

NORTH CAROLINA HOUSING FINANCE AGENCY

SUPPORTIVE HOUSING DEVELOPMENT PROGRAM

2013 PROGRAM YEAR

**APPLICATION FOR
FUNDING**

SECTION 1. APPLICANT/OWNER INFORMATION

A. Amount of SHDP Funding Request:

599,750

B. Project Name and Address

Project Name	Benevolence Farm
Address	Thompson Mill Road & Brookhills Lane
City	Graham
Zip Code	27253
County	Alamance

C. Applicant/Owner Information

Organization Name	Benevolence Farm
Address	PO Box 1003
City	Carrboro
State	NC
Zip Code	27510

Federal Taxpayer ID Number	26-3685507
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DUNS Number (if applicable)	027185085
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Contact Person	Tanya Jisa
Title	Founder/Executive Director
Telephone	919-433-7457
Fax	NA
Email	info@benevolencefarm.org

What entity will own the project?	Benevolence Farm
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(Note: The Applicant must be the owner of the development)

Person authorized to negotiate and sign legal contracts for the organization

Name	Tanya Jisa
Title	Founder/Executive Director
Address	PO Box 1003
City	Carrboro
State	NC
Zip Code	27510
Telephone	919-433-7457
Fax	NA
Email	info@benevolencefarm.org

D. Type of Organization

	Local Government
X	Nonprofit Organization
7/15/09	Date of IRS 501(c)(3) determination letter

Is your organization a NCHFA designated CHDO? Yes No

If Applicant is a nonprofit organization, attach as **Exhibit 1** a copy of each of the following:

- Articles of incorporation
- Bylaws
- IRS 501(c)(3) determination letter
- Current list of all members of the Board of Directors, including name, address, and beginning and ending dates of terms

EXCEPTION: If you received an award for a SHDP project within the last three funding cycles, you do not have to submit the Articles, Bylaws, and IRS 501(c)(3) determination letter. Instead submit any modifications or additions to the organization documents along with the current Board of Directors information.

Provide a brief history of the Applicant Organization, including purpose, current programs, number of staff persons, recent initiatives, etc. (All text boxes will expand as text is entered.)

The mission of Benevolence Farm is to provide an opportunity for women leaving prison to live and work on a farm where they grow food, nourish self, and foster community. Benevolence Farm began in 2007 and since its inception has been working to create mindful and effective programming to prepare women for successful re-entry and reduce the risk of recidivism. The idea received immediate recognition as a successful model for sustainable enterprise when chosen as one of four finalists in PBS NOW’s “Project Enterprise Contest”.

Drawing from a number of evidence-based curriculums in developing and offering a range of additional programming that address individual needs and optimize transitional skills, Benevolence Farm will offer financial literacy, family reunification, nutrition and wellness, sobriety support, job training, mentoring, and community building. Programming will be provided by Benevolence Farm as well as through partnerships with community agencies, professionals, and volunteers from the community.

Currently, Benevolence Farm is led by one full-time paid executive director and a volunteer Board of Directors who in turn created an Advisory Council to provide guidance and recommendations based on their specific areas of expertise to help better inform the organization’s programming and operational decisions. We are also fortunate to have UNC Kenan-Flagler School of Business board fellows as non-voting board members during the academic year. As the organization approaches opening, programs and activities will be carried out by five full-time paid employees including the executive director, farm manager, house/operations manager, social worker, administrative assistant, a social work intern and two farm interns.

E. Local Government

Local political jurisdiction in which the project will be located:

Name of City, Town, or County	Alamance County
Name of Chief Administrative Official	Craig Honeycutt, County Manager
Address	124 West Elm Street
City	Graham
Zip Code	27253
Telephone	336-228-1312
Fax	craig.honeycutt@alamance-nc.com
Zip Code	http://www.alamance-nc.com/county-government/county-manager.html

F. Administrative Restrictions

Has the Applicant organization received an unsatisfactory rating on publically funded project or been debarred for any period of time?

Yes No

Has the Applicant organization been involved in any lawsuit?

Yes No

Are there any outstanding judgments against the Applicant organization?

Yes No

Has the Applicant organization been involved in mortgage default within the last 5 years on any federally or state funded project?

