

## THE BARNES FUND: PUBLIC QUESTIONS & COMMENTS

- 1) If an applicant owns property that needs extensive rehab which could include the addition of a second floor on an existing one story building (increasing the number of affordable rental units available), is this eligible for the Barnes Fund? **Yes**
- 2) If an applicant demolished old duplexes and rebuilt on the site, is this demolition with new construction eligible? **Yes**
- 3) Would land value be eligible for non-federal match? **Yes**
- 4) When you say "preference will be given to projects that leverage additional private or federal funds" is this only the points indicated on the scoring matrix or are there other preferences? **The application will be funded based upon the total score, once threshold is met.**
- 5) On the application, if demolition and new construction are eligible, how do we show it? **Use Acquisition, Demolition and Rehabilitation**
- 6) Page 8 includes a space for operational support but it is not included in eligible activities. There is a spreadsheet indicating up to 10% of Barnes funding can be used for operational. Is operational eligible as a funding category and is this operational support only during the time that Barnes Funds are being expended? **Operational support project specific and therefore is not a stand-alone funding activity. The support is available only if the proposed project is funded and is not related to the expenditure of Barnes funds. They may be used at any time during the project.**
- 7) Can organizational support include payment of consultant fees under the fees category? **Consultant fees are an eligible expense under the fees category.**
- 8) Can you clarify the Promise Zone Map? If we provide an address can you indicate if it is in the Promise Zone? **If an address is provided we can look it up to see if it is in the Promise Zone area.**
- 9) For scoring in the Resident Served category, it shows 3 points if all residents are 60% and below and 5 points for mixed income including persons with incomes over 80%. Yet in the instructions, you indicate that Barnes funds must serve persons under 80%, why are you giving 5 points for projects that serve persons with incomes over 80% and only 3 for those who are 60% and below? **Barnes Funds may only be used to serve persons at 80% and below area median income but other funds included in the project, such as private financing, could serve persons above 80% of the area median income, thus creating a mixed income project. Points are given for persons at or below 60% of area median income because of the added difficulty in making the project cash flow for the lower income population.**
- 10) On page 6, are there points for having a work write up, even if you don't know if you are going to be funded? **The only points awarded are listed in the scoring matrix.**
- 11) **On page 10, are architectural plans required for rehab? Architectural plans are only required if an additional to a property is proposed or if the rehabilitation will any significant structural changes.**
- 12) On page 23, is a single woman considered a head of household if she does not have children? **No. The Barnes Fund definition for head of household is the same as the federal definition of head of household.**
- 13) For funding that is pending, can you define what this is in terms of this grant? **Pending is a designation for funds that have not been awarded, granted or approved by a lender or a grant making agency.**

