

HOME INVESTMENT PARTNERSHIPS PROGRAM

APPLICATION FOR FUNDING

APPLICANT INFORMATION

Applicant's Legal Name:

Applicant's Address:

Type of Agency (If nonprofit, attach submit copy of IRS Tax Determination 501(c)(3) Letter as *Appendix A*): Select One

Name of Parent Organization:

Date of Incorporation (Please attach copy of agency's Articles of Incorporation or Charter and Organizational Bylaws as *Appendix B*):

Tax ID number (Please attach copy of agency's Franchise Tax Account Status as *Appendix C*):

Agency DUNS number:

Annual Operating Budget (Please attach copy of most current annual operating budget as *Appendix D*): \$

Number of Paid FTEs/PT Staff (Please submit copy of payroll report, W2, or W4, as *Appendix E*):

Narrative Section

- 1) If a nonprofit agency, briefly explain your agency's mission:
 - a. Briefly describe your agency's Board of Directors makeup and background (Please attach agency's Board of Directors, including mailing address, email address and phone number as *Appendix F*):
 - b. Briefly explain how your agency's Board of Directors exercises programmatic and fiscal oversight of the agency:
- 2) Briefly narrate your agency's history as it pertains to affordable housing (*Appendix G, 2-7*):
- 3) Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities:
- 4) List funding sources and award amounts of HOME or other federal funds your agency has received in the past five (5) fiscal years (Fiscal Years 2013 through 2018). You should indicate the type of activities for which funding was awarded:
- 5) List any projects that your agency has worked on in the past five (5) years, including name, location, type and number of units, total budgets, proposed completion dates, developer role, and current status:
- 6) Describe any projects of similar size, scope or complexity, as the one being proposed in this application, undertaken by your organization:
- 7) List any projects that your agency is currently working on, including name, location, type and number of units, total budgets, proposed completion dates, developer role, and current status. Indicate any other opportunities that the developer plans to pursue during the proposed development period for the proposed project. Explain how will the developer ensure that the project will not be negatively affected:
- 8) Briefly discuss your agency's financial strength (Please attach agency's year-to-date financials including monthly cash flow, balance sheet as *Appendix G* and most recent IRS Income Tax Return Form 990 as *Appendix H*):
- 9) Briefly explain your agency's auditing requirements (Please attach agency's most recent two years of single audits with management responses as *Appendix I*):

- 10) Briefly describe your agency's 1) financial reporting system/accounting procedures, 2) record-keeping system,3) internal controls in place aimed at minimizing opportunities for fraud, waste, and mismanagement:
- 11) Briefly explain how does your agency plans to segregate HOME funds from other agency funds for purposes of identification, tracking, and reporting?
- 12) Briefly describe your agency's affirmative marketing programming used to attract prospective buyers and/or tenants of all minority and majority groups (Please attach your agency's Affirmative Fair Housing Marketing Plan as *Appendix J*):
- 13) Describe the current real estate operations of the applicant agency (Please attach a current financial statement for the operation of residential real estate owned by your agency as *Appendix K*):
- 14) Briefly describe your agency's efforts to comply with HUD's Section 3 requirements (Please attach your agency's Section 3 Plan as *Appendix L*):

PROJECT SUMMARY

Project Category: Select One Project Title:

Project's Intended Performance Objective: Select One

Project's Intended Performance Outcome: Select One

Project Description:

Project Start and End Date (Please attach a detailed timeline for project completion as *Appendix M*):

Total HOME Funds requested in this application (Please attach detailed project budget as *Appendix N*): \$

Other Funds already Secured for Project (Please submit proof of commitment from other financing sources as *Appendix O*): \$

Total Amount Needed to Complete Project: \$

Other Non-HOME Funds not yet secured for Project: \$

Proposed Number of HOME-Assisted Units: Amount of HOME-Assistance Needed Per Unit: \$

Project Target Clientele:

Provide information about market trends, neighborhood market conditions, and community conditions that were used to identify your project's target market/population (Please attach market study or other market analysis information, as appropriate, as *Appendix P*):

Provide project address(es) (if known) (Please attach maps of project area as *Appendix Q* and proof of site control such as warranty deeds, sales or option contracts as *Appendix R*):

- | | | |
|----|---------------|-------------------|
| 1. | Census Tract: | Council District: |
| 2. | Census Tract: | Council District: |
| 3. | Census Tract: | Council District: |
| 4. | Census Tract: | Council District: |
| 5. | Census Tract: | Council District: |
| 6. | Census Tract: | Council District: |

7. Census Tract: Council District:
8. Census Tract: Council District:
9. Census Tract: Council District:
10. Census Tract: Council District:

Narrative Section

- 15) If proposed project involves new construction or rehabilitation, briefly explain if your agency has construction estimates and whether it can obtain a firm construction contract prior to disbursing funds (Please attach estimates and/or construction contract as *Appendix S*):
- 16) Briefly explain if your project has secured the appropriate environmental review clearance (Please attach environmental review as *Appendix T*):
- 17) Explain how does your project's configuration and sizing of units, materials, design, and amenities will meet the needs of the target population (Please attach plans and elevations for housing model units as *Appendix U*):
- 18) If proposed project involves new construction, explain if your agency has a pipeline of eligible buyers interested in the homes and neighborhoods that are part of your project:
- 19) Briefly explain, as specifically as possible, whether the project area is near public transportation, grocery stores, parks, and other amenities that may add value to the project and stabilize the community:
- 20) List all persons of the development team who will be key persons in the completion of the project (consultants, architects, engineers, financing, marketing, etc., as needed) (Please attach staff's resumes as *Appendix V*):
- 21) List all staff responsible for the oversight and management of the proposed project (Please attach staff's resumes as *Appendix V1*):
- 22) List all staff responsible for ensuring the proposed project is completed within budget (Please attach staff's resumes as *Appendix V2*):
- 23) Briefly explain what evaluation tools your agency plans to employ to track and monitor the progress of the project:
- 24) Briefly describe how will your agency handle payment and disbursement procedures, with relevance to the proposed project:
- 25) Briefly explain if you plan to collaborate with other service providers in the community to carry out the proposed project:
- 26) If the proposed project is for homebuyers, describe the specific financing products to be used for (a) construction financing and/or (b) permanent financing for buyers, as applicable. If the propose project is for rental tenants, describe the qualifications of the property management company or entity, including its past experience in managing HOME-assisted projects of this size:
- 27) If the project is for homeownership, include an affordability analysis, showing incomes of likely buyers, amount to be financed by the typical buyer, market value of completed project, and amount of homebuyer assistance required to complete the project (Please attach affordability analysis as *Appendix W*):
- 28) If the project is for rental development, include an operating pro forma, showing projected annual operating income and expenses, amount to be reserved, net operating income and debt coverage ratio for at least the required affordability period (typically fifteen (15) years) (Please attach operating pro forma as *Appendix X*):
- 29) If the project is for rental development, briefly summarize your capital needs assessment results (Please attach capital needs assessment as *Appendix Y*):
- 30) If the project is for rental development, briefly summarize your neighborhood market analysis results and how the proposed project meets the needs identified by your analysis (Please attach neighborhood market analysis as *Appendix Z*):

APPLICATION CERTIFICATION

To the best of my (our) knowledge and belief, all information in this Application is true and correct. The governing body of the Applicant has duly authorized this document and the Applicant will comply with all HOME Program requirements, if funding is awarded. Applicant agrees to adhere to all contracting and hiring requirements of the Federal, State, and City government. Applicant understands and agrees that all units redeveloped under this program must be sold to income eligible households.

The undersigned authorizes City staff to conduct investigations necessary to establish project feasibility including but not limited to such verifications as employment, credit, construction experience, property ownership and financial condition. It is further authorized that the City may send requests to receive such information from a lender or lenders so designated by the Applicant for the purpose of securing financial information.

Any person, who knowingly makes a false statement or misrepresentation in this Application or causes such a false statement or misrepresentation to be made, shall be subject to a fine of not more than \$5,000 and/or imprisonment for not more than two years, under provisions of the United States Criminal Code.

Authorized Representative: _____
(Print/Type Name)

(Signature)

(Date)

NEPOTISM STATEMENT

FAILURE TO COMPLETE THIS ATTACHMENT WILL VOID YOUR APPLICATION

The Submitter or any officer, if the Submitter is other than an individual, shall state whether Submitter has a relationship, either by blood or marriage, with any official or employee of the City of Brownsville by completing the following:

If the Submitter is an individual:

- I am not related by blood or marriage to any official or employee of the City of Brownsville.
- I am related by blood or marriage to the following official(s) or employee(s) of the City of Brownsville:

Name and Title of City Official:

Or employee:

Relationship:

If the Submitter is NOT an individual:

The officers of the agency submitting this application are not related by blood or marriage to any official or employee of the City of Brownsville:

The officers of the agency submitting this application are not related by blood or marriage to the following official(s) or employee(s) of the City of Brownsville:

Name and Title of City Official:

Or employee:

Relationship:

NON-COLLUSION STATEMENT

The undersigned affirm that they are duly authorized to execute this contract, that this company, firm, partnership or individual has not prepared these proposals in collusion with any other submitter, and that the contents of these proposals as to prices, terms or conditions of said proposals have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of these proposals.

Submitter:

Address:

Phone:

Fax:

Authorized Representative:

(Print/Type Name)

(Signature)

(Date)