Yes No

If any of the above responses was "Yes", provide a short explanation:

NA

G. Audit

Attach as **Exhibit 2**, the Applicant's two most recent audited financial statements or certified statement of Revenues and Expenses.

H. Experience

NA	Number of units developed by Applicant in past 5 years
NA	Number of households currently assisted by Applicant with housing
NA	Number of households currently assisted by Applicant with services
1	Number of units developed by Consultant in past 5 years, if applicable
NA	Number of units currently managed by third party Managing Agent, if applicable

As **Exhibit 3**, describe the rental housing development experience of the Applicant for the last 5 years. Include the name of each project, number of units, types of financing, and indicate whether financed with any public funds.

LIST ANY PROJECTS THAT RECEIVED NCHFA SHDP FUNDING HERE:

None

If the Applicant has no previous development experience, please include with **Exhibit 3** a signed letter from the consultant detailing his or her experience in serving as a consultant in publically financed, affordable, rental housing. Also include a copy of the executed contract between the Applicant and the consultant.

Has the Applicant organization received a Certificate of Occupancy (C.O.) or Temporary C.O. for all projects previously funded by SHDP and/or SHDP 400?

Yes

No

I. Conflict of Interest

Submit as **Exhibit 4** the Applicant's organization's policy regarding conflicts of interest. This can be part of the applicant organization Bylaws or can be a separate board statement.

Attach a list of all individuals associated with the Applicant or the ownership entity that have a reportable financial interest in the project. Detail the type of participation in the project, percentage, and dollar amount of financial interest in the project, including broker, contractor, and other professional fees.

SECTION 2. APPLICANT/OWNER INFORMATION

Submit one completed copy of Section 2, with all required documentation, for each noncontiguous site requesting Program funds.

A. Project Name and Address

Project Name	Benevolence Farm
Address	Thompson Mil Road & Brookhills Lane
City	Graham
Zip Code	27253
County	Alamance

<input checked="" type="checkbox"/>	New Construction	<input type="checkbox"/>	Acquisition and Rehabilitation
<input type="checkbox"/>	Emergency Shelter Rehabilitation		

If new construction is proposed, describe the design process completed or planned for the building. Was there a design committee? If so, who was on it and did they visit similar projects, which ones?

Planned academic design studio with public reviews [similar to My Sister Susan's House, a NCHFA funded project, completed in 2010]. MSSH was awarded a NC Affordable Housing Award in 2011, was a national finalist [top 4] in 2010 for the Environmental Design + Construction Excellence in Design Awards, received several community awards and was published nationally.

B. Type of Housing Units

Please enter the appropriate unit information. The units/beds should equal the total number of units/beds in the project described in Sections E and F.

12	Transitional Housing	<input type="checkbox"/>	Emergency Housing
	Permanent Housing	<input type="checkbox"/>	Combination

C. Narrative Description of Project

Identify the intended target population:

Benevolence Farm will seek to engage women who are approaching release from incarceration in North Carolina prisons and have little support in the community to assist them with re-entry. Benevolence Farm participants will have demonstrated a need for assistance with family reunification, substance dependency, mental illness, skill-building and employment, and/or housing. Benevolence Farm's program will most benefit medium to high risk women with few job skills and no job prospects; participation in the program will be voluntary.

Briefly describe how the housing and services of the project are structured to meet the needs of the intended target population:

Housing and employment will be provided for 12 women who have completed their sentence in a NC prison. Residents will live in either shared (double) or single bedrooms and common living areas. There will be a six-month commitment expected of all women who enter the program and they may remain for up to two years, depending upon their individual needs and case plans.

Programming will be based upon the individual risk and needs assessment of each resident resulting in individualized programming utilizing evidence-based, cognitive-behavioral approaches as well as gender-specific trauma informed treatment methodologies including self-efficacy, psycho-education, and intensive case management. The farm will provide a therapeutic community with trained professionals who are skilled in working with justice-involved women. Multi-stage programming will include pre-screening and an initial intervention while the women are still incarcerated with self-paced progression once on the farm. They will receive increasing levels of responsibility and accountability as well as privileges as they progress. Benevolence Farm will offer structured follow-up and support to women who complete the program to ensure their success once back in the community.

