Kentucky Housing Corporation
Housing Contract Administration Department

NOTICE OF FUNDS AVAILABLE:
2023 Funding Rounds for
RHTF Disaster Housing Recovery
For Single-Family Projects in EKY & WKY

Funded by:
EKY & WKY SAFE Funds via Kentucky's Rural Housing Trust Fund

July 25, 2023

KHC | Kentucky Housing Corporation

Kentucky Housing Corporation
1231 Louisville Road
Frankfort, KY 40601
(502) 564-7630
www.kyhousing.org

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Introduction and Notice of Funds Available

Kentucky Housing Corporation (KHC), through its Housing Contract Administration (HCA) department, is pleased to offer a competitive funding application process via the Rural Housing Trust Fund (RHTF).

These guidelines govern 2023 applications for RHTF funding for two types of single-family home projects in disaster-designated counties of Eastern and Western Kentucky:

RHTF Single Family Use	Purpose & Eligible Activities
1) Home Repair, Recovery & Reconstruction	<u>Purpose</u>: To assist existing homeowners in achieving a housing solution that is disaster resilient, affordable, and sustainable for the household over time. <u>Activities</u>: • Home stabilization via repairs, rehabilitation, or reconstruction. • Home may NOT be located in the Special Flood Hazard Area. • Improvements needed to make a home habitable for a disabled member of the household. • Disaster mitigation measures. • Reconstruction of a home on the owner's land (original home must be demolished). • Site-built, factory-built, and modular construction. • Other recovery housing solutions as approved by KHC.
2) Single-Family Homebuyer Development	<u>Purpose</u>: To bring new homeownership units to disaster-impacted housing markets to attract and retain moderate and low-income families. <u>Eligible Activities</u>: • Construction of replacement housing for disaster victims on land on which the household did not previously reside. • Construction of spec-built homes not pre-sold before construction. • Land acquisition and construction of new homes outside of the floodplain. • Site-built, factory-built, and modular construction. • Acquisition and rehabilitation of a vacant existing home. • Home may NOT be located in the Special Flood Hazard Area. • Site preparation necessary for home construction/delivery. • Assistance to help a homebuyer purchase an RHTF-funded home. • Lease purchase to help buyers unable to immediately obtain mortgages.

A RHTF Policy Manual will be located on the [HCA Partner Agency Portal](https://kyhmis.zendesk.com/)[1].

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[1] https://kyhmis.zendesk.com/

RHTF Range of Uses, Funding Limits, and Affordability Terms

Activity Type	Eligible Households (<120% AMI)	Maximum Permanent RHTF Funding (Development Gap + Homeowner Subsidy)	KHC Design Requirement	Affordability Requirement
Home Repair (HR)	Disaster Survivors	Up to $60,000	Minimum Habitability Standards	10-year deed restriction
Full Code Rehab (HB)		$60,001 – $99,999	Full Building Code	10-year deed restriction
Demo & Rebuilding on Survivor's Original Land (HB)		Up to $140,000	Minimum Design Standards	+ Mortgage/note in the amount of direct subsidy to the homeowner/ homebuyer
New Construction on New Site (HB)	Disaster Survivors & Other Buyers	Up to $120,000		

Dates for 2 Consecutive Funding Rounds

Provided funds remain available after an initial funding round, KHC will conduct two RHTF application rounds, according to the schedules below.

1st RHTF Funding Round	
July 25th	NOFA Released & application opens in KHC's UFA system.
July 27th	KHC hosts virtual information session on the NOFA.
August 25th	Last day to submit questions via the HCA Partner Agency Portal.
September 1st	**Application closes at 11:59PM ET. Application Fee must be paid by 5:00PM.**
Early October	Target to announce RHTF awards.

2nd RHTF Funding Round	
September 18th	NOFA Released & application opens in KHC's UFA system.
September 21st	KHC hosts virtual information session on the NOFA.
October 20th	Last day to submit questions via the HCA Partner Agency Portal.
October 27th	**Application closes at 11:59PM ET. Application Fee must be paid by 5:00PM.**
Mid December	Target to announce RHTF awards.

