Michael Braverman

Commissioner

   



**BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT**



AFFORDABLE HOUSING TRUST FUND NOTICE OF FUNDING AVAILABILITY APPLICATION

**APPLICANT INFORMATION:** Applicants requesting funds for multiple projects are required to submit individual information. Please read each item carefully.

Applicant Name:

Contact Name: Title:

Contact Email: Contact Phone:

Address:

City State Zip

Please include the neighborhood and council district for your project. Add additional lines as necessary.

Neighborhood: City Council District:

## SUMMARY REQUEST AND PROJECT INFORMATION

Describe your request: (50 words or less). Include a map showing the location(s) of the proposed project.

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Total Project Cost $

Amount Trust Funds requested (please refer to Item 3 Funding Limits)

Describe the project for which funding has been requested including:

* + Number of units at specific AMI levels and specific bedroom sizes
  + Unit square footage for each bedroom size
  + Services that will be provided
  + Ability to leverage additional funds or ability to leverage additional investment in the community
  + How the project will increase local community sustainability and improve the overall health and well-being of the neighborhood.
  + Include a list of other investments that will be supported by this effort
  + Provide a description of how the project would proceed if the award is less than the amount of funds requested

Are you currently receiving City funds? Yes No

If yes, please complete the table below, include additional rows as needed:

|  |  |  |  |
| --- | --- | --- | --- |
| **FUNDED PROGRAM** | **FUNDING SOURCE** | **AWARD AMOUNT** | **TERMINATION DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### PROJECT FEASIBILITY (78 maximum points)

##### DEVELOPMENT TEAM CAPACITY

Type of Organization (*e.g.* partnership, joint venture, corporation, limited liability company, not for profit, etc.): Principals: If entity is a joint venture please provide principals for each entity. Add additional rows as necessary. Please use N/A if the requested information is not applicable.

|  |  |  |
| --- | --- | --- |
| **Principal Name** | **Title/Position** | **% Interest** |
|  |  |  |
|  |  |  |

Development Team Members and Consultants. Please provide name, addresses, email, telephone, and fax. Mark N/A if not yet selected or not applicable.

|  |  |
| --- | --- |
| **Nonprofit Participant (if Project Sponsor is for-profit)** | **MBE/WBE Equity Participant** |
| **Architect** | **Marketing/Sales** |
| **Engineer** | **Legal** |
| **General Contractor** | **Other** |
| **Consultant(s)** | **Lender** |
| **Guarantor(s)** |  |

Describe the qualifications of the applicant and/or their partners to undertake and complete the proposed project. What development experience does the applicant, and/or their partners have? List all projects that are underway or have been completed in the last five (5) years indicating type of project? What is the status of these projects and their total development costs?

##### PROJECT BUDGET AND FINANCING. See Attached Development Budget Form

All applicants are required to complete the Summary Budget, Project Budget, and Sources of Funds Tabs and Operating Pro Forma in the Development Budget and other tabs as they pertain to your project. All applicants are required to provide evidence of any committed funds in the form of a letter from the funder. If a lender or other funder(s) has been identified, applications should include a letter of intent to provide financing. The Project Budget will need to include two narratives: one explaining how costs were determined, and the other with proposed repayment terms and how City Funds will be secured. If you are requesting a grant, please explain in detail why a loan is not possible. Each narrative is limited to a maximum of one (1) page.

The below Links for the Operating Proforma and the budget worksheet can be accessed by simultaneously holding down the control key and a left click with the computer mouse:

* + - <https://cels.baltimorehousing.org/pdf/projects/AHTF_BUDGET_WORKSHEET.htm>
    - <https://cels.baltimorehousing.org/pdf/projects/Capital_Pro_Forma.htm>

##### SCHEDULE. Please provide a schedule listing all the activities associated with your project from completion through occupancy. If funds are requested for multiple projects, the applicant must include a clearly delineated schedule for each project.

Please complete the following schedule. Add additional lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Start Date** | **Completion Date** | **Description**  **(maximum 25 words if needed)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### PROPERTY MANAGEMENT COMPANY

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Number of Affordable Units under Management** | **Location of Affordable Units under Management** | **Supportive Services Available in Units under Management** |
|  |  |  |  |

* 1. **SITE CONTROL (Attach Documentation)**
  2. **STATUS OF DEVELOPMENT APPROVALS AS APPLICABLE (Attach documentation)**

|  |  |
| --- | --- |
| **Development Approval** | **Status** |
| **Zoning** |  |
| **Site Plan Review** |  |
| **Street and Alley Closing** |  |

PRE-DEVELOPMENT MEETING WITH DEPARTMENT OF PLANNING (Attach documentation)

