

014 - ATTACHMENT II

FY 2014 HOME Multi-Family Rental Housing Program
APPLICATION

Organizational Information

Provide the requested information for the Owner with whom the City should address correspondence and/or direct questions regarding this Application.

Name of Owner	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Contact Person	
Email	
Authorized Signatory	
Authorized Signatory	

Provide the requested information for the Developer with whom the City should address correspondence and/or direct questions regarding this Application.

Name of Developer	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Contact Person	
Email	
Authorized Signatory	
Authorized Signatory	

Owner Type:

- Non-Profit For-Profit Other Please specify: _____
 Partnership Limited Liability Corporation

If Non-Profit, check source of exemption:

- IRS Section 501(a) IRS Section 501(c) (3)
 IRS Section 501(c) (4) IRS 456

Ownership and Development Team Structure	
Identify all Ownership Organizations:	
Organization:	
Contact Person/title:	
Role/Responsibility:	
Years of Experience:	
Organization:	
Contact Person/title:	
Role/Responsibility:	
Years of Experience:	
Organization:	
Contact Person/title:	
Role/Responsibility:	
Years of Experience:	
Organization:	
Contact Person/title:	
Role/Responsibility:	
Years of Experience:	
Organization:	
Contact Person/title:	
Role/Responsibility:	
Years of Experience:	

Background	
Number of years agency in operation?	
How many years has agency been successfully performing the <u>specific activities related to this RFA?</u>	
How many years experience does agency have with HOME/CDBG funds?	
How many years experience with other federal funds?	

Prior Funding

Provide requested information for any federal funds received through the City of San Antonio, State of Texas or any other entity for the last FIVE years. You may add additional lines.

YEAR	PROJECT NAME	FUND TYPE	BUDGETED AMOUNT	AMOUNT EXPENDED TO DATE	TOTAL CLIENTS or UNITS COMPLETED
2012	Sample Project	HOME	\$13,000,000	\$12,999,000	250 units
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	

Policies and Procedures

Please check the appropriate box/boxes for any written policies/procedures currently in place that address compliance with the following Federal and Local requirements.

<input type="checkbox"/>	Affirmative Fair Housing Marketing Plan
<input type="checkbox"/>	Small/Minority/Women-Owned Business Enterprise / Historically Underutilized Businesses
<input type="checkbox"/>	Procurement Method
<input type="checkbox"/>	Section 3 (contract opportunities for low-income individuals/businesses)

Project Description and Community Need

Name of Project	
Street Address	
City, State, Zip Code	
Legal Description	
Census Tract and Block Group	

Target Areas

City Council District	
Is the project located in one of the REnewSA target areas? Use the link below to search the project address. http://www.renewsa.com/	<input type="checkbox"/> Collins Gardens <input type="checkbox"/> University Park <input type="checkbox"/> Edgewood <input type="checkbox"/> Wheatley <input type="checkbox"/> Harlandale
Is the project located in the Inner City Reinvestment/Infill Policy (ICR/IP) area? http://www.sanantonio.gov/Portals/0/Files/CCDO/ICRIP%20Map.pdf	

Please provide target area information to include street boundaries, names of neighborhoods, cardinal directions, etc.

Type of Project

Please note: A portion of the FY 2014 HOME allocation may be set aside for rental new construction projects. Consideration and awarding of HOME funds for individual projects may take place after Texas Department of Housing and Community Affairs (TDHCA) announces Tax credit awards.

<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Rehabilitation
<input type="checkbox"/>	Reconstruction

Consolidated Plan Goals

Please review the City's Consolidated Five Year Plan at the following link and identify the Goal or Goals the project/program will fulfill.

<http://www.sanantonio.gov/Portals/0/Files/GMA/plans%20and%20performances/2010-2014%20Consolidated%20Plan.pdf>

Local Plans/Policies

Please describe how this project addresses any local strategic plans and policies, such as the Eastside CHOICE Neighborhood Transformation Plan.

<https://webapps1.sanantonio.gov/agendabuilder/RFCAMemo.aspx?RId=10468>

Additional strategic plans can be found in the Planning Library link below.

<http://www.sanantonio.gov/planning/npud/library.aspx>

Project Description

Provide a brief description of project. The response must include the following: a brief history, goals, objectives, project beneficiaries, number of persons/families being served, and community impact or need/problem being addressed. Also describe community support, neighborhood coordination efforts and local partnerships. Limit the response to the space in the text box below.

Use of HOME Funds/Scope of Work

If awarded, describe how HOME funds will be used. Provide information regarding the specific work to be performed and activities to be completed with the use of HOME funds. If the project entails new construction, describe any use of Green Building standards and principles.

