

2018 ANNUAL UPDATE TO THE CONSOLIDATED PLAN

Effective July 1, 2018 – June 30, 2019

Arkansas Economic Development Commission
Arkansas Development Finance Authority
Arkansas Department of Human Services
Arkansas Department of Health

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Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424		
<div> <div> * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </div> <div> * 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> </div> </div>		
<div> <div>* 3. Date Received: <input type="text"/></div> <div>4. Applicant Identifier: <input type="text"/></div> </div>		
6a. Federal Entity Identifier: <input type="text"/>		6b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		* c. Organizational DUNS: <input type="text"/>
d. Address:		
<div> <div>* Street1: <input type="text"/></div> <div>Street2: <input type="text"/></div> <div>* City: <input type="text"/></div> <div>County/Parish: <input type="text"/></div> <div>* State: <input type="text"/></div> <div>Province: <input type="text"/></div> <div>* Country: <input type="text"/></div> <div>* Zip/Postal Code: <input type="text"/></div> </div>		
e. Organizational Unit:		
Department Name: <input type="text"/>		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
<div> <div>Prefix: <input type="text"/></div> <div>* First Name: <input type="text"/></div> <div>Middle Name: <input type="text"/></div> <div>* Last Name: <input type="text"/></div> <div>Suffix: <input type="text"/></div> </div>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>		Fax Number: <input type="text"/>
* Email: <input type="text"/>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="A: State Government"/>	
Type of Applicant 2: Select Applicant Type <input type="text"/>	
Type of Applicant 3: Select Applicant Type <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-228"/>	
CFDA Title: <input type="text" value="CEDS, HOCS, BSH, EDWA, NITF"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text" value="State of Arkansas Consolidated Plan
CEDS: 14-228 EDWA: 14-241
HOCS: 14-239 NITF: 14-275
BSH: 13-251"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="State of Arkansas Consolidated Plan
CEDS: 14-228 EDWA: 14-241
HOCS: 14-239 NITF: 14-275
BSH: 13-251"/>	
Attach supporting documents as specified in agency instructions. <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="4"/>	* b. Program/Project: <input type="text" value="14"/>
Attach an additional list of Program/Project Congressional Districts if needed. <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2015"/>	* b. End Date: <input type="text" value="06/30/2015"/>
18. Estimated Funding (\$):	
* a. Federal	33,715,635.00
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	7,500,000.00
* f. Program Income	7,567,500.00
* g. TOTAL	48,000,000.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an internal data where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr"/>	* First Name: <input type="text" value="Michael"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Friedman"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Executive Director"/>	
* Telephone Number: <input type="text" value="801-502-7451"/>	* Fax Number: <input type="text" value="801-582-7354"/>
* Email: <input type="text" value="mfriedman@kansas3EO.com"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="4/4/15"/>

HUD-424-M Funding Matrix									
The applicant must provide the funding matrix shown below, listing each program or program component for which HUD funding is being requested and submit the information with the application for federal financial assistance.									
Grant Program*	HUD Share	Matching Funds	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	Total
CHRG	\$17,714,610							\$2,000,000	\$19,714,610
HR200L	\$10,287,527							\$7,667,920	\$17,955,447
DSG	\$2,071,516						\$625,000		\$2,696,516
HOPWA	\$721,555								\$721,555
ITF	\$3,000,000						\$6,000,000		\$9,000,000
Grand Total:	\$19,715,528						\$6,625,000	\$7,667,920	\$24,008,448

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying -- To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.


Signature of Authorized Official

6/6/18
Date

AEOC Exec. Dir.
Title

Specific Community Development Block Grant Certifications

The State certifies that:

Citizen Participation -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments --

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. **Overall Benefit.** In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s)
2017 - 2019 [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

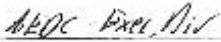
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.


Signature of Authorized Official


Date


Title

Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy Layering -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.


Signature of Authorized Official

5/10/18
Date

President, ADFA
Title

Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

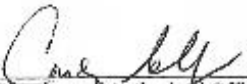
Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

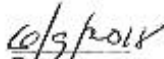
Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.



Signature of Authorized Official



Date

Director Arkansas Department of Human Services
Title

Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature of Authorized Official

5-16-18

Date

CFO

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2018 Annual Action Plan (AAP) is the fourth annual plan and update to the State of Arkansas 2015-2019 Consolidated Plan (Consolidated Plan), a five-year plan (2015-2019) addressing the State's housing and community development needs. Federal resources provided by the United States Department of Housing and Urban Development (HUD) that are discussed within the Plan include: Community Development Block Grant (CDBG); the HOME Investment Partnerships Program (HOME); Emergency Solutions Grant Program (ESG); Housing Opportunities for Persons with AIDS Program (HOPWA); and National Housing Trust Fund (NHTF, also known as HTF).

HUD Standard Form 424 (Application for Federal Assistance) is submitted as part of the plan to request federal funding for the State of Arkansas.

The CDBG Program is administered through the Arkansas Economic Development Commission (AEDC) and AEDC is the lead agency responsible for coordinating the development of the Consolidated Plan. The HOME program and NHTF are administered through the Arkansas Development Finance Authority (ADFA), the ESG program is administered by the Arkansas Department of Human Services, Office of Community Services (DHS), and the HOPWA program is administered by the Arkansas Department of Health, Division of Health (ADH). ADFA, DHS, and ADH work in conjunction with AEDC in developing the Consolidated Plan.

The HOME funds received by ADFA for the State exclude the entitlement cities Fort Smith, Little Rock, North Little Rock, and Pine Bluff, as these cities are responsible for distribution and administration of their own HOME award. HOPWA funds received by ADH for the state exclude the entitlement city of Little Rock, who is responsible for their own HOPWA award. Allocations are based on a formula. The formula is determined using a minimum funding amount for all regions, population base, poverty data, and pro-rata percent. The formal and funding process emphasizes equitable distribution as well as quality projects and programs.

The Arkansas 2018 Annual Action Plan affirms the goals and objectives of Title I of the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, as amended, which relate to major commitments and priorities of the four agencies. This complex set of goals can be compressed into three main areas that include:

- **Provide Decent Housing**
- **Provide a Suitable Living Environment**
- **Expand Economic Opportunity**

The state views this mandate as an opportunity to extend and strengthen partnerships among organizations in the public, private, and nonprofit sectors. Through this collaboration, AEDC, ADFA, DHS, and ADH hope to streamline approaches to meet these goals and effectively use limited resources. Arkansas anticipates receiving the following amounts in 2018.

CDBG: \$17,714,610

HOME: \$10,207,827

ESG: \$2,071,846

HOPWA: \$721,555

NHTF: \$3,000,000 (plus \$3,000,000 for 2016; and \$3,000,000 for 2017)

Covering all areas of the State, except the cities of Conway, Fayetteville, Fort Smith, Hot Springs, Jacksonville, Jonesboro, Little Rock, North Little Rock, Pine Bluff, Rogers, Springdale, Texarkana, and West Memphis, the Annual Action Plan identifies a one-year action plan for program implementation. As CDBG Entitlement Areas, the cities listed previously receive funds for these programs directly, and are required to prepare and submit their own Annual Action Plans.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The State of Arkansas identified five priorities, which summarize the goals of the five-year Consolidated Plan.

The main priorities and objectives within the 2018 AAP include:

- Housing Priority Need
- Community Development Priority Need
- Economic Development Priority Need
- Homeless Services Priority Need
- HOPWA Services Priority Need

Through the development of the Consolidated Plan it was determined that there were three overarching objectives guiding the proposed activities that include:

- Provide Decent Housing
- Provide a Suitable Living Environment
- Expand Economic Opportunity

Outcomes were developed to show how programs and activities would benefit a community or the persons within a community served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG, HOME, ESG, HOPWA, or NHTF programs are:

- Improved availability/accessibility
- Improved affordability
- Improved sustainability

The future activities funded within the next year will support at least one objective and one outcome as described above. The statutes for CDBG, HOME, ESG, HOPWA, and NHTF covered by the Consolidated Plan Rule include a number of basic goals discussed in the Housing and Community Development Act, as amended, and the National Affordable Housing Act, as amended. The framework for realizing these objectives and outcomes will be associated with the specific priorities, as noted above.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The State of Arkansas has been successful in its efforts to address the priority needs identified in the 2015-2019 Consolidated Plan. The state has worked hard to further the primary national CDBG objective of developing viable urban communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for low- and moderate-income persons (LMI). The projects selected by the state in FY 2018 address the priority needs identified in the state's 2015-2019 Consolidated Plan.

Specific details about past performance by the state on priorities covered by the 2015-2019 Consolidated Plan and strategies contained in Annual Action Plans are available through the state's Annual Performance reports that are submitted to HUD each year. The 2016 Consolidated Annual Performance and Evaluation Report was submitted to HUD in August 2017 and is the most recent report submitted. The Report contains information regarding significant achievements in meeting the needs of Arkansans.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The State of Arkansas conducted one public input session and one public hearing on housing and community development issues in order to allow citizens the opportunity to provide comments and input for the 2018 Annual Action Plan. The meetings included presentations which focused on housing and community development strategies to address housing and community development needs throughout the state. Both meetings were held in North Little Rock.

Prior to the public meetings, notices were published in newspapers throughout the state and notices were mailed to local officials, developers, non-profit organizations, Planning & Economic Development Districts, and CoCs throughout the state, as well as other interested parties.

Additional information regarding the public meetings and comments will be available within the final 2018 Annual Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The State of Arkansas conducted one public hearing on April 5th, to provide the public an opportunity to review the draft of the Annual Action Plan, and to receive oral comments. Twenty-two (22) people were in attendance representing all areas of community and economic development, housing, and homeless needs areas.

No comments concerning the Annual Action Plan were made during the public hearing on April 5th.

Two (2) written letters were received during the 30-day public comment period, March 18 - April 17. Letter #1 and Letter #2 both expressed concerns about how CDBG funds are allocated between economic development and water/wastewater. Copies of the letters are included in Appendix E.

No changes were made to the funding levels as a result of these comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were rejected.

7. Summary

No changes were made to the funding levels as a result of these comments.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	ARKANSAS	Arkansas Economic Development Commission	
HOPWA Administrator	ARKANSAS	Arkansas Department of Health	
HOME Administrator	ARKANSAS	Arkansas Development Finance Authority	
ESG Administrator	ARKANSAS	Arkansas Department of Human Services	
NHTF Administrator	ARKANSAS	Arkansas Development Finance Authority	

Table 1 – Responsible Agencies

Narrative

The Annual Action Plan was developed in partnership between the four responsible agencies listed above. The amounts represented in the 2018 Annual Action Plan include those awarded by HUD for the Community Development Block Grant Program (CDBG), administered by the Arkansas Economic Development Commission (AEDC); HOME Investment Partnership Program (HOME) and the National Housing Trust Fund (NHTF, also known as HTF), administered by the Arkansas Development Finance Authority (ADFA); Emergency Solutions Grants Program (ESG), administered by the Arkansas Department of Human Services (DHS); and Housing Opportunities for Persons with AIDS Program (HOPWA), administered by the Arkansas Department of Health (ADH).

Consolidated Plan Public Contact Information

Jean Noble, PCED

Director, Grants Management Division
Arkansas Economic Development Commission

900 West Capitol Avenue, Suite 400
Little Rock, Arkansas 72201
Office: 501.682.7389
Fax: 501.682.7499
Email: jnoble@arkansasedc.com
Agency Website: <http://www.arkansasedc.com/grants>

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

The State of Arkansas works with a wide variety of agencies, organizations, and service providers in an effort to bring various viewpoints to bear in the identification of local housing and service needs. Ongoing relationships focused on specific needs and targeted meetings designed to bring public input into the Consolidated Plan process are two of the ways that the State utilizes outside organizations in the consultation process.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

The state has ongoing relationships with many housing providers working on housing development activities. The state also works with the many public housing authorities across the state to utilize Section 8 vouchers from the federal government to address the housing needs of the state's lowest income households. Through the Continuum of Care (CoC) processes throughout the state, the State of Arkansas maintains relationships with mental health providers, homeless shelter and services providers, and local governmental agencies with specific responsibilities for homeless individuals and families. The state also participates in a variety of other coalitions that seek to address other issues that relate to housing and service needs.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

State staff works actively with the seven Continuum of Care organizations in the state. Staff participates in regularly scheduled meetings. In the past, the state has provided administrative support to supplement CoC initiatives and distributed Emergency Solutions Grant (ESG) funding to the various agencies that make up the membership of the CoC organizations.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The State of Arkansas supports a variety of housing and public service programs operated to service the homeless and special needs population. The efforts of the homeless coalitions, through the CoC process,

have provided guidance on the needs of these communities. The process has resulted in a better understanding of the homeless and special needs community and their housing needs, enabling the state to arrive at a set of goals and objectives. As required by ESG regulations, DHS meets annually with the CoC chairpersons to discuss the topics mentioned above. Results of those discussions are incorporated into the ESG Program.

2. Agencies, groups, organizations and others who participated in the process and consultations

See page 23, Table 2

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ARKANSAS ECONOMIC DEVELOPMENT COMMISSION
	Agency/Group/Organization Type	Other government - State Grantee Department
	What section of the Plan was addressed by Consultation?	All Sections
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Plan Coordinator, Advisory Board, other Agency Departments also consulted on plan, including Community Developers, Economic Developers, and Rural Services Division
2	Agency/Group/Organization	ARKANSAS DEVELOPMENT FINANCE AUTHORITY
	Agency/Group/Organization Type	Other government - State Grantee Department
	What section of the Plan was addressed by Consultation?	All Sections
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consolidated Plan Board member.
3	Agency/Group/Organization	ARKANSAS DEPARTMENT OF HUMAN SERVICES
	Agency/Group/Organization Type	Other government - State Grantee Department
	What section of the Plan was addressed by Consultation?	All Sections
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consolidated Plan Board member.

4	Agency/Group/Organization	ARKANSAS DEPARTMENT OF HEALTH
	Agency/Group/Organization Type	Health Agency Other government - State Grantee Department
	What section of the Plan was addressed by Consultation?	All Sections
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consolidated Plan Board member.

Identify any Agency Types not consulted and provide rationale for not consulting

No specific organizations were intentionally left out of the public participation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Balance of State Continuum of Care	The Strategic Plan provides a set of goals for addressing homelessness, with are supported by the Balance of State Continuum of Care and its participating agencies.

Table 3 - Other local / regional / federal planning efforts

Narrative

N/A

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen participation is an essential component of a statewide planning effort. Arkansas strongly encourages public participation throughout the consolidated planning process.

A public input session was conducted at the following location:

- March 1, 2018: 10:30 AM – 12:00 PM; Arkansas Municipal League, 301 W. 2nd Street, North Little Rock, AR 72114

A public hearing was conducted at the following location:

- April 5, 2018: 10:30 AM – 12:00 PM; Arkansas Municipal League, 301 W. 2nd Street, North Little Rock, AR 72114

A news release, announcing the public input session, public hearing, and public comment period was sent to statewide media and notices were sent to approximately 2,000 contacts including: the Arkansas Development Finance Authority; Housing Developers; Public Housing Authorities; City and County officials; Development Districts; CoC contacts; State Senators and State Representatives; Congressional Delegates; and CDBG Grant Administrators.

Public notices were placed in the statewide newspaper, Arkansas Democrat-Gazette. The draft plans were also featured in two locations on the AEDC website. AEDC made additional efforts to increase non-traditional public participation in addition to notification methods used in the past, and will continue to develop additional innovative public awareness strategies.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The State of Arkansas conducted a public input session on housing and community development issues in order to allow citizens the opportunity to provide input for the 2018 Action Plan. Twenty-six (26) people were in attendance representing all areas of community and economic development, housing, and homeless needs areas.	The public input session identified a range of issues of concern to attendees. Minutes from this meeting are included in Appendix E.	No comments were rejected.	www.arkansasedc.com/grants

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	Newspaper ads were published for both the public input session and the public hearing during the public comment period. Both are included in Appendix E.	No comments were received via this mode of outreach.	N/A	www.arkansasedc.com/grants
3	Internet Outreach	Non-targeted/broad community	All notices, lists of public input and hearing locations, and drafts were posted on the Arkansas Economic Development Commission website, on the homepage of the Grants Management Division.	No comments were received via this mode of outreach.	N/A	http://arkansasedc.com/grants

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Press Release	Non-targeted/broad community	A press release was issued to the network of all statewide newspapers announcing the public input session, 30-day public comment period, public hearing where oral comments would be received, and availability of the draft of the plan.	No comments were received via this mode of outreach.	N/A	http://arkansasedc.com/grants

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Direct Mail	Non-targeted/broad community Mayors, County Judges, PDDs, Congressional Districts, full mailing list of interested parties	A letter was mailed to all interested parties and a full mailing list, announcing the public input session, 30-day public comment period, public hearing where oral comments would be received, and availability of the draft of the plan.	No comments were received via this mode of outreach.	N/A	http://arkansasedc.com/grants

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing	Non-targeted/broad community	The State of Arkansas conducted one public hearing on April 5th, to provide the public an opportunity to review the draft of the Annual Action Plan, and to receive oral comments. Twenty-two (22) people were in attendance representing all areas of community and economic development, housing, and homeless needs areas.	No oral comments were received during the public hearing. Although several questions were raised about how to receive funding for their community. Minutes from the public hearing are included in Appendix E.	No comments were rejected.	www.arkansasedc.com/grants

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The following table describes the anticipated resources to be allocated throughout Arkansas broken down by program type. These anticipated resource projections are made for FY 2018 and the remaining two years of the Consolidated Plan.

Arkansas anticipates receiving the following amount in FY 2018:

CDBG: \$17,714,610

HOME: \$10,207,827

ESG: \$2,071,846

HOPWA: \$721,555

NHTF: \$3,000,000 (plus \$3,000,000 for 2016; and \$3,000,000 for 2017)

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	17,714,610	2,000,000	0	19,714,610	39,429,220	CDBG resources are provided to units of local government for CDBG-eligible activities. A portion of resources is reserved for state administration and technical assistance funds that may not exceed 3% of the total base allocation plus \$100,000 as per 24 CFR 570.489(a). State recipients and sub-recipients may also receive administration funds. Additional funds will be provided by AEDC as match to the CDBG allocation. This amount will fulfill the dollar for dollar matching requirement of the CDBG Program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	10,207,827	5,667,529	0	15,875,356	31,750,712	Expected amount for remainder of Con Plan equals Year 4 annual allocation times two.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	721,555	0	0	721,555	1,443,110	Expected amount for remainder of Con Plan is estimated to be the Year 4 (GY18) annual allocation times two.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,071,846	0	623,000	2,694,846	5,389,692	Expected amount for remainder of Con Plan equals the Year 4 annual allocation times two.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	6,000,000	9,000,000	18,000,000	ADFA will apply for additional allotment in April 2018.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds will be leveraged through the ability of service organizations to raise program funds through outside sources, other loan sources needed for housing development activities, the present value of forgiven property taxes for properties owned by non-profit housing providers, and the State's General Fund, where appropriate.

CDBG funds will be leveraged with other local resources within the General Assistance, Economic Development and Rural Services set-asides. CDBG resources are provided to units of local government for CDBG-eligible activities. A portion of resources is reserved for state administration and technical assistance funds that may not exceed 3% of the total base allocation plus \$100,000 as per 24 CFR 570.489(a). State recipients and sub-recipients may also receive administration funds for project delivery costs. Additional funds will be provided by AEDC as match to the CDBG allocation. This amount will fulfill the dollar for dollar matching requirement of the CDBG Program.

ESG provides funding to: Engage homeless individual and families living on the street; improve number and quality of emergency shelters for homeless individuals and families; help operate these shelters; provide essential services to shelter residents; rapidly rehouse homeless individuals and families; and prevent families and individuals from becoming homeless.

ESG funds may be used for five components, street outreach, emergency shelter, homeless prevention, rapid re-housing assistance, and HMIS as well as administrative activities (up to 7.5% of a recipient's allocation can be used for administrative activities).

DHS is required to provide a 100% match for the ESG grant. The requirement is passed on to sub-grant recipients and monitored through the submission of a Match Certification Form with each monthly sub-grant invoice. The first \$100,000 of the State's fiscal year grant is not required to be matched, and the State may pass this exception through to sub-grant recipients who are least capable of providing matching contributions.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

None currently identified. The State will continue to evaluate opportunities to use public lands for future development.

Discussion

The State has programmed over \$34 million from the CDBG, HOME, HOPWA, ESG, and HTF programs for the FY 2018 program year. These funds will be used to operate a range of private and public services as described later in the Annual Action Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Admin	2015	2019	Administration	Statewide	Program Administration	CDBG: \$631,438 HOPWA: \$72,155 HOME: \$670,295 ESG: \$202,113 NHTF: \$300,000	Other: 1 Other
2	Eco Dev	2015	2019	Non-Housing Community Development	Statewide	Industry and Job Creating Business Retention	CDBG: \$9,743,035	Jobs created/retained: 500 Jobs
3	Fac/ Infra	2015	2019	Non-Housing Community Development	Statewide	Public and Community Facilities Infrastructure	CDBG: \$6,340,137	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Fire Prot	2015	2019	Non-Housing Community Development	Statewide	Public and Community Facilities Fire Equipment	CDBG: \$1,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
5	Purc Asst	2015	2019	Affordable Housing	Statewide	Housing Assistance - Homeownership	HOME: \$760,295	Direct Financial Assistance to Homebuyers: 263 Households Assisted
6	CHDO	2015	2019	Affordable Housing	Statewide	Housing Development and Reconstruction	HOME: \$1,005,442	Homeowner Housing Added: 21 Household Housing Unit
7	TBRA	2015	2019	Affordable Housing	Statewide	Rental Housing Subsidies	HOME: \$469,206	Tenant-based rental assistance / Rapid Rehousing: 289 Households Assisted
8	Rent Hsg	2015	2019	Affordable Housing	Statewide	Housing Development and Reconstruction	HOME: \$1,340,589	Rental units constructed: 27 Household Housing Unit
9	Rehab/ Recons	2015	2019	Affordable Housing	Statewide	Housing Repair Housing Development and Reconstruction	HOME: \$1,608,707	Homeowner Housing Rehabilitated: 47 Household Housing Unit
10	Rent Rehab	2015	2019	Affordable Housing	Statewide	Housing Repair	HOME: \$938,412	Rental units rehabilitated: 27 Household Housing Unit
11	Prev	2015	2019	Homeless	Statewide	Homeless Prevention and Emergency Assistance	ESG: \$350,330	Homeless Person Overnight Shelter: 10164 Persons Assisted Homelessness Prevention: 626 Persons Assisted
12	Shel	2015	2019	Homeless	Statewide	Homeless Facilities Homeless Prevention and Emergency Assistance	ESG: \$1,212,681	Homeless Person Overnight Shelter: 5000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	HOPWA Hsg Asst	2015	2019	Non-Homeless Special Needs	Statewide	Rental Housing Subsidies Homeless Prevention and Emergency Assistance	HOPWA: \$569,673	Tenant-based rental assistance / Rapid Rehousing: 135 Households Assisted
14	HOPWA Sup Svs	2015	2019	Non-Homeless Special Needs	Statewide	Homeless Case Management Mental Health and Supportive Services	HOPWA: \$79,327	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted
15	Perm Hsg	2015	2019	Homeless	Statewide	Rental Housing Subsidies Homeless Prevention and Emergency Assistance	NHTF: \$5,400,000	Rental units constructed: 34 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Admin
	Goal Description	Program Administration: Develop, administer, revise, implement and evaluate the day-to-day operation of entitlement program. Activities include program design; grant administration, Subrecipient compliance monitoring, program outreach, public relations and training.
2	Goal Name	Eco Dev
	Goal Description	Improve economic opportunities through activities aimed at improving the conditions needed for successful business and economic development.
3	Goal Name	Fac/ Infra
	Goal Description	Provide enhancement to public infrastructure and public facilities by improving availability, accessibility, and affordability of public facility and public infrastructure, and providing enhanced availability and access to clean, safe drinking water and safe sanitary sewer systems.
4	Goal Name	Fire Prot
	Goal Description	Provide improvements to community centers and improve access to affordable fire protection and enhanced fire protection equipment.
5	Goal Name	Purc Asst
	Goal Description	Create decent housing with improved affordability by providing funding for homebuyer assistance programs such as down payment and closing cost to low and moderate-income (less than 80 percent area median income) homebuyers. (ADDI)
6	Goal Name	CHDO
	Goal Description	Provide funding to CHDO organization to develop new affordable housing for low- to moderate-income persons for homeownership, and providing construction financing for single-family housing, financial mechanisms and improved communication with partners and constituents throughout the state.

7	Goal Name	TBRA
	Goal Description	Create decent housing through improved affordability and accessibility by providing rental subsidies and security and utility deposit assistance for very low- to moderate-income (less than 60 percent of area median income) households and persons with disabilities.
8	Goal Name	Rent Hsg
	Goal Description	Create decent housing with improved affordability and accessibility of multi-family housing and other rental housing through the construction of affordable rental housing units.
9	Goal Name	Rehab/ Recons
	Goal Description	Create decent housing, improved sustainability and affordability of existing single-family owner occupied housing stock through rehabilitation or reconstruction projects for low- and moderate-income (less than 80 percent of area median income) households.
10	Goal Name	Rent Rehab
	Goal Description	Preserve decent housing through improved sustainability and affordability of existing multi-family housing and other rental housing stock through rehabilitation or reconstruction projects for low- and moderate-income (less than 80 percent of area median income) households.
11	Goal Name	Prev
	Goal Description	Increase the availability and affordability of and supportive services offered to homeless families and individuals by providing Emergency Solutions Grant (ESG) funds to projects that focus on the prevention of homelessness, such as averting eviction, foreclosure, and /or utility disconnection, as well as paying deposits and first month's rent.
12	Goal Name	Shel
	Goal Description	Improve the availability and affordability of shelters and supportive services offered to homeless families and individuals by providing ESG funds to assist shelters and homeless providers to finance their operating cost.

13	Goal Name	HOPWA Hsg Asst
	Goal Description	Provide tenant-based rental assistance (TBRA); short-term rent, mortgage, and utility assistance (STRMU); and Permanent Housing Placement (PHP) Assistance.
14	Goal Name	HOPWA Sup Svs
	Goal Description	Enhance a suitable living environment through improved access to affordable health and local housing services through improvements of referrals to local available health units and local public housing and supportive social services.
15	Goal Name	Perm Hsg
	Goal Description	National Housing Trust Funds (HTF) are used to provide and improve housing conditions for extremely low-income (ELI) Veterans in Arkansas. Benefit: Rental units for ELI Veterans: Approximately 17 units.

AP-25 Allocation Priorities – 91.320(d)

Introduction:

Funding allocation priorities are detailed below by funding source.

ESG Note: The chart below rounds percentages up or down. Actual percentage amount for ESG Admin is 7.5.

Actual amounts for ESG Prev is broken down as follows .50% SO, 34% RR, and 13% HP.

Funding Allocation Priorities

	Admin (%)	Eco Dev (%)	Fac/ Infra (%)	Fire Prot (%)	Purc Asst (%)	CHDO (%)	TBRA (%)	Rent Hsg (%)	Rehab/ Recons (%)	Rent Rehab (%)	Prev (%)	Shel (%)	HOPWA Hsg Asst (%)	HOPWA Sup Svs (%)	Perm Hsg (%)	Total (%)
CDBG	3	55	36	6	0	0	0	0	0	0	0	0	0	0	0	100
HOME	10	0	0	0	10	15	7	20	24	14	0	0	0	0	0	100
HOPWA	10	0	0	0	0	0	0	0	0	0	0	0	80	10	0	100
ESG	8	0	0	0	0	0	0	0	0	0	47	45	0	0	0	100
HTF	10	0	0	0	0	0	0	45	0	0	45	0	0	0	0	100
Housing Trust Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

The allocation priorities reflect input from participants in the forums and survey, staff consideration of past allocations, and needs as determined through the Needs Assessment.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The distribution of funds is directly correlated to the specific objectives described in the Consolidated Plan. Each goal of the Strategic Plan is addressed in the funding distribution, as are many, though not all, of the priority needs.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

CDBG funds will be used for several activities authorized in Section 105(a) of the amended 1974 Housing and Community Development Act that meet national CDBG objectives. Projects are funded in order to meet at least one of three CDBG National Objectives that include: (1) benefit low- and moderate-income persons; (2) prevent or eliminate slums or blight; and (3) meet urgent community development needs. The State annually certifies that not less than 70% of the aggregate funds received during a 3-year period (as identified to HUD) shall be used for activities benefitting low- and moderate-income (LMI) persons.

CDBG funds are not specifically targeted to areas of minority concentration, but are distributed throughout the state's non-entitlement areas targeted for activities that serve LMI persons. Since projects funded with CDBG resources typically provide a community-wide benefit, it can be assumed that minority groups benefit equally in the same proportion as they occur in the general population.

The State Programs set forth within this Method of Distribution of the current CDBG allocation attempt to balance the need for providing jobs and suitable places to live. Funds are reserved in each category based on a percent of the total funds available for distribution to local governments. The State is allowed \$100,000 plus 3% of the State grant for administration and technical assistance in accordance with HUD regulations. The State is also allowed 3% of the program income received by units of general local government (whether retained by the unit of general local government or paid to the State) and funds reallocated by HUD to the State.

To achieve the most effective and efficient use of CDBG and ESG funds, AEDC and DHS may, at its discretion, use categorical adjustments. A categorical adjustment allows AEDC and DHS to reserve up to 25% of the total CDBG and ESG allocations for use as needed among categories. An adjustment of more than 25% of the total allocation, or the creation or elimination of a category, will be considered a substantial amendment to the Annual Action Plan and would require further steps as identified within the Citizen Participation Plan section of the Consolidated Plan. Adjustments may be made for remaining CDBG balances within a Category within the last 3 months following a 12-month Program Year in order to meet the HUD Timely Distribution requirement which requires the CDBG grant amount for a given Federal Fiscal Year to be distributed within a HUD required 15-month time frame.

For purposes of the Consolidated Plan and the Annual Action Plan, the overall CDBG Program includes activities within the Community Development Priority Need, and the Economic Development Priority Need.

Funds will be distributed to eligible applicants for specific Community Development or Economic Development projects. All funding considerations will be made according to reasonableness of cost and assurance that the grant amount represents the smallest amount of financing needed to cover the gap between reasonable project costs and local funding capacity.

