



Yakima County HOME Consortium

*Providing Housing Opportunities
Throughout Yakima County*

APPLICATION FORMAT

Applicants must submit all applications in paper format. When submitting an application, please provide:

- **An original and seven additional** copies.
- The original and copies must include all required forms, certifications, assurances and appendices.
- Originals must include appropriate signatures from the lead agency and partner(s), if any.
- **Original application must also include clear, color, daytime photos of property and surrounding area.**

Please observe the following guidelines when formatting applications:

- Brevity is desirable. Wherever possible, create lists or bullet point information and limit narrative descriptions to the most salient points. Use white paper, 8½” x 11”, 12 point type, 1 inch margins.
- Applications must be typed. Handwritten applications will not be accepted.
- Number all pages, including appendices, sequentially. **Do not include the RFP instructions and guidance information with application.**
- To be considered for funding, proposals must include each of the required items in the order requested. If an item is not included, please provide a brief explanation as to why the item does not apply. Refer to the pro forma when appropriate.
- All costs directly or indirectly related to preparation and submission of an application in response to this RFP or any oral presentation required to supplement and/or clarify the application shall be the responsibility of the applicant.

10 POINTS - PROGRAM PURPOSE AND OUTCOMES (2 PAGE MAXIMUM)

Include a description of the project, who it is intended to serve, and what it is intended to accomplish for those individuals and/or families you intend to house. Identify the **measurable** outcomes you intend to achieve.

20 POINTS - Market Assessment

2012 HUD Statutory Requirements, state that all applicants must examine neighborhood market conditions to ensure adequate need for each project in your market area. Topics to be analyzed include the following:

1. Housing Demand – Demonstrate the need for the type and number of units being proposed.
2. Demographic Trends – Is the Rental Market growing, contracting or is it stable?
3. Number of households, age profile and household incomes.



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4. Eligible Households – How many income eligible households are located in your market area?
5. Rental Housing Supply – Number of vacancies, rent range, reasons for vacancies.
6. Construction Trends in developing Rental Units.
7. How are existing units performing?
8. Defining Market Area – provide maps with clearly identified borders.
9. Market Context
 - Neighborhood and City/County statistical data (less than two years old).
 - Is there a need for additional affordable rental units?
 - Is the market overbuilt?
 - What are the site advantages and disadvantages for this project?

***** Please let us know your data sources*****

20 POINTS- PROJECT TIMELINE, ACTIVITIES, AND LOCATION (5 PAGE MAXIMUM)

Eligible projects that are well-developed and ready to go will achieve the greatest number of points in this section. Applicants should describe the specific activities to be completed, the timeline, and the location:

- a. Indicate what type of housing is proposed
- b. Include a detailed project timeline with key dates and benchmarks identified.

20 POINTS - CAPACITY AND EXPERIENCE OF APPLICANT (5 PAGE MAXIMUM)

Applicants must demonstrate experience with Federally Funded housing development. In the case of a nonprofit service agency, this experience can be demonstrated using the experience of key employees or active Board Members who will be involved in the project.

Developer and Property Management Capacity: 2012 HUD Statutory Requirements state that all applicants must have successfully completed and managed a HOME funded project in the past or partner with an entity who has successfully developed and managed a HOME funded project. HUD requires that the County certify the developer/property manager capacity. All submissions will be reviewed and verified in order to certify the developer and/or property manager.

Financial Capacity/Project Underwriting: 2012 HUD Statutory Requirements state that all applicants must submit a Financial Feasibility Analysis or a complete financial underwriting of your project for the duration of the Period of Affordability. If needed, you may seek assistance from your lender or financial institution. The County will review and maintain this documentation to ensure the long-term viability of your project. Please *briefly* describe/list the following:



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- a. Purpose or mission of the organization, including current programs and/or key business activities.
- b. Types of clients served, number served annually.
- c. Your organization's experience with housing development. Please list the projects completed within the last three to five years (if any), the project costs and funding sources.
- d. Include a description of the organization's track record regarding providing housing opportunities for low income populations, or other relevant experience.
- e. Number of full and part-time employees including recent turnover rate.
- f. Principal sources of funding for your organization. List the source and amount received during the last fiscal year. Include recent funding awards received (loans and/or grants/donations from private, and/or governmental sources). If needed may seek assistance from your lender or financial institution. The County will review and maintain this documentation to ensure the long-term viability of your project.
- g. Any other information you deem relevant to the purpose of this initiative.

