

Request for Proposals

Affordable Housing Program

2015 Funding Common Application



City of Boulder Boulder County



Division of Housing
1300 Canyon Blvd.
Boulder, Colorado 80302
Ph: 303-441-4363
Fax: 720-564-2188

stapletonk@bouldercolorado.gov

APPLICATION DEADLINE:

4:00 p.m., Wednesday, July 2, 2014

- * Please submit 10 3-hole punched hard copies plus original.**
- * Applicants must also submit an e-copy of the application to stapletonk@bouldercolorado.gov**

Late applications will not be accepted.

APPLICATION INSTRUCTIONS

A. Application Explanation

This is a common application for affordable housing funds from the City of Boulder Division of Housing Affordable Housing Program and the Boulder County HOME Program. It offers a standardized application for applicants requesting federal and local funds in the region.

B. General Proposal Information

Please use the attached application to apply for affordable housing funds. Final funding recommendations may include conditions that have to be met prior to releasing funds. Examples of such conditions include: recording a deed of trust securing the grant, securing other revenues, obtaining final development review approval, finalizing projected rehabilitation costs, or finalizing a property management plan. The City of Boulder reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interests of the City. Due to the administrative burden on the city and the grantee associated with receipt of funds, minimum requests for funds are \$10,000.00. **The City may award all, some or none of the funds requested and it may award the funds in the form of a grant or a loan.**

C. Eligible Recipients

- Nonprofit organizations
- Housing authorities
- For-profit developers

D. Eligible Activities

- New construction of housing
- Rehabilitation of existing housing
- Acquisition of existing housing
- Predevelopment costs – Includes architectural, engineering, appraisals, soil tests, etc. (limited to nonprofit applicants and housing authorities)
- Transitional Housing – Funding for capital needs, not services
- Special Needs Housing – Includes housing for persons with AIDS, or persons who are physically or mentally disabled, chronically mentally ill, etc.
- Services or programs that support the provision or expansion of affordable housing

E. Income Targeting and Affordability Requirements

Boulder County (HOME funds only):

- For owner housing: \leq HUD Low-income Limit
- For rental housing: \leq 50% Area Median Income (AMI)
- Preference for longer affordability periods

City of Boulder:

- Permanent affordability required
- For owner housing: \leq HUD Low-income Limit plus 10% of the AMI
- For rental housing: \leq 50% AMI
- Preference and greater fund availability for lower income limits

F. Evaluation Criteria

- Management Capacity: successful completion of past projects on time and on budget is an important consideration
- Community Benefit: primarily benefits low- and/or moderate-income persons
- Cost Effectiveness: both during the project and long-term sustainability
- Long Term Affordability
- Documented Need: population served

- Project Schedule
- Financial Feasibility
- Project Need: subsidy necessary
- Leveraging: other sources and amounts of project funding
- Conforms with Livability Guidelines (City of Boulder)
- Maintenance of existing permanently affordable housing inventory as safe, decent, and sanitary housing units
- Complete Application
- Displacement: impact of acquisition or rehab of rental or owner property on current residents

G. Matching Funding

The city encourages applicants to seek other funding and in-kind contributions from private and public sources to match city funding. Other things being equal, applications with greater matching sources will receive favorable consideration.

H. Reporting and Monitoring Requirements

- A number of paperwork and reporting requirements are part of this program. Not all of the requirements apply to every project. Applicable requirements will be explained in full as they apply to a funding award.
- All fund recipients will be monitored according to specific guidelines during various stages of the project. Some of the areas of monitoring may include construction, records management, procurement, financial, statutory objectives, acquisition and relocation, and rehabilitation. Rental housing projects may also require initial and long-term monitoring of housing unit quality, housing affordability, and tenant income.
- Environmental Review, conducted by the City of Boulder, must be completed prior to initiation of any project.

I. Federal Requirements

The following are critical state and/or federal requirements that may pertain to your program. Noncompliance with these requirements could cost applicants funding approval or require repayment of funds by funding recipients. Please check with city staff to determine your federal requirement responsibilities prior to preparing your application. Most of these requirements may be further explained on the U.S. Department of Housing and Urban Development (HUD) website at www.hud.gov.

