

## **Chapter 8: Rental Application Forms and Instructions**

### **I. Eligibility**

#### **A. Eligible Applicants**

Eligible applicants are:

- Local or regional non-profit 501(c)(3) or 501(c)(4) housing or related service organizations
- Local units of government
- Public Housing Authorities
- State-designated Community Housing Development Organizations (CHDO)

#### **B. Eligible Activities**

NAHTF funds will be available for rental housing for families, elderly, and/or special needs populations. Activities include

1. new construction affordable rental housing;
2. acquisition and rehabilitation of existing units; and
3. lease-purchase programs that lead to homeownership. The housing unit assisted must remain rental housing (leased) for 36 months or greater.

Properties financed or properties that will be financed with Low-Income Housing Tax Credits are not eligible. Projects that are seeking (but have not received) a Low-income Housing Tax Credit allocation may apply to Nebraska Investment Finance Authority (NIFA) in the NIFA/NDED Annual LIHTC set-aside Application Cycle of applications.

#### **C. Eligible Costs**

1. ***New Construction***: NAHP funds may be used for new construction of rental units. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction.
2. ***Rehabilitation***: This includes the alteration, improvement, or modification of an existing structure excluding mobile homes. Rehabilitation may include adding rooms, which are not dwelling units, outside of the existing walls of a structure. *Conversion*, which is a type of *Rehabilitation*, is changing the use of an existing structure to one of affordable residential housing. Units cannot be added beyond the building envelope. Conversion of a structure to commercial use is prohibited.
3. ***Reconstruction***: This refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment. NAHP funds may be used to build a new foundation or repair an existing foundation. During reconstruction, the number of rooms per unit may change, but the number of units may not.
4. ***Relocation Costs***: Both permanent and temporary relocation assistance are eligible costs. Staff and overhead costs associated with relocation assistance are also eligible.
5. ***Site Improvements***: Site improvements must be in keeping with improvements to surrounding standard projects. They include new, on-site improvements (sidewalks, utility connections, sewer

and water lines, etc.) where none are present. Building new, off-site utility connections to an adjacent street is also eligible.

**6. *Project-related Soft Costs:*** These must be reasonable and necessary and can include: finance-related costs; credit reports; title binders and insurance; surety fees; recordation fees; transaction taxes; legal and accounting fees (including cost certification); appraisals, environmental reviews; builders or developers' fees; architectural, engineering and related professional services; tenant counseling, provided the recipient of tenant counseling ultimately becomes the tenant or owner of an NAHP unit; project audit costs; affirmative marketing and fair housing services to prospective tenants of an assisted project; and staff costs directly related to projects.

**7. *Capitalization of Project Reserves:*** NAHP funds may be used to fund an initial operating deficit reserve.

**8. *Acquisition:*** Funds may be used to acquire a vacant building or building not currently being utilized for rental housing and adapt the building to residential multi-family housing. Acquisition of an existing rental, including affordable rental property, is also eligible. The acquisition purchase price must be less than or equal to the value identified in an independent appraisal.

#### **D. Grant Amounts**

The maximum grant amount request is \$400,000. This amount is to be used as a guideline. Amount of award will be determined on a case-by-case basis with consideration given to the number of applications and scoring and ranking criteria.

## **II. Application Instructions and Forms**

This section contains all forms and exhibits to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough and concise. The Department reserves the right to verify all information and to consult with other agencies on the proposed project.

Generally, there are more applicants requesting funds than there are funds available. Applicants must carefully read and review the 2010 Housing and Community Development Annual Action Plan and NAHP Application Guidelines Chapters 1, 2, 3, and 8 to develop a competitive application.

**A. Verified Thresholds**

The Department may contact the applicant for further information on any thresholds. The Department may non-select an application if any or all of the following thresholds cannot be verified. **You are not required to submit this form with your application, but it should be used as a checklist to help ensure you have included all required information.**

**Application Parts I, II, & III**

	Yes	No
Is the applicant identification complete?		
Is the application preparer's section complete?		
Is the activity indicated?		
Is the service area indicated?		
Are there appropriate signatures?		
Is the appropriate region indicated?		
Is the household and or unit information complete?		
Is the Funding Summary complete, clear, and correct?		
Is the one page project summary included and clear?		

**Required Exhibits**

<b>Local Governments</b>			
Exhibit	Description	Yes	No
A	Public Hearing/Meeting		
B	Authorizing Resolution		
C	Statement of Assurances		
F	Certification of Federal Assistance (rental only)		
G	Determination of Level of Review Form		

<b>Non-profit and PHA</b>			
Exhibit	Description	Yes	No
A	Public Hearing/Meeting		
D	Application Certification Form		
E	Authorizing Resolution		
F	Federal Assistance (rental only)		
G	Determination of Level of Review Form		

