**Application B: Housing Activities**

*Funding sources available: CDBG, HOME, Title 29, PLHA*

**1. APPLICANT INFORMATION**

* + Entity Name Click or tap here to enter text.
	+ Ultimate Borrower, if applicable Click or tap here to enter text.
	+ Application Contact (Name and Title) Click or tap here to enter text.
	+ Contact Phone Number Click or tap here to enter text.
	+ Entity Address, City and Zip Code Click or tap here to enter text.
	+ Mailing Address (if different from above) Click or tap here to enter text.
	+ Applicant’s Website Click or tap here to enter text.
	+ Unique Entity Identification (UEI) Number Click or tap here to enter text.
	+ Type of Agency (501(c)(3), For Profit, Gov’t/Public, CHDO, Other) Click or tap here to enter text.
	+ Date of Incorporation Click or tap here to enter text.

**2. PROJECT SUMMARY**

* Project Title Click or tap here to enter text.
* Project Address(es) Click or tap here to enter text.
* APN(s) Click or tap here to enter text.
* Description of the Project

*Provide a project description that captures the maximum anticipated scope of the application. It should include all contemplated actions which logically are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership.*

 Click or tap here to enter text.

**BUDGET**

* Funds Requested (Amount and Source) Click or tap here to enter text.
* Total Project/ Program Cost (Identify funding to be used to support the project throughout affordability period, if applicable) Click or tap here to enter text.
* Identify leveraged funds (Committed and Not Yet Committed) Click or tap here to enter text.
* Identify additional rental assistance in project, if applicable Click or tap here to enter text.
* Indicate how the match requirement will be met, if applicable. Click or tap here to enter text.

**PROJECT MANAGEMENT**

* Project Lead Name: Click or tap here to enter text.
	+ Title: Click or tap here to enter text.
	+ Phone: Click or tap here to enter text.
	+ Email: Click or tap here to enter text.
* Project Team

*Please include information on the project team in the table below. Describe the roles, financial structure, and legal relationships of the entities identified in the project team table below*.

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Contact Person/Phone Number** | **Company Name/Address** |
| Developer  | Click or tap here to enter text. | Click or tap here to enter text. |
| Owner(s) | Click or tap here to enter text. | Click or tap here to enter text. |
| General Partner(s) (Please specify if managing, sole, etc.) | Click or tap here to enter text. | Click or tap here to enter text. |
| Sponsor | Click or tap here to enter text. | Click or tap here to enter text. |
| Administrative Subagreement | Click or tap here to enter text. | Click or tap here to enter text. |
| General Agreement | Click or tap here to enter text. | Click or tap here to enter text. |
| Architect | Click or tap here to enter text. | Click or tap here to enter text. |
| Construction Specialist | Click or tap here to enter text. | Click or tap here to enter text. |
| Construction Lender | Click or tap here to enter text. | Click or tap here to enter text. |
| Permanent Lender | Click or tap here to enter text. | Click or tap here to enter text. |
| Property Management Company | Click or tap here to enter text. | Click or tap here to enter text. |
| Relocation Consultant | Click or tap here to enter text. | Click or tap here to enter text. |
| Market Analyst | Click or tap here to enter text. | Click or tap here to enter text. |
| Service Provider(s) | Click or tap here to enter text. | Click or tap here to enter text. |
| Green Building & Sustainability Consultant | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Project Partners: Financial Consultant | Click or tap here to enter text. | Click or tap here to enter text. |

**PURPOSE & NEED**

* Purpose of the Proposed Project. Describe the project by addressing each of the following:
* What activities will be undertaken? Click or tap here to enter text.
* What are the project goals and objectives? Click or tap here to enter text.
* Explain the need being addressed by this project. Click or tap here to enter text.
* Explain how the need was identified. Click or tap here to enter text.
* Who are the beneficiaries? How will eligibility be determined? Click or tap here to enter text.
* Is there community and/or political support? Explain. Click or tap here to enter text.
* Describe how the impact will be sustained once this round of funding ends. Click or tap here to enter text.
* Organizational Capacity. Summarize the organization's background/capacity to carry out the proposed project. The narrative should address the following points:
	+ Has the organization carried out this type of project previously? Explain. Click or tap here to enter text.
	+ What makes the organization a preferred provider of this service? Click or tap here to enter text.

**6. ELIGIBILITY**

* + Indicate the eligible activity category for this project. Click or tap here to enter text.
1. **SCHEDULE**
	* Provide a detailed project timeline, include milestones with units of measure. Click or tap here to enter text.
	* Describe agency’s record keep system with relevance to the proposed project and how reporting requirements will be met. Click or tap here to enter text.
2. **ADDITIONAL INFORMATION**
	* Has site control been obtained? If so, how is site control held? Attach documentation of site control. Click or tap here to enter text.
	* Zoning. Is the current project location zoned for the proposed activity? If not, describe steps to be taken to ensure zoning requirements are met. Click or tap here to enter text.
	* If applicable, indicate the application due date for tax credits. Click or tap here to enter text.
	* Identity all permits necessary for the project. Include estimated dates of application and approval. Click or tap here to enter text.
	* Does this Project require Relocation? If so, attach Relocation Plan. Click or tap here to enter text.
	* Indicate Housing Type (Permanent Homeowner Housing, Rental Housing, Transitional Housing). Click or tap here to enter text.
	* Does the Project intend to target special populations (such as seniors, persons with disabilities, children in foster care, etc.)? Click or tap here to enter text.
	* Will the Applicant be providing services? If so, please provide a brief explanation. Click or tap here to enter text.

**9.** **ENVIRONMENTAL REVIEW**

* + Indicate level of environmental review required for proposed project. Click or tap here to enter text.
	+ Indicate environmental review steps completed to date. Click or tap here to enter text.

**10. SECTION 3 AND MINORITY AND WOMEN BUSINESS ENTERPRISES (AS APPLICABLE)**

* Section 3: Please explain how Section 3 benchmarks will be met. Click or tap here to enter text.
* MBE/WBE: Please explain how your project will be marketed towards MBE/WBEs. Click or tap here to enter text.

**11. ADDITIONAL REQUIRED DOCUMENTS**

* Articles of Incorporation/Bylaws
* Non-profit Determination
* List of the Board of Directors
* Authorization to Request Funds
* Designation of Authorized Official
* Organizational Chart
* Most Recent Financial Audit
* Policies and Procedures
* SAM Search
* Sources and Uses Statement
* Timeline of Project Expenditures
* Timeline of Project Milestones
* Phase I or II Environmental Assessment
* Site Photos
* Complete construction drawing package
* Commitment Letters
* Operating Pro forma for length of period of affordability
* Partnership agreement and equity letters indicating general and limited partner contributions
* Rent schedule for rental housing project