CLARK COUNTY, NEVADA
COMMUNITY HOUSING FUND

PROGRAM GUIDE &
APPLICATION INSTRUCTIONS

For

Funding for the Creation of Additional 50% AMI Units on CHF-Funded Projects for the Development of Affordable Rental Housing County-wide

Issued by

CLARK COUNTY
LAS VEGAS, NEVADA

Issue Date: October 14, 2025

Contents

Terms/Definitions

The following terms are used throughout this document.

- "AMI" Area Median Income
- "APPLICANT" or "APPLICANTS" any respondents to this application including all members of the development team
- "BCC" the Clark County Board of County Commissioners
- "CHF" Community Housing Fund
- "(the) COUNTY" Clark County, Nevada
- "FFS" Financial Feasibility Spreadsheet
- "HUD" the United States Department of Housing and Urban Development
- "LIHTC" the federal low-income housing tax credit under Internal Revenue Code Section 42
- "SRO" Single Room Occupancy units as defined under CFR part 92

Summary

The COUNTY, through this application, is soliciting qualified developers to submit applications for additional CHF funding to address the COUNTY's critical need for affordable housing units at 50% AMI and below. Projects that previously received a CHF and/or HOME/AAHTF award from the COUNTY, and have not yet completed their financial closing, are eligible to apply. Additional eligibility requirements for this application are listed below in the Threshold Qualifications section of this document. If awarded, the additional funds should be used to reduce the projects' permanent debt in exchange for reducing any anticipated 60% AMI units (and 65% AMI units in limited instances) to 50% AMI, or below, to meet the housing affordability needs of very low- to extremely low- income households. The COUNTY will make available approximately $20 million of CHF to applications eligible under this Program Guide.

Applications received for this funding round will be considered an addendum to the original CHF or HOME application submitted to the COUNTY. Overall quality of the project, amenities, and other project deliverables outlined in the original application may not be reduced.

The COUNTY will use the information gathered through this application process as a basis to negotiate funding agreements and make a final determination of funding.

General Application Information

This application process is for the development and rehabilitation of affordable housing; it is not to assist with housing individuals and families. If you need housing assistance, please contact Clark County Social Services at (702)455-4270.

All those who plan to submit an application should send an email to chf@clarkcountynv.gov and request to be added to the interested parties list. Please write "CHF 2025 Interest List" in the subject line of your email. The COUNTY will create a list of interested parties, to whom they will provide email updates, as they become available. If you do not request to be added to the CHF 2025 Interest List, you will not receive any further information related to this application.

Written questions may be sent to chf@clarkcountynv.gov with "CHF 2025 Application - Question" in the subject line of your email. All questions related to this application must be submitted no later than November 3, 2025. All questions with responses will be emailed to the interested parties list on November 10, 2025.

APPLICANTS must submit:

- Email to chf@clarkcountynv.gov to be added to the "CHF 2025 Interest List" to receive further updates and information regarding this application.
- **Application package via email to chf@clarkcountynv.gov no later than 5:00 pm (PST) on November 18, 2025.** The subject line of your email should read "CHF 2025 Application – [project name]".
- Application package submitted to the COUNTY should consist of:
    - A cover letter requesting additional funds, summary of strategy to utilize the funds to buy-down 60% AMI units (and 65% AMI units in limited instances), anticipated financial impact and long-term sustainability of project by reducing the debt and AMI levels, and the number of units impacted by the buy-down strategy.
    - An updated FFS reflecting the new AMI levels using the version provided with this solicitation.
    - All other required documents as outlined in the Documents section below.

Please Note: ZoomGrants will not be used for this application. No extensions will be granted.

The COUNTY will not accept hard copies of the application, and all application attachments must be sent via email as instructed above. The COUNTY is not responsible for any submission issues related to Internet connectivity or computer system limitations.

