

# **City of Winston-Salem**

## ***Affordable Housing Development Program Manual***

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Neighborhood Services & Housing Development Department  
City of Winston-Salem  
100 East First Street, Suite 423, P.O. Box 2511  
Winston-Salem, NC 27102

SECTION I  
LIHTC PROCESS

# City of Winston-Salem

*Affordable Housing Development Program*

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## 2024 Guidelines for LIHTC Applications



City of Winston- Salem

## Affordable Housing Development Program Overview

The City of Winston-Salem (the “City”) has created the Affordable Housing Development Program (the “Program” or the “AHD Program”) to increase affordable housing options for Winston-Salem residents. The Program will offer flexibility to accommodate a range of development types, including, senior housing, multifamily, acquisition and rehabilitation, new construction and adaptive reuse of non-residential properties for lease.

From time to time, the City will issue a request for development proposals under the AHD Program. This overview should be followed as a resource on the guidelines for the City’s approval.

### A. Income Restrictions and Eligible Activities

The target populations for the AHD Program are low-income, moderate-income, and disabled households. All Projects that receive any amount of funding through the AHD Program must be disability-neutral unless a committed or anticipated capital or operating subsidy source requires disability-specific targeting.

Pursuant to the City’s Affordable Housing Ordinance (Section 2-9 of the Code of Ordinances for the City of Winston-Salem), every multifamily Project funded under this Program will have an affordability period of at least 30 years, and 65% of the units must be developed or renovated for affordable housing.

- 20% of the units shall be set aside for eligible households with incomes at 30% and below of the area median income.
- 30% of the units shall be set aside for eligible households with incomes at 31%-50% of the area median income and
- 50% of the units shall be set aside for eligible households with incomes of 51-80% of the area median income.

The remaining 35% of the units may be occupied or leased to persons meeting the income requirements for either workforce housing, market rate housing, or a combination of thereof. To the extent that specific funding sources are already committed or requested, applicants must demonstrate the ability to comply with the most restrictive requirements. Notwithstanding the requirements of the Affordable Housing Ordinance, a multifamily project may have a more restrictive set-aside than the Affordable Housing Ordinance requires (e.g., a developer commits to renting 100% of the units for households at or below 80% of the area median income).

### B. Priority Activities

As reflected in Application Scoring Criteria, priority will be given to Projects that:

- Leverage other capital funding sources.
- Offer operating assistance or project-based rental assistance.
- Show partnerships with local provider agencies, local community resources, and/or health and hospital systems, including financing or services provided by the health and hospital system.

- For projects less than 5000 sq. ft., designs include installation of fire sprinkler system.

### **C. Eligible Applicants**

Non-profit, for-profit, and joint-venture developers are eligible to apply for funds under the AHD Program. Affordable housing development and operation require knowledge and skills that may not currently exist in full at any one organization. Projects that build on the strengths of several organizations, including development partners, will be accepted. The roles, responsibilities, and capacity (including financial capacity) of each entity will be analyzed.

### **D. Types of Funding**

The City will evaluate the viability of each proposal and then determine which, if any, funding sources are eligible and most appropriate. The amount of funding to be awarded will not exceed the amount necessary to make the Project financially feasible, as determined by the City in its sole and absolute discretion. The City may add or remove costs as deemed necessary to support the development and operation of the Project. Awards may be in the form of amortizing loans, forgivable loans, or grants. Funding can come from various sources including but not limited to: Housing Opportunities for Persons With AIDS (“HOPWA”), HOME Investment Partnerships Program (“HOME”), Housing Development Block Grant (“CDBG”), and General Obligation Bond (“GOB”) funds.

***If the proposal is approved, the City reserves the right to select the funding source(s) for all Projects. One or more of the aforementioned funding sources may not be available or appropriate. All funding awards, including the amount of the award and the funding source, remain subject to final approval by the Winston-Salem City Council.***

### **E. Funding Provisions**

This is a competitive application process for limited funding. City financial assistance typically will be in the form of a loan, provided on a "gap" basis once all other available funding is applied to the project cost. Applicants that meet the minimum criteria are not guaranteed an award. Also, the City may fund successful applications for less than the amount requested. No contracts can be executed until the selection process has been completed and all regulatory requirements have been met.

Each Project awarded under the Program will be required to execute a land use restriction agreement at the initial closing which outlines the terms of the thirty (30) year compliance period during which a Project must comply with the occupancy restrictions (both income and rent) and amenities represented in the Project’s Application. Depending on the source of funds and number of units, the project may be required to comply with Section 3 or Davis-Bacon labor standards. Further, each Project funded through the AHD Program must comply with the requirements imposed by its most restrictive funding source.

## Section 2: Application Submission and Evaluation Process

### A. Application Submission

A copy of the Developer’s Application and checklist are located on the City’s website. Complete proposals must be submitted on the portal at: [Neighborly Software Portal](#). Applicants are encouraged to provide as much detail and background information about the Project as possible. Detailed information will assist the City in determining whether (1) there is adequate market demand for the Project in terms of unit mix and rental structure; (2) the Project is in an area with a shortage of AHD units; and (3) the Project is in an environment that will meet the needs of the tenants. Instructions for accessing the Neighborly Software portal and registering an account can be for on the City’s website and [here](#). A sample application is included in **Appendix B**.

Once in Neighborly Software, applications are to be submitted under the “**Development Projects**” section. When initiating an application in Neighborly Software, please use the following naming convention for the project: “Applicant Name-AHD.” For example, if an Applicant named “Helping Benefits” is applying for funding, the case name would be “Helping Benefits AHD.”

Applications must be certified by an authorized signer. An electronic signature on the application indicates the applicant’s representative has permission to submit the application. All application materials will be available on the City website at least 30 days prior to the application deadline.

Applications will not be accepted in paper form. Please direct any questions to [shantelm@cityofws.org](mailto:shantelm@cityofws.org).

Please see **Appendix C** for the annual application schedule.

### B. Evaluation of Applications

Applications will be reviewed for completeness and eligibility.

**Completeness of Application-** The Application must be received by the designated Application deadline, if applicable, and will be reviewed for completeness. This includes the following:

- 1) Completed Application forms
- 2) All required checklist items
- 3) Any supporting documentation the Applicant wishes for the City to review

If the City finds that the Application is not complete, the City reserves the right to reject the Application and notify the Applicant with stated reasons for denial.

Applications will be evaluated in the following manner:

**Development Quality** – Development quality is very important, and proposals will be evaluated utilizing a detailed scoring matrix which takes into account many different variables. These variables include design, sensitivity to the natural environment, transportation access (pedestrian and vehicular), proximity to necessities and amenities, such as schools, grocery stores, parks, greenways, places of employment and emergency services. Proposals will also be reviewed for existing infrastructure, such as utility connections and street access. If no existing infrastructure, applicants must include an infrastructure plan. Applicant must also submit representative floor plans, elevations, and conceptual site plans with the proposal. Proposals must include a minimum of five amenities from the Amenities chart below. **Section 3(B)(i)** All new construction must meet or exceed Energy Star guidelines. For rehabilitation, Energy Star guidelines should be used and met where feasible. Proposals are expected to embrace all possible sustainability measures, including conservation and protection of environmental resources, green building (LEED standards), water conservation, tree conservation, recycling of construction and residential waste, energy efficiency, integration/use of local pools of low-income labor, etc.

**Leveraged Resources/Financial Feasibility** - The proposal uses leveraged resources as a percentage of total funding sources in the Project’s development budget. Leveraged resources under this category are defined as permanent funding provided by a non-City source and excluding deferred developer fees. In Projects where the leveraged resource is a contribution of direct financial assistance from an area employer that is otherwise not participating in the development of the Project, the assistance must be in the form of an unsecured loan giving no foreclosure rights to the employer or a grant giving no recapture rights to the employer.

**Development and Management Team** – Developers will be evaluated based on their development experience and financial capacity. The development and management team must demonstrate prior successful experience with comparable size and type projects. The credit and financial management of the developer or sponsor will be evaluated to ensure acceptable financial capacity to carry the project forward. The developer’s experience in the development of similar projects will receive priority consideration.

**Minority/Women Business Enterprise Participation (M/WBE)**- The City is an equal opportunity employer. Minority participation in the project is an important factor for selection. The City has a general goal of 10% minority and women owned business participation in projects. Applicants must demonstrate a good faith effort to achieve this goal and should include documentation with their proposal that addresses these criteria.

**Additional Points Available: (not mandatory)**

**Collaboration with Local Agencies to provide Supportive Services**

To encourage more comprehensive housing environments for residents, proposals that include collaboration with local agencies, hospitals or service providers offering significant services tailored to the tenant population will receive preference in funding. Proposed services should consider the unique characteristics of the resident population (i.e., senior, disabled, or

multifamily) and help them to identify, access and manage available resources. The desired outcome is for residents to stay housed, have social and community connections, improve their physical and mental health, increase their income and employment and to be satisfied with the services and housing.

Some examples of services include, but are not limited to the following:

- Literacy sources for adults
- Credit and budget counseling
- Life skills and employment services
- Nutrition and cooking classes
- Food pantry
- Clothes closet
- Job training and job placement services
- Onsite health screenings

To receive the additional points. The proposal must include a detailed supportive services plan explaining the type of service to be provided, who will provide them, how they will be provided, and how they will be funded. A Letter of Intent from the service provider must also be provided.

