

# Jefferson Parish Department of Community Development Affordable Housing Program 2020 HOME Developer Application

## PROJECT

Project Name: \_\_\_\_\_  
Project Street Address: \_\_\_\_\_  
Council District of Proposed Project: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Developer Name: \_\_\_\_\_  
Partner Entities: \_\_\_\_\_

## APPLICATION CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
EIN: \_\_\_\_\_ DUNS: \_\_\_\_\_

## FUNDING REQUEST SUMMARY

HOME Funds Request: \_\_\_\_\_ Number of HOME Units: \_\_\_\_\_  
Total Other Funds: \_\_\_\_\_ Number of Affordable Units: \_\_\_\_\_  
Total Development Cost: \_\_\_\_\_ Total Number of Units: \_\_\_\_\_  
*HOME Funds request must be for \$100,000 or more, provide 4+ HOME units, and have at least 50% of units as affordable or meeting a special need. HOME funds should not exceed 40% of the Total Development Cost.*

## DEVELOPER'S STATEMENT

The undersigned Developer hereby states that all information provided in this application is, to the best of their knowledge, true and accurate. If Jefferson Parish discovers that any information entered in the application is false, then the Parish shall be entitled to remove the Developer from consideration, or to cancel their selection and any award that has been granted to the Developer. Further, by completing and submitting this proposal, the undersigned Developer is thereby agreeing to abide by all terms and conditions, as issued by the Parish.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative)  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Section A. Project Overview

1. **Summary:** In the space provided, briefly describe the project including the location, type of development, funding and financing sources, ownership structure and current project status.

2. **Development Type:**      \_\_\_\_\_ Homeownership      \_\_\_\_\_ Rental

3. **Construction Type:**

\_\_\_\_\_ New Construction      \_\_\_\_\_ New Construction with Acquisition  
 \_\_\_\_\_ Rehabilitation Only      \_\_\_\_\_ Rehabilitation with Acquisition  
 \_\_\_\_\_ New Construction & Rehabilitation      \_\_\_\_\_ New Con. & Rehabilitation with Acquisition

4. **Building Style(s):**

\_\_\_\_\_ Single Story Multifamily      \_\_\_\_\_ Townhouse/Duplex  
 \_\_\_\_\_ Multifamily 2-5 stories, elevator      \_\_\_\_\_ Single Family Detached  
 \_\_\_\_\_ Multifamily 2-5 stories, non-elevator      \_\_\_\_\_ Group Home/Institutional  
 \_\_\_\_\_ Other (Please Describe): \_\_\_\_\_

5. **Number of Buildings:** Existing \_\_\_\_\_ Proposed \_\_\_\_\_

6. **Population to be served**

\_\_\_\_\_ Senior Citizens – aged 55 or older      \_\_\_\_\_ Families  
 \_\_\_\_\_ Persons with Disabilities      \_\_\_\_\_ Singles  
 \_\_\_\_\_ Persons Experiencing Homeless      \_\_\_\_\_ Persons Returning from Prison or Jail  
 \_\_\_\_\_ Veterans      \_\_\_\_\_ Persons with Addictions

7. **Affordability Mix**

	Eff.	1-bdrm	2-bdrm	3-bdrm	4-bdrm	5-bdrm+	Total
HOME units							
Other Affordable							
Market Rate							
<b>Total</b>							
Will the HOME rental units be Fixed or Floating?					Fixed / Floating		

## Section B. Project Details

### Project Requirements

Proposed projects must adhere to the following criteria to be considered for HOME funds.

#### Homeownership

##### ***Project Size***

JPDCD only accepts applications for the development of between 4 and 11 single-family homeownership units. All homeownership units must be affordable and sold to qualifying households with income below 80% of the area median income.

##### ***Timeline***

Federal regulations require HOME-assisted homebuyer units be sold to an eligible buyer within 6 months of construction completion. If a HOME-funded homebuyer unit cannot be sold to income-eligible buyers within 6 months of construction completion, the unit must either be converted to HOME rental unit or the HOME funds expended on the unit must be repaid.

##### ***Maximum Property Value***

The sales price must not exceed 95% of the area median purchase price.

