**City of Boulder**

**Department of Housing and Human Services**

**Application for Affordable Housing Funding**

**Overview**

The City of Boulder Department of Housing & Human Services provides financial assistance to affordable housing partners to pursue the city’s goal of securing 15% of all residences as permanently affordable to low- and moderate-income persons.

**Application Instructions**

Please refer to the [Affordable Housing & Community Development Financial Investment Policies & Application Instructions](https://bouldercolorado.gov/media/2522/download?inline?inline) available at the City of Boulder Department of Housing & Human Services website.

A complete application must include the following signed application and include the following attachments:

1. Colorado Housing and Finance Authority’s (CHFA) Tax Credit Application [here](https://www.chfainfo.com/arh/lihtc/application). PDFs will not be accepted.
2. Organization’s most recent audit letter/summary, current financial statements, (balance sheet, profit and loss/budget comparison/statement of activities, and statement of cash flow), or a copy of their most recent A-133, as applicable.
3. Copy of IRS 501(c)(3) Determination Letter (as applicable).
4. Environmental Reports, Market Study, Appraisals, Capital Needs Assessment (as applicable).

Attach letters of commitment for funds or services & any letters of support.

Submit electronic versions of these documents. If multiple applications are being submitted, please provide only one set of organizational attachments.

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Hard copies will not be accepted. *Please note, all funding applications are public record.*

Completed applications can be sent by email to the Housing Investment Manager, Eli Urken at urkene@bouldercolorado.gov and the Housing Sr. Program Manager, Cori Marin at marinc@bouldercolorado.gov. Emailed applications will only be considered “received” if an email receipt is received from City of Boulder Department of Housing & Human Services staff following submission.

**For questions:**

* Land Use Regulations and Building Codes, please contact Planning and Development Services Center at 303-441-1880
* Inclusionary Housing and/or Annexation, please contact Michelle Allen at 303-441-4076 or allenm@bouldercolorado.gov
* Compliance and Monitoring, please contact Shelly Conley at 303-441-3231 or conleys@bouldercolorado.gov

***Notice of Nondiscrimination***

*The City of Boulder Department of Housing & Human Services does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, familial status, sexual orientation or military status in any of its programs, services or activities.*

***Reasonable Accommodation***

*The Department of Housing & Human Services will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all Housing & Human Services programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.*

*Anyone who requires an auxiliary aid or service for effective communication, or a reasonable accommodation, should call the ADA/Section 504 Coordinator at 303-441-3231 or send an email to* *conleys@bouldercolorado.gov* *as soon as possible, but no later than 48 hours before the scheduled event. For hearing or speech impaired residents, please dial 7-1-1 for Relay Colorado.*

*Upon request, this document will also be made available to non-English speaking and persons with disabilities upon request.*

If you have any questions, please contact the Housing Investment Manager, Eli Urken at urkene@bouldercolorado.gov or 303-441-4142.

All funding decisions follow the city’s funding policies that are available online at: <https://bouldercolorado.gov/services/affordable-housing-investments>

**City of Boulder Affordable Housing Funding Application**

**APPLICANT INFORMATION**

Applicant Organization’s Name:

Organization’s Full Legal Name:

Street Address:

City: State: Zip:

Phone:

Organization’s Website:

DUNS Number:

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

Designated Contact Person for Application:

Phone:

Email:

If different from applying organization, Street Address:

City: State: Zip:

**PROJECT INFORMATION**

Project Name:

Project Location/Street Address:

City: State: Zip:

Census Tract: Is the site located in a Qualified Census Tract (QCT): [ ]  Yes [ ]  No

Address(es) and Assessor’s Parcel Number(s):

Total Acreage of Site:

Square Footage of Property

|  |  |
| --- | --- |
| Use | Square Footage |
| Building (total) |  |
| Common/Shared Space (Non-living) (total) |  |
| Commercial Space (Non-living) (total) |  |
| Commercial Space Accessory Use to Residential (total) |  |
| Commercial Space Non-Accessory Use to Residential (total) |  |