Evaluation Criteria	Maximum Points
Development Quality	35
Leveraged Resources/ Financial Feasibility	30
Development and Management Team	25
M/WBE Participation	10
<i>Additional Points: Supportive Services</i>	10

### Section 3: Mandatory Application Criteria, Documents, Certifications

#### A. Mandatory Criteria

- 1) The agency must have “Current-Active” status with the North Carolina Secretary of State to conduct business in the State of North Carolina ([Link to NC SOS](#))
- 2) The agency must submit third-party financial review or audited financial statements prepared by a qualified accountant or accounting service covering the organization’s most recent fiscal year. Audit findings may make the applicant ineligible to receive assistance from the City.
- 3) The agency must not be debarred or suspended by any federal agency.
- 4) The application must be complete and responsive. All questions must be answered completely. Please refer to the developer’s [application](#) and [checklist](#) for a comprehensive listing of documentation needed for review.



- 5) The agency must be not on the North Carolina State Treasurer’s list of companies engaged in a boycott of Israel in violation of N.C.G.S. § 147-86.80 et seq., nor will it be allowed to utilize any entity on said list in connection with the Project.
- 6) The agency must not be on the North Carolina State Treasurer’s list of persons engaging in business activities in Iran pursuant to N.C.G.S. § 147-86.58, nor will it be allowed to utilize any entity on said list in connection with the Project.

## **B. Development Application Certification**

All Applications must include a signed Application Certification, Organizational Chart, and an Identity of Interest form. These documents can be found on the City’s website.

Applicants are encouraged to provide as much detail and background information about the Project as possible. Detailed information will assist the City in determining whether: there is adequate market demand for the Project in terms of unit mix and rental structure; and the Project is in an environment that will meet the needs of the tenants.

## **C. Architectural Standards, Universal Design, and Amenities Certification**

The City accepts the Designs Quality Standards and Requirements standards provided under **Appendix A – Affordable Housing Design Guidelines**.

Qualified Allocation Plan issued by the North Carolina Finance Agency. Each proposal submitted must meet the minimum design standards set forth therein. The project architect must certify to approved design codes and standards and amenities at closing and for final funding.

Universal Design is a concept in which products and environments are designed to be usable by all people, regardless of capabilities, to the greatest extent possible without the need for adaptation or specialized design. The City views Universal Design not as a building code or standard, but rather as a set of features that should integrate seamlessly into the design of a dwelling unit, providing market appeal and possibility for residents to age in place. Whether applied to standard units or units designed under an accessibility code, the goal of Universal Design is to produce as normal and appealing an outcome as possible.

### **i. Amenities**

The Application must include Project amenities, and a minimum of five amenities selected from the list below must be incorporated in the Project and identified. A minimum of three of the five shall be from First Priority Categories. All common use areas must be fully accessible to those with disabilities in compliance with all applicable State and Federal laws and regulations.

The City encourages creativity and dual function design and, therefore, it is possible for a single amenity to qualify as more than one option in the following list.

<b>Accessibility</b>	<b>Community Spaces</b>	<b>Sustainability</b>
<b>First Priority</b>	<b>First Priority</b>	<b>First Priority</b>
Looped Walking Paths or Connected sidewalks throughout the entire Project	Computer room equipped with at least 2 (two) computers	Upgraded landscaping including one tree planted on site for every 10 units. 100% native and adaptive plantings/ landscaping
Private Services Office	Health and wellness center	Electric vehicle charging infrastructure
On-site Management Office	Exercise/ fitness center with at least one machines for every 16 units	On site car sharing
On site community laundry room	Secured bicycle parking (minimum of 3 slots per 16 units)	Screen doors on all exterior doors
Gated entry which requires visitors to check in/ access by codes or cards for gate entry	Equipped sports courts (volleyball, tennis, basketball etc. for every 20 units)	Fire Sprinkler System for projects less than 5,000 sq. ft.
	Porch/ patio/balcony for each unit	Dedicated recycling area within the Project
<b>Second Priority</b>	<b>Second Priority</b>	<b>Second Priority</b>
Walk in closets available in at least one bedroom of every unit	Garden plots/designated community garden area with a minimum of 15 square feet per unit	Trash and or recycling disposal chutes or other refuse collection system
Washer and dryer in every unit	One picnic table and one grill for every 16 units	
	Community Room	
	Outdoor entertainment space such as an outdoor theater and gazebo with available seating	
	At least one additional common room in conjunction with a community room for an identified activity (e.g., community kitchen, library, hair salon, billiards room, arts & crafts room, game room, dining room, etc.)	

## **Section 5. Award**

The application will be subject to scoring by City's internal Affordable Housing Development committee. Applicants with the highest collective score will have their project recommended for preliminary approval by the City Council- funding subject to availability. A Conditional Commitment will be issued by the Housing Development Department specifying the project's set aside and terms for funding has been approved for presentation to Winston-Salem City Council for funding approval. Upon final approval from the Winston-Salem City Council, the City will fund the Project. If the Applicant does not satisfy the terms and conditions of the Commitment, or subsequent requirements added by Winston-Salem City Council within the specified time frame, then, subject to City's sole and absolute discretion, the funding commitment may not be awarded and may be withdrawn.

The City will not pay any project costs incurred prior to the closing of the award and funding of the project. Closing shall be at such time as the applicant satisfies the terms and conditions of the Commitment as determined by the City in its sole and absolute discretion. Upon closing, the Applicant must sign a 30-year land use restrictive covenant or other document that provides rent restrictions in accordance with the approved project documents.

Applicants must agree to comply with all applicable Federal and State of North Carolina requirements. Such requirements may have significant impact on the costs and complexity of the Project.

Applicants are expected to be familiar with the full range of all legal and statutory compliance requirements applicable to the funds awarded, and to obtain all necessary information and advice so that they can comply with such requirements. The following is a brief, but not complete or exhaustive, summary of certain aspects of the major compliance requirements.

### **A. Approval of Final Plans and Specifications**

The City must approve the complete final architectural plans and specifications for the Project. The complete plans and specifications must incorporate all mandatory requirements, as well as any scoring criteria for which the Project received points. The Project Architect and Owner will issue compliance certifications upon closing and funding.

### **B. Environmental Assessment**

If a Project Site(s) will require remediation, the Applicant's development budget must include both an environmental remediation line item to cover the scope of the remediation, and an environmental remediation contingency line item in the amount of ten percent (10%) of the remediation costs.

If federal funds are awarded, a determination will be made as to whether an environmental clearance from HUD will be required. If such clearance is required, the Applicant may not undertake, or commit any funds to, physical or choice-limiting actions, including property acquisition, demolition, tenant relocation, rehabilitation, conversion, repair, site prep or construction prior to receipt of environmental clearance from HUD.

### **C. Excluded Parties**

The Excluded Parties List System (“EPLS”) includes information regarding entities that have been debarred, suspended, proposed for debarment, excluded, or disqualified under the no procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. The City will check all names of all Participants against the EPLS found at [www.epls.gov](http://www.epls.gov). The City may rescind a conditional approval of a funding award if a Participant appears on EPLS.

### **D. Labor Standards**

The City will implement labor standards on demolition, construction, and rehabilitation Projects. The City will ensure the Project complies with Davis Bacon and Related Acts (DBRA). Federal Regulations can be found in part from the Code of Federal Regulations (Title 29 CFR, parts 1,3,5,6 and 7). If a loan or grant from another source requires a Project to comply with the Davis-Bacon Act, 40 USC 276a et seq., the requirements of the other source will prevail.

### **E. Fair Housing**

Fair housing is otherwise known as equal housing opportunity. Federal, state, and various local laws legally define fair housing and identify specific protected classes, based on documentation of past patterns of discrimination. The term protected class is used in U.S. antidiscrimination law to describe groups of people who are protected from discrimination and harassment that characterize members of protected classes, as defined by federal and North Carolina State laws. The following descriptors characterize members of protected classes as defined by federal and State laws.

- Federal: race, color, religion, national origin, sex, handicap or disability, and familial status.
- State of North Carolina: race, color, religion, national origin, sex, familial status, and disability.

#### **i. Fair Housing Act of 1968 as amended in 1988 (“Fair Housing Act”)**

Title VIII of the Civil Rights Act of 1968, also known as the Fair Housing Act, prohibits discrimination based on race, color, religion, national origin, sex, familial status, or disability and requires landlords to make reasonable accommodations and modifications for tenants with disabilities.

The Fair Housing Act requires the Secretary of HUD to administer housing and development programs and activities that “affirmatively further” (actively support and encourage) fair housing. Participants must undertake specific activities to affirmatively further equal opportunity and fair housing and must assure all activities and services are accessible to persons with disabilities.

