

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** Monday, January 19, 2005

**SUBJECT:** HOME Program Applications

**ATTACHMENTS:** Yes:

1. Habitat for Humanity Application\*
2. Housing Assistance Corporation Application

\*Due to the large quantity of supporting documents required, these are not included within the Board's agenda packet.)

#### **SUMMARY OF REQUEST:**

Representatives from Habitat for Humanity and Housing Assistance Corporation will attend the meeting to present their applications for 2005 HOME Program funds. These projects are briefly described below:

1. Habitat for Humanity: Application for \$125,000 to provide infrastructure (road and water main) to *Shuey Knolls Development*, a new project developed by Habitat.
2. Housing Assistance Corporation: Application for \$90,000 to be used for *Mainstay Manor*, which consists of 4 two-bedroom transitional apartments for rent to survivors of domestic violence. Mainstay Manor is located within the Village at King Creek development.

The applications presented total \$215,000. Staff expects to know our planning level allocation amounts in time for the meeting on January 19<sup>th</sup>. The Board of Commissioners may choose to endorse both projects at the amounts requested, even though this total may exceed our planning level.

#### **COUNTY MANAGER'S RECOMMENDATION/BOARD ACTION REQUESTED:**

Staff recommends that the Board approve both requests for HOME funds at the amounts requested. The deadline for applications to be filed with the Asheville Regional Housing Consortium is January 31, 2005.

**CITY OF ASHEVILLE  
ASHEVILLE REGIONAL HOUSING CONSORTIUM**

**Application for Funding  
for a  
CONSTRUCTION PROJECT**

**This is an application for:**  
(Check only one box)

☐

**CDBG**

☒

**HOME**

**SECTION I  
APPLICATION INFORMATION**

Full Legal Name of Applicant: Henderson County Habitat for Humanity

Applying as:  
(check one)

☐

Asheville CDBG Subrecipient (CDBG only)

☐

Asheville HOME Subrecipient (HOME only)

☐

Other Member Government (HOME only)

(Subrecipient agency, if any: Henderson County)

☐

CHDO (HOME only)

1111 Keith Street

Address:

Hendersonville, NC 28792

City/State/Zip:

Telephone Number: (828) 694-0340

Contact Person: Douglas Watson  
Grants Coordinator

Title:

Telephone Number: 694-0340 E-mail: hendhabitat@bellsouth.net

Name of Project: Shuey Knolls Development

Total funds requested: \$ \$125,000

**To the best of my knowledge and belief all data in this application are true and current. The document has been duly authorized by the governing board of the applicant.**

Signature \_\_\_\_\_  
Mayor/Chair of Board

\_\_\_\_\_ Date

## CHECKLIST OF DOCUMENTATION INCLUDED WITH THIS APPLICATION:

You must provide an ORIGINAL plus FOUR COPIES of the following sections in the order listed:

- ☐ Application Information
- ☐ Project Description (including location and site maps)
- ☐ Program Budgets & Pro-forma
- ☐ Agency Management
- ☐ Disclosure of Potential Conflicts of Interest

Also, please provide ONE of each of the following attachments, if available:

- ☐ Current Organizational Chart
- ☐ IRS tax determination letter (501(C)(3))      On file with City\* \_\_\_\_      Attached \_\_\_\_
- ☐ Current Bylaws and Articles of Incorporation      On file with City\* \_\_\_\_      Attached \_\_\_\_
- ☐ Most recent independent audit      On file with City\* \_\_\_\_      Attached \_\_\_\_
- ☐ Auditor's "Management Letter"      On file with City\* \_\_\_\_      Attached \_\_\_\_
- ☐ Most recent un-audited financial statement
- ☐ Current Board of Directors
- ☐ Your agency's written policy for complying with the Americans with Disabilities Act (ADA)  
(New requirement this year)

\* Please check with CD staff before indicating that documents are on file with the City.

