

Naval Reserve Apartments and Early Learning Center

80 units of affordable multifamily housing
with on-site early learning



2022 HOME REQUEST FOR PROPOSALS

November 16, 2022

SPONSORED BY

Homes for Good Housing Agency





100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

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November 16, 2022

Eugene-Springfield HOME Consortium
Attn: Ellen Meyi-Galloway
99 West 10th Avenue
Eugene, OR 97401

Dear Ms. Meyi-Galloway, HOME Consortium Members, and Evaluation Committee Members,

For many years, Homes for Good has been in active discussions with various community partners to find innovative ways to better address the needs of low-income families in our community. Out of these discussions, a vision has emerged to co-locate affordable housing with affordable early learning. This will allow low-income families better access to healthy child development programming and increases opportunities for economic self-sufficiency for the parents. Together with Head Start of Lane County, Homes for Good is leading a collaboration to bring this vision to fruition in a location that will maximize the ability of families to access services for a variety of needs.

Homes for Good has identified the site at 1520 W. 13th Avenue, made available through the HOME Request for Proposals, as the ideal location for this community because of the proximity of other services that would be available to families. With Chávez Elementary, Looking Glass Riverfront School, and Early Childhood CARES all within one block of the site, families could easily access services for children from birth through young adulthood. The chance to develop this community at this site is a rare opportunity, since there are few other developable locations in the city that could provide this level of connectivity for parents.

Naval Reserve Apartments and Early Learning Center, an 81-unit apartment community in two, four-story buildings, will co-locate one, two, and three-bedroom apartments above community gathering areas for residents and a six-classroom Early Learning Center. The site will provide play areas, open space, and beautiful landscaping with ample parking for residents. All units will be restricted to those with incomes at or below 50% of the Area Median Income. The Early Learning Center, operated by Head Start of Lane County, will be open to all qualified residents of Lane County, not just those at this site.

Services and partnerships are at the heart of Naval Reserve Apartments and Early Learning Center, and Homes for Good is exploring collaborations with a variety of partners such as Head Start of Lane County, Early Childhood CARES, and Parenting Now. To ensure that this community will be particularly impactful for BIPOC families, we have already begun outreach to culturally specific organizations in Lane County to help guide the design and programming onsite to be most supportive for the communities they serve.

With the City of Eugene's commitment of this site for this co-location project and \$3,000,000 in HOME funds, Naval Reserve Apartments and Early Learning Center can become a reality. Thank you for this opportunity to take a proactive step to holistically address the needs of vulnerable families in Lane County.

Regards,

Jacob Fox
Executive Director

A large, stylized handwritten signature in blue ink, appearing to be "JF", written over the typed name and title.

HOME/Affordable Housing RFP Application Table of Contents/Self-Certification Checklist

Attachment B Checklist

	<input checked="" type="checkbox"/> Project Compatibility with HOME Funding
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Project Summary

Section 1	<input checked="" type="checkbox"/> Project Summary
Attachments	<input checked="" type="checkbox"/> 1-1. Map showing project location, nearby facilities and distances

Project Description

Section 2	<input checked="" type="checkbox"/> Project Description
Attachments	<input checked="" type="checkbox"/> 2-2. Preliminary drawings and site plan
	<input checked="" type="checkbox"/> 2-11. Photos of the site, buildings, and interiors of units (if existing units)
	<input type="checkbox"/> 2-16. Documentation of Site Control
	<input type="checkbox"/> 2-19. Informational Notice to Seller (if acquisition project)
	<input checked="" type="checkbox"/> 2-25. Documentation that proposed Project meets Zoning and Land Use laws
	<input type="checkbox"/> Title Report (if available)

Need & Populations Served

Section 3	<input checked="" type="checkbox"/> Need & Populations Served
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Relocation

Section 4	<input checked="" type="checkbox"/> Relocation
Form 4	<input type="checkbox"/> Relocation Budget
Attachments	<input type="checkbox"/> 4-3. Tenant Rosters (current and last 30 days)
	<input type="checkbox"/> 4-11. General Information Notice issued to all current occupants
	<input type="checkbox"/> 4-12. Self-certifications of Income for all current occupants
	<input type="checkbox"/> 4-13. Draft Move-In Notice
	<input type="checkbox"/> 4-14. Draft Intent to Vacate Notice

Project Schedule

Section 5	<input checked="" type="checkbox"/> Project Schedule narrative
Form 5	<input checked="" type="checkbox"/> Project Schedule