Accessibility - May apply to your proposal.
<ul style="list-style-type: none">▪ HOME Accessibility Requirements (Code of Federal Regulations - 24 CFR Part 92.251(a)(3))▪ Rehabilitation Act of 1973 (Section 504)▪ Design and Construction Requirements (24 CFR Part 100.205)
Environmental Review – Applies to all projects awarded federal funds. The review will determine if your project is in flood hazard zones; near a major highway, railroad, or commercial airport; affecting a major facility or the environment of a neighborhood; in an environment of high noise levels; or near hazardous waste.
<ul style="list-style-type: none">▪ Environmental Review (24 CFR Part 92.352)▪ The National Environmental Protection Act of 1969 (42 U.S.C., Chapter 55, Section 4321)▪ Environmental Compliance, Rules and Regulations (24 CFR Part 58)
Fair Housing – May apply to your project if you serve owners or tenants.
<ul style="list-style-type: none">▪ Civil Rights Act of 1968 (Title VIII)▪ HUD Office of Fair Housing▪ Fair Housing Act (Section 800)
Fair Market Rents – May apply to your proposal if you are planning a rental project.
<ul style="list-style-type: none">▪ HUD Data Sets for Fair Market Rents (www.huduser.org, search for “fair market rent”)
Historic Preservation – May apply to your project if you are rehabilitating a property more than 50 years old.
<ul style="list-style-type: none">▪ National Historic Preservation Act (Section 106)
Labor – May apply to your proposal if you are planning a new construction or rehabilitation project.
<ul style="list-style-type: none">▪ HOME Labor Requirements (24 CFR Part 92.354)▪ Davis Bacon (40 U.S.C., Chapter 3, Section 276a-276a-5)▪ A Contractor’s Guide to Davis-Bacon Wage Requirements & Certified Payroll Reports (HUD Handbook 1344.1)
Lead-Based Paint – May apply to your proposal if you are planning a rehabilitation and/or historic preservation project built before 1978.
<ul style="list-style-type: none">▪ HOME Lead-Based Paint Requirements (24 CFR Part 92.355)▪ HUD Regulation on Lead-Based Paint Hazards (24 CFR Part 35)▪ Office of Lead Hazard Control
Property Standards – May apply to new construction or rehabilitation.
<ul style="list-style-type: none">▪ HOME Property Standard Requirements (24 CFR Part 92.251)▪ Housing Quality Standards (24 CFR Part 92.209(i))
Relocation/Acquisition – Applies to <u>any anticipated</u> displacement or need for relocation of residents and businesses, whether permanently or temporary.
Site Reviews – Applies to all rental housing projects
<ul style="list-style-type: none">▪ On Site Inspections (24 CFS Part 92.504)

J. Availability of Funds

The Housing Fund Program sources are:

Affordable Housing Fund (AHF): Inclusionary housing requires that new residential development include at least 20% of the total units as permanently affordable. Developers may opt to provide cash-in-lieu instead of providing permanently affordable housing on-site to meet part of this requirement. The AHF is comprised of cash-in-lieu payments and an allocation from the general fund. This source generates an average of \$2,500,000 annually. It is targeted to households with incomes no greater than ten percent above the HUD low-income limit.

Community Housing Assistance Program (CHAP): CHAP is a program funded through property tax and a tax on new development, called the Housing Excise Tax. This source generates approximately \$1,500,000 annually. CHAP funds target households between 15% - 60% of the Area Median Income.

Community Development Block Grant (CDBG): CDBG is a federal program in existence since 1975. Funding may be used for a variety of housing and community development activities that benefit low-income people. Approximately \$200,000 to \$350,000 a year, is spent on affordable housing. The target annual income range for CDBG funds is up to the HUD low-income limit.