RHTF Priorities for Disaster Recovery in WKY & EKY

Priorities Set Forth in RHTF Legislation
1. Per RHTF legislation, priority will be given to projects seeking funding in the following order:
2. Projects located in a federally declared disaster area or projects assisting individual recipients displaced by a federally declared disaster area.
3. Projects submitted by nonprofit organizations or local governments for new rural housing construction.
4. Projects using existing privately owned housing stock, including stock purchased by nonprofit public development agencies.
5. Projects using existing publicly owned housing stock.
6. Projects submitted by local governments for projects that demonstrate effective zoning, conversion, or demolition controls for single room occupancy units.

Additional Priorities Established by the RHTF Advisory Committee
In consultation with the RHTF Advisory Committee, KHC has established additional priorities for projects to be funded for disaster recovery via this NOFA:
1. Projects in FEMA-designated *Most Impacted and Distressed* counties: Warren, Graves, Hopkins, Breathitt, Knott, Letcher, and Perry.
2. Readiness to proceed: site control, existing waiting list for repairs, list of homebuyers.
3. Number of units that will be addressed by the project.
4. Experience in development and/or repair homes for low and moderate-income households.
5. Projects that will house disaster survivors still living in KYEM/FEMA shelter, doubled up with family, or in another unsustainable housing situation, including places unfit for human habitation (such as in the floodplain).
6. Established relationships and mechanisms to ensure a pipeline of flood survivor and new homebuyer referrals, including existing relationships with community organizations, Long Term Recovery groups, and so on.
7. Demonstrated expansion of capacity to develop at scale such as workforce development, factory built homes, modular construction, and so on.
8. Demonstrated financial capacity to carry out larger-scale housing projects.

Available Funds

As displayed in the table below, a total of $15M in RHTF dollars are available via this NOFA. KHC limits the amount of RHTF funds an applicant may request to $2,500,000. KHC reserves the right to award lesser or greater amounts than requested. This determination may be based on factors such as, but is not limited to, legislative and advisory committee priorities, number of applications received, and other factors KHC deems appropriate and necessary.

Geography	Federal Disaster Number(s)	Total RHTF Funds Available	Maximum per Applicant
Eastern KY Designated Disaster Counties	FEMA-4663-DR-KY	$10,000,000	$2,500,000
Western KY Designated Disaster Counties	FEMA-4630-DR-KY	$5,000,000	$2,500,000

Eligible Counties

Geography	Eligible Counties * Indicates counties prioritized for RHTF funding.		
Eastern KY 2021/2022 Flooding Disaster Counties *Designated for FEMA Individual Assistance* FEMA-4663-DR-KY	**Breathitt*** Clay Floyd **Knott*** Lee	Leslie **Letcher*** Magoffin Martin Owsley	**Perry*** Pike Whitley
Western KY 2021 Tornado Disaster Counties *Designated for FEMA Individual Assistance* FEMA-4630-DR-KY	Barren Caldwell Christian Fulton **Graves*** Hart	Hickman **Hopkins*** Logan Lyon Marion	Marshall Muhlenberg Ohio Taylor **Warren***

Eligible Applicants

PLEASE NOTE that organizations should only apply if they themselves will develop affordable single-family homes and/or repair existing owner-occupied homes with KHC funds. KHC will NOT award funds to intermediary subrecipients.

Eligible Applicants
• Nonprofit housing organizations • Local governments • Private, for-profit developers and businesses that undertake the new construction or rehabilitation of rural housing units for moderate income individuals • Public Housing Authorities

Eligible Household Income Limits

The RHTF income limit is the greater of either 120% of Kentucky's state median family income OR 120% of area median income. RHTF income limits will be published annually on the HCA Partner Agency Portal.

Maximum Household Income	Source of Income Limits
The greater of either: 120% of Kentucky's state median family income OR 120% of HUD area median income for the county	Published by HUD. Listed on KHC's Help Desk

Applicable Policies and Regulations

***NOTE: There are* SEPARATE Program Policy Manuals for RHTF Single-Family Homebuyer Development and RHTF Home Repair & Recovery Programs**!

These guidelines govern applications for two programs: Single-Family Homebuyer Development and RHTF Home Repair. Applicants must submit two separate applications should they wish to apply for both programs. Policy Manuals for both programs are located on the HCA Partner Agency Portal.

