



## **HOME Program Rental Housing Development (RHD)**

Application Rounds, Meeting Threshold, and  
Information Needed Prior to Contracting

For Community Development Housing Organizations (CHDOs),  
Nonprofit, and Private Rental Developers



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Wisconsin Department of Administration (DOA)  
Division of Energy, Housing and Community Resources (DEHCR)

The DEHCR HOME RHD website: <https://energyandhousing.wi.gov/Pages/AgencyResources/rhd.aspx>

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## APPLICATION ROUNDS

### A. SUBMISSION REQUIREMENTS

All applications must be received by DEHCR before the end of business day on the due date. In the case the due date falls on a federal holiday or weekend the due date will be moved to the next regular business day.

#### Application Round 1: The General Round

- The RHD Program will accept general applications on the first Monday in June of each year from all developers including CHDO agencies.

#### Application Round 2: The CHDO and Nonprofit Round

- The RHD Program will accept applications from non-profit developers or CHDO agencies on October 15th.

#### Application Round 3: The Rolling Round

- Applications for developments specifically in rural locations with 20, or less, total housing units. Rolling Round application will be accepted from any developer, including CHDO agencies. There is no due date and applications will be accepted throughout the year, reviewed on a first-come first-served basis as funding permits. Rural location must meet the USDA Rural Development definition of Rural Area: <https://eligibility.sc.egov.usda.gov/eligibility/addressVerification>
- Applications will be accepted for projects of two or more rental units.
- Developers will be limited to two awards per year, totaling up to \$2,000,000. For CHDO applicants only there is no award dollar limit for per year.
- Complete the digital RHD HOME Application and submit via: [\[AccessGov URL\]](#)
  - Be sure you have all required forms and information in place before submitting.
  - For larger files that may not upload easily in the digital application, it is recommended that you establish a drop box to facilitate electronic delivery and send details for accessing said drop box to the DOA email address below.
- If you require additional information in completing this application, please send inquiries via email to [DOADOHAffordableHousingHelp@Wisconsin.gov](mailto:DOADOHAffordableHousingHelp@Wisconsin.gov).

**B. MEETING THRESHOLD**

For applications to be considered, they must demonstrate they meet the following:

**Visitability**

A project is considered visitable if >50% HOME units are visitable. DEHCR defines a visitable unit as having all three items below:

- 1) 32" clear openings in all interior and bathroom doorways,
- 2) providing at least one accessible means of egress/ingress for each unit and
- 3) having one bathroom on the first floor of the unit.

**Narrowing the Digital Divide Through Installation of Broadband Infrastructure**

Requires the installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD. This applies to all activities and awards funded by the States RHD program.

HOME funds may not be used to pay for furniture or equipment for a computer room, even as part of a multifamily assisted rental property.

**HOME Assisted Unit Mix:**

- o A minimum of one 30% CMI HOME assisted unit AND,
- o 20% of all HOME assisted units at 50% CMI,
- o The balance of units must be available to households at less than or equal to 60% CMI.

**RHD TABLE 1 – NON-CHDO**

<b>RENT CATEGORY</b>	Bedrooms in Unit	0	1	2	3	4
	<b>MAX. SQ. FT.</b>	<b>400</b>	<b>700</b>	<b>900</b>	<b>1200</b>	<b>1350</b>
	<b>SQ. FT. RATE</b>					
<b>HIGH-(60%)</b>	<b>\$45.00</b>	<i>n/a</i>	<b>\$31,500</b>	<b>\$40,500</b>	<b>\$54,000</b>	<b>\$60,750</b>
<b>LOW-(50%)</b>	<b>\$65.00</b>	<i>n/a</i>	<b>\$45,500</b>	<b>\$58,500</b>	<b>\$78,000</b>	<b>\$87,750</b>
<b>SUB-(30%)</b>	<b>\$90.00</b>	<i>n/a</i>	<b>\$63,000</b>	<b>\$81,000</b>	<b>\$108,000</b>	<b>\$121,500</b>
<b>SRO-(30%)</b>	<b>\$105.00</b>	<b>\$42,000</b>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