## SECTION II PROJECT DESCRIPTION

Project Title: Shuey Knolls Development

Project Location: Route 64 East, Edneyville, Henderson County

### II.A Type of Activity (check one)

- ☒ New construction for Homeownership      \_\_\_\_ New construction for rental
- \_\_\_\_ Owner-Occupied Rehabilitation      \_\_\_\_ Rental Rehabilitation
- \_\_\_\_ Acquisition/Rehab/Resale      \_\_\_\_ Predevelopment Loan (HOME only)
- \_\_\_\_ Public Facility or Improvement (CDBG only)
- \_\_\_\_ Commercial Property Improvement (CDBG only)
- \_\_\_\_ Other (specify): \_\_\_\_\_

**II.B. Short Description.** One or two sentences stating the number and type of housing or other units expected to result from this project and the targeted client group. State both total number of units in project and number to be assisted with CDBG/HOME (e.g. "New construction of 5 one-bedroom apartments for rent to developmentally disabled adults; all units to be HOME-assisted")

**This grant will provide initial infrastructure for 16 houses with 3 or 4 bedrooms. The homeowners will be in the 30-50% median income range. All will be assisted with Home Funds.**

**II.C Project Description.** Please attach a **detailed description** of the project, addressing **all** of the following questions. Please check each box to show that you have addressed the question, or insert "N/A" where the question is not applicable or no information is available.

**Site**

General location map showing development site in relation to streets and points of interest in the surrounding neighborhood (**at least ½ mile radius**). Waterways and railroads **must** be shown.  
**Attached**

Site map showing lot boundaries, street access, location of structure(s), and other site features  
**Attached**

Size of development site in acres. **62 acres. Habitat will develop 49 acres.**

Access to transportation, employment centers, shopping for basic needs, community services.  
**Attached**

Current site zoning and the status of any required planning reviews.  
**Zoning - "Open Space" Our site plan is approved**

Site control: If you already own the site or property, submit a copy of the deed and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement. **We own. Deed attached.**

**Property Acquisition**

Has agency acquired real property in order to carry out the project, or is property acquisition planned? **Yes**

Has property owner been informed of your intention to use federal funds for this project? If so attach letter. **Yes - Attached**

Is the property currently occupied? If so, state the number of tenants and describe **in detail** how you will determine relocation needs and help occupants to relocate in accordance with Uniform Relocation Act.. Include the cost of this in your budget. If you have issued a General Information Notice to tenants informing them of their rights to relocation assistance, attach a copy. **No**

**Construction Detail**

Floor plan and sketch of finished building(s). Annotate floor plan to show ADA features if present. Annotate sketch to emphasize design features that you consider particularly attractive and compatible with other buildings in the neighborhood. **Attached**

How many units will be newly constructed: 16; rehabilitated: \_\_\_\_\_;

**1120 - 3 BR**

Square footage of each unit: **1232 - 4 BR**; Number of bedrooms/baths: **3-4 BR, 2 Baths**.

Will project participate in an externally monitored energy efficiency program (e.g. Energy Star)?  
Yes: \_\_\_\_\_ (provide details). No: X

How many units will have full ADA accessibility: **As many as needed**;

How many others will have at least the following accessibility features: 16 :

- An at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on; and
- All doorways and passageways on the main floor at least 32" wide; and
- A bathroom or half-bath on the main floor that will accommodate a wheelchair (**show dimensions of unobstructed floor area on floor plan**)

**Lead-Based Paint (Rehab projects only)**

NA

Describe in detail how you plan to address lead-based testing and abatement or hazard control on any property built before 1978.

**Affordability, Marketing, & Supportive Services**

Proposed rents or **sales prices** for completed housing units. For rental units, estimate utility costs.  
**\$81,000**

Process for marketing to ensure an adequate pool of income-eligible renters or buyers  
**Attached**

Any steps planned to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, buy-back options, etc. **Deed restrictions for 20 years, attached.**

Any services coordinated with the project that will help ensure occupants' long-term housing success. **Attached**

**II.D. Project Team.**

1. Identify the project team by name, job title, and employment status (employee, independent contractor, or volunteer), and describe each person's relevant experience and specific responsibilities in this project. If the team is not yet assembled, then describe how you will select them. **Attached**
2. **For Rehab projects only:** List all project staff who have completed training in Lead Safe Work Practices (with date) or have any more extensive training in Lead Based Paint hazard control. **NA**

## **II. C Project Description**

Shuey Knolls is a 62-acre tract of undeveloped land in a rural part of the county. The site consists of open farmland as well as several wooded areas. There are some lovely distant mountain views from some of the lots. This property should ultimately contain about 90 homes on 49 acres. We plan to start house construction in early 2006 and complete the first 16 houses by December 2007.