#### **ii. Section 504 of the Rehabilitation Act of 1973 (“Section 504”)**

Section 504 prohibits discrimination in federally funded programs. For a federally assisted new construction housing Project, Section 504 requires five percent (5%) of the dwelling units, or at

least one unit, whichever is greater, to meet Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter, for persons with mobility disabilities. An additional two percent (2%) of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

iii. The Americans with Disabilities Act of 1990 (“ADA”)

The ADA prohibits discrimination on the basis of disability in government-funded programs, including housing programs (Title II), as well as public accommodations (Title III), which means that rental offices, homeless shelters, and other on-site business locations used by the public, including common areas of public/assisted housing, must be accessible to persons with disabilities.

iv. *Olmstead v. L.C.*, 527 U.S. 581 (1999)

*Olmstead* found that persons with disabilities have a right to receive their services in the most integrated setting according to their needs and desires. The following guidance on *Olmstead* and how it relates to housing has been released by HUD and the U.S. Department of Justice: <http://portal.hud.gov/hudportal/documents/huddoc?id=OlmsteadGuidnc060413.pdf>  
[http://www.ada.gov/olmstead/q&a\\_olmstead.htm](http://www.ada.gov/olmstead/q&a_olmstead.htm)

v. Non-Discrimination Ordinance

The Applicant must fully comply with the City's Non-Discrimination Policy, as set forth in Chapter 2, Section 2-8 Entitled “Policy of Nondiscrimination” of the Winston-Salem City Code. As part of such compliance, the Applicant shall not discriminate on the basis of race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, veteran status, disability, age, marital status, familial status, protected hairstyle, political affiliation, or national origin in the screening of applicants, the hiring and treatment of its employees, the provision of the services set forth herein, and the solicitation, selection, hiring, or treatment of its subgrantees/subcontractors, vendors, or suppliers (collectively “subcontractors”), if any, in connection with this Agreement or contract solicitation process if applicable, nor shall the Applicant retaliate against any person or entity for reporting instances of such discrimination. The Applicant shall enact employment policies consistent with this obligation to refrain from such discrimination and shall provide evidence of such to the City within 90 calendar days of the first receipt of City funds. The Applicant shall provide equal opportunity for subcontractors to participate in all of its subcontracting and supply opportunities, if any, under this Agreement, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The Applicant understands and agrees that a violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the Applicant from participating in City contracts, or other sanctions.

The Applicant agrees to: (a) promptly provide to the City in a format specified by the City all information and documentation that may be requested by the City from time to time regarding the screening of applicants, the hiring and treatment of its employees particularly if City funds were

used for such, and the solicitation, selection, treatment, and payment of subcontractors, if any, in connection with this Agreement; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors that the Applicant has used on the Project, including the total dollar amount paid by the Applicant on each subcontract or supply contract. The Applicant further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Non-Discrimination Policy and to provide any documents relevant to such investigation that are requested by the City. The Applicant agrees to provide to the City, from time to time on the City's request, payment affidavits detailing the amounts paid by the Applicant to subcontractors and suppliers in connection with this Agreement within a certain period of time. Such affidavits shall be in the format specified by the City from time to time. Nothing in this Agreement shall infringe upon the rights of the Applicant afforded by state or federal law.

#### **F. Section 3 and Minority- and Women-Owned Business Enterprises**

Projects will comply with Section 3 of the Housing and Urban Development Act of 1968 if an awarded loan or grant from a funding source triggers such requirement. In addition, hiring practices shall comply with any applicable State or Federal requirements, including but not limited to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act. It is the policy of the City to provide minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to, participation in procurement contracts for commodities and services, as well as for contracts relating to construction, repair work and/or leasing activities.

It is further the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities based on race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination. The City requires a 10% M/WBE participation goal to be set on all submittals for professional and other services. A proposer may meet this goal through the participation of certified M/WBE sub-consultants, through his/her own performance on the project if the proposer is a certified minority/woman-owned firm, or through demonstrating a good faith effort to meet the M/WBE participation goal. Proposals that demonstrate the utilization of M/WBE firms pursuant to City standards will receive priority consideration.

The 10% M/WBE goal shall be satisfied by an entity that qualifies as a Minority Business Enterprise under N.C. General Statute 143-128, and that has been certified by the State of North Carolina's Office for Historically Underutilized Businesses and must be HUB certified at the time the proposal is submitted. If an entity is certified as a Minority Business by a state other than North Carolina, proof of certification must be submitted with the proposal. Firms shall remain certified for the duration of the contract.

If the M/WBE Office determines that the business is not certified at the time the proposal is submitted, the business will not be counted towards the M/WBE goals.

#### **G. Management Documents**

All Projects will prepare a tenant selection plan, management plan, management agreement, affirmative fair housing marketing plan, and sample lease to be reviewed and approved by the City. At the City's discretion, some Projects may be required to provide a marketing plan and marketing agreement.

#### **H. Regulatory Period**

Projects will be required to execute a land use restriction agreement with the City, whereby the Owner shall agree to maintain unit affordability, and serve the targeted populations, for a minimum 30-year period.

#### **I. Reporting and Monitoring**

Upon the issuance of notice of funding, the developer will submit a monthly progress report until achievement of initial 100% occupancy. The City will assess property and unit condition, compliance with affordability and targeting requirements, and financial stability through submission of audits on an annual basis.

#### **J. Agreement Execution and Project Completion**

It is the City's expectation that an award agreement will be fully executed within one year of Winston-Salem City Council approval and completion of the development project will occur within 2 years of the fully executed award agreement/contract. Project completion means that the project has been properly inspected and the developer has received a Certificate of Compliance and Occupancy from the Winston-Salem/Forsyth County Planning and Development Services Department. The City reserves the right to withdraw any committed funding from said projects that do not meet these requirements.

#### ***CONTACT INFORMATION***

**All questions pertaining to the application process should be emailed to Shantell McClam ([shantelm@cityofws.org](mailto:shantelm@cityofws.org)) and/or Samuel Hunter ([samuelhu@cityofws.org](mailto:samuelhu@cityofws.org))**

## LINKS TO SUPPLEMENTAL INFORMATION AND DOCUMENTS

### AFFORDABLE HOUSING LENDERS

- ❖ <http://corp.fhlbatl.com/services/affordable-housing-programs/>
- ❖ <https://www.nchfa.com/>

### CITY OF WINSTON-SALEM GOVERNMENT RESOURCES

- ❖ [Housing Justice Act](#)
- ❖ [Affordable Housing Program](#)
- ❖ [Affirmative Marketing Policy.docx](#)
- ❖ [Historic Resources Commission](#)
- ❖ [Inspections and License Portal](#)
- ❖ [Minority-Womens-Business Resources](#)
- ❖ [Unified Development Ordinances](#)

### PLANNING RESOURCES

- ❖ [HUD Community Planning and Development Map Tool](#)



SECTION II  
SMALL SCALE CITY  
OWNED  
LOTS/FUNDING  
PROCESS

# City of Winston-Salem

*Affordable Housing Development Program*

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## 2024 Guidelines for Small-Scale Development and City-Owned Lots Applications



City of Winston- Salem

## City-Owned Lot Program Overview

The City of Winston-Salem (the “City”) has created a Small-Scale Development Program (the “Program” or the “AHD Program”) to create and preserve affordable rental and owner-occupied housing with an overall goal of affirmatively furthering affordable housing and stabilizing older neighborhoods where many of the city-owned lots exists. The specific objectives of the Program include the following:

1. To increase the supply of affordable housing by using city owned properties.
2. To encourage the development of affordable housing near existing transit services.
3. To encourage transition from rental housing to home ownership; and
4. To create and provide, where appropriate, affordable or a combination of affordable housing, workforce housing and market rate housing.

The City will issue a request for development proposals under the AHD Program once per year. This overview should be followed as a resource on the guidelines for the City’s approval process.

Request to develop on city-owned lots will be handled in the form conveyance for a negotiated price or in the form of a long-term land lease. The criteria to be considered for the opportunity to develop city-owned lots and the updated [inventory of city-owned](#) lots is included the following sections. The availability of the following is explained in throughout this document:

1. Gap financing from local and federal funding sources to support the creation and preservation of affordable single-family housing units.  
**\*No more than \$35,000.00 per housing unit can be requested\***
2. City-owned building sites that support the creation of affordable single-family housing units. **\*No less than 3 city-owned sites can be requested, unless the proposal incorporates a site plan for subdivision or increased density in accordance with Planning and Zoning regulations\***

### A. Eligible Applicants

Non-profit, for-profit, and joint-venture developers are eligible to apply for the opportunity to develop city-owned lots under the AHD Program. Affordable housing development and operations require knowledge and skills that may not currently exist in full at any one organization. Projects that build on the strengths of several organizations, including development partners, will be accepted. The roles, responsibilities, and capacity (including financial capacity) of each entity will be analyzed.

### B. Funding Sources

The City will evaluate the viability of each proposal and then determine which, if any, funding sources are eligible and city-owned lots are available and most appropriate. The amount of funding to be awarded will not exceed \$35,000 per single family housing unit, or as determined by the City in its sole and absolute discretion. The City may add or remove costs as deemed necessary to support the development and operation of the Project. Awards may be in the form of amortizing loans, forgivable loans, or grants. Funding can come from various sources including but not limited to: Housing Opportunities for Persons with AIDS (“HOPWA”), HOME Investment Partnerships Program (“HOME”), Housing Development Block Grant (“CDBG”), and General Obligation Bond (“GOB”) funds.

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Each Project awarded under the Program will be required to execute a land use restriction agreement at the initial closing which outlines the terms of the fifteen (15) year compliance period during which a Project must comply with the occupancy restrictions (both income and rent) and amenities represented in the Project's Application. The City has the sole right to apply other restrictions depending on the nature of the property. Depending on the source of funds and number of units, the project may be required to comply with Section 3 or Davis-Bacon labor standards. Further, each Project funded through the AHD Program must comply with the requirements imposed by its most restrictive funding sources.

### **D. Application Submission**

A copy of the Developer's Application and checklist are located on the City's website. Complete proposals must be submitted on the portal at: [Neighborly Software Portal](#). Applicants are encouraged to provide as much detail and background information about the Project as possible. Detailed information will assist the City in determining whether (1) there is adequate market demand for the Project in terms of unit mix and rental structure; (2) the Project is in an area with a shortage of AHD units; and (3) the Project is in an environment that will meet the needs of the tenants. Instructions for accessing the Neighborly Software portal and registering an account can be found on the City's website and [here](#). A sample application is included in **Appendix B**.