HOME: HOME is also a federal program administered through the Division of Housing as part of its overall funding program. The program provides approximately \$400,000 annually for housing activities in the City of Boulder and \$160,000 for activities in Boulder County. As with CDBG, the program targets housing units that are affordable to households earning up to the HUD low-income limit.

K. Selection Process

The following are the major steps involved in the review of proposals:

1. Staff previews all proposals to ensure that the application is complete and the basic mandatory evaluation criteria are met. The mandatory criteria are designed to meet local, state and federal compliance requirements, the City of Boulder's 10% affordable housing goal, and the Housing Division mission statement. Incomplete applications and proposals that do not meet the criteria are not eligible for further consideration. In addition to the funding process, projects seeking Planning Department approvals are subject to the provisions of the land use review process.
2. Staff develops an analysis of each eligible project based on the Evaluation Criteria (Section G on page 3).
3. Applicants will make a presentation to Housing Division staff and the Technical Review Group (TRG), which is appointed by the city manager.
4. After the presentations and reviewing the staff analysis, the TRG evaluates proposals based on how well they fulfill community goals. It then makes funding recommendations to the city manager.
5. The city manager reviews recommendations and makes funding decisions.

Funding agreements, covenants, notes and deeds of trust may be required to secure the permanent affordability of the proposed housing. The city reserves the right to incorporate reasonable contractual provisions into the final documents.

The Division of Housing will use information included in the application, including assumptions in the project pro forma, to develop funding recommendations. Funded applicants may be required to submit a revised pro forma and/or closing settlement sheet before covenants are executed. Significant changes in the revised pro forma may impact the actual amount of funds allocated to a project.

CITY OF BOULDER BACKGROUND INFORMATION

Mission Statement

The mission of the City of Boulder's Division of Housing is to preserve and provide housing opportunities that promote an economically diverse and environmentally sustainable community. The division collaborates with nonprofit organizations, for-profit developers, and other departments in the city to develop housing opportunities for people earning low and moderate incomes.

Funding Information

The Division of Housing administers the fund allocation process, a competition for funds for affordable housing, on an annual basis. Funds dispersed through this process are typically equity grants, but may be loans. The city's return on the fund investment is the preservation of existing affordable inventory and the creation of permanently affordable housing units.

Target Populations

- Households who live or work in Boulder
- Families with children
- Special population groups, including:
 - physically or developmentally disabled
 - chronically mentally ill
 - frail elderly
 - homeless individuals and families

Affordable Housing Goal

For many years, the Boulder City Council, boards, citizens and staff have struggled with the challenge of affordable housing. Based on extensive research and community debate, City Council has supported an affordable housing goal since 2001: "Target at least 10% in 10 years of Boulder's housing as permanently affordable for low and moderate income households."

Inclusionary Housing Requirement

The City of Boulder requires that new residential development contribute at least 20% of the total units as permanently affordable to households with incomes 10% above the HUD low-income limit *without* city subsidy (see income limits chart below). Per the city's inclusionary housing policy, projects that propose to develop *more than* 20% of the units as permanently affordable or which target lower income households may be considered for funding.

HOME CONSORTIUM BACKGROUND INFORMATION

Since 2007 all Boulder County communities and the City and County of Broomfield have worked together as the Boulder County/Broomfield County HOME Consortium. The consortium prepares a Consolidated Plan that lays out the consortium's goals and objectives and specific strategies designed to make progress toward those goals and objectives. Consortium members worked with elected officials and stakeholders to identify goals. Based on feedback from these groups, and data from the plan's housing needs assessment, the following goals were developed:

- Increase the amount and affordability of rental housing for the consortium's lowest income renters.
- Preserve existing affordable owner-occupied housing stock by keeping houses safe and habitable, help owners to age in place and provide foreclosure prevention services to all homeowners.
- Support low-to-moderate income home buyers and increase the supply of affordable housing units.
- Reduce homelessness within the consortium geographic area.
- Revitalize and invest in the consortium's communities to ensure that all neighborhoods, particularly those of low/moderate income, enjoy a high quality of life for their residents.
- Increase the economic empowerment of residents to secure a stable income and begin to build wealth.

