



Procedures for Requesting HOME Funds

- A. **Pre-Submittal Meeting** - Prior to preparing the HOME application, schedule a meeting with City/County Staff to discuss proposed Project. Staff will explain the following requirements necessary to be eligible for HOME funding:
1. Preparing the HOME Funding Application
 2. Rent and Income restrictions
 3. HOME funding caps.
 4. Eligible cost.
 5. Affordability period and monitoring requirement.
 6. Gap funding.
 7. Consortia Lien Requirements
 8. Match requirements.
 9. All other federal requirements i.e., Davis Bacon, Section 3, environmental, etc.
 10. Marketing and Outreach
- B. **Tax Credit Applicants** – Request for Letter of Support and/or Commitment Letter
1. Meet with City/County Staff 90 days prior to application due date.
 2. Provide to Staff the following information 60 days prior to application due date:
 - a. Detailed Project Description
 - b. Draft Budget, including proposed Sources and Uses.
 - c. Proposed use of HOME funds.
- C. **Scoring of Applications**
- a. Applications will be scored under the following criteria; minimum score to fund is 75 points. If more applications are received than available funding, those with the highest scores will be funded first.

City of Tucson/Pima County HOME Rating Criteria

Evaluation Criteria	Possible Points	Points Awarded
1. Project Concept	25	
2. Organizational Capacity	20	
3. Leverage	20	
4. Financial Feasibility	20	
5. Project Readiness	15	
Sub-Total	100	
6. Bonus:		
a) Serving Priority Populations	5	
b) Use of Local Subcontractors	5	
c) Match Funding	5	
d) Acquisition Rehab	5	
e) Target Areas: City NSP3 or County NSP2 or CDBG	5	
Total	125	

1. Project Concept – a maximum of 25 points are available in this area:

Location – Is the project on a major arterial that has regular transit service? Is the project downtown, along the proposed modern streetcar line, in a target area, or within ¼ mile of services used by the proposed residents (e.g., grocery store, medical facilities, open/green space, daycare, school)? 10 points possible.

Structure – Will green building techniques be utilized (TEP Energy Guarantee, City/County LEED Certification)? Will it be a high efficient energy performing home? Does the design of the structure embrace elements from the surrounding environment, both built and natural? 10 points possible.

Site – Does the project have convenient access (pedestrian and vehicular) to areas outside of the project/neighborhood? Does the project have a compact urban form which conserves land and other natural and environmental resources and which respects natural topography and drainage patterns? 5 points possible.

2. Organizational Capacity – The skills and experience of the project sponsor are appropriate to the type, size, and complexity of the project. The key project team members have a demonstrated history of successfully completing similar projects. The project sponsor has experience with the utilization HOME Program funds. The project sponsor is fiscally strong, has a plan to mitigate organizational shortfalls, and has provided a prudent operations and maintenance plan for the length of the funding commitment, and a recent Audited Financial Statement. The agency may earn a maximum of 20 points in this category.

3. Leverage of Other Funds – City HOME funding is intended to provide gap funding for projects. The proposed funding participation should be maximized by other public and private equity and debt in the project. Documentation of other committed funds is included. Ratio of non-HOME funds to HOME funds. 20 points are possible:

10:1 or greater	20 points
At least 5:1 but less than 10:1	15 points
At least 1:1 but less than 5:1	10 points

4. Financial Feasibility – Project sources and use of funds are consistent, accurate, justified and well documented. The financing plan is financially sound and project funding commitments have been secured. A current market demand analysis has been submitted that demonstrates the need for the project in the proposed location. The proposal may obtain up to 20 points in this area.

5. Readiness to Proceed – The proposal may earn 15 points if the proposal demonstrates readiness to proceed. Does the project schedule and cash flow indicate that the project can be completed within two years of the contract execution date? Are the following tasks completed or in process: 1) site control, 2) environmental studies, 3) marketing plan, 4) project entitlements or 5) design?

6. Bonus Points:

a) Serving Priority Populations – the project will serve residents that represent one or more of the following groups: victims of domestic violence, runaway youth, veterans; special conditions or special needs populations, such as mental health problems (without alcohol and/or drug use), alcohol and/or drug use (without mental health problems), both alcohol/drug and mental health problems, and HIV/AIDS.

b) Use of Local Subcontractors – all subcontractors used for the project will be based in Pima County

c) Match Funding – the firm has funding that can be counted towards the City’s federal match funding requirements.

d) Acquisition Rehab – the firm can earn additional bonus points if the project consists of acquiring and rehabilitating single family or multi-family housing.

e) Target Areas – the firm can earn additional bonus points if the project is located within the City’s NSP3 Target Area or within Pima County’s NSP2 or Pima County’s CDBG Target Areas.

I. City of Tucson HOME Staff

- Program Manager** - **Tom Ingram (520) 837-5345**
Tom.Ingram@Tucsonaz.gov
- Project Supervisor** - **Mike Czechowski (520) 837-5333**
Mike.Czechowski@Tucsonaz.gov
- Project Coordinator** - **Joyce Alcantar (520) 837-5329**
Joyce.Alcantar@Tucsonaz.gov

Mailing Address: City of Tucson
HCD/PCD
P.O. Box 27210
Tucson, AZ 85726-7210

II. Pima County HOME Staff

- Program Manager** - **Betty Villegas (520) 624-2947**
Betty.Villegas@pima.gov
- Project Coordinator** - **Marcos Ysmael (520) 624-2947**
Marcos.Ysmael@pima.gov

Mailing Address: Pima County
CDNC Affordable Housing Division
El Banco Housing & Barrio Sustainability
Center
801 W. Congress Street.
Tucson, AZ 85745