We received from a group of local residents an option to buy approximately 12 acres on which they hope to build a community center. Their plans call for a building to house a gym, kitchen, and meeting space. There will also be outdoor recreational facilities and walking trails on about 9 acres of this land. This will provide outstanding recreational facilities for our homeowners as well as the rest of the community. It will also help to integrate our new development into an existing, well-established, rural community.

The \$125,000 grant request will be used to build a road and water main into the property. This will allow us to obtain building permits and commence house construction in early 2006. Development regulations require the road to end in a cul-de-sac so we have to build the road as far as the first intersection. We are minimizing the initial road cost by only installing a 3" gravel base at this time. We plan to finish the road with another 3" of gravel and a 2" asphalt surface with another year's HOME grant in 2006.

**Access** – The development is located on Rte. 64 East. A major shopping center is 5 miles away. A health center is 4.5 miles, the area high school and middle school are 4 miles,

and the elementary school is 1.5 miles. A general store is directly across Rte. 64 from our development. Various employment opportunities would be found in a 1 –8 mile radius.

## **II. C – Affordability, Marketing, & Supportive Services**

Twice a year Habitat conducts an information meeting at the County Library to brief prospective homeowners about Habitat. We collect names of interested applicants all year, receive referrals from other agencies, and advertise on radio and in newspapers. We also post meeting notices in Laundromats, etc. This past year we bought a mailing list of all county residents with incomes below \$35,000 and mailed a meeting notice to them. The deed and subdivision covenants provide language that governs the sale of the houses. They must be kept as affordable housing for 20 years and Habitat retains re-purchase rights.

Habitat provides excellent support for our homeowners. Each family must attend 12 hours of training on homeownership, maintenance and care, financial planning, credit counseling, predatory lending, etc. before their house is completed. Each family has a nurturer volunteer assigned to them for as long as needed, to work with and assist them in anything form house problems to financial and marital problems.