**Thresholds All Activities**

	Yes	No	NA
1. Applicant is eligible (non-profit: proof of non-profit status and Cert. of Good Standing).			
2. Activities are eligible and comply with Nat. Obj. and NAHP priorities.			
3. Applicant has addressed compliance problems.			
4. Applicant is current with all reporting requirements.			
5. Applicant has achieved the required percentages by the application due date, of State CDBG funds drawn down for prior State CDBG. All CDBG awards will be reviewed including those within the housing program, except Economic Development awards. <b>CDBG 2008 Award Drawn Down 80%</b> <b>CDBG 2007 &amp; Prior Award Drawn Down 100%</b> <i>The percentage for funds drawn down shall be figured by NDED based on the final application acceptance date, except for applicants awarded funds after the initial award date in which funds drawn down shall be based on the proportionate number of months that have lapsed since the initial grant award.</i>			
6. Activities not related to new construction will be completed within 24 months of award and activities involving new construction will be completed within 36 months of award.			
7. <b>If the project involves new construction and/or infrastructure development</b> , please attach a development pro forma detailing incremental development.  <p>Note: Projects involving New Construction and/or Infrastructure will be required to complete the following steps prior to a Notice of Release of Funds or prior to a stage mutually agreed upon by the applicant and NDED during contract negotiations. These steps include:</p> <ul style="list-style-type: none"> <li>i. The site(s) must be reviewed and approved by NDED housing staff prior to any activity, including land purchase. Grantee must request a site review from the regional housing representative no later than 45 days prior to purchase.</li> <li>ii. Site Plan and Preliminary Architectural Designs must be reviewed and approved by NDED housing staff prior to any activity, including land purchase.</li> <li>iii. A final Development Pro Forma based upon the approved site, site plan and preliminary architectural designs must be reviewed and approved by NDED housing staff prior to any activity, including land purchase.</li> </ul>			
8. If you are proposing a lease-purchase project, attach the proposed lease agreement.			

<p><b>9. If the project involves rehabilitation and/or acquisition</b>, please attach a property condition assessment that is less than one year old. Applicants are highly encouraged to work with all project owners to develop the property condition assessment. The assessment should include a Capital Reserves Schedule, immediate and short-term repairs cost estimate, evaluation of the existing buildings, building architectural and structural systems, building mechanical and electrical systems, interior information on dwelling units and any other structures. Attach an architectural design of the units, including schematic floor plans of the various unit sizes. List all applicable local, state and/or national building codes, zoning requirements and covenants, and describe how the project meets them.</p>			
<p><b>10. If the project involves rehabilitation and/or acquisition</b>, a Project Physical Condition Review must be conducted. Explain when the physical condition review request was made to the NDED Regional Housing Specialist and the results of the review. Requests must have been made in writing to NDED by March 19, 2010. The NDED Regional Housing Specialists must approve the review and approve the building.</p>			
<p><b>11. Fair Housing</b> – Provide an explanation of the Fair Housing Act and Section 504 accessibility requirements applicable to the project. Explain what Fair Housing Act and Section 504 requirements apply to the project and how they will be met and/or exceeded. Requirements are not limited to project design. NDED may consult other agencies to review the project for compliance with these requirements.</p>			

**B. Application Submittal Instructions**

In submitting your application, these instructions must be followed:

- Submit original (unbound and 2-hole punched) and 4 complete copies of the application.
- Two-Hole punch the original application in the center top.
- Do not staple.
- Table of Contents **must** be included.
- All pages **must** be numbered in sequence at the bottom right-hand corner of the page.
- All Exhibits **must** be labeled at the bottom right-hand corner of the page.

Below is an outline of what your Rental Application should look like:

- Part I. General Information (use required form)
- Table of Contents (include page numbers)
- Part II. Funding Summary (use required form)
- One Page Project Summary (follow instructions)
- Part III. Project Budget and Financing (follow instructions)
- Part IV. Implementation Schedule (follow instructions)
- Part V. Project Proposal Requirements (Include narrative)
- Part VI. Project Design and Impact (Include narrative)
- Part VII. Development Pro-Forma, if applicable – if the project involves purchase/rehab/resale, new construction and/or subdivision infrastructure development (excluding projects with direct subsidy only for new construction where no development subsidy or infrastructure is involved), please attach a development pro forma detailing incremental development.

Part VIII. Proposed Lease Agreement and Transition Plan, if applicable – applies to proposed projects for short-term lease purchase which is when the housing is developed, leased, and then sold to the tenant within 36 months (follow instructions)

Part IX. Required Exhibits

**Local Government applicants:**

**EXHIBIT A** - Notice of Required Public Hearing (sample format provided) - Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.

**EXHIBIT B** - Authorizing Resolution (sample format provided) – must be completed after the citizens' comment period regarding Exhibit A Notice of Required Public Hearing or Public Meeting Notice.

**EXHIBIT C** – Statement of Assurances and Certifications (required form).

**EXHIBIT G** – Determination of Level of Environmental Review (required form).

**Non-profit organization and Public Housing Authority applicants:**

**EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.).

**EXHIBIT D**- Applicant Certification Form (required form).

**EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided).

**EXHIBIT G** – Determination of Level of Environmental Review (required form).

Part X. Threshold Exhibits- Provide additional supplemental documentation identified in the instructions or referred to in Part V. narrative information.

## Part I. General Information Instructions

*Type or print all information except where signatures are required.*

**Pre-application Number:** Enter the Pre-application number assigned by the Department (if applicable).

**Box 1:** Provide the requested information.

**Box 2:** Enter the name, mailing address and telephone number of the person who prepared the application. If prepared by a firm, identify the staff contact person. Check the appropriate application preparer status box.

**Box 3:** Check the appropriate box(es) for the type of activity(ies) for which the application is made including proposed activities to be funded with both NAHP funds and Other funds.

**Box 4:** Indicate which NAHTF Region your project will be located in. The application activities must be confined to one Investment Zone. Refer to the map in Chapter 1 of the 2010 Annual Action Plan for identification of NAHTF region and NAHP Investment Zone boundaries.

