CITY OF HOUSTON

AFFORDABLE HOUSING DEVELOPMENT PROGRAM

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

MULTIFAMILY DIVISION

LARGE TRACT SINGLE FAMILY DEVELOPMENT

Executive Summary

The City of Houston's Housing and Community Development Department ("HCDD") is committed to creating opportunities for all Houstonians to have access to safe homes that they can afford in communities where they can thrive. To support this objective, the City will invest in the development of new, affordable single-family homeownership. To achieve this, HCDD seeks to provide financing for larger-scale projects, resulting in the new construction of single-family homes. The purpose of this Program is to increase the City of Houston's affordable housing stock and to create homeownership opportunities for households for whom the market-value sales price of home in a neighborhood would be otherwise unaffordable.

To accomplish these goals, HCDD has created the Affordable Housing Development Program ("AHDP" or "Program"). Through this Program, for-profit and nonprofit Developers can apply for AHDP funds for projects that set aside a portion of the homes as affordable. Developers are required to complete and submit this Pre-Application to be considered for funding. Selected projects will be invited to submit a Full Application for final consideration. Projects will be evaluated on their alignment with the City of Houston's affordable housing annual objectives and priorities, project readiness, timeline, and overall outcomes. All awards must be approved by the Mayor of Houston and the Houston City Council.

Application Guidelines

This Pre-Application should be completed and submitted to HCDD, Single Family Division, for each proposed project. These Application Guidelines correspond to the Program Guidelines. All interested applicants are expected to review the Program Guidelines and propose projects which conform to the Program Guidelines.

When the Pre-Application is deemed to be complete by HCDD staff, the Pre-Application will be reviewed by the HCDD. Proposals that are determined to meet the criteria and provide a strong likelihood of exceptional outcomes will be invited to submit a Full Application.

Program Goals and Guidelines

HCDD will review and consider aspects of the proposed project as enumerated in the Program Guidelines, Program Priorities, Selection Criteria. Note additionally:

- The City of Houston will prioritize development projects which are likely to be ready for occupancy by no later than Fall 2023.
- The City of Houston will prioritize development projects with a minimum of forty (40) affordable homes; and a number of market homes equal to or greater than the number of proposed affordable homes.
- The City of Houston will prioritize development projects that build affordable homes which will be priced in the range of $150,000 - $227,000. Note the discussion at Program Guidelines; note that HCDD is interested in a range of affordable prices to qualifying homebuyers but requests an approach from applicants on the best structures for achieving these outcomes.
- The City of Houston will prioritize development projects with Developers who have site control of the property at the time of Pre-Application submission.

- The City of Houston will not fund development projects located in a floodway or 100-year floodplain.
- Additional requirements and preferences will apply. Refer to the Program Guidelines for more information.

Threshold Self-Review
Before proceeding, answer the following questions:

1. When will the first affordable home be ready to sell? *The City will strongly prefer shovel-ready applications from experienced developers and intends construction completion by December 2023.*

2. How many affordable homes do you intend to build? *See the Program Guidelines, and note the City will strongly prefer applications with at least 40 affordable homes and an equal or greater number of market-rate homes.*

3. What is the projected sales price of affordable single-family homes? *Note that the City will strongly prefer proposals with a range of affordable options for various home sizes.*

4. Do you have site control or ownership of the project address? *Note that the City will strongly prefer shovel-ready applications and will not consider applications for which there is no site control.*

5. Is the project located in the 100-year floodplain or the floodway? *Note that the City will not participate in any program in which homes are constructed in a 100-Year flood zone or floodway.*

Questions
Interested Applicants with questions regarding the process or the Pre-Application requirements should contact the Housing Division at (832) 394-6200 or email: ahdp@houston.gov.

APPLICATION SPECIFICATIONS AND CHECKLIST

- ☐ All pages 8.5 x 11 inches
- ☐ One signed original and one electronic copy

REQUIREMENTS

All items are required. Additional information may be required by HCDD:

- ☐ This Pre-Application Form
- ☐ Development Proforma / Sources and Uses of Funds
- ☐ Site Map (showing neighborhoods, streets and site boundaries)
- ☐ Evidence of Site Control – copy of fully executed purchase option or sales contract
- ☐ Floodplain Map of the Proposed Site

Applicant confirms this Application has been reviewed for completeness and acknowledges HCDD can review only complete Application. That failure to submit all required information may result in your Application not being accepted.