The State certifies that benefit to low- and moderate-income persons for the three-year periods beginning in 2015 (2015-2017, 2018-2020) will be equal to or greater than 70% and that no project claiming benefit to low- and moderate-income persons will be approved if the benefit calculated is less than 51%.

A description and details of each State Program will be identified below.

Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	Community Development - General Assistance
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Within the Public and Community Facilities, and Infrastructure Priority Need, CDBG funds will be utilized for public infrastructure and public facility projects. Within this Program CDBG funds will be utilized for and will generally be made available under the LMI Area Benefit or LMI Limited Clientele or Presumed Benefit National Objective measures. Funds are awarded for: residential water and wastewater; senior centers; child care centers; public health facilities; youth centers; accredited public libraries; removal of architectural barriers from city halls or county courthouses for accessibility; street, curb, gutter, sidewalk, or storm sewer; flood control and drainage; and, other public facility or infrastructure project determined to be a high priority, and not eligible to be funded under another CDBG program. For more information see Application Guidelines.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	See Appendix B.
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	As noted above within the description of the criteria used to select applications, this information was a summary of the criteria. Complete information regarding the application criteria will be made available within the CDBG Application Guidelines and the General Assistance Application packet, when made available on the AEDC website. The Guidelines will provide specific details on the Application questions, deadlines for completing applications, threshold requirements, and any other necessary items. This information will be available on the AEDC website at: http://www.arkansasedc.com/grants .
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	N/A

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A
Describe how resources will be allocated among funding categories.	For the 2018 Program Year, AEDC is considering funding public infrastructure and public facility projects with an anticipated \$6,340,137 in CDBG resources. The award amount is based on beneficiary data of the project area as well as the feasibility and need for the project.
Describe threshold factors and grant size limits.	Grant requests should range from a minimum of \$75,000 to a maximum of \$1,000,000 for specific types of projects, including design fees, although maximum awards may be based on project type, as designed upon release of program application package. Administrative fees will be added to the announced award amount. Additional project awards may be made throughout the year from the existing pool of applications as funds become available, including from unexpended funds from prior funding years, if eligible under that funding year's annual action plan. Technical assistance will be available.

	What are the outcome measures expected as a result of the method of distribution?	For water and wastewater funding, AEDC will be able to identify those areas that meet a CDBG National Objective and target those projects that are impacting the safety of our citizens. Through a collaborative effort with other funding agencies, AEDC is better able to leverage federal and state grant resources in order to obtain maximum impact. An estimated 7,000 people will benefit from these public infrastructure and public facility projects.
2	State Program Name:	Community Development - Rural Services
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Within the Public and Community Facilities and Fire Equipment Priority Need, CDBG funds will be utilized for community center, fire station, multi-purpose center, and fire truck and fire-fighting equipment projects. CDBG funds will be utilized for and made available under the LMI-Area Benefit National Objective measures. For more information see Application Guidelines.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The Arkansas Rural Development Commission will review Application and make recommendations for funding of projects to benefit rural communities with a population of less than 3,000 persons. Applicants should contact the Division of Rural Services to obtain an application for the Rural Services Block Grant Program (RSBGP). In order to receive funding from AEDC, the applicant must receive approval from the Arkansas Rural Development Commission. Up to \$1,000,000 of the annual CDBG allocation will be used for this category. Applications will be evaluated on:</p> <ul style="list-style-type: none"> • The extent to which the project will benefit low and moderate income persons and meet CDBG eligibility requirements; • The extent to which other funds will be used to leverage the grant funds proposed for the project; • Appropriateness of the project to Division of Rural Services-Rural Community Fire Protection Grant Program and the Rural Community Development Block Grant Program. Projects may include fire protection and multi-use community centers; • The applicant's readiness to proceed with the project; • Other criteria as defined in the application as prepared by the AEDC Division of Rural Services. <p>Note: legislation intends for priority to be placed on the use of CDBG funds for multi-use facilities that will offer combined facilities for programs commonly offered in separate facilities such as senior centers, public health centers, childcare centers and community centers.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>As noted above within the description of the criteria used to select applications, this information was a summary of the criteria. Complete information regarding the application criteria will be made available within the RSBGP. The Guidelines will provide specific details on the Application questions, deadlines for completing applications, threshold requirements, and any other necessary items. This information will be available on the AEDC Division of Rural Services website: http://ruralservices.arkansas.gov/grants/rural-services-block-grant-program/</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>For the 2018 Program Year, AEDC will fund Rural Services projects in partnership with the AEDC Division of Rural Services and Rural Development Commission, with an anticipated \$1,000,000 in CDBG resources. The RSBGP award amount is based on beneficiary data of the project area as well as the feasibility and need for the project.</p>

	Describe threshold factors and grant size limits.	Each project funded must meet the CDBG National Objective of benefiting low- to moderate-income (LMI) persons. Up to \$75,000 in CDBG funds may be awarded per project for project activity and direct project delivery costs combined; no more than 15% of the total award may be used for grant project administration. The match for this grant is 10% and may be comprised of in-kind labor, in-kind materials or cash.
	What are the outcome measures expected as a result of the method of distribution?	Approximately 3,000 people will benefit from these activities.
3	State Program Name:	Economic Development (ED)
	Funding Sources:	CDBG

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>Within the Economic Development Priority Need, CDBG funds will be utilized for providing communities with resources to assist businesses which expand the State's economic base and which create quality jobs principally benefiting LMI employees and made available under the LMI CDBG National Objective criteria. Eligible activities will generally include: grants or loans to for-profit businesses (through the applicant community) for a variety of business purposes; or public facilities (infrastructure) projects undertaken by applicant communities for economic development purposes, where a benefiting business agrees to locate or expand premised on the infrastructure improvements and agrees to create jobs for LMI persons.</p> <p>AEDC shares the cost of project infrastructure needs by committing grants from state and federal infrastructure funds. The amount of assistance committed is dependent upon the strength of the company, number of jobs, average wage, project investment and costs associated with facility/site improvements.</p> <p>Funds may be used by eligible applicants to:</p> <ol style="list-style-type: none"> 1. Provide infrastructure necessary to serve the location of a new or expansion of an existing industry which will create new jobs or retain existing jobs; or 2. Provide loans to industry for economic development purposes when it can determine that the provision of such financing is necessary to create new jobs and/or retain existing jobs. Eligible activities for loans include, but are not limited to the following: acquisition, construction and equipment; or 3. Provide funds for the construction of facilities; or 4. Provide funds for a Commission-approved training program; or 5. Undertake any combination of 1 through 4 above, provided that all other requirements can be met.
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Projects are generally evaluated through a cost benefit analysis process; and for basic eligibility, financial feasibility, appropriateness and the extent to which the project will result in the creation and/or retention of permanent jobs, primarily for low- and moderate-income persons. The Housing and Community Development Act (HCDA) and HUD's CDBG regulations outline basic project "underwriting" guidelines/standards so that State programs will achieve the federal objectives of the CDBG Program. The underwriting standards used in the Arkansas ED program are designed to address these federal guidelines.</p> <p>Application for Economic Development funds are reviewed according to the following process:</p> <p>Loans. Applications complete a four-step process:</p> <ol style="list-style-type: none"> 1. Review for eligibility and compliance with applicable requirements; 2. Evaluation of the business plan for appropriateness, feasibility, and credit worthiness; 3. Review and recommendation by Economic Development Commission; and 4. Decision made by the Commission's Executive Director. <p>Infrastructure. Applications complete a three-step process:</p> <ol style="list-style-type: none"> 1. Review for eligibility and compliance with applicable requirements; 2. Determination of appropriateness, feasibility, need, and recommended funding level; and 3. Decision by the Commission's Executive Director. <p>This information provided is a summary. Additional information will be available within the ED Program Guidelines.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>As noted above within the description of the criteria used to select applications, this information was a summary of the criteria. Complete information regarding the application criteria will be made available within the CDBG Economic Development Application Guidelines. The Guidelines will provide specific details on the Application questions, deadlines for completing applications, threshold requirements, and any other necessary items. This information will be available on the AEDC website at: www.arkansasedc.com/grants.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>

<p>Describe how resources will be allocated among funding categories.</p>	<p>For the 2018 Program Year, AEDC is considering funding economic development activities/projects with the anticipated \$9,743,035 of funding allocated to this Program. Other activities/projects will be funded from AEDC's CDBG Economic Development State Revolving Loan Fund (SF). There is no limitation on the number of economic development applications and/or active projects which an eligible applicant may have with the Commission except as limited by the requirements defined in the Method of Distribution. Approximately 55% of the 2018 allocation will be used for this category and 100% of any program income received by the Commission generated from economic development projects will be used to make additional projects through the State Revolving Loan Fund, with up to 3% of that being eligible to be budgeted for State Administration.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>AEDC shares the cost of project infrastructure needs by committing grants from state and federal infrastructure funds. The amount of assistance committed is dependent upon the strength of the company, number of jobs, average wage, project investment and costs associated with facility/site improvements. It is generally expected that CDBG grants will be a minimum of \$75,000, and there is no specific maximum grant size limit, although required to be considered is a company's ability to meet the public benefit standard per job to be created as a result of the grant funding.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Through the Economic Development Program additional jobs will be created or retained throughout the state which will create additional opportunities for Arkansans, particularly those who are LMI. An estimated 500 people will benefit from these activities through the creation of jobs.</p>

4	State Program Name:	Emergency Solutions Grant (ESG)
	Funding Sources:	ESG
	Describe the state program addressed by the Method of Distribution.	State of Arkansas supports a variety of housing and public service programs to service the homeless and special needs population. The efforts of the homeless coalitions, through the Continuum of Care process, have provided guidance on the needs of these communities. The process has resulted in a better understanding of the homeless and special needs community and their housing needs, enabling the State to arrive at a set of goals and objectives. These goals and objectives are provided below, with performance goals for FY 2018 Annual Plan Budget \$2,694,846.00.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<ol style="list-style-type: none"> 1. Geographic Need for the Project 2. Financial Controls 3. Project Viability 4. Project Delivery Capacity 5. Administrative Capacity 6. Project Narrative 7. Community Support 8. Monitoring and Performance History [previous recipients only] 9. Preparation for Program [new applicants only]
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Emergency Solutions Grant Program funds are made available to non-profit organizations and to units of local government that develop and operate homeless shelters and/or provide supportive services to homeless persons and families. Funds are distributed statewide through a competitive Request For Proposals Application process in amounts based on applicant requests and funding availability.</p> <p>Application Process:</p> <p>All applicants must be non-profit agencies or units of local government and must be in good standing with the appropriate local Continuum of Care.</p> <ol style="list-style-type: none"> 1. The Department of Human Services will hold a meeting with the chairpersons of all seven Continuum of Care (CoC) organizations in the state. The purpose of these meetings is to discuss gaps in service, agency performance for the previous year, development of performance standards for agencies, funding allocations, and data collection. Recommendations for funding for each CoC will be formulated. 2. A meeting identical to that mentioned above will be held with representatives of each entitlement city in the state. 3. Requests for Proposals will be posted on the DHS website, e-mailed to interested organizations and existing participating agencies, posted in each DHS county office, and announced in the Arkansas Democrat Gazette. 4. A workshop will be held to introduce potential applicants to the ESG Program, to educate applicants on DHS Policies and Procedures relating to ESG, to provide a detailed explanation of the application and grant award process, and to provide technical assistance to applicants. 5. Completed applications will be received by DHS by published deadline. 6. Applications will be screened by a screening committee appointed by the Assistant Director of the DHS Division of County Operations – Office of Community Services (DCO-OCS) and made up of representatives of various divisions of DHS. Each committee member will screen each application.
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	<p>7. All applications meeting minimum standards for completeness and eligibility will be passed through by the Screening Committee for subsequent review and funding consideration.</p> <p>8. Each member of the DHS DCO-OCS staff will carefully review each application passed through by the Screening Committee and score each application against published scoring criteria.</p> <p>9. Scores from each reviewer will be averaged to a single numerical score for each applicant. That averaged score will be used to rank applicants and make final funding level decisions.</p> <p>10. DHS DCO-OCS will set funding targets for each ESG component based on available funding, and successful screening and review will not guarantee full or even partial funding. DHS DCO-OCS may set a cut-off score below which no applicant will be funded.</p> <p>11. A second workshop will be held for successful sub-grant recipients to review program requirements and discuss administration of the ESG Grant funds.</p>
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	N/A

<p>Describe how resources will be allocated among funding categories.</p>	<p>Of the \$2,694,846 from ESG, the State will designate \$13,474 to street outreach; \$350,330 to homelessness prevention; \$916,248 to rapid re-housing; \$1,212,681 to Emergency shelters; and \$202,113 will fund program administration.</p> <p>Upon approval from HUD, any remaining funding for FY 2016 (2016-2017 program year) will be redistributed in FY 2017 (2017-2018 program year). Any remaining funding for FY 2017 (2017-2018 program year) will be redistributed in FY 2018 (2018-2019 program year).</p>
<p>Describe threshold factors and grant size limits.</p>	<p>The amount of the grant that a sub-grantee may receive is depended on available funding for the categories in which funding is being requested. The percentage of funding per category is based on need identified throughout the state.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Funding is expected to assist an estimated 2,000 individuals with homeless prevention services, 2,500 individuals with rapid re-housing, 5,000 individuals/families with shelter and shelter services, and 600 individuals with street outreach, totaling 10,000 individuals.</p> <p>Outcomes will be tracked on a monthly basis throughout the grant performance period. Performance indicators will be incorporated into the application scoring process during the next grant cycle.</p>

5	State Program Name:	HOME Funding
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	<p>The State of Arkansas receives HOME Funds through a formula allocation from HUD. ADFA is the designated agency that administers the funds allocated to the State. Under the HOME Program, ADFA is designated a “Participating Jurisdiction” or “PJ”. The local PJs in Arkansas include the Cities of Fort Smith, Little Rock, North Little Rock, and Pine Bluff.</p> <p>ADFA has broad discretion in administering the HOME Funds. ADFA may administer activities directly, allocate funds to units of local government, for-profit entities and non-profit entities, evaluate and fund projects, or a combination of the two approaches. ADFA allocates funds to various partners through their formal application process. The application process is continually based upon funds availability.</p> <p>ADFA allocates funds to units of general local government, including cities, towns, townships and counties. The funds are then administered by local governments for eligible HOME uses. ADFA may undertake jointly-funded projects with local PJs and may use HOME funds anywhere within the State including within the boundaries of local PJs. ADFA Programs funds allocated within a designated local PJ will be limited to down payment and closing costs assistance loans, CHDO Set-Aside projects, and joint Low-Income Housing Tax Credit/HOME developments. ADFA may also allocate funds to for-profit developers, housing non-profits and Community Housing Development Organizations (CHDO).</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>ADFA has set the following parameters regarding the amount of HOME Program Funds that can be allocated per applicant. NOTE: ADFA Board of Directors reserve the right to increase or decrease the maximum program allocation during the program year to meet HOME program requirements. Allocations are subject to availability of funds.</p> <ul style="list-style-type: none"> • Applicants must request a minimum of \$100,000 of HOME Program funds to be considered a HOME Program allocation (with the exception of TBRA projects). • The maximum amount that can be requested and allocated by ADFA is \$450,000 in HOME Program funds, subject to availability of funds. (Note: The maximum allocation for a CHDO project is \$900,000, subject to availability of funds). • The maximum amount that can be requested and allocated for TBRA projects by ADFA is \$225,000, subject to availability of funds. • TBRA applicants may apply for funding once a year and when 75% of the current allocation has been expended. <p>Applicants may be awarded maximum of 3 HOME projects, per housing activity (Rental, Homeowner, TBRA), per HOME Fiscal year (July 1 to June 30) based upon capacity as determined by ADFA.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>N/A</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Resources were allocated among funding categories according to need reflected in the Needs Assessment and programmatic experience from years of operating housing programs with HOME funding. Funding among the categories include \$670,295 for down_payment assistance, \$1,005,442 for new construction activities by CHDOs, \$469,206 for Tenant-Based Rental Assistance, \$1,340,589 for multifamily rental housing development, \$1,608,707 for owner-occupied housing rehabilitation, and \$938,412 for rental rehabilitation.</p>

<p>Describe threshold factors and grant size limits.</p>	<p>ADFA has set the following parameters regarding the amount of HOME Program Funds that can be allocated per applicant. NOTE: ADFA Board of Directors reserve the right to increase or decrease the maximum program allocation during the program year to meet HOME program requirements. Allocations are subject to availability of funds.</p> <ul style="list-style-type: none"> • Applicants must request a minimum of \$100,000 of HOME Program funds to be considered a HOME Program allocation (with the exception of TBRA projects). • The maximum amount that can be requested and allocated by ADAF is \$450,000 in HOME Program funds, subject to availability of funds. (Note: The maximum allocation for a CHDO project is \$900,000, subject to availability of funds). • The maximum amount that can be requested and allocated for TBRA projects by ADFA is \$225,000, subject to availability of funds. • TBRA applicants may apply for funding once a year and when 75% of the current allocation has been expended. <p>Applicants may be awarded maximum of 3 HOME projects, per housing activity (Rental, Homeowner, TBRA), per HOME Fiscal year (July 1 to June 30) based upon capacity as determined by ADFA.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The HOME Program funding is expected to provide 250 households with down payment assistance, 20 new homes through CHDO development projects, assist 275 households with Tenant-Based Rental Assistance, develop 25 rental units, rehab 45 owner-occupied homes, and rehab 25 rental units.</p>

6	State Program Name:	Housing Opportunities for Persons with AIDS (HOPWA)
	Funding Sources:	HOPWA
	Describe the state program addressed by the Method of Distribution.	Arkansas Department of Health (ADH) HIV Services provides oversight for HOPWA funding granted to the State. The Northeast Arkansas Regional AIDS Network (NARAN) and PBHA (Housing Authority of the City of Pine Bluff) are under contract to use HOPWA dollars to administer HOPWA housing assistance including Tenant-Based Rental Assistance (TBRA), Short-Term Rent, Mortgage, and Utility (STRMU), Permanent Housing Placement (PHP) programs, and the support services or service coordination appropriate to ensure effective case management and attainment of HOPWA goals.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>Project sponsors will be selected through a statewide Request for Applications (RFA) process that will include, but is not limited to, evaluation of the following parameters:</p> <ul style="list-style-type: none"> • Concentration of persons with HIV/AIDS in the geographic area to be served by the project sponsor; • Availability of suitable housing stock in the defined areas; • Demonstrated capacity of the applicant to provide quality services in compliance with ADH and HUD regulations; • Ability of the applicants to coordinate complimentary supportive services; and • Ability of the project sponsor to meet the urgent unmet needs of person with HIV/AIDS and their families. <p>Project sponsors are contracted for a period of 6 years, with contract subject to annual review for continuance based upon Project sponsor's attainment of ADH and HUD goals and deliverables.</p>

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>N/A</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Project sponsors are selected through a statewide Request for Applications (RFA) process that include, but is not limited to, evaluation of the following parameters:</p> <ul style="list-style-type: none"> • Concentration of persons with HIV/AIDS in the geographic area to be served by the project sponsor; • Availability of suitable housing stock in the defined areas; • Demonstrated capacity of the applicant to provide quality services in compliance with ADH and HUD regulations; • Ability of the applicants to coordinate complimentary supportive services; and • Ability of the project sponsor to meet the urgent unmet needs of person with HIV/AIDS and their families. <p>By the process defined above two (2) project sponsors were selected beginning GY15 and have contracts with a life span of six (6) years but subject to renewal on an annual basis, contingent upon performance and attainment of HOPWA goals and objectives.</p>
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<p>Describe how resources will be allocated among funding categories.</p>	<p>2018 Estimated Distributions- Housing Opportunities for Persons with AIDS are as follows:</p> <p>I. Administration: \$72,155</p> <p>a. Grantee: \$21,646</p> <p>b. Project Sponsors: \$50,509</p> <p>II. Direct Housing and Related Support Services: \$649,000</p> <p>a. Direct Housing Assistance: \$569,673</p> <p>1. TBRA + STRMU: \$484,222</p> <p>2. PHP: \$85,451</p> <p>b. Support Services: \$79,327</p> <p>TOTAL HOPWA: \$721,155</p>
<p>Describe threshold factors and grant size limits.</p>	<ul style="list-style-type: none"> • Availability of housing units that meet FMR (fair market rent): for TBRA and PHP. • Availability of housing that meets HQS (housing quality standards): for TBRA. • Seasonal adjustments (or fluctuations) in utility rates-primarily gas and electricity: for STRMU and TBRA. • Availability of public housing units: for TBRA. <p>These are among multiple thresholds that may impact allocation and ongoing budgetary adjustments of funds to applicable activities.</p>

	What are the outcome measures expected as a result of the method of distribution?	<p>Supportive services and Case Coordination:</p> <ul style="list-style-type: none"> • Improve access to health care and other supportive services for 200 clients and their families. • Clients will remain in stable housing, and will receive coordinated complimentary supportive services. <p>TBRA , PHP and STRMU:</p> <ul style="list-style-type: none"> • Program will assist 135 clients establish and or better maintain permanent safe, decent, stable, and affordable housing.
7	State Program Name:	Housing Trust Fund (HTF) from HUD
	Funding Sources:	HTF

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>This National Housing Trust Fund (HTF or NHTF) Plan seeks to ensure that, where economically feasible, applicants will have an opportunity to compete for funding to address their unmet rental housing needs. ADFA has established certain basic housing requirements to be used in the allocation of NHTFs, which are briefly described below.</p> <p><i>1) Geographic Diversity</i> – ADFA anticipates allocating available NHTF to expand the Extremely Low-income (ELI) Veterans' overall rental housing supply located throughout Arkansas in areas near VA Medical Facilities/Hospitals, VA Support Services, and urban areas where employers are more concentrated, and more likely to offer jobs to Veterans first.</p> <p><i>2) Applicant Capacity</i> – Great consideration will be given to ability of the applicant to undertake and complete the construction of the proposed type of housing in a timely manner. The applicant must have the financial capacity to complete the proposed development and must provide a list of experienced development team members such as a general contractor, architect, property manager and legal counsel.</p> <p><i>3) Rental Assistance</i> – Due to the targeted population of ELI, the ability to secure rental assistance so that rents are affordable to ELI families will be a major factor in the success of any proposed development.</p> <p><i>4) Duration of Affordability Period</i> – All NHTF rental units must have affordability requirements for a minimum of thirty (30) years. The Development Team must demonstrate strength to enforce the affordability period.</p> <p><i>5) Housing Needs of the State</i> – ADFA has identified a housing need for ELI households for Veterans. Per the Veterans Data Central (www.veteransdata.info) there are 229,261 Veterans in Arkansas, representing 10.3% of the Arkansas population. Of those 7.3% are unemployed, 8.8% live in poverty, 19.8% have a service connected disability rating, and 456 are homeless.</p> <p><i>6) Leveraging</i> – The applicant should provide additional sources of funds such as other soft funds for construction, permanent financing and/or operating expenses.</p> <p><i>7) Limitation on Beneficiaries or Preferences</i> – The ADFA 2016 \$3,000,000 and 2017 \$3,000,000 allotments from NHTF will give a preference to ELI Veterans with special needs, who are homeless</p>
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		or may become homeless, suffer from mental illness, or who are leaving correctional facilities. Preference will also be given to surviving spouses (who are receiving VA death benefits) of deceased Veterans.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The ADFA scoring matrix outlines specific points for each goal and is included in the Appendix D.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>N/A</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>N/A</p>

Describe how resources will be allocated among funding categories.	Maximum Cost Per- Unit and Minimum Area Requirements				
				Min. Bedroom	Max. Cost
	Property Type	#Bedrooms	#Baths	Net Area	Per - Unit
	Rental Unit	3-4	2	120 sq. ft.	\$151,000
	Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
	SFD	3-4	2	120 sq. ft.	\$162,000
	SFD	2	1-2	120 sq. ft.	\$140,000
	Assisted Living	1	1	120 sq. ft.	\$179,000
	Per Unit Costs: calculated by dividing the total development costs by the total number of units.				
	Unit areas do not include outside storage, covered porches, patios, balconies, etc.				
Describe threshold factors and grant size limits.	Maximum grant size is \$1,000,000.				

What are the outcome measures expected as a result of the method of distribution?	Example: 3 Assisted Living Units (3 x \$179,000)	\$537,000
	2 Single Family Dwelling Homes (2 x \$150,000)	\$300,000
	2 Projects of Six General Rented Units (12 x \$151,000)	<u>\$1,812,000</u>
	Estimated Total Units 17 for a cost of approximately	\$2,649,000

Discussion:

The State Programs set forth within this Method of Distribution of the current CDBG, HOME, ESG, HOPWA, and HTF allocations attempt to balance the need for providing jobs and suitable places to live. Funds are reserved in each category based on a percent of the total funds available for distribution to local governments.

AP-35 Projects – (Optional)

Introduction:

N/A

#	Project Name

Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

N/A

AP-38 Project Summary
Project Summary Information

N/A

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

N/A

Acceptance process of applications

N/A

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State's Process and Criteria for approving local government revitalization strategies

N/A

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

Projects created in response to the five federal funding programs, CDBG, HOME, HOPWA, ESG, and NHTF will be spread across non-entitlement communities throughout the state. The vast majority of the combined funding will be provided through individual benefit criteria, available to low-income individuals/households regardless of the demographics of the community in which they reside. A smaller portion, primarily funded through the CDBG Program, will address infrastructure and public facility concerns within CDBG eligible areas where more than 51 percent of residents earn less than 80 percent of the area median income. For CDBG, 50 percent of CDBG funding will be used in CDBG area benefit eligible areas.

Geographic Distribution

Target Area	Percentage of Funds
Statewide	83
CDBG Eligible Areas	17

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The proposed allocation of funds is based on federal funding requirements for each formula-allocated grant. Areas of low- to moderate-income concentration and certain areas of high minority concentration are targeted. Areas of low homeownership and deteriorating housing conditions were also considered in the targeting process.

Discussion

The distribution of funds by target area is projected to be primarily statewide due to use of funds for administrative, non-profit support, and individual benefit-oriented programmatic uses of the funds. The remaining funds are estimated to be spread through smaller CDBG-eligible areas.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

The annual goals listed previously specify the following production numbers for housing assistance and for homelessness, non-homeless, and special needs populations.

One Year Goals for the Number of Households to be Supported	
Homeless	4
Non-Homeless	605
Special-Needs	48
Total	657

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	275
The Production of New Units	62
Rehab of Existing Units	70
Acquisition of Existing Units	250
Total	657

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

These figures relate to production targets specified in the annual goals for 2017 through HOME funded programs. Additional funding will be provided for rental assistance through the homeless prevention and rapid re-housing programs promoted through the ESG funding. Each program will provide benefits for 4,000 individuals/households during the program year, but it is unknown at this point-in-time what portion of each program will be used for rental assistance and what portion will provide rent deposit, utility payments, or mortgage payment assistance.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

The State does not manage any public housing units.

Actions planned during the next year to address the needs to public housing

N/A

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion:

The State does not manage any public housing units.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The State of Arkansas is active in the seven Continuum of Care (CoC) organizations, addressing issues related to homelessness in the state. Funding for homeless projects and services are sourced primarily through that process.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The seven CoC organizations, along with the coalition of local homeless service agencies covering the smaller communities in the state, conduct annual surveys of homeless individuals, including unsheltered persons. These surveys serve to help focus Continuum activities for the coming year, as well as provide documentation in response to HUD program requirements.

Addressing the emergency shelter and transitional housing needs of homeless persons

This Annual Action Plan includes ESG funding to address emergency shelter needs of homeless persons. Program goals include funding approximately 50 agencies per year, providing emergency shelter to 13,000 individuals/households per year. These funding and performance plans extend the full five years of this Consolidated Plan.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The State has a goal of funding at least one permanent housing project during the five-year span of this Consolidated Plan. The State will work with local agencies and organizations to identify and promote opportunities to invest funds for these activities.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving

assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The State is providing for services through ESG funding that address homeless prevention and rapid re-housing to help low-income individuals and families avoid becoming or remaining homeless. These programs include funding for rent assistance, essential services, first and last month rents, and utility payment assistance. An estimated 8,000 individuals/households will be assisted through these efforts statewide.

Discussion

The State, ESG subgrantees, and participants in the seven CoC organizations work closely together to meet the needs of homeless individuals and families through the continuum of services coordinated through the partnership. A list of subgrantees can be found in Appendix C.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	75
Tenant-based rental assistance	60
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	135

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

The State of Arkansas is not aware of any public policies that produce a negative effect on affordable housing and residential investment. There are numerous social and economic factors that affect the development of affordable housing in areas of the state, such as limited incomes requiring rents or prices below what could be supported by the market and NIMBYism, but these are not the result of public policies.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

N/A

Discussion:

There are no known public policy barriers to affordable housing development in Arkansas, though market factors do influence the ability to produce a range of housing to address all income levels. Most of these factors, including the cost of construction, price of developable land, and tenant/homebuyer incomes, are beyond the influence of the State of Arkansas. Where possible, the state provides or funds services that address market factors, such as job training and business development activities.

AP-85 Other Actions – 91.320(j)

Introduction:

The State currently provides a variety of services to the residents of Arkansas, some funded by CDBG, HOME, HOPWA, and ESG allocations, with private and State funding bringing additional assets to bear on these problems. Below are some of the actions currently performed by the State or subgrantees or under consideration in the future.

Actions planned to address obstacles to meeting underserved needs

The State will continue to look for new funding sources for programs to address underserved needs. Funding is the major obstacle in providing the services needed to focus on the vast variety of issues that prevent families from breaking out of poverty and from living in the best, most affordable housing possible.

Actions planned to foster and maintain affordable housing

The State of Arkansas provides funding through HOME for new single-family and multifamily housing development. The State also provides HOME funding both single-family and rental rehabilitation programs. State staff also manages the approximately \$6.5 million annual Low-Income Housing Tax Credit allocation for Arkansas.

Actions planned to reduce lead-based paint hazards

- Continue to meet HUD lead-based paint abatement standards in housing rehabilitation programs operated by subgrantee communities.
- Seek funding as it becomes available to provide testing and abatement of lead-based paint hazards in single-family housing where young children are present.
- Expand the stock of lead safe housing units through new housing initiatives.
- Seek funding as it becomes available to provide for testing, abatement, training, and educational awareness.

