

## CITY OF OMAHA

### **Housing and Community Development Program Application For Fiscal Year 2015 Implementation Funding**

Deadline for receipt of this application is: **June 2, 2014**

An **original and two copies** must be submitted to:

City of Omaha Planning Department  
David Thomas, Acting Assistant Director  
1819 Farnam Street, Suite 1111  
Omaha, Nebraska 68183

Additional copies of this and other related documents can be found at: <http://www.cityofomaha.org/planning/hcd/hcd-planning/consolidated-and-action-plans> under Forms and Publications on the right side of the page.

#### **Priorities**

As a recipient of federal housing and community development funds and State of Nebraska Affordable Housing Trust Funds, the City of Omaha must have a strategy to provide decent housing, a suitable living environment and economic opportunities principally for low- and moderate-income residents.

Based on an analysis of the housing and community development needs in Omaha, the City's Five-Year Strategy for Community Planning and Development Programs specifies the populations to be served and identifies priorities for the program. The priorities are:

- Low -income (80% and less of the area Median Family Income [MFI]) existing homeowners including all types and sizes of families. Higher priority given to homes located in the Omaha Neighborhood Revitalization Strategy Areas (NRSA)
- Low -income (80% and less of the area MFI) first time homebuyers including all types and sizes of families. Higher priority given to homes constructed in the Omaha NRSA.
- Low -income (80% and less of the area MFI) renters including all types and sizes of families. Higher priority given to housing located in the Omaha NRSA.
- Economic development activities for low -income (80% and less of the area MFI) individuals and families. Higher priority given to activities that benefit households located in the Omaha NRSA.
- Homeless individuals and families, and persons at risk of becoming homeless.
- Non-homeless persons with special needs.

*See final page of Application for Map of Omaha NRSA*

Applications proposing activities that serve one of the above local priority populations will be given greater consideration for funding.

## **Cover Letter**

Please include a cover letter of no more than one page indicating the name of the applicant(s), the contact person, the neighborhood in which project is located, the amount of funds requested and a brief description of the project including all participants.

### **I. Applicant Information**

In this section, provide the following information for the applicant. Limit the response to no more than three pages per organization, plus the attachments requested.

- a. Name of organization.
- b. Name/title of authorized representative of the organization and name, address and phone number of contact person for this application.
- c. Year organization formed.
- d. Brief description of organization's mission and identification of neighborhood(s) or area(s) served.
- e. Brief description of projects or programs carried out by the applicant relevant to the project proposed.
- f. Brief description of organizational structure using a chart if necessary.
- g. Brief description of organization's Board of Directors, the number of members and how it is selected and its composition.
- h. List existing staff positions and indicate whether full or part-time.

### **Attachments**

Attach a copy of the following documents for the organization:

- a. Articles of Incorporation and By-Laws/Operating agreement
- b. IRS determination letter granting organization exemption under Section 501(c)(3) and public charity status under Section 509(a) of the Internal Revenue Code. (If such a letter has not been received, explain the organization's current tax status.)
- c. The most current and prior two years' annual financial statements (audited statements are preferred).
- d. A one-page list identifying all major sources and amounts of financial support for operating and project budgets over past three years.
- e. Operating budgets for the current and most recent past year.

- f. Resumes or brief description of the backgrounds of staff members who would be most involved in this project.
- g. List of board members including community/organizational/professional affiliation.
- h. List of any affiliated or subsidiary organizations, their purpose, structure and major sources of financial support.
- i. Executed Applicant's Certification (attached).

## **II. Community Served**

In this section you are to specify the area to be served by the project, your history of involvement in that area and demonstrate that it is a low-income community. Limit this section to no more than two pages, plus the map(s) requested.

