

Genesee County Housing Impact Fund

2024 Program Guide



GENESEE COUNTY
BOARD OF COMMISSIONERS



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Housing Impact Fund Program Overview

The Genesee County Housing Impact Fund is designed to help Genesee County build 500 housing units to support individuals and families in securing safe and affordable housing. This grant aims to address the housing needs of various household income levels, first-time homebuyers, and qualifying populations facing housing instability.

The Genesee County Metropolitan Planning Commission (GCMPC) is now accepting applications from interested for-profit entities, non-profits, and Community Housing Development Organizations (CHDOs) to participate in this Housing Impact Fund. A total of \$10.5 million in funding is available, which includes a combination of three major funding sources: HOME-ARP, HOME, and the Genesee County Our Housing Future Funds. Eligible activities include both single-family and multifamily housing construction projects. The Genesee County Housing Impact Fund seeks to reduce construction costs for new single-family homes and multi-family rental units.

The Genesee County Metropolitan Planning Commission (GCMPC) is the receiving office for all proposal submissions. GCMPC program staff will determine the eligibility of all proposals submitted for the Genesee County Housing Impact Funding and will review proposals in accordance with program objectives and regulations. The Genesee County Community Development Program will form a review committee to evaluate eligible proposals.

The terms of funding will be determined on a project-by-project basis. Funding may be awarded as non-interest-bearing loans, deferred payment loans, or other forms of assistance consistent with the goals of the Genesee County Housing Impact Fund.

Housing Impact Fund Objectives

The intent of the Genesee County Housing Impact Fund is to:

- Provide and expand the supply of decent, safe, sanitary and affordable housing to households with annual incomes up to 120% of Area Median Income (AMI).
- Strengthen public-private partnerships by working with entities that support affordable Housing Impact Funds, both non-profit and for-profit developers, lenders and ultimately the individuals who gain access to affordable housing.
- Provide housing opportunities for eligible populations experiencing homelessness or at risk of housing instability.
- Promote single family homeownership for Genesee County residents with annual incomes up to 120% (AMI). 120% AMI is equal to a four person household making \$95,000 in a year.

Genesee County Goals & Priorities

The Genesee County Board of Commissioners has implemented a set of four county-wide goals. All projects funded through this program are required to meet one of the four county priorities. The goals are as follows:

- Healthy, Livable, and Safe Communities
- Long Term Financial Stability
- Inclusive, Collaborative Culture
- Community Growth



Details regarding these goals and priorities can be found [here](#).

Eligible Activities

The following housing types are eligible for funding:

1. Low-Mod Single Family & Multifamily

This funding is intended to reduce the construction cost for new single-family homes and multi-family rental units while increasing the housing stock in Genesee County. This will create better housing opportunities for low- to moderate-income Genesee County residents.

Target Populations

All candidates are required to assist individuals whose income falls at or below 80% of the Area Median Income (AMI) as part of this grant aimed at providing affordable housing.

Eligible Activity Types

- Single Family New Construction
- Multi-Family New Construction

2. Qualifying Populations & Multifamily Rental

This funding is intended to address the housing shortage of affordable rental units among low-income households with preference to the Qualifying Populations. For more information on Qualifying Population please view the [CPD 21-10 Notice](#)

Target Populations

Households experiencing homelessness, at risk of homelessness, fleeing domestic violence, or other populations who require services or housing assistance to prevent homelessness.

Eligible Activity Types

- Multi-Family New Construction

3. Missing Middle Single Family & Multifamily

This funding is intended to increase the supply of housing stock to support the growth and economic mobility in Genesee County

Target Populations

Applicants must aid individuals whose earnings are within 120% of the Area Median Income (AMI) as part of this grant intended to offer housing for households slightly above the income thresholds of standard housing programs.

Eligible Activity Types

- Single Family New Construction
- Multi-Family New Construction

4. Unique & Innovative Housing Projects

This funding is intended to create opportunities for new construction, non-owner-occupied rehabilitation projects and other adaptive reuse Housing Impact Funds.

