Family Duplex Tri-Plex Other: _____
 Lot
- e. Size:
- f. Total number of units to be constructed:

	# of Units by # of BR	SF of Unit	Monthly Rent or Sales Price
1 BR			\$
2 BR			\$
3 BR			\$
4 BR			\$

4. SITE CONTROL AND DEMONSTRATION OF VALUE

Include evidence of site control, such as a warranty deed or a current, receipted earnest, and provide a real estate appraisal that is no older than six months and that uses 3 or more comparables, or current tax documentation that substantiates the value of the project.

5. DEVELOPMENT TEAM

Identify below the persons or entities anticipated to be involved in the project. Also, indicate if any person or entity involved is a disadvantaged, minority or women-owned business enterprise (DBE/MBE/WBE), or if any of the entities are non-profit organizations.

	Development Team Name(s) and Contact Information	Years of Experience	DBE	MBE	WBE	Non-Profit
Owner						
Developer						
Architect						
Engineer						
Construction Lender						
Other Lenders						
General Contractor						
Consultant (if applicable)						
Sub-Contractor						
Sub-Contractor						
Other						
Other						

Please also provide narrative information about the skills you or your development team members have in the following areas: project management; market analysis; site selection and control; planning and construction; design, architecture and engineering; and legal and accounting.

6. DEVELOPMENT SCHEDULE

Complete the schedule below with anticipated completion dates. Re-order the steps according to the appropriate sequence for your project, and add in any other significant steps integral to your project’s development. Please be as precise as possible, narrowing dates by 15 day intervals. A separate project schedule may be attached.

	Date(s)
Acquisition and/or holding	
Securing and packaging project financing	
Construction specifications and cost estimates	
Construction bids	
Construction start	
Anticipated draws	
Completion of construction	
Marketing/Sales	
Project completion (home sold)	
Other:	
Other:	
Other:	

7. DEVELOPER CAPACITY

Provide narrative information on recent, similar and successful experience in housing development. Narrative should include information about experience from project conception, execution and completion. Include experience using multiple fund sources, marketing and sale of homes.

8. DETAILED PROJECT BUDGET

Use the following table, or comparable format, to provide a complete project budget. Add line-items as necessary.

	Total Project Cost	Fee Reduction Being Requested	Description
PREDEVELOPMENT			
Appraisal			
Environmental Review			
Engineering			
Survey			
Architectural			
Demolition/Lot Clearing			
TOTAL PREDEVELOPMENT			
ACQUISITION			
Site and/or Land			
Structures			
Other (specify)			
TOTAL ACQUISITION			

CONSTRUCTION			
Infrastructure			
Site Work			
Demolition			
Concrete			
Masonry			
Rough Carpentry			
Finish Carpentry			
Waterproofing & Insulation			
Roofing & Sheet Metal			
Plumbing/Hot Water			
HVAC/Mechanical			
Electrical			
Doors/Windows/Glass			
Lath & Plaster/Drywall/Acoustical			
Tile Work			
Soft & Hard Floor			
Paint/Decorating/Blinds/Shades			
Specialties/Special Equipment			
Cabinetry/Appliances			
Flooring:			
Other:			
Other:			
Other:			
Construction Contingency			
TOTAL CONSTRUCTION			
SOFT & CARRYING COSTS			
Legal			
Audit/Accounting			
Title/Recording			
Architectural (Inspections)			

Construction Interest			
Construction Period Insurance			
Construction Period Taxes			
Relocation			
Marketing			
Other:			
Other:			
TOTAL SOFT & CARRYING COSTS			
TOTAL PROJECT BUDGET			

9. FUNDS PROPOSAL

Provide the following information to facilitate financial review of the proposed project:

SOURCES OF FUNDS SUMMARY					Intended Use of Funds (Predevelopment, Acquisition, Construction, Soft Costs)
	Amount	Term	Interest Rate	Evidence (Deed, Sales Contract)	
Owner Equity					
Private Financing (list below)					
Other Sources (list below)					
TOTAL					