### COMMUNITY ENGAGEMENT AND PARTICIPATION (25 maximum points)

* 1. Attach Community Revitalization Plan and indicate how the project is compatible with the Plan
  2. Describe how the project is compatible with the Framework for Community Development
  3. Attach the Community Engagement Plan indicating organizations and individuals that have provided input and dates of meetings with these organizations and individuals
  4. Describe the role of residents in the ownership and/or control of: (a) the development project, (b) a development entity that must approve major project decisions and

may acquire the property, and (c) an entity that provides ongoing stewardship of the development

### ACHIEVING EQUITY (35 maximum points)

* 1. Indicate if project is located in a Community of Opportunity as defined by the Maryland State QAP for Low-Income Housing Tax Credits, (b) an area eligible for Impact Investments Fund,

(c) other major revitalization areas designated by Baltimore City, or (d) involves a state- registered affordable housing land trust.

* 1. Attach a copy of affirmative marketing plan to former residents of the neighborhood if applicable
  2. Describe how projects eliminates blight and/or other dangerous or unsafe hazards in the neighborhood if applicable

### BONUS POINTS (Complete as applicable)

* 1. Long Term Affordability. (Up to 10 points). Indicate length of affordability restrictions for the project
  2. Supports & Grows Local Businesses. (4 points). Specify local vendors who will be used, how efforts will be tracked and monitored and attach documentation evidencing agreements to utilize local establishments.
  3. Serves Households at or below 30% AMI. (4 points). Indicate number of units restricted to serve households with incomes at or below 30% AMI.
  4. Provides Services for Permanent Supportive Housing. (5 points). Attach a detailed plan identifying the qualified entity committing to provide the supportive services as well as the specific services to be offered to fully support households that have been homeless or require other significant accommodations. Indicate number of units to be provided such services
  5. Takes Advantage of Apprenticeships and Training programs. (4 points). Attach a plan for utilizing training and apprenticeship programs and include a letter of intent from the provider.
  6. Collaboration Across Multiple Neighborhoods. (2 points). Attach documentation that the

project impacts multiple neighborhoods, how this helps to achieve economies of scale, and how multiple stakeholders are working collaboratively to achieve outcomes.

* 1. Local Hiring Criteria-Select One Option Only. (Up to 10 points). Attach a local hiring certification with their submission that has been approved by DHCD or its designee. Attach a strategy detailing how selected goals will be achieved.
  2. Environmental Sustainability. (3 points). Attach a plan for environmental sustainability such as deconstruction and debris materials recovery, construction techniques that will reduce impervious surfaces or the carbon footprint, passive housing, urban agriculture, composting, or other sustainability initiatives. Site plans should indicate the location

of planned programs. Attach a site plan, showing the proposed location of the project, amenities, and sustainability features if requesting as a bonus point. The site plan should indicate current parks and green spaces.

* 1. Developer Fee deferral. (10 points). Indicate on the Development Budget that applicant will defer 10% or more of the development fee

# APPLICATION CHECKLIST

Please make sure your application includes all of the following. Failure to include this information will result in your application being incomplete and disqualified for consideration. Each hard copy

submission should be submitted in its own binder; sections and information should be clearly tabbed.

FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED FOR REVIEW FOR AN AWARD OF FUNDS. PLEASE REFER TO THE GUIDELINES FOR ADDITIONAL SUBMISSION INSTRUCTIONS.

A complete application (all questions must be answered) Development Budget (please submit as an Excel Spreadsheet)

SUPPORTING DOCUMENTATION. Please organize documents according to the outline below. Sections and documents should be clearly tabbed and identified.

#### Organizational Documents (if applicable)

Corporate Resolution/Board of Directors approval (nonprofit applicants) Articles of Incorporation, By-Laws (nonprofit applicants)

Current IRS Determination Letter indicating 501(c)(3) status Evidence of Good Standing with the State of Maryland for all parties

List of Board of Directors, titles, and affiliations (nonprofit applicants) Organizational chart of all partners

#### Financial Documents

Commitment Letters, a lender’s Letter of Intent or other funding commitment letters Copy of the most recent 990 Tax Return (nonprofit applicants)

Most recent Audited Financial Statement for applicants with annual budgets of $500,000 or more

Most recent Financial Statement as prepared by a certified accounting firm for applicants with annual budgets that are more than $200,000 and less than $500,000

Most recent annual budget for applicants with annual budgets that are less than $200,000. In the event funds are awarded, the applicant will be required to provide a Reviewed financial statement.

#### Forms and Disclosures

Signed Certification and Authorization to Submit by all parties Organization Disclosure

Owned Property Disclosure Certification of Compliance

# CERTIFICATION AND AUTHORIZATION TO SUBMIT

Please note: This form must be completed, signed and returned by both the fiscal agent and applicant. If the applicant includes multiple organizations, this Certification and Authorization must be completed, signed and returned by all parties.