Residents will receive positive incentives and rewards proven to effectively change behavior, such as a living wage for their work with the farm enterprise, opportunities for mentoring, occasions to celebrate milestones, visits with children, family, and support networks, and chances to explore various career paths such as sustainable farming, marketing, finance, customer service, culinary arts, composting, hospitality, and entrepreneurship. Programming will be designed to develop employability and technical skills that are transferable to available jobs in the community.

D. Development Team – provide the following information as far as it is known; having these parties identified is not required at the time of application:

Project Coordinator:

Name	Tanya Jisa	Phone	919-433-7457
Email	info@benevolencefarm.org		

Consultant:

Name	Robert Charest	Phone	919-667-5031
Email	rcharest@elon.edu		

Construction Manager:

Name	Robert Charest	Phone	919-667-5031
Email	rcharest@elon.edu		

Architect:

Name	Robert Charest, lead design + architect of record [tba]	Phone	919-667-5031
Email	rcharest@elon.edu		

Qualified Contractor:

Name	FARM Studio (Robert M. Charest)	Phone	919-667-5031
Email	rcharest@elon.edu		

Energy Consultant:

Name	Advanced Energy	Phone	919-857-9000
Email	dlutz@advancedenergy.org		

Other:

Name		Phone	
Email			

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SECTION 3. PROJECT INFORMATION

A. **Housing Units:** Describe the bed/unit arrangement, rent, utilities, etc. – complete the section or sections most appropriate to your project

1. Apartment/single family units occupied by a single household or roommates:

	# Units	# Accessible Units	Av. Sq. Ft.	\$ Rent	Owner pays Utilities?	If no, estimated \$ tenant Utilities per month
Efficiency/ Studio/SRO						
1 Bedroom						
2 Bedroom						
3 Bedroom						

2. Group Home or Shared house situation (6 residents or fewer):

Living situation: Beds (several households per room) OR Bedrooms (one or two household per room) (check one)

# units	
Max. occupancy (total)	
Av. sq. ft. per bedroom	
\$ Amount tenant paid rent	
\$ Amount tenant paid utilities (average)	
\$ Amt. tenant paid fees	
List services or goods provided for tenant fees	

3. Facility living situation (more than six residents):

# beds	12 + staff
# residential Rooms	9 + staff rooms
Total sq. Footage residential rooms	1500 [excluding circulation and WCs]
\$ Amt. tenant paid fees	6,000/month (rent & program fees from farm wages)
List services or goods provided for tenant fees	Housing, meals, utilities, transportation, basic needs including personal care items and clothing, case management and

	associated recommended therapeutic programming.
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B. Buildings and Site

1. Building Information

	Number of Units/Bedrooms/ Beds	Gross Heated Square Feet
Building 1	1 main residential bldg/ 9 Bedrooms/ 12 Beds + staff quarters	5000
Building 2		
Building 3		
Building 4		
Totals		

2. Site Information

Total Square Footage of Site (land)	11.01 acres
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C. Income Targets

The number of units restricted by NCHFA will be based on the percentage of Agency funding relative to project development costs. If Project has HUD 811 funding or project-based Section 8, income targets must match HUD's or the PHA's guidelines.

Number of units affordable targeted to households earning less than 30% of area median income	12 beds
Number of units targeted to households earning 30% or more and less than 50% of area median income	
Number of units targeted to households earning 50% or more and less than 80% of area median income	
Number of non targeted units	2 beds
Total number of units in project:	12 beds in one main residential bldg
Will there be a manager's unit/bedroom? (Y/N)	2 bedrooms for interns/st aff

D. Equipment Furnished

X	Fire Sprinkler System		In-unit Washer/Dryer
X	Dishwasher	X	Range
X	Disposal	X	Refrigerator
X	Kitchen Exhaust Fan (vented to outside)	X	Shared Laundry Room
	Other - Describe:		

E. Systems

Heat

	Electric Baseboard		Gas Forced Air
X	Electric Heat Pump		
	Other - Describe:		

Hot Water

	Gas	X	Electric
	Other - Describe:	Solar/Rinnai instantaneous	

Air Conditioning

<input checked="" type="checkbox"/>	Central Air		Window Units
<input type="checkbox"/>	None		

