

**CITY OF BELOIT
PROGRAM OVERVIEW**

Affordable Rental Housing Creation/ Preservation

March 2024

Program Overview

Affordable Rental Unit Creation/ Preservation

\$6,000,000

A. Funding Requests

- **End of Expenditure Period:** December 31, 2027
- **Minimum Request Amount:** \$1,000,000
- **Maximum Request Amount:** \$3,000,000

B. Eligible Projects

The City will accept applications from both non-profit and for-profit developers seeking Low-Income Housing Tax Credit (LIHTC) incentives through the Wisconsin Housing and Economic Development Authority (WHEDA). All project sites must be located in the City of Beloit, Wisconsin. Applicants must be the owner of record or have the project site under contract for purchase at the time of pre-application. Applicants who have submitted a complete Offer to Purchase and Proposal in response to an RFP for City-owned land shall be eligible to apply for funding under the program.

Applicants awarded TIF-Housing funds as gap financing for LIHTC projects shall agree to the income and affordability requirements and reporting timelines imposed by WHEDA. Applicants will be expected to utilize other significant sources of affordable housing financing, or other federal, state, and local funds. All funding awards offered to a project by the City are made contingent upon an applicant's receipt of LIHTCs for that project, as well as the applicant's ability to secure other financing necessary for the project, and land use and zoning approvals. All developers will be required to enter into a Development Agreement with the City of Beloit, and all projects will be required to start construction within twelve (12) months of execution of the Development Agreement.

C. Scoring Priorities

The Beloit City Council may interview applicants and will evaluate proposals after the application period closes based on a variety of factors. Preferential scoring will be given to proposed projects which include:

- Amenities and on-site supportive services including but not limited to childcare, playground equipment, medical services, counseling, educational features, etc.;
- Location(s) immediately adjacent to existing transit routes, and those which include pedestrian and bicycle infrastructure;
- Leverage of diverse sources of funds and which will create substantial increases in tax base after completion;
- Location(s) and scope which are consistent with the City's adopted Comprehensive Plan, specifically the Future Land Use Map;
- Location(s) within ½ mile of essential services including schools, healthcare, employment opportunities, goods & services, etc.;
- A high-quality development which would satisfy goals of the project area;
- Development plans which maximize use of the site and enhance the neighborhood;
- Firms and key personnel with demonstrated qualifications, experience and capacity to carry out the proposed project; and
- Expedient yet realistic anticipated project timeframe for completion/phasing.

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D. Eligible Organizations

The City will accept applications from both non-profit and for-profit developers seeking Low-Income Housing Tax Credit (LIHTC) incentives through the Wisconsin Housing and Economic Development Authority (WHEDA). All project sites must be located in the City of Beloit, Wisconsin. Applicants must be the owner of record or have the project site under contract for purchase, or have submitted a complete Offer to Purchase and Proposal in response to an RFP for City-owned land at the time of pre-application. Applicants shall be in good standing with the Wisconsin Department of Financial Institutions.

E. Reporting Requirements

Grantees shall submit semi-annual reports (every six months) to the City of Beloit summarizing the use of funds and describing the impact on the surrounding neighborhood, unless more frequent or enhanced reporting is required pursuant to the Development Agreement. The City of Beloit will supply a reporting document for completion by grantees and prescribe the dates upon which the semi-annual reports are due. The City of Beloit reserves the ability to update/revise the reporting form over time to collect information necessary to monitor grantees, and keep Beloit City Council and the public informed.

1. The following information will be collected through Semi-Annual Reports:

- Summary of project progress and accomplishments relative to timeline projected in application and included in developer Scope of Services;
- Budget overview of expenses incurred to date;
- Financial summary report showing outside funds being leveraged.

2. Semi-Annual Reporting Schedule

Reporting Period	Period of Performance	Reporting Due Date
Period 1	Start of expenditure period as stated in approved Development Agreement – December 31, 2024	January 15, 2025
Period 2	January 1 – June 30, 2025	July 15, 2025
Period 3	July 1 – December 31, 2025	January 15, 2026
Period 4	January 1 – June 30, 2026	July 15, 2026
Period 5	July 1 – December 31, 2026	January 15, 2027
Period 6	January 1 – June 30, 2027	July 15, 2027
Period 7	July 1 – December 31, 2027	January 15, 2028

G. Requesting Payment

Grant awards will be provided to grantees in semi-annual disbursements. The first disbursement will be made following full execution of the grant agreement by both parties, and within approximately 30 days of the submission of a Request for Payment with the associated Semi-Annual Report. Requests for Payment must be submitted through Neighborly, and payments shall not be disbursed unless all reporting has been submitted according to the Development Agreement. Disbursement of funds shall also be contingent upon successful inspection by City of Beloit Building Inspection staff.

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H. Oversight and Monitoring

Developers must take measures to ensure that City has access to all related files, financial management system, financial records, and information for audit and oversight purposes that demonstrates to the satisfaction of City that the developer is in compliance with WI Stat §66.1105 and the requirements of the Development Agreement.