- 14) On page 5, Section III, if an applicant has a duplex with 3 BR in each side of the duplex and would like to rehab this into a quad with each part of the quad having 3 BR, would each BR be considered a unit or would each quad be considered a 3 BR unit? **The determination of the unit size is based upon how the project is leased. If a person is leasing their living space by bedroom then it is considered an SRO. If the unit is leased by an apartment/duplex then the unit size is based upon the number of bedrooms in the unit designated on the lease.**
- 15) On page 5, Section III, if an applicant has 4 units with 3 bedrooms in each unit, does the applicant complete the column for 3 bedroom units and complete the information for each row in the matrix? **Yes. The information needs to be entered under the appropriate unit size by bedrooms. See the answer to the question 14 to determine what bedroom designation your project fits under.**
- 16) On page 23, Special Needs Housing, please explain the meaning of this sentence stated in the grant, “For persons who are ex-offenders please include documentation of your program’s policies regarding persons prohibited from taking part in your program and any support activities or other program requirements.” **If your organization has a policy that excludes persons who have been convicted of specific offenses (i.e. rape, child pornography, etc.) then please include your policies that list those excluded persons. If your program requires that your clients, served by this project receive services (i.e. counseling, etc.) then please include a list of those services and how they will be paid for. If you have other program requirements (i.e. drug testing, under a physician’s care, must be clean and sober etc.) then please include a list of those program requirements.**
- 17) On the scoring sheet in the Bonus Section it states projects “Located in a Middle or Upper Income Census Tract or Mixed Income or Mixed Use”. Please clarify. **To receive the points the project must be located in a Middle or Upper Income Census Tract or the project may be a Mixed Income or Mixed Use Development in any Census Tract.**
- 18) If partnering with a for-profit developer to provide single family homes in a small subdivision of up to 30 homes, can funds be used for infrastructure; i.e. roads, sewer, sidewalks, underground utilities, etc.? If so, would the non-profit have to be the owner of the property? **Yes, funds can be used for infrastructure but it must be at the same rate that affordable housing is developed in the subdivision. For example, if 30% of the housing is affordable, then 30% of the infrastructure cost can be funded by the Barnes Fund.**
- 19) There are several properties on the Barnes Round 3 Property List that are not duplex eligible, but according to Metro they are zoned R6 with the appropriate acreage. **Please feel free to contact the Metro Planning Department to check on the buildability of the lots. Metro Planning was consulted on the buildability of these lots, but there may be properties that may allow for duplexes that were overlooked. You can call them at 615.862.7190.**
- 20) We noted the FAQ section in the application package on the web but have not seen answers to the questions that have been submitted by interested agencies. Will these be available for us to view? **Yes**
- 21) Regarding the audit requirement, an applicant’s latest audit is for July 1 - June 30 2014-2015. Does this meet your requirements or are we also required to submit the additional financial information as well? **Yes, as listed in the Section I requirements you are required to include your year to date financial information**
- 22) Can you provide any guidance on what is required to meet the Universal Design criteria? **Please see <https://www.huduser.gov/publications/PDF/remodel.pdf>**
- 23) If a work write up is required, do you have a format or any additional guidance on how to structure the work write up? **A work write-up should include the scope of work to be completed, including a description of the type of work to be done (ie. masonry – install concrete footer and block installed for foundation walls), cost of**

the work and a description of the materials used. Please see <https://www.hudexchange.info/resources/.../HousingRehabilitationChecklist.doc>

- 24) If the project is for demolition of an existing structure owned by an applicant with new construction of new affordable housing, is a work write up required or can the applicant do plans, specs and cost estimates? **If no part of the old structure is going to be used then submit the documents for new construction. If any of the structure is going to be used you should submit a work write-up for the part of the structure remaining and the required documentation for new construction.**
- 25) In Section 7, Proof of Committed match, an applicant plans to provide some match. Is a letter from the non-profit applicant all that is required here? **If the applicant is providing the match the letter should state the source of the funds (ie. operational income) but if the funds are from another source, (ie. HUD grant, private foundation, etc.) the letter should come from the original source of funds. If there are any restrictions on the use of funds please include this in the letter.**
- 26) Do members of the development team need to be comprised exclusively of Project Return staff or can our team be outside of our staff, provided that they are in relation by MOU or contract? **The members of the development team may include your organization's staff members as well as outside professionals and consultant. Please provide a copy of their contract or your MOU.**
- 27) In regards to the 15 years or more of experience, is that figure cumulative of all members of the team? **The years of experience is the greatest number of years that a staff person has working in the area associated with the type of application you are submitting.**
- 28) Do letters of support need to be from the council person from the district where the donated properties are? **Letters of support are not required.**
- 29) Could copies of a few typical work scope/specs for a completed home rehab projects serve as our Rehabilitation Standards? **No. Your rehabilitation standards need to reflect the areas that you will and won't address and include narrative that states if the organization will or will not bring the home up to applicable building codes. It must also indicate the types and quality of materials used in the rehabilitation. The Rehabilitation Standards should include areas that your organization will and won't address (ie. interior, porches, decks, exterior steps, roofing, site work, etc.). The Specification/Finishes sheet can provide guidance for the types of materials used.**
- 30) If an application for homeowner rehab assistance involves homes in several locations, is there still an opportunity to earn transportation/proximity to services bonus points? **Yes. You may do a separate sheet for each address on the Proximity to Services sheet.**
- 31) Is there a threshold requirement? **No.**
- 32) What is the total amount of points an applicant can receive? **130 total points, which include 30 bonus points.**
- 33) What are the maximum sales price/income limits/rents? **This information is provided in the application and available online.**
- 34) Can the handouts be sent out to everyone who signed in? **Yes**
- 35) Will the questions also be provided? **Yes, with answers.**
- 36) Does the threshold of 70 points include 30 bonus points? **No, the threshold is 70 points before the 30 points are applied.**

