



APPLICATION COVER SHEET

**Notice of Funding Availability (NOFA)
State Housing Initiative Partnership (SHIP)
Developer Rental Assistance Program
NOFA HED.2023.5**

Name of Project: _____

Project Type: _____

Project Location: _____

Total Project Cost: _____

Total Amount Requested from NOFA HED.2023.5: _____

Project Developer/Applicant: _____
(As defined in NOFA)

Developer/Applicant Address: _____

City & Zip Code: _____

Contact Person/Title: _____

Contact Phone Number: (_____) _____

Contact E-Mail Address: _____

ALL REQUESTED INFORMATION MUST BE COMPLETED





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A. Name of Project / Name of Project Developer Organization / Contact Person Information

(The name of project, name and address of the not-for-profit organization, project developer organization and relationship to not-for-profit (if different from not-for-profit), and the name, phone number and email address of a contact person. Include 501(c)(3) determination letter from the Internal Revenue Service.)

B. Detailed Project Description

(A detailed description of the project including the development type, numbers and types of buildings, total number of housing units by size and proposed income designation / rents. Describe related program or services that will be available to project residents, if any. Identify the project location, the property control number (PCN) and provide a map indicating the project site. Provide an appraisal report indicating the as-is value of the property and performed with the past six (6) months of application submittal conducted by a licensed third-party appraisal).

C. Describe Developer/Owner experience with the development and operations of similar projects

(Include a detailed description of the developer/owner experience with the development and operation of projects similar to that proposed for funding.)

D. Attach organizational chart that identifies all entities that have an ownership in the proposed project

(Provide an organizational chart that identifies all parties that will have an ownership interest in the developer/owner and proposed project.)

E. Attach Evidence of Site Control

(Evidence of site control for the entire project site(s) in the form of a fully executed contract for purchase of the property(ies), or option to purchase.)

F. Attach a Detailed Development Pro Forma Including All Sources and Uses of Funding Including all Proposed Sources of County Funding/Subsidy

(A detailed development pro forma that includes all project sources and uses of funding, and that identifies all proposed sources of County funding/subsidy. Include a detailed line item budget supporting all proposed rehabilitation costs in the form of an architect's estimate of probable cost, or written price quotes from at least two (2) licensed contractors.)

G. Attach Documentation of Availability of All Non-County Funding Sources

(Provide documentation evidencing availability of all sources of funding required for the non-County balance of the project development budget. Acceptable documentation includes documentation from the funding source(s) providing a firm or a conditional commitment to fund and identifying all terms and conditions.)

H. Attach Detailed 15-Year Operating Pro Forma

(Attach a detailed 15-year operating pro forma that includes all project revenues, expenses, reserves, and County loan debt service. Explicitly states all assumptions. Projects are subject to a \$2,500 annual monitoring fee to be paid to the County.)

I. Attach Availability of Operating Subsidy (if applicable)

(Provide documentation of availability of all sources of operating subsidy, if any, including project-based voucher subsidies.)

J. Attach Detailed Project Schedule

(Provide a detailed project schedule including all development activities from through completion/occupancy, and indicating activity status at time of application submittal.)

K. Provide Current Zoning and Land Use for the Project Site

(Identify the current zoning and land-use for the project site, and identify all applicable development review processes and building permitting. Provide estimated dates/timeframes for all submittals and approvals, and indicate the status of project applications in all such applicable review processes.)

Applicant: _____

By: _____

Print Name and Title

Signature: _____

Date: _____

Applications must be signed by the CEO or Executive Director of the organization.