



DEPARTMENT FOR
LOCAL GOVERNMENT

**Notice of CDBG-DR
Funding Availability:
Single-Family HOMEOWNERSHIP
at Chestnut Ridge**

May 1, 2025

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1 INTRODUCTION

1.1 Project Overview

In alignment with the Commonwealth of Kentucky’s comprehensive approach to resilient recovery, the Department of Local Government (DLG) is issuing this Notice of Funding Availability (NOFA) to select qualified nonprofit housing development partners (referenced throughout this NOFA as developers and/or applicants) to develop housing at Chestnut Ridge, which spans more than 100 acres along Chestnut Ridge Drive, east of the Knott County Sportsplex in Knott County, KY. The development at Chestnut Ridge will support up to 147 buildable lots, which will include both single-family homeownership units and rental units. Flood survivors will have priority access to the units.

Important Note: A separate NOFA for rental unit development is being released by DLG alongside this NOFA for homeownership development.

DLG will award Community Development Block Grant-Disaster Recovery (CDBG-DR) funding for the development of single-family housing units at Chestnut Ridge to be sold to persons that qualify as Low-to-Moderate Income as determined by the Department of Housing and Urban Development (HUD). CDBG-DR funding was appropriated by Congress and provided to DLG by the U.S. Department of Housing and Urban Development (HUD) to support long-term recovery efforts in Kentucky following the presidentially declared disasters of 2021 and 2022. This project will utilize funding provided for the 2022 disaster and will be available for construction and other development costs, including a developer fee. In addition to CDBG-DR funds, subdivided lots will be conveyed at no cost for the development of the homes.

DLG has contracted with Fahe to provide case management, including marketing and intake, income verification, and financial preparation for homebuyers.

1.2 DLG Background

The Department for Local Government (DLG), under the Office of the Governor, provides grants and loans to support community development and advises local governments throughout the Commonwealth in matters of budget, personnel and other issues relevant to communities. DLG is the grantee and oversight agency of the Commonwealth’s CDBG-DR funding and also administers other federally funded housing and community development and disaster recovery programs.

1.3 NOFA Projected Schedule of Events

NOFA Issued	May 1, 2025
Virtual Informational Session	May 20, 2025
Site Visit	May 20, 2025
Deadline for Questions	June 5, 2025
Responses to questions posted on DLG website	June 9, 2025
Application Due Date	June 19, 2025
Award Announcement Date	July 17, 2025
Funding Agreement Execution	September 2, 2025
Construction Commencement	September 15, 2025
1 st Unit Complete	December 15, 2025
Construction Completion	December 31, 2027

2 BACKGROUND OF DISASTER

Heavy rain moved across southern and eastern Kentucky from July 26, 2022 through August 11, 2022, leading to significant flooding across southern and eastern Kentucky. For some counties, this was the most significant flooding in the last 60 years, while others had experienced similar flooding in 2021 (FEMA DR-4595). The periods of heavy rain and flooding led to mudslides and rockslides; many areas were cut off or blocked and major roadways across the Commonwealth became inaccessible. Officials, including the Kentucky National Guard, conducted water rescues across disaster-declared counties and there were extensive power outages, affecting nearly 23,500 customers at the peak. Initial Federal Emergency Management Agency (FEMA) damage assessments found that 542 homes were destroyed, and 4,585 residential structures suffered major damage.

The President declared a disaster on July 29, 2022, and 20 out of Kentucky’s 120 counties were included in the disaster declaration known as DR-4663. The counties eligible for different FEMA programs based on the impacts of the disaster are shown below:

site work, hard and soft construction costs, and developer fees. Funds may not be used for administrative or other costs not related to housing construction.

3.2 Ineligible Activities

The following activities are ineligible for CDBG-DR funding:

- Political activities or general government expenses.
- Manufactured homes built to meet the Manufactured Home Construction and Safety Standards (HUD Code).

***Contact DLG prior to submittal if the proposal includes modular units or other components that are manufactured offsite. ***

- Purchase of equipment, such as heavy construction equipment.

3.3 National Objective

Housing at Chestnut Ridge will meet the Low- to Moderate-Income Housing (LMH) national objective required with CDBG-DR funds by providing affordable homeownership benefiting low and moderate income (LMI) persons.

