

**CITY OF WINSTON-SALEM**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

PROJECT DEVELOPMENT CHECKLIST – SINGLE AND MULTI-FAMILY

*Thank you for taking this first step in helping to make Winston-Salem more prosperous and accessible for all of its citizen stakeholders. We appreciate your commitment to affordable housing and sustainable development!*

**GENERAL REQUIREMENTS AND PROVISIONS OF CITY FINANCIAL ASSISTANCE**

***Before reviewing our attached funding application guide and checklist, please take a moment to examine the following key points of building a business relationship with the City of Winston-Salem:***

1. 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.
2. In your publications and marketing documents for this project, you should list the City of Winston-Salem as a primary funder.
3. Federal funding may be used to fund the project. 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, Americans with Disabilities Act, and Fair Housing regulations.
4. Please be aware that the City must strictly enforce the provisions of 24 CFR Part 58. This regulation requires that an Environmental Review be completed and a Release of Funds be made before any choice-limiting action pertaining to a specific site is taken by you or anyone else as of the date of this application. Choice-limiting actions are defined by HUD as property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction prior to the environmental clearance. Any violation of this provision will result in the automatic denial of this funding request (or de-obligation of federal funds, if already awarded).
5. Depending on the source of funds and number of units, the project may be required to comply with Davis-Bacon labor standards.
6. Depending on the amount of funds to be expended for housing construction, rehabilitation or other public construction, federal Section 3 provisions will require that, to the greatest extent feasible, preference in employment and contracting opportunities be given to low- and very low-income persons or businesses residing in Forsyth County.



## FUNDING APPLICATION CHECKLIST AND GUIDE

*Please be prepared to submit each of the following items in electronic format to the Neighborly application portal, using this checklist to help you prepare your application. Please contact our Planning Development Senior Project Supervisor, Mellin L. Parker at (336) 734-1310 or [mellinp@cityofws.org](mailto:mellinp@cityofws.org), or our Program Coordinator, Diane Greer, at (336) 734-1314 or [dianemq@cityofws.org](mailto:dianemq@cityofws.org) with any questions.*

*We also encourage you to reach out to your City of Winston-Salem Councilperson about your partnership with the City. The link at <https://www.cityofws.org/570/Wards-Council-Members> contains all necessary contact information for your elected representatives, as well as a map, <https://www.cityofws.org/DocumentCenter/View/1399/Ward-Lines-Street-Map-PDF> to assist you in identifying the Ward in which your project will be located.*

### **Required Information to be Submitted:**

1. A detailed description of the project, including elevation renderings and any other relevant construction drawings (to scale, if possible);
2. For rehab projects, a detailed work write-up, including all cost estimates associated with scope of work;
3. A description of the target market, broken down by percentage relative to Area Median Income (AMI). Please include any special populations to be served.
4. A description of services or programming to be provided, if applicable;
5. A projected time line for the work;
6. A description of project management components, including (where applicable):
  - a. Contractor procurement process;
  - b. City of Winston-Salem MWBE compliance;
  - c. Davis Bacon and/or Section 3 compliance;
7. Project development costs that include:
  - a. A detailed sources and uses statement of all in-kind funds;
  - b. The requested loan amount from the City;
8. If the project is for rental housing, then an operating pro forma (in electronic, spreadsheet format) that includes rent and operating cost assumptions and all estimated loan repayments;
9. A market study or other analysis to verify the need for the project;
10. If applicable, an Affirmative Marketing compliant-plan for advertising units for rent;



11. If applicable, an Affirmative Marketing compliant-plan for sale of units for homeownership, discussing uses of agents or other third party sales professionals;
12. A plan detailing your intended outreach to the community to build awareness of and engagement in your project.
13. A description of the property management plan discussing monitoring:
  - a. Unit affordability requirements;
  - b. Waitlist management;
14. A list of the development team members, with identification of principal(s);
15. For each for-profit principal:
  - a. 3 years of financial statements, bank and creditor references;
  - b. A signed release authorizing the City to obtain a credit report and verify bank and credit references (include Social Security Number, date of birth, and home address).
16. For non-profit entities, description of the financial capability of the sponsor/owner organization, including three years of:
  - a. Organization's operating budgets;
  - b. Audits;
  - c. Forms 990;
17. Listing of projects undertaken by principals over the past ten years, identifying project name and address, type of project, and number of units; note any projects for using local government funding.
18. For entities without prior experience managing or overseeing construction projects:
  - a. A list of the organization's agents (board members, officers, staff and/or contracted parties) who will be responsible for ensuring timely project completion and management, with a brief description of each agent's ability to ensure capable execution of construction-related goals.
  - b. Absent relevant agent skillsets, a list of outside contacts and/or partners who will assist your organization with timely, capable completion of stated project goals, with a brief description of the relevant skillsets and abilities of each agent.

## LINKS AND DOCUMENTS – MUTLI-FAMILY PROJECT PROPOSAL CHECKLIST

### AFFORDABLE HOUSING LENDERS

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

### CITY OF WINSTON-SALEM GOVERNMENT RESOURCES

#### AFFIRMATIVE MARKETING POLICY

- ❖ [Affirmative Marketing Policy.docx](#)

#### HISTORIC RESOURCES COMMISSION

- ❖ <https://www.cityofws.org/1276/Historic-Resources-Commission-Forsyth-Co>

#### INSPECTIONS AND LICENSE PORTAL

- ❖ <https://buildit.cityofws.org/wsfcp permit/Login.aspx?ReturnUrl=%2fwsfcp permit%2fHome.aspx>

#### MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) RESOURCES

- ❖ <https://www.cityofws.org/414/Minority-Womens-Business>

#### UNIFIED DEVELOPMENT ORDINANCES (UDO)

- ❖ [https://library.municode.com/nc/forsyth\\_county/codes/code\\_of\\_ordinanceshttps://www.cityofws.org/1593/Unified-Development-Ordinances-UDO-Amend](https://library.municode.com/nc/forsyth_county/codes/code_of_ordinanceshttps://www.cityofws.org/1593/Unified-Development-Ordinances-UDO-Amend)

### PLANNING RESOURCES

#### HUD COMMUNITY PLANNING AND DEVELOPMENT (CPD) MAP TOOL:

- ❖ <https://egis.hud.gov/cpdmaps/>

### TAX CREDIT RESOURCES

- ❖ <https://www.cahec.com/cahec-news-resources/fag/>

### WINSTON-SALEM AREA GENERAL CONTRACTORS AND PROPERTY MANAGERS

- ❖ <https://www.bbb.org/us/nc/winston-salem/category/general-contractor>
- ❖ <https://www.bbb.org/us/nc/winston-salem/category/property-management>