All applicants are expected to be familiar with all applicable federal regulations, state and local requirements, RHTF Requirements (Kentucky Revised Statues), RHTF Administrative Certifications, and to incorporate them into their project design and implementation procedures.

If funded, projects will be governed by and must adhere to the cumulative information contained in these guidelines, as applicable:

- RHTF Requirements (KRS 198A.744, KRS 198A.746, and KRS 198A.748)
- *RHTF Single Family Program Manual*
- *RHTF Project Set-Up Templates*
- The applicant's application for funding
- Grant agreement(s) between the applicant and KHC
- RHTF Administrative Regulations

Important Notes for Prospective Applicants

1) **Applicants are required to read and follow the program policy manuals relevant to funding being requested.** Ignorance of KHC program design and/or policy will not be an acceptable reason for failing to complete a successful application. Detailed program requirements can be found within the RHTF policy manual located on KHC's HCA Partner Agency Portal.

   Proposed projects must be in accordance with the policy manual. Some information requested by the application requires familiarity with program policies, which may not be detailed in this document.

2) **Application and Fee.** Applicants must submit a complete application and fee through the KHC Universal Funding Application (UFA) system by 11:59pm ET on the application due date. An application fee of $50 must be submitted through the UFA fee payment system BEFORE an application is submitted and no later than 5:00pm ET on the application due date.

3) **This disaster recovery program is modeled after—but not identical to—KHC's existing AHTF Home Repair and Single-Family Homebuyer Development programs**. Familiarity with these programs will help applicants seeking RHTF but is not a substitute for thoroughly reading this notice of funds available (NOFA) as well as the RHTF program manual located on KHC's HCA Partner Agency Portal.

4) **Questions regarding this NOFA, application, and programs should be submitted via the HCA Partner Agency Portal**. This is also where applicants can find KHC forms and templates to be uploaded in the UFA.

At-a-Glance:
RHTF Home Repair, Recovery & Reconstruction

Purpose	To assist existing homeowners in achieving a housing solution that is disaster resilient, affordable, and sustainable for the household over time.
Eligible Households	Homeowners with combined household income <120% AMI. Homeowners must have ownership interest in the land and home to be repaired/reconstructed.
Eligible Properties	• Single-family detached homes or qualified factory-built homes. • Home must be the homeowner's primary residence. • Home cannot be in the Special Flood Hazard Area (SFHA).
Geography	• Rural areas of Kentucky, per the USDA property eligibility lookup webpage. • Counties designated for FEMA Individual Assistance in the following disasters: FEMA-4663-DR-KY and FEMA-4630-DR-KY.
Maximum Assistance	$60,000 per repaired home; up to $99,999 per full-code rehabbed home; and up to $140,000 per demolished existing home and newly reconstructed home. Assistance can be paired with but cannot duplicate other disaster, repair, weatherization, and/or energy efficiency programs.

Eligible Activities	• Repairs that bring a home up to KHC's *Minimum Habitability Standards*.
	• Rehab or construction that Meets *KHC Design Guidelines*:
	  o Full code home rehabilitation.
	  o Disaster mitigation measures.
	  o Reconstruction of a home on owner's land (original home must be demolished).
	  o Site-built, factory-built, and modular construction are all eligible.
	• Other recovery housing solutions as approved by KHC.

Assistance Form/Term	Deed restriction for 10 years. For reconstruction, a forgivable mortgage will be issued in the amount of direct assistance to the homeowner.
Eligible Applicants/ Sponsors	• Nonprofit organizations, units of local government in Kentucky; regional or statewide housing-assistance organizations; and Public Housing Authorities who are in good standing with both the Commonwealth and KHC. • Must have a demonstrated experience in and capacity to manage similar programs.
Per Unit Production Fee	If acting as a developer or contractor, the developer/builder may earn a fee upon completion of the home equal to: • <u>Home Repair</u>: the lesser of 20% of RHTF up to a maximum of $12,000. • <u>Full Code Rehab, Reconstruction & New Construction</u>: the lesser of 20% of total development costs or $20,000.
Inspections	Before work begins, KHC must receive property photos and a detailed scope of work. Before final reimbursement, KHC will conduct an on-site inspection of completed work.
Forms & Templates	[HCA Partner Agency Portal](), RHTF Home Repair