Funding Goals and Scope

The goal of this funding round is to reduce the projected number of 60% AMI units (and 65% AMI units in limited instances) in the development pipeline to 50% AMI, and below, to meet the very low- and extremely low-income housing demands of the Las Vegas valley housing market. The COUNTY will determine eligibility for funding by population served and targeted income level(s), number of units impacted, financial capacity, the APPLICANTS ability to creatively maximize use of the additional CHF funds in combination with other funding sources, project readiness, and project feasibility. All project commitments outlined in the original application must remain, such as sustainability features, project amenities, unit amenities, overall design of the project, etc. All developments will be for affordable housing for households below 80% of AMI; any units above 80% will not be funded by CHF. Projects with market rate units will be required to show how those units will be funded on the FFS without using CHF funds. Though the COUNTY will provide a scoring preference for projects with higher numbers of units at or below 30% and 50% of AMI, the maximum amount of below 30% AMI, units allowed in any one project is 50% of the total. Projects that include between 10% and 50% of their units at 30% AMI or below may request additional CHF funds in order to reduce long-term debt and support higher operating costs; however, construction costs per unit must remain competitive. Projects with over 20% of the units at 30% AMI must have additional sources of long-term operating income to ensure that the project can sustain such deep rental subsidies. Additional scoring preferences for this funding round are outlined below.

APPLICANTS must provide necessary parking and amenities commensurate with the needs of residents and demonstrate that those living within the development have services available, including but not limited to, access to health services, transportation, groceries, recreation, employment, and community opportunities within a reasonable distance.

The project should clearly meet its target objective of providing service enriched, quality affordable rental housing with a competitive cost per unit, reasonable land acquisition cost and practical unit sizes. Applications received with overly inflated or unreasonable costs may not be considered. APPLICANT should be diligent in providing reasonable construction pricing and competitive per unit costs while focusing on providing a quality affordable housing product. In instances where the builder/contractor and APPLICANT have an identity of interest, an independent third-party construction cost estimate will be required prior to closing. The COUNTY will require that the COUNTY's estimator will be used, and that the APPLICANT must submit all required forms to the COUNTY and work with the COUNTY's estimator.

Threshold Qualifications

The COUNTY will assess the APPLICANT's threshold qualifications after the application is submitted. APPLICANTS that do not meet the following will be ineligible for further consideration:

1) Received a CHF or HOME/AAHTF award from Clark County within the past two (2) years.
2) Project financing has not yet closed.
3) Original application included 60% and/or 65% AMI units.
4) APPLICANT must provide an updated budget and proforma using the COUNTY's most recent version of the FFS, including each anticipated source of funding, and the additional anticipated funding amount needed to buy-down units to 50% AMI or below.
5) All award letters and project financing letters, including updated financing commitments, not provided with original application.
6) APPLICANT team members must not be debarred or otherwise prohibited from conducting business with Clark County, the State of Nevada, or the Federal Government.
7) APPLICANT must possess a valid State of Nevada and Clark County Business License, as well as a NV Secretary of State Verification of Good Standing. If APPLICANT is from another State, provide the equivalent from your State; and if APPLICANT does not have Nevada and local business licenses at time of submission, APPLICANT must provide proof that they have applied or will apply prior to project closing.
8) APPLICANT must be in good standing with the COUNTY, including in compliance with all previously awarded funds.

Income Eligibility

The household income at initial and subsequent recertifications is to be determined using HUD Annual Income limits for the Las Vegas-Henderson-Paradise Metropolitan Statistical Planning Area. All units qualifying as affordable housing will continue to meet applicable rent restrictions for the duration of the period of affordability. The COUNTY may consider other restrictions if the project will use HUD or other affordable housing financing.

Period of Affordability

For the purposes of this solicitation for CHF funding, the COUNTY has established fifty (50) years as the minimum period for which new construction projects must remain in use for affordable housing. For acquisition and rehabilitation projects, the period of affordability will range from five (5) to twenty (20) years and beyond, based on the amount of funds per unit invested in the project. Applications may propose extended compliance periods. Unless requested and agreed to by the COUNTY:

- funding award agreements must be executed simultaneously with or before the close of project funding; and
- funding agreements and close of project funding shall be final within two (2) years of the first CHF award date.

Prevailing Wage

All projects awarded CHF funds shall ensure that contractors and subcontractors are bound by and comply with all federal, state and local laws with regard to minimum wages, overtime work, hiring and discrimination. All projects awarded CHF funds that are also funded with federal funds that require the use of Davis-Bacon labor standards must comply with the applicable Davis-Bacon Act (40 U.S.C. 276a-276a-5) labor standards, and those requirements must apply to the entire project for the duration of construction.