A household is LMI if their household income is at or below 80% of the HUD Area Median Income (AMI). Effective March 18, 2025, HUD issued a *Waiver and Alternative requirement on use of Standardized Area Median Income for Disasters Occurring in 2021/2022 (Commonwealth of Kentucky Only)* (Exhibit 1). This waiver allows the determination of LMI to be based on the statewide median income instead of the county AMI when the county AMI is below statewide median income, which is applicable to Knott County. The 2025 HUD median income levels (family of four) are as follows:

Knott County Median Family Income	Knott County 80% AMI	Statewide 80% Median Income
\$50,800	\$56,700	\$67,350

3.4 Tieback to Disaster

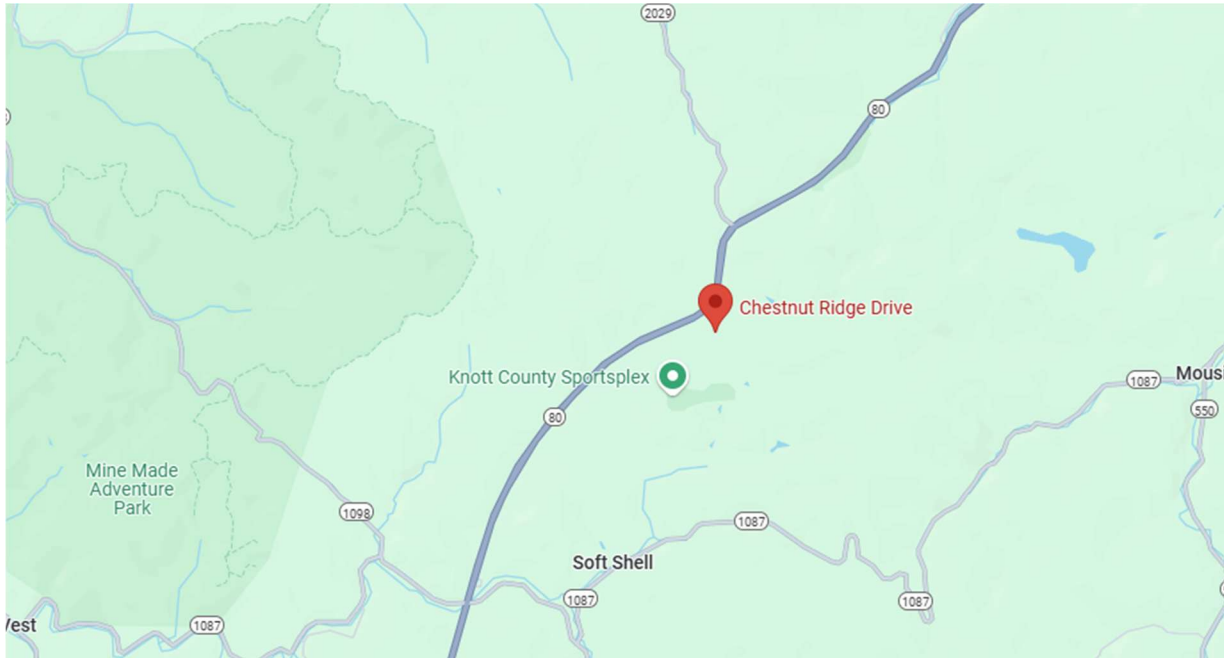
This program will address unmet housing recovery needs by constructing new, single-family housing units on higher ground that will allow households impacted or displaced by the 2021 and 2022 flooding disasters to purchase resilient and safe affordable housing.

4 CHESTNUT RIDGE BACKGROUND AND DESCRIPTION

4.1 Location

Chestnut Ridge is one of seven high-ground sites throughout Eastern Kentucky identified for housing. Like the other high-ground sites, it is a planned residential development aimed at providing safe and resilient housing for flood-impacted residents. Spanning over 100 acres

just east of the Knott County Sportsplex, northeast of Hindman, the development will feature approximately 147 homes, along with walking trails and outdoor recreation areas. The acquisition-related costs and site improvements were partially funded by the Team Eastern Kentucky Flood Relief Fund. The project site is in Leburn, KY 41630; the map below indicates the general location of the Chestnut Ridge.



4.2 Preliminary Site Plan and Completed Site Work

Chestnut Ridge is approximately 104 acres and will be divided into approximately 147 buildable lots. The Kentucky Transportation Cabinet is managing the site's infrastructure development, including the main access road, residential streets and curb cuts, main water and sewer lines, and community electricity and broadband lines. The infrastructure will be dedicated to Knott County and the local utilities prior to the development of housing. The preliminary subdivision plat and site plan are shown in Exhibits 2a and 2b. The infrastructure for the awarded lots in Area 1 will be fully complete by December 2025.

4.3 Environmental Review

HUD completed an Environmental Review and determined a Finding of No Significant Impact and the Authority to Use of Grant Funds (AUGF) was issued on January 2, 2024 (B-21-DF-21-0001). The full HUD Environmental Review Record with links to supporting documents is provided as Exhibit 3.