At-a-Glance:
RHTF Single Family Development

Purpose	To bring new homeownership units that meet KHC Design Guidelines to disaster-impacted housing markets to attract and retain moderate and low-income families.
Eligible Households	• Homebuyers with combined household income <120% AMI. • Homeowners must acquire ownership interest in the land and the home. • Housing-to -income ratio must fall between 10% and 29%.
Eligible Properties	• Single-family homes and qualified manufactured homes. • Home must be the homeowner or homebuyer's primary residence. • Home may NOT be built or rehabbed in the Special Flood Hazard Area (SFHA).
Geography	• Rural areas of Kentucky, per the USDA property eligibility lookup webpage. • Counties designated for FEMA Individual Assistance in the following disasters: FEMA-4663-DR-KY and FEMA-4630-DR-KY.
Max Assistance	• A maximum of $120,000 can be permanently invested in a home. • This maximum includes the sum of affordability gap funding + development gap funding • RHTF funds must be used to fill gaps—not to duplicate other available funds. • RHTF can be used to finance 100% construction/development costs, but the amount of funds not recycled/repaid must only subsidize documented project gaps.
Disaster Mitigation	To mitigate the impact of future disasters on assisted households, RHTF project must include mitigation specific to the recent disaster. For example, fortified roofs may be required in WKY and building outside of the floodplain will be mandated in EKY.
Eligible Activities	• Home Construction that Meets *KHC Design Guidelines.* • Construction of replacement housing for disaster victims on land on which the household did not previously reside. Cost may include demolition of original home. • Construction of spec-built homes not pre-sold before construction. • Land acquisition and construction of new homes outside of the floodplain. • Site-built, factory-built, and modular construction are all eligible. • Acquisition and rehabilitation of a vacant existing home. • Site preparation necessary for home construction/delivery. • Assistance to help a homebuyer purchase an RHTF-funded home. • Lease purchase is allowable to help buyers unable to immediately obtain mortgages.
Assistance Form/Term	10 years enforced via deed restriction and a mortgage forgiven incrementally each year. (Forgivable mortgage is only for amount of direct assistance to buyer.)
Eligible Applicants/ Developers	Private nonprofit and for-profit developers, other nonprofit organizations, units of local government; regional or statewide housing-assistance organizations; and Public Housing Authorities in good standing with both the Commonwealth and KHC.
Per Unit Developer Fee	If acting as a developer or contractor, the developer/builder may earn a fee upon completion of the home equal to the lesser of 20% of total project costs up to a maximum of $20,000.
Forms & Templates	[HCA Partner Agency Portal](), KHC Single Family Homebuyer Set Up Template, RHTF

Preparing Your Application

The remainder of this document provides guidance related to applying for RHTF funds from KHC.

Universal Funding Application (UFA)

The application is created and submitted through KHC's online UFA system. The application(s), attachments, and fee(s) must be submitted via KHC's online UFA: wapps.kyhousing.org/UFA/User/Login. Applicants should not send any application components to KHC staff via electronic mail, traditional mail, or facsimile. KHC will send an e-mail notification to the applicant once the application has been transmitted successfully.

Applicants must submit the UFA application and pay the application fee to apply for Single-Family Homebuyer Development funding and/or RHTF Home Repair funding.

NOTE: When naming application(s) in the UFA system, applicants must use the following naming model, incorporating the agency's name:

- RHTF Application Naming Convention: "*[Agency Name] 2023 RHTF Application"*

Application Fee

KHC charges a modest, non-refundable application fee of $50 for the submission of an RHTF application.

Applicants must pay their fee using KHC's online payment system within the UFA. Please note, this online payment option is ONLY AVAILABLE PRIOR TO APPLICATION SUBMISSION. Once an applicant submits an application via the UFA, they will not be able to access the online payment system without recalling (and then resubmitting) their application. Recalling the application is not possible after the application submission deadline. If KHC has not received the $50 fee by 5:00 p.m. ET on the application due date, the application will not be reviewed.

