

COUNTY OF KAUAI

HOME INVESTMENT PARTNERSHIPS PROGRAM

COMMUNIT HOUSING DEVELOPMENT ORGANIZATION (CHDO)

APPLICATION PACKET

FOR

**CONSOLIDATED PLAN
ONE-YEAR ACTION PLAN - FY 2019**

**County of Kauai
Kauai County Housing Agency
4444 Rice Street, Suite 330
Lihue, Hawaii 96766
Phone: (808) 241-4444**

TABLE OF CONTENTS

I.	GENERAL INFORMATION FOR APPLICANTS	
A.	INTRODUCTION	4
B.	ELIGIBLE APPLICANTS	5
C.	ELIGIBLE USES	5
D.	ELIGIBLE FORMS OF ASSISTANCE	5
E.	ELIGIBLE COSTS	5
F.	ELIGIBLE PROJECT LOCATIONS	5
G.	PROHIBITED ACTIVITIES	5
H.	COUNTY'S PRIORITIES	6
I.	HOME REQUIREMENTS	6
	1. RENTAL HOUSING	6
	2. HOMEOWNERSHIP	8
J.	OTHER FEDERAL REGULATIONS	8
K.	TABLES	
	1. TABLE 1 – RENT LIMITS	10
	2. TABLE 2 – INCOME LIMITS	10
	3. TABLE 3 – MAXIMUM PER UNIT SUBSIDY	10
	4. TABLE 4 – PURCHASE PRICE	10
II.	SUBMITTAL INFORMATION	
A.	APPLICATION PROCESS	11
B.	TECHNICAL ASSISTANCE	11
C.	APPLICATION TIMETABLE	11
D.	SUBMITTAL INSTRUCTION	12
E.	APPLICATION CHECKLIST	12
III.	APPLICATION FORM - FY 2019	
IV.	ATTACHMENTS	
A.	ATTACHMENT "A" – USES AND SOURCES BUDGET (1 Page)	

C. ATTACHMENT "C" - IMPLEMENTATION SCHEDULE (2 Page)

V. APPENDIX 1 - MISCELLANEOUS DEFINITIONS (2 Pages)

**KAUAI COUNTY HOUSING AGENCY
HOME INVESTMENT PARTNERSHIPS PROGRAM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
FY 2019 HOME APPLICATION**

GENERAL INFORMATION FOR APPLICANTS

A. INTRODUCTION

The HOME Program is a federal block grant program enacted into law under the Cranston-Gonzalez National Affordable Housing Act of 1990. In providing for a broad range of housing activities, the purpose of the HOME Program is to fulfill three specific goals:

- ~ To expand the supply of decent, safe, sanitary, and affordable housing, with the primary focus on rental housing, for very-low and low-income Americans;
- ~ To strengthen the abilities of states and units of general local government to design and implement strategies for achieving adequate supplies of decent, affordable housing; and
- ~ To encourage public, private, and non-profit partnerships in addressing affordable housing needs.

The County of Kauai ("County") provides grants and loans directly to project applicants for affordable housing activities to benefit low-income persons who are below 80% of the Kauai median income. The median income is adjusted annually by the U.S. Department of Housing and Urban Development ("HUD").

The Hawaii Housing Finance and Development Corporation ("HHFDC") is expected to make the State's entire FY 2019 HOME allocation available to the County. Through this FY 2019 application, the County intends to make \$450,860 in HOME set-aside funds available to a non-profit Community Housing Development Organization (CHDO).

A 5-Year Consolidated Plan (2015-2020) prepared for the County of Kauai documents the County's housing needs and strategic plan relative to the investment of HOME funds. Applications seeking HOME assistance must be consistent with 2015-2020 Consolidated Plan priorities.

Proposals from qualified applicants will be selected for assistance based upon the County's priorities and evaluation criteria. Evaluation criteria include project readiness, organizational experience and qualifications, housing need, anticipated accomplishments relative to anticipated costs, financing commitments, leveraging of other funds, and the ability of the proposing organization to implement its project or program in a timely manner.

Funding will be provided to applicants receiving the highest qualifying scores. If the applications received do not utilize all of the available CHDO funds, County may issue a second CHDO Program application for the balance of FY 2019 HOME CHDO funds or reprogram funds to the following year.

All applications are due by 4:00 p.m., on Friday, November 1, 2019, to the Kauai County Housing Agency, 4444 Rice Street, Suite 330, Lihue, Hawaii, 96766, Attn.: Housing Development Coordinator.

B. ELIGIBLE APPLICANTS

Community housing development organization (as defined by HUD), is eligible to apply for HOME CHDO funds. Individuals are not eligible applicants.

C. ELIGIBLE USES

In general, CHDO's may use HOME funds for all eligible HOME activities. However, only certain types of activities count toward the minimum 15 percent set-aside. The CHDO may perform one of the following activities:

- Acquisition and/or rehabilitation of rental housing;
- New construction of rental housing;
- Acquisition and/or rehabilitation of homebuyer properties;
- New construction of homebuyer properties;
- Direct financial assistance to purchase of HOME-assisted housing sponsored or developed by a CHDO with HOME funds.

D. ELIGIBLE FORMS OF ASSISTANCE

Eligible uses may be supported through the following forms of assistance:

- Grants

E. ELIGIBLE COSTS

HOME Program funds may be used to pay the following eligible project and program costs for eligible activities:

- CHDO's - Project specific assistance, operating expenses, except when acting as a contractor or subrecipient, and capacity building.