Actions planned to reduce the number of poverty-level families

The State will continue its efforts in conjunction with the seven Continua of Care in Arkansas to reduce the number of poverty-level families through the development of services needed to assist those families with educational opportunities, job growth, and life skills training through the various social service agencies operating in the communities across the state.

Actions planned to develop institutional structure

- Work with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives.
- Work with private industry to address important issues that hamper housing and community development efforts.
- Identify opportunities to create private/public partnerships for project finance and development to leverage federal funds.

Actions planned to enhance coordination between public and private housing and social service agencies

The State will continue to coordinate planning activities with subgrantees and private housing and social service agencies, including participation in Continuum of Care meetings, development of the Continuum of Care, and coordinate the enumeration of point-in-time and homeless surveys by continua throughout the state. State staff will also continue its participation in other coalitions and study groups as the opportunity arises.

Discussion:

These actions are primarily the continuation of what the State is currently doing in the various areas. No major obstacles in the institutional structure have been identified that need to be addressed. The State is also satisfied with its efforts to coordinate with private housing and social service agencies.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

The following provides details on program specific requirements for each of the five entitlement programs, Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Housing Opportunities for Persons With AIDS (HOPWA), Emergency Solutions Grants (ESG), and National Housing Trust Fund (NHTF, also referred to as HTF).

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	2,000,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	2,000,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The State will continue to support the many efforts of the non-profits and social service provider agencies in the community in their efforts to obtain funding from various sources for their programs.

Many of these organizations receive private donations to sustain their programs, and most apply for funding on the federal, state, and local level.

The availability of federal funds would enhance any of the listed programs and would mean that more services, and housing, could be provided. Because of the scarcity of any type of funding, the State has been working with various organizations to try to develop programs that would increase the leveraging capacity of federal funding mechanisms so that more money would be available for other needed endeavors. Better use of the existing resources is a main concern of everyone.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For homes purchased through HOME Program financed homebuyers assistance programs, ADFA has certified that it will assure that the initial purchaser receives a reasonable return on his/her investment at the time of the sale with the following provisions. ADFA shall agree to apply the following rate of appreciation to the homeowner's investment calculated by:

1. Adding purchaser's down payment;
2. The portion of his/her monthly payments which were applied to the principal; and,
3. The cost of documented major improvements which increased the value of the property.
4. In no case will ADFA assure the above when depreciation of the general housing market in which the property is located and/or depreciation of the property due to deferred maintenance, abandonment of the property, and lack of necessary maintenance results in an appraisal value less than the above appreciated value. Initial purchaser must sign an agreement of shared appreciation.

The sale of the property to the new low-income family must be at a price which allows for:

- A fair return on investment, including any improvements to the seller;
- The property must be affordable to the subsequent low-income purchaser.

The subsequent purchaser's affordable housing provision must remain in existence for a period of

no less than:

ADFA or its designee administering the HOME Program funds may exercise the right of purchase from the initial homebuyer. The price paid to the initial homebuyer by the entity exercising the right of purchase is the amount specified in a firm contract between the initial homebuyer and the proposed purchaser. A promissory note is required if the homebuyer purchases the unit under the HOME Program for less than fair market value (FMV). A promissory note must be executed between ADFA and the initial homebuyer in the amount of the difference between FMV and the actual sales price. Subsequent purchasers within the affordability period of the initial sale must sign a new promissory note and mortgage.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

ADFA will recapture that portion of HOME Program investment unforgiven during the affordability period or recapture the maximum net proceeds from sale of property (whether recapture is effected through foreclosure or no foreclosure action). Net proceeds will be used to: (1) Reimburse the HOME Program (approved activity) for the outstanding balance of HOME funds not repaid or forgiven during the applicable affordability period at the time of recapture; (2) Reimburse the HOME Program (administration) for “holding costs” or other costs associated with the recapture action (legal fees, insurance, taxes, realtor fees, appraisal/BPO costs, etc.). In the event net proceeds are less than the outstanding balance of HOME funds invested in the property (for all approved activities and holding costs incurred), the loss will be absorbed by the HOME Program and all HOME Program requirements would be considered to have been satisfied. If net proceeds recaptured are greater than the outstanding balance of HOME funds invested in the property (for all approved activities and holding costs incurred), the balance of net proceeds would be distributed to the homeowner (or his/her estate). If the recapture of proceeds is effectuated through a completed foreclosure action, and the property is legally owned by ADFA, the balance of net proceeds recaptured will inure to ADFA.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The State does not intend to use HOME funding for this purpose.

**Emergency Solutions Grant (ESG)
Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

Currently funded agencies or those who have received prior funding from the Office of Community Services of the Department of Human Services will be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The seven Continuum of Care organizations have developed Centralized Assessment Systems to screen potential clients for referral to the most appropriate assisting agency.

Congress has directed HUD to improve the collection of data on the extent of homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of the McKinney-Vento and other assistance, including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that assistance. Through the Federal Register Notice, the Emergency Solutions Grants Program and Community Development Block Grants were made a part of this mandate. Therefore, all proposed projects/organizations must provide written certification of their participation in an existing HMIS.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Emergency Solutions Grants Program (ESG) in Arkansas is administered by the Arkansas Department of Human Service (DHS), Division of County Operations - Office of Community Services (DCO-OCS). Sub-grants are offered statewide using a Request for Proposal process in amounts based on applicant requests and funding availability. All applicants must be either a unit of local government or a local non-profit agency, including community and faith-based organizations, having the written concurrence of the appropriate unit of local government, and successful applicants must

be an active member of in good standing with the appropriate local Continuum of Care organization.

Requests for Proposals are posted on the DHS website and e-mailed to interested organizations and existing participating agencies.

A workshop is held to introduce potential applicants to the ESG Program, to educate applicants on DHS Policies and Procedures relating to ESG, to provide a detailed explanation of the application and grant award process, and to provide technical assistance to applicants. The open application period is 30 days.

Completed applications that are received by DCO-OCS by the published deadline are screened by an ad hoc ESG Screening Committee appointed by the Assistant Director of DCO-OCS and consisting of five representatives drawn from various divisions of DHS. Each committee member screens each application. All applications meeting minimum standards for completeness and eligibility are passed through the ad hoc ESG Screening Committee for subsequent review and funding consideration.

Each member of the DCO-OCS staff reviews each application passed through by the ad hoc ESG Screening Committee and score each application against published scoring criteria. Scores from each reviewer are averaged to a single numerical score for each applicant. That averaged score is used to rank applicants and make final funding level decisions.

DCO-OCS complies with the expenditure limits of §576.100(b) by setting funding targets for each ESG component based on available funding, and overall allocations are held to these targets. Successful screening and review of an application does not guarantee full or even partial funding. DCO-OCS may set a cut-off score below which no applicant will be funded.

The release of funds is contingent upon the applicant successfully completing the DHS Grant Agreement process, signing all certifications and assurances as required by law, and successful completion of the Environmental Review process.

Sub-grant recipients are monitored annually to ensure compliance. Funding can and will be stopped if they fail to meet the obligation as outlined in their Grant Agreement.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

DCO-OCS complies with this requirement by making sub-grant awards only to those recipients who

have homeless, formerly homeless, or persons at risk of homelessness on their Board of Directors, or who actively solicit input from such person prior to each Board of Directors meeting.

5. Describe performance standards for evaluating ESG.

Sub-grant recipients operate on a budget approved by DCO-OCS. This budget projects program outcomes for individuals or families assisted with ESG funds. Monthly reports submitted by the sub-grant recipients document all services provided and activities performed. This data is compared against projections to monitor performance by demographic and geographic baselines.

Sub-grant recipients are required to use a Homeless Management Information System (HMIS or equivalent local information technology system) to collect client-level data. This data is used to determine how well programs are meeting the objectives of ESG.

National Housing Trust Fund (NHTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

In accordance with the requirements of Section 93.2, eligible recipients are defined as follows: an organization, agency or other entity (including a public housing agency, or a for-profit entity or a non-profit entity) that receives NHTF assistance from a grantee as an owner or developer to carry out an NHTF-assisted project. A recipient must make acceptable assurances to the grantee that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funding activities. A recipient must demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; and demonstrate its familiarity with the requirements of other Federal State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs. The recipients must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to design, construct, own, manage, operate, and market affordable multi-family rental housing. ADFA will measure these requirements per methods listed in ADFA's Annual NHTF Allocation Plan and per documents submitted with the application (<http://adfa/arkansas/gov/lihtc-application>). No NHTF application will be processed for any applicant or related entity which is not in good standing with ADFA and any other State housing finance authority, the Arkansas Economic Development Commission ("AEDC"), HUD, USDA

Rural Development, or VA. An applicant can be denied consideration of the NHTF funds if the applicant or its related parties have a history of payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or unlawful. ADFA will distribute NHTF by directly selecting applications submitted from eligible recipients and will not use sub-grantees. "Eligible Applicant" consists of the "Development Team" who will construct new rental housing (single family, assisted living units, or multi-family units) solely for Veterans, and Veterans and their families, in conjunction with a Non-Profit which specializes in support services for Veterans. "Development Team" means the applicant, consultant, contractor, architect, accountant, property manager, and attorney. The Veterans must meet HUD ELI Income Limit Guidelines. Title 38 of the Code of Federal Regulations defines a Veteran as "a person who served full time (active-duty service) in the military, naval, or air service and who was discharged or released under conditions other than dishonorable."

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

ADFA will evaluate each application to determine which projects should receive an award of NHTF (also referred to as HTF) funds. All applicants must submit an application with supporting documentation, including evidence sufficient to ADFA that the applicant's proposed project, at a minimum, meets all of the housing priority factors in order to be considered for funding. Funds will be awarded, based on the application (at a minimum) meeting the general NHTF requirements and the total score of the application. Once ADFA has determined that the application meets or exceeds all requirements, ADFA will award funds to the highest-scoring projects until all NHTF funds have been allocated. There is no minimum score.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

ADFA's selection of eligible recipients will be based upon those applicants achieving the highest scores, and awarded in that order, until funds are depleted. The reviewing underwriter will score each application, using the Scoring Matrix and criteria outlined in the NOFA-RFP (see attachments). All required application documents (<http://adfa.arkansas.gov/lihtc-application>) should be submitted with original signatures, legible and complete, and with all required third-party documents. ADFA will post the NHTF (also referred to as HTF) application checklist and instructions for the complete list of the application cycle. All applicants must comply in all respects with ASTM E157-13 (the "ASTM Standards") as to content and adhere to ADFA's Environmental Policy Requirements for purposes of determining whether the property is environmentally suitable for construction of residential housing. ADFA may, within its discretion, deny applications based upon the unreasonableness of costs, regardless of whether

the costs per-unit complies with the maximum costs per-unit limitation. Upon request by ADFA staff, applicants may provide justification and supporting documentation.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Geographic Diversity is a consideration for this plan, particularly in areas where there are supportive services for Veterans such as VA hospitals, VA service providers and public transportation, nearby shopping, educational and employment opportunities. Priority will be put upon projects in major metropolitan statistical areas offering close proximity to supportive services. Such major metropolitan statistical areas in Arkansas are: Northwestern Arkansas area (Fayetteville, Springdale, Bentonville and Rogers); and Central Arkansas area (Little Rock, North Little Rock, Conway, Benton and Bryant.) Smaller metropolitan areas are in and around Texarkana, and El Dorado in the South; and the Northeastern area in and around Jonesboro, Forrest City, Blytheville, and West Memphis. Applications received for any project within the State of Arkansas will be underwritten and scored. In the event of a tie, the tie breaking system described in the ADFA NHTF Allocation Plan will be used.

Construction costs do not vary much in Arkansas for different areas of the State. Some regions do require a soils report and more foundation work. At the time of ADFA underwriting of each application, the costs are thoroughly reviewed and adjusted for under-estimates or excessive costs. ADFA uses discretion to determine the reasonableness of all costs stated in the proposed development budget regardless of whether the costs per-unit comply with the maximum costs per-unit limitation set forth in the ADFA NHTF Allocation Plan. ADFA may, within its discretion, deny applications based upon the unreasonableness of costs, regardless of whether the costs per-unit complies with the maximum costs per-unit limitation. Upon request by ADFA staff, applicants may provide justification and supporting documentation of costs. ADFA will review the items submitted and make a final determination. ADFA's determination will be set forth in writing as to whether the application will be further considered or rejected.

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The ADFA NHTF Scoring Matrix gives up to 10 points for the applicant's ability to meet deadlines in a timely manner, based upon past history with ADFA, or letters of support from other stakeholders (banks, government agencies, or local authorities), or documentation submitted in the application evidencing efficient use of time in meeting deadlines on past projects. Construction must be started

within 6 months from award date, with completion of the project by 18 months from the start date of construction.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The ADFA NHTF Scoring Matrix gives up to 10 points for applicants with projects that have secured Federal or State of loan project based (PBRA) and/or voucher(s) for rental assistance so that rents are affordable to ELI Veterans. A funding priority of up to 10 points will be given to applicants that have a commitment from other non-federal sources. To qualify for points for receiving additional subsidies, the funds may be loaned, with repayment required, or granted during construction and/or as a permanent source of funds.

10 points - Greater than 75% per unit

7 points - 50% to 75% per unit

5 points - Greater than 25% per unit

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The ADFA NHTF Scoring Matrix gives up to 10 points for projects that demonstrate the ability to remain financially feasible five (5) years beyond the required thirty (30) year period. The longer affordability term is more desirable, to promote affordable housing for a longer period of time.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The ADFA NHTF Scoring Matrix gives up to 10 points to applicants demonstrating an ability to meet the needs of beneficiaries by means of proximity to Veteran medical facilities, support services, public transportation, grocery stores, and metropolitan centers giving preferential consideration to jobs for Veterans.

Also, the ADFA NHTF Scoring Matrix gives up to 10 points for targeting rental housing needs for ELI Veterans who are not only Veterans, but are homeless (or at risk of becoming homeless), those with special needs, individuals leaving correctional institutions, and those with mental health issues. The applicants must identify this population needing assistance in their service area and should specifically address the needs (housing and services) of this population. They should use quantifiable data, specific to their service area, to the maximum extent possible. Data should include the number of individuals and families actually serviced during the last calendar year as well as specific services provided.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The ADFA NHTF Scoring Matrix gives up to 10 points for leveraging of non-federal resources and the extent to which the applicant makes use of non-federal funding sources. Non-federal resources may include funds from state, local publicly controlled funds, private funds of in-kind commitments and/or land donated by state or local government to achieve deep affordability for ELI households.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

The Maximum Per-unit Development Subsidy Amount of Housing Assisted with NHTF funds, described in Appendix D, is based upon guidelines from ADFA's Minimum Designed Standards, also in Appendix D.

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and

local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

ADFA's NHTF Allocation Plan does not include rehabilitation. It is for new construction only.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

ADFA's NHTF Allocation Plan will limit beneficiaries to ELI Arkansan Veterans. Preference will be given to those Veterans with any one or more of the following criteria: those with special needs, homeless or unsheltered, leaving correctional institutions, or with mental issues.

11. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A

Discussion:

The State strives to meet all program specific requirements as detailed in the enabling legislation and program guidelines. State staff will work with award recipients to ensure that these requirements are met and will oversee internal operations towards the same goal. If HUD's 2018 HTF Allocation amount is different than what has been planned for, ADFA will adjust the number of units to be built accordingly.

Appendix A
Consolidated Plan Agency Board Members
2018-2019

- **Agency Board Members**

**State of Arkansas
Consolidated Plan Agency Board Members
2018 - 2019**

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Associate Branch Chief
Infectious Disease Branch
Arkansas Department of Health
4815 W. Markham Street, Slot 33
Little Rock, AR 72205

Nancy Mixon

Department of Human Services
Office of Community Services
P.O. Box 1437, Slot S-330
Little Rock, AR 72203-1437

Lorie Williams

Department of Human Services
Assistant Director
P.O. Box 1437, Slot S-330
Little Rock, AR 72203-1437

Clinton Johnson

Director of Community Planning Dev.
U.S. Dept. of Housing & Urban Development
425 W. Capitol Ave, 10th Floor
Little Rock, Arkansas 72201

Chandra Taylor

Representative
U.S. Dept. of Housing & Urban Development
425 W. Capitol Ave., 10th Floor
Little Rock, AR 72201

Appendix B

Arkansas Economic Development Commission

Community Development Block Grant

- **General Assistance Program Scoring Criteria Matrix**

General Assistance Program Scoring Criteria Matrix

Below is the Scoring Criteria Matrix for the General Assistance Program, for public infrastructure and public facility projects (non-water/wastewater). The Matrix describes each selection criteria as a numerical score within the General Assistance Program. The maximum number of points available within any application is 100 points.

1: PROJECT NEED: The application narrative shall be scored for: (a) explanations of the overall purpose of the project application and factual information that illustrates the severity of the problems or needs; (b) past efforts to resolve the problem and meet the local needs; and (c) stated goals and objectives for resolving the problem or need with a description of how the community will be included in the citizen participation process in order to determine the objectives for problem resolution.

2: PROJECT IMPACT: The importance of project activities to the community and clarity on how the project will benefit those identified by a CDBG National Objective. The applicant should explain what the expected outcome of the project will be and why the community will be uniquely impacted by project completion.

3: PROJECT READINESS: The level of capacity and commitment by the community will be scored as compared to other applicants.

4: CITIZEN PARTICIPATION: Applicant's description of public participation and the process used to identify community needs and allocate resources to address needs.

5: FUNDING LEVERAGE: Local funds provided by the community committed to the project's non-administrative activities as a ratio to the grant funds requested.

6: LMI Benefit: This scoring category is designed to give points to communities with higher concentrations of LMI persons.

Item 7: Bonus Points: Capacity and how project will reduce inefficiencies in the community

(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Project Need	Project Impact	Project Readiness	Citizen Participation	Funding Leverage	LMI Benefit	Bonus Points	TOTAL
25	15	30	15	5	5	5	100 points

Applicants anticipating the use of federal and/or state administered funds in order to finance water or wastewater improvements must apply with the Water Wastewater Advisory Committee (WWAC). Four state agencies partner in support of water and wastewater services: Arkansas Department of Environmental Quality; Arkansas Department of Health; Arkansas Economic Development Commission; U.S. Department of Agriculture - Rural Development; Communities

Unlimited; and Arkansas Natural Resources Commission. The WWAC provides project development guidance and recommends project financing to communities through its application process.

Representatives from the member agencies meet the first Wednesday of each month to review pre-applications for water/wastewater projects. The WWAC meetings are open to the public, and potential applicants may attend the meetings. Projects have to be submitted the WWAC by the 15th of a month to make the agenda for the next meeting. The application process includes submitting a WWAC pre-application with information regarding a Preliminary Engineering Report (PER).

AEDC Grants Division staff will review potential water/wastewater applicants according to the following selection criteria:

Project Need, with priority given to projects with urgent health or environmental needs.

Project Solution. Proposed solutions will be evaluated for the degree to which they are long term; appropriate in terms of capacity, sizing, and demand for the community, as well as technical, operational and financial aspects of the project. Solutions must alleviate high priority needs. Applicants must have a reasonably projected user fee.

Project Readiness. Projects will be reviewed for the extent to which matching funds have been secured (binding commitments obtained, local funds budgeted, etc.), and realistic schedules are provided to: secure necessary property and easement rights, complete environmental review that complies with CDBG and NEPA requirements, complete final design plans and bid specifications, complete review and obtain approval by other agencies of all permits necessary to complete project, start, and complete construction.

Cost Effectiveness. The cost per person benefitting will be calculated for each project.

Citizen Participation

Leveraging

LMI Benefit

(1)	(2)	(3)	(4)	(4)	(5)	(6)	
Project Need	Project Solution	Project Readiness	Cost Effectiveness	Citizen Participation	Leveraging	LMI Benefit	TOTAL
25	15	30	10	10	5	5	100 points

Appendix C

Arkansas Department of Human Services Office of Community Services

Emergency Solutions Grant Program

- 2018 – Continuums of Care in Arkansas
- 2017 – 2018 Subgrantees

Continuums of Care in Arkansas

Continuum of Care	Contact	e-mail	Phone	Mailing Address
Central Arkansas Team Care for the Homeless (CATCH)	Ed Nilles	ed.nilles@lrcmhc.com	(501) 686-9300 ext. 215	CATCH 1100 N. University Avenue Suite 200 Little Rock, AR 72207
Fayetteville/Northwest Arkansas CoC	Angela Belford	angela@nwacoc.com	(479) 443-9945	Continuum of Care P. O. Box 3643 Fayetteville, AR 72702
Delta Hills CoC	Charlie Morris	cmorris@nadcine.org	(870) 793-5765 ext. 227	Delta Hills Continuum of Care, Inc. P. O. Box 3349 Batesville, AR 72503
Southeast Arkansas CoC	Norma Payne	normap@cityofPinebluff.com	(870) 543-1820	SOAR PO Box 6057 Pine Bluff, AR 71611
Old Fort Homeless Coalition	Marshall Sharpe	msharpe@cox.net	(479) 461-0761	Old Fort Homeless Coalition 2100 North 31 st Street Fort Smith, AR 72904
Boone, Baxter, Marion, Newton Counties CoC	Toby Atkinson	rtatkinson@ozarkopp.org	(870) 741-9406	NW AR RC&D Council, Inc. P. O. Box 455 Harrison, AR 72602
Arkansas Balance of State	Sue Legal	slegal@occnet.org	(501) 623-5591 ext. 221	Arkansas Balance of State 339 Charteroak Hot Springs, AR 71901

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Arkansas River Valley Area Council

613 North Fifth Street

Dardanelle, Arkansas 72834

Ms. Stephanie Ellis, Executive Director

(479) 229-4861

ESG Contact: Audra Butler, Chief Operations Officer

Email: abutler@arvacinc.org

Emergency Shelter, Rapid Re-Housing, Homelessness Prevention

Counties: Conway, Franklin, Johnson, Logan, Perry, Polk, Pope, Scott, Yell

Better Community Development, Inc.

3604 West 12th Street

Little Rock, Arkansas 72204

Rev. Dr. William Robinson Jr., Executive Director

(501) 663-9181

ESG Contact: Sandra Mitchell, Director of Supportive Services

Email: smitchell@bcdinc.org

Emergency Shelter, Homelessness Prevention

County: Pulaski

City of Jonesboro

300 South Church Street

Jonesboro, AR 72401

Mayor Harold Perrin, Executive Director

(870) 932-1052

ESG Contact: Kimberly Marshall, Grants Administrator

Email: kmarshall@jonesboro.org

Homelessness Prevention

Counties: Craighead, Greene, Poinsett

CASA Women's Shelter

PO Box 6705

Pine Bluff, Arkansas 71611

Ms. Karen Palmer, Director

(870) 535-2955

Email: kap64@yahoo.com

Emergency Shelter, Homelessness Prevention

County: Jefferson

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Community Action Program for Central Arkansas

707 Robins St. Suite 118

Conway, AR 72034

Ms. Jennifer Welter, Executive Director

(501) 329-0977 ext. 2105

ESG Contact: Melissa Allen, Community Programs Director

Email: melissa.allen@capcainc.org

Emergency Shelter, Rapid Re-Housing, Street Outreach, Homelessness Prevention

Counties: Cleburne, Faulkner, White

Community Development Corporation of Bentonville/Bella Vista, Inc.

808 N. Main Street

Bentonville, Arkansas 72712

Ms. Debbie Martin, Executive Director

(479) 273-7344

ESG Contact: Debbie Martin

Email: debbie@nwahavenwood.org

Rapid Re-Housing, Homelessness Prevention

Counties: Benton, Carroll, Madison, Washington

Crawford-Sebastian Community Development Council, Inc.

1617 South Zero Street

Fort Smith, Arkansas 72916

Mr. Marc Baker, Executive Director

(479) 785-2303 x107

ESG Contact: Karen Phillips, Deputy Director

Email: kphillips@cscdcaa.org

Street Outreach, Rapid Re-Housing, Homelessness Prevention

Counties: Crawford, Franklin, Logan, Polk, Sebastian,

Crisis Intervention Center

5603 South 14th Street

Fort Smith, Arkansas 72901

Ms. Allison Davis, Executive Director

(479) 782-1821

ESG Contact: Ms. Allison Davis, Executive Director

Email: Allison@fscic.org

Emergency Shelter, Rapid Re-Housing

Counties: Crawford, Franklin, Logan, Polk, Scott, Sebastian

Arkansas Department of Human Services Office of Community Services
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Agency Contact List

Crowley's Ridge Development Council

6009 C.W. Post Road

Jonesboro, Arkansas 72401

Mr. Tim Wooldridge, Executive Director

(870) 802-7100

ESG Contact: Awanna Smith, Director of Substance Abuse Treatment Services

Email: awanna.smith@crdcnea.com

Emergency Shelter, Homelessness Prevention

Counties: Clay, Craighead, Crittenden, Greene, Lawrence, Mississippi, Poinsett, Randolph

Families in Transition

P. O. Box 15

West Memphis, Arkansas 72303

Ms. Cassie Rutledge, Executive Director

(870) 732-4077

Email: cassie@fitwm.org

Emergency Shelter, Rapid Re-Housing

Counties: Crittenden, Cross

Family Promise of Pulaski County

P. O. Box 2718

Little Rock, Arkansas 72203

Ms. Cynthia Ramey, Executive Director

(501) 372-0733

Email: execdir@familypromisepc.org

Emergency Shelter, Homeless Prevention

County: Pulaski

Genesis House

P. O. Box 1506

Siloam Springs, Arkansas 72761

Mr. Harvey McCone, Executive Director

(479) 549-3438

Ms. Allison Davis, Executive Director genesis.3438@gmail.com

Emergency Shelter, Homelessness Prevention, Rapid Re-Housing

County: Benton

Grace Christian College d/b/a/ Stepping Stone Sanctuary

P. O. Box 325

Trumann, AR 72472

(870) 239-1768

Mr. Jeff Weaver, Executive Director

Email: jweaver72450@yahoo.com

Emergency Shelter

County: Poinsett

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Arkansas Department of Human Services Office of Community Services
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Agency Contact List

Grant County Unified Community Resource Council

P. O. Box 323
Sheridan, Arkansas 72150
Ms. Laurie Welch, Executive Director
(870) 942-7373
Email: laur.gucrcinc@gmail.com
Emergency Shelter, Homelessness Prevention
Counties: Clark, Cleveland, Dallas, Grant, Hot Springs

GYST House

P. O. Box 192407
Little Rock, Arkansas 72219
Mr. Vincent Liddell, Executive Director
(501) 568-1682
ESG Contact: Stephanie Norvell
Email: norvellmystee@aol.com
Emergency Shelter, Homelessness Prevention
Counties: Lonoke, Prairie, Pulaski, Saline

Harrison House of Hope

600 East Stephenson Street
Harrison, Arkansas 72601
Mr. Roy Thomas, Executive Director
(870) 704-8077
ESG Contact: Mr. Roy Thomas, Executive Director
Email: info@houseofhopeharrison.org
Emergency Shelter
Counties: Baxter, Boone, Marion, Newton

Hope in Action

P. O. Box 596
Hope, Arkansas 71802
Mr. Paul Henley, Chairman of the Board
(870) 777-7500
Emergency Shelter
Counties: Hempstead, Howard, Miller, Nevada

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Little Rock Community Mental Health Center

P. O. Box 250337

Little Rock, Arkansas 72207

Mr. Thomas Grunden, Executive Director

(501) 686-9300

ESG Contact: Ed Nilles

Email: ed.nilles@lrcmhc.com

Emergency Shelter, Homelessness Prevention

County: Pulaski

Margie's Haven House, Inc.

P. O. Box 954

Heber Springs, Arkansas 72543

Ms. Shoshana Wells, Executive Director

(501) 362-6757

Email: margieshavenhouse@gmail.com

Emergency Shelter, Rapid Re-Housing

Counties: Statewide

Mission Outreach of Northeast Arkansas, Inc.

P. O. Box 1122

Paragould, Arkansas 72451

Ms. Cheri Peters, Executive Director

(870) 215-2926

Email: cpeters@missionoutreachnea.com

Emergency Shelter, Homelessness Prevention

County: Greene

Mississippi County Union Mission, Inc.

P. O. Box 501

Blytheville, Arkansas 72316

Ms. Shari King, Executive Director

(870) 763-8380

Email: mcunionmission@yahoo.com

Emergency Shelter, Rapid Rehousing, Homelessness Prevention

County: Mississippi

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Next Step Day Room

123 N. 6th Street, Ste. 200
Fort Smith, Arkansas 72901
Ms. Kim Wohlford, Executive Director
(479) 242-5100

Email: kim@thenextstepfs.org

Emergency Shelter

Counties: Crawford, Sebastian

Northwest Arkansas Women's Shelter

P. O. Box 1059
Rogers, Arkansas 72757
Represented by Angelique O'Bryan, Board President
(479) 659-1391

ESG Contact: Eva Rousey, Assistant Director

Email: erousey@nwaws.org

Emergency Shelter, Rapid Re-Housing

Counties: Benton, Carroll, Madison, Washington

Options, Inc.

P. O. Box 554
Monticello, Arkansas 71657
Ms. Sativa Carpenter, Executive Director
(870) 460-0684

Email: options.inc1989@gmail.com

Emergency Shelter, Rapid Rehousing, Homelessness Prevention

Counties: Ashley, Bradley, Chicot, Desha, Drew

Our House, Inc.