A Phase 1 Environmental Site Assessment was completed on November 16, 2023, and is provided as Exhibit 4. Any additional environmental reports required by a lender or other funding sources must be completed as an expense to the project.

5 CHESTNUT RIDGE PROJECT CRITERIA

5.1 Eligible Applicants

At the time of application, applicants must be a 501(c)(3) or 501(c)(4) tax-exempt organization with an active board that meets regularly in accordance with its by-laws, is in good standing with the Kentucky Secretary of State AND must meet all the following requirements:

1. Applicant has been in operation for twelve (12) months prior to the application deadline and has experience developing affordable housing;
2. Demonstrates financial capacity and experience, or a partnership with another person or firm with such experience, in producing high-quality affordable housing, financed in whole or in part with HOME, CDBG and/or other local, state, or federal funds, on schedule and as proposed.
3. Demonstrates that the proposed project is financially feasible. If the project is not completed, the applicant will be required to repay any expended funds. DLG reserves the right to require a payment and performance bond.
4. At the time of application, all applicants must have an active registration in the System for Award Management website. Registration for the SAM website can be found at <https://sam.gov/content/entity-registration>. If the development entity is different from the applicant, the development entity must also have a registration in SAM when the development agreement is executed.
5. At the time of application, applicants and partners may not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal programs, as indicated by System for Award Management (www.SAM.gov). Any Applicant on the excluded parties list will be considered ineligible for funding.
6. Applicants must be in good standing with all state and federal taxes or in an approved and executed repayment plan.
7. Applicants must disclose any pending legal action to which the applicant is a party, including identification of the nature of the lawsuit, the parties involved, the case number, jurisdiction where the action is pending, and a short description.

5.2 Maximum Award

Applicants may apply for a minimum of five units, with the maximum limited to the number of housing units the applicant can complete within twenty-four (24) months. DLG will award a maximum of \$200,000 of CDBG-DR for each housing unit constructed on lots at Chestnut Ridge that is subsequently sold to a household that qualifies as Low-to Moderate Income (LMI). Additionally, the lots will be conveyed to the developer at no cost. This

funding is expected to fill both the affordability gap for the homebuyer and the development cost gap.

5.3 Eligible Project Costs

The CDBG-DR award will reimburse developers for development costs including:

- Architectural and Engineering fees, including green compliance
- On-site development and infrastructure
- Construction hard costs
- Other reasonable professional fees
- Developer fee (see 5.4.1)

Costs incurred prior to the execution of the funding agreement are not eligible for reimbursement.

5.4 Financial Feasibility

The developer's proposed budget must be financially feasible. DLG will underwrite each application and evaluate feasibility based on the per unit and total project cost as well as the amount of contractor and developer fees. The applicant must secure any additional funding that is required beyond the \$200,000 per unit subsidy provided by CDBG-DR and proceeds from the sale of the unit.

Upon the sale of the home, funding will be provided to the homebuyer to reduce their 1st mortgage amount to an affordable level. The homebuyer PITI levels and ratios can be found in the Single-Family New Construction Policy Manual for 2022 located on the DLG Disaster Recovery website.

The subsidy level for each homebuyer will be based on individual need since the homes will be sold at appraised value. The buyers will be subject to different affordability periods based on the subsidy provided. Fahe will manage the qualification process with the homebuyers. Any excess proceeds remaining after closing on the homebuyer sale and after payment of all project expenses and the developer fee, must be repaid to DLG.

A Market Study for Knott County (Exhibit 5) was completed in December 2024 and provides demographic information for potential buyers, including incomes and household sizes. Home sales data and rental comparable properties are also included in the study.

5.4.1. Developer Fee

The developer fee must not exceed the lesser of:

- 15% of total development costs or
- \$15,000/unit
- The fee shall be paid upon sale of the unit to a homebuyer.

5.4.2. Contingency

DLG requires each development budget to include a construction contingency of five percent (5%) of total construction costs.

5.4.3. Inspection Fees

DLG requires the applicant's development budget to include a minimum \$1000 per unit for construction inspections fees. It is anticipated this will include any type of code and construction inspection requirements. Inspections for green requirements may also be included as a part of the architectural budget.

5.5 Financing Structure

DLG will award funding in the form of a forgivable, no payment, 0% interest funding agreement with a 24 to 36 month term, with a promissory note. Security will be in the form of a mortgage on the development site, which will be partially released as each unit is sold. When all units are sold, the agreement will be fulfilled and the mortgage will be released.

5.6 Site Control

The Commonwealth has site control of Chestnut Ridge. As noted in Section 4.2, the lots will be divided and the subdivision plat will be recorded in the land records of Knott County prior to the execution of a funding agreement between DLG and the developer(s).