## **II. D. Project Team**

**Steven Dodd** – President, Engineer, past Family Selection Chairman

**Jim Hendrix** – V.P. Construction, Engineer, Construction Manager, Construction Volunteer

**Jack Houtman** – V.P. Site Development, Engineer, site and infrastructure coordinator

**Douglas Watson** – Grants Coordinator, Manufacturing Manager, Construction

Volunteer, past Treasurer

**Bruce Gordon** – Construction Supervisor for past five years, oversees and directs

volunteer construction people including prospective homeowners

**Jon Laughter** – Professional Engineer, provides professional support through site

surveys, supervision of site development contractors

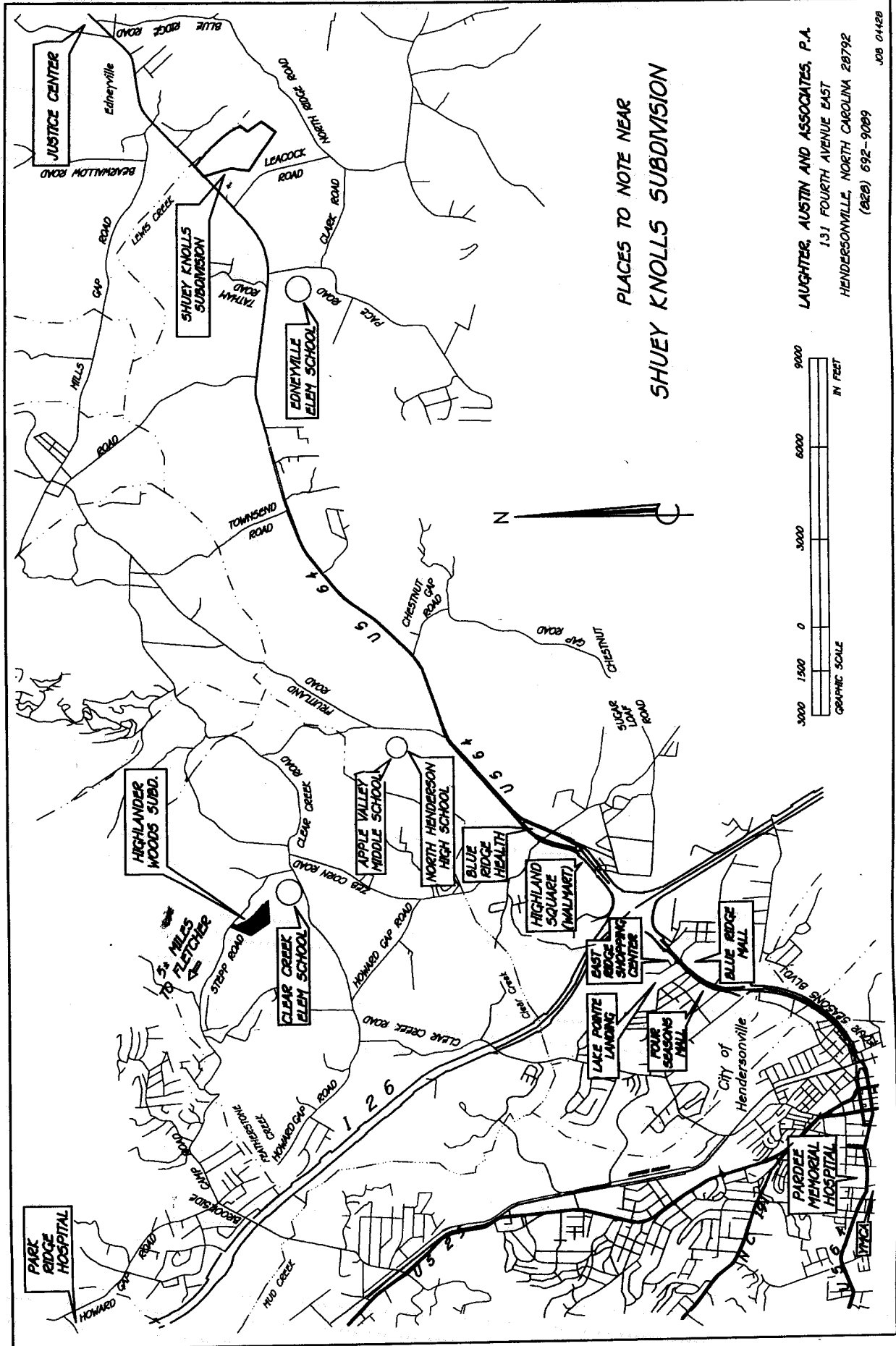
### **III. C. Secondary Financing / Second Mortgages**

N.C.H.F.A. will provide second mortgages of \$15,000 to all eligible homeowners.