- a. Indicate the name(s) and provide a brief description(s) of the neighborhood(s) or area(s) to be served by this proposed project. Demonstrate that it is a low-income area(s) (e.g., median family income, percentage of families below poverty level, percentage of homes in substandard condition); cite sources of information used and provide a map indicating the specific boundary of the project site or area(s) to be served.
- b. Briefly describe the major problems facing the low-income residents of the neighborhood(s) or area(s).
- c. Briefly describe any projects or programs that the applicant has conducted in this neighborhood(s) or area(s).
- d. Briefly describe other projects or programs carried out by other entities currently underway or recently completed in this neighborhood(s) or area(s).

## **III. The Project**

In this section provide detailed information on the proposed project, its beneficiaries, timetable and feasibility. Limit this section to no more than four pages plus the requested attachments.

- a. Describe what the applicant proposes to accomplish with this Implementation Grant. Describe the project and the beneficiaries. Quantify the expected outcomes of implementation (e.g., How many jobs will be created? How many units or housing will be developed?, etc.) Be as specific as possible.
- b. Briefly describe the pre-development activities that have already been undertaken with respect to this project.

- c. Describe the market for the proposed project. What efforts have you undertaken to determine that the proposed project is appropriate for the market?
- d. Who will be the project sponsors/developers? What specific tasks will they carry out?
- e. Who are the other members of the project development team? What specific tasks will be carried out by the members of that team? City of Omaha? Consultants? Who will be responsible for coordinating the work of the team?
- f. Who will manage or operate this project once it is completed? Who will own it?
- g. What roles will be carried out by low-income beneficiaries and community residents (i.e., volunteer work, sweat equity, etc.)?
- h. Briefly describe the experience of the applicant in implementing similar projects or programs. If the project or program is in a new area for the applicant, please provide evidence that it can be effectively implemented.
- i. Attach a detailed project time schedule including all steps required to implement this project and indicate when those steps will be completed.
- j. Describe the steps taken to generate community support for this project.
- k. If the project entails real estate development identify the site and indicate why it was chosen. Who currently owns the property? What negotiations have occurred regarding its purchase? Indicate any major planning, land use, environmental or other regulatory issues that require resolution and describe how they would be addressed.

#### **IV. Project Financing**

In this section provide information on the project budget, adequacy of funding and other sources of support. Limit this section to no more than two pages plus the requested attachments.

- a. Using the attached format or a comparable one, attach a development budget for this project which includes all major cost items required for implementation and identifies all sources of funds. Also include a description of your assumptions and the sources of information used in developing the budget.
- b. Using the attached format or a comparable one, attach an operating proforma for the first five years of project operations, showing sources and uses of funds. Also include a description of your assumptions and the sources of information used in developing the proforma.

- c. Indicate the amount of Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) funds, Nebraska Affordable Housing Trust Funds are being requested to implement your proposal. Indicate exactly how these funds will be used.
- d. Indicate what other funds (grants, loans, equity investments or in-kind donations) have been committed to date. Describe the sources (including name of organization, program, etc.) and list any applicable terms and conditions with respect to the use of funds. Attach letters or contracts, which evidence the commitments.
- e. Indicate what additional funds need to be raised for this project, identify the anticipated sources of those funds and describe your plans for obtaining them. What is the status of outstanding requests for funds? When will decisions be made?

## DEVELOPMENT BUDGET FORM

**Note:** Please use this format or a comparable document to present your development budget. If your project is not a real estate development project, please present budget information in the same degree of detail as set forth below.

### **Development Costs**

Acquisition \$ \_\_\_\_\_

#### Construction/Rehabilitation

Basic Construction Costs \$ \_\_\_\_\_

Contractor's Overhead and Profit \$ \_\_\_\_\_

Bond/Letter of Credit \$ \_\_\_\_\_

Contingency \$ \_\_\_\_\_

Other (Identify) \$ \_\_\_\_\_

\_\_\_\_\_

#### "Soft" Costs

Architectural/Engineering \$ \_\_\_\_\_

Construction Supervision \$ \_\_\_\_\_

Legal/Accounting \$ \_\_\_\_\_

Appraisal \$ \_\_\_\_\_

Developer Fees \$ \_\_\_\_\_

Partnership/Organization Fees \$ \_\_\_\_\_

Other Consultants \$ \_\_\_\_\_

Building Permits \$ \_\_\_\_\_

Other Permits/Fees \$ \_\_\_\_\_

Taxes \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Construction Financing (Interest) \$ \_\_\_\_\_