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Funding and Leveraging

Funding Information	
Amount of HOME Funding Requested	\$
Total Project Cost	\$
Percent HOME Funds Requested to Total Project Cost (HOME Funds/Total Project Cost)	%
Total Number of Units	
Total Number of HOME-assisted Units	
Estimated Total Project Cost per Unit (Total Project Cost/Total Units)	\$
Estimated HOME Cost per Unit (HOME Funding Request/HOME Units)	\$

Project Funding Sources		
Funding Source	Funding Amount	Funding Status (Enter either "Pending" or "Committed")
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

Project Budget			
Identify all expenditures related to the proposed project. A more detailed budget may be attached if necessary.			
Expenditure Categories	HOME Funding Request	Other Project Funding	Total Project Funding
Land Acquisition	\$	\$	\$
Site Improvements	\$	\$	\$
Construction	\$	\$	\$
Soft Costs	\$	\$	\$
TOTAL COSTS	\$	\$	\$

***Provide detailed development budget as part of Exhibit C-2 in ATTACHMENT I.**

Performance Indicators and Beneficiaries	
Total Number of Proposed Units	
Of those:	
Number of affordable units	
Number Section 504 accessible	
Number qualified as Energy Star	
Of the affordable units:	
Number occupied by elderly	
Number subsidized with project-based rental assistance	
Number specifically designated for persons with HIV/AIDS	
Number specifically designated for homeless	
Based on the number of affordable units proposed, identify the proposed number of units/households served at each income level of the Area Median Income (AMI):	
	30% or below of AMI
	31%-50% of AMI
	51%-60% of AMI
	61%-80% of AMI
	Market Rate

Efficiency						
Identify the number of proposed <u>units</u> for each of the following:						
Number of Units	HOME only Units at LOW Rent	HOME only Units at HIGH Rent	LIHTC only Units	HOME and LIHTC Units	Market Rate Units	Total Units
1 bedroom						
2 bedroom						
3 bedroom						
4 bedroom						
Other:						
TOTAL:						

Indicate if proposed HOME units will be designated as:

Fixed

Floating

Has Respondent applied for Low-Income Housing Tax Credits, in the current round, through the Texas Department of Housing and Community Affairs?

Yes

No

Proposed Unit Rents										
Unit Type	LOW HOME Rents			HIGH HOME Unit			LIHTC Unit			Market Rate Unit
Unit Size	Unit Rent	Utility Allow.	Total Tenant Payment	Unit Rent	Utility Allow.	Total Tenant Payment	Unit Rent	Utility Allow.	Total Tenant Payment	Unit Rent
1 Bedroom	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2 Bedroom	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3 Bedroom	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4 Bedroom	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

*May substitute TDHCA Proposed Unit Rents Schedule.

Proposed Loan Terms for Funding Request	
Total Amount of HOME Loan Request	\$
Interest Rate	%
Length of Loan Repayment (Number of Years)	
Period of Affordability	
<p>Is this a tax credit project that will be seeking terms of analysis based on Pro Forma? Are there any other proposed loan terms (Period of deferment, repayment schedule, lien position, etc.)?</p>	

Environmental Acknowledgement

Organization	
Project Name	

The Respondent acknowledges that prior to release of funds for this project the Respondent must complete an environmental assessment, whichever is required. The Respondent also agrees to comply with all requirements and conditions resulting from, or identified by, the environmental review/assessment to complete the project. Contracts may not be executed until an environmental review/assessment is complete and the Release of Funds has been received from the U.S. Department of Housing and Urban Development (HUD).

This Acknowledgement is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

Signature Page

The undersigned certifies that (s)he is _____ (title) of the entity named below; that (s)he is designated to sign this Application Form (if a Corporation or not-for-profit Corporation, then by resolution with Certified Copy of resolution attached) for and on behalf of the Respondent entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded:

_____ Organization Name
_____ DBA Name (Required if Respondent is an Individual
or Proprietorship)

Signature: _____

Printed Name: _____ Title:

Date: _____

By signature above, Respondent agrees/certifies that:

1. If this Application is approved for funding, Respondent will be able and willing to comply with the City's insurance and indemnification requirements.
2. If this Application is approved for funding, Respondent will adhere to all relevant Federal, State and local regulations, guidelines, policies, procedures and other assurances as required by the City.
3. The information provided in this application, to the best of the Respondent's knowledge, is true, complete and accurately describes the proposed project and if this Application is approved for funding, Respondent will be able and willing to comply with all representations made by Respondent in this Application and during the Application process.
4. If this Application is approved for funding, Respondent understands that the terms and conditions of the funding are subject to negotiation and are at the discretion of the Director of the Department.
5. Respondent has fully and truthfully submitted an Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of application from consideration or termination of contract, once awarded.
6. Respondent will comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a

person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

7. Respondent authorizes the release of project information to the City, Department, from all financial partners listed in the Application and authorizes the Department to verify any Application information, including financial information, as required to complete its due diligence.
8. If this Application is approved for funding and the Respondent receives more than \$500,000 in Federal funding in a fiscal year, the Respondent will have a single independent audit performed at the cost of the Respondent for that corresponding Fiscal Year and that a complete copy of the completed independent audit will be submitted to the City within five (5) business days of it being made available to the Respondent.
9. In compliance with Texas Government Code Section 2264.051, certifies that Agency or a branch, division or department of Agency does not and will not knowingly employ an undocumented worker. If Agency is awarded funds under this Request for Application and is later convicted of violating 8 U.S.C. Section 1324a(f), Agency shall repay the full amount of funding with interest, at the highest non-usurious rate allowed by law, and notwithstanding any other term provided by its Contract with City, not later than the 120th day after the date the City notifies the Agency of the violation.