Public Information and Open Records Act Requests

KHC will publish, via a public *eGram,* an announcement of all awarded applications for the current application round. The list will be made available within sixty days of the current application deadline.

Applicants are advised that materials contained in applications are subject to the requirements of the Kentucky Open Records laws at KRS 61.870-61.884, and application materials may be viewed and copied by any member of the public. Applicants seeking to claim a statutory exemption to disclosure from open records requests must place all documents viewed as confidential in a sealed envelope marked "Confidential." If an open records request is made for any of the application materials, KHC will make an independent determination of confidentiality and may or may not agree with the applicant's determination regarding the confidentiality of the materials.

Minimum Submission Requirements

The application is created and submitted through KHC's online application system, the Universal Funding Application (UFA). A complete application must be transmitted to KHC. KHC will send an e-mail notification to the applicant once the application has been transmitted successfully.

Applications that do not meet the following minimum submission requirements will not be reviewed by KHC. *ALL applications must meet the following criteria:*

1) Meet all eligibility, capacity, and threshold requirements.
2) Complete all required and applicable questions.

3) Pay the application fee and ensure it is received at KHC by 5:00 p.m. ET on the application due date.

4) Be submitted to KHC by 11:59 p.m., ET, on the application due date.

5) Be submitted in the current application version, and all applicable attachments must be uploaded through the UFA system as part of the application submittal.

6) Be limited to the applicable caps for funding.

7) Not include funding from any previous KHC-approved HOME and/or AHTF projects, including awards made to any other applicants.

If the application does not meet the minimum submission requirements, the applicant will be notified that the application has not been accepted for review. If fewer than two contradictory statements appear in an application, KHC may request clarification from the designated applicant contact person. If three or more contradictory statements appear in an application, KHC reserves the right to disqualify that applicant.

General Application Guidance

Applicants should provide responses in the following manner:

- **Do not assume that KHC reviewer knows your organization or program.** Make sure to write responses to each question as if the reviewer does not know anything about your program or your processes.
- Demonstrate to the reviewer your knowledge of and experience with HOME and/or RHTF regulations, policies and procedures (as applicable).
- In some cases, you may be asked to answer questions similar to those asked in other sections of the application. Do not skip these. Answer them all fully.
- Pay attention to the instructions found in the application itself, especially when they indicate what is required to receive maximum points. You might provide a lengthy response, but if you are not responsive to the specific information requested, you will not receive full points. Review the scoresheet to fully understand the criteria used to score applications.
- Applicants will be scored on the extent to which a thorough explanation was provided to application questions as well as on the quality of the response.

KHC Capacity Scorecard

To create consistency and equity, KHC utilizes a "Capacity Scorecard" for all program areas that have competitive applications or a formula grant allocation process. The scorecard is used to determine the overall capacity of the applicant and/or development team members. The scorecard is divided into three sections:

1. **Capacity Scorecard Threshold Requirement**
This section consists of minimum thresholds that must be achieved. If the Entity or Development Team does not meet any of the Capacity Scorecard Threshold Requirements, the application may not be eligible for submission. In any instance where the applicant does not meet a threshold requirement, the applicant is required to provide an explanation as to circumstances of the infraction. KHC will review the response when determining whether the applicant may apply through this funding round.

Capacity Scorecard Threshold Requirements will be verified at both the submission of the application and reviewed again prior to funding award announcement. If the status of a Capacity Scorecard Threshold Requirement changes prior to announcement of funding, the application may be disqualified.

3. **Capacity Scorecard Self-Certification**

This section is a series of statements to which the applicant must certify. This is a non-scoring section, but will be used by KHC review staff to ensure there are no outstanding issues that could prevent the project from being awarded funds. There is a response section in the self-certification section that can be used to provide additional information to any of the self-certification questions. KHC review staff may request additional information for clarification purposes. Applicants will need to complete the certification acknowledgement that states the responses to the self-certification statements are true and accurate, to the best of their knowledge. Falsification of these statements could result in a recapture of funds or suspension/disbarment from KHC.

4. **Capacity Scorecard Overall Performance**

This section is the part of the scorecard where KHC staff will indicate if a capacity deduction will be applied. A capacity deduction can be determined at any time throughout the administration of a project/program and through the affordability/compliance period. The capacity deduction can apply to the applicant or any development team member.