P. O. Box 34155
Little Rock, Arkansas 72203
Mr. Ben Goodwin, Executive Director
(501) 374-7383 x 201

ESG Contact: Joy Ritchey Reynolds

Email: joy@ourhouseshelter.org

Rapid Re-Housing, Homelessness Prevention

Counties: Searcy, Van Buren

Arkansas Department of Human Services Office of Community Services
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Agency Contact List

Ozark Opportunities, Inc. - HOPE Continuum of Care

P. O. Box 1400
Harrison, Arkansas 72602
Mr. Richard Atkinson, Executive Director
(870) 741-9406 x 235
ESG Contact: Rebecca Hanlin
Email: ghanlin@ozarkopp.org
Rapid Re-Housing, Homelessness Prevention
Counties: Baxter, Boone, Marion, Newton

Part of the Solution

1920 N. Main St. Suite 213
North Little Rock, AR 72115
Mr. Dwayne Robinson, Executive Director
(501) 837-3352
Email: pots2013@yahoo.com
Street Outreach
Counties: Monroe, Pulaski, St. Francis

Peace at Home Family Shelter

P. O. Box 10946
Fayetteville, Arkansas 72703
Ms. Teresa Mills, Executive Director
(479) 444-8310
Email: tmills@peaceathomeshelter.com
Emergency Shelter
Counties: Benton, Madison, Washington

Pulaski Country Government

201 South Broadway, Ste. 220
Little Rock, AR 72201
Mr. Barry Hyde, Executive Director
(501) 340-8350
ESG Contact: Marisha Collins
Email: mcollins@pulaskicounty.net
Rapid Re-Housing, Homelessness Prevention
County: Pulaski

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Reclamation House

534 West Washington Ave.
Jonesboro, Arkansas 72401
Ms. Cathy Richardson, Executive Director
(870) 761-1139
Email: cathy@reclamationshouseear.com
Emergency Shelter
County: Craighead

River City Ministry of Pulaski County, Inc.

1021 E. Washington Ave.
North Little Rock, Arkansas 72114
Mr. Paul Wilkerson, Executive Director
(501) 376-6694
ESG Contact: Mike Lynn
Email: Mike@rivercityministry.org
Emergency Shelter, Rapid Rehousing, Homelessness Prevention
Counties: Lonoke, Saline, Prairie, Pulaski,

River Valley Shelter for Battered Women and Children

P. O. Box 2066
Russellville, Arkansas 72811
Ms. Mandi Geels, Executive Director
(479) 968-3110
ESG Contact: LaNell Thompson
Email: lane133@hotmail.com
Emergency Shelter
Counties: Johnson, Pope, Yell

Salvation Army - El Dorado

419 S. Madison
El Dorado, Arkansas 71730
Lieutenant Charles Smith, Commanding Officer
(870) 863-4830
ESG Contact: Jacqueline Holmes
Email: jackie.holmes@uss.salvationarmy.org
Emergency Shelter, Homelessness Prevention
County: Calhoun, Ouachita, Union

Arkansas Department of Human Services Office of Community Services
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Agency Contact List

Salvation Army - Jonesboro

800 Cate Ave.
Jonesboro, AR 72401
Lt. Curtis Sadler, Executive Director/CEO
(479) 685-7798
Email: Curtis.Sadler@uss.salvationarmy.org
Emergency Shelter
Counties: Craighead, Greene, Jackson, Mississippi, Poinsett

Salvation Army - Little Rock

1111 W. Markham
Little Rock, Arkansas 72201
Major Russell Czajkowski, Commanding Officer
(501) 374-9296
ESG contact: William D. Tollett, PhD, Director of Development
Email: william.tollett@uss.salvationarmy.org
Emergency Shelter, Homelessness Prevention
Counties: Pulaski, Saline, White

Salvation Army - Pine Bluff

P. O. Box 8209
Pine Bluff, AR 71601
Mr. Bradley Hargis, Executive Director
(870) 413-0483
ESG Contact: Nina Brown, Administrative Assistant
Email: nina.brown@uss.salvationarmy.org
Emergency Shelter
Counties: Arkansas, Cleveland, Grant, Jefferson, Lincoln

Salvation Army - Texarkana

400 E. Fourth Street
Texarkana, Arkansas 71854
Major David Feeser, Commanding Officer
(870) 774-2701
ESG Contact: Mrs. Chidinma Ezihe
Email: Chidinma.Ezihe@uss.salvationarmy.org
Emergency Shelter, Rapid Re-Housing, Homelessness Prevention
Counties: Howard, Hempstead, Lafayette, Little River, Miller, Sevier

Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Samaritan Outreach, Inc.

P. O. Box 183
Dardanelle, Arkansas 72834
Ms. Peggy O'Glee, Executive Director
(479) 229-3300

Email: pjoglee@hotmail.com

Emergency Shelter

Counties: Logan, Scott, Yell

Sanctuary, Inc.

P. O. Box 762
Harrison, Arkansas 72602
Ms. Tammy Smith, Executive Director
(870) 204-5980

Email: sanctuary1981@windstream.net

Emergency Shelter, Rapid Re-Housing

Counties: Boone, Carroll, Marion, Newton

Serenity, Inc.

1015 Highway 62 W.
Mountain Home, Arkansas 72653
Ms. Donna Forrester, Executive Director
(870) 321-0695

Email: donna@serenityinc.org

Emergency Shelter, Rapid Re-Housing

Counties: Baxter, Marion

Seven Hills Homeless Center

1031 N. College Ave.
Fayetteville, Arkansas 72701
Mr. Billy Rader, Executive Director
(479) 435-6717

ESG Contact: Solomon Burchfield, Operations Director

Email: solomon@7hillscenter.org

Emergency Shelter

Counties: Benton, Washington

Spring River Adult/Child Services (SACS)

52 Highland Cove Dr.
Highland, Arkansas 72542
Ms. Denise Smith, Executive Director
(870) 856-3500

Email: sracs@centurytel.net

Emergency Shelter, Rapid Rehousing, Homelessness Prevention

Counties: Lawrence, Fulton, Izard, Randolph, Sharp,

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Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

St. Francis House
2701 S. Elm Street
Little Rock, Arkansas 72204
Ms. Darlene Bourgeois, Executive Director
(501) 664-5036
Email: stfrancis72204@att.net
Emergency Shelter, Rapid Re-Housing
County: Pulaski

Stone County Abuse Prevention, Inc.
P. O. Box 689
Mountain View, Arkansas 72560
Ms. Dorrie Holt, Executive Director
(870) 269-9941
Email: scap@mvtel.net
Emergency Shelter, Rapid Rehousing, Homelessness Prevention
Counties: Searcy, Stone

The Haven of Northeast Arkansas
P. O. Box 1062
Blytheville, Arkansas 72316
Ms. Phyllis McClendon, Executive Director
(870) 549-2053
Email: PHYLLISMCCLENDON@ATT.NET
Emergency Shelter
County: Mississippi

The Safe Place, Inc.
P. O. Box 364
Morrilton, Arkansas 72110
Ms. Jo Warren, Executive Director
(501) 354-1884
Email: thesafeplace@suddenlinkmail.com
Emergency Shelter
Counties: Conway, Perry

White River Battered Women's Shelter, Inc.
P. O. Box 304
Newport, Arkansas 72112
Ms. Bridget Hendrix-Combs, Executive Director
(870) 523-5403
Email: wrbws@hotmail.com
Emergency Shelter, Rapid Re-Housing
Counties: Jackson, Lawrence, Randolph, Sharp, Woodruff

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Arkansas Department of Human Services Office of Community Services
2017-2018 Emergency Solutions Grant Program
Agency Contact List

Women and Children First: The Center Against Family Violence
P. O. Box 1954
Little Rock, Arkansas 72203
Ms. Angela McGraw, Executive Director
(501) 376-3219
Email: amcgraw@wcfarkansas.org
Emergency Shelter, Rapid Re-Housing
County: Pulaski

Appendix D

Arkansas Development Finance Authority

National Housing Trust Fund

National Housing Trust Fund

- Notice of Funds Available for NHTF Allocation Plan
- NHTF Scoring Matrix
- Multi-family Housing Minimum Design Standards
- Multi-family Check Sheet
- NHTF Maximum Cost Per Unit

National Housing Trust Fund

- NHFT – 2018 Allocation Plan

ARKANSAS DEVELOPMENT FINANCE AUTHORITY (ADFA)

NOFA (NOTICE OF FUNDS AVAILABLE) FOR NHTF ALLOCATION PLAN
REQUEST FOR PROPOSALS (RFP)

FOR National Housing Trust Fund Annual Allotment to be Administered by ADFA

General Information: The National Housing Trust Fund (NHTF) annual allocated to ADFA, called "Grantee" by the NHTF, for production of affordable rental housing in Arkansas specifically for Veterans who meet HUD Income Guidelines of Extremely-Low-Income (ELI) guidelines. The services provided by your organization, also called "**Eligible Recipient**" by the NHTF, will be in accordance with all applicable program regulations and policies under the direction of ADFA and NHTF. It is the intent of ADFA to select applicants who will advise and consult with ADFA staff and carry out any and all services listed in "**Scope of Services and Requirements**".

Eligible Applicants: Eligible applicants consists of the Development Team who will construct new rental housing (single family homes, duplexes, assisted living units or multi-family units) for Veterans, in conjunction with a Non-Profit which specializes in support services for Veterans. "Development Team" means the applicant, consultant, contractor, architect, accountant, property manager, and attorney. The Veterans must meet HUD Income Guidelines of Extremely-Low-Income (ELI). Title 38 of the Code of Federal Regulations defines a veteran as "a person who served full time (active-duty service) in the military, naval, or air service and who was discharged or released under conditions other than dishonorable." Per 24 CFR 93.250(a), in any fiscal in which the total amount available for allocation of HTF funds is less than \$1 billion (such as 2016 and 2017) ADFA will use 100% of its HTF grant for the benefit of extremely low-income families (ELI) or families with incomes at or below the poverty line (whichever is greater).

In accordance with the requirements of §93.2, eligible recipients are defined as follows: an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives NHTF assistance from a grantee as an owner or developer to carry out an NHTF-assisted project. A recipient must make acceptable assurances to the grantee that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funded activities. A recipient must demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; and demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs. The recipients must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to design, construct, own, manage, operate, and market affordable multi-family rental housing. ADFA will measure these requirements per methods listed in section J-2 of this document and per documents submitted with the application (<http://adfa.arkansas.gov/lihtc-application>).

No NHTF application will be processed for any applicant or related entity which is not in good standing



with ADFA and any other State housing finance authority, the Arkansas Economic Development Commission (AEDC), HUD, VA and USDA Rural Development. An applicant can be denied consideration of the NHTF funds under Arkansas's NHTF Program if the applicant or its related parties have a history of payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or lawful.

ADFA will distribute NHTF by directly selecting applications submitted from eligible applicants and will not use sub-grantees.

Eligible Beneficiaries: ELI Veterans, and ELI Veterans and their families, with **preference** in the scoring matrix given to ELI Veterans who are **not only Vets, but are one or more of the following: homeless (or at risk of becoming homeless), those with special needs, individuals leaving correctional institutions, and those with mental health issues.**

Eligible Activities: New Construction of rental housing for eligible applicants. This RFP does not cover rehabilitation of existing projects. The maximum cost-per-unit is limited to:

Maximum Cost Per-Unit and Minimum Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per- Unit
Rental Unit	3-4	2	120 sq. ft.	\$151,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Per Unit Costs: calculated by dividing the total development costs by the total number of units. Unit areas do not include outside storage, covered porches, patios, balconies, etc.

Contents of Application Checklist:

The proposal should be labeled "Proposal to Serve as Development Team using NHTF Resources." The submission must contain sufficient information to enable the ADFA Housing Staff to evaluate and underwrite the proposal. It should be prepared in a clear and concise manner and should address each of the following application checklist items.

- A. **ADFA Housing Application:** www.arkansas.gov/adfa / Publications & Forms – Housing Development / Multi-Family Housing Documentation / Multi-Family Housing Application **OR** Publications and Forms – Housing Development / HOME Investment Partnerships Program Documentation / Owner-Occupied Rehabilitation / Homeowner- Occupied Rehabilitation Application)



B. Additional Attachments Required:

1. **Explanation of Treatment of Program Income, if applicable.**
 2. **References** – Attach references with particular attention to affordable housing projects you have successfully completed similar to the affordable housing projects proposed in your response to this NOFA.
 3. **Administrative Costs/ Development Fee Proposal** – The administrative cost / development fee section of the proposal is an important component of the evaluation process. State the basic assumptions on which the figures are based and any factors that would affect the proposal. Administrative costs / development fees lower than the ten percent (10%) cap will be evaluated more favorably than those fees which are at the ten percent (10%) cap.
 4. **Ethics Certification** – In accordance with the State of Arkansas Procurement Law and Rule Subchapter 7 on Ethics 19-11-703(c), it is essential that those doing business with the state also observe the ethical standards prescribed in this subchapter. The ethical standards deal with Arkansas conflicts of interest and the persons or organizations which may participate in NHTF programs with NHTF resources. An Ethics Certification, executed by the NOFA applicant, the contractor, subcontractor, consultant or a duly authorized representative thereof, must accompany any written proposal submitted in response to this NOFA. The full version of the ethical standards, may be found at: <http://staging-dfa-site.ark.org/images/uploads/procurementOffice/forum201411.pdf>
 5. **Description of Eligible Activities** – Narrative description of eligible activities to be conducted with NHTF funds as required in §93.200 (Eligible Activities)
- C. **Acceptance** – Submission of proposals, in response to this NOFA, constitute acceptance of all conditions, ADFA and NHTF requirements, and limitations described in this document.

When & Where Applications are to be Submitted: Written proposals responding to the questions and requests for information in the manner specified in this Request for Proposal (RFP) should be submitted to the following: nofa@adfa.arkansas.gov

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than (TBD and announced on ADFA website), by 12:00 p.m. CST, via email only. Late proposals will not be accepted. Grantee reserves the right to reject any or all proposals. It is the responsibility of the proposer to inquire about and clarify any aspect of this NOFA. Questions should be directed to Virginia Wright, Virginia.Wright@adfa.arkansas.gov, Manager for ADFA NHTF at 501-682-5923. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an email address. IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST IMMEDIATELY ADVISE VIRGINIA WRIGHT AT THE EMAIL ADDRESS STATED ABOVE, OF THE INTERNET EMAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.



Any information or materials submitted as a response to this NOFA shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

Response to Request for Proposal: Applicants wishing to respond to this NOFA may contact Larry Tate, ADFA Housing Manager or Virginia Wright, ADFA NHTF Manager. ONCE THE APPLICATION REVIEW PROCESS HAS BEGUN, NO CONTACT WITH ADFA BOARD MEMBERS OR ADFA STAFF MEMBERS CONCERNING THE NOFA IS ALLOWED. ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF AN APPLICANT'S PROPOSAL, EXCEPT THAT ADFA STAFF MAY CONTACT THE APPLICANT WITH QUESTIONS REGARDING THE SUBMITTED PROPOSAL.

Criteria by Which Applications will be Evaluated: ADFA Staff and Management will generally use the ADFA National Housing Trust Fund Scoring Matrix (see in Appendix "E") to rank all acceptable proposals and to develop recommendations to be presented to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. ADFA reserves the right to evaluate the ranking of proposals based on factors beyond the listed criteria.

Who Will Review Applications: Staff and Management of ADFA will conduct a review of the application and assess a score based upon the ADFA NHTF Scoring Matrix.

Selection Process: Proposals will be evaluated based on (1) responses to specifics outlined in the section named "**Contents of Application**" in this NOFA. Proposals which omit any of these items may be rejected as non-responsive. The ADFA Housing staff will make its recommendation(s) to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. The final selection will be made by a vote of the ADFA Board members at a regularly scheduled meeting.

ADFA may at any time, prior to the selection of an applicant, reject any and all proposals and **cancel** this RFP, without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any applicant costs and expenses incurred in submitting a response to this NOFA. Each applicant who submits a response does so at the applicant's cost, risk, and expense. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This NOFA in no way obligates ADFA to select an applicant.

Any organization selected will be required to complete a conflict of interest disclosure form in compliance with Governor's Executive Order 98-04.



Date of Grant Awards:

Date	NOFA Issued (published in newspaper and on ADFA Website) Date
	Proposals Due (TBD) @ 12:00 p.m. CST, via email
Date	Oral Interviews, if needed
Date	Board
Date	Submission to Legislative Committee for contract review (if required) Action

Scope of Services and Requirements: ADFA is seeking qualified applicants to serve as Development Teams of affordable housing rental units/projects. The qualified organization(s) will have extensive experience providing the required services specifically for affordable rental housing units/projects. These services include, but are not limited to, the following (all of the following services **must** be addressed in your response to be considered):

- A. Prepare and submit a complete ADFA application. For sections not applicable to your housing proposal, please mark as "not applicable" or "NA".
- B. Provide firm financial commitments of all other sources of funding to be used for the project.
- C. Provide evidence of site control regarding land for new construction.
- D. Submit a market study of the selected geographic market area, evidencing the need for the affordable housing units proposed. The market study must be performed by an ADFA-approved market study provider, and the market study must conform to all ADFA-adopted market study guidelines.
- E. Provide a letter of support from the chief elected official or a majority of the members of the elected governing body of the jurisdiction where the affordable housing is to be located.
- F. Submit proof of all Development Team members' relevant experience and qualifications, along with contractors', and subcontractors' qualifications and appropriate, active licenses in good standing.
- G. Establish and include a timeline for completion of all activities to be accomplished.
- H. Satisfactorily complete all required environmental review processes.
- I. Include an explanation of any projected program income in the project pro forma and/or project budget and explain when and how any program income will be repaid to the AHTF for reallocation to eligible projects.
- J. Submit proof of all Development Team members having attended Fair Housing training provided by the Arkansas Fair Housing Commission.
- K. Ensure per unit cost caps are within those established by ADFA for the type of affordable housing proposed.
- L. Ensure plans include the same affordability requirements as specified by the HOME Investment Partnerships Program for the type of affordable housing proposed.
- M. Satisfactorily execute an ADFA agreement, which will serve as the commitment of NHTF funds, an ADFA agreement for any other ADFA funds included in the budget, closing documents, and a



mortgage and note in favor of ADFA, (going to be a grant) if applicable, for all ADFA funds allocated to the project as a loan.

- N. Participate, along with all Development Team members, in a pre-implementation meeting and any other called project meetings, as necessary.
- O. Commence work only after receipt of a written Notice to Proceed issued by ADFA.
- P. Ensure project rents, if applicable, are affordable to persons at ELI limits of thirty percent (30%) of HUD area median income, adjusted for family size.
- Q. Provide periodic reports, as required by ADFA.
- R. Participate in periodic compliance monitoring processes, performed by ADFA staff, to ensure initial and ongoing project compliance.
- S. Maintain a cooperative working relationship with ADFA staff and inspectors.
- T. Submit a completed ADFA Form Attachment "A" – Criminal Background & Disclosure Form for each Development Team member. Form is available at <http://adfa.arkansas.gov/lihtc-application>

ATTACHMENTS:

ADFA NOFA - (RFP)
ADFA's Scoring Matrix for NHTF Allotment
ADFA Multi-Family Housing Minimum Design Standards (MDS)
ADFA Multi-Family Housing Minimum Design Standards (MDS) Check Sheet
ADFA Maximum Cost Per-Unit and Minimum Square Footage Requirements



**ADFA's SCORING MATRIX FOR
NATIONAL HOUSING TRUST FUND ANNUAL ALLOTMENT**

	<u>Total Points Available</u>
1) Experience & Credentials of the Development Team (Consideration of past history successfully completing activities of similar scale)	10
2) Ability to obligate funds and undertake eligible activities in a timely manner (Based on sufficient staffing, resources, and history of meeting project deadlines)	10
3) Limitation on Beneficiaries or Preferences - (Projects serving ELI Veterans with special needs, homeless households, individuals leaving correctional institutions, and those with mental health issues. Projects affordable to households with income less than 15% AMI. Demonstrate with quantifiable data, specific to service area.)	10
4) Ability to Meet Needs of Beneficiaries (proximity to Veteran medical facilities, support services, Public transportation, grocery stores, and metropolitan centers giving preferential consideration to jobs for Veterans)	10
5) Leveraging of Non-Federal Resources (Extent to which applicant makes use of non-federal funding sources. Use of funds from state, local publicly-controlled funds, private funds or in-kind commitments and/or land donated by state or local government to achieve deep affordability for ELI households.)	10
6) Unit Distribution on Project (ELI units must be mixed, not grouped, throughout the project)	3
7) Level of energy efficiency or advanced energy features (the extent to which activity adheres to energy efficiency and other environmental and sustainability standards)	5
8) Reduction of developer fee / administrative costs (extent of activity budget spent on administrative costs)	3
9) Feasibility of Project (Economic viability of project, development's sources of funds equals the development's uses of funds, developer fee deferral can be paid within the time frame allowed by IRS, the reasonableness of total development costs, inclusive of	

ADFA pre-determined cost caps, repayment terms including interest rates, total debt and loan terms for all proposed debt in connection with the proposed development.)	4
10) Location of development / site visit (consideration of soil type, topography, proximity to nuisances and environmental issues)	5
11) Rental Assistance – A funding priority (10 points) will be given to applicants with projects that have secured Federal or State or local project based (PBRA) and/or voucher(s) for rental assistance so that rents are affordable to ELI Veterans.	
10	
12) Evidence of market need for proposed affordable housing (points will be awarded based on capture rate(s) included in the market study or needs assessment)	10
13) Minimum of 30 year Affordability Period (Extent to which a project exceeds the 30 year minimum determines its duration points, to a maximum of 10 points for projects that commit to affordability in perpetuity & strength of enforcement mechanisms)	<u>10</u>
TOTAL POINTS POSSIBLE	<u>100</u>

POINTS LOST

Points will be deducted from applications that contain sites with the following negative neighborhood characteristics:

Two (2) points each will be deducted if any of the following incompatible uses are adjacent to the site. Adjacent is defined as nearby, but not necessarily touching. The following list is not all inclusive.

Junk yard or dump	Pig or chicken farm
Salvage yard	Processing plants
Wastewater Treatment facility	Industrial
Distribution facilities	Airports
Electrical utility substations	Prison or Jail
Adult video/theater/live entertainment	Solid waste disposal

One (1) point each will be deducted if any of the following incompatible uses are within .5 mile of the site. The list is not all inclusive:

Junk yard or dump	Pig or chicken farm
Salvage yard	Processing plants
Wastewater Treatment facility	Airports
Prison or Jail	Solid waste disposal

Points will not be deducted for a prison, jail or detainment facility if it is co-located with a law enforcement.

ADFA's selection of Eligible Recipients will be based upon those applicants achieving the highest scores, and awarded in that order, until funds are depleted. The reviewing underwriter will score each application, using the Scoring Matrix.

Tie Breaker: In the event of a tie between two or more applications, the projects will be ranked in the following order, "a" through "d", to determine which applicant will receive priority. Beginning with "a" and working through each the following tiebreakers in order of "a, b, c, and d" until the tie is broken. If the tie is broken at step "b", there is no need to proceed further to "c" or "d".

- a) Applications received for any project within the State of Arkansas will be underwritten and scored. In the event of a tie, the award will go first to the development in one of the two major metropolitan statistical area with the least awardees. The two major metropolitan statistical areas in Arkansas are: Northwestern Arkansas area (Fayetteville, Springdale, Bentonville and Rogers); and Central Arkansas area (Little Rock, North Little Rock, Conway, Benton, and Bryant.)
- b) The application with the greatest amount of additional subsidy per unit;
- c) The application with a proposed project which is closest to the nearest Veterans Administration Facility;
- d) The application with the fewest missing documents and/incomplete forms as determined by ADFA during the completeness review.

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY
MULTI-FAMILY HOUSING MINIMUM DESIGN STANDARDS**

The following outline of minimum standards must be used in designing Multi-Family developments receiving low-income housing tax credits.

Any deviation from these standards must receive prior written approval from the Arkansas Development Finance Authority. In addition to these minimum standards, all developments must be designed in accordance with all federal and state accessibility requirements, Fair Housing requirements, and any applicable local, state and national building codes.

Applicant and architect shall execute separate verifications under oath that the representations set forth in Attachment G, Minimum Design Standards Checklist, will be met in the construction or rehabilitation of the proposed development and that all amenities and energy features represented in the application will be included in the construction or rehabilitation of the proposed development. The general contractor for the development must sign off on Attachment G prior to issuance of the Notice to Proceed.

I. Site Selection Criteria:

- A. New Construction: No waivers or other exceptions of the standards set forth herein will be allowed, including, any request based upon "terrain or unusual characteristics of the site's topography."
- B. Requirements for any development site within the 100-year flood plain: (1) The community where located must be currently participating in the National Flood Insurance Program; (2) Flood Insurance must be obtained and maintained throughout the affordability period; and (3) Any part of the site that will undergo development, i.e., residential buildings, community buildings, playgrounds, swimming pools, recreational areas, sidewalks and parking areas, must be raised to no less than one (1) foot above the flood plain level.

II. Drawing Submission Criteria:

The following documents shall be prepared by a registered architect or engineer licensed to practice in the State of Arkansas.

- A. Site Plan: The following items must be shown.
 - 1. Scale: 1 inch = 40 feet or larger for typical units.
 - 2. North arrow.
 - 3. Locations of existing buildings, utilities, roadways, parking areas if applicable.
 - 4. Existing site/zoning restrictions including setbacks, rights of ways, boundary lines, wetlands, and flood plain.
 - 5. All proposed changes and proposed buildings, parking, utilities, and landscaping.
 - 6. Existing and proposed topography of site.
 - 7. Finished floor height elevations and all new paving dimensions and elevations.
 - 8. Identification of all specialty apartment units, including, but not limited to, designated handicapped accessible and sensory impaired apartment units.
 - 9. Site accessibility design requirements.
- B. Floor Plans:
 - 1. Scale: ¼ inch = 1 foot or larger for typical units.
 - 2. For developments requiring renovation and/or demolition of existing structures, show proposed changes to building components and design, identifying removal and new construction methods.
 - 3. Show room/space layout, identifying each room/space with name and finished space size.
 - 4. Indicate the total gross square foot size, and the net square foot size for each typical unit.
 - 5. For developments involving removal of asbestos and/or lead paint, identify location and procedures for removal.
- C. Elevations and sections for new construction:
 - 1. Scale: 1/8 inch = 1 foot or larger.
 - 2. Building elevations for all sides of each building.
 - 3. Identify all materials to be used on building exteriors and foundations.

Final plans and specifications must be submitted to ADFA prior to the preconstruction conference.

III. **Outline Specifications:** Provide a brief description of each specification using the Construction Specification Index format or a similar format:

Example:

DIVISION 2 SITE WORK

Section 02232: Select Material Sub-base Course for Flexible Pavement

- A. General: This section specifies the base course for use with flexible pavement.
- B. Material: Sub-base material shall consist of natural, processed for blends of gravel, stone, sand or screenings and soil or other similar binding or filler material.
- C. Execution: The sub-base material shall be placed on the previously prepared sub-grade. The material shall be placed to the thickness and lines and grades shown.

IV. **Building Design Criteria:**

A. General Building Standards:

1. Community Laundry: The development's community laundry must consist of at least 1 washer and 1 dryer for every 10 units in the development. Exceptions: a) If all units in the development have washer/dryer connections, then the community laundry must consist of at least 1 washer and 1 dryer for every 15 units in the development; b) If all units in the development have a washer and dryer furnished at no cost to the tenants by the development, then the development is required to provide at least 1 washer and 1 dryer; and c) Developments consisting of Single Family Detached Units exclusively.
2. Senior or Assisted Living Developments: All units in senior or assisted living developments shall be located at the grade level or on an elevator accessible floor.
3. Parking Spaces:
 - a. *Family Developments:* Inclusive of handicap designated parking spaces, 1½ parking spaces must be provided for each unit and 1 guest parking space will be provided for every 4 units.
 - b. *Senior Developments:* Inclusive of handicap designated parking spaces, 1 parking space must be provided for each unit and 1 guest parking space will be provided for every 4 units.
 - c. New construction assisted living developments may request a waiver of the parking spaces required herein. The number of parking spaces for which approval is requested must be reasonable as evidenced by supporting documents and information. A waiver requesting approval of a number of parking spaces that is less than the total number of units will not be considered as reasonable; however, a request to provide only the number of parking spaces equal to the total number of units will not be per se reasonable.

A waiver will not be granted unless land is available to the partnership and will remain available to the partnership which is sufficient to allow construction of the number of parking spaces required but for the waiver. Applicant must have site control over this land, have authority to agree to contract for this reservation of use and allow all restrictive documents to run with the reserved land, and agree in writing to so contract.

4. Single Family Detached Units (SFD): Must: (a) be at least 3 bedroom units with 2 bathrooms; however, up to 20 percent of the units in the development may be 2 bedroom with 2 full bathrooms, if supported by market need; b) have washer and dryer connections in the living area; and (c) have at least a single car garage attached.

B. Minimum Building Standards:

1. Minimum Unit Area Requirements:

- a. Minimum Unit Net Area is measured from the **interior finished face** of the exterior wall to the **centerline** of the common, or party, wall.
- b. Minimum Bedroom Net Area is measured from the interior faces of all walls surrounding each bedroom, excluding closets, mechanical rooms, and storage rooms.

- c. Exceptions to minimum area requirements:
 - (i.) Rehabilitation of existing residential rental units; and
 - (ii.) Assisted Living Developments.
- d. Area included as an entry way to any bedroom shall not be included in the minimum square footage requirements, i.e., if an entry door to a bedroom is not located on one of the four main bedroom walls, the square footage of the area from the bedroom door to the two nearest main bedroom walls shall be excluded from calculation of the required square footage for the bedroom and the unit as a whole.

Unit Type	Number of Bathrooms	Minimum Unit	Minimum Bedroom
		Net Area	Net Area
1 bedroom	1	750 sq ft	120 sq ft
2 bedroom	1.5	950 sq ft	120 sq ft
2 bedroom SFD	2	1000 sq ft	120 sq ft
3 bedroom	2	1150 sq ft	120 sq ft
4 bedroom	2	1300 sq ft	120 sq ft

Unit areas do not include outside storage, covered porches, patios, balconies, etc.

2. Exterior Building Standards:

- a. Exterior building coverings: For new construction, very low maintenance materials are required. Acceptable materials include:
 - (i.) Brick;
 - (ii.) High quality vinyl siding with a minimum thickness of .042 and a life time non-prorated limited warranty (50 year) transferable; or
 - (iii.) Cementitious siding.