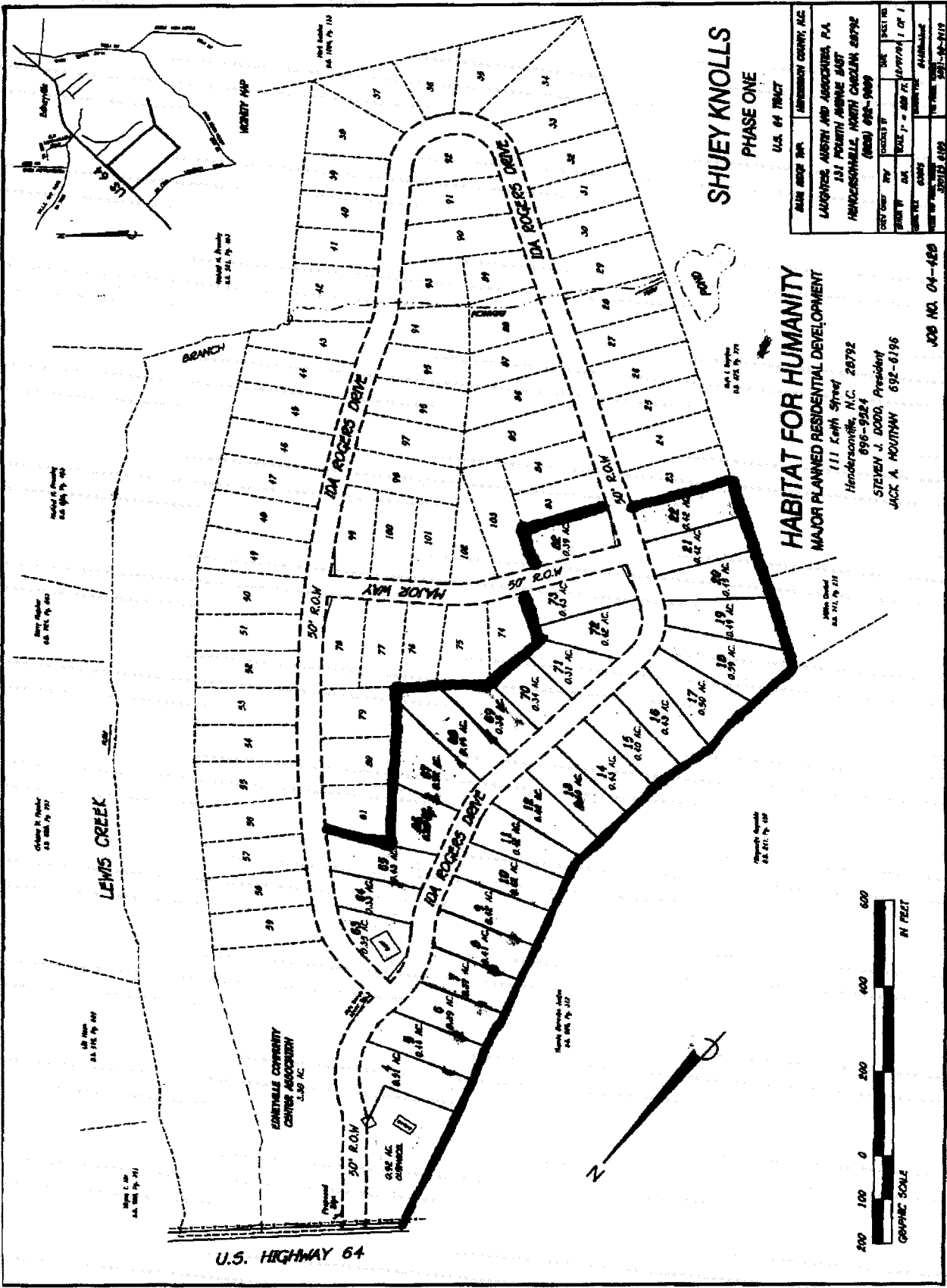
F.H.L.B.A. will award a \$6,000 grant to about eight homeowners, that will reduce the cost of their home by that amount.



# GENERAL LOCATION



LAUGHTER, AUSTIN AND ASSOCIATES, P.A.  
131 FOURTH AVENUE EAST  
HENDERSONVILLE, NORTH CAROLINA 28792  
(828) 692-9099



# SHUEY KNOLLS PHASE ONE

U.S. 64 TRACT

DATE	BY	REVISION	DESCRIPTION
10/1/98	JL	1	INITIAL DESIGN
11/1/98	JL	2	REVISED DESIGN
12/1/98	JL	3	FINAL DESIGN

## HABITAT FOR HUMANITY MAJOR PLANNED RESIDENTIAL DEVELOPMENT

111 Keith Street  
Hendersonville, N.C. 28732  
919-982-9824  
STEVEN J. DODD, President  
JACK A. MOUNTAIN 919-619-6196

JOB NO. 04-459

DOUG WATSON 696-9657 FAX

**CITY OF ASHEVILLE  
ASHEVILLE REGIONAL HOUSING CONSORTIUM**

**Application for Funding  
for a  
CONSTRUCTION PROJECT**

**This is an application for:**  
(Check only one box)

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**CDBG**

☒

**HOME**

**SECTION I  
APPLICATION INFORMATION**

Full Legal Name of Applicant: The Housing Assistance Corporation

Applying as:  
(check one)

<input type="checkbox"/>	Asheville CDBG Subrecipient	(CDBG only)
<input type="checkbox"/>	Asheville HOME Subrecipient	(HOME only)
<input checked="" type="checkbox"/>	Other Member Government	(HOME only)
	(Subrecipient agency, if any: <u>Henderson County</u> )	
<input type="checkbox"/>	CHDO	(HOME only)

Address: PO Box 2057

City/State/Zip: Hendersonville, NC 28793

Telephone Number: (828)692-4744

Contact Person: Noelle McKay

Title: Director of Resource Development

Telephone Number: (828) 692-4744 E-mail: noellehac@bellsouth.net

Name of Project: Mainstay Manor

Total funds requested: \$ 90,000

**To the best of my knowledge and belief all data in this application are true and current. The document has been duly authorized by the governing board of the applicant.**