I, am an officer authorized to make a binding contractual commitment for the applicant. I have received, read and understand the provisions of the Community Catalyst Capital Grant Guidelines and Application.

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the request for funds from further consideration. I certify that all information contained in this application, is true and correct to the best of my knowledge and belief. I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: (1) any prior actions by the applicant in order

to respond to the application, and/or (2) any future actions by the applicant in connection with any negotiations with the City, including, but not limited to, actions to comply with requirements of The Department of Housing & Community Development, the City or any applicable laws.

Signature Date

Name and Title

Name of Applicant

# Certification of Compliance

Please note: if the applying entity is a joint venture, an officer of each entity composing the joint venture must sign this certification form.

I, , am an officer authorized to make a binding contractual commitment for the applicant. I have received, read, and understand the provisions of this Notice of Funding Availability (NOFA). I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the development proposal from further

consideration. I certify that all information contained in this response to the NOFA, including, but not limited to, the disclosure information is true and correct to the best of my knowledge and belief. I understand by signing this form in conjunction with a response to this NOFA, that the City may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies. I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: 1) any prior actions by the applicant in order to respond to the NOFA, and/or 2) any future actions by the applicant in connection with any negotiations between the applicant and the City, including, but not limited to, actions to comply with requirements of Baltimore Housing, the City. I agree to comply with any applicable Federal, State or City laws and regulations governing this development proposal. I agree that I will not enter into, execute

or be a part to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

Dated: Signature: Title:

# ORGANIZATIONAL DISCLOSURES

Please identify any business entity or organization in which the applicant is or was formerly a principal partner, managing member or otherwise owned or controlled more than 50 percent of the shares or assets of the entity and which has owned or operated residential property in the last five years in Baltimore City and elsewhere. Please add additional lines as necessary

|  |  |
| --- | --- |
| **BUSINESS ENTITY NAME** | **APPLICANT ROLE OR POSITION** |
|  |  |
|  |  |
|  |  |
|  |  |

Please check below regarding each individual and/or business buyer and any of the business entities listed above:

|  |  |  |
| --- | --- | --- |
| 1. Party in a pending lawsuit | Yes | No |
| 2. Conviction or pending case for fraud, bribery or grand larceny | Yes | No |
| 3. Conviction or pending case for arson | Yes | No |
| 4. Indicted or convicted of any felony within the past 10 years | Yes | No |
| 5. Adjudged bankrupt, either voluntary or involuntary within the past | Yes | No |
| 10 years |  |  |
| 6. Unpaid delinquent taxes, municipal liens and/or outstanding | Yes | No |
| Judgements |  |  |
| 7. Declared in default of a loan or failed to complete a development | Yes | No |
| 8. Failed to complete or currently in violation of a Land Disposition | Yes | No |
| Agreement or other agreement involving the City of Baltimore |  |  |
| 9. Own a property which currently has a Vacant House Notice or | Yes | No |
| other housing code violation in Baltimore City or elsewhere |  |  |
| 10. Failed to obtain required building permit for work performed | Yes | No |

1. Failed to register a currently owned, non-owner occupied Yes No dwelling unit as required by Baltimore City code Article 13, Section 4
2. Failed to comply with inspection and/or registration requirements Yes No Requirements under the Maryland Lead Law (Maryland Code: Environment § 6-801 - 6-852; Article 48A

§734-737; Real Property § 8 - 208.2)

If the answer to any of the above is yes, please provide a full explanation including as appropriate for each case (1) date, (2) charge, (3) place, (4) court, (5) action taken and (6) current disposition. Attach documentation, as necessary.

# OWNED PROPERTY DISCLOSURES

List all properties owned or sold within the last five years in Baltimore City and elsewhere by the applicant and other partners. Use additional lines or sheets as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **ADDRESS**  **Include Zip Code** | **PROPERTY OWNER(S) NAMES** | **CURRENTLY OWNED? IN NO, ENTER THE YEAR SOLD** | |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |
|  |  | **Yes**  **Year Sold:** | **NO** |

|  |  |  |
| --- | --- | --- |
|  |  | **Yes NO**  **Year Sold:** |
|  |  | **Yes NO**  **Year Sold:** |
|  |  | **Yes NO**  **Year Sold:** |
|  |  | **Yes NO**  **Year Sold:** |
|  |  | **Yes NO**  **Year Sold:** |

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND ACKNOWLEDGE THAT FAILURE TO DISCLOSE A MATERIAL FACT OR TO MISREPRESENT A FACT MAY RESULT IN DISQUALIFICATION FROM CONSIDERATION OF FUNDS.

Dated:

Signature:

Title: