



# HOME-ARP: Affordable Rental Housing Application Questions

All responses must be submitted via ZoomGrants. This document is provided as a helpful reference.

## Summary/Instructions

All applications submitted by the 15th of each month will be reviewed by City staff for completeness, eligibility, and their ability to deliver on the priority needs identified in the HOME-ARP Action Plan. All eligible applications will be forwarded to the Human Services and Housing Funding (HSHF) Board for final review and funding recommendations to City Council at the NEXT monthly board meeting.

*Example: If submitted by August 15, the HSHF Board will review and make a recommendation during the September 13 board meeting.*

Upcoming 2023 HSHF Board Meetings (2024 dates TBD):

- September 13
- October 11
- November 8
- December 13 – no regular business unless necessary

Optional Technical Assistance - Contact Hannah Tinklenberg, htinklenberg@fcgov.com.

(Note: Applicants can modify applications, including the dollar amount requested, anytime until the deadline on the 15th of each month).

**Application Title/Project Name**

**Amount Requested (\$)**

## Applicant Information

**First Name**

**Last Name**

**Telephone**

Email

**Organization Information**

Organization Legal Name/Entity Name

Address

City

State/Province

ZIP+4/Postal Code

Country

Telephone

Fax (optional)

Website (optional)

Federal Tax ID (EIN)

**CEO/Executive Director**

First Name

Last Name

Title

Email

## Pre-Application

**Instructions**

Applicants will be notified within 2 business days of submission regarding the proposal's eligibility. Once approved, applicants can proceed with the application.

Optional Technical Assistance - Contact Hannah Tinklenberg, [htinklenberg@fcgov.com](mailto:htinklenberg@fcgov.com).

**1. Which describes the "type" of applicant for this project (the lead applicant if more than one)?**

- Public Organization
- Community Housing Development Organization (CHDO)
- Private For-Profit Organization Developer
- Private Non-Profit Organization

**2. What specifically are you seeking funding for?**

- Housing acquisition
- Land acquisition
- New construction costs
- Rehab of existing rental housing

**3. Provide a brief description of the PROJECT/PROGRAM for which you are requesting funding.**

**4. What is the location of your project? Provide census tract, parcel number, and address, if known.**

**5. Does the applicant have site control or a purchase option on the property?**

- Yes
- No
- N/A

**6. What is the current zoning of the subject property? Has this been verified with the City of Fort Collins, who was contacted?**

**7. What is the permitted use "category" of your project?**

**8. Development Status: Has the project had a Conceptual Review?**

- Yes
- No
- N/A

**9. If answered "yes" to question #8 and the project requires a Conceptual Review, what is the name of the City Planner taking you through the process? (If not applicable, enter N/A).**

**10. If answered "no" to question #8, and the project requires a Conceptual Review, why has the project not been through the process? (If not applicable, enter N/A).**

**11. If this project is for the development or acquisition of housing, will it meet any of the HOME-ARP eligibility requirements by providing housing units to any of the following qualifying populations? [check all that apply]**

- Persons Experiencing Homelessness
- Persons at risk of homelessness
- Victims of domestic violence, stalking or human trafficking
- Households at risk of homelessness and housing instability
- None of the above

**12. Is it anticipated that this project will begin within the next 6 months?**

- Yes  
 No

## Application Questions

**1. SAM (System for Award Management) activation or registration using DUNS number at [www.sam.gov](http://www.sam.gov). List your current status—active; no active exclusion records reported; in process, etc. (Begin this process more than two weeks prior to application).**

**2. Based on your organization's most recent audit, were there any outcomes or findings that changed the way the organization does business? If yes, please cite examples from the audit that helped improve performance.**

**3. Summarize what you would like the HOME-ARP funds to pay for. Discuss how funding meets the strategies and goals outlined in the Housing Strategic Plan (<https://www.fcgov.com/housing/files/20-22913-housing-strategic-plan-no-appendices.pdf?1618855189>). List the cost of each item and **PRIORITIZE** them.**

**4. Provide the total number of units to be assisted with HOME-ARP funds, the demographic served, AMI levels targeted, etc.:**

**5. What is the total cost for this PROJECT/PROGRAM?**

**6. What is the total development cost per unit?**

**7. For housing projects, indicate the number of housing units in the project according to income categories.**

<input type="text"/>	0-30% AMI
<input type="text"/>	31-50% AMI
<input type="text"/>	51-60% AMI
<input type="text"/>	61-80% AMI

**8. How will the project receive referrals for occupancy from qualifying HOME-ARP population?**

**9. Why is this PROJECT/PROGRAM needed in our community? If applicable, provide information from market studies or other supporting documentation.**

10. Have you received, applied for, or anticipate applying for Low Income Housing Tax Credits (LIHTC) for this project? If yes, please provide details (4% or 9%; anticipated approval date, etc.).
  