Signature \_\_\_\_\_  
Mayor/Chair of Board

\_\_\_\_\_  
Date

## CHECKLIST OF DOCUMENTATION INCLUDED WITH THIS APPLICATION:

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- ☒ IRS tax determination letter (501(C)(3)      On file with City\* \_\_\_\_ Attached \_\_\_\_
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- ☒ Auditor's "Management Letter"      On file with City\* \_\_\_\_ Attached \_\_\_\_
- ☒ Most recent un-audited financial statement
- ☒ Current Board of Directors
- ☒ Your agency's written policy for complying with the Americans with Disabilities Act (ADA)  
(New requirement this year)

\* Please check with CD staff before indicating that documents are on file with the City.

## SECTION II PROJECT DESCRIPTION

Project Title: Mainstay Manor

Project Location: Lot 39 & 40 King Creek Blvd. Hendersonville, NC 28792

### II.A Type of Activity (check one)

- \_\_\_\_ New construction for Homeownership    X New construction for rental
- \_\_\_\_ Owner-Occupied Rehabilitation      \_\_\_\_ Rental Rehabilitation
- \_\_\_\_ Acquisition/Rehab/Resale      \_\_\_\_ Predevelopment Loan (HOME only)
- \_\_\_\_ Public Facility or Improvement (CDBG only)
- \_\_\_\_ Commercial Property Improvement (CDBG only)
- \_\_\_\_ Other (specify): \_\_\_\_\_

### II.B. Short Description.

New construction of 4 two-bedroom transitional apartments for rent to survivor's of domestic violence; all units to be HOME-assisted.

## II.C Project Description.

### Site

- ✓ General location map showing development site in relation to streets and points of interest in the surrounding neighborhood (at least    mile radius). Waterways and railroads must be shown.
- ✓ Site map showing lot boundaries, street access, location of structure(s), and other site features
- ✓ Size of development site in acres.
- ✓ Access to transportation, employment centers, shopping for basic needs, community services.
- ✓ Current site zoning and the status of any required planning reviews.
- ✓ Site control: If you already own the site or property, submit a copy of the deed and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement.

### Property Acquisition

- ✓ Has agency acquired real property in order to carry out the project, or is property acquisition planned?
- N/A Has property owner been informed of your intention to use federal funds for this project? If so attach letter.
- N/A Is the property currently occupied? If so, state the number of tenants and describe in detail how you will determine relocation needs and help occupants to relocate in accordance with Uniform Relocation Act.. Include the cost of this in your budget. If you have issued a General Information Notice to tenants informing them of their rights to relocation assistance, attach a copy.

### Construction Detail

- ✓ Floor plan and sketch of finished building(s). Annotate floor plan to show ADA features if present. Annotate sketch to emphasize design features that you consider particularly attractive and compatible with other buildings in the neighborhood.
- ✓ How many units will be newly constructed:   4  ; rehabilitated:                     ;
- ✓ Square footage of each unit: 2 units – 774 sq/ft, 2 units – 744 sq/ft;  
Number of bedrooms/baths: 2 bdrm/1 bath per unit.
- ✓ Will project participate in an externally monitored energy efficiency program (e.g. Energy Star)?  
Yes:            (provide details). No:   X
- ✓ How many units will have full ADA accessibility:   1  ;  
How many others will have at least the following accessibility features:   1  :
  - An at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on; and
  - All doorways and passageways on the main floor at least 32" wide; and
  - A bathroom or half-bath on the main floor that will accommodate a wheelchair (**show dimensions of unobstructed floor area on floor plan**)

**Lead-Based Paint (Rehab projects only)** N/A

**Affordability, Marketing, & Supportive Services**

- ✓ Proposed rents or sales prices for completed housing units. For rental units, estimate utility costs.
- ✓ Process for marketing to ensure an adequate pool of income-eligible renters or buyers
- ✓ Any steps planned to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, buy-back options, etc.
- ✓ Any services coordinated with the project that will help ensure occupants' long-term housing success.

**II.C Project Description. (cont.)**

In 2003 Henderson County law enforcement agencies responded to over 4110 Domestic Violence calls (an 8% increase over 2002). Mainstay, the area's domestic violence shelter and service provider, served approximately 595 domestic violence victims (a 16% increase from 2002).