Once in Neighborly Software, applications are to be submitted under the "**Small Scale Development Projects**" section. When initiating an application in Neighborly Software, please use the following naming convention for the project: "Applicant Name-SSAHD." For example, if an Applicant named "Helping Benefits" is applying for funding, the case name would be "Helping Benefits-SSAHD." Applications must be certified by an authorized signer. An electronic signature on the application indicates the applicant's representative has permission to submit the application. All application materials will be available on the City website at least 30 days prior to the application deadline.

## E. Scoring Criteria

Projects that pass all mandatory application requirements will be scored on the following items and ranked according to total score. Points will be awarded based solely on the information submitted in the Application. The City reserves the right to verify all information submitted in the Application.

The City may deny the Applicant points if the correct forms or required information for each scoring category are not submitted, or if information available to the City negates a claim for points. The Applicant's commitment to various scoring criteria shall, at the sole discretion of the City, be binding and may be incorporated into a land use restriction agreement for a period no less than 30 years.

**Development Quality** – Development quality is very important, and proposals will be evaluated utilizing a detailed scoring matrix which takes into account many different variables. These variables include design, sensitivity to the natural environment, transportation access (pedestrian and vehicular), proximity to necessities and amenities, such as schools, grocery stores, parks, greenways, places of employment and emergency services. Proposals will also be reviewed for existing infrastructure, such as utility connections and street access. If no existing infrastructure, applicants must include an infrastructure plan. Applicant must also submit representative floor plans, elevations, and conceptual site plans with the proposal. All new construction must meet or exceed Energy Star guidelines. For rehabilitation, Energy Star guidelines should be used and met where feasible. Proposals are expected to embrace all possible sustainability measures, including conservation and protection of environmental resources, green building (LEED standards), water conservation, tree conservation, recycling of construction and residential waste, energy efficiency, integration/use of local pools of low-income labor.

**Leveraged Resources/Financial Feasibility** - The proposal uses leveraged resources as a percentage of total funding sources in the Project's development budget. Leveraged resources under this category are defined as permanent funding provided by a non-City source and excluding deferred developer fees. In Projects where the leveraged resource is a contribution of direct financial assistance from an area employer that is otherwise not participating in the development of the Project, the assistance must be in the form of an unsecured loan giving no foreclosure rights to the employer or a grant giving no recapture rights to the employer.

**Development and Management Team** – Developers will be evaluated based on their development experience and financial capacity. The development and management team must demonstrate prior successful experience with comparable size and type projects. The credit and financial management of the developer or sponsor will be evaluated to ensure acceptable financial capacity to carry the project forward. The developer's experience in the development of similar projects will receive priority consideration.

**Diversity and Inclusion**- The City is an equal opportunity employer. Minority participation in the project is an important factor for selection. The City has a general goal of 10% minority and women owned business participation in projects. Applicants must demonstrate a good faith effort to achieve this goal and should include documentation with their proposal that addresses these criteria.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Development Quality	35
Leveraged Resources/ Financial Feasibility	30

Development and Management Team	25
Diversity and Inclusion	10

## **F. Approval of Final Plans and Specifications**

The City must approve the complete final architectural plans and specifications for the Project. The complete plans and specifications must incorporate all mandatory requirements, as well as any scoring criteria for which the Project received points. The Project Architect and Owner will issue compliance certifications upon closing and funding.

## **G. Environmental Assessment**

If a Project Site(s) will require remediation, the Applicant's development budget must include both an environmental remediation line item to cover the scope of the remediation, and an environmental remediation contingency line item in the amount of ten percent (10%) of the remediation costs.

If federal funds are awarded, a determination will be made as to whether an environmental clearance from HUD will be required. If such clearance is required, the Applicant may not undertake, or commit any funds to, physical or choice-limiting actions, including property acquisition, demolition, tenant relocation, rehabilitation, conversion, repair, site prep or construction prior to receipt of environmental clearance from HUD.

## **H. Excluded Parties**

The Excluded Parties List System ("EPLS") includes information regarding entities that have been debarred, suspended, proposed for debarment, excluded, or disqualified under the no procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. The City will check all names of all Participants against the EPLS found at [www.epls.gov](http://www.epls.gov). The City may rescind a conditional approval of a funding award if a Participant appears on EPLS.

## **I. Agreement Execution and Project Completion**

It is the City's expectation that an award agreement will be fully executed within one year of Winston-Salem City Council approval and completion of the development project will occur within 2 years of the fully executed award agreement/contract. Project completion means that the project has been properly inspected and the developer has received a Certificate of Compliance and Occupancy from the Winston-Salem/Forsyth County Planning and Development Services Department. The City reserves the right to withdraw any committed funding from said projects that do not meet these requirements.

## **J. Supporting Information**

This is a competitive application process for limited funding. City financial assistance typically will be in the form of a loan, provided on a "gap" basis once all other available funding is applied to the project cost. Applicants that meet the minimum criteria are not guaranteed an award. Also, the City may fund successful applications for less than the amount requested. No contracts can be executed until the developer obtains all required documentation.

LINKS TO SUPPLEMENTAL INFORMATION AND DOCUMENTS

**City of Winston-Salem Vacant Lots for Affordable Housing:**

**<https://www.cityofws.org/3433/Vacant-Lots-for-Affordable-Housing>**

**City of Winston-Salem Sale or Lease of City Owned Property Ordinance:**

**[https://library.municode.com/nc/winston-salem/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH2AD\\_ARTIINGE\\_S2-9SALECINEPRAFHOPU](https://library.municode.com/nc/winston-salem/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-9SALECINEPRAFHOPU)**

**City of Winston-Salem Affordable Housing Justice Act:**

**[https://library.municode.com/nc/winston-salem/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH2AD\\_ARTIINGE\\_S2-10CIWILEHOJUACHOJUAC](https://library.municode.com/nc/winston-salem/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-10CIWILEHOJUACHOJUAC)**

**All questions pertaining to the application process should be emailed to Shantell McClam ([shantelm@cityofws.org](mailto:shantelm@cityofws.org)) and/or Samuel Hunter ([samuelhu@cityofws.org](mailto:samuelhu@cityofws.org)).**



SECTION III  
DESIGN  
GUIDELINES/  
NEIGHBORLY  
SOFTWARE  
GUIDE/EXAMPLE  
CHECKLIST

# AFFORDABLE HOUSING DESIGN GUIDELINES



CITY OF WINSTON-SALEM  
NEIGHBORHOOD SERVICES/  
HOUSING DEVELOPMENT  
DEPARTMENT P.O. BOX 2511  
WINSTON-SALEM, NC 27102  
CALL CITYLINK: 336-727-8000

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# **AFFORDABLE HOUSING DESIGN GUIDELINES**

(For the Construction and Rehabilitation of Single-Family Homes and Multi-family Units).

## **Purpose**

The City of Winston-Salem's Affordable Housing Design Guidelines provide a standard framework for clients utilizing city funding for the construction or rehabilitation of non-occupied single-family and multi-family housing. The purpose of the Guidelines is to foster a positive public perception of affordable housing by promoting the rehabilitation and/or design of single-family homes and duplexes in a manner that complements surrounding single-family housing styles, encourages a streetscape which promotes neighborhood interaction, and ensures a quality design that is less apt to experience functional obsolescence. Affordable housing design guidelines, while general enough to allow for unique design elements, promote structures that complement traditional urban development patterns rather than strictly adhering to contemporary setback and impervious surface ratios.

## **Application and Review**

Prior to loan approval for the construction or rehabilitation of a new single-family home or multi-family units funded by the City of Winston-Salem, a site plan with full setbacks of building floor plans, including building elevations for all proposed structures, shall be submitted to the Housing Development staff for initial review.

The Housing Development staff shall review plans and shall consult with additional staff representatives of the Building and Planning departments to ensure conformance with the Design Guidelines.

***The Housing Development Department with the City of Winston-Salem has the right to accept or reject all submittals.***

**Provision A: Building Location**

All principal and accessory structures within a City of Winston-Salem funded development site shall be

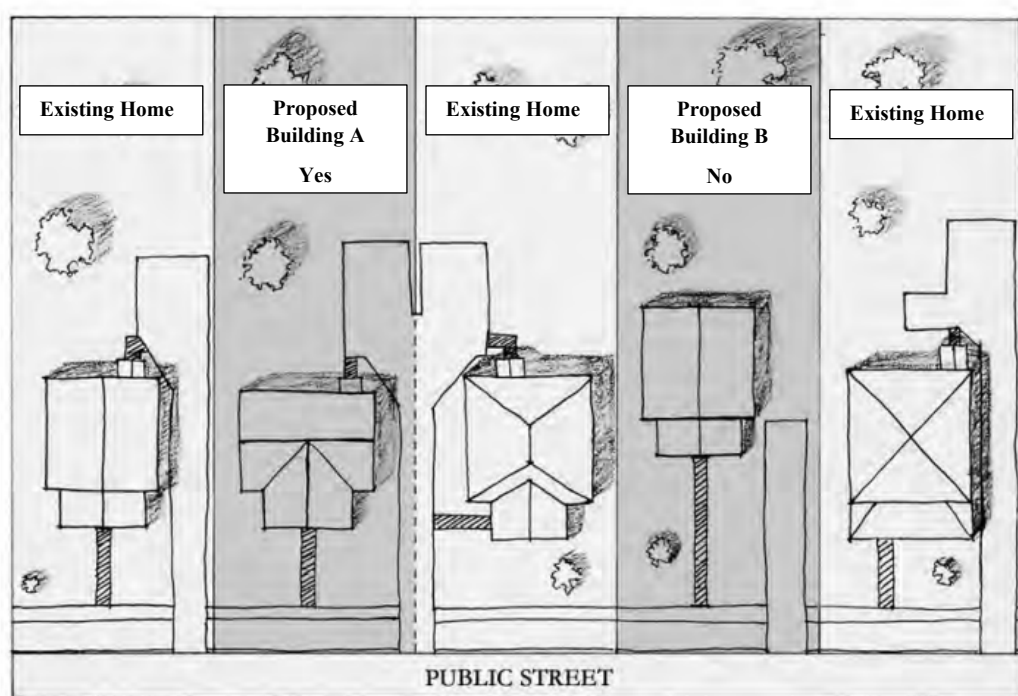
**Provision B: Pedestrian Access**

A minimum three (3) foot wide paved pedestrian path shall be provided from the primary pedestrian entrance of a single-family home to the driveway and/or sidewalk. Minimum three (3) foot wide paved pedestrian paths shall be provided from the primary pedestrian entrances of each unit in a duplex development to a driveway and/or sidewalk.