Upon or shortly after execution of the funding agreement, the Commonwealth will convey the lots at no cost to the Awardee. The Commonwealth will require the deed of conveyance to include a reverter clause. If the proposed project is not completed and/or if the Awardee fails to meet all funding requirements, then ownership of the lots will return to the Commonwealth.

The Commonwealth reserves the right to require an extended ALTA title insurance policy in its favor with appropriate endorsements providing rights and remedies with respect to the affordability requirements. If required, the title policy may cost up to .5% of the funding request.

5.7 Unit Sale Price

All sales under this NOFA must be at the as-built appraised value of the property, as evidenced by a third-party appraisal, prior to the start of construction and the execution of the purchase contract with the Homebuyer. A developer may not sell a unit below the appraised value or provide a unit at no cost to the buyer. Buyers will receive a subsidy to ensure their mortgage is affordable based on their income level and the term of affordability will be based on the amount of subsidy provided.

5.8 Timeliness Requirement

Applicants must complete and submit any requested documents by the required due date. DLG may withhold closing on the funding agreement and conveyance of the lots until all

required documents are received and approved. Any project awarded funding that has not abided by established milestone deadlines may have its funding reservation rescinded.

Applicants must be ready to execute a funding agreement within ninety (90) days of receiving an award and immediately begin construction. Construction of all proposed units must be complete, with proof of final code inspection by the approved 3rd party inspector, within 24 months of commencement of construction and all homes must be sold to eligible buyers and the contract closed out within the timeframe documented in the funding agreement.

6 CONSTRUCTION REQUIREMENTS

6.1 Developer Responsibilities

By entering into a funding agreement with DLG, awardees will agree to the following responsibilities:

- Identify and accept legal and financial risks associated with development.
- Select and manage all members of the development team.
- Manage all predevelopment activities.
- Develop a financing plan, secure any additional funding, and manage all funding sources.
- Manage the construction process including procurement of subcontractors, contract management, budget, change orders, inspections, and any permitting requirements.
- Ensure HUD construction requirements, such as green building and accessibility requirements, are met.
- Ensure adherence to federal labor standards regulations including Section 3, Davis Bacon, and other federal, state, and local laws.
- Submit timely draw requests to DLG and maintain project financial and budget records.
- Comply with all CDBG-DR program requirements.
- Manage project progress and ensure timeliness.
- Ensure the financial viability and sustainability of the project during construction until disposition of all properties.
- Maintain proper insurances, bonds, financial guarantees as required by all financing sources.
- Maintain compliance with other applicable cross-cutting federal requirements.
- Coordinate marketing, advertising, and outreach for the sale of homes with Fahe.
- Coordinate homebuyer sales/escrow processes with Fahe.
- Calculate total development cost for each unit vs. net sale proceeds and return excess proceeds to DLG when required.
- Manage closeout of the development/project.

- Participate in monitoring and auditing processes that may occur during development and/or after project closeout.
- Other duties as required to complete the project.
- Manage required 1-year warranty period.

6.2 Height Requirement

Unit height must not exceed one story in height and only one unit per lot may be constructed, unless otherwise approved by DLG.

6.3 Geotechnical Requirements

A Report of Geotechnical Exploration Study of the Chestnut Ridge Site is included as Exhibit 6. The report includes specifications for site preparation and grading, fill placement, and grading.

Applicants **must** review the geotechnical requirements, with particular attention to the drainage and foundation recommendations and ensure that all recommendations are incorporated into the proposed unit design and cost, including any structural engineering needs.

6.4 Kentucky Housing Corporation Construction Guidelines

DLG is adopting Kentucky Housing Corporation's (KHC) *Minimum Design Standards for New Construction Single Family Dwelling Units*, as shown in Exhibit 7, for the Chestnut Ridge site. All units must comply with the minimum requirements and will be inspected at various stages of construction for compliance.

6.5 Equitable Design Requirements

DLG is committed to ensuring that all units at Chestnut Ridge provide relief for those affected by disasters while complying with all CDBG-DR requirements and addressing impediments to fair housing choice, as required under the Fair Housing Act. As such, no variation in design or amenities is allowed based on the proposed buyer's income.

