

**APPLICATION FOR ASSISTANCE
MULTIFAMILY AFFORDABLE HOUSING FUND**

Multifamily Affordable Housing Fund
Application for Financial Assistance
City of Columbia CDBG Disaster Recovery Funds

Project Name:	
Address:	
City, State, Zip:	
County:	
Number of Units:	

Application Checklist

APPLICANT INFORMATION

	Most recent annual audit or financial statement
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	Completion of an Environmental Assessment consistent with 24 CFR Part 58
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	501 © 3 Tax Exemption Letter
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	List of Board of Directors including phone, address, affiliation, and principal officers
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	Board authorization to enter agreement and designation of official with authority to sign agreements
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	Organization chart
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	Resumes of Chief Program Administrator and Chief Fiscal Officer
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	Current by-laws
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	Description of similar projects and outcomes
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	Previous monitoring findings
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	Local support letter
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SOURCES OF OTHER FUNDS

	Copy of executed contract/grant award/commitment letter for each source of funding clearly outlining the amount
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PROJECTED INFORMATION AND IMPACT SUMMARY

	Sources and Uses budget (Proforma)
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	Independent Market Analysis and Feasibility Study
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Application Information (cont.):

Name of Partner		Percent of Ownership	Telephone #
Developer:		Non-profit <input type="checkbox"/>	For-profit <input type="checkbox"/>
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	
Co-Developer:		Non-profit <input type="checkbox"/>	For-profit <input type="checkbox"/>
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	
Co-Developer:		Non-profit <input type="checkbox"/>	For-profit <input type="checkbox"/>
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	
Consultant:			
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	
CPA Company:			
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	
Architect Company:			
Street Address:		Contact Name:	
City:		Telephone # :	
State:		Fax # :	
Zip:		Email Address:	

Site:

Development located in city limits? Yes No

Located in a Flood Plain? Yes No

Listed in National Register of Historic Places? Yes No

Are property taxes current? Yes No

Census Tract # :

If no, when will the property taxes be paid?

Is the site zoned for your development? Yes No

Do any detrimental site characteristics exist? Yes No

If yes, please list:

Do any wetlands (jurisdictional or nonjurisdictional) exist on the site? Yes No

If yes, what %?

Overall, is at least 80% of the site buildable? Yes No

If no, attach an explanation behind this page of the application. Include any setback requirements.

Site Control Information:

Deed Expiration Date:

Option/Purchase Contract Total Cost of Land:

of Acres:

Seller(s) - this name must be on current recorded deed:

Address:

City:

State: Zip:

Is there a common ownership interest between the purchaser and seller? Yes No

Will the entire parcel be used exclusively for the development? Yes No

If no, provide detailed cost and acreage data of the unused portion on a separate sheet attached to this page of the application.

Available Utilities (Check Applicable)

Electric

Gas

Water

Sewer

Telephone

Other:

Development:

Are the residential units available to the general public? Yes No

<input type="checkbox"/> Garden Apartment	<input type="checkbox"/> Slab on Grade	<input type="checkbox"/> Other:	<input type="text"/>
<input type="checkbox"/> Rowhouse/Townhouse	<input type="checkbox"/> Crawl Space		
<input type="checkbox"/> Detached Single Family	<input type="checkbox"/> Partial Basement		
<input type="checkbox"/> Detached Two Family (Duplex)	<input type="checkbox"/> Elevator		

Development (cont.):

Low-Income Units:				Per Unit				
BR Size	# Baths		# of Units	Heated Sq. Ft.	Est. Contract Rent	Est. Utility Cost	Est. Gross Rent	Income % Target
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	
	BR		Bath				0	

If more rows are needed, please reproduce this page and attach the additional page to this page.

of Residential Buildings:

Building(s) acquired or to be acquired from: Related Party Unrelated Party

If acquisition from a government agency:

Name of Agency:

Date:

Amount:

Is there currently any **project-based** rental assistance on the development? Yes No

If yes, what type of project-based rental assistance?
 Section 8 vouchers or certificates
 HUD rental assistance. ID HUD type:
 RDA rental assistance
 Other: Identify "Other":

If yes, how many units have the PBRA? % of units: # of years assistance provided:

If yes, identify the type of project-based rental assistance:

Does this project involve any relocation of low-income tenants? Yes No

If yes, will the tenants be **Temporarily** relocated? Yes No **If yes**, what percentage?

Will any low-income tenants be **Permanently** relocated? Yes No **If yes**, what percentage?

Vacant land only? Yes No **If no**, continue to the next question.

Buildings are vacant? Yes No

Buildings last occupied? Year built?

Bid Procedure and Selection (check one): Competitive Bid Policy Identity of Interest Relationship
 Sealed Bid Policy Negotiated Bid Policy

Development Square Footage:

Total Low-Income Residential Square Feet: 1) Total Low-Income Residential Units: Units
 Total Market Rate Residential Square Feet: - 2) Total Market Rate Residential Units: Units
 Total Residential Square Feet: 3) Total Residential Units (Line 1 + Line 2): Units
 Total Heated Square Feet: 4) Total Low-Income Residential Floor Space: Sq. Ft.
 5) Total Market Rate Residential Floor Space: Sq. Ft.
 6) Total Residential Floor Space (Line 4 + Line 5): Sq. Ft.

Proposed Development Income:

Units Rent and Income Restricted to 80% AMI

Type of Unit	# of Units	Program	Maximum Allowable Monthly Gross Rent	Less Utility Allowance	Maximum Allowable Monthly Net Rent	Proposed Monthly Tenant Rent	# of Units x Tenant Rent
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
Total Units:	0					Total Monthly Tenant Rent:	\$0.00
						Total Annual Tenant Rent:	\$0.00

Units Rent and Income Restricted to 60% AMI

Type of Unit	# of Units	Program	Maximum Allowable Monthly Gross Rent	Less Utility Allowance	Maximum Allowable Monthly Net Rent	Proposed Monthly Tenant Rent	# of Units x Tenant Rent
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
					-		\$0.00
Total Units:	0					Total Monthly Tenant Rent:	\$0.00
						Total Annual Tenant Rent:	\$0.00

0 Total Low-Income Units

Detail of Other Income (List each type of other income on a separate line)

Type of Other Income	Annual \$ Amount	# Units	% of Units	Annual \$ Amount / Unit	Monthly \$ Amount / Unit
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
Total	-			-	-

Proforma Income Statement:

Rental Income	
From Rent 80% AMI Income Units	
From Rent 60% AMI Income Units	
From Market Rate Units	
Other Income	
Vacancy% <input type="text"/>	Vacancy Allowance =
	Effective Gross Income (EGI) =

Administrative Expenses	
Marketing/Advertising	
Management Fee	
Legal/Partnership	
Accounting/Audit	
Licenses/Permits	
Compliance Monitoring Fees	
Other Admin. Expenses**	
Total Administrative	0.00
Percent of EGI	#DIV/0!

Maintenance Expenses	
Painting/Repairs	
Cleaning/Decorating	
Pest Control	
Grounds Maintenance	
Parking Lot Maintenance	
Pool Maintenance	
Clubhouse Maintenance	
Supplies	
Other Maintenance**	
Total Maintenance	0.00
Percent of EGI	#DIV/0!

Operating Expenses	
Elevator Maintenance	
Fuel/Gas	
Electricity	
Water/Sewer	
Trash Removal	
Payroll	
Payroll Taxes	
Insurance	
Telephone	
Security	
Other Operating**	
Total Operating	0.00
Percent of EGI	#DIV/0!

Taxes	
Real Estate Taxes	
Other Taxes**	
Total Taxes	0.00
Percent of EGI	#DIV/0!

Total Annual Expenses	0.00
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Less Replacement Reserve	
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Net Operating Income	0.00
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Other Income / Rental Income = #DIV/0! must not exceed 3%

** For any other(s), **specify** expense type and rationale for amount.

Do **not** include income and expenses attributable to the provision of services other than housing on this form.

Funding:

Identify each source of debt and equity by Loan **Source**, Loan **Type**, and Loan **Status**, by entering the indicated codes.

Funding Codes:

Source Code

Status

Type

- | | | | | |
|---|------------------------|-------------|---|------------------------|
| A | CDBG Disaster Recovery | R Requested | 1 | Construction Financing |
| B | Conventional Financing | A Approved | 2 | Permanent Financing |
| C | Other Source - | | 3 | Bridge Financing |
| D | Other Source - | | 4 | Forgivable Loan |
| | | | 5 | Grant |

	Source Code	Type	Status	Amount of Funds	Annual Debt Service	Interest Rate	Amortization Period (years)	Term of Loan (years)	Commitment Letter (Y/N)
1					0.00	0%			
2								30	
3									
4									
5									
6									
7									
8									
9									
10									
Total:				-	-				

Funding Sources:

1	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
2	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
3	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
4	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
5	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
6	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
7	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
8	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
9	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	
10	Source Code:	0	Source Name:	
Source Address:				
Source Contact Name:			Contact Telephone:	

Development Costs:

	Total Projected Cost	CDBG DR	Source 1	Source 2	Source 3
Acquisition Costs					
1. Land	0.00				
2. Existing Structures	0.00				
3. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Site Costs					
4. Demolition	0.00				
5. On-Site Improvements	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Construction Costs					
6. New Building	0.00				
7. Rehabilitation	0.00				
8. General Requirements	0.00				
9. Contractor Profit & Overhead	0.00				
10. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Professional Fees					
11. Accountant	0.00				
12. Architect	0.00				
13. Attorney	0.00				
14. Consultant	0.00				
15. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Interim Costs					
16. Hazard/Liability Insurance	0.00				
17. Interest	0.00				
18. Payment/Performance Bond	0.00				
19. Title/Recording/Legal Fees	0.00				
20. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Financing Fees and Expenses					
21. Credit Report	0.00				
22. Loan Origination/Closing	0.00				
23. Title/Recording/Legal Fees	0.00				
24. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Soft Costs					
25. Appraisal	0.00				
26. Market Study	0.00				
27. Environmental Review	0.00				
28. Relocation Expenses	0.00				
29. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
Development Reserves					
30. Rent-up Reserve	0.00				
31. Operating Reserve	0.00				
32. Developer Fees 5% (Acquisition)	0.00				
33. Developer Fees 15% (New, Rehab)	0.00				
34. Other	0.00				
Subtotal	0.00	0.00	0.00	0.00	0.00
35. TOTALS	0.00	0.00	0.00	0.00	0.00

Development Type

100% Detached Single Family

100% Duplex

12 Units or Less

Adaptive Reuse

100% Special Needs Housing (identify type below)

Homeless

Elderly Persons (ages 62+)

Developmentally or Physically Disabled

Persons with Mental Illness

Other:

Other:

Financial Summary

Income and Expense Analysis:

Total Annual Rental Income

Other Income

Vacancy Allowance

Effective Gross Income

Total Administrative Expenses

Total Operating Expenses

Total Maintenance Expenses

Total Taxes

Total Annual Expenses

Sources of Funds

1 CDBG DR

2

3

4

5

6

7

8

Total Funding

Do Uses = Sources?

Uses of Funds

Acquisition

Site Work:

Rehab and New Construction:

Professional Fees:

Interim Costs:

Financing Fees and Expenses:

Soft Costs:

Development Reserves:

Total Development Costs

ACKNOWLEDGEMENTS AND AGREEMENTS

The applicant is subject to all regulations and requirements in 24 CFR 570, 2 CFR Part 200, Public Law 114-113 effective June 22, 2016, and Public Law 115-31 effective August 14, 2017, and Public Law 115-123 effective August 30, 2019.

Grant recipients, owners, developers, sponsors or any third party partners must not engage in any of the following activities in accordance with 24 CFR § 58.22 (a), Limitations on activities pending clearance until the City of Columbia has submitted a **Request for Release of Funds/Finding of No Significant Impact (RROF/FONSI)**, received an **Authorization to Use Grant Funds (AUGF)** from HUD and an Environmental Clearance from the City has been achieved. Irrespective of use of private or federal funds, any physical actions on a site to include: start construction, commitment to expend or enter into an agreement that constitutes a choice-limiting action is in violation of the above regulation and places potential funding at risk. All agreements, prior to issuance of AUGF must include **Option** language which requires abstaining from choice-limiting actions prior to receiving Environmental Clearance.

Option Language:

“NOTWITHSTANDING any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and if required, a receipt by the City of Columbia of a release of funds from the U.S. Department of Housing and Urban Development under 24 CFR Part §58. The parties further agree that the provision of any funds to the project is conditioned on the City of Columbia’s determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.”

The applicant is responsible for all calculations and figures relating to the costs attributed to the project and understands that the amount of CDBG Disaster Recovery funds awarded is calculated in reliance on data provided and may vary from the amount requested.

The applicant holds harmless and indemnify the City of Columbia, its employees, officers and agents, in the event a loss in conjunction with the project is incurred.

The applicant agrees to submit any revisions made to the project since submission of the application with supporting evidence concerning the number and type of units, the project budget, or financial arrangements.

The applicant agrees that opportunities for training and employment arising in connection with the project will be made available to minorities, women, and/or low income residents to the greatest extent possible.

The applicant agrees that the record keeping and record retention requirements of the City of Columbia Community Development Department and HUD will be met in the manner prescribed in the Compliance Monitoring Plan; requirements may change as deemed necessary by the City of Columbia.

Name of Applicant

Signature

Date