#### Rental

##### ***Project Size***

JPDCD only accepts applications for developments of 10 or more rental units. The project must also provide at minimum of 50 percent of affordable units, or meet a special need identify in the JP Consolidated Plan.

##### ***Number of HOME Units***

Projects must propose a minimum of four HOME units to be considered for HOME funds. The total number of High HOME and Low HOME units required is determined through the Subsidy Layering and Underwriting Review. Project can propose a maximum of 11 HOME units.

### Project Specifics

1. Provide a brief description of development of the site, including any known prior uses of the site. If it is a rehabilitation project, include a brief description of the scope of work to be performed.

2. Discuss how the project fits into the Parish’s vision, as outlined in the [Consolidated Plan](#)<sup>1</sup>.

3. Is the site ready to break ground or is pre-development work required? Describe any pre-development work required or already completed. This includes rezoning, special use permit, utilities access, right of way, engineering and soil testing, environmental study.

**Pre-Development Work**

4. Provide current status of each of the following items. See attachments checklist for what must be provided based on status.

ITEM	STATUS
Do you have ownership or control of the site(s)?	Yes/No
If yes, documentation showing ownership must be included. If no, provide a description status of acquisition.	
Is the property zoned appropriately for the proposed project?	Yes/No
Do you have architectural plans and a site plan for the project?	Yes/No
Has an environmental study of the site been undertaken?	Yes/No
Has a market assessment or study been completed for the project?	Yes/No
Has an appraisal been completed on the project?	Yes/No
Has a development schedule been proposed for the project?	Yes/No
Is the property vacant/unoccupied?	Yes/No

<sup>1</sup> <http://www.jeffparish.net/modules/showdocument.aspx?documentid=18837>

5. Describe amenities and/or supportive services; including clubhouses, gym, laundry, that the development will include.

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**6. Total Unit Breakdown**

# of Beds	Eff.	1-bdrm	2-bdrm	3-bdrm	4-bdrm	5-bdrm+	Total
New Construction							
Rehab							
Occupied							
Vacant							
Existing-No Rehab							
<b>Total</b>							

**7. Property Management** *(For RENTAL projects with 15 or more total units only)*

Has a management plan been completed for the project?	Yes / No/ N/A
If so, does it include a tenant selection plan?	Yes / No/ N/A

8. **Affirmative Marketing Plan:** Please discuss how you will meet HOME’s Affirmative Market Requirements – special outreach to those groups least likely to apply for HOME-assisted housing, such as: information on the target audience; strategies to notify target audience of the availability of units; strategies to ensure non-English speaking audiences are made aware of the availability of units; and strategies to support potential buyers be successful in affording and maintaining as homeowners.

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*For affordable rental housing with five or more HOME assisted units, JPDCD requires applicants to develop an Affirmative Marketing Plan and a set of procedures for implementing the plan. See attached guidance and HUD Form.*

## Section B Required Attachments Checklist

Attach the following documents as required for the proposed project. *\*See Appendices for forms and templates.*

### Required for all submissions

- Project location map with site identified
- Site plan
- Proof of site control and zoning, or narrative describing status of acquisition
- Development schedule and timeline
- Section 3 plan\*

### Required if proposed project has 5 or more HOME units

- Affirmative marketing plan and form\*

### Required if proposed project has currently occupied units

- Relocation plan

### Required for all HOMEOWNERSHIP projects

- Marketing and Sales Plan
- Sales schedule demonstrating sales within 6 months of construction completion

### Required for all projects before final approval. Submit if available.

*If not available at the time of your application submission, provide a timeline with the attachments for when these will be completed and submitted.*

- Architectural plans and drawings
- Environmental assessment or study of proposed location
- Market assessment\* or independent study of proposed area (for 15 or more units)
- As-Built Appraisal
- Other reports, testing, or permitting related to the project site

### Required for all RENTAL projects before final approval. Submit if available.

*If not available at the time of your application submission, provide a timeline with the attachments for when these will be completed and submitted.*

- Property Management Plan
- Tenant Selection Plan
- 18 Month Lease Up Plan

## Section C. Project Financials

The following sections of the HOME Developer Program Policies and Procedures are included as a courtesy. Developers are responsible for reviewing the policies and procedures.