USE OF FUNDS SUMMARY		
	Total Cost	Cost/Unit
Predevelopment		
Acquisition		

Hard Costs		
Soft & Carrying Costs		
Other Costs		
TOTAL PROJECT COSTS		

10. ACCESSIBLE/ADAPTABLE UNITS

Additional points may be applied to an application that meets the criteria related to accessibility, as follows:

- At least one no step entry located so that entry can be accessed from the side walk or driveway; this entry must have at least a standard 36" exterior door;
- An accessible route through the house, with a minimum hallway width of 36";
- Each interior door must be at least a standard 32" door, unless the door provides access only to a closet of less than 15 sf in area;
- Each electrical plug or other receptacle must be at least 15" above the floor; and
- Each electrical panel or breaker box must be no higher than 48" above the floor and located inside the building with a wheelchair accessible route.

Please indicate the number of units available that meet the above parameters: _____

11. ENERGY EFFICIENCY

All developers are required to install Energy Star appliances and energy efficient systems (e.g. HVAC, lighting, building envelope features, etc.)

List any innovative, energy efficient or conservation measures in your project that will lower tenant's housing costs or other amenities or public improvements that will be available for the tenants (attach additional pages, if needed).

12. CRITERIA RELATED TO BUILDING STANDARDS CHECKLIST

Developers are asked to develop plans and specifications that meet or exceed the following basic criteria:

General

- Each house will have bedrooms, a living room, kitchen/dining area, and a minimum of one bathroom. The bathroom may be divided with a door between the toilet/bath/shower area and a vanity/sink area.
- All homes must be constructed in accordance with the International Residential Code (IRC), the City codes and any standards associated with this program.

- House plans should depict units in an affordable size range. Minimum square footage:
 - One – Bedroom (not allowed for SF homes) 650 square feet (each)
 - Two – Bedroom 850 square feet
 - Three – Bedroom 1,050 square feet
 - Four – Bedroom 1,150 square feet

- Following is a list of the types of construction and components which will be standard in all homes:
 - Engineered Foundation
 - Energy Efficient
 - Hip and/or gabled roof
 - Central HVAC
 - FHA Standards
 - Roof pitch will be a minimum 4/12

The project must meet the minimum standards defined in Code, plus the following program specific criteria:

Exterior

- Design features to create safe neighborhoods – front porches with a minimum size of 40 sf (can encroach into front setback);
- If two or more units, offset of front porches;
- Masonry front (at least 25% wainscoting coverage), remaining must be to the standard of fiber cement siding, with high quality paint to ensure longer life of siding;
- Single front gable, at a minimum;
- Ridge vents or turtle-back vents will be installed, providing sufficient attic ventilation, as required by IRC;
- Shingles used on roofs will be fiberglass reinforced 20-year warranty, at a minimum; lighter colors are preferred to reduce heat gain;
- Soffit or Hardi soffit vents will be installed under the eaves;
- Exterior walls will be insulated to an R-13 value or higher and ceilings will be insulated to an R-38 value or higher;
- A programmable thermostat will be provided;
- Insulated windows will be used and will be a color that coordinates with the masonry and/or Hardiplank color; size, placement and type of window are very important to minimize heat gain and maximize ventilation;
- Proper and adequate security provided at doors and windows;
- Exterior doors will be steel clad or fiberglass with keyed lock-set and single cylinder dead bolt lock on the front door and the rear door or sliding door on the rear; lock hardware will be standard duty and all locks will be keyed alike;
- In lieu of a garage an 8' x 10' storage building must be provided, with a solid core exterior door and a standard locking knob must be provided;
- In lieu of a garage an 8' x 10' storage building must be provided, with a solid core exterior door and a standard locking knob must be provided;
- The front and rear porch/entrance areas will have light fixtures;