**Box 5:** Indicate the area where the project will be located or program area. Enter the appropriate Congressional and Legislative District information.

**Box 6:** Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant.

**Box 7:** Type the name and title of the Certifying Official and date. The Certifying Official for a local government applicant is the chief elected official. The Certifying Official for a non-profit or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official for a non-profit or public housing authority is not the Board President or Board Chair, attach authorizing documentation of the governing body in order for the Certifying Official to sign the application.

2010 APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM  
**RENTAL PROGRAMS**

Nebraska Department of Economic Development (NDED)

**PART I. GENERAL INFORMATION**

**DED USE ONLY**

**Application Number**  
**10-TFRH-**

Date Received

Pre-application Number (if applicable): 10-\_\_\_\_\_

**TYPE OR PRINT ALL INFORMATION**

<b>1. Applicant Information</b>	<b>2. Person Preparing Application</b>
Applicant: Contact: Address: City/State/Zip: Telephone: Fax: Federal Tax ID Number: Email Address:	Name: Address: City/State/Zip: Telephone: Fax: Email Address: Application Preparer Type (Check One): <input type="checkbox"/> Local Staff <input type="checkbox"/> Out-of-State Consultant <input type="checkbox"/> Economic Development District <input type="checkbox"/> In-State Consultant <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other, Specify _____
<b>3. Rental Activities (check all that apply)</b>	<b>4. NAHTF Region Indicator (check all that apply)</b>
<input type="checkbox"/> Construction costs for newly constructed units <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> Single Family - # of units _____ <input type="checkbox"/> Duplex - # of units _____ <input type="checkbox"/> Multi-Family - # of units _____	<input type="checkbox"/> Panhandle - Region 1 (Western Investment Zone) <input type="checkbox"/> North Central - Region 2 (Central Investment Zone) <input type="checkbox"/> Southwest - Region 3 (Western Investment Zone) <input type="checkbox"/> South Central - Region 4 (Central Investment Zone) <input type="checkbox"/> Northeast - Region 5 (Northeast Investment Zone) <input type="checkbox"/> Southeast - Region 6 (Southeast Investment Zone) <input type="checkbox"/> Lincoln- Region 8 (Southeast Investment Zone)
<b>5. Service Area</b>	<b>6. Type of Applicant</b>
Area to be served (city, county, region, etc.)  Legislative District _____ Congressional District _____	<input type="checkbox"/> Unit of Local Government <input type="checkbox"/> Local Housing Authority <input type="checkbox"/> Non-Profit 501(c)(3) <input type="checkbox"/> Non-Profit 501(c)(4) <input type="checkbox"/> CHDO (State Designated) <input type="checkbox"/> Other, specify _____

**7. Certifying Official**

To the best of my knowledge and belief, data and information in this application are true and correct, including any commitment of local or other resources. This application has been duly authorized by the governing body of the applicant. This applicant will comply with all Federal and state requirements governing the use of NAHP funds.

Signature in ink

Typed Name and Title

Date Signed

**SUBMIT THE ORIGINAL (UNBOUND and TWO-HOLE PUNCHED) AND FOUR COPIES OF THE ENTIRE APPLICATION TO:**

Nebraska Department of Economic Development  
 Division of Community and Rural Development  
 PO Box 94666 - 301 Centennial Mall South  
 Lincoln, NE 68509-4666

Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling (800) 833-7352 (TDD). The relay operator should be asked to call DED at (800) 426-6505 or 402-471-7999.

## Part II. Funding Summary Instructions

- Round all dollar amounts to the nearest dollar.
- Enter the dollar amounts into the appropriate boxes in the funding summary table.
- Describe ALL other funds, including funds provided by the homebuyer, lenders, builders, etc.
- If you have any questions about Activity Codes direct them to NDED.
- Support activities are activities that are only allowed to be funded with NAHP in conjunction with primary activities. Support activities include, but are not limited to: infrastructure costs, relocation, demolition, and homeowner rehabilitation.
- The Part II. Funding Summary should correlate with the Part III. Project Budget & Financing.

The Department reserves the right to non-select an application at any point during the review process if the applicant does not have the full funding commitment of all other key investors prior to application due date.

**Part II – Funding Summary (Round amounts to the nearest dollar)**

Activity Code	Activity	NAHTF Funds	Other Funds	Total Funds	Source(s) of Other Funds
520	Acquisition				
541	Rehabilitation, Conversion, Reconstruction SF 1-4 Units				
561	Rehabilitation, Conversion, Reconstruction Multi-family				
542	New Construction SF 1-4 units				
562	New Construction Multi-Family				
523	Relocation				
580	Housing Management <sup>1</sup>				
580a	Paint Testing/Risk Assessment/Clearance Testing <sup>2</sup>				
581	Rent-up Reserves				
582	Operating Reserves				
181	General Administration <sup>3</sup>				
1000	<b>TOTAL COSTS</b>				

*Note: Table does not calculate totals.*

- <sup>1</sup> Housing Management/Project-related Soft Costs recommended maximum is 8% of total NAHTF funds.
- <sup>2</sup> Paint Testing, Risk Assessments, and Clearance Testing are limited to \$1,500 per unit and are not subject to the Housing Management Maximums.
- <sup>3</sup> General Administration maximum is 6% of total NAHTF funds.

## One Page Project Summary

Include a one page summary of the proposed project.