F. ELIGIBLE PROJECT LOCATIONS

Only housing activities conducted within the County of Kauai will be considered for funding. Housing activities located in all or a portion of a 100-year flood zone is less likely to receive funding.

G. PROHIBITED ACTIVITIES

In general, HOME funds cannot be used to:

- Carry out activities authorized under 24 CFR Part 968 (Public Housing Modernization).
- Provide tenant-based subsidies for special mandated purposes of an existing Section program.
- Provide assistance to eligible low-income housing under 24 CFR part 968 Tenant subsidies to prevent displacement in Rental Rehabilitation projects.
- Provide non-federal matching contributions required under any other federal program.
- Provide annual contributions for operation of public housing.

- Provide payment for the acquisition of property owned by the Participating Jurisdiction, except for property acquired by the PJ with HOME funds, or property acquired in anticipation of carrying out a HOME project.
- Provide payments to religious organizations (HOME funds can be used by a secular organization to acquire housing from a religious organization).
- Provide project reserve accounts for replacements and unanticipated increases in operating costs, or operating subsidies for rental housing (except within certain situations in new construction projects).
- Provide assistance (other than Tenant Based Rental Assistance or assistance to a homebuyer to acquired housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability.

H. COUNTY'S PRIORITIES FOR FY 2019 HOME CHDO FUNDS

The County's 5-Year Consolidated Plan recognizes that Kauai's housing problems stem from an inadequate supply of affordable housing units that leads to overcrowding and high housing costs, both with renters and owners. As part of its 5-year strategy, the County prioritizes increasing the available stock of long-term affordable rental units, while also assisting housing opportunities for low-income families through homebuyer loans and self-help programs. The County's proposed Consolidated Plan priorities for FY 2019 HOME CHDO funds are:

1. FIRST PRIORITY - RENTAL HOUSING (with preference directed towards, (a) new construction for multi-family units for low-income and, (b) housing utilized for transitional homeless programs); and
2. SECOND PRIORITY - HOMEOWNERSHIP (with preference directed towards, (a) homebuyer assistance loans for purchase of existing housing by low-income families and, (b) new construction of housing units for low-income families).

I. HOME REQUIREMENTS

The HOME Program targets a wide range of housing activities, but there are guidelines to follow and program requirements depending on the type of housing activity involved. The following is a brief synopsis of HOME requirements related to rental and owner-occupied housing.

1. RENTAL HOUSING:

Maximum Allowable Rents (see Table 1):

Low HOME Rent Ceilings - For projects with five or more units, at least 20% of the assisted units must have rents that are equal to or less than the lesser of:

- 30% of annual incomes for households at 50% of median income, minus tenant paid utilities; or
- Section 8 Fair Market Rents for existing housing, minus tenant paid utilities.

High HOME Rent Ceilings - The maximum rent that can be charged for the remainder of units is based on the lesser of:

- 30% of the households monthly adjusted income for households whose income equals 65% of the median income, minus tenant paid utilities; or

- The existing Section 8 Fair Market Rent for existing housing, minus tenant paid utilities.

OCCUPANCY RULES:

Low-Income Restrictions - At the time of initial occupancy, units must be occupied by households that qualify as very-low income and low-income families. See Table 2.

Program Rule - The program rule requires that at the time of initial occupancy, 90% of all HOME-assisted rental units must be occupied by tenants who have annual incomes that are 60% of the area median income or less. Remaining 10% of units may be occupied by tenants with annual incomes between 60% and 80% of median.

Project Rule - The project rule requires that, in projects of 5 or more units, at least 20% of the HOME assisted rental units must be occupied by families who have annual incomes that are 50% or less of median income. Very-low income tenants must occupy the units with very low rents.

Income Reexamination - Regardless of the type of rental activity pursued under HOME, income eligibility must be determined at the time of occupancy and reexamined annually.

Increase in Tenant Income - If a low-income tenant's income increases beyond 80% of median, the tenant must pay no less than 30% of the family's adjusted monthly income or the market rent, whichever is less.

Voucher and Certificate - Rental units must be made available to Section 8 voucher and certificate holders.

Long Term Affordability - The period of affordability is determined by the type of activity as well as the amount of HOME subsidy. For rehabilitation or acquisition of existing rental housing, the minimum period of affordability varies depending on the per-unit subsidy amount:

- Under \$15,000 - 5 years
- \$15,000 - \$40,000 - 10 years
- Over \$40,000 - 15 years
- New Construction - 20 years
or Acquisition

Minimum HOME Investment - \$1,000 per HOME-assisted unit.

Maximum Per Unit Subsidies - HUD restricts the amount of HOME funds that can be invested on a per-unit basis that is established on a market-by-market basis. See Table 3.

Property Standards - All HOME-assisted units must meet, at a minimum, Section 8 housing quality standards. For housing newly constructed or rehabilitated, all applicable local codes, rehabilitation standards, energy standards, ordinances, and zoning ordinances must also be met.

2. HOMEOWNERSHIP:

Maximum Property Value - The initial purchase price (mortgage limit) of housing can not exceed 95% of the median property value applicable to the type of housing, as determined for the area under HUD's single family insuring authority under the National Housing Act.

Eligible Homebuyers - The unit must be made available for initial purchase only to homebuyers subject to affordability restrictions.

