2015 Jack Kemp Excellence in Affordable and Workforce Housing Awards Submission Form

The ULI Terwilliger Center for Housing invites the submission of projects to the 2015 Jack Kemp Excellence in Affordable and Workforce Housing Awards. Submissions are accepted electronically through the fulfillment of this online form.

For comments or questions regarding the submission process, email Terwilliger.Award@uli.org.

GENERAL INSTRUCTIONS AND REQUIREMENTS

Introduction

ULI's Jack Kemp Excellence in Affordable and Workforce Housing Awards recognize exemplary developments that meet affordable and workforce housing needs in the local community.

Awarded since 2008, the 2015 Jack Kemp Awards will honor affordable and workforce housing developments that ensure housing affordability for households earning at or below 120 percent AMI.

Minimum Eligibility for Submission

- Owner: The owner/developer is a private for-profit or not-for-profit business entity.

- Location: The development is located in the United States.

- Income Mix: The development's income mix meets both of the following criteria:

    a.) At least 25% or 25 units (whichever is less) are affordable to households below 120% of the HUD AMI. In very high cost areas or unique markets, developments affordable only to incomes above 120% of AMI may also be considered by the Awards Jury if applicant clearly demonstrates the need.

    b.) At least some units serve households above 60% of AMI, which can either be affordable to households at 60-120% of AMI or market rate. Projects that are only serving households at 60% of AMI or below are not eligible for submission for the Kemp Award (but may instead apply for ULI's Global Awards for Excellence).

- Subsidy: Public capital subsidies (such as project-specific grants for construction, infrastructure)—other than land—do not exceed 25 percent of total development costs.

- Low-Income Housing Tax Credits: Projects receiving Low Income Housing Tax Credits (LIHTC) are eligible, but these projects must also include some workforce or market rate units. For the purpose of this awards program, private capital raised through the sale of tax credits does not count towards the 25 percent public subsidy cap.

- Completion Status: The development must be completed if a multifamily building (either for-sale or rental). For all other projects, the development must be either sold out or on the market for at least one year.

Award Evaluation Criteria

- Housing Need: The extent to which the market area exhibits an affordable and/or workforce housing shortage as reflected by high prevailing rents and housing prices.

- Partnerships: Degree of involvement of a public/private partnership and innovative nature of the partnership.

- Income Mix: Demonstration of how the project supports mixed-income communities.

- Financing: Degree to which the project utilized new or innovative financing approaches or sources (such as financial investment by major local employers) and the use of minimal public subsidy.

- Project Quality: Quality of building design, building/community amenities, and site planning.

- Connectivity: Degree of project proximity to mass transit, transportation hubs and/or major centers of employment.

- Sustainability: Use of green and sustainable construction and land development practices, the extent of energy efficiency beyond what is required by code, and the demonstrated cost effectiveness of these efforts.

- Community Impact: Degree to which the project positively impacts the neighborhood and broader community and demonstration of successful market acceptance.

- Innovation: Degree to which regulatory reform, building technologies or other innovations are used to reduce development costs.

- Replicability: Extent to which the development is worthy of emulation or can be replicated.

Awards Process Timeline

Applicants will be notified via email of their standing at each stage of the review and selection process.

March 16, 2014 - Application Deadline
May 2015 - Selection of Finalists

June-August 2015 - Site Reviews for Semi-Finalists
October 6-9, 2015 - Award Ceremony at ULI Fall Meeting in San Francisco

Entry Fees

An entry fee must accompany each project submitted. Fees for the 2015 Jack Kemp Excellence in Affordable and Workforce Housing Awards are:

US$500 Private Sector

US$200 Public Sector/Nonprofit

Please note that the above fees apply to the type of company or organization submitting the application, not the type of project completed.

PayPal is the preferred method of payment. The application will take you through a secure link to pay and complete the submission. If for some reason your organization is unable to pay via PayPal, please note it in the comments section and we will follow up accordingly to facilitate your submission.

Submission Process

The following pages will take you through a step-by-step submission process. You can save the application at any time, and return to it at a later time to complete it. Once the submission is final, it cannot be modified. Incomplete submissions are not evaluated by the jury. Please allow time for uploading your supporting documentation.

OVERVIEW AND ELIGIBILITY

[Required] Project Name

[Required] Brief Project Overview
Summarize your project in a few short sentences.You can provide additional detail in later sections.
Valid input:
- must contain at most 1000 characters.

[Required] Reasons for Project to Win a Kemp Award
In bullet format, list up to five special, innovative, and/or distinguishing reasons why the project should receive an award. Each reason should be described on one line.
Valid input:
- must contain at most 2000 characters.