The City of Boulder's Division of Housing is the lead agency for the consortium. The city's staff works with the other communities to coordinate allocation processes in the region. Boulder County's funds are available for allocation within the county's incorporated and unincorporated areas outside of Longmont and Boulder.

Area Median Income Limits – 2014

% Area Median Income (AMI)	Household Size					
	1	2	3	4	5	6
Median	\$67,333	\$77,000	\$86,667	\$96,167	\$104,000	\$111,667
HUD Low Income + 10%	\$51,483	\$58,850	\$66,217	\$73,517	\$79,450	\$85,217
HUD Low Income	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150
HUD 50% AMI	\$33,650	\$38,450	\$43,250	\$48,050	\$51,900	\$55,750
HUD 30% AMI	\$20,200	\$23,100	\$26,000	\$28,850	\$31,200	\$33,500

Division of Housing Contacts – Main number: 303-441-3157; Fax number: 303-441-4368

Kelly Stapleton	Funding Program Administrator	stapletonk@bouldercolorado.gov	303-441-3167
Shelly Conley	Asset Manager	Conleys@bouldercoloraod.gov	303-441-3231
Kristin Hyser	Community Investment Program Manager	hyserk@bouldercolorado.gov	303-441-4187
Michelle Allen	Housing Planner	allenm@bouldercolorado.gov	303-441-4076
Bonnie Logan	Homeownership Program Manager	loganb@bouldercolorado.gov	303-441-4041

DEFINITIONS

The following are definitions of terms used in the Request for Proposal.

Acquisition – The purchase of existing housing or land.

Affordable Housing Fund – Inclusionary housing requires that new residential development include at least 20% of the total units as permanently affordable. Developers may opt to provide cash-in-lieu instead of providing permanently affordable housing on-site to meet part of this requirement. The AHF is comprised of cash-in-lieu payments and any allocations from the general fund.

Affordability Period – A timeframe for which rental payments or purchase prices must be affordable to the residents at a specified income limit.

Area Median Income/AMI – Median family income for a particular county or metropolitan statistical area, as estimated by the Department of Housing and Urban Development (HUD). The AMI is used to define low- and moderate-incomes for affordable housing and assistance programs.

Attached Housing – Housing that shares a wall with another unit, such as a town home or a condominium.

Community Development Block Grant/CDBG – A federally funded program by HUD that provides funding for affordable housing projects.

Community Housing Assistance Program/CHAP – A program, specific to the City of Boulder, funded through property tax and a housing excise tax and fees used to increase the supply of affordable housing in Boulder.

Covenant – An agreement to maintain the affordability of a property and ensure it is sold to or rented to persons of low- and moderate-income.

Davis-Bacon – Administered by the Office of Labor Relations, determines federal prevailing wage requirements in HUD-assisted housing and community development programs.

Displacement – An activity that results when a household must move when a project is assisted with federal funds.

Fair Market Rent – Determined by HUD and specific to a metropolitan statistical area.

Flood Zone (Federal Requirement) – A requirement to mitigate hazards in a housing site that is susceptible to a flood based on the projected flood frequency, generally 100 years and 500 years.

HOME Investment Partnerships Program – A federally funded program by HUD that provides funding for affordable housing projects.

Inclusionary Housing – A local government requirement for homebuilders and developers to construct a certain percentage of units in every new market-rate development that will be at a determined “affordable” level for low- and moderate-income households.

Lead-Based Paint Hazard Mitigation – A federal requirement for grantees to comply with HUD’s standards to test for, reduce or abate lead based paint hazards to residents.

Low- and Moderate-Income – Determined by HUD and specific to a metropolitan statistical area.

Matching Funds – An obligation by a federal fund recipient to leverage finances with non-federal resources.

Performance Measures – A way to assess a program’s performance and demonstrate results with accuracy and consistency.

Permanently Affordable – Housing affordable to targeted households in perpetuity.

Predevelopment Costs – Project-related costs incurred prior to development such as architectural designs, site plans, land surveys, appraisals, legal costs, and business plans/pro formas.