**RHD TABLE 2 - CHDOs ONLY (CHDO certification required)**

<b>RENT CATEGORY</b>	Bedrooms in Unit	0	1	2	3	4
	<b>MAX. SQ. FT.</b>	<b>400</b>	<b>700</b>	<b>900</b>	<b>1200</b>	<b>1350</b>
	<b>SQ. FT. RATE</b>					
<b>HIGH-(60%)</b>	<b>\$53.00</b>	<i>n/a</i>	<b>\$37,100</b>	<b>\$47,700</b>	<b>\$63,600</b>	<b>\$71,550</b>
<b>LOW-(50%)</b>	<b>\$75.00</b>	<i>n/a</i>	<b>\$52,500</b>	<b>\$67,500</b>	<b>\$90,000</b>	<b>\$101,250</b>
<b>SUB-(30%)</b>	<b>\$105.00</b>	<i>n/a</i>	<b>\$73,500</b>	<b>\$94,500</b>	<b>\$126,000</b>	<b>\$141,750</b>
<b>SRO-(30%)</b>	<b>\$120.00</b>	<b>\$48,000</b>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

Rent limits are published on hudexchange: <https://www.hudexchange.info/programs/home/home-rent-limits/>

Income limits are published on hudexchange: <https://www.hudexchange.info/programs/home/home-income-limits/>

## Unit Designations

The DEHCR RHD Program allows for four Unit Category Designations targeted to different income groups.

<b>HIGH</b>
Household gross income not to exceed 60% CMI at initial occupancy. Income Limit: The “ <b>60% Limits</b> ” from the Adjusted HOME Income Limits. Rent Limit: The rent with utility allowance may not exceed the “ <b>HIGH HOME Rent Limit</b> ” from HOME Program Rents.
<b>LOW</b>
Household gross income not to exceed 50% CMI at initial occupancy. Income Limit: The “ <b>Very Low Income</b> ” limit from the Adjusted HOME Income Limits. Rent Limit: The rent with utility allowance may not exceed the “ <b>LOW HOME Rent Limit</b> ” from HOME Program Rents.
<b>SUB</b>
Household gross income not to exceed 30% CMI at initial occupancy. Income Limit: The “ <b>30% Limits</b> ” from the Adjusted HOME Income Limits. Rent Limit: The rent with utility allowance may not exceed <b>half of the “65% Rent Limit”</b> from HOME Program Rents.
<b>SRO</b>
This unit designation is special and is rarely used, (see description below). Income Limit: The “ <b>30% Limits</b> ” from the Adjusted HOME Income Limits. Rent Limit: The rent with utility allowance may not exceed <b>75% of “Fair Market Rent” of the Efficiency (0-bedroom unit)</b> from HOME Program Rents.  Single Room Occupancy (SRO) housing means housing consisting of single room dwelling units. SRO units are required to contain either food preparation or sanitary facilities, however it may contain both facilities, if the project activity is new construction, conversion of non-residential space, or reconstruction. Exceptions for acquisition or rehabilitation of an existing residential structure, may allow for neither food preparation nor sanitary facilities to be in the unit. If the units do not contain sanitary facilities, the building must contain sanitary facilities that are shared by tenants. SRO does not include facilities for students.

Leases: HOME-compliant leases should avoid federally prohibited lease clauses outlined at 24 CFR 92.253(b) [list here]. DEHCR requires one-year leases be used unless a request for a shorter term is submitted and approved in advance. Leases must include the most recent language related to abandonment of personal property.

### **C. APPLICATION INFORMATION NEEDED PRIOR TO CONTRACTING**

The following information will be requested prior to the execution of final contracts for approved projects.

1. **Final plans and specs for project.** Drawings can be provided in electronic format.
2. **Unit mix information:**
  - a. Including unit address (or number)
  - b. unit size (number of bedrooms) and
  - c. population to be served. i.e., the unit designation (% of CMI).
3. **Escrow fee for each draw, as applicable.**
4. **Updated Financial Information: (if anything has changed from time of submission)**
  - a. Operating Budget
  - b. Sources and Uses should balance and match the Total Development Cost
  - c. 20-year proforma (see HOME RHD website for excel based form)
5. **Match: Provide documentation of HOME eligible match funds committed to the project. (if not provided during application process)**
6. **List of other Mortgages: Including copies of all final commitment letters or letters of intent.**
  - a. If additional or changes to the funding sources has happened since providing the application, documentation of commitment to this project is required. Please include copies of dated, final commitment letters.
7. **Exceptions to Mortgage (deed restrictions, etc.):** provide a list for use on loan documents; may be obtained from Title Insurance agent.
8. **LIHTC Projects: A copy of the operating agreement (or Partnership Agreement as applicable).**