Financing Fees \$ \_\_\_\_\_

Marketing \$ \_\_\_\_\_

Contingency \$ \_\_\_\_\_

Other (Identify) \$ \_\_\_\_\_

\_\_\_\_\_

**Total Development Costs** \$ \_\_\_\_\_

**Sources of Funds**

1. Applicant's Own Funds Committed to the Project \$ \_\_\_\_\_

(Identify/List Sources)

2. Equity \$ \_\_\_\_\_

(Identify/List Sources)

3. Other Capital \$ \_\_\_\_\_

(Identify/List Sources)

4. Loans \$ \_\_\_\_\_

(Provide Detail)

e.g.

Construction Financing \$ \_\_\_\_\_

Bridge Loan \$ \_\_\_\_\_

Bank Loan @ \_\_\_\_%, Term \_\_\_\_ Years

Other Loans

**Total Sources of Funds** \$ \_\_\_\_\_

**Total Development Costs** \$ \_\_\_\_\_

**Funds Shortfall** (Requested Assistance may not exceed shortfall) \$ \_\_\_\_\_

## PROJECT OPERATING PROFORMA

**Note:** Please use this format or a comparable document to present your five-year operating proforma. If your project is not a real estate development project, please present operating information in the same degree of detail as set forth below.

<b><u>REVENUE</u></b>	<b><u>Year 1</u> <u>(By Month)</u></b>	<b><u>Years 2-5</u> <u>(Annually)</u></b>
Gross Rentals	\$ _____	\$ _____
Less: Vacancy	\$ _____	\$ _____
Other Revenues	\$ _____	\$ _____
Total Net Revenues	\$ _____	\$ _____
<b><u>EXPENSES</u></b>		
Maintenance	\$ _____	\$ _____
Management	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Legal/Accounting	\$ _____	\$ _____
Replacement Reserve	\$ _____	\$ _____
Other Expenses	\$ _____	\$ _____
_____		
Total Expenses	\$ _____	\$ _____
<b><u>NET OPERATING INCOME</u></b>	\$ _____	\$ _____
<b><u>DEBT SERVICE</u></b>	\$ _____	\$ _____
Mortgage Payments	\$ _____	\$ _____
_____	\$ _____	\$ _____
	\$ _____	\$ _____
<b><u>CASH FLOW</u></b>	\$ _____	\$ _____

**APPLICANT’S CERTIFICATION**

The Applicant certifies that all of the information given in this Application for Implementation Funding under the City of Omaha, Housing and Community Development Program, is true and complete to the best of the Applicant’s knowledge and belief.

Permission is given to the Planning Department, Housing and Community Development Division, to gather information to determine Applicant’s qualification(s) for financial assistance. This information includes, but is not limited to, credit rating, income verification, tax payments, mortgage information, insurance and title to the property.

Applicant agrees to have no claim of violation of privacy against any person or firm or corporation by reason of any statement or information released by them to the Planning Department for purposes of this Application for Implementation Funding.

Applicant further certifies that no elected official or any officer or employee of the City of Omaha shall be or become interested directly or indirectly with the person, firm or corporation submitting this Application for Implementation Funding or in any portion of the profits derived from this project. This exclusion does not pertain to persons who are appointed to State-created authorities.

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Applicant’s Full Legal Name

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Name/Title of Authorized Representative(s)

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Signature

Date

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Signature

Date

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PENALTY FOR FALSE OR FRAUDULENT STATEMENT.U.S.C. Title 18, Sec. 1001, provides; “Whoever, in a matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious, or fraudulent statements or representations...(or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry,) shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