**FINANCIAL SUMMARY AND UNIT MIX**

Funding Amount Requested from the City of Boulder: $

All applications must complete and submit Colorado Housing and Finance Authority’s (CHFA) Tax Credit Application [here](https://www.chfainfo.com/arh/lihtc/application). For Rental Tax Credit projects, please complete **all** tabs. For other projects, please contact Eli Urken at urkene@bouldercolorado.gov for instructions on how to complete. **PDF’S OR LOCKED SPREADSHEETS WILL NOT BE ACCEPTED.**

**TYPE OF PROJECT** (check all that apply)

[ ]  Rental (max 60% AMI)

[ ]  Homeownership (max HUD Low Income + 10% AMI)

[ ]  Cooperative Housing

[ ]  Co-Housing

[ ]  Permanent Supportive Housing Units

[ ]  Transitional Housing Units

[ ]  Affordable Housing Related Services (specify):

[ ] Other (specify):

**Use of City Financial Investment** (check all that apply)

[ ]  Pre-Development (limited to nonprofits and public housing authorities)

[ ]  Acquisition/Site Control

[ ]  New Construction

[ ]  Rehabilitation/Capital Improvements

[ ] Certified CHDO Operating

[ ]  Other (specify):

**Zoning and Site Plan Status**

Site is presently zoned (fill in zoning type and attach documentation):

Is the present zoning conforming? [ ]  Yes [ ]  No

If nonconforming, when will zoning change or other necessary amendments be granted?

Is the site plan for your project approved? [ ]  Yes [ ]  No

If not, when will site plan be approved?

**Site Control Status**

[ ]  Owned by Applicant Organization

[ ]  Under Contract. Expiration Date:

[ ]  Leased. Term:

[ ]  Other. Explain status including timing:

**Project Schedule**

Please note, applications requesting funding for projects that have planning implications (new construction, acquisitions if rehabilitation is required, major rehabilitations, annexations, etc.) and are not in an active land use review process, are required to submit a Pre-Application to the Planning and Development Services (P&DS) Department. For questions about this process, please contact Planning and Development Services Center at 303-441-1880.

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **START DATE** | **COMPLETION DATE** |
| Pre-application with P&DS\* |       |       |
| Entitlement Process Completed  |       |       |
| Phase I Environmental Site Assessment |       |       |
| Capital Needs Assessment |       |       |
| Funding Commitments Secured  |       |       |
| Financial Closing |       |       |
| Construction |       |       |
| Occupancy/Lease up |       |       |

**PROJECT NARRATIVE**

The Narrative provides an opportunity for the applicant to describe the characteristics of the project, and why the applicant believes it should be selected above others for a financial award. The applicant should document the project’s strengths and address its weaknesses. **The entire narrative should be no more than 8 pages.**

* One-page Executive Summary, including the following, as applicable:
* Goals of the Project
* Project Specifics (population to be served; services to be provided on or off-site; amenities to be provided on-site)
* Advantages and challenges of the location of the proposed project
* “Green Build” materials and designs to be used for water conservation and energy efficiency
* For new construction or acquisition projects, describe the site, buildings, common spaces, etc. Attach site plans, elevations, floor plans and/or photos – preferably in electronic form
* Describe how the project meets the funding criteria as stated in the Affordable Housing and Community Development Financial Investment Policies & Application Instructions:
	+ Furthers city goals and priorities
	+ Consistent with Boulder Valley Comprehensive Plan and Boulder Broomfield Consortium Consolidated Plan
	+ Provision of Community Benefits beyond those required
	+ Experience of the Development Team
	+ Readiness to Proceed
* Describe plans for property management including information about previous property management experience. Include information regarding the successful operation of the development and compliance with federal regulations throughout operations. Include letter of commitment or contract.
* Describe the development teams experience by identifying similar projects that the applicant has developed.
* Describe the development teams capacity to ensure project completion.
* Describe the skills and knowledge of project consultants to ensure project completion.
* Describe services to be provided on-site, or off-site. Include letters of service commitment.
* Identify if there are any unusual features that are driving costs upward, as well as if there are any opportunities to realize cost containment.
* If applicable, provide justification for waiver of any underwriting criteria.
* Address any issues identified in the market study submitted with the application.
* Address any issues identified in the environmental report(s) submitted with your application, and describe how these issues will be, or have been mitigated.
* Describe the outreach that you have and will have conducted within the proximity of the project and demonstrate any other support for the project (including financial support). If applicable, please describe the opportunities for community engagement and input into the project, particularly by populations being served.
* For acquisition/rehab or rehab projects, provide a detailed narrative that describes the proposed rehab plans and relocation plan (if applicable). Address the 10-year rule; capital expenditures over the past two years; previous related party relationships; past local, state, or federal resources invested in the project; obvious design flaws; obsolescence issues; safety issues; and any significant event(s) that have led to the current need for rehabilitation (i.e., fire, natural disaster).