**Provision C: Building Entrance**

Each single-family home and duplex unit shall be provided with at least two (2) pedestrian entrances to promote pedestrian flow through all portions of the unit and lot unless the developer can illustrate that a second pedestrian entrance is not feasible.

**Figure 1:**  
Building Location,  
Pedestrian Access,  
& Building  
Entrance.



Proposed Building A is consistent with the Affordable Housing Design Guidelines. It is set back from the lot lines in a manner consistent with adjacent existing homes. Proposed Building A also provides direct pedestrian access to the public sidewalk and street and includes a second pedestrian access to the rear yard. While proposed Building B provides pedestrian access to the sidewalk and street, it does not adhere to the Guidelines because it draws attention to itself and breaks up the streetscape by being located much further back than surrounding existing homes. Also, the lack of a second pedestrian access, especially on narrow lots, can decrease the use and enjoyment of the entire lot.

## **Provision C: Building Entrance (Cont.)**

Single Family – The primary pedestrian entrance to a new single-family residential home, or home to be rehabilitated shall face the street.

Duplex – The primary pedestrian entrance to at least one of the units in a new duplex, or a duplex to be rehabilitated, shall face the street. The primary pedestrian entrances for both dwelling units may face the street, but only if all other elements of the street facing façade give the impression of a single-family structure. If possible, incorporate the street facing access for both dwelling units into one (1) shared entrance, a new duplex, or a duplex to be rehabilitated, shall face the street. The primary pedestrian entrances for both dwelling units may face the street, but only if all other elements of the street facing façade give the impression of a single-family structure. If possible, incorporate the street facing access for both dwelling units into (2) shared entrance.

**Figure 2:**  
Building  
Entrance



**Yes. All entry features of the home address the street**



**Yes. While the front door of this home does not face the street, the overall orientation of the entry way elements are forward facing.**

**Figure 3:**  
Building  
Entrance



**Yes. Both units within this duplex have their own entrance but all other building elements emulate a single-family home, including size and scale.**

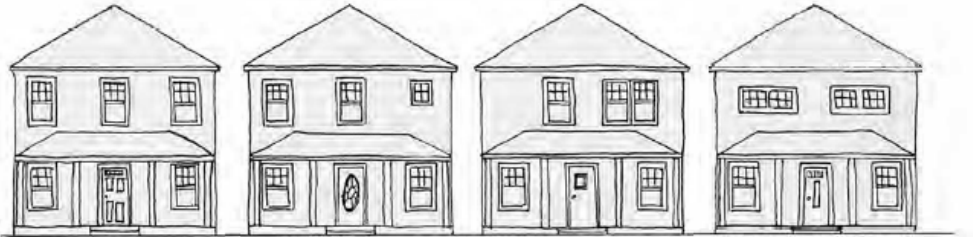


**No. The doors of these duplex units face the side yard instead of the street. The side of the building is orientated toward the street.**

### **Provision D: Windows**

On facades which face the street or other public spaces, window openings shall be similar in rhythm, size, and proportion to that of most single-family homes in the vicinity - particularly structures directly adjacent to the subject property. On structures to be rehabilitated, every effort shall be made to maintain the original proportions of windows which face the street or other public spaces.

**Figure 3:**  
Windows



**Yes.** All windows on this home are a consistent size and are evenly spaced.

**No.** The window in the upper right corner is much smaller than other windows. Such a situation can be a result of a floor plan that places a bathroom or kitchen against the front building façade.

**No.** The lack of rhythm in the space of the second-floor windows results in an unbroken expanse of siding on the front building façade.

**No.** The vertical windows on the first floor and the horizontal windows on the second floor clash and create an inconsistency of style.

### **Provision E: Individual Identity**

To the extent possible, single-family homes and duplexes constructed adjacent to, or in proximity of, each other should exhibit unique characteristics – regardless of whether they utilize the same floor plan. Acceptable alternatives may include varying roof pitches and orientation, window arrangement, porch arrangement, varying materials, etc. so long as such alternatives do not conflict with the other design elements addressed within this document.

**Figure 4:**  
Individual Identity



**While a consistent size and scale is exhibited by these homes utilizing the same floor plan, slight variations in the roof, exterior building material, details, windows, and door give every unit a distinctive identity.**

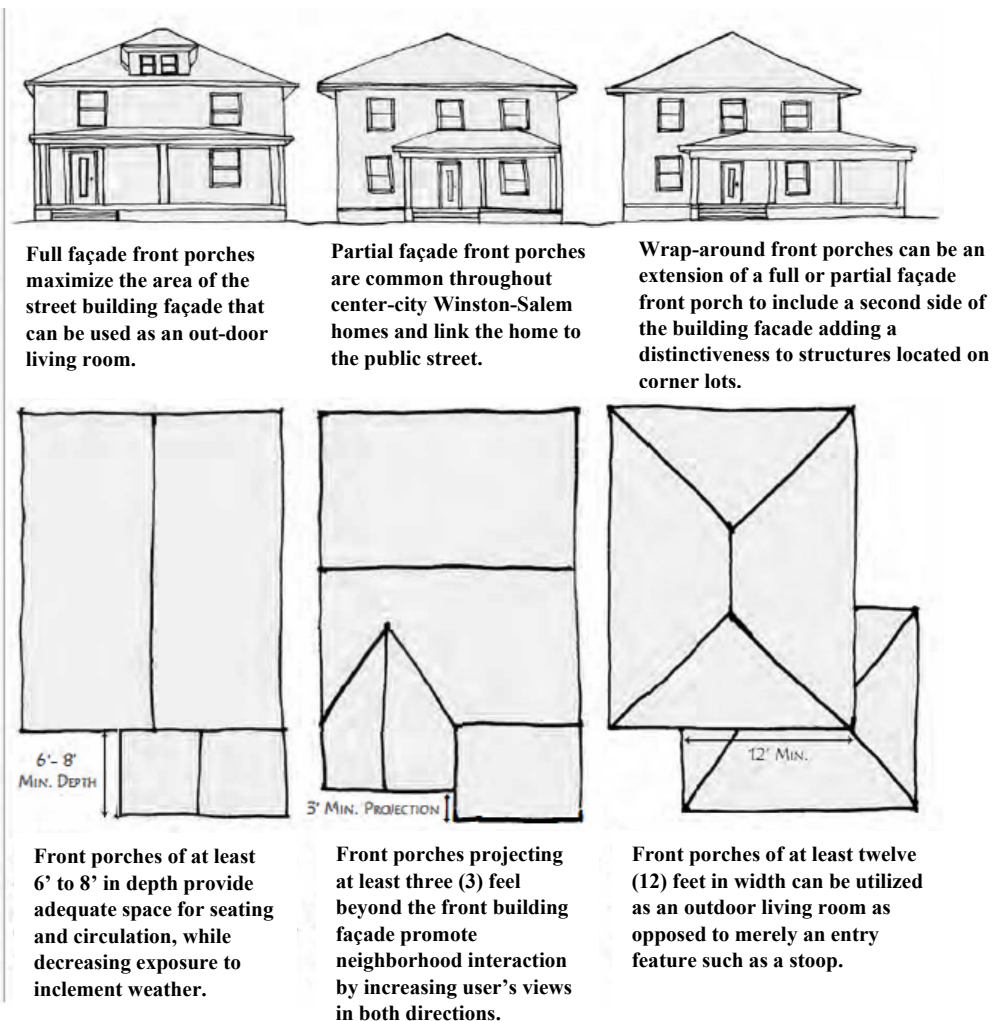
## **Provision F: Porches**

1. Single-family residential homes and duplexes shall include a front porch. The front porch of structures to be rehabilitated shall be retained or replicated in a manner that is consistent with the original. Front porches on new construction shall be a full facade, partial facade or wrap around porch depending on the design of single-family homes in the vicinity. Alternative porch arrangements may be considered where no predominant style exists. A porch may be omitted from the front building facade only if such an omission is necessary to make the unit consistent with surrounding homes of significant architectural style.

2. Front porches shall be at least six (6) to eight (8) feet in depth; and, at a minimum shall span at least twelve (12) feet in width Or approximately fifty (50) percent of the front building facade, whichever is greater.

3. Partial facade front porches shall project at least three (3) feet beyond the front building facade unless the developer can illustrate that such a projection is not feasible.

