

# Pre-Application

# Housing Program Spring 2024

**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
- Homeownership rehab
- Rehab of existing rental housing
- Homeownership assistance
- Other
- 

**3. Which category of housing will this funding request assist?**

- Rental
- Homeownership
- Both Rental & Homeownership

**4. Which of these 6 outcomes of the City's Housing Strategic Plan does this project address?**

*Visit the Resources & Downloads page to view the Housing Strategic Plan*

*<https://www.fcgov.com/housing/files/20-22913-housing-strategic-plan-no-appendices.pdf?161>*

- Increase housing supply and affordability
- Increase housing diversity and choice
- Increase stability and/or renter protections
- Improve housing equity
- Preserve existing affordable housing
- Increase accessibility

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

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

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

- Yes
- No
- N/A

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

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

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

- Yes
- No
- Doesn't apply to this project

**11. If answered "yes" to question #10, 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).**

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

**FULL APPLICATION ON NEXT PAGE**

# Full Application

# Housing Program Spring 2024

Please note the following deadlines: Late January & Early February 2024 – Optional Technical Assistance - Contact Beth Rosen.

February 13, 2024 – Application Deadline.

(Note: Applicants may modify applications, including dollar amount requested, anytime until the deadline).

**1. SAM (System for Award Management) Registration at [www.sam.gov](http://www.sam.gov) and issuance of a UEI number. Provide your UEI # and 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 City's 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>). List the cost of each item and PRIORITIZE them.**

**4. Provide total number of units to be assisted with City funds, 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. Why is this PROJECT/PROGRAM needed in our community? If applicable, provide information from market studies or other supporting documentation.**

**9. Have any federal HOME funds been invested in the subject property in the last 20 years from any funder (not just City of Fort Collins)? If yes, provide date, amount, by whom, to whom, and any other relevant information. Indicate if unknown/or n/a.**

**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.). If applying for LIHTC, is project located in a Qualifying Census Tract (QCT)? Yes or No**

**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? Answer Yes/No/NA for each requirement below. View the URA Criteria here: <https://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? Answer Yes/No/NA for each requirement below. View the URA Criteria here: <https://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:**

**25. If you receive funding (other than through the Competitive Process) from the City of Fort Collins please provide the amount, purpose and department the funding comes from. If no additional funds are received, enter N/A.**

*(EG: fundraiser support, bus and/or recreation, natural area passes, fee relief, etc.)*

**26. If applicable, demonstrate how the work of this project and is addressing systemic injustice, inequity and/or racial oppression**

*Enter N/A if the program does not aid these interests.*

**27. How do you affirmatively market your units and promote fair housing access and opportunity to tenants who have historically been marginalized or discriminated against?**

*Enter N/A if the program does not aid these interests.*

## **REQUIRED DOCUMENTS:**

- BOARD OF DIRECTORS APPROVAL
- BOARD OF DIRECTORS QUALIFICATIONS/RELEVANCY
- IRS 501(c)3 DESIGNATION if applicant is a nonprofit
- SAM (System for Award Management) Registration/Activation Information
- Certificate of Good Standing (updated 2023 or 2024)
- AUDIT--most recent
- PROJECT OPERATING BUDGET WORKSHEET
- LETTER OF FINANCIAL COMMITMENT (Upload letters from funders, LOI, etc.)
- MARKET ANALYSIS
- Budget: Funding Sources/Revenues
- SOURCES AND USES WORKSHEET
- Board of Directors Acknowledgement
- UNIFORM RELOCATION ACT COMPLIANCE
- Census of Current Occupants (required for rehab projects and purchases with existing tenants)
- General Information Notice & Proof of Delivery (required for rehab projects and purchases with existing tenants)
- Capital Needs Assessment (required for rehab projects)