Target Population

Applicants must aid individuals whose earnings are within 120% of the Area Median Income (AMI) as part of this grant intended to offer housing for households slightly above the income thresholds of standard housing programs.

Eligible Activity Types

- Single Family
- Multifamily
- Mixed use development

Program Requirements

Eligibility Requirements

To support the development of affordable housing and foster sustainable community growth, Genesee County has established a set of eligibility criteria for developers applying for housing grants. These criteria are designed to ensure that only qualified and experienced developers are considered, and that their proposed projects align with the goals of providing affordable, sustainable, and community-focused housing. Applicants must meet specific standards related to their background, project requirements, financial stability, community impact, and legal compliance. By adhering to these criteria, developers can demonstrate their capability to deliver high-quality housing projects that contribute positively to the community.

Please see the eligibility criteria for developers seeking to apply for this housing grant below:

1. Developer Background

- Must have a minimum of 5 years of experience in residential property development.
- Must have successfully completed at least three residential projects in the past 10 years.
- Must demonstrate financial stability with audited financial statements for the previous fiscal year.

2. Project Requirements

- The proposed project must be an eligible activity aimed at providing affordable housing.
- All projects must be located in Genesee County.
- All projects must involve the construction of a minimum of 10 housing units.
- The project must be completed within 2 years from the date the written agreement was signed.
- Developer must have site control or be actively obtaining site control on all proposed project locations at the time of application.

3. Financial Criteria

- Must submit a detailed budget, sources and uses, and proforma with a clear outline of how the grant funds will be used.

- Developers must demonstrate that they have secured or can secure more than one funding source.
- Must provide the most recent audit or financial statement.
- Must provide System for Awards Management (SAM) registration. Must be registered in SAM and not on the federal debarred list.

4. Community Impact

- Developer must provide a current market demand study for the neighborhood where the project is to be located.

5. Submission Requirements

- A complete grant application must be submitted through Neighborly
- All supporting documents must be submitted with your application
- Incomplete applications will not be accepted

Income Limits

U. S. Department of Housing and Urban Development income limits are used to determine eligibility for housing units that are federally funded. All developments shall follow these guidelines.

Please see the [FY 2024 income limits](#) below:

FY 2024 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$78,300

MAXIMUM INCOME LIMITS

Household Size	30% Extremely Low Income	50% Very Low Income	60% Low Income	80% Moderate Income	120% Middle Income
One Person	\$16,750	\$27,900	\$33,480	\$44,600	\$66,850
Two Person	\$20,440	\$31,850	\$38,220	\$51,000	\$76,400
Three Person	\$25,820	\$35,850	\$43,020	\$57,350	\$85,950
Four Person	\$31,200	\$39,800	\$47,760	\$63,700	\$95,500
Five Person	\$36,580	\$43,000	\$51,600	\$68,800	\$103,150
Six Person	\$41,960	\$46,200	\$55,440	\$73,900	\$110,800
Seven Person	\$47,340	\$49,400	\$59,280	\$79,000	\$118,450
Eight Person	\$52,550	\$52,550	\$63,060	\$84,100	\$126,100

Released by HUD 5.01.24

*Income limits are updated annually

Rent Limits

The Housing Impact Fund places long-term limits on rents that may be charged for Housing Impact Fund assisted units. Please review the [FY 2024 Rent Limits](#). Rent limits are updated annually.

Genesee County Housing Impact Fund Rent Limits						
	1BR	2BR	3BR	4BR	5BR	6BR
Low Rent Limit	\$746	\$896	\$1,035	\$1,155	\$1,274	\$1,393
High Rent Limit	\$854	\$1,061	\$1,312	\$1,444	\$1,575	\$1,705

* Low Rents: 0% - 50% AMI

* High Rents 51%-120%AMI

Awards

Applicants will receive only one award per application. Applicants may submit multiple applications if they have additional eligible projects. The maximum award amount per application is \$1,000,000.