### Part III. Project Budget and Financing

Provide a detailed budget for the proposed program, including program costs, housing management (also referred to as housing administration or project soft costs) and general administration. The budget should include 1) costs for each item, and 2) the proposed or likely funding source for each item.

#### *Program Costs*

List for each activity number the major costs by line item. Program costs are the “hard” costs of acquisition, rehabilitation or construction costs. The total line item costs for each activity must equal the total by activity shown in Part II.

#### *Administration Costs – Housing Management*

The project related soft costs, or housing management, budget should include all costs of administrative and support activities for the housing proposal except construction costs and the actual costs of real property acquisition, demolition, clearance, etc. Major line items costs for Housing Management may include, but not limited to, homeowner education; architectural, engineering, and legal fees; appraisal costs, housing inspection fees; application review, and program promotion. Paint testing, risk assessments and clearance testing are project related costs which are subject to the \$1,500 NAHP funds per unit maximum but are not included in the recommended Housing Management 8% maximums.

#### *Administration Costs – General Administration*

The general administration budget includes those costs that are administrative in nature and are attributable to the receipt of the award. Common line item costs in this activity are environmental review, audits, labor standards enforcement, preparation of required grant progress reports and draws, etc. If many of the general administration duties are performed by local government staff personnel, it is acceptable to use salaries and benefits as line item costs. However, it should be noted what specific duties are to be performed under the salaries and benefits line item.

#### *Rent-Up Reserves (activity 581)*

Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating rent up reserves to allow the project to maintain positive cash position even though all the units are not leased. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of NDED. If the proposed project development budget includes NAHP-funded reserves, a proposed plan for the disposition of any remaining funds at the end of the 18-month period must be attached to this application.

#### *Operating Reserves (activity 582)*

Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating expenses, scheduled payments to replacement reserves and debt service. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of NDED. If the proposed project development budget includes NAHP-funded reserves, a proposed plan for the disposition of any remaining funds at the end of the 18-month period must be attached to this application.

### *Proposed Funding Source*

All budget items should also indicate the proposed source of funds for that item. The Department understands that the application budget and financing is a proposal only and may vary somewhat during the project implementation. Nonetheless, a budget indicating both sources and uses must be submitted.

### Part IV. Rental Implementation Schedule

Rental Implementation Schedules forms are available at

<http://www.neded.org/content/view/109/241/>. **You must use this form and attach to your application.**

1. List the target(s) for your project. The target **must** contain 1) the number of proposed units, 2) the income of those affected, 3) the type of program, 4) where the target will be achieved, and 5) date the project or program will be fully completed and verifiable.
2. List all proposed due dates for sections required by program type.

The more details that can be provided about the actual project, the methods used to achieve the project, and information about the persons responsible for project implementation and development will benefit the applicant in the NDED application review process.

### Part V. Project Proposal Threshold Requirements

- 1) Maximum Per Unit Subsidy - Describe how the NAHP assistance requested will not exceed the Maximum per unit NAHP Subsidy. A listing of subsidy limits by county and adjusted for bedroom size can be found at <http://www.neded.org/content/view/90/676/>.
- 2) All NAHTF-assisted units must be affordable to and limited to households at or below 80% of the area median income, as defined by HUD.
- 3) Rent Limits -Rents for High NAHTF-assisted and Low NAHTF-assisted units must comply with HUD HOME rent limits. All rents must be adjusted downward for tenant-paid utilities. Please delineate the Other NAHTF-assisted rents, High NAHTF-assisted rents and Low NAHTF-assisted rents for each bedroom size. Rents can be found at <http://www.neded.org/content/view/108/240/>. Please include the rent limits (for the county in which the project is located), as an attachment.
- 4) Income Limits - Household incomes for NAHTF-assisted units must follow HOME income limits, as defined by HUD. Please attach the HUD income limits with the appropriate incomes circled for all family sizes. The HUD income limits can be found at <http://www.neded.org/content/view/108/240/>.
- 5) Enforcement of Rent and Income Limits - Explain how rent and income restrictions will be enforced through deed restrictions, covenants running with the land, or other mechanisms that are not affected by the term of the mortgage or transfer of ownership. Explain the strategies that will be used to enforce these restrictions and ensuring that property managers are aware of all NAHTF rent, income, property standard, and reporting requirements throughout the NAHTF affordability period. Please complete and attach a Unit Designation Information Form and Proposed Unit

Designation Form (Exhibit 110). Indicate on the Proposed Unit Designation Form how this threshold will be met.