6.6 HUD Green and Resilient Building Standards

All units must meet HUD's Green and Resilient Building Standards as required by Federal Register Notice at FR-6393-N-01. To ensure requirements are met, the application must identify the intended standard, listed below, and each unit must receive a certification under that standard in order to receive CDBG-DR funding:

- Enterprise Green Communities
- LEED (new construction, homes, midrise, existing building operations and maintenance, or neighborhood development)
- ICC 700 National Green Building Standard®

- Living Building Challenge
- Any other equivalent comprehensive green building standard program acceptable to HUD

Additionally, all units constructed at Chestnut Ridge must achieve a minimum energy efficiency standard from one of the programs below. The application must identify the standard that will be achieved:

- ENERGY STAR (certified homes or multifamily high-rise)
- DOE Zero Energy Ready Home
- EarthCraft House/Multifamily
- Passive House Institute Passive Building or EnerPHit certification from the Passive House
- Institute US (PHIUS)
- International Passive House Association
- Greenpoint Rated New Home/Existing Home (Whole House or Whole Building label)
- Earth Advantage New Homes
- Equivalent or higher Kentucky energy efficiency standards
- Any other equivalent energy efficiency standard acceptable to HUD.

6.7 High Speed Internet

The Chestnut Ridge site will include wiring for broadband. While in-unit wiring for broadband or other high-speed internet is not a requirement for this project, application plans that include in-unit wiring for high-speed internet will receive an additional five (5) points.

6.8 Accessibility (Section 504 - 24 CFR 8.27)

While a minimum number of accessible units per proposal is not required, units shall be made accessible upon request of a prospective buyer if needed. In such cases, the developer must consult with the prospective buyer regarding the specific design features to be provided.

When applicable, DLG requires units to meet the accessibility requirements in 24 C.F.R. Part 8, which implements Section 504 of the Rehabilitation Act of 1973. Designs must adhere to the Uniform Federal Accessibility Standard (UFAS).

Units intended for elderly homebuyers (62+) development must include at least one bathroom with an accessible shower with grab bars. The buyer shall be permitted to depart from specifications outlined in 24 CFR 8.32 to accommodate a specific handicap. The cost of making accessibility modifications may be included in the unit development cost.

6.9 Elevation Standards (88 FR 32046)

While this site is not in a floodplain, units must comply with elevation standards established by FEMA and its National Flood Insurance Program (NFIP) defined at 44 CFR 59.1, Insurance and Hazard Mitigation, and 24 CFR 55.2(b)(10) ***if required.***

6.10 Construction Inspections

DLG requires both quality inspections and code compliance inspections on all projects. Unit inspections are required to ensure quality and compliance with building codes and the construction requirements detailed in this NOFA. DLG, as necessary, will coordinate with Kentucky Emergency Management (KYEM) to provide technical guidance on any hazard mitigation code requirements.

6.11 Home Warranty

The developer is required to provide a one-year post-construction warranty period to the homebuyer, with an effective date upon sale of the unit. Additionally, a formal notification of the warranty's expiration date must be sent to homebuyers every three months and one month before the expiration date of the warranty.

6.12 Labor Standards

The developer will be responsible for ensuring compliance with the labor standards required by the CDBG-DR funding. All labor compliance requirements will be listed in DLG's funding agreement, and the developer must manage day-to-day compliance. DLG will monitor for compliance at least once throughout the project.

6.12.1. Davis Bacon

Compliance with Davis Bacon and Related Acts (DBRA) will apply. The developer will be responsible for collecting and reviewing weekly payrolls, conducting appropriate interviews, and producing all relevant reports to ensure compliance for the project. Fahe will provide compliance for Davis Bacon when required.

For additional information regarding HUD guidance for compliance with Davis Bacon: <https://www.hudexchange.info/programs/davis-bacon-and-labor-standards/>

6.12.2. Section 3

Section 3 of the Housing and Urban Development Act of 1968 (Section 3), as amended, requires that economic opportunities generated by CDBG-DR funds be targeted toward Section 3 residents. Section 3 eligible residents are low- and very low- income persons, particularly those who live or reside in public, or government assisted housing. In accordance with Section 3, contractors using CDBG-DR funding for housing development must provide training and employment opportunities to lower income residents and

contract opportunities to businesses in the project area. Developers will be required to ensure Section 3 compliance in accordance with DLG’s Section 3 Policy.

6.12.3. Contract Work Hours and Safety Standards Act

The Contract Work Hours and Safety Standards Act (40 USC, Chapter 5, Sections 326-332; and 29 CFR Part 4, 5, 6 and 8; 29 CFR Part 70 to 240) applies to contracts in excess of \$100,000 and requires that workers receive overtime compensation, at least one and one-half times their regular rate of pay for all hours worked over 40 hours in a work week. The overtime provisions of the Fair Labor Standards Act may also apply to DBRA-covered contracts.

6.12.4. Copeland Anti-Kickback Act

The Copeland Anti-Kickback Act (40 USC, Chapter 3, Section 276c and 18 USC, Part 1, Chapter 41, Section 874; and 29 CFR Part 3) requires that workers be paid weekly, that deductions from workers’ pay are permissible, and that contractors maintain and submit weekly payrolls. Developers must ensure compliance with this requirement.