Income Targeting - For homeownership units, all HOME funds must benefit families below 80 percent of the median. Very low income (50 percent of median) "deep targeting" requirements is not required for homeownership.

Principal Residence - The unit must be the principal residence of an owner whose family qualifies as a low-income family at the time of occupancy at the time of escrow closing.

Resale/Recapture Restrictions - Homeownership units are subject to resale restrictions which require the HOME-assisted unit to remain affordable to subsequent low-income buyers through resale, or for the recapture of HOME subsidies, provided that recaptured funds are used to carry out other HOME-eligible activities. In cases where there are no net proceeds or where the net proceeds are insufficient to repay the full subsidy amount of assistance, the net proceeds may be shared with the homeowner under specific circumstances. For homeownership projects, the period of affordability depends on the per-unit subsidy amount:

- Under \$15,000 → 5 years
- \$15,000 - \$40,000 → 10 years
- Over \$40,000 → 15 years

Minimum HOME Investment - \$1,000 per HOME-assisted unit.

Purchase Price/Value Limits - See Table 4.

Property Standards - Same as rental housing.

J. OTHER FEDERAL REGULATIONS

The following is a list of regulations and requirements that apply to projects financed with federal HOME funds. The list is not all-inclusive and other federal overlay regulations may apply. Project applicants shall comply with all applicable federal regulations.

Equal Opportunity and Fair Housing:

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. d) (provides that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin)
- Title VIII of the Civil Rights Act of 1968, as amended "the Fair Housing Act" (42 U.S.C. 3601) (prohibits discrimination in the sale or rent of units)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 11259) (prohibits discrimination in housing or residential property

financing related to any federally assisted activity)

- Architectural Barriers Act of 1968, as amended (U.S.C. 4151) (provides that public buildings and conveyances financed with federal funds are to be designed, constructed, or altered to provide accessibility to the physically handicapped)
- Age Discrimination Act of 1975, as amended (42 U.S.C 6101) (prohibits age discrimination in programs receiving federal financial assistance)
- Equal Employment Opportunity, Executive Order 11246, as amended, (prohibits discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin)

Affirmative Marketing (for all HOME housing projects with 5 or more units)

Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination in federally assisted programs on the basis of handicap)

Section 3 of Housing and Urban Development Act - 1968 -12 U.S.C.1701u (requires to the greatest extent feasible, providing opportunities for training and employment arising from HOME to low-income persons residing in the program service area)

Minority and Women Owned Business Enterprises (MBA/WBE) - Executive Orders 11625, 12432, and 12138, (requires, to the maximum extent possible, the inclusion of minorities and women and entities in all contracts)

Site and Neighborhood Standards in compliance with Title VI of the Civil Rights Act of 1964, (places limiting conditions on building in areas of "minority concentration" and racially mixed areas for new construction projects)

Environmental Review (NEPA) - 24 CFR Part 58, (provides for initial determination of the level of environmental review required based on the activity funded with HOME dollars)

Lead Based Paint Poisoning Prevention Act - 24 CFR Part 35, (provides minimum requirements for testing and abatement of lead based paint)

Labor Standards (Davis-Bacon Act - 40 U.S.C. 276a-5), (requires compliance with federal laws and regulations pertaining to labor standards for construction contracts with 12 or more HOME-assisted units.

Cost-Effective Energy Conservation and Effectiveness Standards - 24 CFR Part 36 (for rehabilitation)

Model Energy Code - Council of American Building Officials (New construction and rehabilitation)

Section 8 Housing Quality Standards (all projects)

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) - 42 U.S.C.4201-4655 and 49 CFR Part 24

TABLE 1

HOME RENT LIMITS

	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm
50% MEDIAN LIMITS	\$851	\$1,022	\$1,180	\$1,317
65% MEDIAN LIMITS	\$1,152	\$1,384	\$1,591	\$1,755

* Adjustment to rent limits required for tenant-paid utilities *2019 HOME Rent Limits (6/28/19)

TABLE 2

Very low income families mean low income families whose annual incomes do not exceed fifty percent (50%) of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.

Low-income families mean families whose annual incomes do not exceed eighty percent (80%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

KAUAI COUNTY
(ADJUSTED MEDIAN HOUSEHOLD INCOME)

	1 PERSON	2 PERSON	3 PERSON	4 PERSON
50% OF MEDIAN	\$31,500	\$36,000	\$40,500	\$45,000
80% OF MEDIAN	\$50,400	\$57,600	\$64,800	\$72,000

	5 PERSON	6 PERSON	7 PERSON	8 PERSON
50% OF MEDIAN	\$48,600	\$52,200	\$55,800	\$59,400
80% OF MEDIAN	\$77,800	\$83,550	\$89,300	\$95,050

*2019 HOME Income Limits (6/28/19)

TABLE 3

MAXIMUM PER UNIT HOME SUBSIDY

1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms
\$171,801	\$208,912	\$270,266	\$296,666

*HOME Maximum Per-Unit Subsidy Limit (5/9/19)

TABLE 4

PURCHASE PRICE/VALUE LIMITS

1-Family/Condo	2-Family	3-Family	4-Family
\$447,000	\$572,000	\$692,000	\$857,000

**KAUAI COUNTY HOUSING AGENCY
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

SUBMITTAL INFORMATION

A. APPLICATION PROCESS:

This application contains most if not all of the forms and materials you will need to prepare an application submittal. In preparing an application, please use the application checklist, and applicable forms.

