# CITY OF IRVINE CDBG/HOME CAPITAL PROJECTS



2013 Application for I	Funding
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Part 1. Agency Requesting Funding					
Name of Agency:					
Agency Address:					
Name of Project:					
Project Address/Location:					
Amount Requested:					
Type of Funds Requested:	☐ CDBG ☐ HC	ME 🗆	CHDO		
Prior Years City of Irvine CE	BG/HOME Capital	Funding	:		
	2009-10	201	10-11	2011-12	2012-13
CDBG/HOME Awarded					
Amount Expended					
	t*  For-profit  fit, attach verification				] CBDO
Faith-based Organization?	☐ Yes ☐	No			
Employer Federal ID #:			DUNS #:		
Contact person for application (name, title, phone, and email):					
Contact person for administration of the project (name, title, phone, and email):					
Two officials authorized to s	ign contracts and e	xpend fu	inds for the	e organization (nam	e and title):

#### Part 2. Statement of Applicant

The undersigned acknowledges the following:

- 1. That, by submission of this application, the organization agrees that the application will become a public document.
- 2. That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
- 3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
- 4. That the City may request or require additional supporting information to be submitted which it deems reasonable for any and all information provided and that the organization will cooperatively assist in the application review process.
- 5. That, if the project is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
- 6. That the City reserves the right not to fund any applications received.
- 7. By submission of this application, the organization agrees to abide by the federal regulations applicable to this project, including, at a minimum, all competitive bidding and prevailing wage requirements. The organization further agrees that City expenses for monitoring and/or enforcement of these regulations will be included as project costs.
- 8. The organization acknowledges and understands that past project and financial performance will be considered in reviewing this application.
- That, if the project is funded, the City or a designated agency may conduct an accounting system
  inspection to review internal controls, including procurement and uniform administrative
  procedures, prior to issuance of payments for project expenditures.
- 10. That, if the project is funded, the City will perform a federally mandated environmental review prior to the obligation of funds. The cost for this review will be included as a project cost.
- 11. That, if the project is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, compliance with local and federal requirements, and circumstances that would trigger payment suspensions and terminations.
- 12. That, if the project is funded, a deed of trust and/or land use restriction will be recorded on legal title of the subject property for the loan or grant and/or project term.
- 13. That proof of insurance will be submitted to the City prior to receiving funds. Insurance requirements are outlined in the Notice of Funding Availability for this application.
- 14. That written signature authority from the organization's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
- 15. That the organization agrees to abide by the City's conflict of interest policy. Items of concern would include Board of Directors or staff members' families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.

By signing below, the applicant acknowledges the above.

Name:	Title:
Signature:	Date:

## Part 3. Application Checklist

Please complete the following questionnaire/checklist, and make sure you attach the documentation requested.

		Yes	No
1.	Is the proposed project located within the City limits of Irvine? (provide site map and 3x5 or 4x6 color photographs of the project area)		
2.	Do you own or otherwise have site control for the project property? (provide proof and legal description)		
3.	If you do not own the property and your project includes property acquisition, do you have an agreement with the owner to acquire the property? (provide copy of agreement)		
4.	Does your project meet current Irvine zoning and land use designations?		
5.	Does your target population meet program income guidelines for Orange County?		
6.	Does your project budget include the required minimum 25% matching funds?		
7.	If housing rehabilitation, are all of the units currently vacant?		
	If no, will the project require temporary or permanent relocation?		
	If relocation will occur, have adequate funds been budgeted to cover the costs?		
8.	If housing rehabilitation, does your project include any units previously acquired and/or rehabilitated with CDBG/HOME funds? (if yes, provide explanation why funds are needed and provide documentation of prior expenditures)		
9.	For new construction, does your project comply with all applicable accessibility requirements, including the Architecture Barriers Act of 1968, the Fair Housing Act, and the Americans with Disabilities Act?		
10.	Is your project exempt from Davis-Bacon wage rates?		
	If no, is this cost (wage rates & monitoring) reflected in your project budget?		
11.	Do you already have a contractor selected for the project?		
	If yes, did you follow the federal competitive bidding procurement process?		

Part 4. Project Information	
This proposal is for (check all that apply):	
Rental Housing:  New housing construction Property acquisition Rehabilitation/conversion	Ownership Housing:  New housing construction Property acquisition Rehabilitation/conversion
Other Housing: Disabled Housing Senior Housing Supportive Transitional Housing Supportive Permanent Housing	Community Development:  Community Facility ADA Improvements  Other

For the narrative questions that follow, you may either answer the question in the space provided, or you may attach one page (no more) for each question, with a restatement of the question at the top of the page. If you choose to answer a question on a separate page, please indicate so following that question in the application form.
<ol> <li>Describe your project. Explain how the project will benefit the community. Describe the target population in detail and note how many unduplicated households/individuals the project will serve, their incomes, and whether they are part of any priority special needs groups. For affordable housing, explain the proposed period of project affordability.</li> </ol>

2.	Describe how your project meets the goals of the Irvine CDBG and/or HOME programs, as detailed in the Consolidated Plan and outlined in the Notice of Funding Availability for this application.
3.	How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it.
4.	If you are seeking funds for housing and/or public facility rehabilitation, what is the specific basis for your assessment of the repairs needed? Please provide documentation.

### Part 5. Project Schedule & Financing

**Project Schedule:** General construction tasks are provided below; please add tasks as needed. If not applicable, write NA.

Project Element	Begin Date	End Date
Define scope of work/finish design		
Release bid package		
Select contractor		
Finalize contract		
Obtain building permits		
Start construction		
Complete construction		
Project occupancy		

If the project will not be	e completed by the	e end of the pro	gram year on Jur	ne 30, 2014, p	olease explain
why.					

**Sources of Funding:** Please list the sources of funding you anticipate using to complete development of this project. List the amount of CDBG and/or HOME funding you are seeking first, followed by other sources. Include the amount secured/sought, whether it is a loan, grant, or other type of funding (e.g. in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source (please write 'federal' if funding is from a federal source)	Amount	<b>Type</b> (Grant, Loan, other)	Loan Terms	Status (Not Yet Applied, Committed, In Hand, or Unknown)
CDBG/HOME (this application)				

nand.			
Does the project depend on receiving 100% of your Capproved for 100% of your funding request, how will y			re not
<b>Uses of Funding</b> (You may substitute a comparable			
Activity	document in yo	ur agency's own format Funding Sour	
Activity Acquisition Costs			
Activity Acquisition Costs  Purchase price – land			
Activity  Acquisition Costs  Purchase price – land  Purchase price – improvements			
Activity Acquisition Costs  Purchase price – land			
Activity  Acquisition Costs  Purchase price – land  Purchase price – improvements			
Activity  Acquisition Costs  Purchase price – land  Purchase price – improvements  Liens and other taxes			
Activity  Acquisition Costs  Purchase price – land  Purchase price – improvements  Liens and other taxes  Closing/recording costs			
Activity  Acquisition Costs  Purchase price – land  Purchase price – improvements  Liens and other taxes  Closing/recording costs  Other:			

Please explain if the project depends on any other funding sources that are not already committed or in

Building permits/fees		
01		
Market study		
Environmental reviews		
Property survey		
Marketing		
Insurance		
Fees		
Architectural		
Engineering		
Legal		
Accounting		
Appraisals		
Construction loan fees		
Permanent loan fees		
Tax credit fees		
Closing fees		
Developer fee		
Consultant fee		
Other:		
Activity	Cost	Funding Source
Interest		
Construction period		
Bridge loan		
Other		
Reserves/Contingency		
Lease up/operating		
Development		
Tenant relocation		
Teriant relocation		
Other:		

On-site infrastructure/utilities	
Residential construction/rehabilitation	
Common-use facilities construction/rehabilitation	
Laundry facilities	
Storage/garages	
Landscaping	
Construction contingency	
Davis Bacon Monitoring	
Other:	
Other:	
Construction Subtotal	
Total Project Costs	
Describe the means you used to estimate or determi	
Matching Funds: Detail below the amount of matching each amount. Each project must provide at least 250 being requested.	
each amount. Each project must provide at least 25°	
each amount. Each project must provide at least 25° being requested.	5% non-federal match for the CDBG/HOME funds \$
each amount. Each project must provide at least 25° being requested.  Total CDBG/HOME funds sought:	5% non-federal match for the CDBG/HOME funds \$
each amount. Each project must provide at least 25° being requested.  Total CDBG/HOME funds sought:  Matching Funds target (25% of CDBG/HOME funds)	\$anding):
each amount. Each project must provide at least 25° being requested.  Total CDBG/HOME funds sought:  Matching Funds target (25% of CDBG/HOME funds Total Matching Funds provided by project:	\$anding):  \$s
each amount. Each project must provide at least 25° being requested.  Total CDBG/HOME funds sought:  Matching Funds target (25% of CDBG/HOME funds Total Matching Funds provided by project:	\$anding):  \$s
each amount. Each project must provide at least 25° being requested.  Total CDBG/HOME funds sought:  Matching Funds target (25% of CDBG/HOME funds Total Matching Funds provided by project:	\$anding):  \$s

Operating Income for Rental Projects: (You may substitute a comparable document in your agency's own format)

Operating Income	Monthly	Year 1	Year 5	Year 10
Rent for bedroom units less \$ utilities				
Rent for bedroom units less \$ utilities				
Rent for bedroom units less \$ utilities				
Rent for bedroom units less \$ utilities				
Less vacancy at%				
Other income (laundry, etc.)				
Resident services income				
Total Operating Income				
Operating Expenses				
Taxes				
Insurance				
Advertising/Marketing				
Utilities (non-tenant paid)				
Property management fees				
Accounting/legal/other professional				
Grounds maintenance/repair				
Building maintenance/repair				
Cleaning/supplies				
Maintenance reserves				
Total Operating Expenses				
Total Net Project Income				
Debt Service				
% on \$ for years				
% on \$ for years				
% on \$ for years				
Total Debt Service				

Total Cash Flow		
Debt Coverage Ratio (Total Net Project Income/Total Debt Service)		

Describe the assumptions you used to estimate the above operating income and costs, including inflation factors. Indicate which utilities the tenants will be expected to pay.

## Part 6. Applicant Information

Please list the members of your development team, along with phone numbers and email addresses. Please include resumes for all agency/owner and contracted professionals who will have project responsibilities.

Role	Name	Phone	E-mail
Owner/Director			
Owner/Development Staff			
Architect			
Engineer			
Consultant			
Contractor			
Property Manager			
Other:			
Other:			
Other:			

Describe all similar projects your organization has carried out in the last five years. For each project, provide a reference name and telephone number from the local participating city and/or county that provided CDBG and/or HOME funding.
Describe in detail your organization's familiarity and experience with federal requirements for competitive procurement and Davis Bacon Wages.

Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five years. If none, please state none.
If your project is for construction or rehabilitation of rental housing, describe your supportive services plan, who will provide the services, and the types of residents it will serve.
If your project is for home ownership housing, describe the services that will be provided to future owners and who will provide the services.

Describe any green building techniques that will be employed in carrying out your project.
For projects requesting \$100,000+, please describe what you will do to assure that employment and/or job training opportunities for low income individuals are provided, per HUD Section 3 requirements.
Please describe what steps you will take to ensure that efforts to hire MBE or WBE businesses for your project are documented.
Please attach a letter from your executive director or board president describing the need for your project and how the project will meet that need.