Affordability Period

To ensure that Housing Impact Fund investments yield affordable housing over the long term, Genesee County imposes rent and occupancy requirements over the length of an affordability period. For new construction projects and rentals, the minimum affordability period is 20 years.

Lien Requirements

Genesee County will place a lien on each Housing Impact Fund property for the duration of the affordability period. A lien secures Genesee County's financial investment.

Deed Restrictions

During the affordability period, the property owner must maintain the home as affordable for buyers or renters within the income limits. A deed restriction serves as a legal mechanism to enforce this requirement.

Repayment Requirement

All Housing Impact Funded projects will require some form of repayment at the end of the affordability period. The funds received from project payoffs will be allocated to a fund that enables Genesee County to finance future projects.

Environmental Review

Genesee County Housing Impact Funded projects will be reviewed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities. No funds will be committed to a Housing Impact Fund project before the completion of the environmental review and approval of the request for release of funds and related certification. The environmental review process ensures that the project at hand will not have any negative effects/disturbances to the natural and built environment surrounding it. To ensure compliance during the environmental review process, staff follow the rules and regulations established in 24 CFR Part 58.

Section 3

Section 3 is required for all projects. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Davis Bacon Act

Davis-Bacon is required for all projects per Genesee County Resolution 2024-582. This provides that all County contracts shall contain provisions with respect to minimum wages, fringe benefits, payments without deductions or rebates, withholding funds from contractors to ensure compliance with the wage provisions.

Build America, Buy America (BABA)

BABA is required for all projects. BABA requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subjected to and approved waiver. This requirement is known as the “Buy America Preference (BAP)” and the specific requirements are codified in [2 CFR 184](#).

Application Process

Neighborly Overview

Initial applications and full applications will be submitted through Neighborly an on-line grant management system. Neighborly is also the portal where Housing Impact Fund subrecipients can access their funding information and request reimbursements for completed projects. The subrecipient portal can be accessed at <https://portal.neighborlysoftware.com/geneseecountymi/Participant>.

An initial application must be submitted and approved prior to completion of the full application. Staff will review initial applications to determine eligibility. More in-depth information will be required in the full application. Additional attachments will also be required.

All proposals must be submitted through Neighborly. Fax, mail, in person deliveries, or email proposals will not be accepted.

Initial Application

The Initial Application is used to gather basic information about the project. Staff will request agency details, points of contact, and ask the applicant to identify the project type. Based on the project's scope of work and the funding requested, staff will determine if the Initial Application is eligible for a full application submission.

Initial Application Timeframe

Applicants will have 60 days from the release date to complete the initial application. If you have any questions during this period, please contact Anthony Kelly, Planning Specialist, at the Genesee County Metropolitan Planning Commission at (810) 257-3010.

Initial Application Scoring

Applicants will be scored on project scope of work, number of housing units proposed, budget and funding sources available.

Initial Scoring Checklist

1. Project Scope of Work (0-5 points)

- **5 points:** Meets all eligibility requirements.
- **3-4 points:** Meets most eligibility requirements, minor issues present.
- **1-2 points:** Meets only some eligibility requirements, significant gaps.
- **0 points:** Does not meet eligibility requirements.

2. Number of Housing Units Proposed (0-5 points)

- **5 points:** 10+ Units
- **3-4 points:** 5-9 Units
- **1-2 points:** 2-4 Units
- **0 points:** 1 Unit

3. Proposed Budget (0-5 points)

- **5 points:** Budget is clear, well-organized, and professionally presented.
- **3-4 points:** Budget is generally clear and organized, some areas need improvement.
- **1-2 points:** Budget is unclear or poorly organized in several areas.
- **0 points:** Budget is confusing, disorganized, or poorly presented.