[Required] I have reviewed all Kemp Award eligibility criteria and confirmed that this project is eligible for submission.
Only projects that meet the eligibility requirements should be submitted for consideration by the awards jury.
Valid input:
- Select only one choice.
- must select a value.

[   ] Yes
[   ] No (do not submit)

PROJECT INFORMATION

[Required] Address Line 1

[Required] Address Line 2

[Required] City, State, Zip Code

Website / URL
Valid input:
- http://www.myschool.edu

[Required] Developer

Owner (if different than developer)

Primary Development Partners
List only partners that should be recognized on the official award certificate along with the developer(s).

[Required] Total Number of Units
Should match the total in the unit mix table (to be uploaded below in the support documentation section).
Valid input:
- Numeric - ex: 1111

[Required] Number of Affordable Units (at or below 60% AMI)
Should match the total in the unit mix table (to be uploaded below in the support documentation section).
Valid input:
- Numeric - ex: 1111

[Required] Number of Workforce Units (60-120% AMI)
Should match the data shown in the unit mix table (to be uploaded below in the support documentation section).
Valid input:
- Numeric - ex: 1111

Number of Market Rate Units
Should match the data shown in the unit mix table (to be uploaded below in the support documentation section).
Valid input:
- Numeric - ex: 1111

Number of Other Units (please describe)

[Required] Area Median Income
Provide the current HUD area median income for a household of four.
Valid input:
- Numeric - ex: 1111

[Required] Total Development Costs

[Required] Public Capital Subsidy
Enter the dollar amount of public capital subsidy such as grants for construction and infrastructure (other than land); you may exclude soft debt from this number. (Note: This number must be equal to 25% or less of the total development costs)
Valid input:
- Numeric - ex: 1111

Development Timeline

Please include details about the development timeline below.

[Required] Date Site Acquired

[Required] Date Construction Started

[Required] Date Sales/Rentals Opened

[Required] Date Completed

PROJECT NARRATIVE

[Required] Community Context
Tell us about your community and provide some context for your project. What are the current community conditions and demographics of the neighborhood in which the project is located? Why was this project needed? Who is served by this project?
Valid input:
- must contain at most 2000 characters.

[Required] Partners and Strategy
Describe how and why the project was initiated and how the developer and other partners became involved. What were the roles of the primary partners, including public and private-sector entities that were key to the success of the development? How was the plan developed?
Valid input:
- must contain at most 2000 characters.

[Required] Project Physical Description
Provide more detailed physical description of the project and its components. Include information about the site size, physical configuration, density, project design, amenities, land uses, and site planning.
Valid input:
- must contain at most 2000 characters.

[Required] Financing and Affordability
Describe how the project was financially able to achieve its affordable and workforce housing goals. This may include a broad range of financing techniques and policy tools including but not limited to tax credits, public or private grants, internal cross-subsidy, donations of land, increases in density, special regulatory approvals, waiver of fees, below-market construction financing, advantageous financing and other demand side subsidies (i.e. below market mortgages, silent 2nd mortgages, down payment assistance, etc.).

[Required] Long-Term Affordability
Specify the regulations or other restrictions that maintain the affordability of units and the length of the affordability period.

Market Acceptance
Describe your experience renting or selling units in the project. How was the project received by the community and the target market? Have all units been sold or rented?

[Required] Project Location and Connectivity
Describe how your project and its site connect to or provide access to the following:
- Mass transit (rail and bus), pedestrian/cycling pathways, transportation hubs
- Employment hubs
- Essential services (e.g. education, healthcare)
- Activity centers (parks, retail hubs, cultural activities)

[Required] Sustainability
Describe the design and site planning features that make this project sustainable and resource efficient. Please incorporate metrics where available to demonstrate the impact and cost effectiveness of these efforts.
- Is the project certified to a green building standard (either certified or in process of certification)?
- Is it energy efficient beyond what is required by code and/or does it use renewable energy sources?
- Does the project make use of other notable sustainable development practices?
Valid input:
- must contain at most 2000 characters.

[Required] Project Innovation
How is this project innovative for your organization or the community? Specifically address the extent to which the project:
- Involves a unique partnership between the developer and public, private, non-profit entities, including employers
- Leverages innovative funding sources
- Uses regulatory reform (code changes, increasing density, etc.) to reduce development costs
- Uses innovative building technologies and systems that reduce costs and improve quality
Valid input:
- must contain at most 2000 characters.

[Required] Community Impact
How has the project positively impacted the neighborhood and the broader community? What has been the community response?
Valid input:
- must contain at most 2000 characters.