Before you begin, we suggest that you carefully read through the materials in the application packet to be informed of the CHDO Program requirements. The applicant is expected to possess sufficient project development and/or program experience to carry out the activity(s) proposed.

The following outlines the basic steps of the application process.

1. Applicant submits completed application on or before November 1, 2019.
2. Selection Committee scores and ranks applications, identifies primary and alternate projects, and forwards results to the Housing Director who reviews and approves the results, and then recommends selection to the Mayor.
3. Mayor approves or rejects project recommendation(s). Approval from the Housing Director does not guarantee project funding. Only projects approved by the Mayor will be presented to the County Council who shall act to appropriate HOME CHDO funds.
4. A commitment letter is issued to applicants whose projects are approved to receive HOME CHDO funds. Commitment letters may contain conditions of approval that must be satisfied before the release of HOME CHDO funds. Fund commitments may be for a specific duration from the date of formal notification, with the possibility of extension based upon the applicant's demonstration of due diligence and reasonable progress.
5. HOME CHDO Agreements are prepared and executed between the County of Kauai and applicant. The HOME CHDO Agreement is a legal contract that sets forth the terms and conditions for the use of HOME CHDO funds.

B. TECHNICAL ASSISTANCE

Applicants needing technical assistance are encouraged to meet with Agency staff. Staff will advise prospective applicant(s) on the suitability of their project relative to County priorities, HOME CHDO requirements, and other potential funding sources. Technical assistance by Housing Agency staff does not guarantee project approval, nor higher priority or project ranking versus applicants that do not receive technical assistance.

C. APPLICATION TIMETABLE

The following dates are approximate and subject to change:

Applications Available	October 2, 2019
Application Deadline	November 1, 2019
Evaluation Committee Review	November 2- 7, 2019
Projects Approved	November 8, 2019

D. SUBMITTAL INSTRUCTIONS

Applicants must complete and submit the application form, applicable attachments and exhibits. Other relevant information provided on the application checklist must be included with your application. Applications shall be submitted to the **Kauai County Housing Agency, 4444 Rice Street, Suite 330, Lihue, Kauai, Hawaii, 96766, Attn: Housing Development Coordinator.**

1. Complete your response to the application and all attachments and exhibits applicable to your project or program.
2. In some cases, comparable forms may be substituted for the attachments provided. If your response does not fit on the attachment form provided, use and attach a separate page to the attachment form provided. Be sure to put the attachment form name on the separate page for identification.
3. Applications must be typewritten or computer generated. An electronic file is available and can be obtained by contacting Steve Franco, HOME Program Coordinator, at 241-4419.
4. Use only 8-1/2" x 11" paper for the narrative responses. Narratives should be straightforward and succinct.
5. Do not spiral bind the application.
6. Use the application checklist prior to submitting your proposal.
7. Affix authorized signature(s) to Certification of Authorized Official form.
8. Attach all applicable resolutions authorizing filing of the proposal and signatures.
9. Submit one original HOME CHDO application.
10. Keep a copy of the application for your records.

E. APPLICATION CHECKLIST

- 1. Letter of transmittal or cover letter.
- 2. Application Form. If a question or attachment does not apply, mark it N/A (not applicable).
 - Attachment "A" - Uses and Sources Budget (all projects)
 - Attachment "B" - Operating Pro Forma (rental projects only)
 - Attachment "C" - Implementation Schedule (all projects)
- 3. Exhibit 1 - Applicant Information (if applicable). If any information is confidential and not for public inspection, please include written request for nondisclosure.
 - Non-profit Articles of Incorporation
 - Corporate Bylaws
 - Most Current Years Financial Audit

- Resolution Authorizing Individual(s) to Sign Application
- __4. Exhibit 2 - Site Information (if applicable)
 - Preliminary Title Report
 - Location Map
 - Project Site Map
 - Flood Insurance Rate Map
 - Option Agreement/Purchase Agreement/Lease/Etc.
 - Appraisal
- __5. Exhibit 3 - Letters of Community Support
- __6. Exhibit 4 - Narratives
 - Housing Need
 - Need for HOME CHDO Funds
 - Anticipated Results
 - Leveraging
 - Program Design
- __7. Exhibit 5 - Experience and Qualifications
- __8. Exhibit 6 - Certification
 - Certification of Authorized Official
- __9. Submit the original application to:

**Kauai County Housing Agency
4444 Rice Street, Suite 330
Lihue, Hawaii 96766
Attn: Housing Development Coordinator**

Deadline to submit: November 1, 2019, 4:00 p.m.

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ATTACHMENT "B"
KAUAI COUNTY HOUSING AGENCY
HOME INVESTMENT PARTNERSHIPS PROGRAM

APPLICATION FORM - FY 2019

SECTION I: GENERAL INFORMATION

A. APPLICANT

1. Name: _____

2. Address: _____

3. Phone: (____)____ - _____

4. Contact Person: _____ Phone: (____)____ - _____

5. The Applicant is a:

- | | |
|--|--|
| <input type="checkbox"/> public agency | <input type="checkbox"/> private non-profit organization |
| <input type="checkbox"/> private for-profit entity | <input type="checkbox"/> CHDO |
| <input type="checkbox"/> other | |

6. Non-Profit Articles of Incorporation (provide copy)

7. Corporate Bylaws (provide copy)

8. Financials (provide most current financial statement)

9. Name and Title of Individual(s) authorized to sign legal documents on behalf of organization:

Name: _____ Title _____

Name: _____ Title _____

(Include resolution/minutes authorizing individual(s) to sign application)

