



**Steering Committee Resolution SC03-2013 – Adoption of Procedures and Criteria for NY-CT Sustainable Communities Transit-Oriented Housing Incentive Fund.**

**WHEREAS**, Section 11.6 of the New York Connecticut Sustainable Communities Consortium’s Memorandum of Agreement states that Regional Plan Association (RPA) will work with Advisory Board Member the Local Initiatives Support Corporation (LISC) and other Consortium members to develop management protocols, selection criteria, and other specifications for a fund that would provide early seed capital to discrete affordable housing development within ½ mile of public transportation. The funding from LISC and RPA will cover predevelopment expenses associated with the development of affordable housing, including preliminary plans, engineering and environmental reviews, and legal, marketing, and preliminary feasibility assessments, and

**WHEREAS**, RPA and LISC have developed draft procedures and criteria for said fund,

**WHEREAS**, draft procedures and criteria have been circulated for comment by Steering Committee and Advisory Board members, stakeholders and the public, and have been revised in consideration of comments received, and

**WHEREAS**, RPA and LISC seek approval from the Steering Committee of proposed management criteria and grantee selection criteria,

**NOW THEREFORE, BE IT RESOLVED**, the Steering Committee approves the below “Fund Description and Selection Criteria” dated September 12, 2013, which outlines the fund’s management and criteria for grantee selection.



# **NY-CT Sustainable Communities Transit-Oriented Housing Incentive Fund**

**Fund Description and Selection Criteria  
September 12, 2013**

## **FUND OBJECTIVE**

The NY-CT Transit-Oriented Housing Incentive Fund is intended to support the development of mixed-income, sustainable communities by providing early seed capital to discrete affordable housing development within proximity of public transportation. Proceeds from this fund can cover a series of predevelopment expenses, including preliminary plans, engineering and environmental reviews, legal services, marketing and preliminary feasibility assessments. The Fund will make grants or loans, typically in the range of \$25-75,000, to advance projects that have local support, fill a regional housing need and support the six livability principles of the Partnership for Sustainable Communities:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate policies and leverage investment.
6. Value communities and neighborhoods.

## **ELIGIBILITY**

Eligible applicants include for-profit or not-for-profit housing developers applying for projects within the study area of the New York-Connecticut Sustainable Communities Consortium (Consortium):  
<http://www.sustainablenyct.org/img/SustainableNYCT-Region-Map-w-Cities-Towns.jpg>.

## **FUNDING SOURCES**

A total of \$200,000 will include \$100,000 from the Local Initiatives Support Corporation (LISC) and \$100,000 from the U.S. Department of Housing and Urban Development's (HUD) grant to Regional Plan Association (RPA) as grantee for the Consortium. Use of funding will include grants and loans to eligible developers.

## **FUND MANAGEMENT**

Allocations of this fund will be managed by the Consortium, which will work closely with LISC and other partners to establish a timely mechanism for identifying, selecting and approving funding decisions to worthy initiatives. RPA will act as fiduciary for grants that will be reimbursed with funds from HUD, under direction from the Consortium Steering Committee and terms established by LISC and HUD. LISC will make final credit approval for loans dispersed using LISC funds, and will manage loan disbursements and repayments.

## **DRAFT PROJECT CRITERIA AND SELECTION**

An application will be issued to solicit project proposals. The application will be developed by RPA and LISC based on the provisions of this fund description and terms and conditions required by HUD and LISC. Projects will be approved by the Consortium Steering Committee following recommendations from a selection committee consisting of representatives of LISC, RPA and other members of the Consortium Steering Committee or its Advisory Board as determined by the co-chairs of the Steering Committee.

Projects will be selected according to the following criteria:

### **Requirements**

All applications must meet the following criteria:

1. Applicants must have demonstrated experience in completing affordable housing developments (for-profit and non-profit organizations are eligible to apply).
2. Proceeds from the fund will be used to cover predevelopment expenses such as architectural, engineering, legal, and environmental and site control expenses associated with the development of affordable housing that is part of a transit-oriented development project.
3. The project will include plans to construct or preserve a significant number of housing units affordable to households earning no more than 80% of Area Median Income as defined by the U.S. Department of Housing and Urban Development.
4. The proposed site must be within walking distance of public transportation. In general, a site will be presumed to meet this requirement if it is within a half-mile of a commuter rail or subway station or a quarter-mile of a scheduled bus stop and has unimpeded pedestrian access to the station or stop. Applicants may also demonstrate that a site is within a reasonable walking distance even if located beyond these distances.
5. The applicant must have ownership of the site or demonstrate that acquisition is in process and likely to be completed within six months of the application.
6. The proposed development of the site must be consistent with any existing master plan, community vision or other land use plan approved by the governing municipality.
7. The proposed pre-development activities must be scheduled for completion by April 15, 2014.
8. Loan applicants must meet LISC underwriting criteria.

### Ranking criteria

Applications that meet the above requirements will be scored and ranked according to the following criteria:


1. Experience and organizational capacity of applicant, including ability to meet proposed milestones and schedule. **(35 points)**
2. Probability that proposed activities will lead to construction of a significant number of affordable housing units. Preference will be given to applications that support the development of homes for a range of low and moderate income households. **(25 points)**
3. Supports the development of mixed-income communities in high opportunity areas by either
  - a. expanding the number of affordable units located in census tracts where less than 10% of families live below the poverty level (poverty rates available by census tract at <http://www.sustainablenyct.org/povertyrates.html>), or
  - b. where the development will expand housing choices or limit displacement for existing low-income residents in neighborhoods attracting or attempting to attract market-rate development . **(25 points)**

At least one-third of funds will be allocated to qualifying projects scoring highest in criteria 3a, and at least one-third of funds will be allocated qualifying projects scoring highest in criteria 3b. The remaining funds will be allocated to projects scoring highest in either category.

4. Support for implementing transit-oriented development plans developed by the NY-CT Sustainable Communities Consortium. A map and links to additional information about each project is available at [www.sustainablenyct.org/projects](http://www.sustainablenyct.org/projects). **(15 points)**

**ADOPTED: September 13, 2013**

***"I hereby certify that the above is a true copy of Steering Committee Resolution SC03-2013 – Procedures for the Transit-Oriented Housing Incentive Fund, and was motioned by Gerry Bogacz, representing New York Metropolitan Transportation Council and was seconded by Satish Sood, representing Nassau County. This resolution was adopted and passed unanimously by the Steering Committee on the above mentioned date."***

  
Amanda Kennedy, Steering Committee Secretary