Procurement

New Development

- The Owner is not specifically required to use formal competitive bidding procedures, however in all cases a project's costs must be reasonable and Owner must have a procurement policy in place that is provided to the COUNTY prior to Project closing. If the Owner uses competitive bidding procedures, the Owner is encouraged to get multiple bids for each contract (at least three (3) bids) and the Owner is required to coordinate with COUNTY staff prior to soliciting bids and/or distributing a bid package. For projects not using competitive bidding procedures, to ensure cost reasonableness, the COUNTY may require an independent third-party cost review by a consultant acceptable to the COUNTY. Additionally, any identity of interest (related party) relationship between the Owner and other development team members (e.g. general contractor, management company, etc.) must be disclosed to the COUNTY in advance.
- Owner must provide the COUNTY with the procurement policy prior to project closing.
- Owner shall ensure that none of the contractors or subcontractors involved in the development of the Project are suspended, debarred, or otherwise prohibited from participating in federal-assisted contracts, pursuant to the language of Section 6.7 of the CHF Agreement.

Rehab Projects

- For the acquisition of goods and services costing more than $1,000, Grantee must develop written procurement policies. The written procurement policies must include the following procedure: All capital equipment purchases must be approved by the COUNTY. Any materials or services costing more than $5,000 that are acquired with CHF Funds, require three (3) quotes from three (3) different vendors and be awarded to the most responsible bidder who is lowest in price. Sole source providers are allowable, but the recipient must document the reasoning for not obtaining bids or not awarding to the lowest and most responsible bidder.
- Owner must provide the COUNTY with the procurement policy prior to project closing.
- Small rehab projects with total project budgets under $2 Million may have alternative procurement standards.

Land Use Requirements

All developers are responsible for meeting planning and zoning requirements and gaining approval by the proper municipal, county, and state entities and related governing bodies. All developers are responsible for completing the construction permitting process to secure the site and development permits, and for meeting all environmental requirements for development.

Additional Funding Sources

In addition to CHF funding, which will be awarded by reimbursement as development subsidy or equity, other sources of below market financing will be necessary to meet the affordability requirements of this solicitation. APPLICANTS are encouraged to pursue funding from non-public sources, as available, to establish project feasibility and affordability in alignment with the goals of creating more affordable housing in Clark County. APPLICANTS are encouraged to incorporate all available financial tools to demonstrate project feasibility at their project AMI rent levels, in addition to the funding available through this application. Qualified APPLICANTS experienced in securing and developing projects using multiple funding sources should demonstrate their experience in these processes.

Projects located in incorporated Clark County should provide a letter of support from that jurisdiction including evidence of financial support in the form of land, funding, or an incentive that has monetary value to the project, if not provided with the original application.

CHF funds may not be used to fund market rate units. If a project includes market rate units, APPLICANT must show how these units will be funded using other sources.

Eligible APPLICANTS

Eligible APPLICANTS include projects that received CHF and/or HOME/AAHTF funds from Clark County within the last two (2) years, have not yet completed financial closing, and have 60% AMI units (and 65% AMI units in limited instances) in the original application.

All proposed projects must be located within the geographic boundaries of Clark County. Projects located in incorporated areas within Clark County must demonstrate financial support from that local jurisdiction.

APPLICANTS with unresolved audit findings or recipients of a letter of concern may be ineligible.

Funding Opportunity

APPLICANTS may request: (1) Permanent Loans; and (2) Grants.

1) **Permanent Loans.** 9% or 4% LIHTC projects in need of gap funding may apply for permanent loans. Permanent loans for 4% LIHTC projects will have an interest rate of 3% and the term will be negotiated for repayment as no longer than 30 years dependent on other sources of debt and cash flow projections; principle and interest payments are required from a portion of surplus cash flows after senior debt payments have been made beginning in year one (4% loans will be modeled after the State of Nevada's GAHP Program and APPLICANTS are expected to have applied to the State for GAHP funds as well, if available. Terms for CHF loans for those who are also GAHP recipients will be negotiated). Permanent loans for 9% LIHTC projects will have a negotiated interest rate between 0-3% and an affordability term negotiated based on other sources of debt and cash flow projections.