F. Energy efficiency – 2 bonus points will be awarded to projects which commit to seek one of the following third party certification for energy efficiency:

- LEED
- National Association of Home Builders Green Program
- Enterprise Foundation’s Green Communities
- NC HealthyBuilt Homes

G. Public Utilities

Check the following existing systems that are adequate and available at the site:

<input checked="" type="checkbox"/>	Electric		Storm Sewer
<input type="checkbox"/>	Natural Gas		Water (City)
<input type="checkbox"/>	Sanitary Sewer		Water (County)

H. Environmental

Check any of the boxes that describe the site:

<input type="checkbox"/>	Adjacent to major highway	<input type="checkbox"/>	Historic/archeological significance
<input type="checkbox"/>	Has asbestos	<input type="checkbox"/>	In flood plain
<input type="checkbox"/>	Has hazardous waste	<input type="checkbox"/>	Near railroad/airport
<input type="checkbox"/>	Other (detail)		
<input type="checkbox"/>	Has lead-based paint		

I. Common Areas

List planned common areas such as a day room, laundry room, etc.

Living room, dining room, meeting room, library, laundry room.

J. Evidence of Zoning

Submit as **Exhibit 5**, a written statement on letterhead stationary from the unit of local government in which the property is located indicating that the proposed use of the site is permissible under applicable zoning ordinances or other appropriate land development regulations. If the property is subject to a Conditional or Special Use Permit, also provide a copy of the Permit with the expiration date at **Exhibit 5**.

K. Site Control and Value

Include a copy of the appropriate documentation of site control as part of **Exhibit 6**.

<input type="checkbox"/>	Pending	<input type="checkbox"/>	Deed or other proof of ownership	<input type="checkbox"/>	Long-term lease (must be approved by Agency)
<input type="checkbox"/>		<input type="checkbox"/>	Executed Option to Purchase	<input type="checkbox"/>	Other (detail)

Does a direct or indirect identity of interest exist between the Applicant and the seller of the property?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If yes, specify relationship

A copy of an appraisal of the land for new development or land and building(s) for acquisition and rehabilitation projects is required. The Agency strongly recommends that the Applicant get an appraisal prior to securing site control to ensure a fair price. Include a copy of the appraisal at **Exhibit 7**.

L. Temporary Relocation

Attach as **Exhibit 8**, a temporary relocation plan in the form provided by the Agency upon request. Please note that permanent relocation is not allowed, by statute, in projects using NC Housing Trust Funds. If the project does not require relocation, no Exhibit 8 is necessary.

SECTION 4. COMMUNITY NEED

A. Community Need

Attach as **Exhibit 9** documentation of need for the housing proposed through evidence such as: (1) a waiting list or letter documenting waiting lists from appropriate service providers; (2) a waiting list or letter documenting waiting lists of persons with disabilities from the appropriate housing authority, which also states that the project is in the housing authority's service area; (3) records of persons turned away from similar programs (4) local plans or studies such as the HUD Continuum of Care or Consolidated Plan; (5) a market study or (6) other appropriate data-based sources. If the proposal is for shelter expansion, there must be evidence of need and demand through historical lists of persons who have been turned away by the existing shelter or referred to other facilities out of the existing shelter's catchment area. Also provide one of the following:

1. Certification of Consistency with the Consolidated Plan (Form HUD-2991) or
2. Letter of Consistency with Local Continuum of Care.

B. Organization Budget

Attach as **Exhibit 10**, a copy of the Applicant organization's *most recent* annual operating budget. This budget should include both expenses and the sources of funds to finance all expenses during the budget year.

SECTION 5. SUPPORTIVE SERVICES ACCESS PLAN (SSAP)

INSERT PROJECT NAME	Benevolence Farm
INSERT PROJECT ADDRESS	Thompson Mill Rd & Brookhills Lane, Graham, NC 27253

02/28/2013

Date: (MM/DD/YYYY)

Contact Information			
	Owner	Management Agent	Services Coordinator/Provider
Organization	Benevolence Farm		Benevolence Farm
Primary Contact	Tanya Jisa		Tanya Jisa
Phone	919-433-7457		919-433-7457
Email	info@benevolencefarm.org		info@benevolencefarm.org
Street Address	PO Box 1003		PO Box 1003
City, State, Zip	Carrboro, NC 27510		Carrboro, NC 27510

If the same entity is acting as both Property Manager and Service Provider or Coordinator, please provide a narrative explanation of how these roles will be separated to ensure compliance with Fair Housing law.