B. TYPE OF USES

1. Use Category: Check the use category(s) that most appropriately describes your use of HOME funds:

- | | |
|--|---|
| <input type="checkbox"/> Land Acquisition | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Conversion | <input type="checkbox"/> Site Improvements |
| <input type="checkbox"/> Project Soft Costs | <input type="checkbox"/> Admin/Planning |
| <input type="checkbox"/> Financing Costs | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Impact Fees | <input type="checkbox"/> Homebuyer Assistance |
| <input type="checkbox"/> Affirmative Marketing | <input type="checkbox"/> Other Uses (please specify): |

2. Project/Program Type: Check the appropriate activity:

- For-Sale Housing
- Rental Housing
- Rehabilitation
- Conversion
- Homebuyer Assistance Loans
- Transitional Housing
- Other (please specify): _____

3. Occupancy Information:

Number of households assisted: _____

At or below 50% of median income _____

At or below 60% of median income _____

At or below 80% of median income _____

Other (e.g. mixed): _____

Number of Special Needs households assisted:

Mobility Impaired _____

Hearing/Vision Impaired _____

Elderly _____

C. PROJECT SUMMARY

1. Project Name: _____

2. Location (town/community): _____

3. Tax Map Key #: _____

4. Brief project description:

5. Summary of amount and use of HOME funds:

	<u>HOME</u>	<u>TOTAL FUNDS</u>
Land Acquisition	\$ _____	\$ _____
New Construction	\$ _____	\$ _____
Rehabilitation	\$ _____	\$ _____
Demolition	\$ _____	\$ _____
Conversion	\$ _____	\$ _____
Site Improvements	\$ _____	\$ _____
Project Soft Costs	\$ _____	\$ _____
Admin/Planning	\$ _____	\$ _____
Financing Cost	\$ _____	\$ _____
Relocation	\$ _____	\$ _____
Impact Fees	\$ _____	\$ _____
Homebuyer Assistance	\$ _____	\$ _____
Affirmative Marketing	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

6. Amount of HOME subsidy per housing unit: \$ _____

7. Size, number and price of units:

<u>HOME Units</u>	<u>Size</u>	<u>Number</u>	<u>Rent</u>	<u>Sales Price</u>
1 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
2 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
3 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
4 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
5 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
<u>Market Units</u>	<u>Size</u>	<u>Number</u>	<u>Rent</u>	<u>Sales Price</u>
1 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
2 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
3 bedroom units	_____ s.f. # _____		\$ _____	\$ _____
4 bedroom units	_____ s.f.# _____		\$ _____	\$ _____
5 bedroom units	_____ s.f.# _____		\$ _____	\$ _____

Total number of units in project: _____

8. Number of affordable units and rents (as a percentage of median income)

	<u>50 percent below</u>	<u>60 percent below</u>	<u>80 percent below</u>
1 bedroom units	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____
2 bedroom units	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____
3 bedroom units	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____
4 bedroom units	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____
5 bedroom units	# _____ \$ _____	# _____ \$ _____	# _____ \$ _____

9. Project includes other facilities (if applicable):

- Community Center Facility
- Child Care Facility
- Other (describe): _____

10. Are amenities or services provided to tenants?

Yes No (If "Yes", briefly describe)

11. Will project have innovative techniques in design, construction, or operation?

Yes No (If "Yes", briefly describe) _____

12. Provide schematic plans and/or preliminary plans, if available.

13. Period of Affordability? _____ Years

14. Who will own the project?

- a. Prior to completion:
- b. After construction:
- c. After occupancy:

SECTION II: SITE INFORMATION

- A. Current legal owner of property:
- B. Street Address (if applicable):
- C. Provide the following documents, if applicable:
 - 1. Preliminary title report
 - 2. Location map
 - 3. Project site map
 - 4. Flood insurance rate map
- D. Total site land area: _____ sqft/acres
- E. Describe the physical characteristics of site (shape, terrain, foliage, structures, etc.)

_____ -
 _____ -

- F. If applicable, indicate if any of the following conditions apply to the infrastructure servicing the project site by checking the appropriate category:

	Yes	No	N/A
1. Road access to site adequate	—	—	—
2. Sewer capacity adequate	—	—	—
3. Electrical service adequate	—	—	—
4. Water service adequate	—	—	—
5. Aquifer serving area adequate	—	—	—
6. Storm drainage adequate	—	—	—
7. Trash/garbage service adequate	—	—	—
8. Fire service adequate	—	—	—
9. Police service adequate	—	—	—

Distance to fire station ___ miles
 Distance to police station ___ miles

If any answer to the above questions is "No", on a separate attachment describe the requirements. Include the distance needed to bring the infrastructure to the project site and estimated time to install. Describe any actions being taken, or which must be taken to resolve any potential problems associated with infrastructure requirements.

- G. Schools. For new construction projects with more than 50 housing units, provide letter from the Department of Education that addresses (a) the capacity of the school servicing the area of the project, (b) current enrollment, and (c) whether the schools capacity can accommodate additional students expected to result from the project.