6.13 Other Requirements

6.13.1. Duplication of Benefits

In accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207) (Stafford Act) and Federal Register Notice 6393 requirements, all activities funded with CDBG-DR dollars must undergo a Duplication of Benefits (DOB) review and calculation prior to Project award and prior to close out. DOB occurs when a program beneficiary receives disaster assistance from multiple sources for the same recovery purpose, and the total assistance received for that purpose is more than the total need. This includes all benefits available to a person or entity for the same recovery purpose, including cash and other resources such as insurance proceeds, grants, FEMA assistance, SBA loans, other local, state, or federal program funds, and private or nonprofit organization funds.

The project application must identify all funds obtained from any source from the date of the disaster until the date of the application that will be used for development. DLG shall perform a check for Duplication of Benefit (DOB) prior to issuing an award and pre-Project closeout to ensure that duplicative assistance is not provided for construction. DLG also reserves the right to perform additional DOB checks throughout the course of the Project’s period of performance to ensure there is no duplicative assistance throughout the course of the Project. Fahe will perform the DOB review for potential homebuyers.

To address any potential Duplication of Benefits, the funding agreement will include provisions requiring repayment of any assistance previously or later received for the same purpose as the CDBG–DR funds.

6.13.2. Insurance

Developers must provide the appropriate insurance and coverage, such as Builder’s Risk, Casualty, Fire, Hazard, Liability, Worker’s Compensation, and Auto.

6.13.3. Procurement Requirements and Cost Principals

Developers are considered beneficiaries of CDBG-DR funds and are not subject to federal procurement regulations or the Uniform Administrative Requirements and Cost Principals of 2 CFR 200 under this NOFA. However, DLG will verify that the developer’s costs are necessary and reasonable during the construction draw process.

6.13.4. Conflicts of Interest

In accordance with federal requirements, applicants to this NOFA must adhere to the conflict-of-interest provisions established for the CDBG-DR Program. An example of a potential conflict of interest would be a relationship between a general contractor and the applicant, including any staff or board members of the applicant.

All potential conflicts of interest must be disclosed and efforts made to resolve potential conflicts during the application phase and through the activity. DLG has outlined the following requirements and persons covered:

- State CDBG Regulations at 24 CFR 570.489
- CFR Parts 200, 215, 220, 225, and 230
- KRS 45A.340 (covers what specifically constitutes a ‘conflict of interest’ pertaining to public officers and employees) for public municipalities that have adopted the Model Procurement Code
- KRS 99.350(8) covers public officers and employees that participate in the formulation of a development area and dictates what conflicts are prohibited) and
- KRS 61.252 covers city employees, officers, and exceptions to conflicts of interest.

7 HOMEBUYER PROCESS

DLG has contracted with Fahe to manage homebuyer case management, including intake, income verification, duplication of benefits review (as required by CDBG-DR), facilitating mortgage approval, and determining the subsidy needs. Awardees will be required to coordinate with Fahe on marketing and outreach along with the following homebuyer sale process:

- Developers provide Fahe with proposed lot options, floorplan options, and pricing estimates.
- An interested homebuyer fills out an intake form and submits required supporting documentation to Fahe.
- Fahe reviews and verifies the complete intake packet for completeness and initial eligibility factors.

- Fahe pulls a credit report and sends preliminarily eligible homebuyers to housing counseling.
- Fahe conducts a preliminary Duplication of Benefits review and sends the review and supporting documents to DLG for verification.
- The homebuyer meets with lending to discuss financing and housing options that are the best fit for them. Fahe will provide the homebuyer and lender with the anticipated subsidy as determined by eligibility and asset review.
- Fahe, with financing information, completes a final DOB analysis, makes a funding award determination, and sends all funding agreement information to DLG for approval.
- DLG approves, denies, or changes the final agreement documents.
- Fahe sends the homebuyer the DLG approved funding agreement and gives the homebuyer a specified number of days to accept, decline, or appeal the award.
- Homebuyers will review all available housing options and select the builder/house plan/lot of their choice.
- Fahe sets up a signing event with the developer and the homebuyer. The homebuyer and the developer will enter into a purchase agreement for the home and a funding agreement for the subsidy.
- The developer begins construction on the homebuyer's home or connects them with a home that has already been built.
- The homebuyer closes on the property with the lender (Fahe will submit a draw request to DLG) and a settlement statement will be completed at time of closing to identify the subsidized and other funding in the home.

Homebuyers who are over the income limits are candidates for non-CDBG-DR funded houses in the development. If DLG approves of a data-sharing agreement, those homebuyers who are otherwise ineligible for a CDBG-DR subsidized home may be referred to a developer and will have their submitted intake information easily transferred. As applicable, Fahe will provide contact information available for developers to connect with homebuyers who may qualify for other funding sources on site (if provided by the developer in their NOFA response/award) or the unsubsidized purchase of a home.