**Figure 4:**  
Porches

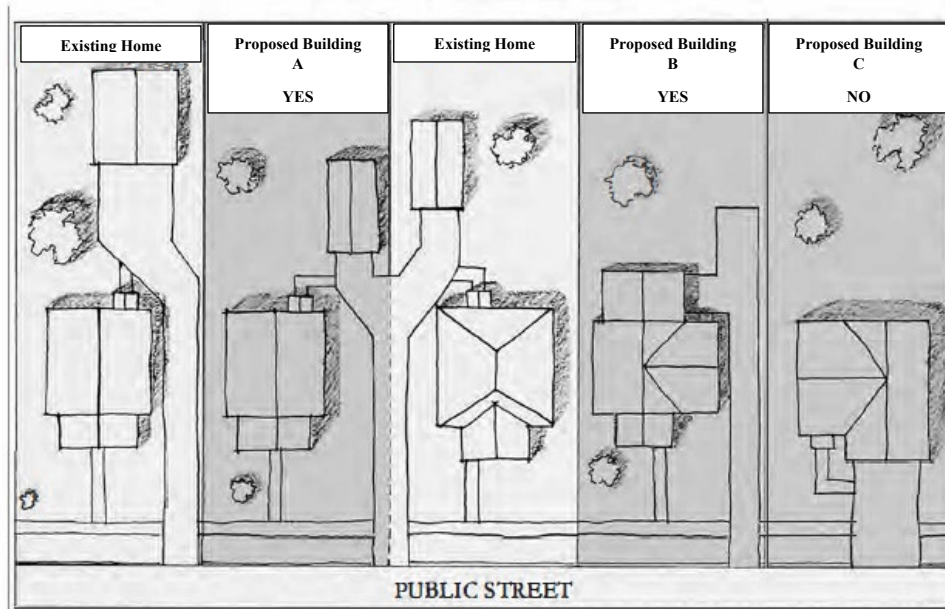




## **Provision G: Garages**

1. A garage is not a required building element. When utilized, attached, or detached garages shall be located on the parcel in a manner consistent with most single-family homes in the vicinity, except that it is preferable to remove the garage from the front building facade where possible.
2. Attached garages located on front building facades shall be recessed a minimum of three (3) feet behind the front building line (including the porch) and shall not occupy more than fifty (50) percent of the overall facade area.
3. Detached garages shall be of a similar height of garages on adjacent lots, shall have a roof pitch similar to that of adjacent garages and shall be of a scale that is accessory to the principal residential structure.

**Figure 7:**  
Garages



The rear detached garage utilized by proposed Building A is consistent with existing homes in the neighborhood. The rear attached garage utilized by proposed Building B is also consistent with the Guidelines. Recessing the garage from the side façade suggests that the garage is an addition and limits its view from the street and decreases the lineal dimension of the home. The garage proposed for Building C is not consistent with the Guidelines because no effort has been made to remove it from the front building facade; or de-emphasize its presence on the street.

**Figure 8:**  
Garages



**Yes.** When permitted, attached garages located on the front of the building should be de-emphasized to avoid street-scapes that are dominated by wide blank facades.

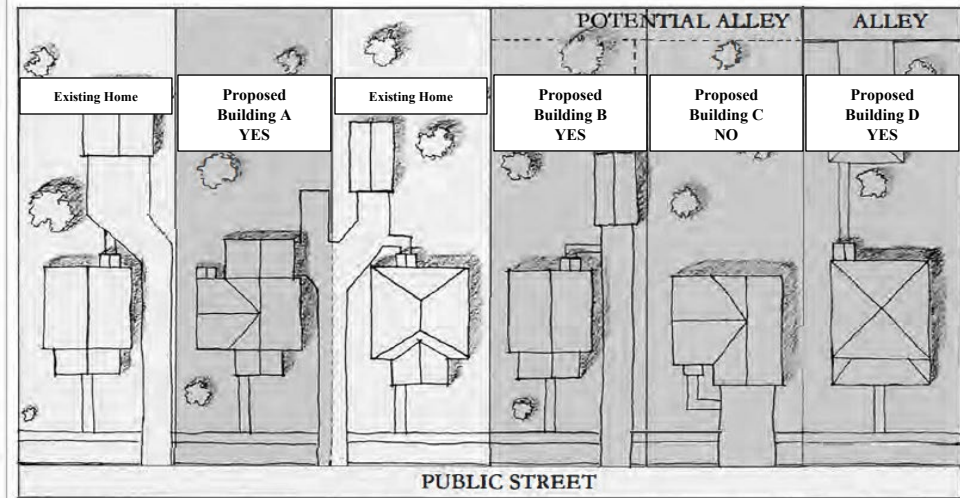


**No.** Attached garages that span more than fifty (50) percent of the front building façade and/or project toward the street dominate the streetscape and remove residents' eyes from the street – decreasing awareness of surrounding activities.

**Provision H: Vehicular Access**

Where possible, vehicular access to the development site shall be provided via an alley. The use of shared driveways is not acceptable with program guidelines with a single-lane wide approach should also be considered to decrease the width of curb cuts on the public street.

**Figure 9:**  
Vehicular Access

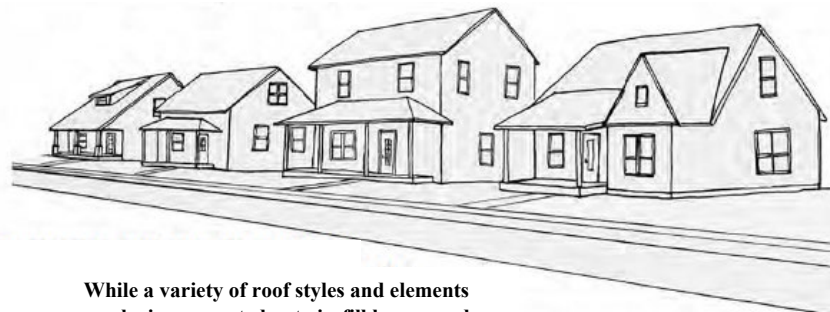


Vehicular access to proposed Buildings A & B is consistent with the Affordable Housing Design Guidelines because both scenarios lead to parking areas placed to the rear of the homes. As illustrated by proposed Building A and B, a shared access driveway is NOT acceptable. If possible, access to parking areas should be provided via an alley as illustrated by proposed Building D. Alley access decreases the amount of paving necessary to reach rear parking areas. Removal of the curb cut from the street also increases on-street parking opportunities. Vehicular access to proposed Building C is not consistent with the Guidelines because the wide curb cut results in a streetscape that is dominated by impervious surface area while increasing storm water run-off into the public street

**Provision I: Roof**

1. The principal residential structure's roof pitch, and orientation of the roof ridge shall be compatible with single-family homes in the vicinity. This requirement does not disallow roof line alterations, if necessary, for structures subject to rehabilitation so long as the alteration is reasonably consistent with the surrounding neighborhood.
2. The roof style, including gables and dormers, shall be consistent, with single-family homes in the vicinity. False dormers may be permitted to ensure the consistency of roof style.

**Figure 10:**  
Roof



While a variety of roof styles and elements can be incorporated onto in-fill homes and duplexes, ridge orientation and pitch should be consistent with existing homes.

## **Provision J: Building Massing and Scale**

As viewed from the street on which the front entrance is oriented, the proportion of the building height to width should be compatible with the same proportions of the other buildings on the block. Generally, floor to floor height of new structures should relate to adjacent single-family homes: and the overall height at the eaves should relate to dwelling units within close proximity.

**Figure 11:**  
Building Massing  
and Scale



The highlighted home is inconsistent with surrounding units due to its horizontal dimensions and noticeably shorter eave heights.

## **Provision K: Exterior Building Materials**

Exterior surface materials, excluding the roof, shall be compatible with that of other buildings on the block except for the Development staff may permit the use of exterior surface materials such as vinyl siding, Hardie board siding, or faux stone etc., that complement those of the majority of single-family homes surrounding the lot.

**Figure 12:**  
Exterior Building  
Materials



While the new home in the center primarily utilizes siding as opposed to the surrounding brick homes, the application of brick veneer along the base of the building façade and columns balances the need to apply consistent building materials to new homes while ensuring that such application does not create an unacceptable increase in the cost of the unit.

## **Provision L: Utility Placement**

Electric and gas meters serving new construction shall not be placed on a street facing building facade. Every effort shall be made to re-locate electric and gas meters to a non-street facing building facade of a dwelling unit to be rehabilitated.

**Figure 13:**  
Utility Placement

**No.** The utility meters on this home have been placed on the front façade. They must be moved to at least one of the walls.

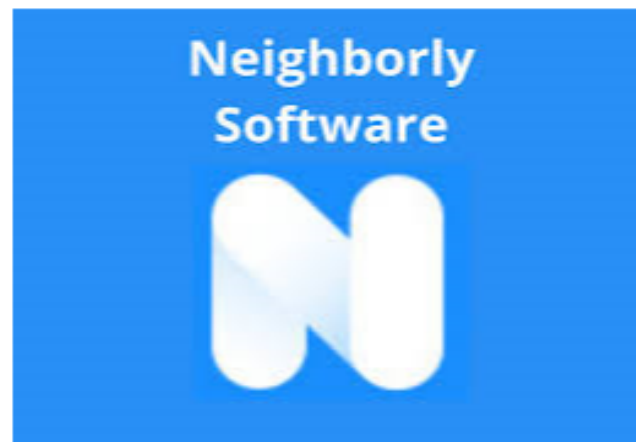


**Acceptable.** While still seen from the street, these utility connections have been de-emphasized by being placed to the side façade.