NA

A. Type of Housing

Please enter the appropriate unit information. See SHDP Application Guidelines and Instructions, Section 1.2.4., for definitions of housing types.

Transitional Housing

1	Total number of dwelling units
11	Total number of bedrooms
14	Total number of beds

Emergency Housing

	Number of dwelling units
	Number of bedrooms
	Number of beds

Permanent Housing

	Number of dwelling units
	Number of bedrooms
	Number of beds

Describe type of living situation for residents: *Single Family House, Single Family Apartment, Single Room Occupancy (SRO), Shared Bedroom, Non-Shared Bedroom, Dormitory, or Other (describe)*

Combination of Shared and Non-Shared Bedrooms for residents. In addition, we will have two bedrooms for interns/staff.

B. Target Population Identify the type(s) of population(s) that will be residents of the project (e.g. homeless, domestic violence survivors, disabled children, children in foster care, mentally ill, substance abuse recovery, HIV/AIDS, re-entry from prisons, etc.):

Women re-entrants from prison, many of whom have been/are at risk for homelessness, domestic violence survivors, have a mental health diagnosis, are in substance abuse recovery, and perhaps are HIV+.

C. Facility Type

Is this a licensed facility?		Yes	X	No
License Type:				
License Number:				
Is this a licensed Group Home?		Yes	X	No
License Type:				
License Number:				

Is project limited by funding source to house only this population?

	Yes	X	No
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If so, what are the limitations and what is the funding source:

D. Unique Design Features Common Areas

Describe any adaptability or accessibility features and/or assistive technology beyond the minimums required by NCHFA in **Appendix B** "Design Standards" of the Program Guidelines.

NA

Describe any community space being developed as part of this property.

The farm will be open to the public on a regular basis where we will host educational workshops, family days, fund raisers, and other community events to provide opportunities for positive social interaction and community building among residents and the community.

E. Affordability

All of the units/beds must be affordable to households earning at or below 50% of the area median income at move in for the term of the loan. Rents and utilities cannot exceed 30% of gross household income for the income group being targeted. (The selected percentage of area median income). Any combination of housing costs and programs fees cannot exceed 40% of household income without Agency approval.

The Agency will use loan documents and annual reporting requirements to ensure that income targeting and affordability standards are met. In addition, applicants must comply with fair housing laws regarding accessibility and must design units to maximize accessibility for mobility impaired persons as described in **Appendix B** "Design Standards" of the Program Guidelines.

If residents are required to pay program fees, list fee amount and describe what services and other expenses are covered by the fees. Describe how the combination of fees and rent will be tracked to ensure it remains below 40% of the targeted income.

Residents will be required to pay program fees, approximately 70% of the income they earn from working on the farm, to cover room and board (which will include personal care items, clothing, work clothing and shoes) and on-site therapeutic services such as counseling, group therapy, and job readiness training.

F. Location and Availability of Accessible Transportation

1. Describe the location of the site and the availability and cost of accessible public transportation. (Call NC DOT/Public Transportation Division at 919-733-4713 for local contact information).

The site is intentionally somewhat remote due to the nature of the program and being based on a farm. Public transportation is not widely available anywhere in Alamance County, however, Benevolence Farm is actively supporting FAST to address this need in the community.

2. Describe proximity of the following services and facilities to the proposed project site. Include as **Exhibit 11** a map with the location of services within 5 miles of the site labeled. Please be sure to clearly indicating the project location.

Service/Facility	Proximity to Site
Supportive services including medical facilities	13 miles
Employment Centers	7.5 miles
Parks and Recreation	6.5 miles
Schools	9.3 miles
Shopping Facilities	6.3 miles

G. Statement of Qualification

Capacity of Services Coordinator/Provider

Describe the experience and capacity of the Services Coordinator/Provider to provide, coordinate and/or act as a referral agent for community based services that support persons of targeted population. (Include a brief description of the agency’s history, mission and the services the agency provides/coordinates.)