2) **Grants.** Any APPLICANT requesting a grant should make the case for why a grant is preferred to a loan, and how this grant will meet the goals of the CHF, including leveraging other funding sources. If the funds are granted to a non-profit and subsequently loaned to a project owner, then any repayment(s) to the nonprofit will be subject to restrictions on use.

Funding Agreement

The developer will enter into a funding agreement with the COUNTY as a condition of award. Approval by the COUNTY may be final or tentative, but in any event shall be subject to funding. Default may occur if the developer fails to complete the project within time limits prescribed. The developer will hold the COUNTY, its employees, and officials harmless to the maximum extent possible for any and all damages, of whatever nature, associated with the project. The funding agreement shall be subject to review and approval of the Clark County District Attorney's Office.

CHF financial assistance will be provided in the form of a loan or a grant to the owner of the property. Owner of the property means the entity that holds title to the land/property. The COUNTY will require all such loans to be secured by an acceptable Deed of Trust at the time of project funding. Further, the COUNTY will require a Completion Guaranty, a Performance and Payment Guaranty, and/or a Replacement Reserve Guaranty. Funding will be awarded in an amount appropriate to the scope of the proposed project and the needs and resources of the APPLICANT. The COUNTY reserves the right to adjust the amount of CHF funds awarded to a project, and to negotiate modifications to the proposed work plan and budget prior to executing a CHF agreement.

Deed restrictions must be placed on all projects that receive CHF funds to ensure affordability regarding income and rent limitations.

The COUNTY reserves the right to fund those projects which reflect the highest and best use of CHF funds, and to place conditions on projects awarded which include, but are not limited to, requiring rents to be decreased, longer periods of affordability to be met, lower income levels to be served, etc.

The BCC must approve all CHF Funding Awards.

The COUNTY cannot advance CHF funds and will not provide funds at closing; the CHF recipient must incur costs and request reimbursement.

Developer Fee

For LIHTC projects, the limitation on developer fees is the same as allowed under the applicable LIHTC qualified allocation plan. The allowable developer fee for all projects may not exceed 14% total project cost including land and excluding the developer fee. Amount of developer fee may be considered to gauge competitiveness of application.

Method of Evaluation

The COUNTY will select applications based on the factors identified below and may require a presentation and/or an oral interview. The COUNTY may make awards based on objective and/or subjective evaluation criteria. Selection will be based on which applications the COUNTY deems best suited to fulfill the requirements of this solicitation. The COUNTY also may choose not to make an award if it determines an application does not fully meet the requirements of this solicitation.

In addition to other considerations, the COUNTY will evaluate applications on the following criteria:

Evaluation Criteria

1. ***Target Population and Mix of Income*** will be based on the proposed mix of units and ability to reduce 60% AMI units (and 65% AMI units in limited instances) to 50% AMI units and below to meet the housing needs of the target population. Any units designated with a new AMI as a result of the funds requested in this application, the AMI level must end in “0”.

2. ***Project Readiness*** will be based on how soon a project can start and complete construction with a realistic timeline for project completion and lease-up.

3. ***Developer Financial Capacity*** will be based on the COUNTY's evaluation of APPLICANT's and co-applicant's audited or unaudited financial statements and other documents, and overall developer financial capacity to weather unexpected development variables.

4. ***Ability to Leverage CHF funds*** will be based on committed funding from other below-market debt sources and ability to reduce long term debt in exchange for lower AMI units compared to the original application. APPLICANT must provide evidence of committed project financing and award letters from all funding sources, if not provided with the original application.

Progress Reports

APPLICANTS must submit quarterly progress reports to the COUNTY after the CHF Funding Agreement has been executed until construction commences. Monthly progress reports are due to the COUNTY after construction starts, regardless of whether the project is requesting reimbursement, until construction is complete. After construction is complete, APPLICANT must submit a monthly report on progress towards leasing units and income and expense reports until stabilized occupancy is achieved. APPLICANT must comply with all annual post-construction reporting requirements throughout the affordability period.

APPLICANT's financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for each activity, including any budget revisions, the amount obligated, and the amount expended for each activity for each funding source. The system must permit the comparison of actual expenditures and revenues against budgeted amounts.

At the end of the fiscal year, the APPLICANT must submit CHF beneficiary data on all projects completed during the preceding year and a report on all contractor activity.

