



City of Cleveland
Justin M. Bibb, Mayor



Department of Community Development

TO: Affordable Housing Developers

**FROM: Alyssa Hernandez, Director
Department of Community Development**

DATE: April 5, 2024

**SUBJECT: 2024 Housing Trust Fund
Request for Proposals (RFP)
Affordable Housing Development Projects**

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The City of Cleveland will make funds available to invest in affordable housing development projects on a competitive basis through the Department of Community Development’s (CD) 2024 Housing Trust Fund program (HTF).

This Request for Proposals (RFP) is only for housing development projects that will include affordable housing units that will serve low and moderate-income households, as defined in this document. Market-rate projects that contain affordable units are eligible and encouraged. A limited amount of the City’s HUD HOME funds (approximately \$3.3 million) will be allocated through this RFP, which describes project eligibility, application requirements and the format for submitting proposals. Other funds may also be available for projects that include housing and would benefit from HUD’s CDBG regulatory requirements.

The Due Date for the first round of 2024 Housing Trust Fund proposals is 5:00pm on July 1, 2024. Applications will be reviewed and an award decision will be made within the two calendar months after the end of the month in which they are submitted. Applications for 1-4 unit properties will be accepted on a rolling basis.

Please note: By submitting a proposal to the Housing Trust Fund Program, you are formally stating your intent to utilize Federal funding for your project. As such, all applicable Federal regulations will apply to your project, including but not limited to the Uniform Relocation Act and Part 58 Environmental Review requirements.

List of Attachments

Attachment A – Submission Requirements Checklist
Attachment B – 2024 HOME Income Limits
Attachment C – HUD Site and Neighborhood Standards
Attachment D – Environmental Reports
Attachment E – Market Study Requirements
Attachment F – HTF Threshold Eligibility Requirements
Attachment G – Planning HTF Review Criteria
Attachment H – Property Standards
Attachment I – Build America Buy America

Submission and Selection Process Overview:

All requests for assistance from the Housing Trust Fund must follow the the guidelines set forth in this RFP. **All applicable requested information must be provided.** Please see **Attachment A** for a checklist of the required submission documentation. Applications will not be accepted unless all requested information is provided.

To access the Housing Trust Fund application, please click the following link and begin completing the form. Once you have successfully submitted the form, you will receive an email within 5 business days from Anthony Bango (abango@clevelandohio.gov) requesting the supporting documentation featured in attachment A. Since many of the files requested are large files, it is recommended that you share these files via an electronic file sharing service.

For single-family applications, please email Anthony Bango at abango@clevelandohio.gov for a copy of our Single-Family application workbook.

Some files may be required to be downloaded from the [City of Cleveland's Housing Development Office](#) webpage.

[2024 HTF Application](#)

To be considered in the first round of 2024 funding, proposals must be received by the Department of Community Development by **5:00 p.m. on July 1, 2024.**

A review committee, consisting of the Director of Community Development, Commissioner of Neighborhood Development and other appropriate City staff members, will make funding recommendations. Applications will be reviewed and an award decision made within the two calendar months after the end of the month in which they are submitted. Committee recommendations will be subject to approval by City Administration and City Council. Your first point of contact on project questions and the proposal process should be one of the following staff members:

Anthony Bango: (216) 664-2424, abango@clevelandohio.gov

Clarification on Underwriting Policies and Loan Terms for 2024 Housing Trust Fund

Terms of HOME loan shall be no less favorable to City than those of other subordinate financing. Loan term must be equal to affordability period in order to be forgivable. In order to extend the loan term a request from Senior Lender is required.

Cash Flow sharing repayment requirements. Based on underwriting and project financing requirements, HOME loan repayments may be structured as “soft debt” with cash flow contingent repayment. Cash flow may be applied first to payment of principal balance of a deferred developer fee note, with limitations.

To the extent that the developer fee paid during development exceeds the lesser of 15% of the Total Development Cost including developer fee (TDC) or \$1 million, any Cash flow available to pay the outstanding deferred developer fee note will be shared equally with payments to City HOME loan.

Cash flow sharing with other soft debt may be pro rata based on original loan principal.

Exceptions to developer fee limits and cash flow sharing requirements are available with a fully amortizing schedule for City HOME loan repayment, subject to cash flow and guaranteed by entity or entities receiving the developer fee or their affiliates.

Underwriting Guidelines:

Debt Cover Ratio (DCR). Projects must demonstrate a DCR of a least 1.20 in year 1 and an average DCR or grater of 1.00 during its affordability period. Exceptions can be made for projects using subordinate debt from a non-governmental financial institution.

Vacancy Rate – Must be 7%. This rate can be flexible for primary lenders or tax credit syndicators, (e.g. OFHA assumes 5% vacancy in year 1. 7% in year 2+) Applicant must demonstrate in writing evidence that other financing sources are using a different vacancy rate.

Construction Contingency - The following construction contingencies are required for all projects participating in the Housing Trust Fund

- 5% for New Construction
- 10% for Rehabilitation
- 15% for Adaptive Reuse

Exemptions for construction contingencies are permitted if the applicant can demonstrate that another funding source requires a higher standard. Lower Construction Contingency percentage can be approved by the HDO manager if the applicant can demonstrate

circumstances that allow for a reduced contingency assumption. This decision must be approved by the Department of Community Development's Chief Inspector to ensure they are reasonable.

For additional guidelines refer to 1) HUD HOME regulations [24 CFR §92.250\(b\)](#) described in [Notice CPD-15-11](#), 2) the Ohio Housing Finance Agency (OHFA)'s [2023 Multifamily Underwriting Guidelines](#), and 3) the most current City of Cleveland underwriting guidelines. The HUD HOME regulations will have precedence.

Gap Financing. The Housing Trust Fund is considered gap financing and as such will be limited in most cases to a maximum of 8% of Total Development Costs for LIHTC projects and 20% for non-LIHTC projects. Exceptions may be available for single-family gap financing and other small scale rehab projects.

Procurement. The city will determine the reasonableness of all development costs. To determine the reasonableness of each cost element, the City may require the applicant to compare the cost element with a third party, fair market price quotation for that cost element. If the applicant does not use multiple third-party price quotations to verify cost elements, then the City reviewer may conduct a cost analysis using appropriate cost estimating manuals or services.

Change Orders. City contract may require approval of change orders above a threshold amount. Construction contracts must specify that change orders will be for the cost of the work plus a fee not to exceed a guaranteed maximum price.

Compliance with Environmental Review (ER) and Uniform Relocation Act and Voluntary Acquisition (URA). Applicants must attend a class conducted by CD's Compliance Section as a condition of this award. Contact Robert Giermann, Compliance Manager at (216) 664-4094 to schedule.

Title Insurance Loan Policy in favor of City in the amount of the City funds provided to the project will be required.

Cost Certification and Repayment Terms. After project completion as a condition of contract close out, borrower will be required to submit a cost certification prepared by an accountant for both actual project costs and actual sources of funds. A portion of the surplus due to lower costs or higher sources will be required as an initial repayment of City HOME loan balance. Specific terms will be modeled on the Ohio Housing Finance Agency's (OHFA) multifamily underwriting and implementation guidelines.

Housing Trust Fund (HTF)

General Guidelines

Eligible Participants

Developers may be for-profit or non-profit entities.