11. Is this project dependent on commitments or allocations of other funding sources? If so, please provide details:
  
12. Do you plan to apply for other City resources, such as Private Activity Bond allocation or Fee Relief, for this project?
  
13. Briefly outline the timetable for the commitment and expenditure of the funding being requested (include other project factors, such as rezoning, construction schedule, or application(s) for funding):
  
14. To help promote the efficient use of federal, state, and local funding, please describe how the PROJECT/PROGRAM will maintain short-term, long-term, or permanent affordability:
  
15. Describe how your project incorporates Green Building, LEED, Enterprise Green Communities, Energy Star or Energy Efficient aspects. Please include any consultation with the City of Fort Collins Utilities, including the Integrated Design Assistance Program (IDAP).
  
16. Who will be the PROJECT MANAGER? Provide name, address, email, and phone number. (Enter N/A if not applicable).
  
17. Who is the DEVELOPER for this project? (Enter N/A if not applicable).
  
18. Has this DEVELOPER completed other projects in the City of Fort Collins. If so, please list:
  
19. If the project is new construction or rehab, please list and provide a brief explanation of similar projects you have completed:
  
20. If you answered question #19, attach evidence of your organization's capacity and experience to undertake and complete the project within the established timetable and budget (upload financial commitment(s) from other funding sources):
  
21. If the project is new construction, or substantial rehab, please explain how it will comply with Fair Housing and Section 504 Accessibility requirements.

**22. If this project includes rehabilitation of currently occupied property, will it meet the CDBG/HOME requirements of the Uniform Relocation Act (URA)? Answer Yes/No/NA for each. View the URA Criteria at [www.fcgov.com/socialsustainability/cpddocuments](http://www.fcgov.com/socialsustainability/cpddocuments)**

*Applicant must attach current occupant census and proof that General Information Notices (GINs) were delivered to all occupants. Failure to attach these items will result in disqualification of the application for federal assistance.*

- General Information Notice with proof of delivery
- Current Tenant Census

**23. If this project includes acquisition of real property, will it meet the following CDBG/HOME requirements of the Uniform Relocation Act (URA)? Answer Yes/No/NA for each. View the URA Criteria at [www.fcgov.com/socialsustainability/cpddocuments](http://www.fcgov.com/socialsustainability/cpddocuments)**

*Applicant must attach current occupant census and proof that General Information Notices (GINs) were delivered to all occupants. Failure to attach these items will result in disqualification of the application for federal assistance.*

- General Information Notice with proof of delivery
- Voluntary Arm's Length Transaction
- Current Occupant Census
- Not currently under contract for purchase

**24. Is there any additional information about the proposed PROJECT/PROGRAM for which you are requesting funds that you deem helpful for us to know? If so, please explain:**

## Documents Requested

All Affordable Housing applicants will need to attach the following materials to their online application:

- List of Board of Directors (including qualifications/relevancy)
- Board of Directors' Approval of Application Submission
- Board of Directors' Acknowledgement (template on ZoomGrants)
- Copy of your Organization's Most Recent Audit or Financial Review
- If a nonprofit entity, IRS 501(c)(3) Designation: 1<sup>st</sup> page
- Certification of Good Standing from Secretary of State (dated 2022 or 2023)
- Project Operating Budget Worksheet (template on ZoomGrants)
- Sources and Uses Worksheet (template on ZoomGrants)
- Funding Sources Summary (template on ZoomGrants)
- Letters of Financial Commitment from Other Funders (loan commitments or letters of interest)
- Market Analysis

All applications for Affordable Rental Housing projects **that include rehab and/ or acquisition of properties with existing tenants** must include the following:

- Capital Needs Assessment
- Uniform Relocation Act compliance materials, including:
  - Census of current tenants
  - Voluntary Acquisition Notice (acquisition projects only)
  - General Information Notice (GIN) & Proof of Delivery to all residents