You may also provide additional documentation that supports your narrative by attachment.

 **Questions related to Relocation of Existing Uses/Residents**

*If project site is currently occupied (residential or commercial use), applicant must submit a relocation plan with application to include: overview of communication to date with owner/residents/businesses; what steps have been taken to minimize displacement; what services will be provided to displaced households/businesses.*

Has the property/unit been purchased? [ ]  Yes, Date: [ ]  No

Will the proposed project involve the acquisition, rehabilitation or demolition? [ ]  Yes [ ]  No

Are units currently occupied or have been occupied in the last 12-months? [ ]  Yes [ ]  No

If the unit is occupied, do the applicants qualify to stay in the unit? [ ]  Yes [ ]  No

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

For acquisition, has the fair market value of the property been established by an appraisal or market comparison? [ ]  Yes [ ]  No

If yes, attach copy of appraisal or market comparison. If not, how was “fair market value” estimated?

Will the proposed project result in the demolition or change in the use of land? [ ]  Yes [ ]  No

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

**Questions related to Environmental Concerns**

While required to complete a HUD-prescribed environmental review for all projects using federal funding, the city elects to review all projects to identify any possible environmental concerns or impacts. If a concern is identified, applicants must provide a plan to address/mitigate the concern.

*HUD Regulations prohibit the commitment or expenditure of any funds either public or private (Federal or non-Federal Funds) or commit any action from being taken on a property prior to environmental clearance and includes: acquisition, leasing, disposition, demolition, rehabilitation, repair, renovation, construction, conversion and site improvements. Prior to taking any action on the site, please contact Housing staff.*

If the answer is YES to any of the following questions, applicant must provide documentation of assessment (e.g., report, photos, maps), summary of evaluation, and consideration of alternative options, and mitigation plans.

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

If yes, has an Architectural Inventory Form/Cultural Resource Survey been completed on the property? [ ]  Yes [ ]  No

Has a Phase I Environmental Site Assessment been completed? [ ] Yes [ ]  No

Were any residential structures on the property built prior to 1978? Yes [ ]  No [ ]

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

Has there been testing of lead-based paint hazards? [ ]  Yes [ ]  No

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

Will the project be near a geological hazard area, or affect historical, archeological or cultural resources? [ ]  Yes [ ]  No

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

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

**Questions related to Accessibility**

**ADA & Section 504 Non-Discrimination Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973, the Department of Housing & Human Services will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*Note: 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.*

How many units will be fully accessible to persons with disabilities?

How many units will be visitable by persons with disabilities?

**Questions related to Previous Public Funds invested at the site**

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

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

**SIGNATURE AND CERTIFICATION**

I certify that all information provided in this grant application is true and complete. I understand that any false information or omission may disqualify my organization from further consideration for grant funding. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees, officers and board members.

The signatory possesses the legal authority to apply for and receive City of Boulder funds, and the person signing the application has the proper authority from the governing body of the organization. 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 and available to the public. The applicant is under no administrative restrictions or sanctions from federal, state, or local sources.

I have read, understand, and by my signature, agree with the above statements and authorize the investigation of my organization as set forth above.

Name (please print)       Title

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