Eligible Housing Project Types

New Construction or Rehabilitation of existing structures for the following:

- 1) Multifamily Rental Housing
- 2) 1-4 unit homes (For Sale or Rental)
- 3) For sale 1-4 unit homes utilizing Homebuyer sweat equity
- 4) For sale or rental projects utilizing a community land trust to create permanent affordability.
- 5) Mixed-use that includes a rental or for sale residential use.
- 6) Mixed income residential housing
- 7) Permanent Supportive Housing
- 8) Scattered-site rental projects that will be considered as one HOME-assisted project
- 9) Conversion of a non-residential structure to housing
- 10) Acquisition of vacant land or demolition with HOME funds may only be undertaken for a specific affordable housing project on which construction will begin within 12 months. There must be an immediate, planned HOME-eligible use prior to acquisition or demolition.
- 11) CDBG Regulations may be appropriate for projects where City funding supports:
 - a. Small scale multifamily rental rehab
 - b. One and two family rehab for sale
 - c. Strategic Rehab opportunities with costs exceeding HTF caps for HOME
 - d. Project acquisition, predevelopment, soft costs
- 12) Please consult with the Department of Community Development for other project types not listed above for eligibility basis.

Eligible Households

Homeowner Projects must benefit Households earning no more than 80% of the area median income (AMI).

For rental projects, 80% of the HOME assisted units must be affordable to households with incomes at 60% or less than the area median income (AMI) and 20% of the HOME assisted units must be affordable to households with incomes at 50% AMI or less. Income limits are adjusted annually. Current Income Limits are in **Attachment B**. A limited number of Projects containing rental units may request 80% AMI income limits

if needed for market feasibility. CDBG projects are typically limited to 80% AMI for 51% of the units, or 1 unit in a 2-family building. The Department of Community Development will consider such requests on a case-by-case basis.

Eligible Locations

All properties must be located within the incorporated areas of the City.

Eligible Uses of HTF Funds

Funds can be used as short-term or long-term secured financing for project development costs. All HOME costs, including soft costs, must be tied to specific housing addresses. Costs may include, but are not limited to:

- 1) costs of land assemblage;
- 2) demolition and site preparation;
- 3) site improvements;
- 4) construction costs;
- 5) costs of obtaining permits, zoning approvals, etc.;
- 6) consultant, architectural, legal, audit, mortgage and other fees;
- 7) carrying charges and costs of financing;
- 8) Homebuyer Assistance in the form of a Second Mortgage.

Eligible Project Related Soft Costs

[24 CFR § 92.206\(d\)](#) describes costs that can be directly tied to an address of the project or individual being assisted. These costs must be reasonable and necessary costs associated with the financing or development (or both) of new construction, rehabilitation, or acquisition of housing assisted with HOME funds. These include the following:

- Project-specific fees for a HOME-assisted project (such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees, and fees for an independent cost estimate);
- Architectural, engineering, or related professional services required to prepare plans, drawings or specifications of a project;
- Preparation of work write-ups, work specifications, and cost estimates or review of these items if an owner has had them independently prepared;
- Construction inspection and oversight;
- Project document preparation;
- Costs to process and settle the mortgage financing for a project;
- Pre-purchase homebuyer counseling for a HOME-assisted homebuyer;
- Costs to inspect property for compliance with property standards or to conduct a visual assessment for deteriorated paint;
- Cost of inspection units for the presence of lead hazards or defective paint;
- Developer fees (limited).

NOTE: Indirect costs are not eligible soft costs. Applicants should request only the level of funding necessary to carry out their projects. HOME funds must be used in combination with other proposed funding sources to complete the proposed activities within the contract period.

Green Building Standards

All residential development projects receiving direct assistance from the City of Cleveland are required to meet the Cleveland Green Building Standard, which aims to conserve natural resources, provide healthy indoor air quality and reduce ongoing residential operating costs. **Because these standards are subject to periodic updating, it is important for each applicant to verify current requirements.**

Current requirements can be found at:

http://www.city.cleveland.oh.us/sites/default/files/forms_publications/GreenBuildingStandardsHandbook2018.pdf.

Minimum Funding Amount

The minimum HOME Housing Trust Fund amount for any project is \$1,000 per unit in accordance with HOME regulations.

Maximum Funding Amount

The City of Cleveland will fund no more than eight percent (8%) of the total development cost of a Low-Income Housing Tax Credit project and twenty percent (20%) of any other project.

Other Information

Loan Forgiveness for For-sale single-family projects will be limited to **\$47,500** per unit. Forgiveness will be in the form of debt that converts to developer write-down, and/or homebuyer second mortgage upon sale. Second mortgages may be forgiven after the homebuyer occupies the home for the full term of affordability. Terms and amounts will depend on local market conditions and homebuyer underwriting.

When allocating funds, HOME considers the total amount of assistance from both public and private sources needed to ensure project feasibility. Applicants are encouraged to request only the amount of HOME funds needed as gap financing to make the project feasible. Requesting funds for administration is not allowed; however, applicants may request funds for reasonable developer fees and other professional fees and soft costs in an amount corresponding to the following housing activities.

The maximum amount of HOME assistance requested may not exceed the current Maximum Per-Unit Subsidy Limits. These limits are established by HUD for the HOME program.

City underwriting for projects that serve very low-income households or special needs populations may justify higher public subsidies. The Department of Community Development may make conditional awards early in the project development process to assist the developer in seeking firm commitments from other funding sources.

Determination of HOME Assistance

The level of HOME assistance will be based on the City's underwriting review of the project, verified financing gap or project need, assessment of reasonable return to owner, and assessment of project risk.

The City will review the total development to confirm that all costs are eligible and reasonable. City contracts may limit use of City funds to certain line items to facilitate the administration of periodic disbursements.

Build America Buy America

The Build America, Buy America Act (BABA) requires that all iron and steel, construction materials, and manufactured products used in federally-funded infrastructure projects are produced in the United States.

The BAP first applied to CDBG funds, obligated on or after November 15, 2022
The BAP will apply to HOME and HTF funds obligated on or after August 23, 2024

To read more on the implementation of BABA, please see 2 CFR 184.

Broadband Infrastructure

For new commitments made after January 19, 2017, for a new construction housing project of a building with more than 4 rental units, the construction must include the installation of broadband infrastructure, as this term is defined in 24 CFR § 92.251

Community Benefits Agreement

Cleveland City Council passed a Community Benefit Ordinance (297-2023) on June 5, 2023 that applies to all projects receiving City financial assistance, including residential multi-family tax abatement. A community benefit agreement shall be required as part of approving a project receiving a benefit exceeding \$250,000 or any project with a total development cost of more than \$20M.

Please note, that the applicant is responsible for the recording and closing costs incurred by the applicant as well as costs related to complying with federal and local regulations.

Housing Trust Fund Method of Selection and Criteria

The City of Cleveland will review all Housing Trust Fund (HTF) applications and award all proposals up to a total of 104 points. Points will be awarded based on the following factors:

2024 Housing Trust Fund Scoring Criteria		
Non-Financial Factors		Max Points
1	Capital Investment	7
2	Public Infrastructure Improvements	10
3	Transportation Access	9
4	Equity	10
5	Adaptive Reuse of Existing Vacant Building	3
6	City-Issued Redevelopment Opportunities	3
7	Blighted Properties	3
8	Outside Funding	5
9	Utilization of City Land Bank Property	3
10	Environmental Remediation	3
11	Alignment with Neighborhood Plans	5
12	Commercial Corridors	5
13	Affordable Housing	10
14	Climate Resiliency	8
Financial Factors		Max Points
15	Practicality of Financial Commitments	15
16	Efficient use of HOME Funding	5
Total		<u>104</u>

Non-Financial Factors (84 Pts Total)

- 1) **(7pts MAX) Capital Investment** - Capital investment is considered the total cost of the project. This has a direct connection to the value of the property and the long-term potential to generate tax revenue. A maximum of 7 points can be allocated for this category.
 - a. \$1M to \$2M = 1 point
 - b. \$2M to \$5M = 2 points
 - c. \$5M to \$7M = 3 points
 - d. \$7M to \$30M = 4 points
 - e. \$30M to \$50M = 5 points
 - f. \$50M to \$80M = 6 points
 - g. Over \$80M = 7 points

2) **(10pts MAX) Public Infrastructure Improvements** - Projects that make additional investments in public infrastructure that is sustainable and creates an amenity for the public, including but not limited to: sidewalks, streetscape improvements, public lighting, storm water management solutions, pocket parks, public spaces and transit amenities will receive additional points. City staff will review the proposed improvements to determine if they are consistent with existing neighborhood plans and objectives. A maximum of 10 points can be allocated for this category.