Pro forma – A yearly projection of a project's expenses and income to determine long-term viability and profit-generating potential.

Special Needs Housing – Housing to accommodate and support persons with specific needs due to a physical or mental disability or age.

Transitional Housing – A project that has a purpose of facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

U.S. Department of Housing and Urban Development/HUD – A department of the federal government with the mission to increase homeownership, support community development and increase access to affordable housing free from discrimination.

Uniform Relocation Act – Requires federally funded housing programs to provide benefits, such as moving expenses, replacement housing rental payments, and relocation assistance advisory services, to tenants who must relocate because of acquisition of their housing.

REQUIRED DOCUMENT CHECKLIST

Application Documents

Include the application (beginning on the next page) and all supporting documentation but not the prior instructions. In addition, please also e-mail a copy of your application, including any spreadsheets (in modifiable format), to stapletonk@bouldercolorado.gov.

All Applications

- Project Summary (Section I)
- Project Description – Narrative, Work Program and Schedule, Performance Measures (Section II)
- Organizational Information (Section III)
- Required Certification (Section IV)
- The applicant's most recent audit (only one copy).
- The applicant's current financial statements (balance sheet, profit and loss/budget comparison/statement of activities, and statement of cash flow). If the applicant does not have a financial statement, please submit an annual balance sheet and profit/loss statement.
- Housing Mix (Attachment 1)
- Federal Requirements Worksheet (Attachment 2)
- CHDO Eligibility Checklist (Attachment 3) – Required of organizations applying as a CHDO
- Rental Sources and Uses of Funds and Operating Pro Forma (Attachment 4) – Required of rental projects
- Homeownership Sources and Uses of Funds (Attachment 5) – Required of homeownership projects
- Detailed Project Budget – Required of non-rental/non-homeownership projects
- Pre-application Review – Required of all projects involving acquisition and/or new construction. Applications are available on the city's website (www.bouldercolorado.gov). Search for Planning & Development Services Online Center and then Applications & Forms Database. Applicants are strongly encouraged to speak with a project specialist at the city's Community Planning and Sustainability (CPS) department. The pre-application is a free service. The application should be submitted to CPS prior to the applicant presenting before the Technical Review Group in order to receive feedback for the presentation. CPS is located at 1739 Broadway Street, third floor, Boulder Colorado and can be reached at 303-441-1880.

**Application for City of Boulder Affordable Housing Funding
and Boulder County HOME Funding**

I. PROJECT SUMMARY

A. TYPE OF PROJECT: (check all that apply)

- Rental Homeownership New Construction Acquisition Rehabilitation
 Predevelopment Costs Transitional Housing Special Needs Other

B. FUNDS APPLYING FOR: (check all that apply) City of Boulder Boulder County

C. APPLICANT INFORMATION

Applicant Name:
 Organization's Full Legal Name:
 Contact Name:
 Street Address:
 City: State: Zip:
 Phone: Fax:
 Email: DUNS #:

D. TYPE OF ORGANIZATION

- Nonprofit
 For-Profit Developer
 Public Housing Authority
 Community Housing Development Organization (CHDO) – if checked, please fill out the CHDO Eligibility Checklist

E. PROJECT LOCATION INFORMATION

Project Title, Address and Location by Census Tract(s):

F. PROJECT INFORMATION

Start Date: Completion Date:
 Funds Requested From This Application (minimum \$10,000):
 Other Funds Committed: \$
 Total Cost of Project: \$

G. PROJECT DESCRIPTION: Brief description of the project.

H. ZONING STATUS

I. TOTAL NUMBER OF UNITS

TOTAL AFFORDABLE UNITS

J. PER UNIT COST

K. DEBT COVERAGE RATIO

LOAN TO VALUE RATIO

If different from the contact person listed above, please provide name, e-mail and phone number for:

Project Manager:
 Financial Manager:
 Reporting Manager:

II. PROJECT DESCRIPTION

NARRATIVE

- Provide a brief description of your proposed project.
- Provide a brief description of how the funds will specifically be used.
- Tell why the project is needed and how it will fill a gap in the affordable housing market.
- Describe:
 - how the project will maintain long-term or permanent affordability, including any future subsidies necessary; how the project will provide affordable housing at either lower rental rates or lower sales prices than those in the existing market.
 - the project's target population and diversity of housing types and/or mix of income levels.
 - services, opportunities, or incentives that may be offered to tenants of rental projects to encourage their transition to non-assisted housing.
 - organization's effort to build community support for the project and the results of those efforts.