1. Monitoring

- An initial monitoring visit will be scheduled for approximately six (6) months from execution of the Development Agreement.
- Following the initial 6-month assessment, monitoring visits shall be conducted by City of Beloit grants administration staff each June/July to ensure continued compliance with program administrative and financial requirements, and the timely expenditure of TIF Housing funds.
- A checklist detailing all materials which must be readily available for monitoring shall be sent to all Developer at least thirty (30) days prior to their monitoring visit.
- A summary of any findings, concerns and recommendations shall be sent to developers within thirty (30) days of monitoring completion.

2. Compliance/Oversight

- Inspections will be completed periodically throughout the construction process, and successful inspection shall be a contingency for disbursement of funds. Annual inspections will be required post-construction according to the terms of the Development Agreement.
- Developers must cooperate with all City oversight activities, requests for access to facilities, requests for information, including, but not limited to, complete files, financial data, financial management system, and data.
- Oversight may include, but is not limited to, on-site or remote audit and/or review of financial records, on-site or remote review of the financial management system, and/or on- site or remote performance reviews by City staff or designee.

Application Instructions

Affordable Rental Unit Creation/ Preservation Application

1. Schedule

Pre-Application Eligibility Determination

- Pre-applications will be made available on March 18, 2024
- Pre-Application materials are due no later than 4:30pm CST on April 1, 2024

Application for Funding

- Application materials will be made available on April 12, 2024
- Completed applications are due no later than 4:30pm CST on May 10, 2024

2. Submitting an Application

Pre-Applications and Applications should be submitted using the online program Neighborly, with the link provided below. Applicants new to Neighborly will need to set up an account using a valid email address in order to access to the online application.

<https://portal.neighborlysoftware.com/beloitwi/Participant>

3. Required Pre-Application and Application Contents

To be considered a complete pre-application, the following information must be submitted before 4:30pm CST on April 1, 2024:

- Applicant Information
- Site location(s)
- Contact information
- Proposed project type
- Project financials, including pro-forma
- Alternate development scenarios and projections
- Certification applicant is in good standing with the WI Dept. of Financial Institutions

Once confirmation of agency eligibility is received, the agency will be able to proceed to the full application for funding. The full application will request additional information related to the proposed development, including

A completed Application for Funding will be due no later than 4:30pm CST on May 10, 2024 in order to be considered for funding. All questions must be answered completely in order for the agency/organization to move forward in the grant process.

Application Instructions

4. Applicant Presentation Required

In order to be considered for funding, all applicants deemed eligible to apply for TIF Housing funding will be **REQUIRED** to provide a ten (10) minute presentation to Beloit City Council on May 20, 2024. The meeting will take place starting at 5:30pm at Beloit City Hall (100 State St). The presentation schedule will be sent to all applicants in advance.

Applicant presentations shall be provided verbally, no AV equipment will be available. Applicants are allowed to provide handouts that complement their presentation, but this is not required.

Applicant presentations should include the following information:

1. A brief overview of the project proposed for funding, and
2. A description of the anticipated project impacts on the Beloit community.

5. Evaluation Criteria

Applications will be evaluated and scored against the following criteria:

Development Concept

1. Project Overview – The purpose of this section is to provide a general overview of the proposed development, including details about the project type and affordability commitments.
2. Affordable Housing Needs – The purpose of this section is to evaluate the developer’s knowledge and experience in identifying community-specific affordable housing needs.

Project Details

1. Housing Information and Unit Matrix – The purpose of this section is to summarize the total number and type of units proposed.
2. Site Information – The purpose of this section is to provide details about the site or sites of the proposed development, including proximity to essential services and amenities.
3. Real Estate Project Data Summary – The purpose of this section is to provide an overview of the current use and value of the project site(s), and identify any residential or commercial displacement associated with the project.

Project Amenities and Services

1. Site Amenities – The purpose of this section is to identify interior and exterior amenities for residents of the proposed development.
2. Integrated Supportive Housing Units – The purpose of this section is to identify the number of integrated supportive housing units proposed, as well as the nature of services and community partners for effective service delivery.

Community Engagement and Marketing

1. Property Management: Tenant Selection and Affirmative Marketing – The purpose of this section is to provide details regarding tenant selection and marketing methods planned for the proposed development.
2. Community Engagement Process – The purpose of this section is to summarize the efforts which have been made and are planned to engage the neighborhood and broader community about the proposed development.

Application Instructions

Timing and Budget

1. Proposal Timeline – The purpose of this section is to provide an overview of the anticipated timing for planning and implementation of the proposed project.
2. Budget – The purpose of this section is to provide a detailed budget summary, as well as the developer’s plans for project adjustments if not funded to the full request amount.

Organizational Capacity

1. Development Team – The purpose of this section is to summarize the organizational structure for the proposed project, as well as the developer’s experience with construction and operation of similar developments.
2. References – The purpose of this section is to evaluate references who can speak to the applicant’s past performance with similar development projects.
3. WHEDA Self-Score – The purpose of this section is to assess how the proposed development is anticipated to score when applying for LIHTC funding through WHEDA.

6. Inquiries

Questions regarding the application process for TIF Housing funds should be directed to:

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