- a. \$50k to \$250k = 2 points
- b. \$250k to \$500k = 4 points
- c. \$500k to \$750k = 6 points
- d. \$750k to \$1M = 8 points
- e. \$1M or More = 10 points

NOTE: To be considered for points in this category, applicants must submit a narrative that describes the project's public infrastructure improvements along with a detailed cost estimate provided by the project's General Contractor. This cost estimate must be on the General Contractor's letterhead.

3) **(9pts MAX) Transit Oriented Development**

- a. Transit Oriented Development Site Location (5 pts)
 - i. Projects located within $\frac{1}{4}$ mile of high-frequency transit stops (15 minute or less headway routes) will receive points in this category. ([GCRTA High Frequency Map](#))
- b. Appropriate Parking (2 pts)
 - i. 0 points if parking exceeds 1:1 ratio of spaces to units; if project is in an [Urban Form Overlay \(UFO\)](#) spaces cannot exceed 65% of total dwelling units for new construction and 25% of total dwelling units for rehabilitation.
 - 1. Exceptions may be made if the project involves a plan for district parking.
- c. Transportation Demand Management (10 points max from this category)
 - i. Projects that offer RTA Bus Passes to residents as a benefit of occupancy (**Up to 4 pts**)
 - 1. Projects can receive all **4 points** that offer RTA Bus Passes to 50% of residents as a benefit of occupancy
 - 2. Projects can receive **2 points** that offer RTA Bus Passes to 33% of residents as a benefit of occupancy

3. Projects can receive **1 point** that offer RTA Bus Passes to 15% of residents as a benefit of occupancy

NOTE: To receive points, applicants must submit an LOI committing the project to this criterion. This will be required in the final loan contract with the City of Cleveland.

- ii. Projects that offer bicycle parking for at least 20% of available units **(1 pts)**
 1. To receive points in this category, the above criteria must be demonstrated in the architectural or site plans.

4) (10pts MAX) Equity - Projects that Exceed Equal Opportunity Employment Requirements or encourage Equity in their project team's composition.

- a) Projects with a Development Team that includes a partner who qualifies as a Minority Owned Business Enterprise, Female Owned Business Enterprise, or Cleveland Small Business with an equity stake in the project. (2 pts each)
 - a. Applicants seeking consideration in this category must submit certification from the Office of Equal Opportunity
- b) Projects that include a General or Prime Contractor who qualifies as a Minority Owned Business Enterprise or Female Owned Business Enterprise. (3 Pts)
- c) Projects that employ consultants to perform any of the following services which are Minority Owned Business Enterprises or Female Owned Business Enterprises:
 - a. Architecture (1 pt)
 - b. Engineering (1 pt)
 - c. Landscape Design (1 pt)
 - d. Legal Services (1 pt)
 - e. Accounting (1 pt)
 - f. Property Management (1 pt)

Projects seeking points in this category submit evidence of the above criteria by demonstrating that there is a signed agreement for the above MBE or FBE firm to participate in the project and that the firm is a certified MBE or FBE owned organization.

5) (3pts MAX) The project preserves or repurposes vacant structures.

- 6) **(3pts MAX) City-Issued Redevelopment Opportunities – The City of Cleveland is proactively engaged in marketing the development of city-owned assets. Projects proposed, as a result of these marketing efforts, may receive up to 3 points.**
- 7) **(3pts MAX) Blighted Properties -**
- a. Projects proposed on blighted properties will receive 3 points. If the property has a C, D, or F on the [2023 City of Cleveland Citywide Property Survey](#), the property is considered blighted. If a developer believes the property survey grade does not reflect the condition of the building, please submit documentation, including photographs and/or past code violations and staff will make a determination as to whether the property is blighted.
- 8) **(5pts MAX) Leveraged Funding – Projects that leverage more funding from other sources will receive more points.**
- a. Non-LIHTC projects
 - i. 20% to 15% = 1 point
 - ii. 15% to 12% = 2 points
 - iii. 12% to 10% = 3 points
 - iv. 10% to 8% = 4 points
 - v. Less than 8% = 5 points
 - b. LIHTC Projects
 - i. Less than 8% = 1 point
 - ii. Less than 7% = 3 points
 - iii. Less than 6% = 5 points
- 9) **(3pts MAX) Projects that utilize property owned by the City of Cleveland will receive 3 points.**
- 10) **(3pts MAX) Environmental Remediation - Sites with environmental contamination represent a threat to public health and require additional financial assistance to cover cleanup costs.**
- a. Project will spend at least \$20,000 in response to a Phase II Environmental Assessment: 3 points
 - b. Project will go through/has gone through VAP (Voluntary Action Program) to get an NFA (No Further Action) letter, or CNS (Covenant Not to Sue): 3 points

NOTE: To be considered for points in this category, applicants must submit evidence of a Phase II Environmental Assessment or VAP. If neither exist, applicants must submit a narrative explaining why either process is necessary that sites verifiable information within the application, state requirements, or the Phase I ESA.

- 11) **(5pts MAX) Alignment with Neighborhood Plans – Projects that include specific elements that align with an approved neighborhood plan will be eligible for up to 5 points.**

NOTE: To receive points in this category, applicants must submit a neighborhood plan and a narrative describing why the proposed project is aligned with the plan. Neighborhood plans must be approved by the Cleveland City Planning Commission and must not be past their time of performance. Applicants may also cite City-Wide plans approved by the [Planning Commission](#).

- 12) **(4 pts MAX) Commercial Corridors – Projects proposed along or within 300 feet of a major commercial corridor may receive up to 4 points.**

- 13) **(10pts MAX) Affordable and Workforce Housing –**

- a. Affordability Period
 - i. 15+ Years (3 pts)
 - ii. 10+ Years (2pts)
 - iii. 5+ Years (1pt)
- b. Workforce Housing – Projects will be awarded points that are committed to addressing affordability for the Missing Middle.
 - i. Units are restricted to households making 120% or less of the AMI (5pts)
 - ii. Units are restricted to households making 80% or less of the AMI (4pts)
 - iii. Units are restricted to households making 60% or less of the AMI (3pts)
- c. Percentage of units that are affordable.
 - i. 50% of units are affordable (5pts)
 - ii. 40% of units are affordable (4pts)
 - iii. 30% of units are affordable (3pts)
 - iv. 20% of units are affordable (2pts)
 - v. 10% of units are affordable (1pts)
- d. PSH / Non-Congregate Shelters (3 pts)

14) **(8pts MAX) Decarbonization and Climate Resiliency - This point category is meant to encourage the incorporation of sustainable building technologies at project sites. Projects proposed to meet LEED standards for development may receive up to 8 points depending on the certification level achieved.**

- a. LEED Gold – 8 Points
- b. Alternative Climate Resiliency Measures
 - i. If your project is not seeking a LEED certification, you may still be considered for additional points based on proposed measures in your scope of work. To be considered for additional points, applicants may submit a narrative that explains the measures being taken to increase energy efficiency in the building. This narrative must provide technical detail on how each measure will improve the efficiency of the building and outline the cost incurred by each measure.