7.1 Homebuyer Affordability Period

The affordability period for the homebuyer will range from five (5) to fifteen (15) years, depending on the amount of CDBG-DR subsidy provided, starting from the homeowner's initial occupancy date. The developer is responsible for enforcing the affordability requirements and must enter into a funding agreement and promissory note with the buyer and record a mortgage. DLG will provide the funding documents to the developer. Funds may be recaptured from the homebuyer if the unit is sold prior to the expiration of the affordability period. DLG can provide sample documents if needed.

CDBG-DR Assistance/ Unit	Affordability Period
Under \$25,000	5 years
\$25,000 to \$50,000	10 years
Over \$50,000	15 years

More information on the homebuyer process and funding requirements may be found in the Single Family New Construction Policy Manual and the DLG Single Family Homebuyer Policy Manual located on the DLG Disaster Recovery Website located at this link: [CDBG-DR 2022 Disaster Recovery \(FEMA 4663\) - Kentucky Department for Local Government](#).

8 APPLICATION REQUIREMENTS

8.1 Due Date

Responses, incorporating all elements required herein, must be submitted electronically, with the email subject line of **Chestnut Ridge Single-Family Homeownership NOFA Proposal** to the Department of Local Government at DLG.DR@ky.gov on or before:

Thursday, June 19, 2025 at 5:00 PM Eastern Daylight Time

Applicants must complete and submit any requested documents by the required due date. DLG may withhold closing on any Project until all required documents are received and approved. Any Project awards that have not abided by established milestone deadlines may be rescinded.

Awarded projects must be ready to close within ninety (90) days of receiving an award notice and begin construction immediately. Homes must have a certificate of occupancy within 24 months of commencement of construction and all homes must be sold to eligible buyers and the contract completed within the timeframe documented in the funding agreement.

8.2 Scoring Criteria

The Responses will be scored and ranked according to how well they meet the Scoring Criteria and NOFA requirements described above. Please refer to the following scoring matrix:

Applicant Capacity	Organizational capacity to manage all current or planned development projects. Strong internal processes and administrative staffing levels for fiscal oversight. History of timely fund expenditures and financial management systems budgeting, internal controls, federal cost principles, accounting and record keeping, procurement, reporting, and audits.	10
Applicant Experience	Experience with affordable single-family development and rural development. Experience with HUD funding for homeownership.	10
Cost Effectiveness and Leverage	Amount of CDBG-DR/unit and TDC/Unit. Use of other funding sources to leverage CDBG-DR funding.	5
Implementation/ Timeliness (readiness to proceed)	Proposed timeline for project implementation, from contract execution to start/completion of construction. Availability of house plans or ability to quickly engage architectural, engineering services and construction contracting.	10
Sustainable and Resilient Design	The extent to which the proposed Activity integrates adaptable and reliable technologies. Design integrates measures and strategies to reduce natural hazard risks, including climate related risks. Design is reasonable, efficient and durable. Project utilizes alternative materials and innovative design options. Includes wiring for broadband. Exceeds HUD Green Building Standard.	10
Meeting Community Needs	The proposal provides options for lower income households, elderly, or households with special needs. The extent to which the applicant has engaged with Knott County residents or a similar community in project design.	3
Community Engagement	The applicant has an established pipeline of potential homebuyers or provides a strong marketing plan to engage members of the community. Includes a plan to coordinate with Fahe.	2
Broadband	In-unit wiring for high-speed internet	5
	Maximum Score	55

8.3 Submission Requirements

Submissions must be clear, concise, and realistic about performance objectives. It is the responsibility of the Proposer to confirm that they have reviewed all Exhibits related to this NOFA and they have complied with the requirements herein. All the following documents must be included in the submission (this checklist is also included in the application form):

- Chestnut Ridge Single Family New Construction Project Application Form
- Single Family New Construction Sources and Uses Worksheet
- Organizational Chart of Applicant and/or developer. Describe the proposed ownership structure of the site during development, if owned by an entity other than the applicant.
- Current Experience: Provide a detailed description of the applicant's and developer's experience in the development and operation of affordable homeownership housing, including total units created and sold. A partnership or joint venture with an experienced developer is required if the applicant has no experience.
- Provide current pipeline of projects with staffing requirements.
- Financial Capacity: Provide the most recent 3 years of consolidated, audited financials for development entity or developer organization.
- Timeline and Milestones: Provide the proposed implementation of design and construction schedule.
- Proposed House Plans: Submit proposed house plans. Include a description of the HUD Green Building Requirements and any other proposed climate resiliency and/or innovation design features.
- Marketing and Outreach: Describe marketing plan and outreach to potential buyers, including coordination with FAHE.
- Submit one letter of recommendation. Non-Kentucky organizations must include three letters of recommendation, of which one must be in-state.
- Evidence of SAM (System of Award Management) registration.
- Certificate of Good Standing from the Kentucky's Secretary of State's Office as evidence of registration to do business in the Commonwealth of Kentucky.