- 6) Affordability Period - The NAHTF-assisted units, regardless of funding source, are subject to HOME affordability period rules. Rehabilitation projects are subject to a five-year affordability period and projects involving new construction are subject to a 20-year affordability period. The Affordability period for projects involving acquisition is as follows: \$14,999 or less per units = 5 years, \$15,000 - \$39,999 per unit = 10 years, \$40,000 or more per unit = 15 years. Please state the length of the affordability period and describe how the project will be managed as affordable for the length of the affordability period.
- 7) Financial Commitments - Provide evidence of financial commitments from each non-NAHTF funding source. If there are pending financial commitments at the time of the application, describe the status of the pending commitments, when other applications for funding were submitted and timeframe for obtaining each financial source. Note: Applications with confirmed financial commitments will be at a significant competitive advantage, during application review. In addition, NDED reserves the right to non-select an application that does not have full funding commitment of all other key investors at time of application submittal.
- 8) Proposed Pro forma - Please submit a pro forma for the proposed affordability period (based on rehabilitation affordability period rules). For an existing rental project that will operate with similar requirements as in the past, please submit a pro forma consistent with the requirements below and a pro forma based on experience from the last five years. The pro forma must show the project will be financially viable, for a minimum of the affordability period, based upon reasonable assumptions. In addition, the pro forma must not unduly enrich the applicant or partners. The pro forma must include the following:
  - a) All income, including commercial income, residential income, laundry, etc.
  - b) All expenses, including reduced cost or no cost services. In addition, include all partnership distributions, deferred developer fees, incentive management fees and repayment of loans as expenses.
  - c) All services or materials provided at a reduced cost or no cost basis must be reflected as both an income and an expense.
  - d) The rate of increase used to project income must be 1% per year. The rate of increase used to project expenses must be 3% per year.
  - e) Stabilized vacancy rate must be 7-10%.
  - f) Property management fees must be 5-7% of Gross Potential Rents.
  - g) The operating reserves must be equal to or greater than 6 months of operating expenses, including debt service.
  - h) The replacement reserve payment schedule must be equal to or greater than \$300 per unit per year.
  - i) Debt service coverage ratio must be no less than 1.15. Monthly or annual debt service is not required.
  - j) Show debt service payments meeting all debt service obligations.  
Note: NDED reserves the right to adjust the pro forma to reflect economic and/or market conditions as deemed appropriate.
- 9) Award recipients will be required to conduct annual review of rents and utility allowances as well as annual recertifications of tenant incomes on NAHTF-assisted units.

- 10) Applicant must request a site review from their Regional Housing Specialist in writing (email is adequate) prior to the application being submitted, no later than March 19, 2010. Please include documentation of the site review with the application.
- 11) All programs must be in compliance with the Fair Housing Act. Please describe how this is/will be done.
- 12) All purchased or rehabilitated units assisted with NAHP funds must be made to meet the Department's Minimum Rehabilitation Standards. A copy of the Department's Standards can be found online at <http://www.neded.org/content/view/109/241/>. Please include a copy in the application.
- 13) All projects must comply with HUD's lead-based paint regulation requirements. Please include the lead-based paint/rehabilitations procedures with the application.
- 14) All rehabilitation and acquisition activities will be completed within 24 months of award. New construction must be completed within 36 months. Please reflect this in your Implementation Schedule.
- 15) Commitment of all other investors must be shown at the time of application. Please include Letters of Commitment from all other investors in your application.

**Part VI: Project Design and Impact**

Answer the following questions by checking the appropriate boxes and answering the following narrative questions (in italics), if provided, on separate pieces of paper. Please include the questions along with all applicable answers. For sections that ask for more information in the form of an exhibit, please include the exhibit in Part X of the application.

<p>1) Does the market indicate a need for the product or services?  <i>What is the estimated per capita income in the community or region?  Approximately how many rental units have been constructed in the past 20 years in the community or region? Please provide detail by year.  What steps are being taken to attract and retain residents?  What is the community/region's unemployment rate?  Include a summary of results from the most recent housing market study if one has been conducted.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2) Has a Site-Specific Market Study been conducted for proposed project?  <i>(EXHIBIT 101: please attach a copy of the study, if applicable.)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3) Are local housing and building codes adopted and enforced?  <i>If yes, please explain the process used to enforce housing and building codes, as well as property standards.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4) Is the funding highly leveraged?  <i>(EXHIBIT 102: include letters of firm commitments, if applicable.)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5)	Will the project be developed in collaboration with local and regional plans being implemented by other agencies or development organizations? <i>(EXHIBIT 103: include letters of support from partners, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6)	Does the project include exterior façade improvements or construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7)	There is a firm commitment to make at least 1 unit visitable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8)	There is a firm commitment to make at least 1 unit accessible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9)	Have interest sheets or waiting lists have been collected? <i>(EXHIBIT 104: include interest sheets or waiting lists, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10)	Was an overall Community Needs Assessment conducted within last 3 years? (Assessment must have included all communities and/regions included in application.) <i>(EXHIBIT 105: include copy of Community Needs Assessment results, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11)	Did the Community Needs Assessment show the project was a priority? <i>Please list the top 5 priorities listed in the Community Needs Assessment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12)	Does this project take place entirely within an Economic Development Certified Community?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13)	There is evidence of aggressive strategies in the community or region to demolish dilapidated buildings. <i>Number of dilapidated buildings demolished in past 5 years?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14)	The project is located in a community or region that is working on other community development goals (including housing, citizen participation, public works, leadership development, etc.). <i>If yes, please list the other projects taking place within the community, including both housing related and non-related projects.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15)	Low-income households provided input on housing needs. <i>If yes, please provide detail on how specific outreach was made to low-income persons to provide input on this project and how the input gathered was considered.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16)	There is evidence of aggressive strategies in the community or region to rehabilitate substandard properties. <i>Number of buildings rehabilitated in past 5 years?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17)	Resources and Commitments are in place to proceed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18)	Adjacent neighbor input was considered. <i>If yes, please provide detail on how specific outreach was made to the prospective neighbors of this project location and how input was considered.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19)	Are all required zoning, infrastructure and utilities in place? <i>If no, please explain.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20)	Has the project administrator been identified? <i>If yes, who will serve as project administrator?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