### **All Projects**

#### ***Minimum and Maximum Award Request***

Due to limited funds, JPDCD HOME funds are intended as gap funds. Developers can request up to 40 percent of their Total Development Costs in HOME funds, in proportional share to the number of HOME units. Requests for funds under \$100,000 will not be considered, due to the cost and effort associated with application review and long-term project compliance. Per federal regulations, the minimum amount of HOME funds that must be invested in a project involving rental housing is \$1,000 times the number of HOME-assisted units in the project. Per federal regulations, the maximum amount of HOME funds that can be invested in HOME-assisted unit is established by Section 234-Condominium Housing basic mortgage limits, for elevator-type projects.

#### ***Award Type***

All HOME funds are awarded as forgivable, no-interest loans, and are properties are required to remain affordable for the life of the affordability period. At the end of the affordability period (between 5 and 20 years, depending on the amount of HOME funds and the type of development), JPDCD fully forgives the loan. A mortgage, promissory note, and deed restriction are recorded against the property to enforce the affordability period.

#### ***Affordability Period***

<b>Activity</b>	<b>HOME Investment Per-Unit</b>	<b>Minimum Affordability Period</b>
<b>Rehabilitation or Acquisition of Existing Housing</b>	<\$15,000/unit	5 years
	\$15,000- \$40,000/unit	10 years
	>\$40,000	15 years
<b>New Construction or Acquisition of New Housing</b>	Any \$ amount	20 years

#### ***Developer Fee***

Developers may include a Developer Fee as part of the development budget. This fee may not exceed 15 percent of the total project cost.

#### ***Project Contingency***

Projects must include contingency. The contingency rate should NOT include the developer's fee. When calculating the contingency amount, deduct the developer or management fee from the total project budget before applying the rate.

	<b>Hard Costs</b>	<b>Soft Costs</b>	<b>Contingency Rate</b>
<b>Min Rates</b>	7%	2%	9%
<b>Max Rates</b>	12%	5%	17%

**Homeownership Projects**

HOME funds can only be requested for development and construction subsidies. If units are expected to need direct homebuyer assistance, the buyer must participate in the Jefferson Parish First Time Homebuyer program.

Total HOME funds in a single unit, including direct homebuyer assistance and direct construction subsidy, must be less than the maximum per unit amount set by Section 234-Condominium Housing basic mortgage limits, for elevator-type projects.

Maximum HOME Investment Per Unit – 2020			
Bedrooms	Base Limit	HUB Percentage (From HOME Fire Vol 12 No.1)	LHC Statewide Limit (For All Areas except the cities of New Orleans and Shreveport)
0	\$63,881.00	249.00%	\$154,592.00
1	\$73,230.00	249.00%	\$177,216.00
2	\$89,049.00	249.00%	\$215,498.00
3	\$115,201.00	249.00%	\$278,786.00
4 or More	\$126,454.00	249.00%	\$306,018.00
Effective June 4, 2020			

HUD sets appraisal and price limits at 95 percent of the median purchase price for the area for new construction and existing housing. New construction for homeownership cannot appraise for more than the limits set by HUD annually.<sup>2</sup> These values are based on Federal Housing Administration (FHA) single family mortgage program data and U.S. Census Bureau data for newly constructed housing. Parish-supported development projects that include homeownership units must abide by the following sales price limits according to the number of units included in a sale.

FY2020 HOME New Homes Purchase Price Limit Jefferson Parish – New Orleans Metro Area			
1-Unit	2-unit	3-unit	4-unit
\$238,000	\$304,000	\$368,000	\$456,000

<sup>2</sup> HUD HOME and HTF Homeownership Value Limits, <https://www.hudexchange.info/news/home-and-htf-homeownership-value-limits/>



## **Rental Projects**

### ***HOME Maximum Rents and Project Rule***

In projects of five or more HOME assisted units, at least 20 percent (or one unit out of every five units) of the HOME assisted rental units must be occupied by families who have annual incomes that are 50 percent or less of median income. These very-low-income tenants must occupy units at or below the Low HOME Rent level.