- H. Specify any off-site public improvements required for the project:

- I. Specify any special assessments or impact fees that are or may be required for the project: _____

J. Land Use: Is the proposed project subject to any of the following land use requirements? Please indicate by checking "Yes" or "No" for each item:

	Yes	No		Yes	No
State Land Use	—	—	General Plan	—	—
Subdivision Ordinance	—	—	Zoning Ordinance	—	—

If any answer to any question is "Yes", identify on a separate attachment any actions taken or needed towards obtaining the necessary approvals. Estimate the time to receive approvals.

K. Site Control (if applicable):

1. Date of option agreement, purchase agreement, lease agreement, development agreement, land sales contract, or other enforceable agreement:

Entered into ___/___/___ Terminates ___/___/___

2. Provide copy of site control (i.e. option) agreement.

3. Include appraisal, if available, or other information stating property value.

L. Environmental Considerations: Indicate which of the following environmental concerns is applicable to your project by checking "Yes" or "No":

	Yes	No
1. Project will affect a property designated as a historic site on the State or National Registers of Historic Places.	—	—
2. Project site is located in 100-year flood zone.	—	—
3. Project site is located in a wetland.	—	—
4. Project will require a Shoreline Management Permit.	—	—
5. Project will affect endangered species or their habitats.	—	—
6. Project has manmade hazards or nuisances.	—	—

If any answer to the above questions is "Yes":

Is a final Environmental Assessment or Environmental Impact Statement completed for the project? — —

Have any of the permits or clearances related to the aforementioned environmental concerns been obtained? — —

If "No" to either question, identify on a separate attachment any actions taken toward obtaining an environmental clearance and the anticipated time to complete such actions.

M. Community Support: (Include letters of support from community members, other organizations, government officials, and local elected officials)

SECTION III: SOURCES OF FUNDS

A. Identify all potential sources of financing for the proposed project/program in this section and Attachment "A" - Uses and Sources Budget.

1. Grants	<u>Funds Committed</u>	<u>Funds Tentative</u>	<u>Total Funds</u>
•HOME	\$_____	\$_____	\$_____
• CDBG	\$_____	\$_____	\$_____
• Value of equity in property contributed	\$_____	\$_____	\$_____
• Cash contribution from private source, other than applicant	\$_____	\$_____	\$_____
• Permit or Fee Waiver(s)	\$_____	\$_____	\$_____
• Other:_____	\$_____	\$_____	\$_____
2. Loans			
• Local Government Loans	\$_____	\$_____	\$_____
• State Loans	\$_____	\$_____	\$_____
• HOME Loans	\$_____	\$_____	\$_____
• Other Federal Loans	\$_____	\$_____	\$_____
• Private Loans	\$_____	\$_____	\$_____
• Other Financing	\$_____	\$_____	\$_____
3. Applicant cash contribution (other than land)	\$_____	\$_____	\$_____
4. Other (Specify:_____)	\$_____	\$_____	\$_____
Total Project Funds	\$_____	\$_____	\$_____

B. HOME Loan Terms: Describe loan terms, loan repayment schedule, interest rate desired, and identify security/guarantee: _____

C. Describe fund sources unsuccessfully attempted:

D. Provide Attachment "A" - Uses and Sources Budget. Use the format provided (or other comparable format for the proposed project).

E. Provide Attachment "B" - Operating Pro Forma budget (rental projects only). Use the format provided (or another comparable format prepared by your organization for your proposed project).

SECTION IV: NARRATIVES

A. HOUSING NEED

Provide as much measurable information possible to describe the priority need this project is designed to address. Describe the target population and discuss the impact on the target population and the community at large.

B. NEED FOR HOME CHDO FUNDS

Explain why HOME CHDO dollars are needed for the implementation of the proposal. Discuss whether or not the project can be implemented on a smaller scale without a HOME fund award. Describe any known public and private projects that address a similar need in the area and how this project differs from each of the other projects.

C. ANTICIPATED RESULTS

Describe the results to be achieved. Explain how the proposed activities are directly related to the housing need and what anticipated direct and indirect results of the project. Include information on the time commitment to the original target population, continued affordability of the assisted housing in terms of monthly rents or mortgage costs, and other program results that help to illustrate the overall benefit of the project.

D. LEVERAGING

Describe all non-HOME CHDO resources that will be utilized for project financing and any requirements of the non-HOME CHDO resources. Identify whether commitments are firm or tentative and under what circumstances tentative commitments may become actualized. Briefly describe the general terms and conditions of other resources and give their expiration date(s). For non-cash (e.g. in-kind) contributions, describe how dollar amounts were calculated.

E. PROJECT DESIGN

Describe the project design. Describe how the housing units proposed are going to be developed and marketed to eligible participants and what kind of screening procedure, if any, will be used. For special needs housing projects, describe in detail the services that will be provided or coordinated for the property's residents. Disclose known opposition to this proposal. Use enough detail to describe the major activities associated with the proposed project.

SECTION V: EXPERIENCE AND QUALIFICATIONS

A. Provide name of the organization that will manage, coordinate and implement the proposed project:

- 1. Address: _____
- 2. Contact person: _____
- 3. Phone Number: () _____ - _____

B. Describe capacity to carry out the proposed project. Submit relevant documents (i.e., applicable licenses to operate project, permits, etc.) _____

C. Describe qualifications and experience of organization and individual(s) who will manage the project or program. _____

D. Submit resumes of key personnel involved in the development, implementation and/or management of the project.

E. Describe past experience relevant to the proposed project.

1. Complete the following information for all federal/other funded project(s). Attach additional pages for each project, if needed.