All siding materials listed above are required to be 8 inches above the finished floor elevation of the building ground floor, with the exception of concrete patio and covered breezeway areas. Brick or decorative block must be used as an apron material.
- b. Prefinished fascia and soffit: Vinyl, aluminum or cementitious prefinished panels should be used and must contain vents.
- c. Entry doors: Materials for entry doors are to be metal-clad wood or hollow metal construction. "Peepholes" and deadbolt locks are required in entry doors. Dead bolt locks on entry doors should have "thumb latch" on interior side. Double keyed dead bolt locks are prohibited. All exterior doors must have minimum clear opening width of 34 inches.
- d. Roofing materials: Anti-fungal seal tab shingles over 15 lb. felt paper or metal roof with a minimum 30-year warranty are required with either roofing system.
- e. Gutters and downspouts shall be appropriately designed with a minimum 5" gutter and 2" x 3" downspout. All downspouts shall empty onto concrete splash blocks or piped to an appropriate drain location.
- f. Roof gable vents must be made of aluminum or vinyl materials.
- g. Attics must be vented.
- h. All primary entries should be within a breezeway or have a minimum roof covering of 5 feet deep by 5 feet wide, and should be designed to divert water away from the entry door. Entry pads measuring 5 feet by 5 feet and made of impervious material with a minimum slope of 1/4 inch per foot are required at each primary entry.
- i. Breezeways functioning as fire exits must be constructed of concrete floor/decking material.
- j. Exterior shutters are required on all 100% vinyl or cementitious sided buildings.
- k. Exterior stairway components, such as stringers, steps, risers, handrails, pickets, and structural supports, and porch and patio components, structural and non-structural, either used as part of the building or within the site development, must be constructed from noncombustible materials such as concrete, steel, aluminum or masonry.
- l. Exterior lighting is required at entry doors.
- m. Landscaping: All disturbed areas must be sodded. One 1½" tree per every 2 units. Six 1-gallon shrubs per unit.
- n. Concrete curbing is required along all paved areas throughout the development site, including parking areas.

- o. Sidewalk access to all parking spaces must be provided.
 - p. A development sign including the fair housing logo is required.
 - q. A minimum of one enclosed trash dumpster or compactor is required.
 - r. Continuous asphalt or concrete paved access road must be provided to the entrance of the development.
 - s. All parking must be asphalt or concrete.
 - t. All sidewalks and walkways must be concrete and be at least 5-feet wide. Sidewalks servicing a single unit may be three (3) feet wide.
 - u. All driveways on single-family homes must be concrete.
 - v. All above ground concrete shall be minimum 3500 PSI with 6X6 welded wire reinforcement to ensure quality, strength and uniformity.
 - w. All new construction and rehabilitated buildings must have radiant barrier in attics or on roofs.
3. Interior Building and Space Standards:
- a. Kitchen spaces:
 - (i.) Each unit must be equipped with a dry chemical fire extinguisher readily accessible in the kitchen.
 - (ii.) New cabinets must have dual sidetrack drawers.
 - (iii.) A pantry closet is required in each unit. The pantry must be 1'6" x 1'6" deep with a minimum five shelves, located in the kitchen.
 - (iv.) All units shall include a kitchen area which includes at a minimum, a sink, stove and refrigerator.
 - b. Bathroom Spaces:
 - (i.) Tub/shower units should have minimum dimensions of 30-inch width by 60-inch length. Units in senior and assisted living developments must be equipped with anti-scald valves.
 - (ii.) Water closets should be centered 18 inches from sidewalls or vanity/lavatories.
 - c. Hallways should have a minimum width of 36 inches.
 - d. All interior doors intended for passage must have minimum clear opening width of 34 inches.
 - e. Overhead lighting is required in each room.
 - f. Sliding glass doors are prohibited.
 - g. A tamper-proof 10-year smoke alarm is required per floor of each unit.
 - h. A carbon monoxide detector must be installed in each unit. (only for developments using gas).
4. Plumbing and Mechanical Equipment:
- a. HVAC units and water heaters are not permitted in attic spaces.
 - b. HVAC units and water heaters must be placed in mechanical closets with insulated walls.
 - c. Water heaters must be placed in drain pans with drain piping plumbed to the outside.
 - d. Gas water heaters shall be located in an individual, separate mechanical closet.
 - e. HVAC refrigeration lines must be insulated.
5. Energy Efficient Systems, Insulation, and Equipment:
- a. Ceiling fans will be installed in each bedroom and living room.
 - b. Shower heads will not exceed a 2.5 gallon per minute flow rate.
 - c. ½" insulation will wrap hot water pipes
 - d. Fluorescent light fixtures will be installed in the kitchen, bathroom(s) and utility room area.
 - e. Exterior wall insulation must have an overall R-16 minimum for the entire wall assembly.
 - f. An exterior house wrap (e.g. TYVEK) must be installed.
 - g. Roof or attic insulation must have an R-38 minimum rating.
 - h. All water piping located on exterior walls and in attic space must be insulated.
 - i. Sound proofing or insulation achieving a sound rating of STC 54 is required in common/party walls and ceilings.
 - j. Gas or oil heated systems shall have a minimum AFUE rating of 90% with a minimum 14.5 SEER rated air conditioning system.

- k. Heat pump systems shall have minimum HSPF rating of 7.8 with a minimum 14.5 SEER rated air conditioning system.
- l. Windows shall have frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl. Windows shall have two or more panes of insulated glass, at least one pane of which has a Low-Emission (Low-E) coating, which are argon gas filled. Windows shall have a U-Factor of not greater than 0.35 and a solar heat gain coefficient (SHGC) of not greater than 0.30.

For rehabilitation developments, if any of the above elements cannot be included in any building because of structural constraints, an energy audit or report, performed by an independent, professional energy consultant/audit firm, which identifies those constraints but enumerates:

- i. Other effective energy improvements or energy performance measures designed to increase energy efficiency in the particular building; and
- ii. The energy efficiency to be achieved by such improvements of measures on the particular building. The energy audit or report shall describe the methodology/testing procedures utilized.

The applicant must submit a signed statement that it will implement the energy improvements or energy performance measures identified within the energy audit or report in order to be considered for points under this criterion. Also, a certification from the design architect or licensed engineer confirming the implementation of the energy improvements or energy performance measures will be required prior to the issuance of IRS Form 8609.

V. Universal Design Criteria:

- A. Seven percent (7%) of all residential units within the development must comply with the Level 5, "All-Inclusive" usability criteria as set forth in the Arkansas Department of Human Services' "Arkansas Usability Standards in Housing: Guidance Manual for Constructing Inclusive Functional Dwellings." (AUSH). The AUSH is available on the internet at: <http://www.arkansas.gov/adfa/HOME%202011/Universal%20Design%20Doc.pdf>.
- B. Each unit that is required to meet the Level 5, "All-Inclusive" usability criteria set forth in the AUSH must have at least one bathroom with an "accessible roll-in" shower facility with minimum dimensions of 60" x 34" or 42" x 42" if a corner shower facility.
- C. All ground level residential units in any building and all residential units with elevator access in any building in the development must comply with the Level 1, "Visitable" usability criteria as set forth in the AUSH.
- D. All residential units in the development will have "closed-fist" operability throughout the unit, e.g., single handle door levers vs. door knobs; push stick lighting and environmental controls; cabinet doors can be opened with a closed fist; single handle faucets in bathrooms and kitchen.
- E. All environmental controls within all residential units in the development must provide visual and tactile cues. For lighting, a "rocker" type switch is sufficient. For thermostats, programmable and digital with raised buttons is required.

VI. Rehabilitation developments:

If structural constraints prohibit adherence to ADFA's "Multi-Family Housing Minimum Design Standards", applicant may seek a waiver from ADFA of the standard concerned. Such waiver request must be in writing and include the following:

- A. Certification by the design architect or licensed engineer that the standard concerned cannot be met due to structural constraints;
- B. Certification by the design architect or licensed engineer that no alternative design can be undertaken to achieve the benefit of the required standard due to structural constraints; and
- C. If applicable, statement by applicant that it will implement any alternative identified by the design architect or licensed engineer.

ADFA reserves the right to amend these Minimum Design Standards as necessary to prudently administer ADFA-administered funds or to comply with state or federal law. ADFA reserves the right to adopt rules ancillary to these Minimum Design Standards as necessary to prudently administer ADFA-

administered funds. ADFA reserves the right to make any and all necessary technical changes to these Minimum Design Standards as circumstances may warrant. ADFA reserves the right to do or require all things necessary or convenient to carry out its purposes, pursuant to Ark. Code Ann. Section 15-5-207(b)(20)(A) and Ark. Code Ann. Section 15-5-207(b)(26).

ATTACHMENT G
MULTI-FAMILY HOUSING MINIMUM DESIGN STANDARDS CHECKLIST

The following checklist must be completed by the Arkansas licensed architect identified as a member of the development team in the Application. **Applicant and architect shall execute separate verifications under oath that the representations set forth in Attachment G – Minimum Design Standards Checklist, will be met in the construction or rehabilitation of the proposed development and that all amenities and energy features represented in the Application will be included in the construction or rehabilitation of the proposed development.** The purpose of this checklist is to assist ADFA to ensure that the development is in compliance with: (1) ADFA's "Multi-Family Housing Minimum Design Standards"; (2) all applicable local, state, and national building codes; and (3) all applicable federal and state accessibility and Fair Housing laws. **The general contractor must review and execute the General Contractor's Certification prior to issuance of the Notice to Proceed.**

EACH ITEM MUST BE MARKED. For rehabilitation developments only, if an energy audit ("EA") is performed or a waiver is requested ("WR") for a particular criterion, Applicant must ensure such energy audit or waiver request conforms to the requirements of the 2017 QAP, Guidelines and ADFA's "Multi-Family Housing Minimum Design Standards". All requests for a waiver must be indicated on this checklist by "WR," and a written request for the waiver must be submitted.

THIS CHECKLIST, ALONG WITH ANY WAIVER REQUESTED, MUST BE INCLUDED AT TAB #14 OF THE APPLICATION.

Criterion

I. SITE SELECTION

- ☐ Site within 100-year flood plain
- ☐ Community participates in National Flood Insurance Program
- ☐ Flood Insurance to be obtained throughout affordability period
- ☐ Areas undergoing development raised at least 1' above flood plain

II. BUILDING DESIGN

A. GENERAL BUILDING STANDARDS

1. Community Laundry – (Single Family Detached mark N/A)

- ☐ 1 washer and 1 dryer for every 10 units in the development
- ☐ 1 washer and 1 dryer per 15 units-washer and dryer connections
- ☐ 1 washer and 1 dryer in development – washer and dryer furnished

2. Senior or Assisted Living

- ☐ All units located at grade level or on elevator accessible floor

3. Access road, parking spaces, curbing, and sidewalks

- ☐ Continuous asphalt or concrete paved access road
- ☐ Family – 7 spaces for every 4 units, inclusive of handicap spaces
- ☐ Senior – 5 spaces for every 4 units, inclusive of handicap spaces
- ☐ All parking areas must be asphalt or concrete
- ☐ All paved areas are concrete curbed
- ☐ All driveways on single-family detached homes must be concrete
- ☐ Sidewalk access to all parking spaces must be provided
- ☐ All sidewalks and walkways must be concrete and ≥ 5 feet wide
- ☐ Applicable handicap spaces per ADA Accessibility Guidelines (Section 208.2)

4. Single Family Detached Units

- ☐ At least 3 bedrooms with 2 bathrooms and attached single car garage
- ☐ 20 percent of the units in a development may be 2 bedrooms with 2 bathrooms (must be supported by market need) and attached single car garage
- ☐ Washer and dryer connections in the living area for each detached unit

B. MINIMUM BUILDING STANDARDS

1. Minimum Unit Net Area Requirements

- ☐ Not applicable because development is:
 - ☐ Existing rental units or
 - ☐ Assisted Living

Unit Type	Number of Bathrooms	Minimum Unit Net Area*	Minimum Bedroom Net Area
1 bedroom	1	750 sq. ft.	120 sq. ft.
2 bedroom	1.5	950 sq. ft.	120 sq. ft.
2 bedroom SFD	2	1000 sq. ft.	120 sq. ft.
3 bedroom	2	1150 sq. ft.	120 sq. ft.
4 bedroom	2	1300 sq. ft.	120 sq. ft.

*Unit areas do not include outside storage, covered porches, patios, balconies, garages, etc.

- ☐ Units meet the required minimum unit net area stated above for the unit type
- ☐ Units provide the number of bathrooms required above for the unit type
- ☐ Units meet the required minimum bedroom net area stated above

2. Exterior Building Standards

a. Exterior covering - new construction

- ☐ Brick
- ☐ Vinyl siding
- ☐ .042" minimum thickness
- ☐ 50 year transferable warranty
- ☐ Cementitious siding
- ☐ 8" brick or decorative block apron

b. Fascia and soffit

- ☐ Vinyl, aluminum or cementitious prefinished fascia and vented soffit

c. Entry doors

- ☐ Metal-clad wood or hollow metal construction
- ☐ Peephole(s)
- ☐ Dead bolt locks with interior "thumb latch"
- ☐ 34" minimum clear opening width
- ☐ Sliding glass doors are prohibited

d. Roofing materials

- ☐ Anti-fungal
- ☐ Seal tab shingles with minimum 30 year warranty
- ☐ 15 lb. or greater felt paper
- ☐ Metal roof with a minimum 30-year warranty

e. Gutters and downspouts

- ☐ 5" gutter
- ☐ 2"x 3" downspouts
- ☐ Concrete splash blocks or piped to appropriate drain
- ☐ Roof gable vents made of aluminum or vinyl

f. Attics must be vented

g. Primary entries

- ☐ Breezeway or minimum roof covering of 5 (five) feet wide.
- ☐ Sidewalks serving a single unit may be 3 (three) feet wide
- ☐ Entry pads of 5' by 5' with minimum slope of ¼ " per foot

i. Breezeways functioning as fire exits constructed of concrete

j. Exterior shutters required on all 100% vinyl or cementitious sided buildings

k. Exterior stairway, porch and patio components made of non-combustible materials

l. Exterior lighting exists at all entry doors

m. Landscaping

- ☐ All disturbed areas are sodded
- ☐ Six one-gallon shrubs per unit and one 1½ " tree for every 2 units
- ☐ A development sign with Fair Housing logo
- ☐ At least one enclosed dumpster

n. Concrete

- ☐ All above ground concrete shall be minimum 3500 PSI with 6x6 welded wire reinforcement.

o. All new construction and rehabilitated buildings must have radiant barrier in attics or on roofs

3. Interior Building and Space Standards

a. Kitchen Spaces

- ☐ Each unit equipped with readily accessible dry chemical fire extinguisher
- ☐ New cabinets have dual sidetrack drawers
- ☐ A 1'6" x 1'6" deep with 5 shelves minimum pantry closet
- ☐ All units shall include a kitchen area which includes at a *minimum*, a sink, stove and refrigerator

b. Bathroom Spaces

- ☐ Tub/shower units are 30" width by 60" length minimum
- ☐ *Senior and Assisted Living* – equipped with anti-scald valves
- ☐ Water closets centered 18" from sidewalls/vanities

c. Hallways have minimum of 36" width

d. Interior doors intended for passage have minimum clear opening width of 34"

e. Overhead lighting in each room

f. A tamper-proof 10-year smoke alarm per floor of unit

g. A carbon monoxide detector in each unit that utilizes gas

4. Plumbing and Mechanical Equipment

a. ☐ Not located in attic spaces

b. ☐ Located in mechanical closets with insulated walls

c. ☐ Gas WHs located in individual, separate mechanical closet

d. ☐ WHs placed in drain pans that are plumbed to outside

e. ☐ HVAC refrigeration lines are insulated

5. Energy Efficient Systems, Insulation and Equipment

a. ☐ Ceiling fans installed in each bedroom and living room

b. ☐ Shower heads flow rate ≤ 2.5 gallon per minute

c. ☐ Hot water pipes wrapped with ½" insulation

d. ☐ Water piping in attic or exterior walls is insulated

e. ☐ Fluorescent light fixtures in kitchen, bathrooms and utility

f. ☐ Exterior wall insulation with minimum R-16 rating

g. ☐ Roof or attic insulation with minimum R-38 rating

h. ☐ Exterior house wrap (e.g. TYVEK) installed

i. ☐ Sound proofing with ≥ STC 54 rating in common/party walls and ceilings

j. ☐ Gas or oil heated systems AFUE rating ≥ 90% with a minimum 14.5 SEER rated air conditioning system

k. ☐ Heat pump systems HSPF rating ≥ 7.8 with a minimum 14.5 SEER rated air conditioning system

l. Windows with:

- ☐ (i) frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl;

- ☐ (ii) 2 or more panes of argon gas filled insulated glass, at least one pane with Low-Emission (Low-E) coating;

- ☐ (iii) U-Factor of not greater than 0.35; and

- ☐ (iv) solar heat gain coefficient (SHGC) of not greater than 0.30

6. Universal Design

a. ☐ 7% of all residential units comply with the Level 5, "All-Inclusive" usability criteria in *"Arkansas Usability Standards in Housing: Guidance Manual for Constructing Inclusive Functional Dwellings" (AUSH)*

b. ☐ All Level 5, "All-Inclusive" units under AUSH has at least one bathroom with an "accessible roll-in" shower facility with minimum dimensions of 60" x 34" or 42" x 42" if a corner shower

c. ☐ All ground level residential units and residential units with elevator access comply with Level 1, "Visitable" usability criteria under AUSH

d. ☐ ALL residential units have "closed-fist" operability throughout the unit, e.g.,

- ☐ (i) single handle door levers vs. doorknobs;

- ☐ (ii) push stick lighting and environmental controls;

- ☐ (iii) cabinet doors can be opened with a closed fist;

- ☐ (iv) single handle faucets in bathroom and kitchen

- e. ☐ ALL residential units have environmental controls with visual and tactile cues. For lighting, a "rocker" type switch is sufficient. For thermostats, programmable and digital with raised buttons is required.

List owner provided amenities and advanced energy efficiency features for which Applicant seeks points.

Amenity Description

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Advanced Energy Feature Description

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Complete Certification of Applicant, Architect and General Contractor on the following pages

Applicant's Certification

I, _____, in my capacity as Applicant for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multi-Family Housing Minimum Design Standards Checklist", and certify as to the accuracy of its contents, and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations herein.

Name:

Title:

STATE OF _____)
COUNTY OF _____)

Before me, _____, a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath, acknowledged that _____ executed the forgoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this _____ day of _____, 20____.

Notary Public

My commission expires:

Architect's Certification

I, _____, in my capacity as Architect for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multi-Family Housing Minimum Design Standards Checklist", and certify as to the accuracy of its contents, and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations herein.

Name:

Title:

STATE OF _____)
COUNTY OF _____)

Before me, _____, a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath, acknowledged that _____ executed the forgoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this _____ day of _____, 20_____.

Notary Public

My commission expires:

General Contractor's Certification

I, _____, in my capacity as General Contractor for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multi-Family Housing Minimum Design Standards Checklist", and certify that the cost estimates provided in the application encompass the representations herein, and further certify that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations set forth herein.

Name:

Title:

STATE OF _____)
COUNTY OF _____)

Before me, _____, a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath, acknowledged that _____ executed the forgoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this _____ day of _____, 20_____.

Notary Public

My commission expires:

ADFA MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY LIMITS FOR NHTF ALLOCATION PLAN

- ❖ As the administrator of the Low-Income Housing Tax Credit and HOME funds, ADFA determines the "Reasonableness of Project Costs"—both hard and soft costs—annually by comparing aggregate cost data based on all applications received compared to historical cost certification data of completed projects and current cost data provided by ADFA third-party construction consultant reports. ADFA has used the same methodology in determining the maximum per-unit development subsidy limit for housing assisted with NHTF funds for all areas of State.
- ❖ No single recipient may receive more than \$1,000,000.00; however, ADFA has the right to waive this per-recipient allocation cap.
- ❖ Per Unit Costs is calculated by dividing the total development costs by the total number of units. The maximum Per Unit Development Subsidy Limit is adjusted every two years through ADFA's Administrative Procedures Act, Arkansas Code Annotated Sections 25-15-201 et seq., also known as the "APA" process. ADFA's maximum costs limits are deemed reasonable, based on actual costs, and adjusted at time of staff underwriting for the number of bedrooms and geographic location of the project.

Maximum Cost Per-Unit and Minimum Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per- Unit
Rental Unit	3-4	2	120 sq. ft.	\$151,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Unit areas do not include outside storage, covered porches, patios, balconies, etc.

- ❖ At time of ADFA underwriting of each application, the costs are thoroughly reviewed and adjusted for under-estimates or excessive costs. ADFA uses discretion to determine reasonableness of all costs stated in the proposed development budget regardless of whether the costs per-unit comply with the maximum costs per-unit limitation set forth above. ADFA may, within its discretion, deny applications based upon the unreasonableness of costs, regardless of whether the costs per-unit complies with the maximum costs per-unit limitation set forth above. Upon request by ADFA staff, applicants may provide justification and supporting documentation of costs. ADFA will review the items submitted and make a final determination. ADFA's determination will be set forth in writing as to whether the application will be further considered or rejected.
- ❖ Based on the example below, approximately 17 units could be developed through allocation of \$3,000,000.00 by ADFA:

MINIMUM NUMBER OF PROPOSED UNITS

- ❖ A single proposed multi-family development may not contain less than four (4) units designated and reserved for ELI Veterans' households.



Arkansas Development Finance Authority
National Housing Trust Fund
2018 Allocation Plan

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY
NATIONAL HOUSING TRUST FUND 2018 ALLOCATION PLAN**

A. The National Housing Trust Fund

General Description: The National Housing Trust Fund ("NHTF") is a new affordable housing production program that will complement existing federal, state and local efforts to increase and preserve the supply of decent, safe and sanitary affordable housing for extremely low-income ("ELI") and very low-income households ("VLI"). ELI households are at or below 30% of area median income (AMI) and VLI households are at or below 50% AMI. Per 24 CFR 93.250(a), in any fiscal year in which the total amount available for allocation of HTP funds is less than \$1 billion (such as 2016 and 2017) ADFA will use 100% of its HTP grant for the benefit of extremely low-income families (ELI) or families with incomes at or below the poverty line (whichever is greater).

NHTF funds will be distributed by formula. As specified in its enabling legislation, Grantees, like the Arkansas Development Finance Authority ("ADFA") in its role as the designated administrator of NHTF funds for the State of Arkansas ("State"), is required to use at least eighty (80) percent of each annual grant for rental housing; may use up to ten (10) percent for homeownership housing and up to ten (10) percent for the grantee's reasonable administrative and planning costs.

NHTF funds may be used for the production or preservation of affordable housing through the acquisition, new construction, reconstruction and/or rehabilitation of non-luxury housing with suitable amenities. All NHTF-assisted rental housing must meet a minimum affordability period of thirty (30) years. All NHTF-assisted homeownership housing must meet the minimum affordability period of 10, 20 or 30 years based on the amount of NHTF invested in the unit.

B. Development of ADFA's Specific Use and Allocation of NHTF Funds

ADFA has been responsible for preparing housing needs assessment and strategy for the State since the inception of the HOME Investment Partnerships Program ("HOME"). In 1995, HUD created the Consolidated Plan in an effort to blend the four Community Planning Development ("CPD") programs – Community Development Block Grant ("CDBG"), HOME Program, Emergency Shelter Grants ("ESG") and Housing Opportunities for Persons with AIDS ("HOPWA") – into a single submission process for the purposes of the Consolidated Plan.

ADFA, as administrator of the HOME program, was deemed responsible for writing the housing portion of the new document. The Consolidated Plan provided a detailed overview of how the State planned to utilize its annual CPD funding to meet economic development objectives, provide affordable housing and address other special needs. As a



contributor. ADFA offered a detailed analysis of the current status of housing in Arkansas with special attention devoted to the condition of housing and housing affordability.

Thousands of Arkansas families and households need a safe and affordable place to live. A great many unmet housing needs still exist, and ADFA will use the limited resources available to address as many unmet housing needs as feasible across the State.

In addition to providing an overall assessment of housing needs for the State, the Consolidated Plan identifies the housing needs associated with special needs groups (minorities, single-parent families, elderly, people with disabilities, mental illness or AIDS/HIV and homeless persons). A demographic analysis performed for the first Consolidated Plan, which holds still true today, concluded that a significant number of individuals in all parts of the State are in need of housing assistance. Those with the greatest needs are, predictably, concentrated at the lowest levels of the income hierarchy, wherein the housing cost burden is also the most severe.

A component of the Consolidated Plan, the Analysis of Impediments ("AI") to Fair Housing, was updated in 2014, and submitted for HUD's review and approval with the Consolidated Plan in 2015. The purpose of developing the AI is to identify impediments to fair housing choice existing within Arkansas's non-entitlement communities so as to determine courses of action designed to address those impediments. The AI identified ten (10) primary areas of impediment to fair housing. Outreach and education were the recommended courses of corrective action, either in part or in total, for eight (8) of the identified impediments. To that end, ADFA will encourage and offer Fair Housing training efforts to measurably overcome the identified impediments. Arkansas's Consolidated Plan and the Analysis of Impediments to Fair Housing are available at <http://adfa.arkansas.gov>.

The NITF program will be administered by ADFA and will be utilized to provide funds to develop new construction of decent, safe and sanitary rental housing, primarily targeting a specific underserved group: the Veteran population (ELI) in Arkansas.

In regards to CFR § 93.2, ADFA will assure HUD, by a written signed agreement, to comply with the requirements of the NITF program beginning upon being selected as a recipient to receive NITF funds, and ending upon the conclusion of all NITF-funded activities. ADFA has historically demonstrated ability to comply and manage the NITF activity based upon years of successful management of the Arkansas Low-Income Housing Tax Credit Program involving approximately 550 projects and compliance monitoring of approximately 23,526 housing units in Arkansas through the end of their affordability period. ADFA has successfully managed the Community Block Grant Development Grant Program, the HOME Program, NSP, Single Family Mortgage Revenue Bond Program, American Dream Down Payment Initiative (ADDDI) Program and the Mortgage Credit Certificate Program. ADFA also monitors the management and operation of multifamily rental housing developments via site visits by our Compliance personnel. Our homeownership programs offer down payment and closing costs assistance to low-income homebuyers and first-time homebuyers. Each of these Federal, State or local programs have rules which ADFA has have successfully navigated.

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C. General Housing Trust Funds Requirements

This NHTF Plan seeks to ensure that, where economically feasible, applicants will have an opportunity to compete for funding to address their unmet rental housing needs. ADFA has established certain basic housing requirements to be used in the allocation of NHTFs, which are briefly described below, and defined in more detail in section 1-2 of this document:

- 1) Geographic Diversity – ADFA anticipates allocating available NHTF to expand the Veteran (both VLI and ELI) overall rental housing supply located throughout Arkansas in **areas near VA Medical Facilities/Hospitals, VA Support Services, and urban areas where employers are more concentrated**, and more likely to offer jobs to Veterans first.
- 2) Applicant Capacity – Great consideration will be given to the ability of the applicant to undertake and complete the construction of the proposed type of housing in a **timely manner**. The applicant must have the financial capacity to complete the proposed development and must provide a list of experienced development team members such as a general contractor, architect, property manager and legal counsel.
- 3) Rental Assistance – Due to the targeted population of ELI Arkansas Veterans, the ability to secure rental assistance so that rents are affordable to ELI families will be a major factor in the success of any proposed development.
- 4) Duration of Affordability Period – All NHTF rental units must have affordability requirements for a minimum of thirty (30) years. The Development Team must demonstrate strength to enforce the affordability period.
- 5) Housing Needs of the State – ADFA has identified a housing need for ELI households for Veterans. Per the Veterans Data Central website, (www.veteransdata.info) in 2015, there were 229,261 Veterans in Arkansas, representing 10.3% of the Arkansas population. Of those 7.3% are unemployed, 8.6% live in poverty, 19.8% have a service connected disability rating, and 456 are homeless.
- 6) Leveraging – The applicant should provide additional sources of funds such as other self funds for construction, permanent financing and/or operating expenses.
- 7) Limitation on Beneficiaries or Preferences – The ADFA 2018 Allotment from NHTF will give a preference to ELI Veterans who are homeless (or at risk of



homelessness), with special needs, who are leaving correctional facilities or suffer from mental illness. Preference will also be given to surviving spouses of deceased Veterans.

D. Eligible Activities

In accordance with 24 CFR Parts 93.200, 93.201 and 93.301, eligible activities for this NHTF plan will include new construction of qualified rental housing projects, new construction of single-family rental homes, assisted living units, and multi-family residential rental units for occupancy by ELI Veterans and Veterans and their families. Preference will be given to Veterans with special needs, homeless households, individuals leaving correctional institutions, and those with mental health issues. These eligible activities must be clearly outlined in the application. All projects are required to meet ADFA's Minimum Design Standards ("MDS"). See the attached MDS Checklist and Multi-Family Housing Minimum Design Standards at <http://adfa.arkansas.gov/lihtc-application> and <http://adfa.arkansas.gov/lihtc-documents>.

ADFA permits and encourages applicants to **exceed** these MDS project standards. Each applicant may construct the proposed project in a manner that reflects applicant goals and/or that exceeds the local building codes. Also, most related soft costs are eligible expenses.

E. Eligible Recipients

In accordance with the requirements of §93.2, eligible recipients are defined as follows: an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives NHTF assistance from a grantee as an owner or developer to carry out an NHTF-assisted project. A recipient must make acceptable assurances to the grantee that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funded activities. A recipient must demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; and demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs. The recipients must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to design, construct, own, manage, operate, and market affordable multi-family rental housing. ADFA will measure these requirements per methods listed in section I-2 of this document and per documents



submitted with the application (<http://adfa.arkansas.gov/lihtc-application>).

No NHTF application will be processed for any applicant or related entity which is not in good standing with ADFA and any other State housing finance authority, The Arkansas Economic Development Commission ("AEDC"), HUD and USDA Rural Development. An applicant can be denied consideration of the NHTF funds under Arkansas's NHTF Program if the applicant or its related parties have a history of payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or lawful.

ADFA will distribute NHTF by directly selecting applications submitted from eligible recipients and will not use subgrantees in the 2017 allocation cycle.

"Eligible Applicant" consists of the "Development Team" who will construct new rental housing (single family, assisted living units, or multi-family units) solely for Veterans and Veterans and their families, in conjunction with a Non-Profit which specializes in support services for Veterans. "Development Team" means the applicant, Development Team, consultant, contractor, architect, accountant, property manager, and attorney. The Veterans must meet HUD Income Limit Guidelines of ELL. Title 38 of the Code of Federal Regulations defines a veteran as "a person who served full time (active-duty service) in the military, naval, or air service and who was discharged or released under conditions other than dishonorable."