For Rental or Condominium Projects, describe plans for ongoing property management. If this function will be contracted out, please note and indicate firms (or individuals) with whom contract could be negotiated. If in-house management will be provided, describe functions and duties of staff and their experience. A description, including reserves and other funding sources, should be included for ongoing maintenance and capital improvements.

WORK PROGRAM AND SCHEDULE

- Outline the proposed timetable for the commitment and expenditure of the funding being requested. Include other project factors such as rezoning, construction schedule, or other applications for funding.
- Detail the timeline for completing the project from start date to completion date, showing the obligation of these funds, approval of other funds, marketing, resident selection, sale or lease up, and all other major steps. Identify who will be responsible for completing steps (including consultants).

PERFORMANCE MEASURES

- Detail the performance measures that you will use to evaluate project success.

III. ORGANIZATIONAL INFORMATION

Please provide information about your organization. Organizations submitting multiple applications should provide the information in the first four bulleted items *only once*.

- Describe your organization, including type of organization, primary purpose, and a business plan or long-range plan.
- Provide information regarding your key staff and their qualifications and experience.
- Provide a brief description of your development/management team's experience in developing affordable housing.
- Attach your organization's annual operating budget, most current audit and current financial statements. *Please provide only a single copy of your most current audit and attach it to the original application.* If the applicant does not have an audit, please submit an annual balance sheet and profit/loss statement. *Do not provide ten copies of the financial documents.*
- Explain how this project meets your organization's goals and fits within your organization's strategic plan.
- Provide evidence of your organization's capacity and experience to undertake and complete the proposed project within the proposed timetable and budget.
- Explain how your organization obtains input from low-income persons potentially benefiting or affected by the proposed project.

NOTE: All projects recommended for funding in the City of Boulder must comply with the city’s Land Use Regulations and Building Codes. If you have questions regarding these, please contact Michelle Allen at 303-441-4076.

Recipients of funding for housing units will be required to sign a covenant with the City of Boulder to assure permanent affordability of the assisted units. If the applicant is unfamiliar with the City’s permanently affordable covenant, please contact Shelly Conley at 303-441-3132.

IV. REQUIRED CERTIFICATION

By signing below, the applicant agrees to the following:

- A. The applicant certifies that to the best of his or her knowledge and belief, the information in this application is true and correct.
- B. The signatory possesses the legal authority to apply for and receive Housing Program Funds and the person signing the application has the proper authority from the governing body of the organization.
- C. The applicant agrees that the city may conduct its own independent review of the information herein and the attachments, and may verify information from any source.
- D. 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.
- E. The applicant is under no administrative restrictions or sanctions from federal, state, or local sources.

AUTHORIZED OFFICIAL SIGNATURE	Title
Typed Name	Date
ATTEST SIGNATURE	Title
Typed Name	Date

ATTACHMENT 1 HOUSING MIX

For New Construction and Acquisition Projects Only

New construction and acquisition with or without rehabilitation projects may include both affordable and market rate units. Use the chart below to provide information about the units in your project. Please only include information about dwelling units.

Check One: **Rental** **Owner-occupied**

# Bdrms	# Units	# Baths	Unit Type (apartment, condominium, townhouse, stacked flats, group home, single family, etc)	Rent or Mortgage Payment (see below)	Area Median Income (AMI)							
					0-30%	40%	50%	60% (HUD Income Limit)	HUD + 10 (Inclusionary Housing)	HUD + 40 (Middle Income)	Market	
					Enter Number of Units by Category							
Example All 2-BR	10	20	Apartment	\$850				10				
1 BR												
2 BR												
3 BR												
4 BR												
Other												
TOTAL												

Rent is said to be affordable if it is set at 30% or less of a household's gross income. For ownership, the monthly payment should not exceed 28% of a household's gross income, including PITI and HOA dues.