10 POINTS - HOUSING PLAN (8 PAGE MAXIMUM, PLUS PRO FORMA)

Please include the following information regarding the housing you intend to buy, construct or renovate:

- a. Describe the location and composition of the neighborhood in which you want to develop housing. Information about housing mix and commercial development is helpful.
- b. Provide a physical description of the property, including address, and the zoning (please verify zoning prior to submission). Indicate the type of dwelling you will create (single family home, apartment, duplex, efficiency, etc.) and construction specifics (brick, siding, single story, etc.).
- c. Identify the number of units and individuals/families you intend to serve at the site. The description may include information on land use, site plans, architectural renderings or schematic drawings, etc.
- d. Identify any "green" construction techniques that you plan to incorporate into your housing development. For more information, visit <http://www.energystar.gov/>
- e. If new construction is proposed, include a complete construction budget.
- f. For all projects, include the enclosed pro forma.
- g. If applicable, indicate the proposed housing mix for the development (number of subsidized and market rate units, for example)



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- h. Indicate available access to recreation, transportation, schools, health care, etc.
- i. List infrastructure requirements (if any)
- j. List licensing requirements (if any)
- k. Include your plans for property management and maintenance, and whether these activities will be carried out by your staff or another qualified agency.
- l. The 2012 Statutory Requirements state that all building systems must be viable for fifteen years. You are also required to establish a Capital and Operating Reserve Account for repair and replacement costs.
- m. Identify the sources of additional funding you plan to use to acquire or construct. Include the amounts that will be provided by each source and the approximate date of receipt for those funds. Indicate whether or not the funding is already committed to the project.
- n. Any other information you deem relevant to the purpose of this initiative.

5 POINTS - NEIGHBORHOOD RELATIONS (1 PAGE MAXIMUM)

Please describe any activities you have undertaken or plan to undertake to maintain good relationships with neighbors in the vicinity of your housing development. Be sure to include any letters of endorsement for the project from the neighborhood in the appendix.

5 POINTS – Section 3

Housing and Urban Development (HUD), Section 3 regulations require that “the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.” Specifically the regulation requires that projects with more than \$200,000 in HOME funds and where a contractor or subcontractor are awarded a contract in an amount that exceeds \$100,000, they must commit to employ Section 3 residents for 30 percent of the aggregate *new hires* for each year over the duration of the project. Section 3 residents are those people who live in the neighborhood in which the HOME-funded project is located, participants in HUD Youthbuild, and low-income residents of the county. **PROVIDE DETAILS ON HOW YOU PROPOSE TO INCORPORATE SECTION 3 REQUIREMENTS INTO YOUR PROJECT.**



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APPENDICES (NO PAGE LIMIT)

Include these documents with your application:

- a. Resume or key qualifications of executive director, owner, or manager and number of years in position.
- b. List of principal owners or current board members and positions (required).
- c. Most recent audited financial statement and an annual operating budget (required).
- d. Copy of 501(c) 3 designation is required for a nonprofit, or valid Certificate of Existence is required if a for-profit entity.
- e. Copy of applicable licenses, accreditations and awards.
- f. Photos (clear, color, daytime) of the housing to be acquired or renovated; drawings of the housing to be constructed; blueprints, schematic drawings, etc.
- g. Documentation of site control; deed, sales contract or a viable acquisition plan.
- h. Commitment letters from other funding sources for the proposed leverage, if applicable.
- i. Memoranda of Understanding, Contracts, or Operating Agreements with program partners, if any (Partnerships are encouraged but not required).
- j. Letters of support (if any) from community/neighborhood associations/neighbors (recommended).
- k. Acknowledgement of Required Assurances (in this packet)



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APPLICATION PRO FORMA

Please complete and submit the information required in this pro forma with your *HOME* application.

If the proposed project consists of scattered site rental housing, this form must be completed for each unit.

A project may include more than one site only if the sites are within a four block area of each other.

