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Affordable Housing Funding

Application

City of Longmont

Housing and Community Investment Division

Civic Center Complex

350 Kimbark Street

Longmont, CO 80501

303-774-4648

*05/06/2022*

**Application Overview**

The City of Longmont (the city) provides financial assistance for affordable housing and community development projects through the locally funded Affordable Housing Fund (AHF) and the federally funded Community Development Block Grant (CDBG) program and HOME Investment Partnerships (HOME) program to pursue the city’s goal of having 12 percent of residences as permanently affordable.

Funding is open to affordable housing projects located within the city. Projects may include the construction of affordable housing, land acquisition for the construction of affordable rental or for-sale housing, rehabilitation of existing housing, or the conversion of market rate housing to affordable housing. Applicants for community investment projects must complete the Community Investment Application.

Applicants should review the following documents prior to completing the application:

* Funding Policies and Procedures at [www.longmontcolorado.gov/home/showdocument?id=17333](http://www.longmontcolorado.gov/home/showdocument?id=17333). This document provides application instructions, city funding goals and guiding documents, eligible activities and projects, application evaluation criteria, and award timelines.
* Section 3 Policy and Reporting Form
* Minimum Property and Rehab Standards at [www.longmontcolorado.gov/home/showdocument?id=13940](http://www.longmontcolorado.gov/home/showdocument?id=13940). This document is for rehabilitation and new construction projects.
* Funding Schedule at [www.longmontcolorado.gov/departments/departments-e-m/housing-and-community-investment/grant-funding-information](http://www.longmontcolorado.gov/departments/departments-e-m/housing-and-community-investment/grant-funding-information). This is the estimated timeline for funding cycles, including review board meetings, applicant presentations, council deliberations, and award of funds.

Proposals will be evaluated on the fulfillment of community goals, demonstration of an applicant’s ability to complete the project in a timely manner, and the completeness of the application package.

The city reserves the right to reject any or all proposals, to waive proposal informalities and irregularities, and to accept any portion of a proposal if deemed in the best interest of the city.

**Application Submittal**

**Submit electronic versions of the application and supporting documents (on page 3) to molly.o’donnell@longmontcolorado.gov.** **Emailed applications are only considered received by the city if the applicant has received an email receipt from the City of Longmont.**

**Application Documents**

Applications must include the following documentation.*The city’s Funding Policies and Procedures (*[*www.longmontcolorado.gov/home/showdocument?id=17333*](http://www.longmontcolorado.gov/home/showdocument?id=17333)*) provides information on the requirements for the application, including documentation requirements.*

[ ] Development Standards

[ ] Operating Pro Forma. *This is a separate attachment; the city uses the Colorado Division of Housing spreadsheet.*

[ ] Capital Improvement Plan. *This is for multi-family projects only.*

[ ] Long-Term Maintenance Plan.

[ ] Property Management Policy.

[ ]  Market Analysis or Study. *For new construction only.*

[ ] Most recent organizational financial audit. *If the current year’s audit is not complete, provide the previous year’s audit and the date at which the current audit will be completed.*

[ ] Organization’s annual operating budget.

[ ] Organization’s current financial statement.

[ ] Affirmatively Furthering Fair Housing Marketing Plan. *Required only for projects applying for federal funds.*

[ ] Reasonable Accommodation Policy.

[ ] Verification of Registration in the System for Awards Management (SAMS).

 *All applicants applying for federal funds must register in SAMS system prior to the application submittal.**Instructions for registering for SAMS are available at* [*http://www.longmontcolorado.gov/home/showdocument?id=13942*](http://www.longmontcolorado.gov/home/showdocument?id=13942).

[ ] List of previous and current city funding that the project has received. Include funding sources, amounts, year of funding, and affordability restrictions.

[ ] List of other previous public funding the project has received other than from the city. *Include funding sources, amounts, years of funding, and affordability restrictions.*

 [ ] List of the race and ethnicity and secondary languages spoken by the organization’s staff.

[ ]  List of the head of household’s race and ethnicity of the organization’s clients over the last 12 months. *All funding recipients will be required to report to the city for the duration of their funding agreement the race and ethnicity of residents served by city funding.*

[ ]  Federal requirement worksheet (page 10) – *Required for all applicants for federal funding.* *Enter N/A if a question does not apply to a project.*

[ ]  Property Information form (page 11) – *Required for all new construction and acquisition projects. Enter N/A if a question does not apply to the project.*

**City of Longmont Affordable Housing Application**

**Applicant Information**

Applicant Organization’s Name: Click here to enter text.

Organization’s Full Legal Name: Click here to enter text.

Street Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Phone: Click here to enter text.

Organization’s Website: Click here to enter text.

Unique Entity ID (replaced DUNS number as of April 2022): Click here to enter text.

Tax I.D. Number: Click here to enter text.

