



Applicant

Project name: _____

Project address: _____

Applicant organization/developer: _____

Project Description

Please complete the following questions, as applicable, based upon the specific housing proposal:

1. Briefly summarize the overall development project that this request will support. Include activity type (i.e., new construction, acquisition, rehabilitation, etc.), building type, size of building(s), use, number of units, proposed amenities and services, and any unique features. Additional information about the proposed project may be attached to this application.

2. Total number of units and level of affordability.

- Total number of units: _____
- Number of units @ 30% AMI: _____
- Number of units @ 50% AMI: _____
- Number of units @ 65% AMI: _____
- Other affordability level (specify): _____

3. Describe any special populations to be targeted or served: _____

4. Who will serve as the property manager for the project? _____

5. Describe whether the proposal includes any common, commercial, administrative, program, or community space(s) in the development, and if so, describe the intended use of the space and approximate square footage.

Development Process and Status

1. What is the anticipated project timeline? (quarter/year) (A more detailed project schedule is requested as an attachment).
 - Project Closing: _____
 - Construction Start Date: _____
 - Construction Completion Date: _____

2. Current ownership of the site: _____

3. Describe the site and surrounding land uses. _____

4. Does this project require displacement or relocation of existing businesses or residents? If yes, please explain. _____

5. Has the applicant executed any contracts for construction of any portion of the project? Explain yes response. _____

6. Indicate the project’s compliance with county and state codes and regulations. If there is noncompliance, indicate what action must be taken to achieve compliance:
 - Project currently complies with the following regulations:
 - Zoning
 - Platting
 - Building and Housing (permits obtained)
 - Environmental
 - Historic Review
 - Other (specify: _____)

 - Project will require:
 - Rezoning from _____ to _____
 - Conditional Use Permit/Nonconforming Use Permit
 - Zoning Variance

- Building Permit
- Environmental Assessment Worksheet
- Historic Review
- Stormwater Management Review
- Other (specify: _____)
- The proposed site is served by utilities, including streets (Y/N). _____

Financial Narrative

1. Amount of American Rescue Plan Act funding requested through this RFP: \$_____
2. Describe how the ARPA funding will go into the financing structure of the project to produce units at or below 65% AMI. Include an explanation of why the funding is necessary and any gap analysis that supports this. _____

3. Describe the overall financing plan envisioned to implement the housing development and the level of funding secured to date (detailed budget workbook and additional materials are requested as attachments). _____

4. What is the status and timing of unsecured funding commitments? List and detail each source. _____

5. Does the project have any project-based rental assistance? If yes, is the rental subsidy committed? Click or tap here to enter text. _____

6. If housing with support services is included in the project, please describe how services will be funded (this information can also be provided in the Support Services Narrative attachment). _____

7. If the proposal includes revenue outside of standard housing rental income, please describe the other source and how long it is expected to continue. _____