Project Name:

Acknowledgment

The undersigned has read and reviewed the "Instructions" and "Checklist" under this Affordable Home Development Pre-Application.

Authorized Signature	Print Name
Title	Date

Return one signed original and an electronic copy of this Pre-Application to:

City of Houston
Housing and Community Development Department
Attn: Affordable Home Development Pre-Application – Single Family Division
2100 Travis Street | 9th Floor | Houston TX 77002

Applicant Information

Applicant Entity Name

Address:

Contact Person & Title:

Telephone No:

Email:

Legal Status of Applicant:

☐ For Profit Corporation ☐ Nonprofit Corporation ☐ CHDO

☐ Limited Partnership ☐ Limited Liability Corp ☐ Sole Proprietorship

☐ Other *(Please Describe)*:

Federal Tax ID Number:

Minority Owned Business: ☐ Yes ☐ No

Woman Owned Business: ☐ Yes ☐ No

Development Team

Identify Development Team *(if applicable, i.e., developer, contractor, management company, etc.)*:

Co-Developer: _____

General Contractor: _____

Sponsor: _____

Architect: _____

Project Manager: _____

Lead Lender: _____

Additional Lender: _____

Construction Lender: _____

Marketing Agent: _____

Supportive Services Provider: _____

Attorney: _____

Other *(Please Describe)*: _____

Proposed Project Location

Site Address / Location:

Acreage of Site:

Census Tract #:

Current Site Condition (check all that apply):

☐ Existing Structure Age of Property (years): _____

☐ Blight/Abandoned
☐ Commercial
☐ Other (Please Describe):

Neighborhood Name:

If the Neighborhood is located in a City of Houston Complete Communitites, Indicate which one:

☐ Acres Home ☐ Manchester

☐ Alief-Westwood ☐ Near Northside

☐ Gulfton

☐ Kashmere Gardens

☐ Magnolia Park

☐ Second Ward

☐ Sunnyside

☐ Third Ward

Note the named neighborhoods are Complete Communities; Projects are not required to be located in Complete Communities. To learn more about Houston's Complete Communities, visit https://www.houstontx.gov/completecommunities/mocc.html

Attach a map identifying project and neighborhood boundaries

Neighborhood Information

☐ Rail station, rapid transit,
bus stop with service at least every 30 mins from 7-9 am
Within _____ Miles
Name of Rail station _____

☐ Full scale grocery store/supermarket
Within _____ Miles
Name of Grocery Store/Supermarket _____

☐ Convenience Store
Within _____ Miles
Name of Convenience Store _____

☐ Medical clinic and hospital
Within _____ Miles
Name of Medical Clinic _____
Name of Hospital _____

☐ Public Elementary, Middle, and High School
Within _____ Miles Name of Elementary School _____ Rating _____
Within _____ Miles Name of Middle School_____ Rating _____
Within _____ Miles Name of High School _____ Rating_____

☐ Public park
Within _____ Miles
Name of Park _____ _____

☐ Other Neighborhood Amenities
Within _____ Miles
List of Other Neighborhood Amenities

- ☐ Paved walking and jogging trails
- ☐ Playground
- ☐ Community clubhouse
- ☐ Community pool
- ☐ Heath and fitness facilities
- ☐ Bike lanes
- ☐ Dog park
- ☐ Walking distance to retail services, restaurants, and other entertainment (bars, museums, movie theaters)

Proposed Project Information

Amount of HCDD Financing Requested:

Project Type: ☐ New Construction ☐Historic Preservation ☐Subtantial Rehab

Proposed Development Permanent Sources and Uses

SOURCE .....AMOUNT
City of Houston TIRZ funds .....$

Home Sales (total) .....$

Other (specify) .....$

USE .....AMOUNT

Land Acquisition.....$

Site Work .....$

Hard Construction Costs .....$

Soft (Specify, add rows as needed).....$

Number of Affordable Homes: _____

Number of Market Rate Homes: _____

Total Number of Homes: _____

List the number of homes created at each price point, using both tables.