Founder and Executive Director Tanya Jisa has practiced social work with at-risk, primarily female populations for most of her 28 year career. As a masters level social worker and project manager with a certificate in Nonprofit Management, she has managed major federal grants, provided intensive case management services to numerous women and families, supervised teams of staff, and collaborated with multiple and diverse community based organizations. She will lead a team of trained professionals who are skilled in working with justice-involved women including a licensed social worker/case manager, operations/house manager, farm manager, and administrative assistant. These professional, full time staff will be assisted by skillful social work and farm interns.

Benevolence Farm has already established a vast network of service providers and community partners with whom we will collaborate and ensure the needs of program participants are clearly identified and comprehensively addressed. We anticipate establishing and cultivating even more partnerships as the project moves forward. Furthermore, we are committed to ensuring participants a smooth transition from our program to the next phase of their journey and will be working diligently with a host of community partners, including churches and mentoring programs to adequately connect each woman to the necessary supports and services within the community to which she chooses to go next.

Provide an analysis of the success rate of your service program. For example, "based on a five year follow-up examination, 35% of resident of our program for homeless persons achieve and maintain self-sufficiency for two years or more after leaving our program." Please include statistics.

Approximately 60% of women released from prison are re-arrested and nearly one third are returned to prison within three years. The risk of returning to prison is particularly high within the first year of release, as 44% of those released are rearrested during that time. Based on a three year follow up, we anticipate 75% of women who participate in the Benevolence Farm transitional living program will remain out of prison and achieve and maintain self sufficiency for two years or more after completing the program. To assist us in tracking success and ensuring program effectiveness, we are continuously exploring and developing evaluation and performance measures and researching the best practices of organizations similar to Benevolence Farm in mission and scope of services. We have two members of our Board of Directors who have significant experience and expertise in this area as well as members of our Advisory Council who are providing assistance in developing policies and tools for this purpose. We will have an individualized service plan for each participant that will be closely monitored by a case manager and include specific, measureable strategies and outcomes.

Capacity of Property Manager

If the Property Manager or Management Company has been selected at the time of application, describe their experience and capacity.

NA

H. Residents Access to Support and Services

Provide a detailed description of supports and services to be provided to residents, including the project's referral and tenant selection policies, if applicable. How are residents' needs for services identified? How are individual services' plans developed and implemented?

To address individual needs and optimize transition back to the community, Benevolence Farm will offer financial literacy, family reunification, nutrition and wellness, sobriety support, job training, mentoring, and community building. Programming will be provided by Benevolence Farm as well as through partnerships with community agencies, professionals, and volunteers from the community.

We will accept referrals primarily from the NC Department of Public Safety staff, including those in the Office of Transition Services as well as Chaplains and social workers. Prospective residents will complete a detailed application including a comprehensive risk assessment, interview with program staff and have an opportunity to visit the farm. During pre-screening staff will thoroughly explain rules and expectations of program so applicants have clear picture and can decide whether to pursue residency. Strong emphasis will be placed on admitting women who are willing and capable of working toward completing their education, participating fully in the farm enterprise component, adhering to policies and procedures, and taking responsibility for themselves. Women with serious psychiatric or behavioral challenges and/or with medical diagnoses that would inhibit them from participating fully in the program would not be admitted.

Women reentrants with a demonstrated need for assistance with sobriety support, skill building and employment, and/or housing will be given priority. Furthermore, because the program will target medium to high-risk women, a criminal record that may include violent and/or sexual offenses and/or be lengthy would not inhibit full consideration of her admission to the program.

Individual service plans will be created with input from the resident herself, the Benevolence Farm case manager, any social service providers currently involved, and the resident's family and/or social support network where feasible and advisable. The case plan will identify specific services needed as well as progress indicators in preparing for independence and returning to the greater community. It will be developed and monitored jointly by resident, staff, and support service providers and reviewed/ revised as needed.

A resident manual has not yet been developed, however we have obtained the manual of First Step Farm in Candler, NC as a wonderful reference and starting point in developing Benevolence Farm materials.