The limitation of Beneficiaries to Veterans and Veterans and their families is in compliance with §93.350. Each application package to ADFA will include the HUD-Form 935.2A (ADFA Exhibit I which outlines the Development Team's Affirmative Fair Housing Marketing Plan and their staff's Fair Housing training accomplishments).

[http://adfa.arkansas.gov/Website/adfa/images/LIHTC_Documents/NF_Housing_ApplicationAffirmative_Fair_Housing_Marketing_Plan_\(AFHMP\)_Exp_2016_HUD_Form_935-2a.pdf](http://adfa.arkansas.gov/Website/adfa/images/LIHTC_Documents/NF_Housing_ApplicationAffirmative_Fair_Housing_Marketing_Plan_(AFHMP)_Exp_2016_HUD_Form_935-2a.pdf)

The requirements of §93.303(d)(3), would be fulfilled by the Development Team's property manager, whereas tenant selection would be based upon ELL and VLI Veteran households.

ADFA will allocate funds based on the eligible activities and funding priorities outlined in ADFA's Housing Trust Fund Allocation Plan ("AHTF Plan"). ADFA will award NHTF funds as forgivable grants to recipients whose proposed developments are approved for funding. The NHTF will remain a forgivable grant, as long as the development remains in compliance with NHTF and ADFA requirements for the entire

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affordability period of thirty (30) years.

F. Maximum Per-Unit Development Subsidy Limits

The administrator of the Low-Income Housing Tax Credit and HOME funds, ADFA, determines the "Reasonableness of Project Costs" annually. Reasonable project costs are determined by comparing aggregate cost data based on all applications received compared to historical cost certification cost data of completed projects and current cost data provided by ADFA third-party construction consultant reports. After evaluating all the data, reasonable standard project hard construction costs and soft costs are established. ADFA has used the same methodology in determining the maximum per-unit development subsidy limit for housing assisted with NHTF funds for all areas of State.

No single recipient may receive more than \$1,000,000.00.

Per Unit Costs is calculated by dividing the total development costs by the total number of units. The maximum Per Unit Development Subsidy Limit is adjusted every two years through ADFA's Administrative Procedures Act, Arkansas Code Annotated Sections 25-15-201 et seq., also known as the "APA" process. This process involves community input in our policies, based upon public meetings. These are attended widely by stakeholders, developers, property managers, non-profits and the general public. ADFA's maximum costs limits are deemed reasonable, based on actual costs, and adjusted at time of staff underwriting for the number of bedrooms and geographic location of the project.

Minimum Cost Per- Unit and Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per- Unit
Rental Unit	3-4	2	120 sq. ft.	\$161,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Unit areas do not include outside storage, covered porches, patios, balconies, etc.



Geographic Diversity is a consideration for this plan, particularly in areas where there are supportive services for Veterans such as VA hospitals, VA service providers, and public transportation, nearby shopping, educational and employment opportunities. Priority will be put upon projects in major metropolitan statistical areas offering close proximity to supportive services. Such major metropolitan statistical areas in Arkansas are: **Northwestern Arkansas** area (Fayetteville, Springdale, Bentonville and Rogers); and **Central Arkansas** area (Little Rock, North Little Rock, Conway, Benton, and Bryant). Smaller metropolitan areas are in and around Texarkana, and El Dorado in the **South**; and the **Northeastern** area in and around Jonesboro, Forrest City, Blytheville, and West Memphis. Applications received for any project within the State of Arkansas will be underwritten and scored. In the event of a tie, the tie breaking system described in Section "I-1" items "a" through "d" will be used.

Construction costs do not vary much in Arkansas for different areas of the State. Some regions do require a soils report and more foundation work. At time of ADFA's underwriting of each application, the costs are thoroughly reviewed and adjusted for under-estimates or excessive costs. ADFA uses discretion in determining reasonableness of all costs stated in the proposed development budget regardless of whether the costs per-unit comply with the maximum costs per-unit limitation set forth above. ADFA may, within its discretion, deny applications based upon the unreasonableness of costs, regardless of whether the costs per-unit complies with the maximum costs per-unit limitation set forth above. Upon request by ADFA staff, applicants may provide justification and supporting documentation of costs. ADFA will review the items submitted and make a final determination. ADFA's determination will be set forth in writing as to whether the application will be further considered or rejected.

Each application submitted will vary as to the number of units, and cost per unit. The example below, shows how approximately 17 units could be developed. Should the allocation amount differ, the number of units will be adjusted accordingly:

Example:

3 Assisted Living Units (3 X \$179,000)	\$537,000
2 Single Family Dwelling Homes (2 X \$150,000)	\$300,000
2 Projects of Six General Rented Units (12 X \$151,000)	\$1,812,000
Estimated Total Units 17 for a cost of approx.	\$2,649,000

G. Minimum Number of Proposed Units

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A single proposed multi-family development may not contain less than four (4) units designated and reserved for VLI Veterans' households.

H. Application Process

ADFA will evaluate each application to determine which projects should receive an award of NHTF funds. All applicants must submit an application, with supporting documentation, including evidence sufficient to ADFA that the applicants proposed project at minimum meets all of the housing priority factors in order to be considered for funding.

The link for application forms is at: <http://adfa.arkansas.gov/lightc-application>

ADFA may conduct a site visit(s) to inspect the proposed project site(s) and/or consult with a third party for professional services in evaluating each application requesting NHTF funds. To facilitate the evaluation process, all applicants must complete the following basic steps.

All ADFA-provided forms should be submitted with original signatures, legible and all applicable spaces fully completed, and with all required third-party documents. ADFA will post the NHTF application checklist and instructions for the complete list of required documents as provided at www.ADFA.arkansas.gov prior to the beginning of the application cycle. All applicants must comply in all respects with ASTM E1627-13 (the "ASTM Standards") as to content and adhere to ADFA's Environmental Policy Requirements for purposes for determining whether the property is environmentally suitable for construction of residential housing.

After the initial review, each applicant will be contacted via e-mail regarding any missing or incomplete items or documents. Upon notice, applicants must submit all missing and/or incomplete items or documents in order to be considered for funding.

The application must demonstrate that the project is an eligible activity under this NHTF plan and meets basic occupancy and rent restrictions required of NHTF regulations. The rental housing units must be under common ownership, deed, financing and property management.

The application must also demonstrate that the project is financially feasible and is sustainable for the thirty (30) year affordability period with ADFA's requirements and the NHTF Regulations.



I. ADFA Housing Priorities and Scoring Criteria

Funds will be awarded based on the application (at a minimum) meeting the general NHTF requirements listed above and the total score of the application. Once ADFA has determined that the application meets or exceeds all requirements, ADFA will award funds to highest-scoring project until all NHTF funds have been allocated. There is no minimum score.

ADFA's selection of Eligible Recipients will be based upon those applicants achieving the highest scores, and awarded in that order, until funds are depleted. The reviewing underwriter will score each application, using the Scoring Matrix.

- 1) **Tie Breaker:** In the event of a tie between two or more applications, the projects will be ranked in the following order, "a" through "d", to determine which applicant will receive priority. Beginning with "a" and working through each the following tiebreakers in order of "a, b, c, and d" until the tie is broken. So if the tie is broken at step "b", there is no need to proceed further to "c" or "d".
 - a. Applications received for any project within the State of Arkansas will be underwritten and scored. In the event of a tie, the award will go first to the development in one of the two major metropolitan statistical area with the least awardees. The two major metropolitan statistical areas in Arkansas are: Northwestern Arkansas area (Fayetteville, Springdale, Bentonville and Rogers); and Central Arkansas area (Little Rock, North Little Rock, Conway, Benton, and Bryant.)
 - b. The application with the greatest amount of additional subsidy per unit;
 - c. The application with a proposed project which is closest to the nearest Veterans Administration Facility;
 - d. The application with the fewest missing documents and/incomplete forms as determined by ADFA during the completeness review.

ADFA reserves the right to deny a NHTF allocation to any applicant or project, regardless of that applicant's point ranking if in ADFA's sole determination, the applicant's proposed project is not financially feasible or viable. Regardless of strict numerical



ranking, the scoring does not operate to vest in an applicant or project any right of allocation in NHTF funds in any amount. ADFA will in all instances reserve and allocate NHTF funds consistent with sound and reasonable judgment, prudent business practices and the exercise of its inherent discretion.

2) Points Gained (See Scoring Matrix for Comprehensive list of points)

- a. Applicant Capacity Up to 10 points are available for the applicant's ability to meet deadlines in a **timely** manner, based upon past history with ADFA, or letters of support from other stakeholders (banks, government agencies, or local authorities), or documentation submitted in the application evidencing efficient use of time in meeting deadlines on past projects. Construction must be started within 6 months from award date, with completion of the project by 18 months from the start date of construction. This is a generous timeframe, in light of the National Association of Home Builders stating the general time to complete an apartment building in the Southern Region of the U.S.A is approximately 12 to 14 months. <http://naveonhousing.org/2015/08/how-long-does-it-take-to-build-an-apartment-building/>

A 10% retainage will be held after completion. The retainage will not be released unless the project is placed-in-service within 2 years from the start date.

The applicant must have the financial capacity to complete the proposed development and must provide a list of experienced development team members such as a general contractor, architect, property manager and legal counsel.

- b. Rental Assistance – A funding priority (10 points) will be given to applicants with projects that have secured Federal or State or local project based (PBRA) and/or voucher(s) for rental assistance so that rents are affordable to ELI Veterans.
- c. Duration of Affordability Period – A funding priority (10 points) will be given for projects that demonstrate the ability to remain financially feasible five (5) years beyond the required thirty (30) year period. The longer affordability term is more desirable, to promote affordable housing for a longer period of time.
- d. Leveraging – A funding priority (10 points) will be given to applicants that have a commitment from other non-federal sources. To qualify for

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points for receiving additional subsidies, the funds may be loaned (required repayment) or granted during construction and/or as a permanent source of funds.

- 10 points - Greater than 75% per unit
- 7 points - 50% to 75% per unit
- 5 points - Greater than 25% to per unit

v. Limitation on Beneficiaries or Preferences – A funding priority (10 points) for targeting rental housing needs for ELL Veterans who are not only Vets, but are homeless (or at risk of becoming homeless), those with special needs, individuals leaving correctional institutions, those with mental health issues, and spouses of deceased Veterans. The applicants must identify this population needing assistance in their service area and should specifically address the needs (housing and services) of this population. They should use quantifiable data, specific to their service area, to the maximum extent possible. Data should include the number of individuals and families actually served during the last calendar year as well as specific services provided.

3) Points Lost

Points will be deducted from applications that contain sites with the following negative neighborhood characteristics:

Two (2) points each will be deducted if any of the following incompatible uses are adjacent to the site. Adjacent is defined as nearby, but not necessarily touching. The following list is not all inclusive.

Junk yard or dump	Pig or chicken farm
Salvage yard	processing plants
Wastewater Treatment facility	Industrial
Distribution facilities	Airports
Electrical utility substations	Prison or Jail
Adult video/theater/live entertainment	Solid waste disposal

One (1) point each will be deducted if any of the following incompatible uses are within 0.5 mile of the site. The list is not all inclusive:

Junk yard or dump	Pig or chicken farm
Salvage yard	processing plants
Wastewater Treatment facility	Airports



Prison or Jail

Solid waste disposal

Points will not be deducted for a prison, jail or detention facility if it is co-located with a law enforcement office.

- 4) The Breaker system is outlined in Section "I-1 (a through d)" of this document.

J. Barriers to Addressing the Veteran ELI Population

Various obstacles to addressing the targeted ELI Veterans population exist across Arkansas. In the rural counties, transportation is a major issue. Nonexistent public transportation limits access to mainstream resources and required services specifically for the ELI Veterans that may have a physical and/or other impairment(s). Insufficient funding for resources and services at various levels of government entities or government supported entities negatively impacts the targeted population's needs. The shortage of affordable permanent housing, job loss, unemployment, lack of education, and the lack of affordable healthcare are all barriers to the ELI population to access affordable housing.

It will be very challenging for developments to be successful in reaching specific ELI populations and areas of extremely high ELI households and remain economically feasible for thirty (30) years. ADFA will work with every applicant and respective stakeholder (mental health and physical health service providers, Veterans advocates and groups, non-profits and local governmental) to be proactive toward providing additional funding sources and incentives as available; helping to remove regulatory and discriminatory barriers; and seeking experienced development partners to assist in creating housing solutions for Arkansas Veterans. Our multi-family and HOME underwriters are open to calls to assist with the application, and our compliance department holds regular technical assistance trainings.

K. Compliance with NHTF Regulations

Each eligible recipient must certify that housing units assisted with NHTF funds will comply with all NHTF requirements. The certification must include:

- 1) The number of units in a NHTF-assisted project by income group: ELI, moderate income and above moderate income; and
 - 2) A Statement declaring that all tenants of a NHTF-assisted development meet the income limits as required by relevant program guidelines; and
 - 3) A Statement declaring that recipient will comply with rent limits, determined to be no more than thirty percent (30%) of the area median income.
- ADFA staff will monitor each NHTF project on-site at least once prior to the

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completion of the project and at least once every three years through the entire affordability period. ADFA will review for compliance with the NITF Plan, eligibility requirements, housing construction standards (24 CFR 93.301), rent reasonableness, affirmative outreach (24 CFR 93.350), tenant protections and selection (24 CFR 93.303), fair housing and financial management. ADFA Project Compliance Guidelines may be found at: [http://adfa.publishpath.com/Website/adfa/images/Compliance Monitoring/2014 - 2015 Compliance Monitoring Policies and Procedures Manual for the LIHTC Program.pdf](http://adfa.publishpath.com/Website/adfa/images/Compliance%20Monitoring/2014-2015%20Compliance%20Monitoring%20Policies%20and%20Procedures%20Manual%20for%20the%20LIHTC%20Program.pdf) and <http://adfa.publishpath.com/compliance-and-monitoring-forms>

After each monitoring visit, written correspondence will be sent to the NITF recipient describing the results of the review in sufficient detail to clearly describe the areas that were covered and the basis for any conclusions reached. Monitoring determinations will range from "acceptable" to "findings" with appropriate corrective measures imposed. Corrective measures may include certifications that inadequacies will be resolved, documentary evidence that corrective actions have been instituted or reimbursement of disallowed costs.

I. Performance Goals

Arkansas had 227,840 Veterans living in the state, per 2016 population tables from the U.S. department of Veterans Affairs, National Center for Veteran's Analysis and Statistics <https://va.gov/vetdata/vveteran-population.asp>. Many of these Veterans in Arkansas fall into the ELI category. These ELI Veterans are severely cost burdened. They are at risk of becoming homeless and some suffer mental illness. This number will most likely continue to increase.

Reaching out to the ELI Veteran population (especially unsheltered persons and homeless) and assessing their individual needs can be difficult. ADFA has established the following goals in meeting the needs of the Veterans in the State through NITF funds:

- 1) Decrease the number of Veterans by approximately seventeen (17) who are unsheltered and/or homeless by providing affordable housing units and to increase the provision of services to them.
- 2) Provide approximately seventeen (17) affordable housing units to Veterans that fall into the ELI category.
- 3) Assist Veterans (especially chronically homeless individuals, families, and families with children) to transition into permanent housing and independent living.
- 4) Facilitate access for ELI Veterans to affordable housing units and prevent individuals who were recently homeless from becoming homeless again, or with

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special needs, or with mental health issues, or who are leaving correctional facilities, or surviving spouses of deceased Veterans.

- 5) Increase awareness of permanent housing /services for ELI Veterans.

ADFA will monitor developments receiving NHTF for the following specific goals:

- 6) Impact of NHTF-funded projects that reached Veterans unsheltered and/or homeless.
- 7) Number of Veteran ELI households served by NHTF-funded projects.
- 8) Number of Veteran ELI households with mental illness which were served by NHTF-funded projects.
- 9) Number of ELI households served by NHTF-funded projects.
- 10) The extent to which the development met the overall goal established by the NHTF Plan and ADFA.

Recipients will develop performance goals that best quantify the NHTF developments' impact for their local areas' ELI Veterans. Performance goals specific to the specific geographic area will be evaluated to determine if the NHTF goals have been achieved.

BY: *Aaron S. Burkes* 4.4.2018
Aaron S. Burkes (Date)
ADFA President

ATTACHMENTS:

- ADFA Request for Proposals ("RFP")
- ADFA's Scoring Matrix for NHTF 2018 Allotment
- ADFA Multi-Family 2018 Minimum Design Standards("MDS")
- ADFA Multi-Family 2018 Checklist-Housing Minimum Design Standards ("MDS")



ADFA MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY LIMITS FOR NHTF ALLOCATION PLAN

- ❖ As the administrator of the Low-Income Housing Tax Credit and HOME funds, ADFA determines the 'Reasonableness of Project Costs'—both hard and soft costs—annually by comparing aggregate cost data based on all applications received compared to historical cost certification data of completed projects and current cost data provided by ADFA third-party construction consultant reports. ADFA has used the same methodology in determining the maximum per-unit development subsidy limit for housing assisted with NHTF funds for all areas of State.
- ❖ No single recipient may receive more than \$1,000,000.00; however, ADFA has the right to waive this per-recipient allocation cap.
- ❖ Per Unit Costs is calculated by dividing the total development costs by the total number of units. The maximum Per Unit Development Subsidy Limit is adjusted every two years through ADFA's Administrative Procedures Act, Arkansas Code Annotated Sections 25-15-201 et seq., also known as the 'APA' process. ADFA's maximum costs limits are deemed reasonable, based on actual costs, and adjusted at time of staff underwriting for the number of bedrooms and geographic location of the project.

Maximum Cost Per-Unit and Minimum Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per-Unit
Rental Unit	3-4	2	120 sq. ft.	\$151,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Unit areas do not include outside storage, covered porches, patios, balconies, etc.

- ❖ At time of ADFA underwriting of each application, the costs are thoroughly reviewed and adjusted for under-estimates or excessive costs. ADFA uses discretion to determine reasonableness of all costs stated in the proposed development budget regardless of whether the costs per-unit comply with the maximum costs per-unit limitation set forth above. ADFA may, within its discretion, deny applications based upon the unreasonableness of costs, regardless of whether the costs per-unit complies with the maximum costs per-unit limitation set forth above. Upon request by ADFA staff, applicants may provide justification and supporting documentation of costs. ADFA will review the items submitted and make a final determination. ADFA's determination will be set forth in writing as to whether the application will be further considered or rejected.
- ❖ Based on the example below, approximately 17 units could be developed through allocation of \$3,000,000.00 by ADFA.

MINIMUM NUMBER OF PROPOSED UNITS

- ❖ A single proposed multi-family development may not contain less than four (4) units designated and reserved for ELI Veterans' households.



ARKANSAS DEVELOPMENT FINANCE AUTHORITY (ADFA)

NOFA (NOTICE OF FUNDS AVAILABLE) FOR NHTF 2018 ALLOCATION PLAN

REQUEST FOR PROPOSALS ("RFP")

FOR National Housing Trust Fund Annual Allotment to be Administered by ADFA

General Information: The annual National Housing Trust Fund ("NHTF") allocated to ADFA, called "Grantee" by the NHTF, is for production of affordable rental housing in Arkansas specifically for Veterans who meet HUD Income Guidelines of Extremely-Low-Income (ELI) guidelines. The services provided by your organization, also called "Eligible Recipient" by the NHTF, will be in accordance with all applicable program regulations and policies under the direction of ADFA and NHTF. It is the intent of ADFA to select applicants who will advise and consult with ADFA staff and carry out any and all services listed in "Scope of Services and Requirements".

Eligible Applicants: Eligible applicants consists of the Development Team who will construct new rental housing (single family homes, duplexes, assisted living units or multi-family units) for Veterans, in conjunction with a Non-Profit which specializes in support services for Veterans. "Development Team" means the applicant, consultant, contractor, architect, accountant, property manager, and attorney. The Veterans must meet HUD Income Guidelines of Extremely-Low-Income (ELI). Title 38 of the Code of Federal Regulations defines a veteran as "a person who served full time (active-duty service) in the military, naval, or air service and who was discharged or released under conditions other than dishonorable." Per 24 CFR 93.250(a), in any fiscal in which the total amount available for allocation of HTF funds is less than \$1 billion (such as 2016 and 2017) ADFA will use 100% of its HTF grant for the benefit of extremely low-income families (ELI) or families with incomes at or below the poverty line (whichever is greater).

In accordance with the requirements of §93.2, eligible recipients are defined as follows: an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives NHTF assistance from a grantee as an owner or developer to carry out an NHTF assisted project. A recipient must make acceptable assurances to the grantee that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funded activities. A recipient must demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; and demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs. The recipients must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to design, construct, own, manage, operate, and market affordable multi-family rental housing. ADFA will measure these requirements per methods in our 2018 NHTF Allocation Plan and per documents submitted with the application (<http://adfa.arkansas.gov/nhtc-application>).

No NHTF application will be processed for any applicant or related entity which is not in good standing



with ADFA and any other State housing finance authority, The Arkansas Economic Development Commission ("AEDC"), HUD, VA and USDA Rural Development. An applicant can be denied consideration of the NHTF funds under Arkansas's NHTF Program if the applicant or its related parties have a history of payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or lawful.

No Use of Sub-Grantees: ADFA will distribute NHTF by directly selecting applications submitted from eligible applicants and will not use sub-grantees.

Eligible Beneficiaries: ELI Veterans, and ELI Veterans and their families, with **preference** in the scoring matrix given to ELI Veterans who are **not only Vets, but are one or more of the following:** homeless (or at risk of becoming homeless), those with special needs, individuals leaving correctional institutions, those with mental health issues, and spouses of deceased Veterans.

Eligible Activities: New Construction of rental housing for eligible applicants. This RFP does not cover rehabilitation of existing projects. The maximum cost-per-unit is limited to:

Maximum Cost Per-Unit and Minimum Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per-Unit
Rental Unit	3-4	2	120 sq. ft.	\$151,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Per Unit Costs: calculated by dividing the total development costs by the total number of units. Unit areas do not include outside storage, covered porches, patios, balconies, etc.

Contents of Application Checklist:

The proposal should be labeled "Proposal to Serve as Development Team using NHTF Resources." The submission must contain sufficient information to enable the ADFA Housing Staff to evaluate and underwrite the proposal. It should be prepared in a clear and concise manner and should address each of the following application checklist items.

- A. **ADFA Housing Application:** www.arkansas.gov/adfa/ / Publications & Forms – Housing Development / Multi-Family Housing Documentation / Multi-Family Housing Application **OR** Publications and Forms – Housing Development / HOME Investment Partnerships Program Documentation



B. Additional Attachments Required:

1. **Explanation of Treatment of Program Income, if applicable.**
 2. **References** – Attach references with particular attention to affordable housing projects you have successfully completed similar to the affordable housing projects proposed in your response to this NOFA.
 3. **Administrative Costs/ Development Fee Proposal** – The administrative cost / development fee section of the proposal is an important component of the evaluation process. State the basic assumptions on which the figures are based and any factors that would affect the proposal. Administrative costs / development fees lower than the ten percent (10%) cap will be evaluated more favorably than those fees which are at the ten percent (10%) cap.
 4. **Ethics Certification** – In accordance with the State of Arkansas Procurement Law and Rule Subchapter 7 on Ethics 19-11-703(c), it is essential that those doing business with the state also observe the ethical standards prescribed in this subchapter. The ethical standards deal with Arkansas conflicts of interest and the persons or organizations which may participate in NHTF programs with NHTF resources. An Ethics Certification, executed by the NOFA applicant, the contractor, subcontractor, consultant or a duly authorized representative thereof, must accompany any written proposal submitted in response to this NOFA. The full version of the ethical standards, may be found at: <http://staging-dfa-site.ark.org/images/uploads/procurementOffice/forum201411.pdf>
 5. **Description of Eligible Activities** – Narrative description of eligible activities to be conducted with NHTF funds as required in §93.200 (Eligible Activities)
- C. **Acceptance** – Submission of proposals, in response to this NOFA, constitute acceptance of all conditions, ADFA and NHTF requirements, and limitations described in this document.

When & Where Applications are to be Submitted: Written proposals responding to the questions and requests for information in the manner specified in this Request for Proposal ("RFP") should be submitted to the following: nofa@adfa.arkansas.gov

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than (TBD and announced on ADFA website), by 12:00 p.m. CST, via email only. Late proposals will not be accepted. Grantee reserves the right to reject any or all proposals. It is the responsibility of the proposer to inquire about and clarify any aspect of this NOFA. Questions should be directed by email to Virginia Wright, ADFA NHTF Manager at (Virginia.Wright@adfa.arkansas.gov). ADFA's substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an email address. IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST IMMEDIATELY ADVISE VIRGINIA WRIGHT AT THE EMAIL ADDRESS STATLD ABOVE, OF THE INTERNET EMAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.



Any information or materials submitted as a response to this NOFA shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

Response to Request for Proposal: Applicants wishing to respond to this NOFA may contact Virginia Wright, ADFA NHTF Manager at Virginia.Wright@adfa.arkansas.gov. ONCE THE APPLICATION REVIEW PROCESS HAS BEGUN, NO CONTACT WITH ADFA BOARD MEMBERS OR ADFA STAFF MEMBERS CONCERNING THE NOFA IS ALLOWED. ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF AN APPLICANT'S PROPOSAL, EXCEPT THAT ADFA STAFF MAY CONTACT THE APPLICANT WITH QUESTIONS REGARDING THE SUBMITTED PROPOSAL.

Criteria by Which Applications will be Evaluated: ADFA Staff and Management will generally use the ADFA 2018 National Housing Trust Fund Scoring Matrix to rank all acceptable proposals and to develop recommendations to be presented to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. ADFA reserves the right to evaluate the ranking of proposals based on factors beyond the listed criteria.

Who Will Review Applications: Staff and Management of ADFA will conduct a review of the application and assess a score based upon the ADFA NHTF Scoring Matrix.

Selection Process: Proposals will be evaluated based on responses to specifics outlined in the section named "Contents of Application" in this NOFA. Proposals which omit any of these items may be rejected as non-responsive. The ADFA Housing staff will make its recommendation(s) to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. The final selection will be made by a vote of the ADFA Board members at a regularly scheduled board meeting.

ADFA may at any time, prior to the selection of an applicant, reject any and all proposals and cancel this NOFA without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any applicant costs and expenses incurred in submitting a response to this NOFA. Each applicant who submits a response does so at the applicant's cost, risk, and expense. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This NOFA in no way obligates ADFA to select an applicant.

Any organization selected will be required to complete a conflict of interest disclosure form in compliance with Governor's Executive Order 98-04.



Date of Grant Awards:

Date	NOFA Issued (published in newspaper and on ADFA Website) Date
	Proposals Due (TBD) @ 12:00 p.m. CST, via email
Date	Oral Interviews, if needed
Date	Board
Date	Submission to Legislative Committee for contract review (If required) Action

Scope of Services and Requirements: ADFA is seeking qualified applicants to serve as Development Teams of affordable housing rental units/projects. The qualified organization(s) will have extensive experience providing the required services specifically for affordable rental housing units/projects. These services include, but are not limited to, the following (all of the following services **must** be addressed in your response to be considered):

- A. Prepare and submit a complete ADFA application. For sections not applicable to your housing proposal, please mark as "not applicable" or "NA".
- B. Provide firm financial commitments of all other sources of funding to be used for the project.
- C. Provide evidence of site control regarding land for new construction.
- D. Submit a market study of the selected geographic market area, evidencing the need for the affordable housing units proposed. The market study must be performed by an ADFA-approved market study provider, and the market study must conform to all ADFA-adopted market study guidelines.
- E. Provide a letter of support from the chief elected official or a majority of the members of the elected governing body of the jurisdiction where the affordable housing is to be located.
- F. Submit proof of all Development Team members' relevant experience and qualifications, along with contractors', and subcontractors' qualifications and appropriate, active licenses in good standing.
- G. Establish and include a timeline for completion of all activities to be accomplished.
- H. Satisfactorily complete all required environmental review processes.
- I. Include an explanation of any projected program income in the project pro forma and/or project budget and explain when and how any program income will be repaid to the AHTF for reallocation to eligible projects.
- J. Submit proof of all Development Team members having attended Fair Housing training provided by the Arkansas Fair Housing Commission.
- K. Ensure per unit cost caps are within those established by ADFA for the type of affordable housing proposed.
- L. Ensure plans include the same affordability requirements as specified by the HOME Investment Partnerships Program for the type of affordable housing proposed.
- M. Satisfactorily execute an ADFA agreement, which will serve as the commitment of NHTF funds, an ADFA agreement for any other ADFA funds included in the budget, closing documents, and a



mortgage and note in favor of ADFA, (going to be a grant) if applicable, for all ADFA funds allocated to the project as a loan.