Development Budget

Section 6	<input checked="" type="checkbox"/> Development Budget narrative
Form 6	<input checked="" type="checkbox"/> Proforma

Project Financing	
Section 7	<input checked="" type="checkbox"/> Project Financing
Attachments	<input checked="" type="checkbox"/> 7-1. Funding commitment or interest letters
	<input checked="" type="checkbox"/> 7-9. Systems Development Charge estimate calculation (if applicable)

Project Operations	
Section 8	<input checked="" type="checkbox"/> Operating Budget narrative
Attachments	<input checked="" type="checkbox"/> 8-2. Documentation of utility allowance calculation

Development Team	
Section 9	<input checked="" type="checkbox"/> Project Team
Form 9	<input checked="" type="checkbox"/> Identity of Interest Matrix
Attachments	<input type="checkbox"/> Development consultant agreement (if applicable)
	<input checked="" type="checkbox"/> 9-6. Most recent audited financial statement and current year operating budget
	<input checked="" type="checkbox"/> 9-12. Borrowing Resolution or ownership entity approval to borrow HOME Funds

Services	
Section 10	<input checked="" type="checkbox"/> Services
Attachments	<input type="checkbox"/> 10-3. Memorandum of Understanding with Service Provider/ Referral Agency
	<input type="checkbox"/> 10-12. Services funding commitment letters

If any item listed above is not checked or is not applicable to your project, please reference the specific document and provide an explanation here:

2-16, 2-19, Title Report: Since the City of Eugene is making the land available through this RFP, these documents are not applicable.

2-25: A Zone Verification application has been submitted to the Eugene Planning Division with response expected by November 28, 2022. A receipt of this application submission is attached as well as a summation of the reasoning included in the Zone Verification application.

Section 4: No Relocation will be performed as part of this development.

Section 9: Development consultant agreement is not applicable

10-3, 10-12: Memoranda of Understanding have not been formally established at this time. Letters of Support from Head Start of Lane County and Early Childhood CARES have been attached indicating both organizations' interest in developing MOUs with Homes for Good for this project.

Self-Certification of Threshold Requirements

I, Jacob Fox, Executive Director of Homes for Good Housing Agency, acknowledge that I have completed the self-certified threshold checklist and that all the required documentation necessary to review this application has been included.

SIGNATURE OF AUTHORIZED OFFICIAL

Signature:



Title:

Executive Director

Name:

Jacob Fox

Date:

11/15/2022

Organization:

Homes for Good Housing Agency

Project:

Naval Reserve Apartments
and Early Learning Center

Attachment B

SUBMIT THIS FORM WITH YOUR APPLICATION: PROJECT COMPATIBILITY WITH HOME FUNDING

As the applicant, it is your responsibility to know and understand the regulations and requirements of the funding source(s) you are applying for. The following questions will help you determine what local, state and federal requirements your project may be subject to. This is not exhaustive, and there may be other regulations or requirements pertaining to your project that are not covered in this questionnaire. *Submit this form with your application.*

PROJECT TITLE: Naval Reserve Apartments and Early Learning Center

1. Does your project meet application HOME income and rent limits? ☒ Yes ☐ No
2. Is your target population identified in the 2020 Consolidated Plan? ☒ Yes ☐ No
3. Do you have the capacity to maintain accurate income documentation and keep records and data current, as required by the HOME program? ☒ Yes ☐ No
4. Is the proposed project within the Eugene City Limits or Springfield City Limits? ☒ Yes ☐ No
5. Does the proposed project meet the existing local zoning and land use laws? ☒ Yes ☐ No
(documentation must be included with application)
6. Do you have site control for the property? ☐ Yes ☒ No
7. If your project includes using HOME funds for acquisition, has a Notice to Seller been issued to the seller? *(copy must be included with application)* ☐ Yes ☐ No ☒ n/a