Please attach copies of any resident/tenant handbook or guidelines, as well as any printed material about religious activities or required program activities.

I. Referral, Screening and Communication Plan

If the Service Provider is not the Property manager, describe how the Services Coordinator/Provider will collect and make referrals of prospective residents to the property, maintain contact with referrals and referral agencies and the property manager, and offer assistance with any problems that may arise during a referral's tenancy for the duration of the compliance period. Otherwise, skip this section.

NA

Describe how the property manager will screen referrals, negotiate reasonable accommodations and maintain contact with the Services Coordinator/Provider during a referral's tenancy.

NA

Describe how the Services Coordinator/Provider and the property manager will maintain communication to accommodate staff turnover.

NA

J. Access to Supportive Services

Name other local service providers who will be collaborating with the Service Coordinator/ Provider in the referring process and providing residents' access to services and supports.

NC Department of Public Safety, Office of Transition Services (see letter of support)
 Cardinal Innovations Healthcare Solutions - Alamance/Caswell (see letter of support)
 Alamance Community College
 Alamance County JobLink Career Center
 Alamance County Family Justice Center
 Alamance-Orange Prison Ministry
 Allied Churches of Alamance County
 Central Carolina Community College
 Community Success Initiative
 Elon University Department of Human Service Studies
 Exchange Club's Family Center in Alamance
 Family Abuse Services of Alamance County, Inc.
 Goodwill Industries
 The Healing Station of Burlington
 Healthy Alamance
 InStepp, Inc.
 Kernodle Center for Service Learning and Community Engagement
 Legal Aid NC
 NC Justice Center
 NC State/Agricultural Extension Service
 NC Women United
 Open Door Clinic of Alamance County
 Our Children's Place
 Passage Home.
 Piedmont Triad Regional Council: Project Reentry
 Sustainable Alamance
 TROSA
 Women's Resource Center in Alamance County

Describe how Services Coordinator/Provider will work with the property manager and/or other local providers to coordinate access to services and supports should residents need assistance.

Benevolence Farm has established and cultivated numerous relationships with other local service providers who have all been very enthusiastic about the program we are bringing to fruition. They have provided valuable information and guidance as to how best to coordinate complimentary services for our residents in a way that will be as effective and efficient as possible. All of the service providers listed above have offered continuous support and consultation to Benevolence Farm and will undoubtedly continue to be key partners as we meet the diverse and individualized needs of each resident thereby enabling increased and sustained success.

K. Facility Security Plan

If your project has an existing Facility Security Plan, please attach it as **Exhibit 12**. This generally will only be available for Domestic Violence Shelters that have funding from the Governor's Crime Commission.

SECTION 6. PROJECT PLANS

As **Exhibit 13**, attach the following information requested in this section for each building constructed or acquired using Program funds.

A. Required PRELIMINARY Plans for New Construction: 2 copies

1. Scaled Site Plan showing, at a minimum, proposed building footprint, driveways, and parking areas.
2. Elevation of front of building.
3. Elevation of side of building
4. Floor layouts for each type floor or building, as applicable, using a minimum scale of 1/16" = 1'; identifying the location of units, common use areas and other spaces.

All required plans should be on 24"x36" paper and drawings should be to scale, using the minimum scale or 1/16" = 1'. Required plans must be prepared by an engineer or architect licensed to do business in North Carolina. The project design must comply with the **Appendix B** "Design Standards" of the Program Guidelines.

The four (4) required plans should be folded and attached to the application with binder clips.

B. Projects Proposing to Rehabilitate Existing Structures Must Include 2 copies as **Exhibit 12**:

1. A detailed Physical Needs Assessment (PNA) with cost information, a hazard inspection, structural inspection, and a termite report. The hazard inspection should include, at a minimum, the identification of lead-based paint and asbestos in the building with a plan and budget for remediation. A sample PNA is attached as **Appendix E**.
2. An "as-rehabbed" appraisal according to the submitted PNA.

C. A Description of the Applicant's Procurement Process for Architect, Contractor, Construction Manager, etc., for the Construction of This Project.