**Mainstay Manor** is transitional housing serving women and families who are leaving Mainstay's emergency shelter and need an extended period of time to secure permanent housing, employment, and childcare. The maximum length of stay at most emergency shelters is six weeks, but acquiring affordable housing alone usually takes 8-12 months. Forcing a family to leave the emergency shelter without affordable housing does an enormous disservice to the families, many of whom return to the abuser because they have no other housing options.

Domestic violence victims with and without children leaving the shelter may reside at Mainstay Manor for up to six months. During this time Mainstay will provide residents counseling and connect them with services and local agencies to address their needs in securing stable housing, financial management, childcare, healthcare, accessing educational opportunities, and transportation.

**Site**

Mainstay Manor will be part of Housing Assistance's larger development, The Village at King Creek. Mainstay Manor will be located on lots 39 & 40 that has a combined acreage of .29 acres. The Village at King Creek, hereinafter the Village, will be home to over 30 affordable single family homes, 78 affordable apartments, and 20 market rate single family homes.

Mainstay Manor residents will be able to access many services which are within the Village. Western Carolina Community Action which offers Section 8 Rental Assistance and administers the Family Self Sufficiency Program is located across the street from Mainstay Manor. A Head Start Child Care Center, public transportation stop, and community center are located at the entrance to the Village community, 1/10 of a mile from Mainstay Manor.

A chart is provided estimating the proximity of services to Mainstay Manor.

<b><u>Service/Facility</u></b>	<b><u>Proximity to Site</u></b>
Medical Offices	.5 miles
Hospital	2.25 miles
WCCA	.1 mile
Employment Centers	.2 miles
Parks and Recreation	on-site, county park – 1.5 miles
Schools	.5 miles
Shopping Facilities	.1 – 1.5 miles
Public Transportation	.1 mile (on-site)

The site for Mainstay Manor is located in the City of Hendersonville and zoned PRD, Planned Residential Development. All planning reviews have been completed. Lots 39 & 40 are a piece of a larger portion of land purchased with financing through First Citizens Bank. Housing Assistance is owner of the property. A copy of the deed has been submitted.

### **Property Acquisition**

Housing Assistance has acquired lots 39 & 40 in order to carry out the project. As Housing Assistance is the owner of the property, notification of use of federal funds is not necessary. Additionally, the property is not occupied and will not trigger regulations associated with the Uniform Relocation Act.

### **Construction Detail**

Mainstay Manor is transitional housing designed to accommodate single women and their children for up to six months. The development will consist of four newly constructed 2-bedroom units, a small supportive services office space, and laundry facility. One unit will have full ADA accessibility. All

units will have a living room, kitchen, and bathroom. A laundry facility for residents is located adjacent to the office space.

### **Lead-Based Paint**

Mainstay Manor is a new construction; therefore, lead based paint monitoring is not applicable.