- In addition to normal plumbing inside the house, a hose bib will be provided at two places on the exterior, preferably the front and rear;
- A concrete drive minimum 9' wide will be provided with a minimum of 3' concrete walkway leading from the driveway/parking pad to the front entrance door;
- Minimize parking in the front to 2 – 9x18 spaces per unit;
- If two or more units, planting strip between each parking pad;
- Plant drought tolerant sod in front, side and rear yards (Bermuda, Buffalo Grass or Zoysia);
- Contiguous front yard;
- Plant drought tolerant qualifying large or medium canopy tree at outer edge of parking pad;
- Plant drought tolerant qualifying ground cover, shrubs or small canopy trees;
- Preserve or replace public sidewalk, as feasible; and
- Front setback that is consistent with the rest of the block and as close to the road as possible; and
- Preserve existing trees and native vegetation, clear lots only to the extent necessary for the house and driveway.

Wall Framing

- Design/construction should include weatherization of all units to increase energy efficiency;
- Studs may be spaces either 16" or 24" on center, framing must comply with the IRC; and
- Wood blocking will be installed, during framing, at tub/shower and toilet areas for the future installation of grab bars, and also in the kitchen area for kitchen cabinets.

Interior

- All homes will be provided with central heating and air conditioning systems, with enhanced energy efficiency;
- Interior doors will be pre-hung, hollow-core doors with a minimum thickness of 1-3/8";
- Standard bedroom and bathroom lock hardware shall be provided;
- In the kitchen area, all wood base cabinets and wall cabinets will be installed to provide maximum storage available;
- The kitchen sink will be at least a double, 20 gauge, 22" x 33" stainless steel sink, with a minimum depth of 6 inches;
- At a minimum laminate quality counter tops will be provided;
- There will be a 30-in range, with a vent-a-hood, or a micro-wave vent hood combination;
- A garbage disposal and dishwasher will be installed;
- All appliances will be Energy Star certified, as appropriate to the appliance;
- The required bathroom will include a toilet, vanity with sink, wall mirror, two towel bars and a tub/shower unit;

- A space will be provided for a washer and dryer in the living space, with a water supply and drain plumbing for the washer, a dryer vent will be installed to the outside, preferably by a horizontal duct, appropriate electrical or gas receptacles will be provided for both appliances;
- Install wiring for telephones with a jack in the living room or kitchen area and master bedroom, at a minimum;
- Install wiring for television antenna jacks in the living room and master bedroom, at a minimum;
- A doorbell chime and hard-wired smoke alarm will be provided;
- Interior walls will be finished drywall, painted with semi-gloss latex paint;
- Flooring should preferably be strip vinyl, sheet vinyl, composition vinyl, laminate wood flooring or stained concrete, minimal use of carpet is preferred;
- Mini-blinds shall be installed on all windows;
- Master bedroom closet will have at least 6' hanging space for clothes; all other bedrooms will have a minimum of 4' closet rod space;
- Bi-fold doors will be allowed for laundry areas only;
- A linen closet will be provided;
- Ceiling light fixtures will be provided in the bedrooms and kitchen, install light fixtures over the vanity in bathrooms, ceiling fans with light fixtures may be installed and are preferred in the living room and bedrooms;
- Access to the attic will be provided, with an area four feet by eight feet with floorboards for storage space; and
- Fireplaces will not be allowed.

The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct. Any information found to be misleading will mean automatic disqualification under this Program. (Unsigned/undated submissions will not be considered).