Project Financial Factors (20 pts Total)

15) **(15pts MAX) Examination of soft financial commitments to determine the practicality of the proposal.**

- a. Minus 1 point for each unsecured source
- b. Minus 2 points if the funding source is highly competitive

16) **(5pts MAX) Efficient use of HOME Funding. This is calculated by dividing the total ask of the Housing Trust Fund by the total number of proposed units.**

- a. \$15,000 per unit or less (5pts)
- b. \$17,500 per unit or less (4pts)
- c. \$20,000 per unit or less (3pts)
- d. \$22,500 per unit or less (2pts)
- e. \$25,000 per unit or less (1pt)

ATTACHMENT A

Upon submission of your final application, you will receive an email from the Department of Community Development asking for the information listed below. **The Department of Community Development may request further documentation in addition to that listed below.**

ALL FILES SUBMITTED WITH YOUR APPLICATION MUST BE NUMBERED AND LABELED IN ACCORDANCE WITH THE BELOW CHECKLIST.

#	REQUIREMENT	PROJECT TYPE	Included? Yes/No/N/A	Comments
1	2024 HTF Financial Analysis Workbook	All Projects		
2	Developer Development Experience Workbook	All Projects		
3	URA Forms 1-3	All Projects		
4	Market Study	All Projects		
5	Entity Information	All Projects		
6	Financial Statements (Audited and/or Tax Returns)	All Projects		
7	Evidence of Site Control	All Projects		
8	Cost Estimates or Bids, signed by Contractor, on Contractor Letterhead	All Projects		
8	Detailed Scope of Work and Specifications	All Projects		
9	Green Building Plan, or, at minimum, proposal with scope from green building consultant which includes submittal to the Enterprise Portal	All Projects		
10	Architectural Drawings, Site Plans, Elevations, Floor Plans, and Sections (as needed)	All Projects		
11	Site Photos (all 4 elevations) & Site Location Map	All Projects		
12	Financing Commitment Letters or Applications for Funding (if not yet committed)	All Projects		
13	Affirmative Marketing Plan	Rental		
14	Community Outreach Plan	Rental		
15	Letter of CDC Support	Homebuyer		
16	Continuum of Care Endorsement (Permanent Supportive Housing projects only)	PSH		
17	After Built/Rehab Uniform Residential Appraisal Report (subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed)	All Projects		
18	Phase I ESA in accordance with ASTM E1527-21	All Projects		
19	Paint Testing and Lead Risk Assessment (see Attachment D) and Contractor RRP Certification (for pre-1978 rehabs only)	All Projects		
20	HUD Site and Neighborhood Standards Determination (see Attachment C)	Rental New Construction		
21	Capital Needs Assessment (26+ units), Property Inspection List	Rental Rehab		
22	Build America Buy America Compliance Plan	All Projects		
23	Selection Criteria Support Documentation (See Page 9)	All Projects		

ATTACHMENT B

LOW AND MODERATE INCOME LIMITS

(Effective 06/15/2023, updated annually)

Rental Projects – Maximum Household Income Levels

Household Size	80% of Units at or below 60% of AMI	20% of Units at or below 50% of AMI
1	37,980	31,650
2	43,440	36,200
3	48,840	40,700
4	54,240	45,200
5	58,620	48,850
6	62,940	52,450
7	67,260	56,050
8	71,640	59,700

For Sale Projects – Maximum Household Income Levels

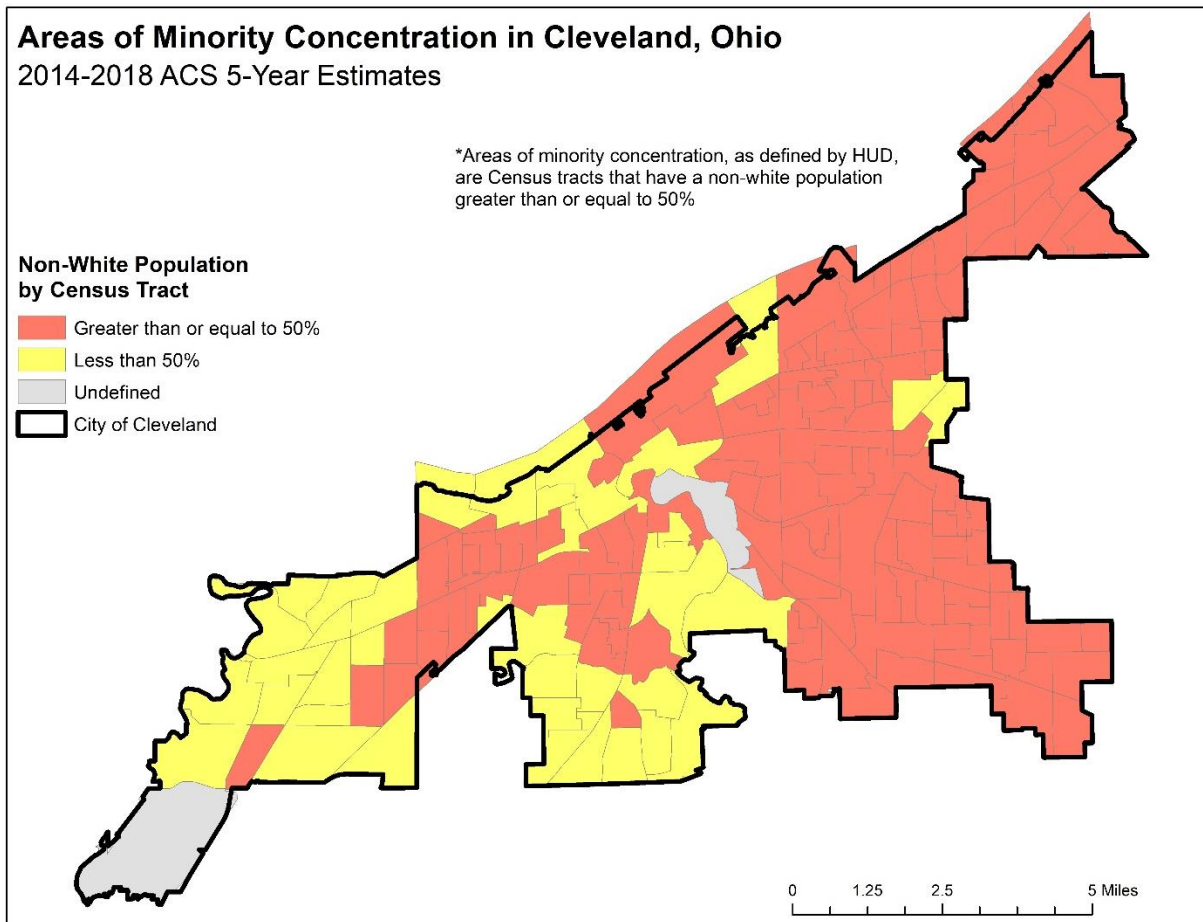
Household Size	Homebuyer Income at or below 80% of AMI
1	50,650
2	57,850
3	65,100
4	72,300
5	78,100
6	83,900
7	89,700
8	95,450

ATTACHMENT C

HUD SITE AND NEIGHBORHOOD STANDARDS

Per [24 CFR § 92.202\(b\)](#), “In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in [24 CFR 983.57\(e\)\(2\) and \(3\)](#),” which state:

(2) The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.