It is not KHC's intention to issue capacity deductions on minor occurrences. A capacity deduction can occur if the applicant has repeated administrative issues or unresolved compliance findings for which corrections have been requested and not received. At the time a capacity deduction is issued, the agency or organization will receive a written notice from KHC explaining the reason for the capacity deduction and the amount of time the deduction will be applicable. KHC typically looks back 3 years from the date of application submission to determine capacity related issues.

Once the scorecard is completed, applicants may proceed to the rest of the application but should be aware that responses on the scorecard may result in the applicant not being allowed to ultimately submit the application or be awarded funding if the application has already been submitted.

Applicants will NOT need to answer question #4 in the Capacity Scorecard Threshold Requirements section and will NOT need to answer question #4 in the Capacity Scorecard Self-Certification section. These questions will not be scored.

Analysis of Impediments to Fair Housing

Impediments to fair housing are outlined in *the Commonwealth of Kentucky 2019 Analysis of Impediments to Fair Housing Choice*. Applicants must identify which of those impediments to fair housing their project will address. In addition, applicants must address how the project will reduce or eliminate impediments to fair housing. If the application does not identify which impediments to fair housing will be addressed and explain how the project will reduce or eliminate these impediments, your application will not be reviewed.

Program Design

In this section of the application(s), applicants are asked to describe their organization's experience in successfully implementing projects similar to those for which the applicant is seeking funding. Applicants are also asked to describe the scale and scope of their proposed project.

Financial Design

In this section of the application(s), applicants are asked questions related to the financing of the project, amount to be invested per unit, and so on. Applicants are required to submit a completed Summary of Sources and Uses provided for the specific application (Single-Family Homebuyer Development or RHTF Home Repair).

Readiness to Proceed

In this section of the application(s), applicants are asked question pertaining to the likelihood their project will be completed successfully and on time.

Application Attachments

Each online application requires the range of required and optional attachments, as listed below:

Attachment	Notes
1) RHTF Summary of Sources & Uses (Excel)	Template on the HCA Partner Agency Portal.
2) IRS 501(c)(3) Determination Letter	*PDF of IRS letter.*
3) 1-4 page description of applicant's previous experience working with existing homeowners and/or developing homes for new buyers.	*PDF format preferred.*

Compliance with Fair Hosing

Discrimination in the sale or rental, or otherwise making available or denying, a dwelling funded by the RHTF to any buyer or renter because of race, religion, sex, familial status, disability, or national origin is prohibited.

KHC's Application Review Process

Application Scoring and Evaluation

KHC's score sheets for each program are available on the HCA Partner Agency Portal. KHC Housing Contract Administration staff will review and score all applications that fulfill Capacity Scorecard and Threshold requirements. KHC may, at its discretion, request additional information from applicants.

KHC intends to award funds to the highest scoring projects. In addition, KHC will seeks to ensure funds are geographically distributed across the state. KHC reserves the right to allocate funds to lower scoring applications to ensure equitable allocation of resources in each congressional district throughout the state. In addition, KHC aims for a majority of RHTF funding to be allocated to rural counties and may make funding decisions in pursuit of this goal.

Communications with KHC Credit Committee Members

Applicants and their representatives are prohibited from having ex parte communications with KHC's Credit Committee regarding their application, from submission of their application until KHC renders its final determination. Any violation of this prohibition may result in disqualification of a pending application and suspension from participation in the next competitive funding cycle for the applicant.

Additional Policies

KHC reserves the right to:

- Award an amount of funds less than that requested by the applicant, at KHC's discretion. KHC reserves the right to reduce or limit professional fees, developer fees, or any fees that KHC deems excessive.

- Withdraw its conditional funding award if technical submission items are not submitted by the applicant by the date referenced in the award letter.

- Periodically review an applicant's progress toward timely commitment and expenditure of KHC funds. De-obligate funds if funds are not committed, expended and a project completed by the dates in the funding agreement, or if the project substantially changes after funding commitment. No applicant will be allowed to change the type of activity for which they were funded.

- De-obligate funds if the project substantially changes after funding commitment. No applicant will be allowed to change the type of activity for which they were funded.