<b>2020 HOME Program Rent Limits</b>							
Rent Limit	EFFICIENCY	1 BED	2 BED	3 BED	4 BED	5 BED	6 BED
Low HOME Rent Limit	\$616	\$660	\$792	\$915	\$1,021	\$1,126	\$1,232
High HOME Rent Limit	\$779	\$838	\$1,008	\$1,156	\$1,270	\$1,382	\$1,495
50% RENT LIMIT	\$616	\$660	\$792	\$915	\$1,021	\$1,126	\$1,232
65% RENT LIMIT	\$781	\$838	\$1,008	\$1,156	\$1,270	\$1,382	\$1,495
Effective July 1, 2020							

### ***Rent Limits and Utility Allowance***

The above rent limits assume all utilities are included in the cost of rent. If a project includes tenant-paid utilities, the developer must calculate the allowance for each tenant-paid utility (electric, sewer, water, gas, garbage, etc.) and by unit size and provide the allowance calculations to JPDCD with appropriate supporting documentation. Projects that are proposing to use LIHTC should use the LHC allowance. The utility allowance is deducted from the maximum allowable rent to determine the effective tenant rent.

### ***Initial Occupancy Income Restrictions***

During the first year of occupancy, 90 percent of the HOME units must be rented to households below 60 percent AMI. HOME units must always assist households under 80 percent AMI.

### ***Debt Service Coverage Ratio***

To be considered for HOME funds, projects must support a Debt Service Coverage Ratio (DCSR) above 1.10 throughout the affordability period. The desired range for debt service coverage is between 1.10 – 1.30 over the affordability period.

- Projects that have a debt service coverage ratio below 1.00 are not eligible for HOME funds.
- Projects with a consistent DCSR above 1.30 will be required to reduce HOME rents or increase project reserves with additional cash to endure they fall within the desired range .
- Awarded projects that do not maintain the required debt service coverage ratio during the life of the affordability period may incur penalties by JPDCD on grant funds received.

**Equity Contribution**

Developers are required to invest a certain percentage of equity into the proposed project based on the total development cost.

<b>Total Development Cost</b>	<b>Required Equity Contribution</b>
Under \$2,500,000	10%
Between \$2,500,000 - \$15,000,000	5%
Above \$15,000,000	3%

**Property Management Fees or Administration/Staffing Expenses**

The industry standard charged for an outside firm to complete property management tasks is between 5 – 15 percent of rents collected. If the fee charged is above 15 percent, there should be additional documentation to justify the need for more intensive management.

**Operating Reserves**

Developers are required to include an operating reserve equal to at least six months of the anticipated annual operating expenses for the first year of full occupancy. Developers may have up to 12 months of operating reserves. This calculation is based on the entire project’s operating expenses.

**Replacement Reserves**

Developers are required to include replacement reserves equal to one month's rent in the first year of occupancy, per unit, per year. Replacement reserves are required for all units, not just the HOME units.

**Investor Fees (LIHTC Only)**

JPDCD adheres to the industry standard is five percent of rents collected to cover the cost of LIHTC compliance. If the investor fee is greater than five percent, the developer must provide justification for why a high fee is necessary.

## Section C Required Attachments Checklist

Attach the following documents.

### Workbook - Required for all projects

- |                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Total development costs |
| <input type="checkbox"/> | Sources and uses        |

### Workbook – Required for RENTAL projects

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Rent schedule, by bedroom size, construction type, and affordability restriction |
| <input type="checkbox"/> | Utility allowance, by bedroom size   |
| <input type="checkbox"/> | Operating expenses   |
| <input type="checkbox"/> | 20-year Operating proforma   |

### Supporting Documentation - Required for RENTAL projects

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Evidence of other funding, including term sheets                                      |
| <input type="checkbox"/> | Supporting documentation for utility allowance calculations                           |
| <input type="checkbox"/> | Additional documentation to justify expense or rates outside of the ranges stipulated |

### Supporting Documentation - Required for HOMEOWNERSHIP projects

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Evidence of other funding, including term sheets                   |
| <input type="checkbox"/> | Revenue reinvestment schedule for additional units (if applicable) |
| <input type="checkbox"/> | Per unit budget, including anticipated sales price                 |