SUPPORT DOCUMENTATION

Detailed Project Information

Each applicant must submit an Excel spreadsheet describing the project's affordability, unit size, tenure, and rents/prices.

The required template can be downloaded here.

[Required] File Upload: Kemp Award Unit Mix Table

Required Images

You must submit at least 5 high-resolution images (300 dpi or above). All submitted images must include a label, description, and photo credit, if applicable. This information can be included in a separate document.

To ensure that photos are high resolution, right-click on the image file and select Properties. In the Properties window, select the Details tab and ensure that the Horizontal and Vertical Resolution are 300 dpi.

Minimum requirements:

Locator Map: The first image should be a locator map showing the project's location relative to its metropolitan area.
Project Site Plan: The second image should be a project site plan.
Project Photos: In addition to external and internal project photos, at least one image should show the project within the context of its surroundings.

Naming Protocol
We strongly recommend naming the different images and files in a manner that identifies the project clearly, and the order in which they should be accessed by the jury.

A preferred naming protocol would consist of:
AbreviatedProjectName_AbreviatedLocation_ImageNumber
e.g.: whitehouse_dc_01

By submitting this application, you attest that ULI may use or reproduce any supporting information provided (including images), unless noted otherwise. The submitter attests that she/he has full power and authority to grant these rights and permissions.

[Required] Upload Image (Locator Map)

[Required] Upload Image (Project Site Plan)

[Required] Upload Image

[Required] Upload Image

[Required] Upload Image

Upload Image

Upload Image

Upload Image

Upload Image

Upload Image

Required Project Financial Information

You must submit the following:

A capital budget and;

A pro forma for for-sale projects and/or a pro forma for operating expenditures for rental properties

Please note than any financial information not otherwise public will be considered proprietary to the applicant and held in the strictest confidence by the Urban Land Institute.

[Required] Upload Capital Budget

[Required] Upload Pro Forma

Upload Supporting Financial Information

Upload Supporting Financial Information

Upload Supporting Financial Information

Optional Support Documentation

You may also wish to submit other items in support of your application, including:

Additional images
Video or audio clips
Letters of support from partner organizations, residents, public officials
Legislation, ordinances or plan documents
Supporting documentation for sustainable and/or energy efficient construction and land development practices and demonstrated cost-effectiveness of these efforts

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

Upload Additional Attachment

APPLICANT INFORMATION

[Required] Applicant Name

[Required] Applicant Title

[Required] Applicant Organization

[Required] Applicant E-mail Address
Valid input:
- name@myschool.edu

[Required] Applicant Phone Number
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

[Required] Applicant Street Address

[Required] Applicant City, State, Zip

Primary Contact

Please provide contact information for a primary contact for this application (if different from applicant)

Primary Contact Name

Primary Contact Title

Primary Contact Organization

Primary Contact E-mail Address
Valid input:
- name@myschool.edu

Primary Contact Phone Number
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Primary Contact Street Address

Primary Contact City, State, Zip

AUTHORIZATION

Authorization

The authorization must be signed by the owner or developer. Please fill out and download the authorization form, provide contact information and signature, and upload below.

Download Authorization

The authorization attest that the undersigned notes that:

ULI may use, reproduce, or make available for reproduction by others the information contained in this application and any supporting materials (including images) provided, except proprietary information specifically marked "confidential."
There are no pending or impending concerns with this project's financial condition, debt, equity, or public agency subsidy; or, if there are, that they will be disclosed during a site visit.
He/she has full power and authority to provide this information and to grant these rights and permissions.

[Required] Name

[Required] Title

[Required] Organization

[Required] E-mail Address
Valid input:
- name@myschool.edu

[Required] Phone Number
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

[Required] Upload Signed Authorization

PAYMENT

An entry fee must accompany each project submitted. Please note that the different fees apply to the type of company or organization submitting the application, not the type of project completed.

Entry Fee: Private Sector
$500.00 each
Default: 0
Valid input:
- Positive whole numbers

Entry Fee: Public Sector
$200.00 each
Default: 0
Valid input:
- Positive whole numbers

PayPal is the preferred method of payment to manage all submissions. This form will take you to a secure environment where the transaction can be completed. If you experience any problem or if your organization happens to be unable to fulfill the payment via PayPal, please note it in the payment comments section below, complete the application, and we will follow up to try to support your submission.

Payment Comments

NEXT STEPS

Thank you for completing this application form. Once submitted, it will be reviewed for completion: once accepted, you will be notified that it is entering the award review process.

If at any point you have any questions or comments please contact: Terwilliger.Award@uli.org.