PART I: PROJECT INFORMATION

A. PROJECT NAME: _____

Project Address _____

City _____ State _____ Zip Code _____

Project Owner _____

B. PROJECT DETAILS

1. Type of Project

- _____ Multifamily Rental Residential
- _____ Single Room Occupancy Housing
- _____ Elderly Housing
- _____ Single Family Dwelling

2. Type of Activity

- _____ New Construction
- _____ Acquisition

- 3. _____ Total number of units**
_____ Number of HOME-assisted units

- 4. Are or will all low-income units be comparable in terms of construction quality and amenities when compared to non-HOME assisted (market rate) units in the project?**
Please state: YES or NO

C. SITE INFORMATION

1. Is the site currently under control of the applicant? YES or NO

If YES, control is in the form of: Deed Option or Sales Contract

Expiration date of contract or option: _____

2. Is site properly zoned for the development? YES or NO

If NO, is site currently in the process of re-zoning? YES or NO



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When is the zoning issue to be resolved? _____(month/year)

3. Are all necessary utilities presently available at the site? YES NO

If NO, which utilities need to be brought to the site? _____

Environmental Information

Property Address Address of the property where your project is located	
Current property owner of the proposed project	
Mailing address of current property owner	
Legal Property Description	
Current appraised value of the property	
Is property/project in 100 year floodplain?	Answer Yes or No.
Is property/project site within 1,000 feet of a highway, freeway or major arterial?	Answer Yes or No.
If yes , indicate which highway, freeway or major arterial	
Is property/project site within 500 feet of a railroad?	Answer Yes or No.
Is property/project site in Runway Clear Zone / Clear Zone?	Answer Yes or No.
Is the property/project site in an Accident Potential Zone?	Answer Yes or No.

D. RELOCATION INFORMATION

Does this project propose any relocation of tenants? YES NO

If YES, STOP. You must notify the County of Yakima HOME Administrator, **PRIOR to submitting this application.**



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F. PROJECT FEASIBILITY WORKSHEET

A. PROJECT COSTS	COSTS TO BE COVERED BY HOME FUNDS	COSTS TO BE COVER FROM OTHER SOURCES	TOTAL COSTS
1.To Purchase Land/Buildings	\$	\$	\$
2.Site Work	\$	\$	\$
3.Acquisition & New Construction	\$	\$	\$
New Building Hard Costs	\$	\$	\$
Contractor Overhead	\$	\$	\$
Contractor Profit	\$	\$	\$
Subtotal	\$	\$	\$
4.Contingency	\$ XXXXXXXXXXXXX	\$	\$
Construction Contingency	\$ XXXXXXXXXXXXX	\$	\$
Subtotal	\$	\$	\$
5*.Architectural & Engineering Fees	\$	\$	\$
Architect Fee-Design	\$	\$	\$
Architect Fee-Supervision	\$	\$	\$
Subtotal	\$	\$	\$
6.*Interim Costs	\$	\$	\$
Construction Insurance	\$ XXXXXXXXXXXXX	\$	\$
Construction Interest	\$ XXXXXXXXXXXXX	\$	\$
Construction Loan Origin	\$	\$	\$
Construction Loan Credit	\$	\$	\$
Taxes	\$	\$	\$
Subtotal	\$	\$	\$
7.*Financing Fees and Expenses	\$	\$	\$
Bond Premium	\$	\$	\$
Credit Report	\$	\$	\$
Permanent Loan Origin fee	\$	\$	\$
Cost of Issue/Underwriter	\$	\$	\$
Title and Recording	\$	\$	\$
Subtotal	\$	\$	\$
8. Total Development Costs	\$	\$	\$

*If the total of project costs from Sections A5, A6, and A7 exceed 12% of Total Development Costs (A8), you must provide written justification. If project consists of twelve (12) or more units the Davis-Bacon Act, the Contract Work Hours, and Safety Standards Act and the Copeland (Anti-Kickback) Act apply. Please take this into consideration when developing project costs.



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G. MONTHLY UTILITY ALLOWANCE CALCULATIONS – Rental only
(If utilities are paid by tenant use table below to estimate Utility Allowances cost)

UTILITY TYPE	ALLOWANCE AMOUNT				
	0 BR	1 BR	2 BR	3 BR	4 BR
Heating					
Air Conditioning					
Cooking					
Lighting					
Water Heating					
Water					
Sewer					
TOTAL ALLOWANCE					

SOURCE OF UTILITY AMOUNTS: _____

H. PROPERTY INCOME CALCULATIONS (Rental Only)

If charging less than allowable net rents, you must attach a written justification.