D. Development Timetable For The Project

E. As **Exhibit 14**, Attach:

- a. Copies Of All Letters Of Commitment For Permanent Project Funding.
- b. For independent apartments only, documentation of commitment or intent to apply for project or program based rental or operating assistance.
- c. For Project-Based Section 8 only, Letter of Commitment from Housing Authority using template provided in Appendix G of the Application Instructions.

SECTION 7.

APPLICATION CHECKLIST

- Cover Letter with date of submission
- Application Part 1 – Word Template
- Application Part 2 – Excel Template
- Application is signed and dated by an authorized official on the last page
- Design & Energy Efficiency Compliance Agreement is signed

EXHIBIT 1 (if nonprofit organization):

- Articles of Incorporation
- Bylaws
- IRS 501(c)3 Determination Letter, if applicable
- List of Board of Directors members, including name and begin/end dates of term
- Exception applies, any modifications/additions to above, indicate and submit new material

EXHIBIT 2:

- Two most recent Audited Financial Statements along with any Managements Letter(s) **OR**
- Two most recent Certified Statements of Revenues and Expenses

EXHIBIT 3:

- Description of Applicant’s supportive housing development experience
- If applicable, description of Development Consultant’s experience
- If applicable, copy of Consulting Services Contract

EXHIBIT 4:

- Applicant’s Conflict of Interest Policy or Statement
- If applicable, list of associated individuals with reportable financial interest in project, including details of their interest

EXHIBIT 5:

- Written statement from local government evidencing compliance with local land use regulations
- If applicable, copy of Conditional or Special Use permit with expiration date

EXHIBIT 6:

- Evidence of site control

EXHIBIT 7:

Pending Appraisal of site for raw land or "As rehabbed" appraisal

EXHIBIT 8:

NA If applicable, Relocation Plan

EXHIBIT 9:

Evidence of market need for proposed project
 Either a Letter of Consistency with applicable Consolidated Plan **OR**
 A letter of support from the applicable McKinney-Vento Continuum of Care Plan

EXHIBIT 10:

Applicant's most recent operating year budget, including sources and uses of funds

EXHIBIT 11:

Map of services within 5 miles of project site

EXHIBIT 12:

NA If DV Shelter, Facility Security Plan

EXHIBIT 13: 2 Copies Each

NA For Rehabilitation project only, a Project Needs Assessment
 NA Description of procurement process
 Development timetable
 If available, general contractor's construction budget

Attached to the application with a binder clip

- 1. Site Plan
- 2. Elevation of front of building
- 3. Elevation of side of building
- 4. Floor Plan(s) of for each type of floor/building

EXHIBIT 14:

Evidence of any commitments pending or received for financing the project
 NA For independent apartments only, documentation of commitment or intent to apply for project or program based rental or operating assistance.
 NA For Project-Based Section 8 only, Letter of Commitment from Housing Authority using template provided in Appendix G of the Application Instructions.

SECTION 8. Design and Energy Efficiency Compliance Agreement

This certifies that as an applicant to the NCHFA Supportive Housing Development Program, the organization making this application

{enter organization name} of which I am the {enter title} understands and agrees to follow NCHFA accessibility, design and energy efficiency requirements. I understand and agree that this will include the following:

- NCHFA review and approval of full construction set architectural plans prior to obtaining a building permit or construction bids.
- AEC review and approval of full construction set architectural plans INCLUDING specifications prior to obtaining a building permit or construction bids.

Use of one of four AEC and NCHFA approved HVAC systems, described in Appendix C of the SHDP Application Guidelines and Instructions.

By:

Signature of Authorized Individual

Section 9. SIGNATURE OF AUTHORIZED OFFICIAL

- A. By signing below, the Applicant certifies that the information provided in this application is true and complete.
- B. By signing below, the Applicant agrees that the Agency may conduct its own independent review of the information herein and the attachments, and may verify information from any source.
- C. All applications submitted become the property of the Agency
- D. Submission of an application does not guarantee funding. Any costs incurred to the issuance of a firm commitment letter by the Agency are the sole responsibility of the applicant.

By: _____
Signature of Authorized Individual

Name: Tanya Jisa _____

Title: Executive Director _____

Date: February 28, 2013 _____