Designated Contact Person for Application: Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

Type of Organization

[ ] Nonprofit [ ] Certified Community Housing Development Organization (CHDO) – HOME eligible

[ ] For-Profit Developer [ ] Certified Community Based Development Organization (CBDO) – CDBG eligible

[ ] Public Housing Authority

**Project Information**

Project Name: Click here to enter text.

Project Location/Street Address: Click here to enter text.

Total Acreage of Site: Click here to enter text.

Census Tract: Click here to enter text. Qualified Census Tract? [ ]  Yes [ ]  No

Approved Zoning: Click here to enter text.

Site Control Status: Click here to enter text.

**Type of Project** (check all that apply)

[ ] Transitional Housing

[ ] Special Needs

[ ] Rental (max 50% AMI)

[ ] Homeownership (max 80% AMI)

[ ] Permanent Supportive Housing

[ ] Affordable Housing Related Services (explain):

[ ] Other (explain):

**Use of City Funding** (check all that apply)

[ ] New Construction

[ ] Acquisition

[ ] Rehabilitation

[ ] Pre-development Costs

[ ] Certified CHDO Operating

[ ] Other (explain):

**Funding Information**

Funding Amount Requested from City: Click here to enter text.

Type of funds requested (grant, low-interest loan, deferred loan): Click here to enter text.

*(Reference all types of funding project can support)*

Other funds committed: Click here to enter text.

Total cost of project: Click here to enter text.

Period of affordability: Click here to enter text.

Project start date: Click here to enter text.

Project completion date: Click here to enter text.

**Project Description and Community Needs**

* + 1. Provide a concise description of the proposed project (e.g., types of rehab work, number of units, income limits).

Click here to enter text.

* + 1. How many accessible units are/will be in the project? Click here to enter text.
		2. Describe how the need or problem will be addressed by the project. Include quantifiable data to demonstrate to need.

Click here to enter text.

* + 1. Explain how the project will preserve long-term or permanent affordability and provide housing at lower rental rates or sales prices than the market.

Click here to enter text.

* + 1. Explain any prior work completed and related to this project (e.g., architectural drawings, feasibility studies).

Click here to enter text.

* + 1. Is the application for funding for an existing program or project?

Click here to enter text.

* + 1. If an existing program/project, how long has the organization been operating?

Click here to enter text.

* + 1. If an ongoing program/project, are there anticipated changes in the next 12 months? If yes, describe. Click here to enter text.
		2. Explain how this project meets the organization’s goals and strategic plan. Click here to enter text.

**Housing Units/Resident Selection**

**Units**

Provide the number of units to be provided based on bedroom size and Area Median Income categories (www.longmontcolorado.gov/home/showdocument?id=13483)

**Bedroom size %of AMI # of Accessible Units Sq. Ft/unit Proposed Monthly Rent**

 **(rent + utilities)**

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**Resident Selection, Input, and Transitioning**

* How does the organization verify the income of households assisted? Click here to enter text.
* What is the organization’s waitlist policy? Click here to enter text.
* Explain how the organization obtains input from low-income people who may be affected by the project. Click here to enter text.
* Rental Projects only: Describe services or opportunities offered to tenants of rental projects to assist with their transition to non-assisted housing. Click here to enter text.

**Work Program and Schedule**

* Outline the proposed timetable for the commitment and expenditure of the requested funding. Include the timeframe for securing and closing of other funding, construction (including zoning/planning approval), marketing, tenant selection, and lease up.

Click here to enter text.

* Describe the organization’s capacity to complete the project with the timetable and budget. Include previous experience with similar projects and procedures for tracking project progress, record keeping, tracking city funds, and internal control.

Click here to enter text.

**Project Phasing**

* Is the proposed project part of a larger project or is it a stand-alone project? If a larger project, describe what City funding will be used for.

Click here to enter text.

* Can the proposed project be implemented in different phases? If yes, please explain.

Click here to enter text.

* Has this project/program ever received funding (CDBG, HOME, or AHF) from the city?

Click here to enter text.

* + If the property has any outstanding city liens recorded on it, please describe how that funding will be addressed if new funding is awarded. Click here to enter text.

**Equal Opportunity/Fair Housing**

Grantees must comply with fair housing laws for projects/programs that receive federal or local funds. Discrimination is prohibited based on race, color, religion, sex, national origin, handicap, or familial status for programs and activities receiving or benefiting from federal and local assistance; and in employment and contracting opportunities for lower income persons or minority businesses. Agreements with the city will specify the regulations to be followed.

* Describe how the organization attracts minority and protected classes under federal Fair Housing law to participate in projects/programs.

Click here to enter text.

**Required Certification**

By signing below, the applicant agrees to the following:

* The applicant certifies that to the best of his/her knowledge and belief that the information in this application is true and correct.
* The signatory possesses the legal authority to apply for and receive CDBG, HOME, and/or Affordable Housing funds and the person signing the application has the proper authority from the governing body of the organization.
* The applicant agrees that the City of Longmont may conduct its own independent review of the information and attachments herein and may verify information from any source.
* The applicant understands the city will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the city.
* The applicant is under no administrative restrictions or sanctions from federal, state, or local sources and has no delinquent city accounts. All properties owned by the entity requesting assistance must be current on property taxes and there can be no outstanding debt owed to the city such as for utilities or building permits.