8.4 Decision Process

Based upon the information provided by the applicant, an evaluation team will evaluate and score proposals. The evaluations will be ranked, and a recommendation for award(s) will be forwarded to the Commissioner of DLG. If the Commissioner approves the recommendation, DLG will award the project.

The selected applicant(s) will receive a conditional commitment letter from DLG once a final decision has been reached. The funding agreement will be drafted, with execution by both DLG and the selected Applicant expected by September 2, 2025.

Successful applicants shall be in compliance with all the specifications, terms and conditions of the proposal. DLG shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein.

Proposed projects that meet the minimum proposal requirements will be scored based on the primary criteria described in more detail above, however, proposals that meet all the NOFA's general guidelines and requirements may not necessarily receive an award.

Regardless of numerical ranking, the scoring does not operate to vest in the applicant or project any right or reservation of an award of funding, in any amount. DLG will make an award consistent with its sound and reasonable judgment, prudent business practices, and the exercise of its discretion. Specifically, but without limiting the generality of the foregoing, DLG reserves the right not to make an award to any applicant, regardless of that applicant's point ranking, if DLG determines that (i) an award for such applicant or project does not further the purpose and goals set forth in this NOFA, (ii) the applicant's proposed project is not financially feasible or viable, or (iii) there is not a substantial likelihood that the project will be able to meet the requirements for development in a timely manner.

8.5 Communications/Questions from Applicants

DLG shall not be bound by, and the applicant shall not request or rely on any oral interpretation or clarification of this NOFA. Therefore, any questions regarding this NOFA are encouraged and should be submitted in writing by email no later than June 5, 2025 to DLG.DR@ky.gov

Clarifying questions and answers received prior to the deadline to submit a response to this NOFA will be answered in writing via Frequently Asked Questions (FAQs) section posted on the DLG website prior to the due date. Answers to questions from any applicant will be provided to all applicants in the FAQ.

All communications regarding this NOFA shall only be through the email address listed above. No communication is to be directed to any other DLG personnel.

8.6 Changes to NOFA

If it becomes necessary to revise, change, modify or cancel this NOFA or to provide additional information, addenda will be posted on the DLG website.

DLG reserves the right to postpone or cancel this NOFA if it deems it to be in the best interests of the Commonwealth of Kentucky to do so. DLG reserves the right to waive any technical or formal errors or omissions, and to reject any or all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the Commonwealth.

Applicants shall agree to comply with all conditions, requirements, and instructions of this NOFA as stated or implied herein. Any alteration, erasure, or interlineation by an applicant in this proposal shall constitute cause for rejection. Exceptions or deviations to this

proposal must not be added to the proposal pages but must be on Applicant's letterhead and accompany the proposal.

The successful applicant shall be in complete compliance with the specifications, terms, and conditions of this proposal as outlined above. DLG shall not be liable for any costs incurred by an applicant in the preparation of proposals or for any work performed in connection therein.

8.7 Other NOFA Requirements

The applicant shall agree to furnish, upon the written request of DLG, any additional information needed to substantiate or clarify the design and/or performance characteristics of the materials or services that they propose to furnish.

Materials submitted in response to this NOFA will be considered internal research documents and will not be available publicly.

Any award as a result of this NOFA shall be contingent upon the execution of a CDBG-DR Funding Agreement and closing documents.

Performance outcomes of prior contracts with DLG and/ or the Commonwealth of Kentucky may be considered in the overall rating of proposals submitted by applicants who currently have, or have previously had, contracts with DLG. Application evaluation and awards are also contingent upon applicants being current on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past DLG contracts.

9 EXHIBITS

Exhibit 1: HUD Income Limit Waiver

Exhibit 2a: Preliminary Subdivision Plat

Exhibit 2b: Preliminary Master Plan

Exhibit 3: Full HUD Environmental Review Record with links to supporting documentation

Exhibit 4: Phase 1 Environmental Site Assessment

Exhibit 5: Knott County Market Study, December 2024

Exhibit 6: Geotechnical Exploration Study for Chestnut Ridge

Exhibit 7: Kentucky Housing Corporation's (KHC) Minimum Design Standards for New Construction Single Family Dwelling Units

All Exhibits will be posted as attachments to the NOFA on the DLG website.