21)	Does the grantee have an established line of credit for project costs? <i>(EXHIBIT 106: please include letter of credit.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22)	Has the grantee correctly completed the Determination of Level of Review form? <i>Describe the main environmental concerns that should be evaluated and what steps will be taken to ensure environmental compliance?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23)	Does the applicant have the capacity and commitment to implement the project in a timely manner? <i>Identify the number of staff that are employed within your organization that are involved in housing projects. Please include the names of these individuals and describe their duties. Also provide the names of project administrators, other professional staff, and other staff that will be performing the construction work, etc. on your project. How many rentals does the applicant currently manage? Please list. (EXHIBIT 107: if applicant is a non-profit, please include proof of non-profit status and Certification of Good Standing.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24)	The Implementation Schedule is feasible and realistic.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25)	Was a Pre-Application submitted to DED for this proposed project by the required deadline?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26)	Has the applicant been successful in a similar project in the past? <i>Please explain, in detail, past similar projects in the community or region.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27)	Does the administrator have the capacity and commitment to implement the project in a timely manner? <i>Have the applicant and administrator worked together on past projects? If yes, please explain. Does the administrator have experience in working with these types of projects?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28)	Tenant education is required. <i>(Applicable to Lease-Purchase programs only)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29)	Does the project duplicate another service in the region? <i>If yes, how will your project or service differentiate itself from the other or work together to compliment the existing program or service?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30)	The amount of administration and project soft costs are appropriate to achieve the proposed results. <i>How were administration and project soft cost amount determined?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31)	The project is appropriate for the size and scope of the funds requested. <i>How were project costs determined? How was the application funding request amount determined?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32)	There is firm commitment to serve at least one household below 60% AMI.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33)	Recycled products will be used in the project. <i>If yes, please provide detail on how recycled materials will be collected/purchased and used in the project.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part VII. Development Pro-Forma  
(Applicable to all rental projects.)

Part VIII. Proposed Lease Agreement & Transition Plan  
(Applicable to Lease-Purchase Programs only)

Proposed Lease Agreement must contain the following information:

The lease agreement must contain the requirements related to 1) educational services the tenant must participate in, and 2) tenant contributions, above and beyond rent, to be used at time of home purchase and how these funds will be managed.

The lease agreement cannot contain any prohibited provisions either explicitly stated or implied. Also, include a transition plan detailing how the units will transition from rental to homeowner. For a list of prohibited provisions contact your Housing Specialist or review the Nebraska HOME Administration Manual Chapter 5 – Rental Housing - Leases.

Part IX. Required Exhibits

The following exhibits include certification and documentation requirements for grant applicants. These exhibits must be submitted with the application. Please submit exhibits in the following order.

**Local Government applicants:**

**EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (sample format provided) - Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.

**EXHIBIT B** - Authorizing Resolution (sample format provided) – must be completed after the citizens' comment period regarding Exhibit A-- Notice of Required Public Hearing or Public Meeting Notice.

**EXHIBIT C** – Statement of Assurance and Certifications (required form).

**EXHIBIT F** -- Applicant Certification of Rental Project Federal Assistance Form.

**EXHIBIT G** – Determination of level of Environmental Review.

**EXHIBIT 100(1)** – Detailed Construction Cost Breakdown.

**EXHIBIT 110** – Proposed Unit Information.

**Non-profit organization and Public Housing Authority applicants:**

**EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.).

**EXHIBIT D**- Applicant Certification Form (required form).

**EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided).

**EXHIBIT F** – Applicant Certification of Rental Project Federal Assistance Form.

**EXHIBIT G** – Determination of Level of Environmental Review.

**EXHIBIT 100(1)** – Detailed Construction Cost Breakdown.

**EXHIBIT 110** – Proposed Unit Information.

## EXHIBIT A

### NOTICE OF PUBLIC HEARING or PUBLIC MEETING ON APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS

NOTICE IS HEREBY GIVEN that on (Date) in the (Place) the (Name of the Local Government Unit, Non-Profit, or Public Housing Authority) will hold a public hearing or meeting as applicable concerning an application to the Department of Economic Development for a Nebraska Affordable Housing Program Grant. This grant is available for local affordable housing activities.

The (Name of the Local Government Unit, Non-Profit, Public Housing Authority) is requesting (exact amount of funds) for (Detailed project description which must include: all project activities to be undertaken; the project location, including address(es) and legal description. If no addresses are available, a location description must be used (for example, between Maple and Oak Streets and 23<sup>rd</sup> and 24<sup>th</sup> Streets). Also include the requested amount of funds for each activity; the estimate of the total amount of requested NAHP funds which will benefit low and moderate income people; the amount and source of other funds, if any; and the plans for minimizing displacement of people as a result of NAHP and/or activities and for assisting person actually displaced.).

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing scheduled for (time), (date), (address, room number). Written comments can be addressed to (contact person) at (address) and will be accepted if received on or before (date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

**This language must be before the official public hearing and must be submitted with either 1) Proof of Publication or certification of Posting, and 2) a summary of citizens' comments.**

**EXHIBIT B**

**RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS**

**--Sample Format--**

Whereas, the (Name of the Local Government Unit), Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as Amended for Small Cities Community Development Block Grant Program, and, Cranston-Gonzalez National Affordable Housing Act of 1990 (HOME Program) funds distributed by the Department of Economic Development through the Nebraska Affordable Housing Program.

Whereas, the (Name of the Local Government Unit), Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of (Amount of NAHP Money) for (Description of the project); and,

NOW, THEREFORE, BE IT RESOLVED BY

(Controlling Governmental Body) of (Name of the Local Government Unit), that the (Title of Chief Elected Official) be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between (Name of the Local Government Unit) and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Use the language in this sample resolution and provide an original signature or a certified copy of the authorizing resolution**

**APPLICANT'S STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The \_\_\_\_\_ (Name of the Local Government Unit) (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development (the Department) regarding an application for Community Development Block Grant (CDBG), HOME and Trust funds, the following:

**LOCAL GOVERNMENT CERTIFICATIONS** – Please contact a Department representative if items 1-6 have not been previously adopted.

1. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, an **Excessive Force Policy** that remains in effect.
2. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Code of Conduct** that remains in effect.
3. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on \_\_\_\_\_, \_\_\_\_\_.
4. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Residential Antidisplacement and Relocation Assistance Plan, which** remains in effect.
5. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Citizen Participation Plan** that remains in effect. The adopted Citizen Participation Plan contains substantially similar language as the sample plan in these guidelines.
6. It has previously furnished to the department a **Financial Management Certification** dated \_\_\_\_\_, \_\_\_\_\_, which remains accurate.
7. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Section 504 Plan** that remains in effect.
8. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
9. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the CDBG, HOME and NAHTF program; and
10. No project costs have been incurred which the Department has not approved in writing.

**FEDERAL COMPLIANCE CERTIFICATIONS**

11. It will adopt and follow a residential anti-displacement and relocation assistance plan which will minimize displacement as a result of activities assisted with CDBG, HOME and NAHTF funds.
12. It will conduct and administer its programs in conformance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.
  - c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.
13. It will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from

## EXHIBIT C (continued)

revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very-low income, the recipient certifies to the State that it lacks sufficient grant funds to comply with the requirements of clause (1).

14. It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

### **SPECIAL REQUIREMENTS AND ASSURANCES.**

15. The Applicant will comply with the Administrative Requirements of the program, those applicable items in the current Consolidated Plan, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, and 24 CFR Part 570 including parts not specifically cited below and the laws, regulations and requirements, both federal and state, as they pertain to the design, implementation and administration of the local project, including but not limited to the following:

### **CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS.**

- Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- Section 109 of the Housing and Community Development Act of 1974, As Amended
- Age-Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- Executive Order 11246, As Amended
- Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

### **ENVIRONMENTAL STANDARDS AND PROVISIONS.**

- Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)
- The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e))]
- The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- EPA List of Violating Facilities
- HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- Flood Insurance
- Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- Historic Preservation

### **LABOR STANDARDS AND PROVISIONS.**

- Section 110 of the Housing and Community Development Act of 1974, As Amended
- Fair Labor Standards Act of 1938, As Amended, (29 U.S.C. 102, et. seq.)
- Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act. As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act

## EXHIBIT C (continued)

- Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

### FAIR HOUSING STANDARDS AND PROVISIONS.

- Section 104(a)(2) of the Housing and Community Development Act of 1974, As Amended
- Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
- Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

### ADMINISTRATIVE AND FINANCIAL PROVISIONS.

- U.S. Office of Management and Budget Circular A-87 "Cost Principles for State and Local Governments"
- U.S. Office of Management and Budget Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"
- 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Nonentitlement Funds
- Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)

### MISCELLANEOUS.

- Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

The Applicant hereby certifies that it will comply with the above stated assurances.

Signed \_\_\_\_\_  
Chief Elected Official's Signature

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT D**

**NON-PROFIT OR PUBLIC HOUSING AUTHORITY APPLICANT  
CERTIFICATION FORM**

WHEREAS, \_\_\_\_\_ (the "Applicant") is applying to the State of Nebraska for assistance from the Nebraska Affordable Housing Program; and WHEREAS, APPLICANT understands it is necessary that certain conditions be met as part of the application requirements; THEREFORE, APPLICANT certifies as follows:

1. APPLICANT is eligible for award under state statutes and program guidelines and agrees to comply with all applicable federal, state and local regulations in the event that this application is selected for funding.
2. APPLICANT will minimize displacement as a result of activities assisted with Nebraska Affordable Housing Program resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions and requirements listed in 24 CFR 570.606.
3. APPLICANT has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on \_\_\_\_\_.
4. APPLICANT will actively market in an on-going manner all housing units and services funded through the Nebraska Affordable Housing Program.
5. APPLICANT is prepared and has the authority within its charter or by-laws or through statutory regulations to enter into a contractual agreement with the Nebraska Department of Economic Development for acceptance and use of Nebraska Affordable Housing Program moneys, and makes this application and these certifications with the full cognizance (and approval) of its governing body.
6. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
7. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the NAHP program; and
8. No project costs have been incurred which the Department has not approved in writing.

Signed: \_\_\_\_\_

(Officer)

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Use the language in this sample form and provide an original or a certified copy of application certification**





**DETERMINATION OF LEVEL OF REVIEW**

Grant/Contract Number: \_\_\_\_\_

Project Location(s): \_\_\_\_\_

**Description of project** (include all contemplated activities which are logically part of the project, regardless of funding source):

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities", and the following determination with respect to the project is made (please check mark proper level of review and enter appropriate citation):

- \_\_\_ **Exempt** from NEPA requirements per 24 CFR 58.34(a)(\_\_\_)
- \_\_\_ **Categorically Excluded NOT Subject to 58.5** authorities per 24 CFR 8.35(b)(\_\_\_) (A Statutory Checklist for the 58.6 authorities has been completed and is on file)
- \_\_\_ **Categorically Excluded SUBJECT to 58.5** authorities per 24 CFR 58.35(a)(\_\_\_) (A Statutory Checklist for the 58.5 and 58.6 authorities has been completed and is on file)
- \_\_\_ An **Environmental Assessment** is required to be performed. (An environmental assessment performed in accordance with subpart E of 24 CFR Part 58 has been completed and is on file)
- \_\_\_ An **Environmental Impact Statement** is required to be performed.

The Environmental Review Record contains all environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to the project. Included are checklists, studies, analysis and documentation as appropriate.

\_\_\_\_\_  
(Preparer--Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Environmental Certifying Officer--Signature)

\_\_\_\_\_  
(Date)

**EXHIBITS 100(1)**

**DETAILED CONSTRUCTION COST BREAKDOWN**

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Account Number	Category Description	Budget	Category Subtotals
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1	General Requirements		
1	310 Superintendent		
1	320 Contract Administration		
1	330 Cleanup		
1	430		
1	620		
1	630		
1	650		
1	810		
1	910		
1	950		
1	980		
1	985		
1	990		
		Subtotal:	0

2	On-Site Work		
2	110 Demolition		
2	230		
2	240		
2	250		
2	320		
2	340		

2	350			
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**EXHIBIT 100(1) (continued)**

2	360			
2	370			
2	400			
2	510			
			Subtotal:	0

2	400	Off-Site Improvements		
2	610			
			Subtotal:	0

3	Concrete			
3	110	Excavation		
3	210	Footing/Foundation Labor & Materials		
3	220	Reinforcement Steel/Tie Downs		
3	230			
3	310			
3	350			
3	410			
			Subtotal:	0

4	Masonry			
4	100	Masonry Labor & Materials		
4	200	Stonework		
4	310			
4	350			
4	410			
			Subtotal:	0

## EXHIBIT 100(1) (continued)

Account Number	Category Description	Budget	Category Subtotals
5 Metals			
5	210 Misc. Metals		
5	310 Steel Joists and Girders		
5	410		
		Subtotal:	0
6 Wood			
6	110 Framing Material		
6	115 Framing Labor		
6	315 Finish Labor		
6	510		
6	550		
6	610		
6	640		
		Subtotal:	0
7 Thermal/Moisture Protection			
7	110 Waterproofing		
7	210 Soffit and Facia		
7	310 Gutter and Downspout Labor & Materials		
7	410 Insulation Labor & Materials		
7	510 Roofing Labor & Materials		
7	610 Vinyl Siding Labor & Materials		
7	650		
7	670		
		Subtotal:	0

## EXHIBIT 100(1) (continued)

Account Number	Category Description	Budget	Category Subtotals
8	Doors and Windows		
8	110 Hardware		
8	210 Steel Doors and Frames		
8	310 Wood Doors and Frames		
8	410 Windows Labor & Materials		
8	510 Sliding Doors Labor & Materials		
8	550		
8	610		
		Subtotal:	0
9	Finishes		
9	210 Drywall Labor & Materials		
9	310 Ceramic Tile Labor & Materials		
9	410 Carpet Labor & Materials		
9	415 Resilient Flooring Labor & Materials		
9	510 Painting and Wall covering Labor & Materials		
9	540		
9	610		
		Subtotal:	0
10	110 Bathroom Accessories		
10	210 Address Numbers Labor & Materials		
10	310 Shutters Labor & Materials		
10	410 Mirrors Labor & Materials		
10	510		
10	610		
		Subtotal:	0

**EXHIBIT 100(1) (continued)**

Account		Category	Category	
Number		Description	Budget	Subtotals
11		Equipment		
11	110	Bath Appliances		
11	210	Kitchen Appliances		
11	310			
			Subtotal:	0
12		Furnishings		
12	110	Cabinets Labor & Materials		
12	210			
			Subtotal:	0
14		Conveying Systems		
14	110	Elevator Systems		
			Subtotal:	0
15		Mechanical		
15	110	Heating Labor & Materials		
15	210	Air Conditioning Labor & Materials		
15	310	Cooler Labor & Materials		
15	410	Plumbing Labor & Materials		
15	510			
			Subtotal:	0

**EXHIBIT 100(1) (continued)**

Account	Category	Category
Number	Description	Subtotals

16		Electrical		
16	110	Security System		
16	210	Electrical Labor & Materials		
16	310	Lighting Fixtures Materials		
16	410	Fire Detection System Labor & Materials		
16	420			
			Subtotal:	0

17		Profit & Overhead		
17	110	Builder Profit		
17	210	Builder Overhead		
17	310	Contingency		
			Subtotal:	0

18		Impact Fees		
18	110	Impact Fees		
		Explain -	Subtotal:	0



PART X. Threshold Exhibits

If applicable to Part V., please include the following exhibits:

- EXHIBIT 101: please attach a copy of the market study, if applicable.
- EXHIBIT 102: include letters of firm commitments, if applicable.
- EXHIBIT 103: include letters of support from partners, if applicable.
- EXHIBIT 104: include interest sheets or waiting lists, if applicable.
- EXHIBIT 105: include copy of Community Needs Assessment, if applicable.
- EXHIBIT 106: please include letter of credit from bank, city or other credit provider.
- EXHIBIT 107: if applicant is a non-profit, please include proof of non-profit status and Certification of Good Standing.