## D. Development Team Experience and Qualifications

1. **Name of Developer(s):** \_\_\_\_\_

2. **Type of Organization:**

\_\_\_\_\_ Individual                      \_\_\_\_\_ Corporation                      \_\_\_\_\_ Non-Profit  
\_\_\_\_\_ General Partnership                      \_\_\_\_\_ Limited Liability Corp.                      \_\_\_\_\_ Limited Partnership  
\_\_\_\_\_ Other (Explain): \_\_\_\_\_

3. **Developer Experience:**

Number of years in operation: \_\_\_\_\_

Number of Employees: Full time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Number of housing projects completed: \_\_\_\_\_

Number of housing projects completed with Federal, State or Parish funds: \_\_\_\_\_

Number of projects completed with HOME funds: \_\_\_\_\_

Number of housing projects currently under construction: \_\_\_\_\_

How many projects in your portfolio are in predevelopment? \_\_\_\_\_ Of these, how many do you anticipate beginning construction within the next three years? \_\_\_\_\_

Number of completed housing projects in which developer(s) or its affiliate is the managing general partner/managing member: \_\_\_\_\_

4. **Development Team**

Partner/owner: \_\_\_\_\_

Years in operation: \_\_\_\_\_ number of employees: \_\_\_\_\_

# of completed housing projects: \_\_\_\_\_ # of HOME projects: \_\_\_\_\_

# of projects under development: \_\_\_\_\_ # of projects under ownership: \_\_\_\_\_

Builder: \_\_\_\_\_ License #: \_\_\_\_\_

Years in operation: \_\_\_\_\_ Number of employees: \_\_\_\_\_

# of completed housing projects: \_\_\_\_\_ # of HOME projects: \_\_\_\_\_

# of projects currently under construction: \_\_\_\_\_

Property manager/Sales Team: \_\_\_\_\_

Years in operation: \_\_\_\_\_ Number of employees: \_\_\_\_\_

# of affordable developments under management/sold: \_\_\_\_\_

# of HOME projects under management/sold: \_\_\_\_\_

# of projects using Part 5 income verification method \_\_\_\_\_

*Note: if the developer is acting as property manager/sales team, this information is still needed.*

5. **CHDO Narrative:**

**For CHDO applicants only** – Provide a brief narrative that describes the roles and responsibilities of your organization on this project (e.g. as the developer, sponsor and/or property owner).

A large, empty rectangular box with a thin black border, intended for the applicant to provide a narrative describing their organization's roles and responsibilities on the project.

6. **Developed Projects:** Provide a list of recent projects of similar size and budget for each party in the development team.

**Developer**

Name of Development	City & State	Development Type – Senior, Family, etc.	Total # of Units	# of Aff. Units	Funding Source – HOME, LIHTC, etc.	Year Comp.	Occ. Rate

**Partner/Owner**

Name of Development	City & State	Development Type – Senior, Family, etc.	Total # of Units	# of Aff. Units	Funding Source – HOME, LIHTC, etc.	Year Comp.	Occ. Rate

**Property Manager / Sales Team**

Name of Development	City & State	Development Type – Senior, Family, etc.	Total # of Units	# of Aff. Units	Funding Source – HOME, LIHTC, etc.	Year Comp.	Occ. Rate

7. **Project References:** Provide a list of professional references that Jefferson Parish may contact.

**Developer**

Name of Reference	Name of Development	Project Role	Phone	Email

**Partner/Owner**

Name of Reference	Name of Development	Project Role	Phone	Email

**Property Manager/ Sakes Team**

Name of Reference	Name of Development	Project Role	Phone	Email

8. **Federal Requirements Experience:** Provide a list of which Development Team members have compliance and reporting experience with the following federal requirements. Briefly describe the experience. Use blank spaces for additional team members. Use an additional page if needed.

<b>Federal Requirement</b>	<b>Member Name</b>	<b>Project Role</b>	<b>Description of Experience</b>
Section 3			
Davis-Bacon & Certified Payroll			
Uniform Relocation Act			
Lead-Based Paint Standards			
Fair Housing & Equal Opportunity Laws			
ADA			
Section 504			

9. **HOME Training:** Provide a list of any trainings on HOME or HOME-rental completed by members of the Development Team. Use additional pages if necessary.