- De-obligate funds for any applicant who becomes suspended or debarred in accordance with KHC Suspension and Debarment Policy.

Funding Announcements

Funding recommendations are made by the application review team within KHC's Housing Contract Administration Department. Staff recommendations are presented to KHC's Credit Committee for funding approval. Once funding approval is received, they will be posted on KHC's website and will also be sent through [KHC's eGram](#) system. Approved projects will receive a conditional award letter based upon technical submission requirements. If a conditional funding award is cancelled, the applicant may reapply in the next competitive funding round. Execution of funding agreements will occur at the project level after all terms and conditions are met.

KHC will publish an announcement of all awarded applications for the current application round within 60 days of the current application deadline.

Disputes and Reconsideration Processes

The processes described in this section are the exclusive means by which an applicant may request reconsideration of a decision by KHC regarding disqualification, scoring, or the award of KHC resources. Information submitted to KHC outside of these processes, whether in writing or otherwise, will not be considered.

Disqualification Decisions Review Request

If KHC identifies a deficiency in an application during its review that results in the disqualification of an application, KHC will issue a preliminary decision letter to the applicant identifying the grounds for the disqualification. The applicant may then provide a written response specifically identifying the reasons why the applicant believes the application should not be disqualified. Written responses must be delivered via electronic mail with the subject line "Application Decision Review Request", by hand delivery, or overnight mail to the attention of the Managing Director of Housing Contract Administration.

Only the application and documents already existing in KHC's file will be considered when reviewing the applicant's written response. No additional documentation will be accepted unless requested by KHC. The burden is on the applicant to demonstrate why the application should not be disqualified or the amount of KHC resources should not be reduced.

The Managing Director of Housing Contract Administration will forward the review request, along with the applicant's response, to KHC staff involved with the initial scoring of the application and to KHC's Credit Committee for review and decision. The Credit Committee shall review the request and KHC's staff's response and issue a final determination. The Credit Committee may, in its sole discretion, request additional information or documentation or conduct a meeting or conference with the applicant and KHC staff.

The Credit Committee's decision on the review request will be final, and KHC will provide a copy of the written decision to the applicant. The Credit Committee shall consist of members of KHC's Executive Staff or as appointed by KHC's Executive Director.

Applicants may request a meeting with KHC's Credit Committee or its representatives within five (5) business days of the final written decision. The applicant may offer additional explanations; however, the Credit Committee will only consider the information that is in the project file at the time of the review. The Credit Committee may modify or affirm its final decision based on information presented at the meeting.

Scoring Decision Reconsideration Request

Any applicant wishing to request a reconsideration of a preliminary scoring decision by KHC or a reduction in funding may do so in writing to the Managing Director of Housing Contract Administration. Applicants may only request reconsideration for applications in which they have an ownership interest. Requests must be sent via electronic mail with the subject line "Scoring Decision Reconsideration Request", hand delivery, or overnight mail.

Reconsideration requests must specifically identify the basis for the reconsideration request. The burden is on the applicant to demonstrate any alleged errors in the review and/or scoring process.
KHC will review the applicant's written responses and, if KHC concurs with the applicant, appropriate scoring corrections will be made. KHC's final scoring decision will be shared in writing with the applicant.

The final scoring decision will be shared with the KHC Credit Committee at the same time funding recommendations are made to the Committee for its review and approval.

If, during the scoring review process, applicants dispute their preliminary scoring and KHC does not concur, the applicant's written request along with KHC staff's written determination will be shared with the Credit Committee for their information and review as part of their consideration of the funding recommendations.

The Credit Committee may, in its sole discretion, request additional information or documentation or conduct a meeting or conference with the applicant and KHC staff.

The Credit Committee's decision regarding the reconsideration request will be final and will be provided in writing to the applicant. The Credit Committee shall consist of members of KHC's Executive Staff or as appointed by KHC's Executive Director.

Applicants may request a meeting with KHC's Credit Committee or its representatives within five (5) business days of the final written decision. The applicant may offer additional explanations; however, the Credit Committee will only consider the information that is in the project file at the time of the review. The Credit Committee may modify or affirm its final decision based on information presented at the meeting.