### **Affordability, Marketing, and Supportive Services**

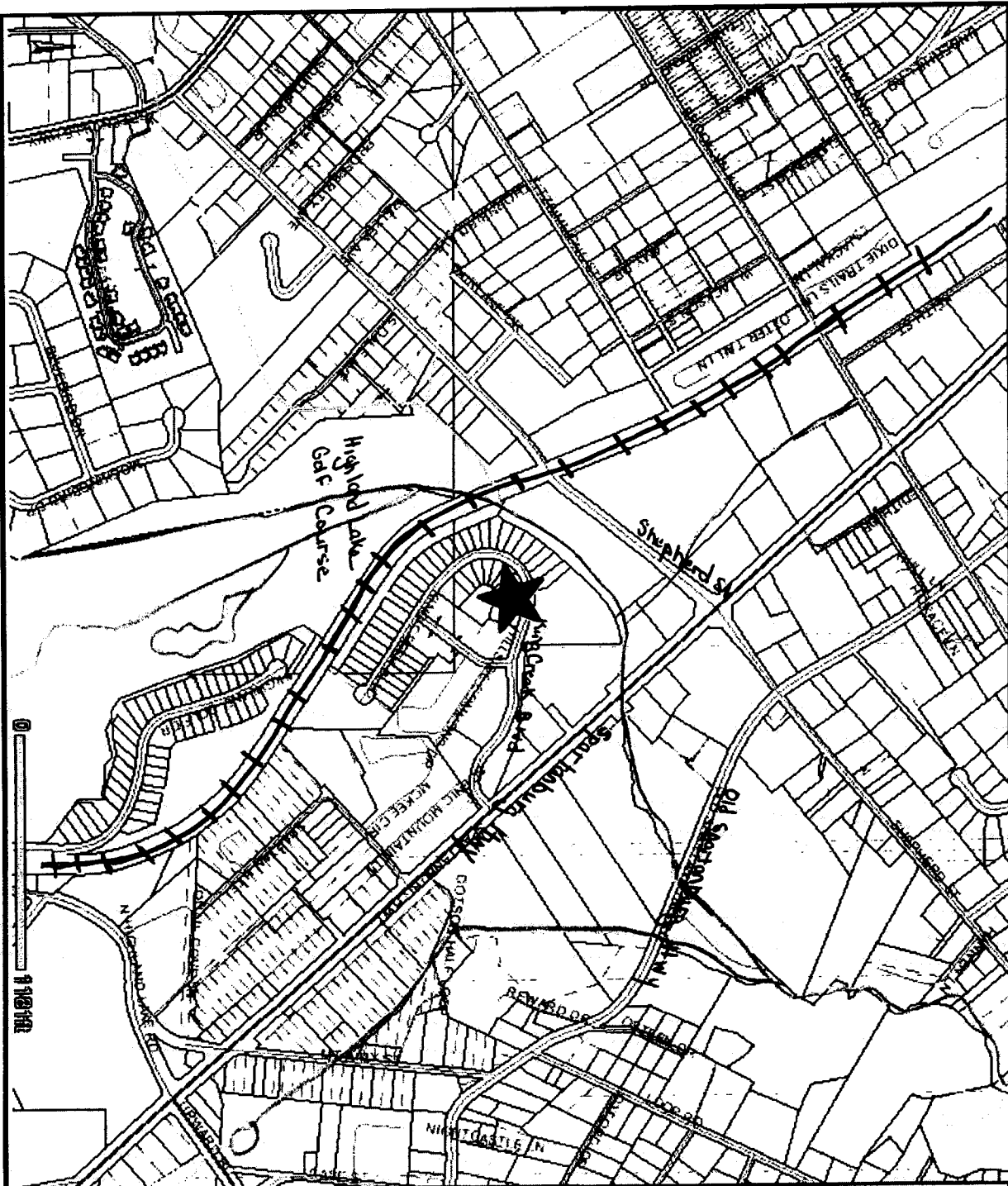
Proposed rents for each of the four units is \$400/mth and estimated utilities are 231 mth/unit. Mainstay has committed funding to cover a portion of the resident's rental and utility expenses. Mainstay will also be responsible for maintenance on the interior of the building. HAC will maintain the exterior building, landscaping, and yard maintenance.

All Mainstay Manor tenants will be transitioning from Mainstay's emergency shelter. The shelter, which has 18 beds, served 104 women and 110 children during FYE July 2004 all of whom are typically below 30% of the median income. Based on current demand, Mainstay Manor will have an adequate pool of income-eligible renters.

A portion of Mainstay Manor's financing is provided by the NCHFA through the Supportive Services Program. The Supportive Services Program requires a 30 yr period of affordability.

Mainstay provides therapeutic, case management, and support services. Mainstay Manor residents will be required to attend weekly Mainstay support groups which are offered in both English and Spanish. Residents will meet with a case manager once a week and a therapist every two weeks as determined in their individualized case plans. Individualized case plans include goals associated with securing permanent rental housing. Mainstay assists residents in connecting with local housing resources and agencies. Partners include Western Carolina Community Action, who administers Section 8 Rental Assistance and the Family Self Sufficiency Program, and Housing Assistance, who has several affordable apartment complexes and offers housing counseling.





- Legend**
- Selected Features
  - Streams and Rivers
  - Streets
  - Major Roads
  - Parcels
  - Lot lines, hoots, and leader lines
  - Parcel Holes
  - Parcel Ladder Lines
  - Parcel Ladder Lines
  - Parcel PIN numbers
  - Railroad Tracks
  - Mantley Manor