8. **If new construction**, do your plans and specs include Section 504 and State Building Code requirements? (accessibility standards) ☒ Yes ☐ No ☐ n/a
9. **If your project involves an existing building**, is the existing structure **less than 50 years old**? ☐ Yes ☐ No ☒ n/a
10. Is the subject property vacant or occupied by the owner? ☒ Yes ☐ No
- If it is not vacant:**
- Has a tenant Self-Certification been completed for each unit? ☐ Yes ☐ No ☒ n/a
- General Information Notices Sent to existing occupants?
(copies of notices with acknowledgement of receipt must be included with the HOME application) ☐ Yes ☐ No ☒ n/a
11. **If relocation will occur**, either temporary or permanent, have adequate funds been set aside for this activity, and are they reflected in your application? ☐ Yes ☐ No ☒ n/a
12. **If your project includes construction**, is your project subject to federal Davis-Bacon wage requirements? ☒ Yes ☐ No ☐ n/a
13. Is your project located **outside** the 100-year floodplain? ☒ Yes ☐ No
14. Is the project site **free of** any wetlands? ☒ Yes ☐ No
15. Is the project site **free of** any identified environmental contamination or hazards? ☒ Yes ☐ No
16. Does your project leverage at least 25% of total project cost in non-federal sources of funds? ☒ Yes ☐ No
17. Can you demonstrate a commitment of leveraged funds? ☐ Yes ☒ No
18. Does your project create/add additional units to the housing stock? ☒ Yes ☐ No

SECTION 1 Project Summary

1. Project Name and Location

Project Name:	Naval Reserve Apartments and Early Learning Center
Project Address:	About 1520 W. 13 th Avenue
City and Zip Code:	Eugene 97402
Project Map and Taxlot:	17-04-36-42-10400
Current Zoning:	Public Land
Census Tract and Block Group*:	Census Tract: 45.01 Block: 3
Name of Ownership Entity:	To be determined LP.
Total HOME award requested:	\$3,000,000

*This information can be found from the [US Census Bureau](#). Under the 'vintage' drop down menu, select Census 2010.

2. Applicant Information

Organization:	Homes for Good Housing Agency		
Project Contact Person:	Matt Salazar		
Phone:	(541)682-2528	Fax:	541-682-3411
Email:	msalazar@homesforgood.org		

3. Development Consultant (if applicable)

Organization Name:	n/a		
Consultant Name:	n/a		
Phone:	n/a	Fax:	n/a
Email:	n/a		

4. Will the Development Consultant serve as the primary project contact? Yes ☐ No ☐ N/A ☒

5. Development Organization/Applicant Type (*check only one*):

- ☒ Local Housing Authority
- ☐ Nonprofit Community, Neighborhood, State or Regional Organization
- ☐ Community Housing Development Organization (CHDO)
- ☐ Other (please specify)

6. Rental Project Activity Type *(check all that apply):*

- ☒ Acquisition
- ☐ Rehabilitation/Preservation of Existing Rental Housing
- ☒ New Construction
- ☐ Rehab or Adaptive Reuse of an Existing Building (not currently residential)
- ☐ Redevelopment
- ☐ Mobile Home Park Preservation
- ☐ HUD/USDA Preservation
- ☐ Expiring Tax Credit Property
- ☒ Mixed Use (please explain)
- ☐ Other (please specify)

7. Proposed Ownership Structure *(check all that apply)*

- ☐ Nonprofit
- ☐ Limited Liability Corporation (LLC)
- ☐ Limited Liability Partnership (LLP)
- ☒ Limited Partnership (LP)
- ☐ CHDO
- ☐ Nonprofit Single Asset Entity
- ☐ Other Corporation
- ☐ Joint Venture
- ☐ Cooperative
- ☐ Other, Describe:

8. For Existing Housing Only *(check one):*

- ☐ Privately Owned
- ☐ Publicly Owned
- ☐ Owned by Applicant
- ☐ Other (please specify)

9. Total number of existing units:

Total number of units proposed:

Will there be a unit set aside for an on-site manager? Yes ☒ No ☐

Rental Assistance

10. Are any existing low-income housing units that are part of the project currently receiving rental assistance? Yes ☐ No ☒

11. Do you have a commitment for rental assistance to housing units in the project? Yes ☐ No ☒

12. If yes to either, indicate the type of rental assistance:

- ☐ Section 8 Project Based Vouchers
- ☐ Section 8 Housing Choice Vouchers
- ☐ HUD 811/202 rental assistance contract
- ☐ Other (please specify)

13. Number of housing units receiving rental assistance:

14. Number of years remaining on rental assistance contract:

15. Is the project currently required to restrict rents? Yes ☐ No ☒

a. If yes, what is the expiration date?

Low Income Housing Tax Credits (LIHTC)

16. Does this project propose to use Low Income Housing Tax Credits? Yes ☒ No ☐

a. If yes, please select the LIHTC type below:

- ☒ 4% tax credit/bond project
- ☐ 9% competitive project

Attachments

☒ 1-1. Map showing project location, nearby facilities (schools, bus stops, parks, etc.) and distances to those facilities