<b>Training Name &amp; Provider</b>	<b>Date &amp; Location</b>	<b>Member Name</b>	<b>Project Role</b>



10. **Financial Interest:** Is there an ownership interest between any of the members of the development team? If so, please explain:

11. **Audit:** Disclose any non-compliance, unresolved audit or monitoring findings.

12. **Incomplete Projects:** Has the developer(s), under its present name or any previously-used name, or any of its principals, ever commenced construction of a project that it has not completed, except those currently under construction? If yes, provide details. Use extra sheets if necessary.

13. **Litigation:** Is there any litigation (past, pending, active or resolved) against the developer, member of the development team, or project? If so, please provide a brief explanation.

## Section D Required Attachments Checklist

Attach the following documents for all firms of the Development Team to demonstrate the business is operational and in good standing.

### Required for all firms included in the application as part of the Development Team

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Resumes for each member of the Development Team involved in the proposed project |
| <input type="checkbox"/> | Louisiana Secretary of State Business Filing print out showing status            |
| <input type="checkbox"/> | Sam.gov print out with DUNS number   |
| <input type="checkbox"/> | Organizational chart, including names of senior management and board members     |

### Required for the Lead Development Firm

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Bylaws  |
| <input type="checkbox"/> | Articles of Incorporation or Charter  |
| <input type="checkbox"/> | Two of the most recent Financial Audits (must be from 2016 or later)                                  |
| <input type="checkbox"/> | <i>If a new LLC is being formed, audits or audited financials for each partner firm or individual</i> |
| <input type="checkbox"/> | Documentation to demonstrate 10 percent of total development costs in net assets                      |

### Required for CHDO Certification\*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | CHDO Requirements Checklist   |
| <input type="checkbox"/> | Articles of Incorporation or Bylaws   |
| <input type="checkbox"/> | 503(c)(3) or (c)(4)   |
| <input type="checkbox"/> | Affidavit of Standards of Financial Management Systems  |
| <input type="checkbox"/> | Organizational Chart  |
| <input type="checkbox"/> | Certification of Board Status and Affidavit of Board Representation demonstrating governing board consists of not less than one-third low-income persons and not more than one-third public officials |
| <input type="checkbox"/> | Statement signed by the Board President that details at least one year of experience serving Jefferson Parish   |

\*Certification documentation required if not submitted prior to application period to JPDCD

## Appendix

Market Assessment

Section 3 Plan

## Affirmative Marketing Plan Guidance

Applicants planning affordable rental housing projects with five or more HOME assisted units are required to develop an Affirmative Marketing Plan and a set of procedures for implementing the plan. Applicants must also complete the corresponding HUD Form (single-family or multi-family) with the plan. Both are submitted to JPDCD for review and the form is submitted to HUD for approval if the project is selected.

Affirmative marketing plans must include the following information:

1. Commitment to complying with federal and state fair housing laws, including the use of the Fair Housing logo, and equal opportunity language, and other JPDCD policies. Describe how the project will maintain compliance with federal and state fair housing laws.
2. Describe what methods will be used for informing the public and potential tenants about fair housing laws.
3. Describe the overall efforts the developer will take to affirmatively market the HOME-assisted housing project, including types and sources of advertising and outreach.
4. Describe efforts the developer will take to market to and inform persons not likely to apply for affordable housing without outreach.
5. State if a residency preference is made and provide an explanation for the preference (*Multi-family only*). A residency preference is a preference for selection of persons who reside or work in a specified geographic area (24 CFR 5.655(c)(1)(ii)).
6. Provide a list of community contacts to be used for marketing and outreach, including name, organization, address and phone number.
7. Describe how outreach will be evaluated, including corrective measures to be taken if the assessment shows outreach has not been effective.
8. A summary of staff responsible for marketing and tenant selection, and any Affirmative Marketing or Fair Housing trainings they have attended.

HUD Forms required for Affirmative Marketing Plans are available as fillable PDFs.

- Single-family (1-4 units): <https://www.hud.gov/sites/documents/935-2B.PDF>
- Multi-family (5+ units): <https://www.hud.gov/sites/documents/935-2A.PDF>

18-Month Lease Up Plan