Sales Price Range	Number of Homes
$150,000 - $170,000	
$170,001 - $227,000	
$227,001 - $300,000	
$300,001 & Up	

Home Selling Prices and Number of Homes Affordable to Households at These Percentages of Area Median Income

_____

	60%	70%	80%	90%	100%	110%	120%	Total Affd	Market
2BR #									
2BR $									
3BR #									
3BR $									
4BR #									
4BR $									
Total #									

In the table above, indicate the total number of proposed homes for each home size and level of affordability, and list the proposed price at which each home would be sold to homebuyers qualifying at each level of income.

Type of Homes Proposed (check all that apply)::

☐ Detached Home
☐ Row House/Townhouse
☐ Condominum
☐ Co-op

Is the project located in or adjacent to any of the following?

☐floodway
☐100-year floodplain ☐ 500-year floodplain
☐ Zone X

Will any portion of the homes built be located on any of the following?

☐floodway
☐100-year floodplain ☐ 500-year floodplain
☐ Zone X

Include a FloodPlain Map of the Project Address

Environmental Information

What Environmental due diligence evaluations, such as an ASTM Phase I Environmental Site Assessment, have been conducted for the subject property?

Please attach supporting documentation.

Resilience Information

Confirm that your project incorporates resilient and sustainable protection applications that exceed those identified in Housing and Community Development's Minimum Building Standards. (Please use additional pages if necessary)

☐ **Protection**
Please describe the protection measures planned for this project. Protection measures can include but are not limited to, wet flood-proofing, elevating living spaces and critical equipment, or using flood-resistant materials.

_____
_____
_____

☐ **Adaptation**
Please describe the adaptation measures planned for this project. Adaptation measures can

include but are not limited to considering site orientation, cool or green roofs, or window shading.

_____
_____
_____

☐ **Back-up measures**
Please describe the back-up measures planned for this project. Back-up measures can include but are not limited to energy redundancies such as solar or rainwater harvesting.

_____
_____
_____

☐ **Community**
Please describe the community considerations planned for this project. Community measures can include but are not limited to building community ties, helping homeowners develop an emergency plan, or assisting with community resilience.

_____
_____
_____

☐ **Green Building Standards**
Please describe the Green Building standard to be utilized for this project. Green Building Standards include LEED, ICC-700, Energy Star, and landfill diversion programs.

_____
_____
_____

☐ **Solar**
Please describe any solar applications planned for this project. Solar applications can be as minimal as wiring for soar and enough surface area on the roof for future panel installation.

_____
_____
_____

☐ **Electric Vehicle (If applicable)**
Electric Vehicle applications are only applicable to Master Plan Communities that include public use facilities where EV would be feasible.
Please describe any electric vehicle applications planned for this project.

_____
_____
_____

☐ **Weatherization**
Please describe any weatherization measures planned for this project. Weatherization can include, but is not limited to, envelope efficiency, increasing the R-value of insulation, continuous insulation outside the studs, or other passive survivability measures.

_____
_____
_____

☐ **Green Infrastructure**
Please describe any green infrastructure measures planned for this project. Green infrastructure can include, but is not limited to, site vegetation, bioretention, vegetative filter strips, and rain gardens.

_____
_____
_____

Projected Project Timeline	Month	Year
Site Analysis:		
Site Acquisition:		
Financial Closing:		
Construction Start Date:		
Construction Completion Date:		
First House Sale Date:		
Last House Sale Date:		

Project Narratives

1. Company Bio: Include all information that helps HCDD understand your organizations capacity to develop this community. Why and when it was founded? Who does it serve? How many market-rate / affordable single family homes have you developed or built?

2. Describe the Application succinctly and cohesively. Include history of site and project; scope of construction work, total units, number of low, moderate, and market rate units, homebuyer assistance if any, neighborhood description, and, if applicable, relationship to larger redevelopment effort. Include overview of how your project advances the Program's goal to create affordable Homes in the City of Houston.

3. Fully describe the public benefits that the completion of this project can realize. Projects with a high degree of public benefits are typically more likely to be awarded. See the Program Guidelines, Selection Criteria