Note: For-sale pricing is revised quarterly by the City of Boulder. If you are planning to develop for-sale units, contact the City of Boulder for current eligible low/moderate-income prices.

ATTACHMENT 2 FEDERAL REQUIREMENTS WORKSHEET

For Acquisition, New Construction and Rehabilitation Projects Only

Site Information

1. Property Address: _____ Number of Units: _____
2. Has the property been purchased? Yes, Date: _____ No
3. Will the proposed project involve the acquisition of any land or buildings? Yes No
4. 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?

Uniform Relocation Act Issues

1. Are units occupied? Yes No
2. 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?
 - What services and compensation will be provided to displaced households?
3. 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?

Environmental Issues

When using 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 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 or #3, please provide dates of assessment and summary of evaluation:
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:
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:

8. If you answered yes to any of questions #4 through #7, what alternatives have been considered? How do you plan to mitigate the adverse effects? (N/A)

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

9. What is the current land use? Commercial Residential Vacant
Has a Phase I Environmental Site Assessment been completed? If yes, please supply a copy.

Handicapped Accessibility

1. How many units will be fully accessible to persons with disabilities? _____ How many units will be visitable by persons with disabilities? _____

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.

Property Funding

1. Has this property ever received public funding/financing? Yes No

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

ATTACHMENT 3
CHDO Eligibility Checklist

1. Has at least one year of experience serving the community (*does not have to be a housing activity*). Yes No
Description:
2. Organization has paid staff that can demonstrate capacity to carry out the HOME activities they are planning as demonstrated in application and housing staff experience. Yes No
Description:
3. Nonprofit status 501(c) (3) or (4) Yes No
4. Organization has a commitment to affordable housing by charter, by-laws, articles of incorporation or a resolution of the CHDO's board of directors demonstrating the purpose of the organization is to provide decent housing to low/moderate-income households. *Attach documentation.* Yes No
5. No part of the CHDO's profits may benefit any members, founders, contributors or individuals. *Attach documentation.* Yes No
6. The organization has a clearly defined service area. What is it? Yes No
Attach documentation
7. The CHDO board must be composed as follows: Yes No
- At least 1/3 must be representatives of the low-income community
 - No more than 1/3 may be public officials or employees of the city
 - The balance is unrestricted.
 - Officers or employees of the parent organization may not serve as officers or employees of the CHDO.

Attach a list of the board with each member's category.

ATTACHMENT 4
Sources and Uses of Funds and Operating Pro Forma

For Rental Projects Only

Please provide a comprehensive 10-year operating pro forma or budget for your project or program. If applicable, submit the completed Colorado Housing and Finance Authority's (CHFA) Tax Credit Application. Otherwise, access the Colorado Division of Housing website for its project budget spreadsheet:

LOCATION OF FILE: Go to www.dola.colorado.gov. Choose *Housing*, then *Applicants and Developers*, then *Funding Application*. Choose "*Budget Spreadsheet*." Or use this link:

<http://dola.colorado.gov/cdh/developers/documents/DOH%20Project%20Budget%2005-10.xls>

Provide only the following worksheets from the Division of Housing spreadsheet with your application (both in the printed copies and in the email submission): OpPro, DevCosts, Financing, 10yrProform.

ATTACHMENT 5
Sources and Uses of Funds

For Homeownership Projects Only

Please provide a development budget and a sources and uses budget for your project or program. You may access the City of Boulder Division of Housing website for its Project Budget spreadsheet:

LOCATION OF FILE: Go to www.boulderadffordablehomes.com. Click on the link for the 2014 Affordable Housing Funding Common Application. Choose "*Homeownership Project Spreadsheet*."