(3) A project may be located in an area of minority concentration only if:

(i) Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or

(ii) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).

(iii) As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.

(iv) Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.

(v) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:

(A) A significant number of assisted housing units are available outside areas of minority concentration.

(B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.

(C) There are racially integrated neighborhoods in the locality.

(D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.

(E) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.

(F) A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.

(G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

(vi) Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

All applicants for New Construction Rental projects (including lease-purchase) should use the map above to determine whether the proposed project is located in an area of minority concentration. If so, a written explanation shall be provided detailing which above exception in 24 CFR 983.57(e)(3) the project meets.

ATTACHMENT D

ENVIRONMENTAL REPORTS

Phase I Environmental Site Assessment

Phase I Environmental Site Assessment (ESA) must be performed in accordance with ASTM E1527-21

ASTM Phase I must be less than 180 days since preparation, otherwise between 180 days and 1 year a reliance letter must be included with the ASTM Phase I stating it is still valid. If initial ASTM Phase I is older than one year a new ASTM Phase I must be completed. The old ASTM Phase I may be used as a reference.

Lead Risk Assessments

Initial Lead Risk Assessment and Paint Testing Report must be performed for all buildings built before 1978 where rehabilitation will disturb painted surfaces that total more than:

1. 20 square feet on exterior surfaces;
2. 2 square feet in any one interior room or space; or
3. 10 percent of the total surface area on an interior or exterior type of component with a small surface area

Other exemptions may exist for the Lead Hazard studies and treatments. Check with Community Development if your building is exclusively for elderly tenants, is single room occupancy or efficiencies, or has been certified lead-free or lead-safe.

ATTACHMENT E

MARKET STUDY REQUIREMENTS

The City must evaluate market demand to determine the probable success of individual HOME-funded projects. All City-funded HOME development activities, including new construction, acquisition, rehabilitation or a combination of these activities must be accompanied by a market demand analysis. The market demand analysis submitted with the application must include data and information that substantiates the project will be occupied by and/or purchased by the proposed service population.

Independent or third party market studies are not required by the HOME regulations, and, in a few circumstances, may not be practical or cost-effective:

- Market studies may not be cost effective for smaller developments. For example, for existing projects where tenants are already HOME-eligible and rents are already within program limits, simplified or in-house market assessments may be more appropriate.
- Assessments for projects serving special needs can often be completed using primary data from service providers whose existing client base will form the primary pool of potential tenants.

The City will accept three types of market demand formats (see below), based on the type of project and total number of units in the project as outlined below. The study must not be more than 12 months old at time of application submission.

1. market studies completed for other funding;
2. market demand analyses for single-site projects consisting of eleven (11) or more total units;
3. market demand analyses for scattered site projects or projects consisting of ten (10) or fewer units.

The City may require additional information to supplement the market demand analysis prior to considering or approving a HOME application for development activities. Market studies must be provided along with the proposal.

For single-site rental and homebuyer projects that include 11 (eleven) or more total (including HOME-assisted) units:

- A description of the proposed site(s) and site neighborhood, including the positive and negative attributes of the site and neighborhood and their impact on project marketability. The site location should be described using the nearest roadways.
- A description of the proposed project's market area that includes clearly defined geographic boundaries and the methodology and rationale for selecting the boundaries. The market area should be the smallest geographic area from where the subject development will draw most of its residents.

- A profile of the most likely prospective residents, including the minimum income needed to afford the proposed units, the maximum income permitted by the HOME regulations, and other demographic characteristics.
- Information regarding other housing opportunities available to the target population in the market area.
- For rental projects at least three comparable projects near the proposed project must be evaluated and information regarding current rents, occupancy levels and amenities provided.
- For homebuyer projects where other comparable projects are under development the projects must be evaluated and information regarding current sales prices and sales volume provided. Also include information on the number of rental units with rents comparable to the expected monthly mortgage payment of purchasers.
- For homebuyer projects where no comparable projects are under development, provide current sales prices and sales volume, and trends in sales prices and sales volume. Also include information on the number of rental units with rents comparable to the expected monthly mortgage payment of purchasers.
- The anticipated number of months it will take the proposed development to reach stabilized occupancy (generally defined as 90% occupancy or greater). If available provide supporting evidence from recently developed or rehabilitated projects in the market area.
- The number of comparable units under construction, rehabilitation, or concurrently planned that are targeting the same population. Include the number of building permits issued and building permit applications for comparable units in the past twelve months.
- The status of applications for the project, including the date applications were first accepted or will be first accepted for the proposed project. If a waiting list is currently maintained, indicate when the list was started, for what purpose (the proposed project or other housing opportunities), and the number of names or applications that have been collected. Indicate if applicants have been pre-screened for eligibility and the number and percentage of applicants estimated to be eligible.

For scattered-site rental and homebuyer projects or single-site projects that include 10 (ten) or fewer total (including HOME-assisted) units:

- A description of the proposed area in which units are located or will be acquired, including the positive and negative attributes of the area(s) and their impact on project marketability.
- A description of the proposed market area that includes the relationship of the market area to the proposed area in which units are located or will be acquired. The market area should be the smallest geographic area from where the subject development will draw most of its residents.
- The status of applications for the units, including the date applications were first accepted or will be first accepted for the proposed units. If a waiting list is currently

maintained, indicate when the list was started, for what purpose (the proposed units or other housing opportunities), and the number of names or applications that have been collected. Indicate if applicants have been pre-screened for eligibility and the number and percentage of applicants estimated to be eligible. Except:

- If the units will exclusively serve a special population, a letter from a service provider certifying that sufficient clientele are available to adequately fill the proposed units may be provided.
- If future occupants have already been identified, a letter certifying that a sufficient number of households have been pre-screened and qualified for occupancy of the units may be provided.
- A profile of the most likely prospective residents, including the minimum income needed to afford the proposed units, the maximum income permitted by the HOME regulations, and other demographic characteristics.
- Information regarding other housing opportunities available to the target population in the market area, including:
 - For homebuyer projects – current sales prices and sales volume, and trends in sales prices and sales volume; and the number of rental units with rents comparable to the expected monthly mortgage payment of purchasers.
 - For rental projects – the number of comparable rental units, current monthly rents, trends in monthly rents, and occupancy rates.

ATTACHMENT F

HTF THRESHOLD ELIGIBILITY REQUIREMENTS

Projects that do not meet these threshold requirements will be subject to immediate denial, and encouraged to re-submit a complete application.

A. HOME-Eligible

- a. Proposal must include a percentage of affordable, HOME-eligible units equal or greater to the HOME funds requested as a percentage of total development costs.

B. Market Demand

- a. Proposal must include evidence of market demand in the form of a market study.

C. Developer Capacity

- a. Proposal must include a list of at least three comparable projects completed by the Developer within the past five years.
- b. If the Developer entity is new, proposal must include a list of projects completed by principals or entities controlled by principals of new entity, or by entity employing principals of Developer entity.
- c. List of comparable projects must include project summary, budget, dates of commencement and completion, and role of principal.
- d. Proposal must include at least two references with contact information, one of which must be financial.

D. Financial Capacity

- a. Proposal must include audited financial statements for Developer entity.
- b. If the Developer entity is new, proposal must include audited financial statements of controlling entity.
- c. If audited financial statements are not available:
 - i. Proposal must include financial statements and tax returns of Developer entity and any controlling principals for the past two years.
 - ii. Proposal must also include account statements verifying liquid assets.
 - iii. Applicants should contact the City for additional requirements.

E. Financial Commitments

- a. Proposal must include written financial commitments or conditional commitments.
- b. If financial commitments are not available, proposal must include evidence of applications for other funding.
- c. If applications for other funding have not yet been submitted, proposal must include evidence of project eligibility and funding availability from each proposed source.

F. Cost Reasonableness

- a. Proposal must include written cost estimate from General Contractor or Architect.
- b. Requested HOME funding may not exceed 50% of total development costs.



Housing Trust Fund RFP

In order to recommend projects that most closely align with the City's goal to create Healthy, Sustainable, Equitable, Safe, and Pedestrian-friendly neighborhoods, City staff will evaluate how projects adhere to the recommendations below as they relate to specific policies within the Connecting Cleveland 2020 Plan:

- **Healthy:** Promote development that contributes to the health of the community, for example by: supporting a mix of transportation modes; encouraging community interaction via a mix of retail and other active uses; supporting the Cleveland Tree Plan
- **Sustainable Development Pattern:** Create high-density, mixed-use districts that promote travel by transit, walking, and bicycling.
- **Equitable:** Provide new and renovated housing that meets the needs and preferences of Clevelanders of all incomes, ages, and lifestyles.
- **Safe:** Use safety-by-design standards to require adequate lighting, areas open to surveillance, windows and porches along public streets, and safe pedestrian circulation systems.
- **Pedestrian-friendly:** Encourage pedestrian-friendly neighborhoods, featuring conveniently located sidewalks and paths, benches, and **street side development patterns.**

The following are examples of desirable project/proposal attributes:

1. Locate projects near transit.

- a) Build projects within a 5 min. walk of RTA service with 30 min. frequency -OR- within 10 min. walk of RTA service with 10 min. frequency.
 - To provide affordable transportation options for all residents.
 - To support RTA's long-term viability.

2. Preserve historic structures when feasible.

- a) Identify adaptive reuse opportunities, if possible, to help retain neighborhood character.

3. Parking

- a) Limit the number of parking spaces to the minimum needed to serve the facility.
- b) Provide District Parking solutions where possible.
- c) Screen parking from the street by providing liner buildings, active use spaces, and street screen walls.

4. Support implementation of the Cleveland Tree Plan/Zoning Code Section 341.051.

- a) Protect existing street and site trees.
- b) Provide street trees where none exist.

5. Provide Site Layout and Building Form that support walkability and health.

- a) For townhouses, meet Townhouse Code Requirements.
- b) For multi-family and mixed-use buildings, meet the Urban Form Overlay.
- c) Provide continuous building frontages on streets where feasible.
- d) Provide windows on First Floor street frontages.
- e) Provide a pedestrian entrances facing streets.
- f) Limit block lengths to encourage travel by walking.

Attachment H
Housing Development Office Property Standards



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2022 Property Standards v.1

Applicability: All Construction Projects receiving direct financial assistance evidenced by a contract or development agreement from the City of Cleveland Department of Community Development, Division of Neighborhood Development, shall meet the following:

- 1. These Division of Neighborhood Development Property Standards.**
- 2. City of Cleveland Green Building Standard, revised 12/5/2017.**

1. General Requirements

- a) All construction projects shall meet State and local codes, ordinances, and zoning requirements.
- b) All applicable permits must be obtained from the City of Cleveland Department of Building and Housing.
- c) All residential units supported with City of Cleveland funding must meet the City of Cleveland Green Building Standard.
- d) A final inspection for Contract compliance must be completed by Community Development inspector and a Certificate of Occupancy must be issued by the Department of Building and Housing prior to any individual occupying a unit.

2. Disaster mitigation.

Where applicable, all housing shall be constructed to mitigate the impact of potential disasters (e.g., earthquakes, hurricanes, flooding, and wildfires), in accordance with municipal, county, State ICC or IFC codes.

3. Written cost estimates, construction contracts and construction documents.

- a) Applicant shall provide construction documents that describe the scope of work in sufficient detail to determine compliance with the City’s standards.
- b) The construction documents will establish the basis for cost-reasonableness, progress inspections, and draw requests.
- c) The City of Cleveland Department of Community Development shall review and approve written construction cost estimates and determine whether costs are reasonable.
- d) The Department of Community Development has the right to review and approve Change Orders.

4. Construction progress inspections.

The City of Cleveland Department of Community Development will conduct pre-, progress, and final inspections of construction to ensure that work is done in accordance with the construction contract, and construction documents under any development agreement or contract for financial assistance.

ADA, FAIR HOUSING ACT, ACCESSIBILITY

1. Americans with Disabilities Act (ADA)

- a) All housing shall meet the accessibility requirements of 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable.
- b) The ADA applies to government-owned or operated housing and certain privately owned facilities that provide housing. Government owned or operated facilities include public housing, student and faculty housing, employee housing, nursing homes, temporary housing provided in emergencies, and social service facilities, such as homeless shelters and halfway houses.



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- c) The ADA does not apply to private sector, individually owned or leased housing, such as single-family homes, condominiums, or apartments.
- d) The ADA applies to places of public accommodation, such as social service establishments and housing provided on or behalf of a place of education.
- e) The ADA applies to places of public accommodation located within residential buildings, such as rental and sales offices, commercial spaces, and hotel accommodations.

2. The Fair Housing Act

- a) Covered multi-family dwellings, as defined at 24 CFR 100.201, shall meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619).
- b) The Fair Housing Act requires that all "covered multifamily dwellings" designed and constructed for first occupancy after March 13, 1991 be accessible to, and usable by, people with disabilities.
- c) Covered multifamily dwellings are defined as:
 - 1) All dwelling units in buildings containing four or more units, with one or more elevators.
 - 2) All ground floor units in buildings containing four or more units, without an elevator.
- d) Number of accessible units required.
 - 1) In buildings containing four or more units with an elevator, all (100%) of the units in the building must be accessible.
 - 2) In buildings containing four or more units without an elevator, all (100%) of the ground floor units must be accessible.
 - 3) Other federal, state, or local codes sometimes require a specified number of units to be accessible.
- e) The Fair Housing Act's design and construction requirements do not apply to multistory townhouses, unless the townhouse unit has an elevator.
- f) Fair Housing Act Accessibility Standards. The Fair Housing Act requires that dwelling units meet seven basic requirements:
 - 1) Accessible building entrance on an accessible route.
 - 2) Common and public use areas must be readily accessible to and usable by handicapped persons.
 - 3) Usable doors (sufficiently wide and usable by a person in a wheelchair).
 - 4) Accessible route into and through the dwelling unit.
 - 5) Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.
 - 6) Reinforced walls in bathrooms for later installation of grab bars.
 - 7) Usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space.
- g) These requirements are fully stated in the Fair Housing Act, as amended, [42 U.S.C. 3604\(f\)\(3\)\(C\)](#). To describe these requirements in more detail, HUD published [Fair Housing Accessibility Guidelines](#) (the Guidelines) on March 6, 1991, and supplemented those [Guidelines with a Supplemental Notice: Questions and Answers About the Guidelines](#), published on June 28, 1994. The Guidelines are one of seven safe harbors for compliance that HUD has identified.
- h) The Fair Housing Act does not require fully accessible units. The Fair Housing Act's design and construction requirements are modest and result in units that do not look different from traditional units, but can be easily adapted by people with disabilities who require features of accessibility not required by the Fair Housing Act.
- i) First Floor height shall match existing neighborhood context.
- j) Zero-step entrance located somewhere in the dwelling is encouraged, but not required, except in fully accessible dwellings.