**Yes.** In this scenario, utilities can be accessed from an alley and utility meters are obscured by being located on the rear façade.





**NEIGHBORLY  
SOFTWARE  
APPLICATION SAMPLE**

# Program Disclaimer

No data saved

Case Id: 17368

Name: Construction USA (test) - 2024/25

Address: \*No Address Assigned

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## Program Disclaimer

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Please provide the following information.

**Click each box below acknowledging that you have read and understand the disclaimer**

City financial assistance generally will be in the form of a loan, provided on a “gap” basis once all other available funding is applied to the project cost. A final determination of the loan terms will be based on a finalization of cost and other financing sources to assure that the City provides you no more funding than is necessary for your project.

Your project may be funded with money from the federal government. If so, compliance with all applicable regulatory requirements will be required. This includes, but is not limited to, HUD Contractor-Consultant certification standing, Minority/Women’s Business Enterprise (M/WBE), Section 504 (no discrimination on the basis of disability), Americans with Disabilities Act, and Fair Housing regulations as well as the following requirements:

Please be aware that the City must strictly enforce the provisions of 24 CFR Part 58 (Environmental Review Procedures). This federal regulation requires that an Environmental Review be completed and that a Release of Funds be made before you (or anyone else) take any choice-limiting action pertaining to a specific site after the date of this application. HUD defines “choice-limiting actions” as property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction done prior to the environmental clearance. Any violation of this provision will result in your funding request being automatically denied; if federal funds have already been awarded, they will be de-obligated. Once you apply for funding for this project, you cannot undertake any of the above choice-limiting actions without jeopardizing City funding for your project. This means that after you submit this application, you cannot buy or lease the real property, nor can you rehabilitate, demolish, relocate, or construct buildings or structures on the real property.

Depending on the source of funds and number of units to be constructed or rehabilitated, the project may be required to comply with Davis-Bacon labor standards (i.e., paying prevailing wage rates to construction workers). You should consult with Housing Development staff prior to submitting a proposal because this requirement may impact the costs of your project.

Depending on the amount of funds you are going to expend for housing construction, rehabilitation, or other public construction, federal Section 3 provisions may require you to give preference in employment and contracting opportunities to low- and very low-income persons or businesses residing in Forsyth County (to the greatest extent feasible). Housing Development staff will discuss any percentage goals for your project prior to a funding commitment from the City.

## A. General Information

*No data saved*

**Case Id:** 17368

**Name:** Construction USA (test) - 2024/25

**Address:** \*No Address Assigned

---

### A. General Information

---

Please provide the following information.

#### A.1. Project Contact (Developer)

#### A.2. Project Address

#### A.3. Ward

#### A.4. Nearby existing address

#### A.5. Is the site located within city limits?

#### A.6. Requested funding amount

\$0.00

#### A.7. Work Phone

## B. Developer Information

No data saved

Case Id: 17368

Name: Construction USA (test) - 2024/25

Address: \*No Address Assigned

---

### B. Developer Information

---

Please provide the following information.

#### COMPANY INFORMATION

B.1. Company or Individual Name

B.2. Mailing Address

B.3. Date of Formation

B.4. Federal Tax ID Number

B.5. Unique Entity Identifier

B.6. Company Website

B.7. List the names of the Owner, General Partner or Members:

B.8. Is the company a nonprofit organization?

B.9. Is the company MBE or WBE certified?

B.10. Has the Developer or any principal of the Developer been flagged by HUD for violation or performance issues?

#### PRIMARY CONTACT INFORMATION

B.11. First Name

B.12. Last Name

B.13. Email

B.14. Phone Number

B.15. Authorized Signatory and Title

B.16. First Name

B.17. Last Name

B.18. Email Address

B.19. Phone Number



## C. Proposed Ownership Entity

No data saved

Case Id: 17368

Name: Construction USA (test) - 2024/25

Address: \*No Address Assigned

---

### C. Proposed Ownership Entity

---

Please provide the following information.

#### OWNERSHIP ENTITY INFORMATION

C.1. Entity Name

C.2. Phone number

C.3. Address

#### PROJECT CONTACT

C.4. First Name

C.5. Last Name

C.6. Email

#### MANAGING MEMBER OR GENERAL PARTNER

C.7. First Name

C.8. Last Name

C.9. Address

C.10. Email Address

C.11. Authorized Signatory

C.12. Authorized Signatory Email

**PROJECT GUARANTOR INFORMATION**

**C.13. Project Guarantor Name**

**C.14. Has the Project's General Partner, member or any principal been flagged by HUD for violation or a performance issue?**

**C.15. List all Key Principals' names, years of experience in affordable housing and percentage of ownership.**

Principal Name	Years Of Experience in Affordable Housing	Percentage of Ownership
<b>Total</b>		0.00%

## D. Development Team

No data saved

**Case Id:** 17368

**Name:** Construction USA (test) - 2024/25

**Address:** \*No Address Assigned

---

### D. Development Team

---

Please provide the following information.

#### D.1.

Partner Type	Firm Name	Address	Contact Name	Contact Email	Contact Phone Number	MBE/WBE
--------------	-----------	---------	--------------	---------------	----------------------	---------

D.2. Provide all identities of interest between the developer /sponsor or indirectly with the development team.

## E. Non-Profit Participation

*No data saved*

**Case Id:** 17368

**Name:** Construction USA (test) - 2024/25

**Address:** \*No Address Assigned

---

### E. Non-Profit Participation

---

Please provide the following information.

#### E.1. Will a nonprofit be involved with the project?

## F. Site Information

No data saved

Case Id: 17368

Name: Construction USA (test) - 2024/25

Address: \*No Address Assigned

---

### F. Site Information

---

Please provide the following information.

#### F.1. Project Type

#### F.2. Building Type

#### F.3. Number of residential buildings?

#### F.4. Number of nonresidential buildings?

#### F.5. Number of stories?

#### F.6. Does the site location require rezoning approval?

#### F.7. Unit Breakdown

Information	0BD/1BA	1BD/1BA	2BD/2BA	3BD/2BA	4BD/2BA
-------------	---------	---------	---------	---------	---------

#### F.8. Total number of units?

#### F.9. Percentage of affordable units

0.00%

#### F.10. Number of accessible units

#### F.11. Please upload confirmation that the initial meeting has occurred with the City's Planning Department.

Email Confirmation - Planning Department Meeting **\*Required**

*\*\*No files uploaded*

#### F.12. Amenities

- Community Room
- On-site laundry
- In unit washers /dryers
- Sports court
- Playground
- Computer room
- Indoor fitness facility
- Community Garden
- Walking Trails
- Other

**F.13. Do you have site control?**

**F.14. Does the project have multiple sites?**

**F.15. Is there a plan for additional phases?**

## G. Project Feasibility/Developer Capacity

Case Id: 17368

Name: Construction USA (test) - 2024/25

Address: \*No Address Assigned

No data saved

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### G. Project Feasibility/Developer Capacity

---

Please provide the following information.

- Submit projections that include a 20-year proforma which assumes 7% annual vacancy loss, 3% annual increase to operating expenses and 2% annual increase to income. Ratio of net operating income to hard debt should be equal to at least 1.15. Additionally, the projections must include sources and uses, schedules of rents and operating expenses.
- Budgets must include operating expense reserve equal to six months of primary debt and expenses.
- Budgets must include a replacement reserve at \$300 per month for rehab construction and \$250 per month for new construction projects.
- Budgets must include a lease up reserve in an amount supported by the lease up schedule and the market study.

---

### Documentation

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Two Bank References

*\*\*No files uploaded*

Developer Financial Statements dated within 6 months

*\*\*No files uploaded*

Guarantor Financial statement dated within 6 months

*\*\*No files uploaded*

Elevations, floor plans and site plans

*\*\*No files uploaded*

Market Study

*\*\*No files uploaded*

Development budget, operating expenses, rents, lease up schedules and 20-year proforma

*\*\*No files uploaded*

**Confirmation from WS/FC Planning & Development Services of initial site overview discussion.**

*\*\*No files uploaded*

**Letters of intent from lenders and/or investors and other funding sources, including grants and project-based rent vouchers.**

*\*\*No files uploaded*

**Resume**

*\*\*No files uploaded*

**Portfolio/Previous Projects**

*\*\*No files uploaded*



## Submit

*No data saved*

**Case Id:** 17368

**Name:** Construction USA (test) - 2024/25

**Address:** \*No Address Assigned

---

## Submit

---

Please provide the following information.