- 37) For existing Barnes' awardees, do the projects have to be complete? **No.**
- 38) If using a different pro forma than the one provided in the application, can it be submitted in person? **No, the pro forma provided should be submitted.**
- 39) When will the process be complete? **After the November 14th deadline, staff will review the applications for completeness and set up meetings for the review committee. The review committee will provide their recommendations to the Metro Housing Trust Fund Commission and then on to Metro Council for approval. The expected completion of this round is late winter.**
- 40) Will there be one lump sum payment of the requested amount? **No, funding is provided on a reimbursement basis.**
- 41) Is there a cure period to provide missing information or clarification? **Yes.**
- 42) Is there a minimum or maximum amount threshold? **No.**
- 43) How will 12.5% reimbursement be assessed with a project where a large portion of the project will be used at the beginning of the project for acquisition? **You will need to provide this information in your proposal and make sure it is clear what the funding will be used for initially and throughout the construction of the project. The grant agreement will specify the uses and allocation of the funding.**
- 44) Can you explain the scoring and the bonus points? **The minimum threshold for consideration is 70 points. Bonus points are available after the 70 point threshold is met.**
- 45) How quickly do the draw requests turn around? **The draw requests are processed fairly quickly with Metro.**
- 46) Is there a separate application for homeowner rehab? For the homeowner rehab units, what is the affordability period? **The policies and procedures document currently requires a 20 year affordability period for homeowner units. Staff is currently reviewing this requirement for homeowner rehab activities.**
- 47) Does the Barnes Fund allow for mixed income projects? **Mixed income developments are encouraged by the Metro Housing Trust Fund Commission, however, only residential units with the income threshold of 80% area median income will be considered for funding.**
- 48) Are there differences in income limits for rental and homeowner? **No. There are certain assumptions built into the Maximum Sales Prices of the units.**
- 49) Does the non-profit need to have a property management arm? **No, however, your proposal should mention who the property management company is and the costs associated with maintaining its affordability.**
- 50) Do you have a utility allowances document? **The staff typically uses the Section 8 utility allowances for review.**
- 51) Can funds be used for support staff? **Developers' fees can provide funding for support staff and programming and this year, the Metro Housing Trust Fund Commission added a category for nonprofit capacity building that allows for organizational support.**
- 52) Can you explain the underlying project and administrative support/organizational support? Will that affect the eligibility of the project? **The funding for organizational support is for instances where a nonprofit is wanting to expand a housing program and it requires a consultant to assist in their efforts, then that is a reasonable request. Another example is if a nonprofit organization hired an architect to provide them with various building design layouts for an innovative approach for developing single-room occupancies (SROs).**

- 53) Is funding available for group homes—those with disabilities and support staff? **Yes.**
- 54) Can nonprofit organizations partner with other nonprofit organizations or for-profit developers? **Yes.**
- 55) Is funding available for single-room occupancies (SROs)? **Yes.**
- 56) Do you have a list of recommended developers to assist nonprofits with proposals? **No, not at this time.**
- 57) Can a nonprofit developer apply for the lots separately from the Barnes funding? **No.**
- 58) When is the award date? **To be determined, most likely mid-to late winter.**
- 59) What are the scoring criteria? **The scoring criteria are available in the applications.**
- 60) Will you provide notes from the Pre-Application meeting? **Yes, the questions and answers are within the application.**
- 61) Do you have previous award information? **Yes, the previous awards of Round 1 and 2 are available in the Metro Housing Trust Fund Commission's Policies & Procedures (page 3).**
- 62) Are there points for match and leverage? **Yes.**
- 63) Several of the properties are eligible for duplexes. Can the other listed lots be developed as duplex units? **The nonprofit organization ultimately has to perform due diligence efforts on these lots. If it is not listed as eligible for duplex units, please contact the Metro Planning Department to see what the potential development options are for that particular parcel. Metro Planning Department's number is 615.862.7190.**
- 64) When calculating rent for an existing single family home that is being converted to an SRO/efficiency unit do we use the rent for the number of bedrooms or the number of leases? **Use the rent for the number of leases for the building.**