Final Cost Certification

Upon development completion, and prior to distribution of retained funds, the APPLICANT must provide to the COUNTY a certified statement of Final Development Costs prepared by an independent third-party certified public accountant. The certification will include:

- A report of all expenditures, costs, and disposition of all development and CHF funds.
- A summary report of all work completed by budget category.
- A certification that CHF funds provided by COUNTY were used in accordance with the CHF Funding Agreement.
- The signature of the recipient's Executive Director (or equivalent) or designated representative certifying that the information provided on the Final Cost Certification is a true and accurate statement of the total development costs and expenditures of CHF funds for the development.
- Project photographs showing the work completed under the CHF Funding Agreement.
- A Project Completion Report.
- A Contract and Subcontract Activity Report.

Additional Application Information

This solicitation is not a commitment or offer by the COUNTY to enter into an agreement with an APPLICANT or to pay any cost incurred in the preparation of a response to this application. The application and the selected APPLICANT's response may, by reference, become a part of the final agreement between the selected APPLICANT and the COUNTY resulting from this application. The

COUNTY has sole discretion and reserves the right to reject any and all responses received with respect to this application and to cancel the solicitation at any time prior to entering into a formal agreement.

The APPLICANT may take exception to, or suggest deviations from, any portion of this application. Exceptions and deviations shall be noted in the appropriate section(s) of the application and shall adequately and concisely describe its advantages and/or other reasons for which it is proposed. APPLICANTS are advised that any exceptions contained in the application are by itself a sufficient basis for any decision by the COUNTY not to select that application.

The COUNTY may request additional information or clarification of information provided in the application without changing the terms of the solicitation.

All proposals must meet the requirements as detailed in this program guide and any additional requirements of other funding sources.

Unique Entity ID and SAM Requirements

APPLICANTS must be registered with SAM.gov.

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alpha ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov.

Contact with COUNTY During Application Process

Communication between an APPLICANT and a member of the BCC or between an APPLICANT and a non-designated COUNTY staff person regarding the selection of an APPLICANT is prohibited from the time the solicitation is advertised until the item is posted on an agenda identifying the selected APPLICANT. Questions pertaining to this solicitation shall be addressed to the designated contact specified herein. Failure of an APPLICANT, or any of its representatives, to comply with this paragraph may result in their application being rejected.

Withdrawal of Application

APPLICANT may request withdrawal of application at any time, provided the request for withdrawal is submitted to the COUNTY in writing.

Rejection of Application

The COUNTY reserves the right to reject any or all responses to this application, to advertise for new APPLICANTS, and to accept any application responses deemed to be in the best interests of the COUNTY. Acceptance of any application should not be construed as a development agreement, nor shall it indicate any commitment on the part of the COUNTY for any future action.

Commitment to Long Term Affordability

APPLICANTS, co-applicants and affiliates must disclose any past participation in the LIHTC Qualified Contracts process in Nevada or any other state. APPLICANT may be disqualified for such past participation. APPLICANT must be committed to long-term affordability. It is important that the APPLICANT can maintain affordable housing over time and navigate the complexities of the LIHTC and other public financing programs. The APPLICANT's current affordable housing portfolio, including number of developments that have been fully rehabilitated through re-syndication or other financing after the original period of affordability has expired, and past participation in the LIHTC Qualified Contracts process will be taken into consideration. COUNTY reserves the right to disqualify APPLICANT based on this history.

Clark County Development Incentives for Affordable Housing

For projects located in unincorporated Clark County, APPLICANT's may also be eligible for development fee discounts and expedited processing from certain Clark County departments including the Department of Comprehensive Planning, the Building and Fire Departments, the Department of Public Works and the Clark County Water Reclamation District. The Affordable Housing Certification Application for Building Fee Discounts and Expediting is included within the ZoomGrants Library and includes details on the waivers and discounts, as well as how to apply. Any project that applies for fee discounts and expedited processing through the aforementioned application must submit that application separately, to the email provided within that application. Any award of funds made under this application does not guarantee an awardee fee discounts or expedited processing.

Clark County Comprehensive Planning also provides, through the application for a Special Use Permit, a density bonus and parking reduction for certified affordable housing projects.

Revisions and Interpretations

If it becomes necessary to revise any part of the solicitation, a written revision will be provided to all APPLICANTS from COUNTY. The COUNTY is not bound by any specifications by the COUNTY's employees, unless such clarification or change is provided to APPLICANT in writing from staff serving in a supervisory capacity.