- N. Participate, along with all Development Team members, in a pre-implementation meeting and any other called project meetings, as necessary.
- O. Commence work only after receipt of a written Notice to Proceed issued by ADFA.
- P. Ensure project rents, if applicable, are affordable to persons at ELI limits of thirty percent (30%) of HUD area median income, adjusted for family size.
- Q. Provide periodic reports, as required by ADFA.
- R. Participate in periodic compliance monitoring processes, performed by ADFA staff, to ensure initial and ongoing project compliance.
- S. Maintain a cooperative working relationship with ADFA staff and inspectors.
- T. Submit a completed ADFA Form Attachment "A" – Criminal Background & Disclosure Form for each Development Team member. Form is available at <http://adfa.arkansas.gov/lihtc-application>

ATTACHMENTS:

- ADFA 2018 NOFA - ("RFP")
- ADFA's 2018 Scoring Matrix for NHTF Allotment
- ADFA Multi-Family Housing Minimum Design Standards ("MDS")
- ADFA Multi-Family Housing Minimum Design Standards ("MDS") Check Sheet



**ADFA's SCORING MATRIX FOR
NATIONAL HOUSING TRUST FUND 2018 ALLOTMENT**

	Maximum Points Available
1) Applicant Capacity (Show successful history completing similar activities)	10
2) Ability to obligate funds and undertake eligible activities in a timely manner (Based on sufficient staffing, resources, and history of meeting project deadlines)	10
3) Limitation on Beneficiaries or Preferences - (Projects serving ELI Veterans with special needs, homeless households, individuals leaving correctional institutions, and those with mental health issues. Projects affordable to households with income within ELI limits. Demonstrate with quantifiable data, specific to service area.)	10
4) Ability to Meet Needs of Beneficiaries (proximity to Veteran medical facilities, support services, Public transportation, grocery stores, and metropolitan centers giving preferential consideration to jobs for Veterans)	10
5) Leveraging of Non-Federal Resources (Extent to which applicant makes use of non-federal funding sources. Use of funds from state, local publicly-controlled funds, private funds or in-kind commitments and/or land donated by state or local government to achieve deep affordability for ELI households. }	10
6) Unit Distribution on Project (ELI units must be mixed, not grouped, throughout the project)	3
7) Level of energy efficiency or advanced energy features (the extent to which activity adheres to energy efficiency and other environmental and sustainability standards)	5
8) Reduction of developer fee / administrative costs (extent of activity budget spent for administrative costs)	3
9) Feasibility of Project (Economic viability of project, development's sources of funds equals the development's uses of funds, developer fee deferral can be paid within the time frame allowed by IRS, the reasonableness of total development costs, inclusive of	

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ADFA pre-determined cost caps, repayment terms including interest rates, total debt and loan terms for all proposed debt in connection with the proposed development.)	4
10) Location of development / site visit (consideration of soil type, topography, proximity to nuisances and environmental issues)	5
11) Rental Assistance – A funding priority (10 points) will be given to applicants with projects that have secured Federal or State or local project based (PBRA) and/or voucher(s) for rental assistance so that rents are affordable to ELI Veterans.	10
12) Evidence of market need for proposed affordable housing (points will be awarded based on capture rate(s) included in the market study or needs assessment)	10
13) Duration of Affordability Period (Extent to which a project exceeds the 30 year minimum determines its duration points, to a maximum of 10 points for projects that commit to affordability in perpetuity & strength of enforcement mechanisms)	10
TOTAL POINTS POSSIBLE	100

POINTS LOST

Points will be deducted from applications that contain sites with the following negative neighborhood characteristics:

Two (2) points each will be deducted if any of the following incompatible uses are adjacent to the site. Adjacent is defined as nearby, but not necessarily touching. The following list is not all inclusive.

Junk yard or dump	Pig or chicken farm
Salvage yard	Processing plants
Wastewater Treatment facility	Industrial
Distribution facilities	Airports
Electrical utility substations	Prison or Jail
Adult video/theater/live entertainment	Solid waste disposal

One (1) point each will be deducted if any of the following incompatible uses are within .5 miles of the site. The list is not all inclusive:

Junk yard or dump	Pig or chicken farm
Salvage yard	Processing plants
Wastewater Treatment facility	Airports
Prison or Jail	Solid waste disposal

Points will not be deducted for a prison, jail or detention facility if it is co-located with a law enforcement.

ADFA's selection of Eligible Recipients will be based upon those applicants achieving the highest scores, and awarded in that order, until funds are depleted. The reviewing underwriter will score each application, using the Scoring Matrix.

Tie Breaker: In the event of a tie between two or more applications, the projects will be ranked in the following order, "a" through "d", to determine which applicant will receive priority. Beginning with "a" and working through each the following tiebreakers in order of "a, b, c, and d" until the tie is broken. If the tie is broken at step "b", there is no need to proceed further to "c" or "d".

- a) Applications received for any project within the State of Arkansas will be underwritten and scored. In the event of a tie, the award will go first to the development in one of the two major metropolitan statistical area with the least awardees. The two major metropolitan statistical areas in Arkansas are: Northwestern Arkansas area (Fayetteville, Springdale, Bentonville and Rogers); and Central Arkansas area (Little Rock, North Little Rock, Conway, Benton, and Bryant.)
- b) The application with the greatest amount of additional subsidy per unit;
- c) The application with a proposed project which is closest to the nearest Veterans Administration Facility;
- d) The application with the fewest missing documents and/incomplete forms as determined by ADFA during the completeness review.

ARKANSAS DEVELOPMENT FINANCE AUTHORITY MULTIFAMILY HOUSING MINIMUM DESIGN STANDARDS

The following outline of minimum standards must be used in designing Multifamily developments receiving low-income housing tax credits.

Any deviation from these standards must receive prior written approval from the Arkansas Development Finance Authority. In addition to these minimum standards, all developments must be designed in accordance with all federal and state accessibility requirements, Fair Housing requirements, and any applicable local, state and national building codes.

Applicant and architect shall execute separate verifications under oath that the representations set forth in Attachment G, Minimum Design Standards Checklist, will be met in the construction or rehabilitation of the proposed development and that all amenities and energy features represented in the application will be included in the construction or rehabilitation of the proposed development. The general contractor for the development must sign off on Attachment G prior to issuance of the Notice to Proceed.

I. Site Selection Criteria:

- A. New Construction: No waivers or other exceptions of the standards set forth herein will be allowed, including any request based upon "terrain or unusual characteristics of the site's topography."
- B. Requirements for any development site within the 100-year flood plain: (1) The community where located must be currently participating in the National Flood Insurance Program; (2) Flood Insurance must be obtained and maintained throughout the affordability period; and (3) Any part of the site that will undergo development, i.e., residential buildings, community buildings, playgrounds, swimming pools, recreational areas, sidewalks and parking areas, must be raised to no less than one (1) foot above the flood plain level.

II. Drawing Submission Criteria:

The following documents shall be prepared by a registered architect or engineer licensed to practice in the State of Arkansas.

- A. Site Plan: The following items must be shown:
 - 1. Scale: 1 inch = 40 feet or larger for typical units.
 - 2. North arrow.
 - 3. Locations of existing buildings, utilities, roadways, parking areas if applicable.
 - 4. Existing site/zoning restrictions including setbacks, rights of ways, boundary lines, wetlands, and flood plain.
 - 5. All proposed changes and proposed buildings, parking, utilities, and landscaping.
 - 6. Existing and proposed topography of site.
 - 7. Finished floor height elevations and all new paving dimensions and elevations.
 - 8. Identification of all specialty apartment units, including, but not limited to, designated handicapped accessible and sensory impaired apartment units.
 - 9. Site accessibility design requirements.
- B. Floor Plans:
 - 1. Scale: 1/4 inch = 1 foot or larger for typical units.
 - 2. For developments requiring renovation and/or demolition of existing structures, show proposed changes to building components and design, identifying removal and new construction methods.
 - 3. Show room/space layout, identifying each room/space with name and finished space size.
 - 4. Indicate the total gross square foot size, and the net square foot size for each typical unit.
 - 5. For developments involving removal of asbestos and/or lead paint, identify location and procedures for removal.
- C. Elevations and sections for new construction:
 - 1. Scale: 1/8 inch = 1 foot or larger.

2. Building elevations for all sides of each building.
3. Identify all materials to be used on building exteriors and foundations.

Final plans and specifications must be submitted to ADFA two (2) weeks prior to the preconstruction conference.

III. Outline Specifications: Provide a brief description of each specification using the Construction Specification Index format or a similar format:

Example:

DIVISION 2 SITE WORK

Section 02232: Select Material Sub-base Course for Flexible Pavement

- A. General: This section specifies the base course for use with flexible pavement.
- B. Material: Sub-base material shall consist of natural, processed for blends of gravel, stone, sand or screenings and soil or other similar binding or filler material.
- C. Execution: The sub-base material shall be placed on the previously prepared sub-grade. The material shall be placed to the thickness and lines and grades shown.

IV. Building Design Criteria:

A. General Building Standards:

1. **Community Laundry:** The development's community laundry must consist of at least 1 washer and 1 dryer for every 10 units in the development. Exceptions: a) If all units in the development have washer/dryer connections, then the community laundry must consist of at least 1 washer and 1 dryer for every 15 units in the development; b) If all units in the development have a washer and dryer furnished at no cost to the tenants by the development, then the development is required to provide at least 1 washer and 1 dryer; and c) Developments consisting of Single Family Detached Units exclusively.
2. **Senior or Assisted Living Developments:** All units in senior or assisted living developments shall be located at the grade level or on an elevator accessible floor.
3. **Parking Spaces:**
 - a. **Family Developments:** Inclusive of handicap designated parking spaces, 1½ parking spaces must be provided for each unit and 1 guest parking space will be provided for every 4 units.
 - b. **Senior Developments:** Inclusive of handicap designated parking spaces, 1 parking space must be provided for each unit and 1 guest parking space will be provided for every 4 units.
 - c. New construction assisted living developments may request a waiver of the parking spaces required herein. The number of parking spaces for which approval is requested must be reasonable as evidenced by supporting documents and information. A waiver requesting approval of a number of parking spaces that is less than the total number of units will not be considered as reasonable; however, a request to provide only the number of parking spaces equal to the total number of units will not be per se reasonable. A waiver will not be granted unless land is available to the partnership and will remain available to the partnership which is sufficient to allow construction of the number of parking spaces required but for the waiver. Applicant must have site control over this land, have authority to agree to contract for this reservation of use and allow all restrictive documents to run with the reserved land, and agree in writing to so contract.
4. **Single Family Detached Units (SFD):** Must: (a) be at least 3 bedroom units with 2 bathrooms. However, up to 20 percent of the units in the development may be 2 bedroom

with 2 full bathrooms, if supported by market need; b) have washer and dryer connections in the living area; and (c) have at least a single car garage attached.

R. Minimum Building Standards:

1. Minimum Unit Area Requirements:

- a. Minimum Unit Net Area is measured from the **interior finished face** of the exterior wall to the **centerline** of the common, or party, wall.
- b. Minimum Bedroom Net Area is measured from the interior faces of all walls surrounding each bedroom, excluding closets, mechanical rooms, and storage rooms.
- c. Exceptions to minimum area requirements:
 - (i.) Rehabilitation of existing residential rental units; and
 - (ii.) Assisted Living Developments.
- d. Area included as an entry way to any bedroom shall not be included in the minimum square footage requirements, i.e., if an entry door to a bedroom is not located on one of the four main bedroom walls, the square footage of the area from the bedroom door to the two nearest main bedroom walls shall be excluded from calculation of the required square footage for the bedroom and the unit as a whole.

<u>Unit Type</u>	<u>Number of Bathrooms</u>	<u>Minimum Unit Net Area</u>	<u>Minimum Bedroom Net Area</u>
1 bedroom	1	750 sq ft	120 sq ft
2 bedroom	1.5	950 sq ft	120 sq ft
2 bedroom SFD	2	1000 sq ft	120 sq ft
3 bedroom	2	1150 sq ft	120 sq ft
4 bedroom	2	1300 sq ft	120 sq ft

Unit areas do not include outside storage, covered porches, patios, balconies, garages, etc.

2. Exterior Building Standards:

- a. Exterior building coverings: Very low maintenance materials are required. Acceptable materials include:
 - (i.) Brick;
 - (ii.) High quality vinyl siding with a minimum thickness of .042 and a 50-year non-prorated, transferable warranty; or
 - (iii.) Cementitious siding.

All siding materials listed above are required to be 8 inches above the finished floor elevation of the building ground floor, with the exception of concrete patio and covered breezeway areas. Brick or decorative block must be used as an apron material.
- b. Prefinished fascia and soffit: Vinyl, aluminum or cementitious prefinished panels should be used and must contain vents.
- c. Entry doors: Materials for entry doors are to be metal-clad wood or hollow metal construction. "Peepholes" and deadbolt locks are required in entry doors. Dead bolt locks on entry doors should have "thumb latch" on interior side. Double keyed dead bolt locks are prohibited. All exterior doors must have minimum clear opening width of 34 inches.
- d. Roofing materials: Anti-fungal seal tab shingles over 15 lb. felt paper or metal roof. A minimum 30-year warranty is required with either roofing system.
- e. Gutters and downspouts shall be appropriately designed with a minimum 5" gutter and 2" x 3" downspout. All downspouts shall empty onto concrete splash blocks or piped to an appropriate drain location.
- f. Roof gable vents must be made of aluminum or vinyl materials.
- g. Attics must be vented.
- h. All primary entries should be within a breezeway or have a minimum roof covering of 5 feet deep by 5 feet wide, and should be designed to divert water away from the entry door. Entry pads measuring 5 feet by 5 feet and made of impervious material

- with a minimum slope of 1/4 inch per foot are required at each primary entry.
- i. Breezeways functioning as fire exits must be constructed of concrete floor/decking material.
 - j. Exterior shutters are required on all 100% vinyl or cementitious sided buildings.
 - k. Exterior stairway components, such as stringers, steps, risers, handrails, pickets, and structural supports, and porch and patio components, structural and non-structural, either used as part of the building or within the site development, must be constructed from noncombustible materials such as concrete, steel, aluminum or masonry.
 - l. Exterior lighting is required at all entry doors.
 - m. Landscaping: All disturbed areas must be sodded. One 1 1/2" tree per every 2 units. Six 1-gallon shrubs per unit.
 - n. Concrete curbing is required along all paved areas throughout the development site, including parking areas.
 - o. Sidewalk access to all parking spaces must be provided.
 - p. A development sign including the fair housing logo is required.
 - q. A minimum of one enclosed trash dumpster or compactor is required.
 - r. Continuous asphalt or concrete paved access road must be provided to the entrance of the development.
 - s. All parking must be asphalt or concrete.
 - t. All sidewalks and walkways must be concrete and be at least five (5) feet wide. Sidewalks servicing a single unit may be three (3) feet wide.
 - u. All driveways on single-family homes must be concrete.
 - v. All above ground concrete shall be minimum 3500 PSI with 6X6 welded wire reinforcement to ensure quality, strength and uniformity.
 - w. All new construction and rehabilitated buildings must have radiant barrier in attics or on roofs.
3. **Interior Building and Space Standards:**
- a. Kitchen spaces:
 - (i.) Each unit must be equipped with a portable dry chemical fire extinguisher readily accessible in the kitchen.
 - (ii.) New cabinets must have dual sidetrack drawers.
 - (iii.) A pantry closet is required in each unit. The pantry must be 1'6" x 1'6" deep with a minimum five shelves, located in the kitchen.
 - (iv.) All units shall include a kitchen area which includes at a minimum, a sink, stove and refrigerator.
 - b. Bathroom Spaces:
 - (i.) Tub/shower units should have minimum dimensions of 30-inch width by 60-inch length. Units in senior and assisted living developments must be equipped with anti-scald valves.
 - (ii.) Water closets should be centered 18 inches from sidewalls or vanity/lavatories.
 - c. Hallways should have a minimum width of 36 inches.
 - d. All interior doors intended for passage must have minimum clear opening width of 34 inches.
 - e. Overhead lighting is required in each room.
 - f. Sliding glass doors are prohibited.
 - g. A tamper-proof 10-year smoke alarm is required per floor of each unit.
 - h. A carbon monoxide detector must be installed in each unit. (only for developments using gas).
4. **Plumbing and Mechanical Equipment:**
- a. HVAC units and water heaters are not permitted in attic spaces.
 - b. HVAC units and water heaters must be placed in mechanical closets with insulated walls.
 - c. Water heaters must be placed in drain pans with drain piping plumbed to the outside.

- d. Gas water heaters shall be located in an individual, separate mechanical closet.
 - e. HVAC refrigeration lines must be insulated.
5. Energy Efficient Systems, Insulation, and Equipment:
- a. Ceiling fans will be installed in each bedroom and living room.
 - b. Shower heads will not exceed a 2.5 gallon per minute flow rate.
 - c. 1/2" insulation will wrap hot water pipes.
 - d. Fluorescent light fixtures will be installed in the kitchen, bathroom(s) and utility room area.
 - e. Exterior wall insulation must have an overall R-16 minimum for the entire wall assembly.
 - f. An exterior house wrap (e.g., TYVEK) must be installed.
 - g. Roof or attic insulation must have an R-38 minimum rating.
 - h. All water piping located on exterior walls and in attic space must be insulated.
 - i. Sound proofing or insulation achieving a sound rating of STC 54 is required in common/party walls and ceilings.
 - j. Gas or oil heated systems shall have a minimum AFUE rating of 90% with a minimum 14.5 SEER rated air conditioning system.
 - k. Heat pump systems shall have minimum HSPF rating of 7.8 with a minimum 14.5 SEER rated air conditioning system.
 - l. Windows shall have frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl. Windows shall have two or more panes of insulated glass, at least one pane of which has a Low-Emission (Low-E) coating, which are argon gas filled. Windows shall have a U-Factor of not greater than 0.35 and a solar heat gain coefficient (SHGC) of not greater than 0.30.

For rehabilitation developments, if any of the above elements cannot be included in any building because of structural constraints, an energy audit or report, performed by an independent, professional energy consultant/audit firm, which identifies those constraints but enumerates:

- i. Other effective energy improvements or energy performance measures designed to increase energy efficiency in the particular building; and
- ii. The energy efficiency to be achieved by such improvements or measures on the particular building. The energy audit or report shall describe the methodology/testing procedures utilized.

The applicant must submit a signed statement that it will implement the energy improvements or energy performance measures identified within the energy audit or report in order to be considered for points under this criterion. Also, a certification from the design architect or licensed engineer confirming the implementation of the energy improvements or energy performance measures will be required prior to the issuance of IRS Form 8609.

V. Universal Design Criteria:

- A. Seven percent (7%) of all residential units within the development must comply with the Level 5, "All-Inclusive" usability criteria as set forth in the Arkansas Department of Human Services' "Arkansas Usability Standards in Housing: Guidance Manual for Constructing Inclusive Functional Dwellings" (AUSH). The AUSH is available on the internet at: [http://adfa.publishpath.com/Websites/adfa/images/HOME_Program/Documents/Arkansas_Usability_Standards_in_Housing_\(Universal_Design\).pdf](http://adfa.publishpath.com/Websites/adfa/images/HOME_Program/Documents/Arkansas_Usability_Standards_in_Housing_(Universal_Design).pdf)
- B. Each unit that is required to meet the Level 5, "All-Inclusive" usability criteria set forth in the AUSH must have at least one bathroom with an "accessible roll-in" shower facility with minimum dimensions of 60" x 34" or 36" x 36" if a corner shower facility.

- C. All ground level residential units in any building and all residential units with elevator access in any building in the development must comply with the Level 1, "Visitable" usability criteria as set forth in the *ADFA*.
- D. All residential units in the development will have "closed-fist" operability throughout the unit, e.g., single handle door levers vs. door knobs; push stick lighting and environmental controls; cabinet doors can be opened with a closed fist; single handle faucets in bathrooms and kitchen.
- E. All environmental controls within all residential units in the development must provide visual and tactile cues. For lighting, a "rocker" type switch is sufficient. For thermostats, programmable and digital with raised buttons is required.

VI. Rehabilitation developments:

If structural constraints prohibit adherence to ADFA's "Multifamily Housing Minimum Design Standards", applicant may seek a waiver from ADFA of the standard concerned. Such waiver request must be in writing and include the following:

- A. Certification by the design architect or licensed engineer that the standard concerned cannot be met due to structural constraints;
- B. Certification by the design architect or licensed engineer that no alternative design can be undertaken to achieve the benefit of the required standard due to structural constraints; and
- C. If applicable, statement by applicant that it will implement any alternative identified by the design architect or licensed engineer.

ADFA reserves the right to amend these Minimum Design Standards as necessary to prudently administer ADFA-administered funds or to comply with state or federal law. ADFA reserves the right to adopt rules ancillary to these Minimum Design Standards as necessary to prudently administer ADFA-administered funds. ADFA reserves the right to make any and all necessary technical changes to these Minimum Design Standards as circumstances may warrant. ADFA reserves the right to do or require all things necessary or convenient to carry out its purposes, pursuant to Ark. Code Ann. Section 15-5-207(b)(20)(A) and Ark. Code Ann. Section 15-5-207(b)(26).

ATTACHMENT G

MULTIFAMILY HOUSING MINIMUM DESIGN STANDARDS CHECKLIST

The following checklist must be completed by the Arkansas licensed architect identified as a member of the development team in the Application. **Applicant and architect shall execute separate verifications under oath that the representations set forth in Attachment G – Minimum Design Standards Checklist, will be met in the construction or rehabilitation of the proposed development and that all amenities and energy features represented in the Application will be included in the construction or rehabilitation of the proposed development.** The purpose of this checklist is to assist ADFA to ensure that the development is in compliance with: (1) ADFA's "Multifamily Housing Minimum Design Standards"; (2) all applicable local, state, and national building codes; and (3) all applicable federal and state accessibility and Fair Housing laws. **The general contractor must review and execute the General Contractor's Certification prior to issuance of the Notice to Proceed.**

EACH ITEM MUST BE MARKED. For rehabilitation developments only, if an energy audit ("EA") is performed or a waiver is requested ("WR") for a particular criterion, Applicant must ensure such energy audit or waiver request conforms to the requirements of the 2018 OAP, Guidelines and ADFA's "Multifamily Housing Minimum Design Standards." All requests for a waiver must be indicated on this checklist by "WR," and a written request for the waiver must be submitted.

THIS CHECKLIST, ALONG WITH ANY WAIVER REQUESTED, MUST BE INCLUDED AT TAB "3 OF THE APPLICATION.

CRITERION

I. SITE SELECTION

- ☐ Site within 100-year flood plain
- ☐ Community participates in National Flood Insurance Program
- ☐ Flood insurance to be obtained throughout affordability period
- ☐ Areas undergoing development raised at least one (1) foot above flood plain

II. BUILDING DESIGN

A. GENERAL BUILDING STANDARDS

1. Community Laundry – (Only Single Family Detached mark N/A)

- ☐ 1 washer and 1 dryer for every 10 units in the development
- ☐ 1 washer and 1 dryer per 15 units-washer and dryer connections
- ☐ 1 washer and 1 dryer in development – washer and dryer furnished

2. Senior or Assisted Living

- ☐ All units located at grade level or on an elevator accessible floor

3. Access road, parking spaces, curbing, and sidewalks

- ☐ Continuous asphalt or concrete paved access road
- ☐ Family – 7 spaces for every 4 units, inclusive of handicap spaces
- ☐ Senior – 5 spaces for every 4 units, inclusive of handicap spaces
- ☐ All parking areas must be asphalt or concrete
- ☐ All paved areas are concrete curbed
- ☐ All driveways on single-family detached homes must be concrete
- ☐ Sidewalk access to all parking spaces must be provided
- ☐ All sidewalks and walkways must be concrete and ≥ 5 feet wide
- ☐ Applicable handicap spaces per ADA Accessibility Guidelines (Section 208.2)

4. Single Family Detached Units

- ☐ At least 3 bedrooms with 2 bathrooms and attached single car garage
- ☐ 20 percent of the units in a development may be 2 bedrooms with 2 bathrooms (must be supported by market need) and have an attached single car garage
- ☐ Washer and dryer connections in the living area for each detached unit

B. MINIMUM BUILDING STANDARDS

1. Minimum Unit Net Area Requirements

- ☐ Not applicable because development is:
- ☐ Existing rental units or
 - ☐ Assisted Living

Unit Type	Number of Bathrooms	Minimum Unit Net Area*	Minimum Bedroom Net Area
1 bedroom	1	750 sq. ft.	120 sq. ft.
2 bedroom	1.5	950 sq. ft.	120 sq. ft.
2 bedroom SFD	2	1000 sq. ft.	120 sq. ft.
3 bedroom	2	1150 sq. ft.	120 sq. ft.
4 bedroom	2	1300 sq. ft.	120 sq. ft.

*Unit areas do not include outside storage, covered porches, patios, balconies, garages, etc.

- ☐ Units meet the required minimum unit net area stated above for the unit type
- ☐ Units provide the number of bathrooms required above for the unit type
- ☐ Units meet the required minimum bedroom net area stated above

2. Exterior Building Standards

a. Exterior covering

- ☐ Brick
- ☐ Vinyl siding
- ☐ .042" minimum thickness
- ☐ 50-year non-prorated transferable warranty
- ☐ Cementitious siding
- ☐ 8" brick or decorative block apron

b. Fascia and soffit

- ☐ Vinyl, aluminum or cementitious prefinished fascia and vented soffit

c. Entry doors

- ☐ Metal-clad wood or hollow metal construction
- ☐ Peephole(s)
- ☐ Dead bolt locks with interior "thumb latch"
- ☐ 34" minimum clear opening width
- ☐ Sliding glass doors are prohibited

d. Roofing materials

- ☐ Anti-fungal
- ☐ Seal tab shingles with minimum 30 year warranty
- ☐ 15 lb. or greater felt paper
- ☐ Metal roof with a minimum 30-year warranty

e. Gutters and downspouts

- ☐ 5" gutter
- ☐ 2"x 3" downspouts
- ☐ Concrete splash blocks or piped to appropriate drain

f. Roof gable vents

- ☐ Roof gable vents made of aluminum or vinyl

g. Attics

- ☐ Attics must be vented

h. Primary entries

- ☐ Breezeway of minimum roof covering of 5 (five) feet wide.
- ☐ Sidewalks serving a single unit may be 3 (three) feet wide
- ☐ Entry pads of 5' by 5' with minimum slope of 1/4" per foot
- ☐ Breezeways functioning as fire exits constructed of concrete
- ☐ Exterior shutters required on all 100% vinyl or cementitious sided buildings
- ☐ Exterior stairway, porch and patio components made of non-combustible materials

i. Exterior lighting

- ☐ Exterior lighting exists at all entry doors

m. Landscaping

- ☐ All disturbed areas are seeded
- ☐ Six one-gallon shrubs per unit and one 1 1/2" tree for every 2 units
- ☐ A development sign with Fair Housing logo
- ☐ At least one enclosed dumpster

- n. ☐ Concrete
 - ☐ All above ground concrete shall be minimum 3500 PSI with 6x6 welded wire reinforcement.
 - o. ☐ All new construction and rehabilitated buildings must have radiant barrier in attics or on roofs
3. Interior Building and Space Standards
- a. Kitchen Spaces
 - ☐ Each unit equipped with a portable, readily accessible dry chemical fire extinguisher
 - ☐ New cabinets have dual sidetrack drawers
 - ☐ A 1'6" x 1'6" deep with 5 shelves minimum pantry closet
 - ☐ All units shall include a kitchen area which includes at a *minimum*, a sink, stove and refrigerator
 - b. Bathroom Spaces
 - ☐ Tub/shower units are 30" width by 60" length minimum
 - ☐ *Senior and Assisted Living* – equipped with anti-scald valves
 - ☐ Water closets centered 18" from sidewalls/vanities
 - c. ☐ Hallways have minimum of 36" width
 - d. ☐ Interior doors intended for passage have minimum clear opening width of 34"
 - e. ☐ Overhead lighting in each room
 - f. ☐ A tamper-proof 10-year smoke alarm per floor of unit
 - g. ☐ A carbon monoxide detector in each unit that utilizes gas
4. Plumbing and Mechanical Equipment
- a. ☐ Not located in attic spaces
 - b. ☐ Located in mechanical closets with insulated walls
 - c. ☐ Gas WHs located in individual, separate mechanical closet
 - d. ☐ WHs placed in drain pans that are plumbed to outside
 - e. ☐ HVAC refrigeration lines are insulated
5. Energy Efficient Systems, Insulation and Equipment
- a. ☐ Ceiling fans installed in each bedroom and living room
 - b. ☐ Shower heads flow rate \leq 2.5 gallon per minute
 - c. ☐ Hot water pipes wrapped with $\frac{1}{2}$ " insulation
 - d. ☐ Water piping in attic or exterior walls is insulated
 - e. ☐ Fluorescent light fixtures in kitchen, bathrooms and utility
 - f. ☐ Exterior wall insulation with minimum R-16 rating
 - g. ☐ Roof or attic insulation with minimum R-38 rating
 - h. ☐ Exterior house wrap (e.g. TYVEK) installed
 - i. ☐ Sound proofing with \geq STC 54 rating in common/party walls and ceilings
 - j. ☐ Gas or oil heated systems AFUE rating \geq 90% with a minimum 14.5 SEER rated air conditioning system
 - k. ☐ Heat pump systems HSPF rating \geq 7.8 with a minimum 14.5 SEER rated air conditioning system
 - l. Windows with:
 - ☐ (i) frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl;
 - ☐ (ii) 2 or more panes of argon gas filled insulated glass, at least one pane with Low-Emission (Low-E) coating;
 - ☐ (iii) U-Factor of not greater than 0.35; and
 - ☐ (iv) solar heat gain coefficient (SHGC) of not greater than 0.30
6. Universal Design
- a. ☐ 7% of all residential units comply with the Level 5, "All-Inclusive" usability criteria in "Arkansas Usability Standards in Housing: Guidance Manual for Constructing Inclusive Functional Dwellings" (AUSH)
 - b. ☐ All Level 5 "All-Inclusive" units under AUSH has at least one bathroom with an "accessible roll-in" shower facility with minimum dimensions of 60" x 34" or 36" x 36" if a corner shower
 - c. ☐ All ground level residential units and residential units with elevator access comply with Level 1, "Visible" usability criteria under AUSH

- d. ☐ ALL residential units have "closed-fist" operability throughout the unit, e.g.,
- ☐ (i) single handle door levers vs. doorknobs;
 - ☐ (ii) push stick lighting and environmental controls;
 - ☐ (iii) cabinet doors can be opened with a closed fist
 - ☐ (iv) single handle faucets in bathroom and kitchen
- e. ☐ ALL residential units have environmental controls with visual and tactile cues. For lighting, a "rocker" type switch is sufficient. For thermostats, programmable and digital with raised buttons is required.

List owner-provided amenities and advanced energy efficiency features for which Applicant seeks points.

Amenity Description

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Advanced Energy Feature Description

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Complete Certification of Applicant, Architect and General Contractor on the following pages

Applicant's Certification

I, _____, in my capacity as Applicant for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multi-family Housing Minimum Design Standards Checklist", and certify as to the accuracy of its contents, and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations herein.

Name:
Title:

STATE OF _____)
COUNTY OF _____)

Before me, _____, a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath, acknowledged that _____ executed the foregoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this _____ day of _____, 20_____.

Notary Public

My commission expires:

Architect's Certification

I, _____, in my capacity as Architect for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multifamily Housing Minimum Design Standards Checklist" and certify as to the accuracy its contents and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations herein.

Name:
Title:

STATE OF _____;
COUNTY OF _____)

Before me, _____, a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath, acknowledged that _____ executed the foregoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this _____ day of _____, 20_____.