4. Funding Sources (0-10 points)

- **9-10 points:** Has strong funding sources but in need of gap funding.
- **6-8 points:** Has strong funding sources, with some areas needing clarification.
- **3-5 points:** Has alternative funding source but several areas of concern.
- **1-2 points:** Only one funding sources and several areas of concern.
- **0 points:** Does not provide adequate funding sources to complete project

Required Documents for Initial Application

The following items must be submitted with the initial application:

- Estimated Budget [Housing Impact Fund Construction Budget Template.xls](#)
- Letter of Support from the Local Unit of Government
- Approval Letter from Board of Directors or Organization CEO
- Proof of Site Ownership
- Documentation Showing SAM Registration Has Been Initiated

Approval and Denial Process

Approval

All initial applications will be reviewed by the Community Development Staff. If the project is deemed eligible, staff will grant access through Neighborly for applicants to complete the full application.

Denial

If the initial application is denied, the applicant will receive a letter detailing the reason for the project's ineligibility or denial.

Full Application

The full application will gather specific details about your organization and project. It will explore factors such as Community Housing Development Organization (CHDO) eligibility, the developer's history and prior experience in affordable housing, project-specific details regarding the target population, housing development design, and composition. Additionally, the application will include an assessment of market demand in the community where the project will be located.

Full Application Timeframe

Applicants will have 90 days from the date the initial application is approved to complete the full application.

Full Application Scoring

The process for reviewing Genesee County Housing Impact Fund proposals is designed to increase efficiency and standardize the evaluation of proposals. All complete and timely applications will be evaluated using the following criteria:

- The Scope of Work (15 points)
 - The Scope of Work provides a detailed and thorough description of the tasks to be completed.
 - The Scope of Work aligns with the goals of the Genesee County Housing Impact Fund.
- Budget Detail (15 points)
 - The budget includes all necessary cost categories.
 - The cost estimates provided are accurate and realistic based on current pricing and rates.
 - The budget aligns with the project scope, ensuring all necessary resources are adequately funded.
 - The budget provides clear justifications for all project costs.
- Funding Security (15 points)
 - The extent to which the funding for the project has been secured.
 - The diversity of funding sources, reducing reliance on a single source.
- Financial Capacity (15 points)
 - The overall financial stability of the applicant, including current financial health and past performance.

- The applicant's experience and track record in managing and completing projects of similar size and scope.
- The applicant's current debt levels and ability to manage liabilities.
- Project Timeline (15 points)
 - The timeline covers all phases of the project, including planning, execution, and closure.
 - The proposed timeline is realistic and achievable given the project scope and limitations.
 - The timeline aligns well with the project's goals and objectives, ensuring that critical milestones are met in a timely manner.
- Assessment of Market Demand identifies demand for the proposed project and was performed within the last 12 months, is based on current reliable data, proposed pricing is appropriate for the neighborhood (15 points)
- The applicant has the capacity to complete the proposed project as a developer as well as experience to manage the affordable housing program proposed here if necessary. (10 points)

Required Documents for Full Application

- Most Recent) By-Laws/Articles of Incorporation/Charter: Documents should include names of board members and group they represent, officers, signatory officials, and date agency was incorporated.
- Financial Audit and Single Audit or Certified Financial Statement
- 501(c)(3) or 501(c)(4) Designation (If Applicable)
- Warranty Deed, Purchase Agreement, Quitclaim Deed, Purchase Option, or Property Deed
- Detailed project timeline
- Proposed (Development) Budget with itemized costs.
- Sources and Uses Statement
- Real Estate Proforma
- Letter(s) of Commitment from Financial Lending Institution(s), all other funding sources.
- Assessment of Market Demand (must have been completed within the last 12 months; must be based on current, reliable data, proposed pricing for project is appropriate for neighborhood)
- Architectural Drawings - (plans and specifications must be in sufficient detail for GCMPC to determine the square footage of each unit, the gross residential square footage of the project (exclusive of common spaces such as halls, stairs, community room, etc.) and the gross square footage of the project as a whole; include a list of unit types, specifying sub-types of each unit size).
- Environmental Site Assessment (If previously completed)