

City of Wilmington Housing Project Application
For New Construction or Rehabilitation of Multi-Family Rental, Scattered Site Rental, Single-Family Homebuyer Housing Projects

Name of **Project** to be Funded:

Full Legal Name of Applicant Agency:

Federal Taxpayer ID Number: _____ Solicitation #: _____

DUNS Number: _____ (Dun & Bradstreet, Inc. provides this number at no charge and is required for federal funding recipients. Obtain a DUNS number at <http://fedgov.dnb.com/webform>.)

Check One: Nonprofit Organization For-Profit Public Agency

Is this a faith-based organization? Yes No

Executive Director/Chief Executive Officer: _____
Mailing Address: _____
City/State/Zip: _____
Agency Site Address: _____
Telephone Number: _____
E-mail: _____

Program Contact Person: _____
Title: _____
Telephone Number: _____
E-mail: _____

Accountant or Financial Officer: _____
Telephone: _____

Attorney: _____
Telephone: _____

Application Prepared By (Individual): _____
Agent Authorized to Act on behalf of Applicant: _____
Agency or Business Name: _____
Telephone Number: _____
E-mail: _____

To the best of my knowledge and belief, all data in this project submittal/application are true and current. The project has been authorized by the applicant's governing board.

Executive Director or Chief Executive Officer (Please print)

Phone

Executive Director or Chief Executive Officer Signature

Date

Board Chairman (Please print)

Phone

Board Chairman Signature

Date

City of Wilmington Housing Project Application Checklist
For New Construction or Rehabilitation of Multi-Family Rental, Scattered Site Rental, Single-Family Homebuyer Housing Projects

Check Following Documents, Plans and Information Have Been Submitted:
Submit One Original, One Copy and an Electronic copy

I. Market Analysis – a complete market analysis providing information as directed in Requirements for Market Analysis for HOME Projects adopted 3.19.13

Market Analysis Includes:

- population,
- number of households within the eligible income range,
- number of cost-burdened households,
- waiting list for housing
- Competitive Market Analysis and/or Appraisal (if available)
- other pertinent data.

Rental market studies should

- identify the primary market area, and include
- capture rate when applicable,
- timeline for rent- up, and a
- list of comparable properties by: rent per square foot, number of bedrooms, amenities and vacancy rate.

II. Project Scope

- Land Parcel Number as identified in the New Hanover County Land Management System.
- Description of how the project addresses a need identified in the City of Wilmington five-Year Consolidated Plan for FY13-17, City Strategic Plan Welcoming Neighborhoods and Public Spaces Focus Area, 10 Year Plan to End Chronic Homelessness, city Future Land Use Plan, and/or other City neighborhoods plans.
- Offer to Purchase and Contract with required environmental language
- Letters of support or recommendation from neighborhood/community based groups and/or neighboring properties, including documentation regarding outreach efforts.
- Site Control- subject to HOME, CDBG and NEPA regulations
- Scaled Site Plan
 - Utilities – available –water, sewer, electric
 - Infrastructure- available roads, sidewalks, etc.
 - Site Layout/Plot Plan
 - Proof of feasibility subdividing and/or other zoning approvals (if applicable)
 - Photographs of property (if available)
- Building elevation and floor plan drawings
- Material specifications
- Accessibility Elements, as applicable
- Energy efficiency elements

- Map and/or description of amenities available within close proximity including, but not limited to, grocery store, pharmacy, medical services, community/senior center, public park and green space, library, churches), sidewalks, public transportation and schools. Include distance of amenities from project.
- Environmental Assessment and/or other level of Environmental, if completed.

III. Project Funding and Operations

A toolbox is provided with excel spreadsheet templates for rental and homeowner pro-forma. Detailed Project Funding should include the following:

- Rental Pro-forma including:
 - Project summary,
 - Source and Uses,
 - Development budget,
 - Construction Cash Flow
 - Developers Fee
 - Debt Service- Interest/Terms
 - Operating budget,
 - Replacement Reserves,
 - Operating Reserves,
 - Operating Cash Flow for 30 years
- Homebuyer Pro-forma including:
 - Project summary,
 - Source and Uses,
 - Development budget,
 - Construction Cash Flow
 - Developers Fee
 - Debt Service- Interest/Terms

IV. Developer Capacity and Fiscal Soundness

Required information and documentation for assessing developer capacity and fiscal soundness includes, but is not limited to, the following:

- List of recently completed projects and projects currently underway and/or pending
- Development team resumes, copies of appropriate licenses and/or professional certifications
- W-2, W-4's for full-time and part-time staff
- Job descriptions for staff
- Contract and 1099 for contract staff
- Current balance sheet
- Current year budget with comparison of actual performance YTD vs. projections
- Most recent corporate audit or reviewed financial statements
- Most recent tax returns (990 for nonprofit developers)
- Professional and banking references
- List of board of directors and officers of corporation

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Environmental Review: In accordance with 24 CFR Part 58, recipients, owners, developers, sponsors or any third-party partners cannot undertake any physical actions on a site, commit, expend, or enter into any legally binding agreements that constitute choice-limiting actions for any HUD or non-HUD funds before the level of environmental review has been completed and, if required, the City has received an Authority to Use Grant Funds from HUD. Choice limiting actions are defined by HUD as expenditure of funds or entrance into a legally binding agreement for property acquisition, demolition, movement, rehabilitation, conversion, repair or construction. **Any violation of this provision will result in the automatic denial of the funding request or de-obligation of the CDBG or HOME funds, if already awarded.**

The executive staff and Board of Directors and/or Governing Body for the agency applying for City funds fully understands and agrees to comply with the Environmental Review conditions described above.

Executive Director or Chief Executive Officer (Please print)

Executive Director or Chief Executive Officer Signature

Date

Board Chairman or President (Please print)

Board Chairman or President Signature

Date

Reference for Applications for Housing Projects

Local Priorities: The City of Wilmington a Five-Year Consolidated Plan for Fiscal Year 2013 through Fiscal Year 2017; this plan identifies priorities for community development initiatives. As in past years, the City's Community Development efforts will align with HUDs objectives for CDBG and HOME funds including, but not limited to, benefiting low to moderate income individuals by addressing the availability and accessibility to the following:

High Priority Housing Needs:

- Affordable Rental Housing
- Preserve Affordable Housing Stock;
- Affordable Homeownership Opportunities;
- Emergency Shelter Programs and Services to Transition Homeless Population to Permanent Housing;
- Homeless prevention services for those people most at-risk of becoming homeless, including special needs populations (elderly, disabled, victims of domestic abuse, ex-offenders, etc.); and
- Permanent Supportive Housing for Chronically Homeless, Frail Elderly, Disabled and Other Special Needs Populations.

Medium Priority Housing Needs:

- Workforce Housing for moderate income (80.1%-120% AMI) households; and
- Education and advocacy that promotes sustainable housing options- homebuyer education, foreclosure counseling, financial skills, etc.

High Priority Community Development Needs:

- Neighborhood services for at-risk and low-to-moderate income youth, elderly and other special populations;
- Preserve and maintain public facilities serving low-to-moderate income neighborhoods and individuals;
- Encourage Job Skills and Job Training Initiative, including basic literacy skills development; and
- Comprehensive neighborhood planning initiatives to address quality of life and physical conditions in targeted neighborhoods.

Medium Priority Community Development Needs:

- Community safety through education and outreach activities.

HUD Livability Principles:

- **Provide more transportation choices.** Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
- **Promote equitable, affordable housing.** Expand location-and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
- **Enhance economic competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.

- Support existing communities.** Target federal funding toward existing communities-through strategies like transit oriented, mixed-use development, and land recycling- to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
- Coordinate and leverage federal policies and investment.** Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
- Value communities and neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods- rural, urban, or suburban.

City of Wilmington Focus Areas

In addition, the City of Wilmington has established the following Focus Areas:

Diverse and Thriving Economy

The City will create and implement a sustainable, regionally coordinated economic development plan and business-friendly processes and policies to attract new businesses of different sizes and types and support existing businesses.

Welcoming Neighborhoods and Public Spaces

The City will support diverse housing options and unique neighborhoods and plan for sustainable, quality redevelopment. We will promote active use of City and regional parks, partner to enhance our public spaces, and protect and maximize our natural resources.

Efficient Transportation Systems

The City will utilize our leadership role to advocate for, develop, and maintain an efficient, regionally focused multi-modal transportation system that integrates transportation and land use and increases internal mobility and regional connectivity.

Safe Community

The City will ensure public safety through community-focused public safety, code enforcement, planning efforts and quality maintenance of public spaces and infrastructure.

Civic Partnerships

The City will build and improve relationships with citizens, area legislators, regional stakeholders, education and health care institutions and non-profit organizations to advance shared community goals. We will foster collaborative communication to cultivate productive partnerships.

Sustainability and Adaptability

The City will make decisions focused on ensuring the long-term financial, physical and environmental, and social health of the City. We will implement initiatives designed to augment the City's capacity to respond to changing conditions with new solutions. Our actions will be based on a shared commitment to continuous improvement.