1. 0 Bedroom # units x monthly rent \$ _____
2. 1 Bedroom # units x monthly rent \$ _____
3. 2 Bedroom # units x monthly rent \$ _____
4. 3 Bedroom # units x monthly rent \$ _____
5. 4 Bedroom # units x monthly rent \$ _____
6. Total monthly income (D1 + D2 + D3 + D4 + D5) \$ _____
7. Less vacancy allowance _____ % \$ _____

If the estimated vacancy allowance exceeds 10%, attach a written justification.

8. Other income (List) \$ _____
9. Net monthly income (D6 - D7 + D8) \$ _____
10. Total annual project income (D9 x 12) \$ _____



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I. PROJECT OPERATING EXPENSES –Monthly (Rental Only)

1. Management \$ _____
2. Utility \$ _____
3. Water/Sewer \$ _____
4. Trash Removal \$ _____
5. Insurance \$ _____
6. Real Estate Taxes \$ _____

7. Maintenance \$ _____
8. Other \$ _____
9. Total Monthly Operating Expenses \$ _____
10. Total Annual Operating Expenses (E9X12) \$ _____

If "Annual Operating Expenses" (E11) exceeds 50% of "Total Annual Income" (D10), you must attach a written justification.

J. ANNUAL REPLACEMENT RESERVES FOR UNITS (rental only) \$ _____

K. TOTAL AVAILABLE FOR DEBT SERVICE CALCULATION

1. Annual Project Income (D10) \$ _____
2. Less Annual Operating Expenses (E10) (\$) _____
3. Less Annual Replacement Reserves (F) (\$) _____
4. Total available for debt service (G1 - G2 - G3) \$ _____

L. SPECIFICS OF DEBT

1. Debt Available for Project \$ _____
2. Interest Rate _____ %

If the interest rate exceeds 7%, your lender must attach a written justification.

3. Amortization Term _____ Years

If the amortization term is less than 15 years, your lender must attach a written justification.

M.FEASIBILITY SUMMARY

1. **Total Development Costs** (Part II: A8) \$ _____
2. **Total Funding Sources (without HOME)** _____
 - a. Debt for Project (H1) \$ _____
 - b. Owner's Equity Contribution \$ _____
 - c. Other Funds \$ _____



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d. Total Funding \$ _____

3. Funding Gap

a. Total Development Costs less Total Funding (I1 - I2d) \$ _____

b. HOME Request \$ _____

Maximum HOME subsidy allowed \$62,472 for Rental and \$61,031 for CHDO Homebuyer and additional 2060 funds as needed for match requirement up to \$167,277.

The undersigned hereby certifies that the information set forth in this form, and in any attachment in support thereof, is true, correct and complete. The undersigned also certifies that they are aware that providing false information can subject the individual signing to criminal sanctions up to and including a Class B Felony.

APPLICANT/ORGANIZATION: _____

APPLICANT INFORMATION

(Please print clearly)

Name: _____

Mailing Address: _____

Telephone(s): Cellular: _____ Home or Office: _____

E-mail Address: _____

Employer Name: _____

Employer Address: _____

Employer Telephone: _____



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ACKNOWLEDGEMENT OF REQUIRED ASSURANCES

This page must be signed and submitted with the applicant's application. Proposals which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting the accompanying proposal, and by my signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed loan agreement and with the regulations, requirements, and policies identified below, including but not limited to:

- Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](#);
 - Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act \(NEPA\)](#);
 - [Uniform Relocation Act \(URA\)](#);
 - [Copeland Act](#);
 - [Davis Bacon Act](#);
 - [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#);
<https://www.dol.gov/whd/govcontracts/cwhssa.htm>
 - [Equal Employment Opportunity Act](#);
 - [HUD Section 3 Requirements](#);
 - [Minority and Women's Business Enterprise \(MBE/WBE\)](#);
 - [Lead Based Paint](#);
 - [24 CFR 85.36](#), including conflicts of interest and debarment of contractors;
 - [Title VI of the Civil Rights Act of 1964](#), as amended;
 - [The Fair Housing Act](#);
 - [Equal Opportunity in Housing Act](#);
 - [Age Discrimination Act](#);
 - [Americans with Disabilities Act](#);
 - [Section 504 of the Rehabilitation Act](#);
<http://portal.hud.gov/hudportal/HUD?src=/programdescription/sec504>
 - [Compliance with Office of Management and Budget \(OMB\) Circular A-133](#);
 - Compliance with policies of Yakima County HOME Consortium and 2060;
 - Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
- Purchase of comprehensive liability insurance and bonding, as required by the County;