Public Records

The COUNTY is a public agency as defined by state law, and as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of the COUNTY's records are public records, unless otherwise declared by law to be confidential, and are subject to inspection and copying by any person. APPLICANT is advised that once an application is received by the COUNTY, its contents will become a public record, and nothing contained in the application will be deemed to be confidential except proprietary information. APPLICANT shall not include any information in its application that is proprietary in nature or that it would not want to be released to the public. Applications must contain sufficient information to be evaluated. The funding agreement will be written without reference to any proprietary information. If APPLICANT feels that it cannot submit its application without including proprietary information, it must adhere to the following procedure, or its application may be deemed unresponsive and will not be recommended to the BCC for selection.

If APPLICANT needs to submit proprietary information, please send an email labeled "Proprietary Information" referencing the project's name to the COUNTY's contact. This email must contain a letter from the APPLICANT's legal counsel describing the proprietary information documents, representing in good faith that the information in each document meets the narrow definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons why each document meets the said definitions.

Upon receipt of an application accompanied by such a separate email, the COUNTY will open the email to determine whether the procedure described above has been followed. Any information submitted pursuant to the above procedure will be used by the COUNTY only for the purposes of evaluating applications and conducting negotiations. If a lawsuit or other court action is initiated to obtain proprietary information, an APPLICANT who submits the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed APPLICANT's consent to the disclosure of the information by the COUNTY, APPLICANT's waiver of claims for wrongful disclosure by the COUNTY, and APPLICANT's covenant not to sue the COUNTY for such a disclosure.

By submitting proprietary information, in consideration of the terms related hereto, the APPLICANT also agrees to fully indemnify the COUNTY if the COUNTY is assessed any fine, judgment, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary. In the event that the COUNTY incurs any expenses in this regard, it shall have a right to charge said expenses made in good faith to APPLICANT. An itemized statement of expenses shall be prima facie evidence of the fact and extent of the liability of APPLICANT.

If the COUNTY determines that a document that the APPLICANT has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the COUNTY will provide notice of that determination to the contact person designated by the APPLICANT in any reasonable manner that the COUNTY can provide such notice, at least five (5) business days prior to public disclosure of the document. If the APPLICANT does not designate anyone to receive such notice the COUNTY will not have any obligation to provide any notice of a determination of non-confidentiality. If the APPLICANT does not designate anyone to receive such notice or, if within five (5) business days after the designated person receives such notice, the APPLICANT does not initiate a judicial proceeding to protect the confidentiality of the document, the COUNTY will not have any obligation to withhold the document from public disclosure.

Collusion and Advance Disclosures
Consistent with NRS 332.820, evidence of collusion among APPLICANTS and prospective APPLICANTS acting to restrain freedom of competition may void the applications.

Advance disclosures of any information to any particular APPLICANT that gives that APPLICANT any advantage over any other interested APPLICANT, in advance of submission of the application, whether in response to advertising or an informal request for applications, made or permitted by a member of the BCC or an employee or representative thereof, may operate to void all applications received in response to this solicitation.

APPLICANT shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the COUNTY, the BCC or any official conducting the screening of solicitation responses, or any other organization that may have a clear interest in the outcome of the screening process for the purpose of influencing the outcome of the solicitation response selection process. APPLICANT shall not collude in any manner or engage in any practices with any other APPLICANT that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the APPLICANT's application to be rejected by the COUNTY.

Application Instructions

All responses submitted must be the original work product of the APPLICANT. The copying, paraphrasing or otherwise use of a substantial portion of the work product of another APPLICANT is not permitted.

Documents to submit via email for this application:

APPLICANT should label each document with the project name and title of document listed below.

