

REQUEST FOR PROOF OF CONCEPT:
Virginia Housing's PDC Housing Development Grant
Thomas Jefferson Planning District Commission

Purpose of Solicitation:

The Thomas Jefferson Planning District Commission (TJPDC) seeks submissions from for-profit and non-profit developers for projects that would increase the inventory of affordable housing in the region through the development of new units. Successful applicants will be awarded funding from the \$2 million granted to the TJPDC from Virginia Housing as a part of a \$40 million grant program to Virginia's Planning District Commissions.

The TJPDC will be making development partner determinations through a multi-step process. First, potential partners will complete and submit the Proof of Concept. This proof of concept is being issued to collect key details about the proposed project, including number of units to be constructed, partner development experience, and location of development. The requested proof of concept will serve as a precursor to a more detailed formal project application, which will be circulated to prioritized applicants after review of Proof of Concept submissions by TJPDC staff. The formal application will require detailed financial and site information.

Background:

The Thomas Jefferson Planning District Commission is a regional governmental body that assists our local member governments, partners, and stakeholders with a variety of technical and program services. Member governments include the Counties of Albemarle, Fluvanna, Greene, Louisa, Nelson and the City of Charlottesville. The TJPDC serves the local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions in the areas of planning, transportation, environment, housing, and legislative services.

On July 13, 2021, Virginia Housing announced \$40 million in grants to Virginia's 21 Planning District Commissions for the creation of new housing initiatives. The TJPDC was awarded \$2 million to help support new affordable housing units in the region. This initiative will build on several years of regional coordination of housing providers, service providers, developers, and residents to create a network through which the affordable housing gap can begin to be closed. In 2018, the TJPDC, in partnership with public, private, nonprofit, and citizen stakeholders related to housing, created the Central Virginia Regional Housing Partnership (CVRHP) to enhance regional coordination and effectiveness in addressing the unmet housing needs of the TJPDC region, with a focus on housing production and preservation, to increase stability for the region's residents. This partnership serves as the backbone for the successful coordination of efforts across a multitude of stakeholders and service providers to best leverage resources and opportunities that result in meaningful impacts.

In addition to the CVRHP, the TJPDC manages federal and state funding to promote the development of new housing, rehabilitation of existing housing, and the provision of rental and mortgage relief funds. The TJPDC has two grant programs that provide financial assistance to support home ownership throughout the region: the HOME Consortium (through HUD) which includes down payment assistance and home rehabilitation as eligible expenses, and the Housing Preservation Grant (through USDA), which provides assistance for the rehabilitation of existing

homes in rural areas. Finally, the TJPDC provides a free web-based affordable housing locator service called Porchlightva.org to help the regional community find access to available affordable rental housing. The \$2 million from Virginia Housing represents an exciting new chapter for the organization as it works to promote and attain regional affordable housing goals.

Requirements and Period of Performance:

This proof of concept is intended to collect critical details about an agency’s experience and capacity for the development of new affordable units and a project’s suitability for receipt of funding from the PDC Housing Development Grant. Applicants will answer all questions from the criteria section below and be submitted on time. A full scope of work and action plan will be requested for selected priority projects in an upcoming formal application.

Period of Performance:

- All units created using VA Housing PDC funds are to be completed and move-in ready by July 2024

Eligible Uses of Funds:

- New rental or homeownership units for households with incomes less than 80% AMI
- Gap funding for new affordable units
 - o Maximum of \$500,000 for property acquisition
- Soft costs, material costs, equipment costs, contractor fees, and project specific marketing relating to the development of new affordable units

Ineligible Uses of Funds:

- Development of a new land trust
- Land banking
- Funding of units proffered as part of rezoning
- Development of emergency shelter, rental assistance, or owner-occupied rehabilitation
- Subsidizing fully funded units that are planned but not yet constructed

Review Process and Evaluative Criteria:

Please attach documentation or written answers to the following criteria. Submissions will be assessed based on how well they address the following factors:

A. Supply

- o Total number of newly constructed affordable units
- o Number of units affordable to household incomes less than 80% AMI
- o Number of units affordable to household incomes less than 60% AMI
- o Number of units affordable to household incomes less than 40% AMI
- o Commitment period for affordability

B. Project Experience, Capacity & Readiness

- o Demonstration of history of providing affordable housing

- Demonstration of organizational financial viability and the financial feasibility of the project
- Brief description of site control, if applicable
- Description of location of project – city, county or town in TJPDC region as well as general description of location within the locality
- For land pursuit and assembly, brief demonstration of history of successful land acquisition
- Brief descriptions of the planning, design, pursuit and/or construction process
- A broad project timeline and/or construction schedule
- Description of future or past public participation process
- Description of regulatory compliance with current zoning, for by-right development, or description of ongoing rezoning process

C. Budget

- Total grant request from TJPDC
- Application includes a listing of all current and committed funding sources, amounts from each source, and existing funding gaps. A brief template can be found further in the Proof of Concept description.
 - Note: A full pro forma will be required for priority applicants, and is not necessary for the Proof of Concept submission.
- Applicant provides a brief description of how the PDC and other funding sources shall be used
- PDC grant cost per unit

Deadlines and Award:

Submission:

- Proof of concept submissions should be sent via email to: Christine Jacobs at cjacobs@tjpd.org and Ian Baxter at ibaxter@tjpd.org
- Submissions should be no longer than 5 pages in length
- *Note:* The TJPDC reserves the right to reject any or all proposals wherever it is in the best interest of the Planning District Commission. Any questions related to this request for concepts shall be directed to the persons above. The TJPDC is an Equal Opportunity Employer. Minority and Women-owned businesses are encouraged to submit a Proof of Concept.
- Proposals will be accepted until:

**November 29, 2021
at 5:00 p.m.**

Late Proposals: Proposals received after the stated closing time and date will not be considered.

Decision:

- Proposals will be reviewed and priority projects will be identified and invited to submit a formal application within 60 days.

Project Sources, Uses of Funds, and Gap Funding Needed

Project Name: _____

Budget Category	Overall Project Budget
SOURCES OF FUNDS	
Loan #1	_____
Loan #2	_____
Loan #3	_____
Equity	_____
Grants	_____
Other Source #1	_____
Other Source #2	_____
TOTAL SOURCES OF FUNDS	

USES OF FUNDS	
Acquisition	_____
Hard Costs	_____
Soft Costs	_____
Miscellaneous Costs	_____
TOTAL USES OF FUNDS	

**ADDITIONAL
REQUIRED FUNDING**

**FUNDING REQUESTED
FROM TJPDC**