Notary Public

My commission expires:

General Contractor's Certification

I, _____, in my capacity as General Contractor for the proposed development known as _____ state that I have reviewed the above Attachment G, "Multifamily Housing Minimum Design Standards Checklist", and certify that the cost estimates provided in the application encompass the representations herein, and further certify that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations set forth herein.

Name:
Title:

STATE OF _____
COUNTY OF _____

Before me, _____ a Notary Public of the state and county stated above, personally appeared _____, with whom I have personal knowledge, and who, upon oath acknowledged that _____ executed the foregoing instrument for the uses, consideration and purposes stated therein.

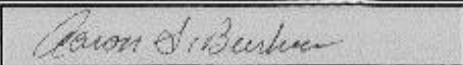
Witness my hand and seal this _____ day of _____, 20____.

Notary Public

My commission expires:

Application for Federal Assistance SF-424		
<p>*1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input checked="" type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>		
<p>*2. Type of Application:</p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p>		
<p>* If Revision, add the appropriate number(s):</p> <p>* Other (Specify):</p>		
<p>*3. Date Received:</p>		
<p>4. Applicant Identifier:</p>		
<p>5a. Federal Entity Identifier:</p> <p>ELR 71-0003641</p>		<p>5b. Federal Award Identifier:</p>
<p>State Use Only:</p>		
<p>6. Date Received by State:</p>		<p>7. State Application Identifier:</p>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: ARKANSAS DEVELOPMENT CLEARING AUTHORITY (ADCA)</p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <p>71-0503541</p>		<p>* c. Organizational OUNS:</p> <p>1513403750000</p>
<p>d. Address:</p>		
* Street:	909 West Capitol Ave	
* Street2:	Suite 310	
* City:	Little Rock	
* County/Parish:	Polk	
* State:	AR: Arkansas	
* Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	72201-9708	
<p>e. Organizational Unit:</p>		
<p>Department Name:</p> <p>HOME Investments Program</p>		<p>Division Name:</p> <p>Housing Division, ARPA</p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		
* Prefix:	Mr.	* First Name: Aaron
* Middle Name:	S.	
* Last Name:	Burke	
* Suffix:		
<p>Title: President, ADCA</p>		
<p>Organizational Affiliation:</p>		
<p>* Telephone Number: 501-682-1500 Fax Number: 501-682-1350</p>		
<p>* Email: aaron.burke@adca.arkansas.gov</p>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="a: State Government"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing & Urban Development (HUD)"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.275"/>	
CFDA Title: <input type="text" value="Housing Trust Fund"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text" value="Arkansas Development Finance Authority's (ADFPA) 2010 Allocation Plan for National Housing Trust Fund (HTF)"/>	
13. Comptroller Identification Number: <input type="text"/>	
Title: <input type="text" value="Arkansas Development Finance Authority's (ADFPA) 2010 Allocation Plan for National Housing Trust Fund (HTF)"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachments"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="ADFPA's National Housing Trust Fund 2010 Allocation Plan is an affordable housing program, complementing existing Federal, state & local efforts to increase Arkansas' safe & decent housing supply."/>	
Attach supporting documents as specified in agency instructions <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: AR002	* b. Program/Project: NR-MLL
Attach an additional list of Program/Project/Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project: National Housing Trust Fund 2018 Allocation Plan	
* c. Start Date: from date of award	* d. End Date: close-out of award
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	3,000,000.00
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	3,000,000.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/>	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001) <input checked="" type="checkbox"/> I AGREE * The list of certifications and assurances, or an internal site where you may obtain this list is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	* First Name: Aaron
Middle Name: S.	
* Last Name: Burkes	
Suffix:	
* Title: President, ARMA	
* Telephone Number: 501-682-5900	Fax Number: 501-682-1210
* Email: aaron.burkes@adfa.arkansas.gov	
* Signature of Authorized Representative: 	* Date Signed: 01/20/2018

Appendix E

Consolidated Plan Public Input Session and Public Hearing Minutes

Proof of Publication

30-Day Comment Period

ESG Continuum of Care Minutes

Consolidated Plan

Public Input Session – March 1, 2018

- Minutes from Public Input Session
- Proof of Publication

Public Hearing – April 5, 2018

- Minutes from Public Hearing
- Proof of Publication

30-Day Public Comment Period

Public Comments Received – March 18-April 17, 2018

- White River Planning and Development District, Inc.
- Arkansas Rural Water Association

ESG Continuum of Care

Continuum of Care Conference Call – May 4, 2018

- Conference Call Minutes

Minutes
Annual Update to the Five-Year Consolidated Plan
Public Input Session
March 1, 2018

A public input session was held March 1st, at the Arkansas Municipal League, in North Little Rock. The purpose of the meeting was to provide information and obtain public input regarding the allocation of funds from the United States Department of Housing and Urban Development (HUD) for the 2018 program year as part of the Annual Update to the Five-Year Consolidated Plan.

Arkansas Economic Development Commission Grants Division Director Jean Noble welcomed participants and expressed appreciation for their attendance. Ms. Noble explained the purpose of the meeting and the state's proposed allocation of approximately \$26 million in funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), National Housing Trust Fund (NHTF), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA), for the next program year beginning July 1, 2018. The funds are administered by the Arkansas Economic Development Commission (AEDC), Arkansas Development Finance Authority (ADFA), Arkansas Department of Human Services (DHS), and Arkansas Department of Health (ADH), respectively.

Jean Noble, AEDC, gave an overview of the CDBG program. CDBG grants are targeted to cities and counties in Arkansas with a population of under 50,000 with a low- to moderate-income of at least 51 percent. All cities and counties are eligible with the exception of the 13 entitlement cities that receive their own allocation from HUD. CDBG funds are divided into specific set-asides, which include Economic Development, Water/Wastewater, Rural Services, General Assistance, and Administration and Technical Assistance. Projects funded in the past include, but are not limited to, economic development; water/wastewater projects; rural fire protection; senior citizen, child care, and community centers; and other general public facility and infrastructure projects. March 30th is the deadline to submit applications for the General Assistance set-aside. Guidelines and application can be found on the AEDC/Grants webpage. Ms. Noble stated the allocation amounts for the 2018 program year had not been released but were expected to remain about the same as 2017.

Bob Hunt, ADFA, gave an overview of the HOME program which provides formula grants that communities use – often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. The block grant was designed exclusively to create affordable housing for low-income households. Eligible applicants include cities, counties, nonprofits, and for profit organizations. Eligible activities funded through HOME include, Community Housing Development Organization (CHDO), tenant-based rental assistance (TBRA), purchase assistance, rental housing, rehabilitation, and rental rehabilitation. Mr. Hunt stated the allocations for the 2018 program year had not been released but were expected to remain about the same as 2017.

Minutes

Annual Update to the Five-Year Consolidated Plan Public Input Sessions

March 1, 2018

Page 2

Virginia Wright, ADFA, gave an overview of the NHTF program. The purpose of NHTF is to provide for decent, safe, and sanitary rental housing for Extremely Low-Income (ELI) Arkansas Veterans. ELI is defined as households with incomes of 30% of the area median income (AMI) or below the poverty line (whichever is greater). Preference will be given to ELI Veterans with special needs, homeless or may become homeless, with mental health issues, and/or leaving correctional facilities. ADFA was awarded \$3,000,000 for 2016 and 2017 each, for a total of \$6,000,000. ADFA is in the process of applying for an additional \$3,000,000 for program year 2018.

Nancy Mixon, DHS, Office of Community Services, presented the ESG program. The program is designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the cost of operating shelters, and to help prevent homelessness. ESG funds are distributed statewide to nonprofit organizations that develop and operate homeless shelters and provide supportive services to homeless persons. Eligible activities include: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and Homeless Management Information Systems. Ms. Mixon stated the allocation for the 2018 program year had not been released but was expected to remain about the same as 2017.

Sarah Purdiman, ADH, presented the Housing Opportunities for Persons with AIDS (HOPWA) program. The program provides resources and incentives to devise long-term strategies for meeting the housing needs of low-income persons living with HIV/AIDS and their families. The state provides services in 74 of Arkansas's 75 counties. Crittenden County is covered as part of the Memphis Eligible Metropolitan Statistical Area. Ms. Purdiman stated ADH administers the HOPWA program through two non-profit organizations called Project Sponsors. The Northeast Arkansas Regional AIDS Network (NARAN) and the City of Pine Bluff Housing Authority (PBHA) are the current contracted project sponsors. Funds are used for Supportive Services/Permanent Housing Placement; tenant-based rental assistance (TBRA); and Short-Term Rent, Mortgage, and Utility Assistance (STRMU). Ms. Purdiman stated allocation for the 2018 program year had not been released but was expected to be about the same as 2017.

Jean Noble opened the hearing up for comments.
Twenty-six (26) people were present.

Judy Day, Dumas Chamber of Commerce, stated the sewer system for the City of Dumas cannot handle the volume flowing through it, and wanted to know if there was a grant available to put in bigger lines. Ms. Day indicated AEDC had helped with another project, but that did not include the water line.

Jean Noble replied if the system was connected to the project, the city would have to apply for an additional grant and she would need to contact the AEDC Business Development Division for more information.

Minutes

Annual Update to the Five-Year Consolidated Plan Public Input Sessions

March 1, 2018

Page 3

Ms. Day noticed there was a senior citizen category on the handout and asked if funding applied to a new structure only. They have a building on the Register of Historic Places they were thinking of renovating and making it a senior center. She asked if that would qualify for funds.

Ms. Noble replied yes.

Dorothy Cooper, Mayor of Turrell, stated the city has a building they would like to turn into a satellite office for the East Arkansas Family Health Center, and asked if funding was available through CDBG for that.

Ms. Noble asked if the unit was a private facility or public.

Mayor Cooper said she would check into it but thought it was privately owned.

Ms. Noble said CDBG funds could not be used to fund a private facility but could be used for a nonprofit.

Allen Simmons, Mayor of Junction City, stated the city's sewer system has deteriorated and wanted to know how and where to apply for a grant to repair it.

Ms. Noble replied that first a city's low- to moderate-income (LMI) status is checked, Junction City's LMI is 19%. Then CDBG projects have to meet the three main criteria. Ms. Noble stated while they may not be eligible for CDBG funds there were other resources available such as the Arkansas Natural Resources Commission, USDA Rural Development and Communities Unlimited. All water request are required to be submitted to the Water/Wastewater Advisory Committee (WWAC).

Ms. Noble introduced Steven Lagasse, USDA Rural Development, who is a member of the WWAC. Mr. Lagasse offered to help answer questions after the meeting.

Dwight Stroud, Dwight Stroud and Associates, asked if under the HOME program a Community Housing Development Organization (CHDO) could apply for state funds and could state and city funds be combined?

Bob Hunt, HOME, stated he had never seen a joint application between state and city funded programs. Each participating jurisdiction (PJ) runs a different HOME program and while they are similar they are also separate.

Jean Noble, thanked everyone for their attendance and input. Ms. Noble stated the 30-day public comment period would begin March 18 and end April 17. A public hearing would be held April 5th in North Little Rock, and any oral comments received at that time and any written comments received during the 30-day public comment period would be considered and incorporated into the 2018 Annual Action Plan.

With no further questions or comments the meeting was adjourned at 11:45 a.m.

Arkansas Democrat Gazette

STATEMENT OF LEGAL ADVERTISING

AR ECONOMIC DEVELOPMENT COMMISS
900 W CAPITOL AVE ST
LITTLE ROCK AR 72201

REMIT TO:
ARKANSAS DEMOCRAT-GAZETTE, INC.
P.O. BOX 2221
LITTLE ROCK, AR 72203

ATTN: Debbie Boyles
DATE : 02/28/18 INVOICE #: 3176384
ACCT #: 16014001 P.O. #:

BILLING QUESTIONS CALL 378-3547

STATE OF ARKANSAS,)
COUNTY OF PULASKI,) ss.

AD COPY

I, Yvelin Hines, do solemnly swear that I am the
Legal Billing Clerk of the Arkansas Democrat -
Gazette, a daily newspaper printed and published
in said County, State of Arkansas; that I was so
related to this publication at and during the
publication of the annexed legal advertisement in
the matter of:

Meeling

pending in the Court, in said County, and
at the date of the several publications of said
advertisement stated below, and that during said
periods and at said dates, said newspaper was
printed and had a bona fide circulation in said
County; that said newspaper had been regularly
printed and published in said County, and had a
bona fide circulation therein for the period of
one month before the date of the first publication
of said advertisement; and that said advertisement
was published in the regular daily issues of said
newspaper as stated below.

DATE	DAY	LINAGE	RATE	DATE	DAY	LINAGE	RATE
02/18	SUN	112	1.57				

TOTAL COST 175.84
Billing Ad #: 54434436

Subscribed and sworn to me this 19th day of Feb, 2018
Charles A. McNeice, Jr.
Notary Public

OFFICIAL SEAL - #12696773
CHARLES A. McNEICE, JR.
NOTARY PUBLIC-ARKANSAS
PULASKI COUNTY
MY COMMISSION EXPIRES: 02-22-23

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The State's current long-range housing, community and economic development plan is called the 2016 Plan. The 2016 Plan sets the period from July 1, 2016 through June 30, 2020. "In 2012, the State prepared an updated version of the 2016 Plan, which forecasts how the State's total population will grow during the period of the program. The current Plan then adopted the forecasted population and called the plan to be adopted the 2016 Plan. The 2016 Plan is the basis for the 2016 Economic Development Commission's report."

To insure location is readily accessible, Parks is reading plans and other materials and is expected to telephone the Arkansas Economic Development Commission at 521-6922 to make arrangements for the trade mission.

Minutes
Annual Update to the Five-Year Consolidated Plan Public Hearing
Arkansas Municipal League, North Little Rock, Arkansas
April 5, 2018

A Public Hearing was held April 5th, at the Arkansas Municipal League in North Little Rock, with 21 people in attendance. The purpose of the hearing was to provide information and obtain public comments regarding the allocation of funds from the United States Department of Housing and Urban Development (HUD) for the 2018 program year as part of the Annual Update to the Five-Year Consolidated Plan.

Arkansas Economic Development Commission Grants Division Director Jean Noble welcomed participants and expressed appreciation for their attendance. Ms. Noble explained the purpose of the meeting and the state's proposed allocation of approximately \$26 million in funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), National Housing Trust Fund (NHTF), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA), for the next program year beginning July 1, 2018. The funds are administered by the Arkansas Economic Development Commission (AEDC), Arkansas Development Finance Authority (ADFA), Arkansas Department of Human Services (DHS), and Arkansas Department of Health (ADH), respectively.

Jean Noble, AEDC, gave an overview of the CDBG program. CDBG grants are targeted to cities and counties in Arkansas with a population of under 50,000 with a low- to moderate-income (LMI) of at least 51 percent. All cities and counties are eligible with the exception of the 13 entitlement cities that receive their own allocation from HUD. CDBG funds are divided into specific set-asides, which include Economic Development, Water/Wastewater, Rural Services, General Assistance, and Administration and Technical Assistance. Projects funded in the past include, but are not limited to, economic development; water/wastewater projects; rural fire protection; senior citizen, child care, and community centers; and other general public facility and infrastructure projects. Ms. Noble stated the allocation amounts for the 2018 program year had not been released but were expected to remain about the same as 2017.

Martha Washington, ADFA, gave an overview of the HOME program which provides formula grants that communities use – often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. The block grant was designed exclusively to create affordable housing for low-income households. Eligible applicants include cities, counties, nonprofits, and for profit organizations. Eligible activities funded through HOME include, Community Housing Development Organization (CHDO), tenant-based rental assistance (TBRA), purchase assistance, rental housing, rehabilitation, and rental rehabilitation. Ms. Washington stated the allocations for the 2018 program year had not been released but were expected to remain about the same as 2017.

Minutes
Annual Update to the Five-Year Consolidated Plan Public Hearing
April 5, 2018
Page 2

Virginia Wright, ADFA, gave an overview of the NHTF program. The purpose of NHTF is to provide for decent, safe, and sanitary rental housing for Extremely Low-Income (ELI) Arkansas veterans. ELI is defined as households with incomes of 30% of the area median income (AMI) or below the poverty line (whichever is greater). Preference will be given to ELI veterans with special needs, homeless or may become homeless, with mental health issues, and/or leaving correctional facilities. ADFA was awarded \$3,000,000 for 2016 and 2017 each, for a total of \$6,000,000. ADFA is in the process of applying for an additional \$3,000,000 for program year 2018.

Lori Williams, DHS, Office of Community Services, presented the ESG program. The program is designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the cost of operating shelters, and to help prevent homelessness. ESG funds are distributed statewide to nonprofit organizations that develop and operate homeless shelters and provide supportive services to homeless persons. Eligible activities include: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, and Homeless Management Information Systems. Ms. Williams stated the allocation for the 2018 program year had not been released but was expected to remain about the same as 2017.

Sarah Purdiman, ADH, presented the Housing Opportunities for Persons with AIDS (HOPWA) program. The program provides resources and incentives to devise long-term strategies for meeting the housing needs of low-income persons living with HIV/AIDS and their families. The state provides services in 74 of Arkansas's 75 counties. Crittenden County is covered as part of the Memphis Eligible Metropolitan Statistical Area. Ms. Purdiman stated ADH administers the HOPWA program through two non-profit organizations called Project Sponsors. The Northeast Arkansas Regional AIDS Network (NARAN) and the City of Pine Bluff Housing Authority (PBHA) are the current contracted project sponsors. Funds are used for Supportive Services/Permanent Housing Placement; tenant-based rental assistance (TBRA); and Short-Term Rent, Mortgage, and Utility Assistance (STRMU). The TBRA program was revised from an open ended program to a 36-month period. After three years the client will need to transition to their own home. Ms. Purdiman stated the allocation for the 2018 program year had not been released but was expected to be about the same as 2017.

Jean Noble opened the hearing up for comments.

There were no official comments concerning the Annual Action Plan, however several asked questions about the programs and how to obtain funding for their community.

Anthony Scott, City Council, City of Dermott, stated he did not see Chicot County listed as NHTF eligible and wanted to know if that could be changed. He also asked

Minutes
Annual Update to the Five-Year Consolidated Plan Public Hearing
April 5, 2018
Page 3

how the city could apply for funds to help veterans in Dermott. He was concerned that many veterans live in rural areas and don't have access to the same help as veterans in metropolitan areas.

Virginia Wright, stated ADFA management had determined veterans would benefit the most from areas already rich in veteran services such as counseling, medical, and veteran hospitals, which tend to be more in metropolitan areas and suggested Mr. Scott contact Andrew Branch with ADFA to discuss that aspect of the program. Ms. Wright also stated the City of Dermott was eligible to apply for funding. She explained each application received was judged on a scoring matrix system. Ms. Wright offered to talk further with him and give him contact information after the meeting.

Mitzi Hargan, White River Planning and Development District, said her comments concerning the 2018 Annual Action Plan would come in the form of a letter to be mailed later. However, at this time she wanted to ask a couple of questions. First, she wanted to clarify that according to the NHTF map handout every county in Arkansas was eligible to apply for funding, but priority would be given to the metropolitan areas. She was concerned as well over the number of veterans living in rural areas.

Ms. Wright replied yes, every county was eligible, but each application was scored individually and according to a matrix system with, for example, 10 points awarded if a veterans program was already in place.

Ms. Hargan asked if the document was located on ADFAs website, was there a place to make public comments, and what was the deadline for comments.

Ms. Wright said yes but recommended she put comments in writing and send to her by either email or mail. The deadline to receive comments is April 30. The NHTF application can be found on ADFAs website.

Second, Ms. Hargan asked about the range of CDBG funding from \$75,000 to \$1,000,000. Was the \$1 million referring to water/wastewater projects?

Ms. Noble explained the difference in funding for the General Assistance program, \$75,000 is the minimum and \$200,000 the maximum for a grant for public facilities and non-water/wastewater public infrastructure and water/wastewater rehabilitation projects. The maximum for new construction of water/wastewater projects or extensions will be \$1,000,000.

Brenda Kay Porter, Mayor of Tolleter, stated their sewer system was quite old and wanted to know if there was funding available to replace pipelines or manholes, etc.

Ms. Noble stated yes there was funding available and she needed to start working with engineers as soon as possible to determine need. Applications to the Water Wastewater Advisory Committee (WWAC) require a preliminary engineering report, which is then reviewed by the Arkansas Department of Health (ADH). The ADH will

Minutes
Annual Update to the Five-Year Consolidated Plan Public Hearing
April 5, 2018
Page 4

either recommend the application, or ask for more information. Ms. Noble also recommended other resources of funding.

Mayor Porter also asked about rehabilitation of homes for the aging population.

Ms. Noble stated CDBG did not provide funding specifically for the rehabilitation of homes unless that home was receiving water hookup for the first time under a CDBG program such as a bathroom hookup. However there were other programs available.

Mitzi Hargan stated USDA had a program available called a 504 program targeted for elderly persons. The program provides grants or loans for improvements to their home.

With no further comments, Jean Noble thanked everyone for attending the public hearing and reminded them if they had additional questions or comments concerning any of the programs presented they could contact the agency representatives at any time. A draft copy of the 2018 Annual Update has been posted to the AEDC website at ArkansasEDC.com/Grants. The public comment period ends April 17th, at 4:30 p.m. Any written comments received during the 30-day public comment period would be considered and incorporated into the 2018 Annual Action Plan.

Jean recognized Chloe Maxwell from Representative French Hill's office and thanked her for attending.

With no further questions or comments the meeting was adjourned at 11:55 a.m.

Arkansas Democrat Gazette

STATEMENT OF LEGAL ADVERTISING

AR ECONOMIC DEVELOPMENT COMMISS
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REMIT TO:
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ATTN: Dottie Boyles
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ACCT #: L6014001 P.O. #:

BILLING QUESTIONS CALL 378-3547

STATE OF ARKANSAS,)
COUNTY OF PULASKI,) ss.

I, Yvette Hines, do solemnly swear that I am the
Legal Billing Clerk of the Arkansas Democrat -
Gazette, a daily newspaper printed and published
in said County, State of Arkansas; that I was so
related to this publication at and during the
publication of the annexed legal advertisement in
the matter of:

Hearing
pending in the Court, in said County, and
at the dates of the several publications of said
advertisement stated below, and that during said
periods and at said dates, said newspaper was
printed and had a bona fide circulation in said
County; that said newspaper had been regularly
printed and published in said County, and had a
bona fide circulation therein for the period of
one month before the date of the first publication
of said advertisement; and that said advertisement
was published in the regular daily issues of said
newspaper as stated below.

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day of March, 2018
Charles G. McNeice, Jr.
Notary Public

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CHARLES A. McNEICE, JR.
NOTARY PUBLIC-ARKANSAS
PULASKI COUNTY
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Arkansas Democrat Gazette

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NOTICE OF PUBLIC HEARING
ON THE 2018 ACTION PLAN FOR
THE STATE OF ARKANSAS, GOVERNMENT
ADMINISTRATION OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT, THE HOME IMPROVEMENT
GRANT, THE EMERGENCY
SOLUTIONS GRANT, AND THE
HOUSING OPPORTUNITIES FOR
PERSONS WITH DISABILITIES.
The State of Arkansas will
hold a public hearing on the 2018
Action Plan for the U.S. Department of Housing and Urban

Development (HUD) during the
2018 program year. The amount
included \$15,947,251 for the
Community Development Block
Grant (CDBG), \$4,765,346 for the
HOME Investment Partnerships
Program, \$2,361,024 for the
Emergency Solutions Grant (ESG),
\$458,275 for the Housing Oppor-
tunities for Persons with Disabil-
ities (HOPWD), and \$1,000,000 for the
Housing Opportunities for Persons
with Disabilities (HOPWD) program.
The Arkansas Department of Human
Services, in partnership with the
Arkansas Department of Health, is
responsible for the administration of
these programs. The Arkansas
Department of Human Services will
be the lead agency for the public
hearing. The hearing will be held
on Monday, April 16, 2018, at the
Arkansas Department of Human
Services, 1000 North Main Street,
Fifth Floor, Little Rock, Arkansas
72201. The hearing will be held
from 10:00 a.m. to 12:00 p.m.
The hearing is open to the public.
The hearing is a public hearing and
is not a meeting of the Arkansas
Department of Human Services.
The hearing is a public hearing and
is not a meeting of the Arkansas
Department of Human Services.
The hearing is a public hearing and
is not a meeting of the Arkansas
Department of Human Services.

The state has completed a draft
of the 2018 Action Plan and
thereby presents the draft for
public review and comment. It
may be viewed online at
www.arkansas.gov.

The comment period will be
open to the public beginning April
12, 2018, and ending at 4:30
p.m. on April 17, 2018. Public
comments will be accepted until
the end of the comment period.
Comments will be accepted until
the end of the comment period.
Comments will be accepted until
the end of the comment period.
Comments will be accepted until
the end of the comment period.
Comments will be accepted until
the end of the comment period.
Comments will be accepted until
the end of the comment period.

The Arkansas Department of Human
Services will have one
public hearing to receive
comments on the 2018 Action
Plan. The hearing will be held
on Monday, April 16, 2018, from
10:00 a.m. to 12:00 p.m. at the
Arkansas Department of Human
Services, 1000 North Main Street,
Fifth Floor, Little Rock, Arkansas
72201. The hearing is open to the
public.

The hearing is a public hearing
and is not a meeting of the
Arkansas Department of Human
Services. The hearing is a public
hearing and is not a meeting of
the Arkansas Department of Human
Services. The hearing is a public
hearing and is not a meeting of
the Arkansas Department of Human
Services.

7445-1001

Public Comment Period

March 18 – April 17, 2018

Comments Received

- White River Planning and Development District, Inc.
- Arkansas Rural Water Association



White River Planning & Development District, Inc.

(870) 793-5233 P.O. Box 2396 Batesville, Arkansas 72503-2396
Van C. Thomas – Executive Director
Fax (870) 793-4035

April 12, 2018

Ms. Jean Noble
Consolidated Plan Annual Update
Grants Management Unit
Arkansas Economic Development Commission
900 West Capitol Avenue, Suite 400
Little Rock, AR 72201

Dear Ms. Noble:

Thank you for the opportunity to provide written comments on the 2018 Annual Update to the Consolidated Plan.

White River Planning and Development District serves 10 counties and 73 cities in northcentral Arkansas. Our primary involvement with the state's HUD funds is through the Arkansas Economic Development Commission's (AEDC) distribution of Community Development Block Grant (CDBG) funds.

We have reviewed the last nine years funding allocations and have some concerns on the water/wastewater distribution. The amount of economic development and water/wastewater funds was the same until 2016. For example, in 2009-2010 the amount allocated to each was \$7,550,000. Then, in 2016, the amount allocated for water/wastewater (for the year ending 6/30/17) was \$4,100,000 (25%) and Economic Development received \$9,000,000 (55%). Last year, the amount was essentially the same split. This year, the same percentage allocation is proposed.

While we certainly do not discount the value of economic development to our state, we know without proper infrastructure such as water and sewer improvements, the state's economic growth would be difficult. Therefore, we are asking that the allocation for water/wastewater and economic development return to more equal amounts such as 45% economic development and 35% water/wastewater. Water/wastewater rehabilitation has been added as an eligible activity in the General Assistance line item, and we support this change. However, this just increases the need for more funding.

We know the value of the CDBG program in Arkansas and appreciate the excellent job in which you and your staff handle the grants management process. You are to be commended for your efforts. We will fight to keep the CDBG funds for Arkansas. We continue to keep our congressional delegation informed of the many benefits CDBG funds offer Arkansans.

Again, thank you for the opportunity to comment.

Sincerely,

Mitzi Hargan, Director
Community Development Department

Cleburne • Fulton • Independence • Izaard • Jackson • Sharp • Stone • Van Buren • White • Woodruff
TDD # 800 285-1131 Equal Opportunity Agency



Arkansas Rural Water Association

Dennis Sternberg, CEO

P.O. Box 860 • Lonoke, AR 72086 • (501) 676-2255 • Fax (501) 676-2266
E-mail: arnewa@arwa.net or arnewa@sbglobal.net



ARWA Mission Statement:

To provide Arkansas Rural Water Utilities the highest level of Training & Technical Services in order to obtain a Quality Water at the lowest possible cost.

April 13, 2018

Ms. Jean Noble
Consolidated Plan Annual Update
Grants Management Unit
Arkansas Economic Development Commission
900 West Capitol Avenue, Suite 400
Little Rock, AR. 72201

Dear Ms Noble:

Thank you for the opportunity to provide written comments on the 2018 Consolidated Annual Plan Update.

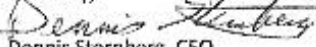
Arkansas Rural Water Association (ARWA) works with cities throughout all 75 counties within the state of Arkansas. ARWA's involvement with the 500 cities throughout the state is water and wastewater training and technical assistance through our onsite training working with operators, office personnel and elected officials. The one comment I hear over and over again from the elected officials is the need for the Arkansas Economic Development Commission's, Community Block Grant (CDBG) funds to be available to assist city water and wastewater infrastructure needs for good water and wastewater facilities to facilitate economic growth throughout their communities.

ARWA Board of Directors and member utilities would request your consideration for allocation for water/wastewater and economic development return to more equal amounts such as 45% economic development and 35% water/wastewater.

ARWA certainly knows the value of the CDBG program's in Arkansas and supports the outstanding job you and your staff have done in the past. We look forward to the many good things that your agency does for cities throughout the state and look forward to supporting your efforts in the future.

Thanks for opportunity to comment and look forward to continued success of these much needed funds for cities water and wastewater infrastructure.

Sincerely,


Dennis Sternberg, CEO
Arkansas Rural Water Association

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Emergency Solutions Grant Continuum of Care

Continuum of Care/ESG Conference Call Minutes-May, 4, 2018

**Emergency Solutions Grant Program
Conference Call Notes
May 4, 2018**

On May 4, 2018, a conference call with the leads for the Continuums of Care in Arkansas was scheduled. The only representative on the call other than DHS was the Arkansas Balance of State Rep. No others responded as present during the meeting. The representative from Fayetteville/Northwest Arkansas responded after call was over.

The discussion centered around the ESG allocation and what was being allocated for Street Outreach. It was recommended that more be considered for Street Outreach. The allocation process was explained in that the percentages are based on need across the state.

We discussed the application process and general information.