1. Cover Letter: APPLICANT to include a cover letter requesting the amount of additional funds, summary of the strategy to utilize the funds to buy-down 60% AMI units (and 65% AMI units in limited instances) to reduce AMI levels, anticipated financial impact from reducing the debt and AMI levels, and the number of units impacted by the buy-down strategy.
2. Project Financing/Funding Letters: For all sources of funding APPLICANT must submit associated evidence of funding, not previously submitted with the original application, including if any

financing source that has changed since initial application. This includes LIHTC award letters, award letters for all sources of gap funding and funding commitment letters from two third-party lenders or investors for each source of private financing. If APPLICANT has not yet been awarded all funding, evidence that APPLICANT has applied or intends to apply must be provided. If APPLICANT has not yet applied for any one source of funding, APPLICANT must provide a letter stating intent to apply and date application will be submitted. Projects located in incorporated Clark County should provide a letter of support from that jurisdiction including evidence of financial support in the form of land, funding, or an incentive that has monetary value to the project, if received.

3. Audited Financial Statements: APPLICANTS and applicable co-applicants must submit any corporate audited financial statements and current year-to-date unaudited financials for all subsequent years after the original application was submitted, if applicable. In the event APPLICANT does not maintain audited financial statements, unaudited statements of financial condition will be accepted, if accompanied by the signed certification attesting that such unaudited financial statements reflect an accurate and complete statement of APPLICANT's assets and liabilities, statements of operations, cash flow, income and expense for each year reported.
4. Financial Feasibility Spreadsheet (FFS): The proposal must include a detailed preliminary budget including a 20-year project proforma. APPLICANT's budget must show the associated sources and uses as a part of the budget. APPLICANTS should indicate in their budget the amount of subsidy needed from the COUNTY; however, APPLICANTS will be scored on the most efficient use of COUNTY funds to accomplish the goals outlined in this application. The updated FSS should show the new AMI levels and reduced permanent debt. Any other changes to the FFS must be explained in the comment sections of the FFS where appropriate. The APPLICANT must use the COUNTY's FFS provided with this Program Guide provided with this solicitation, filled out in its entirety, and provide the COUNTY with an updated version when changes are made to the financials.
5. Construction Schedule/Schedule of Performance: An updated schedule of performance indicating key milestones of development of the proposed project commencing with the execution of the funding agreement(s), including preparation of concept drawings and working drawings, the predevelopment, land use entitlements, financing, design, construction activities, and lease up. Schedule must include site control and evidence of project funding within one year of the original award.

Exhibit A

Changes from the 2024 CHF Program Guide and application:

- In order to address the urgent need for units at 50% AMI and below in Clark County, unlike previous years, this application will be open only to those previously awarded CHF or Clark County HOME/AAHTF funds, and shall be for an additional subsidy to lower project AMI levels.
- Interested APPLICANTS should email chf@clarkcountynv.gov to be added to the "CHF 2025 Interest List", specific for this application. Future emails related to this application will only be sent to the individuals on the CHF 2025 Interest List, including questions and corresponding answers related to this application.
    - In the subject line of your email, please include "CHF 2025 Interest List"
- Questions related to the application may be sent to chf@clarkcountynv.gov. The deadline for submitting questions to the CHF team is 11/3/2025. All questions and responses will be distributed to the CHF 2025 Interest List on or before 11/10/2025.
    - For questions related to this application, please put "CHF 2025 Application – Question" in the subject line of your email.
- ZoomGrants will not be used for this application.
- All application documents must be submitted to the Community Housing Office via email to chf@clarkcountynv.gov. The deadline for submitting applications is 11/18/2025 at 5:00pm.
    - When submitting an application via email, please put "CHF 2025 Application – [project name]" in the subject line of your email.
    - APPLICANTS who submitted the application package via email on or before the deadline will receive a follow up email from the Community Housing Office confirming receipt of their application on or before the next business day. APPLICANTS who do not receive this confirmation email by 1:00pm on 11/19/2025 should consider their application not received and contact the CHF team immediately.
    - Application packages submitted after the deadline will not be considered.
    - If additional information or clarification is needed after the application is submitted, APPLICANTS will be notified via email.
- For projects located in incorporated Clark County, APPLICANTS are encouraged to provide evidence of project funding or other financial support (funding, land, fee waivers, etc.) from that jurisdiction.
- If co-applicant is involved in the project, APPLICANT and co-applicant must provide all financials and certifications.
- In instances where the builder/contractor and APPLICANT have an identity of interest, an independent third-party construction cost estimate will be required prior to closing.
- The Scoring Criteria section has been changed to award points based on 2025 COUNTY priorities. **Please read this section carefully.**
- Any units designated with a new AMI as a result of the funds requested in this application, the AMI level must end in "0".