**AUTHORIZED OFFICIAL SIGNATURE:**

**Title:**

**Typed name:**

**Date:**

**ATTEST SIGNATURE:**

**Title**

**Typed Name:**

**Date:**

**Federal Requirement Worksheet**

1. Will the proposed project involve the acquisition of any land or buildings? [ ] Yes [ ] No

2. Has the fair market value of the property been established by an appraisal or market comparison? [ ] Yes [ ] No

If not, how was “fair market value” estimated? Click here to enter text.

3. Are units occupied? [ ] Yes [ ] No

4. Will the proposed activity directly result in permanent, temporary or economic displacement? [ ] Yes [ ] No

If yes:

- Contact city staff with this information.

- Are the current residents considered low-income families or individuals? [ ] Yes [ ] No

- Have residents been notified of their rights under the Uniform Relocation Act? [ ] Yes [ ] No

- What steps have been taken to minimize displacement? Click here to enter text.

- What compensation will be provided to displaced households?Click here to enter text.

5. Will the proposed project result in the demolition or change in the use of any existing low-income housing units?

[ ] Yes [ ] No

If yes, what plans have been developed to replace the units and ensure that they stay affordable?

Click here to enter text.

**Environmental Issues**

When using local and federal funds, environmental reviews are required. If any potential environmental issues can be addressed at the application stage, it may minimize added time and cost to the project. For acquisition of real property, land and/or rehabilitation, the following environmental issues will be reviewed:

1. Is the property more than 50 years old? [ ] Yes [ ] No

2. Has there been an evaluation of asbestos hazards? [ ] Yes [ ] No

3. Has there been an evaluation of lead-based paint hazards? [ ] Yes [ ] No

If yes to questions #2 and #3, please provide dates of assessment and summary of evaluation:

Click here to enter text.

4. Is the project to be undertaken in any of the following flood hazard areas?

[ ] High hazard or conveyance zone [ ] 100-year flood plain [ ] 500-year flood plain

**►Attach floodplain maps/studies reviewed in reaching this conclusion**

5. Will the project be near a geological hazard area, or affect historical, archeological or cultural resources?

 [ ] Yes [ ] No
If yes, please describe: Click here to enter text.

6. Will the project be located within 1,000 feet of a major highway, 3,000 feet of a railroad, or 15 miles of a commercial airport? [ ] Yes [ ] No

7. Will the project be located within one mile of above ground storage tanks, transmission pipelines or loading facilities for explosive or fire prone substances? [ ] Yes [ ] No If yes, please provide detail: Click here to enter text.

8. If you answered yes to questions #4 through #7, what alternatives have been considered? How do you plan to mitigate the adverse effects? ([ ] N/A) Click here to enter text.

**►Attach a separate explanation describing your mitigation plans.**

9. How many units will be accessible to persons with disabilities? Click here to enter text.
When using federal funds, Section 504 of the Rehabilitation Code requires that in projects of five or more new rental units, 5% of all units must be handicap accessible according to the Uniform Federal Accessibility Standards.

**PROPERTY INFORMATION FORM**

***For New Construction and Acquisition Projects Only***

Please provide this information for each unit.

Property Address: Click here to enter text. Unit Number (if applicable): Click here to enter text.

Date Property Purchased: Click here to enter text. Application Date: Click here to enter text.

[ ] Occupied [ ] Vacant Number of Years Click here to enter text. Number of Months Click here to enter text.

Has this property ever received public funding/financing? [ ] Yes [ ] No

If yes, attach funding sources, amounts, year of funding and affordability restrictions (if applicable)

# Unit Information

Number of bedrooms: Click here to enter text.

Will there be a change in the number of bedrooms after acquisition/rehab (A/R)? [ ] Yes [ ] No

If yes, change in total number of bedrooms from Click here to enter text. to Click here to enter text.

Rent amount before the A/R: $Click here to enter text. per month; Rent amount after A/R: $Click here to enter text. per month

The charge for rent and utilities will be at or below the Click here to enter text.% AMI

Do you plan to charge Fair Market Rent for the unit? [ ] Yes [ ] No

Is there a lease on this unit? [ ] Yes [ ] No If yes, please list the expiration date: Click here to enter text.

Is there a subsidy connected to the unit? [ ] Yes [ ] No

Has the unit been occupied within the past year? [ ] Yes [ ] No

Name(s) of occupants during the past 12 months:

Click here to enter text.

Reason(s) for move, if no longer occupied (documentation of reasons may be required):

Click here to enter text.

Current address(es) of previous occupant(s), if moved in last 12 months:

Click here to enter text.