- a) Project title: _____
- b) Year project was funded: _____
- c) Date project started: _____ Date completed: _____
- d) Total grant/loan amount: _____ Source: _____

e) Provide a brief description of project:

f) Describe any problems encountered in carrying out project:

g) Describe any amendments to the original proposal subsequent to receipt of federal/other funding: _____

h) Any differences between the anticipated and actual accomplishments of the project (if, for example, a different number of housing units were built, etc.) _____

i) If the project is not yet complete, indicate why:

F. Legal Status of Applicant (check, as applicable):

1. Corporation: Non-profit or For-profit

Partnership: General or Limited

Joint Venture (explain)

Note: If the proposal is submitted by a partnership or joint venture, composed of two or more individual firms, then each member firm must submit all information listed on this form, and in addition answer the following:

- (a) Members of Joint Venture
- (b) Date of Joint Venture Agreement
- (c) State of Registration
- (d) Does the agreement between members comprising joint venture make them jointly and severally liable? If not, state terms of agreement in this regard.
- (e) Certified copy of Partnership Agreement

2. The Offeror, if a corporation, was organized on _____ under the laws of the State of _____. (Attach certified copy of Articles of Incorporation and Bylaws, or Certified copy of Partnership Agreement. Non-profit corporations are to attach a copy of the IRS tax-exempt determination).

3. Have you ever failed to complete any work awarded to you? . If yes, when, where and why?

4. Has any officer or partner of your organization in the past five (5) years been involved with of some other organization that defaulted on a federally funded contract? . If yes, state name of individual, name of owner and reason therefor?

5. Has any officer or partner of your organization in the past five (5) years been involved with some other organization declared ineligible to participate in any governmental assisted contract? () Yes () No

If "Yes", please explain: _____

6. Has any officer or partner of your organization ever filed a petition of voluntary bankruptcy? () Yes () No

7. Has there ever been filed a petition or involuntary bankruptcy against your organization, or any officer or partner of the organization? () Yes () No
8. Has the organization, or any officer or partner ever made an assignment of assets for the benefit of creditors? () Yes () No
9. Are there any unsatisfied judgments outstanding against the organization, or any director or partner of the organization? () Yes () No
10. Has the organization been a party to any litigation within the last 5 years? () Yes () No

If "yes" was answered to any question 6 through 10, give a full explanation:

SECTION VI: IMPLEMENTATION SCHEDULE

Applicants must complete the form titled Attachment "C"- Implementation Schedule. For projects with a schedule of more than 2 years, multiple copies of the form shall be provided. The KCHA will use this schedule to monitor the project and performance of applicant. Instructions correspond to the numbered blocks of information required on the schedule. Complete the form as follows:

Item 1: APPLICANT. Enter the name of the applicant.

Item 2: PROJECT. Enter the name of the project.

Item 3: YEAR. Identify the calendar year for each year in which the project activities occur until completion.

Item 4: ACTIVITY. Enter the name of each activity necessary to complete the project.

Item 5: AMOUNT. Enter the amount of HOME CHDO funds requested for each activity.

Item 6: QUARTERLY ACTIVITY AMOUNTS. Estimate the anticipated amount of HOME CHDO expenditures for each activity for each quarter and enter it in the appropriate box. If there is no anticipated expenditure for an activity in a quarter, enter "-0-".

Item 7: MILESTONES. Enter the milestones for each activity listed in Item 4, under each activity block. Indicate the time period required to complete each milestone by entering an "X" under the month you expect to begin and the month you expect to complete the milestone (scheduled dates). Then draw a horizontal bar between the two "X's" to show the time period within which you anticipate completing that milestone.

Item 8: TOTAL AMOUNT. Enter the total HOME CHDO activity amounts by adding the amount of HOME CHDO funds in each category.

Item 9: TOTAL QUARTERLY AMOUNTS. Add the anticipated quarterly expenditures for all activities for each quarter and enter the amounts.

Use the following list of milestones to describe the types of undertakings which contribute to the completion of the project. A description of each milestone and the actions it covers is included for your reference.

<u>Name of Milestone</u>	<u>Action Covered</u>
1. Feasibility Study	Data collection to final recommendations.
2. Application	Solicitation of proposals to contract award.
3. Development Agreement	Negotiation to execution of document.
4. Funding Agreement	Eligibility determination to execution of document.
5. Environmental Review	Assessment to receipt of Notice of Removal of Grant Conditions.
6. Appraisals	Approval to obtain appraiser to determination of value.
7. Acquisition (Purchase of real property)	Negotiation to recordation of title.

- | | | |
|-----|---|---|
| 8. | Construction | Bid advertisement to final payment of contractor. |
| 9. | On/Off Site Construction | Bid advertisement to final payment of contractor. |
| 10. | Planning/Engineering | Solicitation of consultant to final payment. |
| 11. | Marketing Expenses | Duration of Expenses. |
| 12. | Program Income (Return of funds to HOME Program via sales, repayment, etc.) | Duration of Income. |

SECTION VII: CERTIFICATION OF AUTHORIZED OFFICIAL

To the best of my knowledge and belief, data, attachments and exhibits in this application is true and correct. The documents have been duly authorized by the governing body of the applicant and the applicant will comply with all of the federal, state and county rules and regulations if HOME funds are awarded.