3. Accessibility Requirements for Federally Assisted Housing



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- a) All Federally assisted new construction housing developments with 5 or more units must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the [Uniform Federal Accessibility Standards \(UFAS\)](#) or a standard that is equivalent or stricter. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities. For more information on the accessibility requirements for Federally assisted new construction and substantial alterations of existing Federally assisted housing, see [Section 504: Disability Rights in HUD Programs](#).

BROADBAND INFRASTRUCTURE

Applicability – for HUD funded projects, any new construction or substantial rehabilitation project of a building with more than 4 rental units must provide for installation of broadband infrastructure.

Broadband infrastructure means cables, fiber optics, wiring, or other permanent (integral to the structure) infrastructure, including wireless infrastructure, that is capable of providing access to Internet connections in individual housing units, and that meets the definition of “advanced telecommunications capability” determined by the Federal Communications Commission under section 706 of the [Telecommunications Act of 1996 \(47 U.S.C. 1302\)](#).

Substantial rehabilitation, for the purposes of determining when installation of [broadband infrastructure](#) is required as part of [substantial rehabilitation](#) of multifamily rental housing, unless otherwise defined by a program, means work that involves:

1. Significant work on the electrical system of the multifamily rental housing. “Significant work” means complete replacement of the electrical system or other work for which the pre-construction cost estimate is equal to or greater than 75 percent of the cost of replacing the entire electrical system. In the case of multifamily rental housing with multiple buildings with more than 4 units, “entire system” refers to the electrical system of the building undergoing rehabilitation; or
2. Rehabilitation of the multifamily rental housing in which the pre-construction estimated cost of the rehabilitation is equal to or greater than 75 percent of the total estimated cost of replacing the multifamily rental housing after the rehabilitation is complete. In the case of multifamily rental housing with multiple buildings with more than 4 units, the replacement cost must be the replacement cost of the building undergoing rehabilitation.

LEAD BASED PAINT

Applicability - For HUD-funded projects, follow the Lead Safe Housing Rule.

For other City funding assistance, follow the RRP Rule, with two exceptions. They are compared here:
https://www.hud.gov/program_offices/healthy_homes/enforcement/lshr_rrp_changes

1. Rehabilitation of buildings constructed prior to 1978 that disturb more than the minimum amount of painted surface (see link above) must include a lead hazard evaluation including lead paint testing by appropriate lead-certified personnel.
2. First Exception to RRP Rule for non-HUD projects: The renovator cannot self-certify, rather a certified LBP inspector or risk assessor must determine whether LBP is present.



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3. If lead-based paint is present in the unit, the application must also include a detailed lead hazard reduction plan, in accordance with the regulations, and separately identify within the rehabilitation budget the costs associated with reduction of lead hazards in accordance with the EPA's Lead Renovation, Repair and Painting Rule (RRP Rule). The RRP Rule requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.
4. Second Exception to RRP Rule for non HUD projects:
All projects with identified Lead Hazards must have a clearance examination done by an independent party instead of the certified renovator's cleaning verification procedure including sampling and laboratory analysis of the dust.

REHABILITATION - STANDARDS AND SPECIFICATIONS

1. Ohio Development Services Agency [Housing Rehabilitation Handbook Part II, Residential Rehabilitation Standards \(RRS\) and Commentary](#), updated December 2014, is incorporated into these Neighborhood Development Property Standards by reference.
2. All rehabilitation projects shall meet these RSS Standards.
3. Developer shall complete the attached Property Inspection Checklist, Appendix 1-A, and submit it to the Housing Development Office as part of the proposed Scope of Work.

REHABILITATION - DURABLE MATERIALS

1. Definitions
 - a) Major Building Components: Components that are significant to the building and its use, normally expected to last the useful life of the structure, and not minor or cosmetic. Examples of major building components:
 - Foundations
 - Roof structures
 - Floor structures
 - Wall structures
 - Roofing
 - Siding
 - Plumbing systems
 - Electrical systems
 - Central heating systems
 - Air conditioning systems
 - b) Expected Useful Life (EUL): The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced. EUL values are used in a capital needs assessment when assessing the current condition and remaining useful life of a system or component.
 - c) Remaining Useful Life (RUL): Subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.



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- 2. Major Building Components and Systems shall be evaluated for EUL and RUL.
 - a) In general, Major Building Components and Systems with less than 7 years or 25% of RUL shall be replaced.
 - b) Materials with a RUL of 50% or more or items in which the RUL of 50% equates to seven years or less, may be replaced with HDO’s approval.
 - c) Substantial Rehabilitation: Required repairs, replacements, and improvements that involve the replacement of two or more major building components. Total replacement is not required, but the greater part (at least 50 percent) must be replaced and that part must have used at least 75% of its EUL or have only 25% RUL.

REHABILITATION - APPROACH

- 3. Goal: Deliver projects that yield strong positive visual impacts on neighborhoods.
- 4. Follow the Secretary of the Interior's Standards for Rehabilitation.
 - a) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - b) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 - c) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials.
 - d) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 - e) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 5. Specific techniques and areas of attention:
 - a) Preserve or replace in kind existing porches, porch columns, porch railings, and masonry piers.
 - b) Preserve existing window openings when possible.
 - c) Preserve or replace in kind existing viable windows, doors, window & door trim, rake boards, bays, dormers, unique siding patterns, significant trim and architectural detail.
 - d) Preserve interior wood trim, wood floors, wood doors, built-in bookcases, window seats, and other distinctive detailing when feasible, as determined by HDO.
 - e) Practice lead abatement in place when feasible.

CLEVELAND GREEN BUILDING STANDARD

- 1. All projects shall meet the [Cleveland Green Building Standard](#).
- 2. Submit a Green Building Plan for the chosen compliance path, and identify [Green Verifier](#), rater, or appropriate consultants engaged to certify the project.

All requirements below shall apply to all new construction and rehabilitation One-, Two-, Three- Family units, Townhouses, Multi-Family Units, and Mixed-Use projects, unless otherwise noted.

GENERAL STANDARDS



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1. Project Location and Density
 - a) Funding priority will be given to projects that promote transit use and support commercial nodes as shown in the Target Funding Areas map, and located as follows:
 - 8) Within 1300' (5 min. walk) of RTA service with 30 min. frequency.
 - 9) Within 2640' (10 min. walk) of RTA service with 10 min. frequency.
 - 10) Within 1300' (5 min. walk) of commercial nodes.
 - b) New and existing housing shall contribute to the development of compact neighborhoods.
 - 1) The Cleveland Green Building Standard (CGBS) (p. 3) and Enterprise Green Criteria (EGC) (2.3) require that new construction residential units be built to the density of the census block group where the project is located.
 - Design housing units to fit on typical lot sizes in the neighborhood.
 - Reserve larger existing lots for the development of one-family with accessory dwelling units, two-family, three-family, townhouse, or multi-family projects, when contextually appropriate.
 - Combining standard lots to create a larger lot for one single-family residential unit is prohibited. Combining lots reduces the number of dwelling units per acre.
 - 2) New construction residential within 1300' of RTA service with 30 min. frequency shall be built to a density of 8 – 12 dwelling units/per acre.
2. Site Layout
 - a) Parking
 - 1) If the development site has access to an alley, all off-street parking shall be accessed from the alley.
 - 2) Limit the number of parking spaces to the minimum needed to serve the facility.
 - 3) Screen the view of parking from the street.
 - Parking spaces shall not be located within the Front Yard Setback per City of Cleveland Codified Ordinance §349.05 (a).
 - For rehabilitation projects, provide streetscreen walls as necessary to screen the parking.
 - For new construction Two- and Three- Family units, Townhouses, Multi-Family Units, and Mixed-Use projects, provide liner buildings with First Floor active use spaces and streetscreen walls as necessary to screen the parking.
 - 4) Provide District Parking solutions where possible.
 - 5) Garages, if provided, shall be located in the rear half of the lot, per the City of Cleveland Zoning Code.
 - A variance from this requirement typically will not be supported.
 - Exceptions for irregularly-shaped or unusually shallow lots (less than 60' deep) will be reviewed on a specific case basis.
 - b) Limit block lengths to improve neighborhood walkability and equity.