Legal Name of Developer/Entity

Signature of Authorized Officer

Date

Title

1. APPLICANT INFORMATION

In Good Standing: Yes No
 Debarred: Yes No

2. SUPPLEMENTAL INFORMATION

Non-Profit Information Included: Yes No N/A
 For-Profit Information Included: Yes No N/A

3. PROJECT DESCRIPTION (20 POINTS MAXIMUM)

	Description				Available Points	Points Earned
a.	Project located within delineated Empowerment Zone				5	
	Project not in delineated Empowerment Zone, but in an identified distressed area				3	
	Not in a delineated Empowerment Zone or identified distressed area				0	
b.	Existing structures on property:	Yes	No		N/A	
c.	Type of Construction:				N/A	
d.	Housing Type:	Single Family	Duplex	Tri-Plex	Other:	N/A
e.	Lot Size:	Unit/Lot size ratio:			N/A	
					5	
					3	
					0	
f.1	SF of each Unit:		# of BR:		N/A	
	Exceeds the required minimum SF per BR				5	
	Meets the required minimum SF per BR				3	
	Does not meet the required minimum SF per BR				DQ	
f.2	Monthly Rent or Sales Price:				N/A	
	Monthly Rent or Sales Price is affordable for 80% AMI persons				5	
	Monthly Rent or Sales Price is comparable to local market				3	
	Monthly Rent or Sales Price is above local market				0	

4. SITE CONTROL AND DEMONSTRATION OF VALUE (10 POINTS MAXIMUM)

Description			Available Points	Points Earned
The developer is in possession of the property	Yes	No	5	
The proposed development increases the value of the property by at least:		250%	5	
		200%	3	
		150%	0	

5. DEVELOPMENT TEAM (10 POINTS MAXIMUM)

Description		Available Points	Points Earned
DBE/MBE/WBE Project Participation	Yes	5	
	No	0	
Partnerships with Non-profit entities	Yes	5	
	No	0	

6. DEVELOPMENT SCHEDULE (15 POINTS MAXIMUM)

Description	Available Points	Points Earned
The project will be completed within 6 months of contract execution	15	
The project will be completed within 9 months of contract execution	8	
The project will be completed within 12 months of contract execution	3	
The project will be completed in more than 12 months of contract execution	0	

7. DEVELOPER CAPACITY (20 POINTS MAXIMUM)

Description		Available Points	Points Earned
Developer Experience and Qualifications			
	Developer has recent, similar, and successful completion of a development similar in size and scope	20	
	Developer has recent, similar, and successful completion of a development smaller in size and scope	10	
	Consultant directly involved has successfully completed a development similar in size and scope	5	
	Developer does not have recent, similar and successful completion of a development in similar size and scope	0	

8. DETAILED PROJECT BUDGET (10 POINTS MAXIMUM)

Description	Available Points	Points Earned
Proposed budget meets general requirements and is reasonable	10	
Proposed budget does not meet general requirements, but is reasonable	5	
Proposed budget does not meet general requirements and is not reasonable	0	

9. FUNDS PROPOSAL (10 POINTS MAXIMUM)

Description	Available Points	Points Earned
All sources and uses of funds are clearly indicated and sufficient evidences of funding availability and/or commitments are included	10	
All sources and uses of funds are clearly indicated, but evidence of funding availability or commitments are incomplete	5	

10. ACCESSIBLE/ADAPTABLE UNITS (5 BONUS POINTS MAXIMUM)

Description	Available Points	Points Earned
Applicant has a program in place to facilitate ownership opportunities for persons with disabilities, or has an existing written agreement with an organization specifically to help facilitate ownership opportunities for persons with disabilities	5	

11. ENERGY EFFICIENCY (5 BONUS POINTS MAXIMUM)

Description	Available Points	Points Earned
Project demonstrates additional innovative, energy efficient or conservation measures that will further lower tenant's housing cost and provide access to other amenities or public improvements.	5	

12. CRITERIA RELATED TO BUILDING STANDARDS CHECKLIST (35 BONUS POINTS MAXIMUM)

Description	Available Points	Points Earned
The project meets all GENERAL criteria of the program	10	
The project meets all EXTERIOR criteria of the program	10	
The project meets all WALL FRAMING criteria of the program	5	
The project meets all INTERIOR criteria of the program	10	

Completed By: _____ Date: _____
 Approved: Yes _____ No _____
 Reviewed By: _____ Date: _____
 Approved: Yes _____ No _____

JEFF HAMILTON PROJECT

