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**BALTIMORE CITY DEPARTMENT OF HOUSING AND 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**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Project Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Trust Funds requested** (please refer to item number 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **PROJECT FEASIBILITY** (60 maximum points)
2. **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 are underway or have been completed in the last 5 years indicating type of project? What is the status of these projects and their total development costs?

1. **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://dhcd.baltimorecity.gov/files/ahtfbudgetworksheetv1xlsx>
* <https://dhcd.baltimorecity.gov/files/clt-single-family-homeownership-pro-formaxlsx>

1. **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)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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 |  |

1. **PRE-DEVELOPMENT MEETING WITH DEPARTMENT OF PLANNING (Attach documentation)**
2. **COMMUNITY ENGAGEMENT AND PARTICIPATION** (40 maximum points)
3. Attach Community Revitalization Plan and indicate how the project is compatible with the Plan
4. Describe how the project is compatible with the Framework for Community Development
5. Attach the Community Engagement Plan indicating organizations and individuals that have provided input and dates of meetings with these organizations and individuals
6. 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
7. **ACHIEVING EQUITY** (15 maximum points)
8. 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.
9. Attach a copy of affirmative marketing plan to former residents of the neighborhood if applicable
10. Describe how projects eliminates blight and/or other dangerous or unsafe hazards in the neighborhood if applicable
11. **BONUS POINTS** (20 maximum points)

Scoring criteria identifies priorities for deploying and spending funds, however, applicants can also apply for bonus points by supporting Baltimore City businesses, utilizing apprenticeships, and agreeing to enhance local hiring and monitoring criteria. Bonus points may increase an applicant’s total score so that they are eligible to be considered for an award of funds or can help increase an application’s ranking within the overall scoring.

1. Supports & Grows Local Businesses (4 points) – Applicants are required to demonstrate how their project will support businesses located in Baltimore City. Responses should specify local vendors who will be used, how efforts will be tracked and monitored and any documentation evidencing agreements to utilize local residents.
2. Takes Advantage of Apprenticeships and Training programs (4 points) – Applicants are required to provide a plan for utilizing training and apprenticeship programs and to include a letter of intent from the provider. As a condition for receiving funds, applicants will be required to provide an executed Memorandum of Understandings or comparable agreement with the provider.
3. Collaboration Across Multiple Neighborhoods (2 points) – Applicants are required to provide documentation demonstrating how their project impacts multiple neighborhoods, how this helps to achieve economies of scale, and how multiple stakeholders are working collaboratively to achieve outcomes.
4. Local Hiring Criteria-Select One Option Only (up to 10 points) – Applicants are required to sign and include a Local Hiring Certification with their submission that must be approved by DHCD or its designee. Project awardees must agree to periodic reporting to and monitoring by DHCD or its designee. Project awardees must take all reasonable and necessary steps to achieve plan outcomes. Failure to achieve plan outcomes may disqualify the awardees from future funding rounds or result in other default. Applicants are required to provide a strategy detailing how they will achieve the selected goals. Strategies should detail how residents will be identified, types of jobs anticipated to be available and measures that will be taken to ensure success. The plan should affirmatively seek out individuals with barriers to employment such as a criminal record for appropriate positions. Points will be awarded on the scale specified below to project whose plans have the following outcomes:

|  |  |
| --- | --- |
| * 70 percent of hours related to construction are provided by City residents, and 51 percent of new hires are from apprenticeship programs (10 points). * 50 percent of work hours related to construction are provided by City residents, and 35 percent of new hires are from apprenticeship programs (7 points). * 30 percent of work hours related to construction are provided by City residents, and 20 percent of new hires are from apprenticeship programs (3 points). | |
|  |  | |

**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. All applicants must submit one (1) electronic copy of their application in PDF form except for the Development Budget, which should be submitted as an Excel Spreadsheet.**

**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 and refer to the Guidelines for additional instructions)

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

Organizational Documents

Corporate Resolution/Board of Directors approval (nonprofit applicants)

Articles of Incorporation, By-Laws (nonprofit applicants)

Current IRS Determination Letter indicating 501(c)(3)

Evidence of Good Standing with the State of Maryland for all parties

List of Board of Directors, titles, and affiliations (nonprofit applicants)

Organizational chart indicating roles and responsibilities of all partners

Copy of Ground Lease and Stewardship Standards

Sample Warranty Deed or comparable

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

Certification of Compliance

Owned Property Disclosure

Commitment to Comply

Local Hire Certification

The following documents will be considered Threshold Criteria in the event they are applicable to an application:

* Evidence of Site Control
* Request for Waiver if applicable

**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 Affordable Housing Trust Fund 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

1. Unpaid delinquent taxes, municipal liens and/or outstanding \_\_\_\_\_ Yes No\_\_\_\_

Judgements

1. Declared in default of a loan or failed to complete a development \_\_\_\_\_ Yes No\_\_\_\_
2. Failed to complete or currently in violation of a Land Disposition \_\_\_\_\_ Yes No\_\_\_\_

Agreement or other agreement involving the City of Baltimore

1. Own a property which currently has a Vacant House Notice or \_\_\_\_\_ Yes No\_\_\_\_

other housing code violation in Baltimore City or elsewhere

1. Failed to obtain required building permit for work performed \_\_\_\_\_ Yes No\_\_\_\_
2. Failed to register a currently owned, non-owner occupied \_\_\_\_\_ Yes No\_\_\_\_

dwelling unit as required by Baltimore City code Article 13, Section 4

1. 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 \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |
|  |  | \_\_\_\_ Yes \_\_\_\_\_NO  Year Sold: |

I HEREBY CERTIFTY 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 DISQUALIFCATION FROM CONSIDERATION OF FUNDS.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_