

CITY OF BLOOMINGTON, INDIANA  
APPLICATION FOR CHDO FUNDING  
HOME INVESTMENT PARTNERSHIP PROGRAM

***I. PROJECTS AND FUNDING***

The Housing and Neighborhood Development Department (HAND) is soliciting proposals for the development, rehabilitation, or preservation of affordable housing projects for low and moderate income households. The property must be located in the City limits, and it is desirable that the funding be used to leverage other funding sources. Funding is limited to the acquisition, rehabilitation, or new construction of rental housing, OR the acquisition, acquisition and rehabilitation or new construction of properties for homebuyers.

Funding for reimbursement of expenses already incurred in relation to a project or funding for a project already under construction or constructed are not eligible.

***II. REVIEW PROCESS***

The HAND Staff will review the applications received and make the determination on which projects will receive funding and the allocated amount. Additional information maybe requested in order to assess project feasibility. Applicants will be notified of funding determinations in writing.

***III. PROJECT ASSESSMENT CRITERIA***

Staff will assess the merits of each application as to how well the project meets the City's affordable housing goals in relation to the Consolidated Plan and yearly Action Plan submissions. The following criteria will be considered when reviewing the applications:

- ◆ Funding leveraging ratio (extent to which funds are leveraged on a per unit basis)
- ◆ Cost/unit ratio
- ◆ Development Schedule
- ◆ Project Location
- ◆ Developer Experience
- ◆ Owner equity contribution
- ◆ Management Experience
- ◆ Number of housing units that will be made available to low and moderate income households
- ◆ Site Control
- ◆ Availability of Permanent and Construction Financing
- ◆ Utilization of innovative, cost effective design techniques and building materials that reduce construction, rehabilitation, or operating costs
- ◆ Plans for preventing the permanent displacement of low and moderate income tenants or residents (if applicable)

#### ***IV. LEAD BASED PAINT REQUIREMENTS***

All HOME and CDBG funded housing projects, including rehabilitation work and housing acquisition are required to comply with HUD Rule 24CFR Part 35 titled the Lead Safe Housing Regulation. Compliance with lead-based paint obligations created by the HUD regulations are generally the responsibility of the agency receiving the HUD funds.

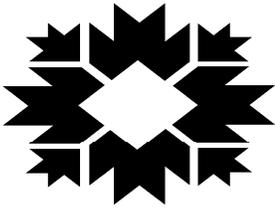
There are four basic phases of activity required by the new lead-based paint regulations. The specific requirements for each phase vary depending on the type of project and the amount of federal funding it receives. The basic phases are:

- Notification of lead hazards to residents and purchasers of residential property;
- Lead hazard evaluation;
- Lead hazard reduction; and
  - Clearance.

Each Agency Applicant **must** make sure that their project complies with HUD's Lead Safe Housing Regulations. Any costs associated with testing, assessments, reduction or abatement of lead, and clearance activities for compliance with HUD's Lead Safe Housing Regulations will be borne by the applicant.

#### ***IV. APPLICATION INSTRUCTIONS AND CHECKLIST***

1. Submit 3 copies of your proposal (including attachments) to: Housing and Neighborhood Development Department, Showers City Hall, Suite 130.
2. Complete items I through XII of the application, as appropriate.
3. One project per application. Attach additional sheets if necessary.
4. The following items must also be attached and numbered.
  - A. Evidence of non-profit status
  - B. Organization's Articles of Incorporation and By-Laws
  - C. List of your organization's officers and Board of Directors
  - D. Location description and legal description of the proposed project site.
  - E. Project Development Costs (sheet attached)
  - F. Evidence of Site Control
  - G. Site Plan for Project
  - H. Project Financing Sources (sheet attached)
  - I. Construction Financing Sources (sheet attached)



**City of Bloomington  
Housing and Neighborhood Development  
CHDO Application**

**I. APPLICANT INFORMATION**

1. Organization:  
Mailing Address:  
City, State, Zip:  
Contact Person and Title:  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
2. Ownership Entity:  
 Applicant is the current owner and will retain ownership.  
 Applicant is the current owner and will not retain ownership.  
 Applicant is the project developer and will be part of the final ownership entity.  
 Applicant is the project developer and will not be part of the final ownership entity.  
 Other, Explain
3. A. *If the owner or project developer will not retain ownership, include an attachment which details the process, timing, and outcome of disposition of this project.*  
  
B. *Name of individuals who will be the general partner(s) or principal owner(s):*

**II. GENERAL INFORMATION**

1. Amount of funding request: \$
2. Project Location:  
Site Address (if applicable):
3. Housing Category (check all that apply)  
 Rental Housing  Reconstruction  
 Owner-Occupied Housing  New Construction  
 Transitional Housing  Acquisition  
 Rehabilitation  
 Other (Specify)
4. Housing Type (check all that apply)  
 Single Room Occupancy  Single-Family Dwelling  
 Townhouse/Row House  Condominium  
 One or Two Story Gardens  Attached Multifamily  
 More Than Four Stories  Other (Specify)

### **III. PROJECT DESCRIPTION**

1. Provide a brief narrative of the proposed project: Include project objectives, target population, major project characteristics, number and type of units, surrounding neighborhood, proximity to services, public or other transportation, etc. Explain how the use of HOME funds makes this project feasible. Provide attachments if necessary.