Provide streets or pedestrian/bike connection easements to achieve Best Practice block lengths of 300' – 500' and block perimeters of 1500' max.
3. Support implementation of the Cleveland Tree Plan.
 - a) Provide a Tree Preservation Plan as required by City of Cleveland Ordinance §341.051.
 - b) Preserve existing site trees when viable and feasible.
 - c) Preserve existing street trees.
 - d) Provide new street trees where none exist.
 - When existing tree lawn is less than 4' in width, plant new street tree in front yard.



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- 4. Multi-Family and Mixed-Use Projects.
 - a) Projects shall adhere to the requirements of the existing Overlay District (PRO, UCO, or UFO) on the project site.
 - b) In the absence of an Overlay District on the site, projects shall meet the requirements of the Urban Form Overlay, City of Cleveland Ordinance §348.04.
- 5. New Construction One- Two- and Three- Family units, and Townhouses
 - a) Finished First Floor height: 24" min. above grade, or match context, whichever is greater.
 - b) Minimum First Floor glazing on Street Frontages: 30% of wall area between 3' & 7' above grade.
 - c) Front entrance to each dwelling unit shall face a Street, Public Right of Way, or pedestrian walkway easement.
 - d) On One- Two- and Three- Family units, provide a front porch with a roof over it.
 - Width: 50% of the front façade, minimum.
 - Depth: 8' deep preferred, 6' deep minimum.
 - e) In all bedrooms, provide 22 sf min. of window glazing.
 - f) In One-Family units, provide 2 full bathrooms with toilet, sink, and either a shower or a shower/tub combination.

MINIMUM CONSTRUCTION STANDARDS

*any Divisions without detail should be considered N/A at this time.

Division 01 — General Requirements

Division 02 — Site Construction

Division 03 — Concrete

Division 04 — Masonry

Division 05 — Metals

Division 06 — Wood and Plastics

- 1. Porch Columns
 - a) Minimum: 6 x 6 treated wood posts, wrapped in 1x composite board.
 - b) Recommended: Provide a detailed column to complement those found in the context.
 - 1) Provide a defined capital and base.
 - 2) Provide detail at the column base and capital, such as an extra piece of 3/4" square or half round trim at one or more of the following places:
 - Where the column base meets the porch floor
 - At the transition from the base to the shaft of the column
 - At the top of the capital, where it meets the porch header beam.
 - c) On adjacent houses, provide some variety in the column design.
 - Variety in Shape: Round, square, tapered, and/or picture-framed trim
 - Variety in Number: 3 or 4 columns
- 2. Porch Railings
 - a) Railing Height on One- Two- and Three- family residential units.
 - 1) 36" max. required per Ohio Residential Building Code §312.1.2.
 - 2) Railing height may be less than 36" or railing may be eliminated when porch floor is 30" or less above grade, per Ohio Residential Building Code §312.1.1.
 - 3) On historical properties, when possible, railing height should match First Floor window sill height.
 - b) Acceptable Materials:
 - 1) Wood



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<ul style="list-style-type: none"> 2) Metal 3) Vinyl railings, as approved by HDO. c) Minimum Standard Wood Construction: <ul style="list-style-type: none"> 1) 5/4 x 4 top and bottom rails, min. 2) 2 x 2 balusters, min. Fastened through the ends to 1 x 3's. 3) Fasten 1 x 3's to the top and bottom rails. 4) Balusters shall not be attached to the face of the top and bottom rails. 5) See attached sample railing detail and variety examples.
<p>3. Porch Ceiling</p> <ul style="list-style-type: none"> a) Rehabilitation <ul style="list-style-type: none"> 1) Preserve as much of the existing wood ceiling as possible. Deteriorated portions shall be replaced with new materials that match existing in design, color, texture, and other visual qualities as closely as possible. b) New Construction <ul style="list-style-type: none"> 1) Preferred: <ul style="list-style-type: none"> ▪ Cement board vented soffit. ▪ Boral TruExterior Beadboard vented soffit. 2) Acceptable: Alside Greenbriar vintage beaded vinyl soffit, vented, .042 thickness, or approved equal.
<p>4. Under Porch Lattice</p> <ul style="list-style-type: none"> a) Wood required. Vinyl prohibited. b) Install lattice within a 2 x 4 min. wood frame.
<p>Division 07 — Thermal and Moisture Protection</p>
<p>1. Basement (if included) Provide 30-year transferrable basement waterproof warranty.</p>
<p>2. Insulation</p> <ul style="list-style-type: none"> a) Follow Cleveland Green Building Standard requirements. b) Coordinate insulation requirements with framing details (i.e. advanced framing, raised heel trusses, etc.)
<p>3. Air Seal Building Envelope and Test Performance. Follow Cleveland Green Building Standard requirements.</p>
<p>4. New Asphalt Shingle Roofing Provide 30-year warranty</p>
<p>5. Siding</p> <ul style="list-style-type: none"> a) Recommended: Use brick or cement board siding for durability and to match the traditional character of most neighborhoods. b) Minimum Required: High quality solid vinyl siding, which is characterized by: <ul style="list-style-type: none"> ▪ .044 inch thickness ▪ Through-color vinyl ▪ Corner boards with integral J-channels ▪ Window and door trim with integral J-channels



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- Integral projecting window sills.

Division 08 — Doors and Windows

1. Rehabilitation Exterior and Interior Wood Doors
Preserve and reuse viable existing doors.

2. Windows

- a) Rehabilitation windows
 - 1) Replacement windows shall be equal in size and style to existing windows.
 - 2) Lite pattern shall match existing remaining windows on the same facade.
- b) Muntins
 - 1) If muntins are provided, they shall be on the exterior of the glass, minimum.
 - 2) Prohibited: Snap-in muntins, muntins between the glass only, muntins on the interior only.
- c) Window Interior Finish: Provide casings (preferred) or drywall returns, and window sills.

3. Shutters

- a) If used, shall not be shorter or taller than the window that they flank.
- b) Each shutter shall be one-half the window width.

Division 09 — Finishes

1. Flooring
 - a) Rehabilitation Wood Flooring.
 - 1) When possible, preserve original wood flooring.

Division 10 — Specialties

Division 11 — Equipment

Division 12 — Furnishings

Division 13 — Special Construction

Division 14 — Plumbing

Division 15 — Mechanical

Division 16 — Electrical

EXHIBIT I

Build America, Buy America Act

The Build America, Buy America Act (BABA) was signed into law by President Biden on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (IIJA) as Sections 70901- 52 of Pub. L. No. 117-58.

The Build America, Buy America Act (BABA) requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. This requirement is known as the “Buy America Preference (BAP)” and the specific requirements are codified in 2 CFR § 184.

Construction Material Standards (2 CFR 184.6) All manufacturing processes for the construction material must occur in the United States.

Additional Resources

- [BABA ON HUD Exchange](#)
- [BABA on HUD.gov](#)
- [2 CFR 184](#)