**I certify that all information in this application and all information furnished in support of this application is true and complete to the best of my knowledge and belief. I certify that I have read and acknowledge the disclaimers.**

*\*\*Not signed*

**EXAMPLE**



## Developer's Checklist

Project Name		
Location		
Developer's Name		
Project Information		
Developer Documents		
	Received	Approved
Developer's Articles of Incorporation		
Developer Bylaws or partnership agreements		
Developer's Financial Statement		
Developer's Certificate of Good Standing		
Developer's Organizational Chart		
Developer's EIN		
Developer's W-9		
Credit Release Form		
Owner Entity Information		
Owner's Articles of Incorporation		
Owner's Bylaws or partnership agreements		
Owner's Financial Statement		
Owner's Certificate of Good Standing		
Owner's Organizational Chart		
Owner's W-9		
EIN		
Federal Unique Entity Identifier		
Borrower's Resolution		
Nonprofit Documents		
NP Articles of Incorporation		
NP letter of determination		
NP Certificate of Good Standing		
NP Agency Financial Audit		
IRS Form 990		

Board Authorizing Resolution		
	<b>Site Information and Project Documents</b>	
Site Control Documentation		
Market Study		
Final stamped Architectural floor Plans and Specifications (electronic copies only)		
Site Plan and elevations		
Architect's NC License		
Architect's errors and omission insurance certificate		
Architect's certification to Design Standards and Universal Design		
Architect certification of Project Amenities		
Owner's certification of Project Amenities		
Title insurance		
W/MBE Utilization Plan		
	<b>Financing Information</b>	
Financial Proforma		
Construction Lender executed Term Sheet not older than 60 days		
Permanent Lender executed Term Sheet		
Grant Award Letter		
Other:		
Proof of Liquidity, if required		
Developer's Financial Statements dated within 6 months		
2 Bank References		
	<b>Post-Closing Documents</b>	
Quarterly Updates due: January 10, April 10, July 10 and October 10.		
Monthly Architect's Inspection or Construction Inspection Reports		
Revised Proforma for Funding		
G704 with completed Punchlist		
Certificates of Occupancy		
Affirmative Fair Housing Marketing Plan		
Davis Bacon		

\* Additional documents may be requested by staff during closing.

SECTION IV  
STAFF REPORT &  
SCORING MATRIX



# **PRELIMINARY REVIEW STAFF REPORT & SCORING MATRIX**

**EXAMPLE**

## Housing Development Department Staff Report

PROJECT NARRATIVE	
GENERAL INFORMATION	
Reviewer:	
Applicant Name	
Co-applicant Name	
Development Name	
Developer's Request	
Property Address	
Tax PIN	
Ward	
Primary Contact	
Primary Contact Phone number	
Development Type	
Number of Units	
Target Population	
Market-rate units	
Construction Type:	
Reviewer Comments:	
DEVELOPMENT SOURCES AND USES	
Total Sources	
Proposed City of Winston-Salem	
Permanent Debt	
Tax Credit Equity	
Deferred Developer Fee	
Total Sources	
Gap Subsidy per Unit	
Project Based Rental Assistance	
Debt to Income Ratio	
Total Uses	

<b>Land Costs</b>		
<b>Total Acquisition Costs</b>		
<b>Total Construction Cost including Builder profit and overhead and Contingency</b>		
<b>Reserves: Rent up, Operating Reserve</b>		
<b>Other Professional Fees and Soft Costs</b>		
<b>Total Development Fee</b>		
<b>Estimated Total Development Costs</b>		
<b>Reviewer Comments:</b>		
<b>PROJECT TEAM</b>		
	<b>Name</b>	<b>Yrs. of Experience</b>
<b>Developer</b>		
<b>General Contractor/Builder</b>		
<b>Property Manager</b>		
<b>Architect</b>		
<b>Civil Engineer</b>		
<b>Consultant</b>		
<b>Reviewer Comments:</b>		
<b>SITE INFORMATION</b>		
<b>City-owned Lot</b>		
<b>Current Land Use</b>		
<b>No. of Acres</b>		
<b>Rezoning Required</b>		
<b>Option or Purchase Agreement Signed</b>		
<b>NEIGHBORHOOD ASSETS</b>		
<b>Amenity</b>	<b>Name</b>	<b>Distance from Site</b>
<b>Grocery Store</b>		
<b>Pharmacy</b>		
<b>Hospital or Health Services</b>		
<b>School</b>		
<b>Park</b>		
<b>Access to Public Transportation</b>		

<b>Reviewer Comments:</b>				
<b>UNIT BREAKDOWN BY AREA MEDIAN INCOME</b>				
<b>No. of Bedrooms</b>	<b>30%</b>	<b>50%</b>	<b>60%</b>	<b>80%</b>
<b>One Bedroom</b>				
<b>Two Bedroom</b>				
<b>Three Bedroom</b>				
<b>Rents</b>				
<b>No. of Bedrooms</b>	<b>30%</b>	<b>50%</b>	<b>60%</b>	<b>80%</b>
<b>One Bedroom</b>				
<b>Two Bedroom</b>				
<b>Three Bedroom</b>				
<b>PROPOSED SITE AMENITIES</b>				
<b>Universal Design</b>				
<b>Fire Sprinkler System (New Construction Only)</b>				
<b>Partnership with Local Provider Agencies, Community Resources or Health</b>				
<b>Walking Paths or trails</b>				
<b>Computer Room</b>				
<b>Exercise Room/Gym</b>				
<b>Tot Lot /Playground</b>				
<b>Sports Court</b>				
<b>Onsite Laundry room</b>				
<b>Upgraded Landscaping (1 tree for every 8 units)</b>				
<b>Secured Bicycle Parking</b>				
<b>Dedicated recycling area</b>				
<b>Benches/picnic tables/outdoor seating</b>				
<b>Reviewer Comments:</b>				
<b>DEVELOPMENT SCHEDULE</b>				
<b>NCHFA LIHTC Application Submission</b>				
<b>Award Announcement</b>				
<b>Equity Closing</b>				
<b>Construction Start</b>				
<b>50% Completion</b>				
<b>100% Completion</b>				
<b>Lease Up Begins</b>				



<b>100% Leased</b>	
<b>Reviewer comments:</b>	
<b>DUE DILIGENCE</b>	
<b>Contacted Ward Council Member</b>	
<b>Project Supports Affordable Housing Initiative</b>	
<b>Community/Neighborhood Outreach Completed</b>	
<b>Planning Review Preliminary Site Plan</b>	
<b>Housing Scorecard Included</b>	
<b>Reviewer Comments:</b>	
<b>STAFF RECOMMENDATION</b>	
<b>Staff Approval</b>	
<b>Grant</b>	
<b>Loan</b>	
<b>Term of Loan</b>	
<b>Interest</b>	
<b>City Lot Sales Price</b>	
<b>Review Comments:</b>	

## Project - Example Scoring Matrix

Evaluation Criteria	Weight	Development Quality	Leveraged Resources/ Financial Feasibility	Development and Management Team	Diversity and Inclusion	Supportive Services																																												
Development Quality	35.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Response</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Development quality score is comprised of the total points received when adding the location score, AMI unit score and amenities score. Max points available 100. DQ Score equals <b>75-100pts</b></td> <td>5</td> </tr> <tr> <td>Development quality score is comprised of the total points received when adding the location score, AMI unit score and amenities score. Max points available 100. DQ Score equals <b>60-74pts</b></td> <td>3</td> </tr> <tr> <td>Development quality score is comprised of the total points received when adding the location score, AMI unit score and amenities score. Max points available 100. DQ Score equals <b>45-59pts</b></td> <td>2</td> </tr> <tr> <td>Development quality score is comprised of the total points received when adding the location score, AMI unit score and amenities score. 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Additional Points: Supportive Services	10.00																																																	

ENTER EVALUATION CRITERIA and WEIGHT IN THE RED OUTLINED BOXES BELOW	
Evaluation Criteria	Weight
Development Quality	35.00
Leveraged Resources/Financial Feasibility	30.00
Development and Management Team	25.00
Diversity and Inclusion	10.00
Additional Points: Supportive Services	10.00

SECTION V

ANNUAL SCHEDULE

# Affordable Housing Development Application Submission Annual Schedule



# City of Winston-Salem Neighborhood Services/ Housing Development Department



1

## Calls for Proposals

Issue a NOFA (Notice of Funds Available) or RFP (Request for Proposals)

Housing Development will issue a NOFA or RFP annually to target specific housing needs.

2

## Proposals Received

Preliminary Review

Housing Development staff will complete a preliminary review of applications received in Neighborly. For requests responding to a NOFA, only completed applications received by the deadline will be considered. Confirmation of receipt will be provided. The quiet period begins.

No inquiries or questions regarding the closed NOFA will be accepted during this time.

3

## City Underwriting

Internal Review Committee

Staff may have additional questions about the documents provided. All responsive applications will be submitted to the Affordable Housing Development committee for scoring based on the NOFA, scoring criteria and Affordable Housing Guidelines. Scored applications will then be reviewed by the Affordable Housing Coalition for additional comments.

4

## Award Recommendation

City Council Review & Recommendation Approval

The highest score(s) will be presented to City Council for approval. Staff will notify applicants of their recommendation.

5

## Final Award Notifications

LITHC Award Notification Received or Final Council Approval for Land

Environmental Reviews, Pre-Development Meetings, Agreement Execution

# City of Winston-Salem Neighborhood Services/ Housing Development Department



## Notice of Funding or Land Available Issuance Schedule

NOFO/RFP	Open	Close
9% & 4% LIHTC *	November	January
Proposals for Small Scale City Owned Lots/Funding	June	August

LIHTC Schedule	
Application & Letter of Intent Due	January
Affordable Housing Development Committee Scoring	Jan-Feb
Affordable Housing Coalition Review	Feb-Mar
CDH/GG Committee and City Council Recommendation & Approval	Apr-May
Developer LIHTC Application Submission	May
LIHTC Award Notification	August
Environmental Reviews, Project Reviews, Developer Meetings, Agreement Execution	Sept-Dec

Small Scale City-Owned Lots/Funding Schedule	
Application	August
Affordable Housing Development Committee Scoring	Aug-Sep
Affordable Housing Coalition Review	September
CDH/GG Committee and City Council Recommendation & Approval	Oct-Nov
Environmental Reviews, Project Reviews, Developer Meetings, Agreement Execution	Nov-Jan

*\*Subject to funds availability*