2. Document need for the project. How were the housing priorities determined? Refer to Bloomington's Consolidated Plan and Action Plan for your project.

3. If the site is vacant, describe any prior known use. Also indicate the age of any buildings or other structures currently located on the site.

4. Is the building(s) occupied and, if so, will the project cause relocation of existing occupants? Please describe the relocation program or procedures or explain why relocation will not be required.

5. Building and Unit Information:  
 Total Number of Buildings: Residential\_\_\_\_\_ Commercial\_\_\_\_\_

Number of Residential Units and Square Footage

- \_\_\_\_\_ Total number of units
- \_\_\_\_\_ Total number of units designated for low-income
- \_\_\_\_\_ % of units designated low-income units to total units
  
- \_\_\_\_\_ Total square footage of all residential units
- \_\_\_\_\_ Total square footage of units designated for low-income
- \_\_\_\_\_ % of units designated low-income square footage to total residential square  
 footage
  
- \_\_\_\_\_ Total commercial space square footage (if applicable)
- \_\_\_\_\_ Total common area square footage (if applicable)
- \_\_\_\_\_ Total parking spaces
- \_\_\_\_\_ Total square footage of all project structures (residential, commercial,  
 common areas and parking)

6. Attach copy of preliminary site plan, elevation renderings, and floor plans for each unit type in the project. Plans must be to scale. Preliminary plans do not have to be done by architects or engineers.

7. Project Rents

For acquisition and/or construction of rental housing projects, complete the following:

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
# Bed-rooms	Total # of Units	# of HOME Units in Total (b)	Unit Size (Sq. Ft.)	Monthly Resident Paid Rent (w/o utilities)	Monthly Utility Allowance	Monthly Rent Plus Utility Allow. (e+ f)	% Of Area Median Income Targeted
(1) Units Designated Low Income:							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

(2) Market Rate Units:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





## VII. INCOME AND EXPENSE PROJECTIONS

At a minimum, provide a 15-year income and expense pro forma on a separate sheet, similar to the format below for long-term projects (e.g. rental housing projects or large owner occupied housing projects) or complete the attached Pro Forma. The Pro Forma must include all income and expenses (for each year and in total) projected for the development to determine cash flow. Assumptions should be clearly stated such as rent levels (including utility allowances), vacancy/collection loss rates, projected annual income and expense percentages increases, etc.).

### INCOME AND EXPENSE PRO FORMA FORMAT:

1. Gross Income
2. Vacancy and loss %
3. Effective Gross Income
4. Operating Expenses:
  - Taxes and Insurance
  - Repair and Maintenance
  - Management/Administration
  - Replacement Reserves
  - Operating Reserves
5. Total Operating Expenses
6. Net Operating Income
7. Debt Service
8. Cash Flow

## VIII. PROJECT DEVELOPMENT SCHEDULE

Indicate the actual or expected date for the following activities:

Actual or Scheduled  
Month/Day/Year

Activity

\_\_\_\_\_

\_\_\_\_\_

### **A. Site**

Acquisition

Environmental Review Completed

\_\_\_\_\_

### **B. Local Permits**

Grading Permit

Building Permit

\_\_\_\_\_

### **C. Construction Financing:**

Loan Application

Commitment Letter

\_\_\_\_\_

Closing and Disbursement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Permanent Financing:**  
Loan Application  
Commitment Letter  
Closing and Disbursement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Other Loans and Grants:**  
1. Type and Source  
Application Submission  
Closing and Award

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Type and Source  
Application  
Closing and Award

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Construction and Occupancy:**  
Construction Start  
Construction Completion  
Placed In Service  
Occupancy of All Assisted Units

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Other Government Incentives:**  
Tax Abatement  
Tax Credits  
Other, Please Specify

## IX. SITE INFORMATION

(A) Applicant currently has control of site through:

_____ Fee simple title (full control)	_____ Lease Period
_____ Ground Lease	_____ Option Type
_____ Option	_____ Option Period
_____ Other, describe	

(B) Provide evidence of site control (i.e. Include copy of grant deed, purchase option agreement, etc.).

(C) If site is not under applicant's control, provide timeline and schedule for establishing site control.

(D) Provide a layout of the site showing details of the site, including the locations of any existing buildings or other structures.

(E) Are there any special or unusual features which should be known about this site?



3. List previous affordable housing projects developed by your organization (most recent projects). Provide below or as an attachment:

<u>Project Name</u>	<u>Location</u>	<u>Project Type</u>	<u>No. Of Units</u>	<u>Year Completed</u>
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## **XII. CONFLICT OF INTEREST**

List the names and positions of members of the Board of Directors, officers, workers, other members of the organization, or members of the development team who are appointed members of a City Commission or Committee, or a City employee.

### **XIII. CERTIFICATION**

If this application is approved for funding, the organization agrees to comply with all required federal, state, and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of the organization, I submit this application to the City of Bloomington and verify that the information included herein is true, accurate and complete.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT:**  
**U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false fictitious statement, knowing it to be false.**