SIGNATURE

TITLE

PRINT NAME

DATE

ATTACHMENT "A"

USES AND SOURCES BUDGET				
USE OF FUNDS	ACTUAL COST	HOME CHDO SOURCE	OTHER SOURCE	SOURCE OF OTHER
1. ACQUISITION				
1.1 LAND				
1.2 EXISTING STRUCTURES				
1.3 OTHER				
2. PREDEVELOPMENT				
2.1 ARCH FEE-DESIGN				
2.2 ARCH FEE-SUPERVISION				
2.3 ENGINEERING FEES				
2.4 COST ESTIMATES				
2.5 OTHER				
3. SITE WORK				
3.1 DEMOLITION				
3.2 SITE CLEARANCE				
4. CONSTRUCTION/REHAB.				
4.1 SITE INFRASTRUCTURE				
4.2 NEW BUILDING				
4.3 REHABILITATION				
5. OTHER RELATED COSTS				
5.1 BLDG. PERMITS & FEES				
5.2 APPRAISAL				
5.3 GEOTECHNICAL				
5.4 ENV. CONSULTANT				
5.5 RECORDATION FEES				
5.6 ATTORNEYS FEES				
5.7 IMPACT FEES				
5.8 PROJECT AUDIT				
5.9 OTHER				
6. OTHER				
7. INTERIM COSTS				
7.1 CONST. INSURANCE				
7.2 CONST INTEREST				
7.3 CONST. LOAN ORG. FEE				
8. PERMANENT FINANCING FEES				
8.1 CREDIT REPORT				
8.2 PERM. LOAN ORIG. FEE				
8.3 TITLE & RECORDING				
9. TENANT RELOCATION				
10. PROJECT RESERVES				
10.1 LEASE-UP RESERVE				
10.2 OPERATING RESERVE				
11. PROJECT ADMIN/MGMT				
11.1 AFFIRMATIVE MKT.				
11.2 MANAGEMENT				
11.3 TAXES				
11.4 INSURANCE				
12. TOTAL USES (DEVELOPMENT)	\$			
13. TOTAL SOURCES		\$	\$	
14. DIFFERENCE	\$			

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4 . ACTIVITY/ KEY PERSONNEL	5 . AMOUNT	6.											
	HOME \$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Funds -		\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other \$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Funds -		\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Funds -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7 . MILESTONES													
TOTALS	8 . TOTAL AMOUNTS	9.											
	HOME \$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Funds -		\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other \$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Funds -		\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Funds -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Prepared
 By: _____
 Signature
 & Title
 Date

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APPENDIX 1

MISCELLANEOUS DEFINITIONS

Affirmative Marketing - Directing marketing efforts at targeted low-income populations. Housing projects with 5 or more units must comply with affirmative marketing procedures and requirements. No person shall on the grounds of race, color, creed, sex, age marital status, national origin, or handicap be excluded, denied benefits, or subjected to discrimination. The County has adopted an Affirmative Marketing Procedure which applicants may obtain from the Housing Agency.

Community Housing Development Organization (CHDO) - A private non-profit 501(c)(3) organization which meets a variety of criteria, including having among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions, or by-laws. A CHDO maintains accountability to low-income community residents by including residents of low-income communities on its board and including them in an advisory capacity. Other CHDO criteria is outlined in 24 CFR Part 92, Section 92.2.

Davis-Bacon - Federal legislation that assures that all workers on projects funded with federal funds are guaranteed they will be paid the prevailing wage in the geographic area. The prevailing wage rates are determined by the U.S. Department of Labor. HOME-assisted construction contracts of 12 or more units must comply with Davis-Bacon.

Fair Housing Act - Under the Fair Housing laws, it is illegal to deny the chance to qualify for housing because of race, religion, color, sex, national origin, handicap, or family status.

HOME Funds - Fund allocations made available under 24 CFR Part 92, including HOME program income.

Homeownership - Ownership in fee simple title or a 99-year leasehold interest in a 1 to 4 unit dwelling.

Household - One or more persons occupying a housing unit.

Housing - Includes permanent housing for disabled homeless persons, transitional housing, single-room occupancy and group homes. Housing does not include emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities and student dormitories.

Low-Income Families – Families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HOME funds must be used to benefit families 80% and below median income.

Match - A requirement of the HOME program whereby certain types of other non-federal funding is required to be invested in projects to provide a 25% match towards the investment of HOME dollars.

Operating Expenses - Those reasonable and necessary costs for the operation of the CHDO, including salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; and equipment, materials and supplies.

Reconstruction - Rebuilding, on the same lot, of housing standing on a site at the time of project commitment.

Relocation - Under the Uniform Relocation Act, tenants of buildings undergoing demolition or rehabilitation utilizing HOME funds have rights if they need to be relocated or are displaced as a

result of the demolition or rehabilitation. Such tenants must be notified of their rights at the time of application and at other time during the development process.

Section 8 Housing Quality Standards (HQS) - When HOME program funds are used in a project, the units assisted with HOME funds must meet minimal standards established by HUD when the project is complete. These standards also apply to the units rented by recipients of Section 8 rental assistance that is the source of the name.

Transitional Housing - Housing that, 1) is designed to provide housing and appropriate supportive services to persons, including, but not limited to, de-institutionalized individuals with disabilities, homeless individuals with disabilities, and homeless families with children and, 2) has as its purpose facilitating the movement of individuals and families to independent living within a time period that is set by the participating jurisdiction or project owner before occupancy.

Very Low-Income Families – Families whose annual incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.