**2024 HTF Application Questions (this form cannot be used as an application – it is for your reference only to help with completion of the online application)**

\*Required

**Section 1 of 9 Applicant Information**

Please provide information related to the agency seeking funding from the City of Cleveland:

1. Applicant First Name\*

2. Applicant Last Name\*

3. Applicant Organization Name

4. Applicant Mailing Address - Street Line 1\*

5. Applicant Mailing Address - Street Line 2

6. Applicant Mailing Address – City\*

7. Applicant Mailing Address – State\*

8. Applicant Mailing Address - Zip Code\*

9. Applicant Telephone Number\*

10. Applicant Email Address\*

11. Applicant Website

12. Applicant Federal Identification Number\*

13. Applicant Unique Entity Identifier Number (https://sam.gov/content/home)

14. Is the applicant registered to conduct business in the State of Ohio?\* Yes/ No

15. Is this applicant a Minority-owned Business Enterprise (MBE)?\* Yes/ No

16. Is this applicant a Female-owned Business Enterprise (FBE)? \* Yes/ No

17. Will the applicant include any MBE/FBE partners?\* Yes/ No/ Maybe

18. Will this development be owned or sponsored by a Community Housing Development Organization (CHDO)\* Yes/ No

19. Is the organization a Government Entity or controlled by a Government Entity (including the participating jurisdiction, other jurisdiction, Indian Tribe, public housing authority, Indian Housing Authority, Housing finance agency, or redevelopment authority)? [24 CFR 92.2]\* Yes/ No

20. Is the non-profit organization created by or sponsored by a for-profit entity?\* Yes/ No

**Section 2 of 9 Applicant Structure and Background**

21. Type of Applicant\* For-Profit Corporation/ Non-Profit Corporation/ Individual/ Other

22. What is the Ownership Structure of the Project?\* LLC/ LP/ Other

23. How many years has the applicant been in business?\*

24. Describe the types of services provided by the Applicant\*

25. Describe the applicant's capabilities to perform the proposed project\*

26. Please list all relevant staff engaged in the development of this project:\*

Format: <Name>, <Title>, <Email>

27. Has the Applicant received any Federal findings, resolved or unresolved, within the past 5 years?\*

**Section 3 of 9 Project Team**

Please complete this section with all relevant information as it pertains to your project's team.

28. General Contractor's Organizational Name

 29. General Contractor's Representative Name:

 30. General Contractor's Representative Email

 31. General Contractor's Representative Phone Number

 32. Describe the General Contractors ability to complete the proposed project:

33. Architect's Organizational Name

 34. Architects Representative Name

35. Architects Representative Email

 36. Architects Representative Phone

 37. Please Describe the Architects ability to carry out the proposed project:

38. Property Management's Organizational Name

 39. Property Management's Representative Name

 40. Property Management's Representative Email

 41. Property Management's Representative Phone

 42. Please Describe the Property Management Company's ability to carry out the proposed project:

43. Property Owner's Name

 44. Property Owner's Email

 45. Property Owners Phone Number

 46. Real Estate Attorney's Organizational Name

 47. Real Estate Attorney's Representative's Name

 48. Real Estate Attorney's Representative's Email

49. Real Estate Attorney's Representative's Phone

 50. Title/Escrow Company's Organizational Name

 51. Title/Escrow Company's Representative Name

 52. Title/Escrow Company's Representative Email

 53. Title/Escrow Company's Representative Phone

 54. URA Consultant's Organizational Name

 55. URA Consultant's Representative's Name

 56. URA Consultant's Representative's Email

 57. URA Consultant's Representative's Phone

 58. Section 3 Consultant's Organizational Name

 59. Section 3 Consultant's Representative's Name

 60. Section 3 Consultant's Representative's Email

61. Section 3 Consultant's Representative's Phone

 62. Davis Bacon / Prevailing Wage Consultant's Organizational Name

 63. Davis Bacon/Prevailing Wage Consultant's Representative's Name

 64. Davis Bacon/Prevailing Wage Consultant's Representative's Email

 65. Davis Bacon/Prevailing Wage Consultant's Representative's Phone

 66. Does the Developer or owner hold a direct financial interest in any development team member listed above? Yes/ No

67.Is the Developer, Sponsor, or any other Development Team Member listed, including any of their owner or partners, ever been debarred from Federal contracting opportunities by any applicant of the Federal Government? Yes/ No

**Section 4 of 9 Project Information**

68. Project Name\*

 69. Project Street Address\*

 70. Project Zip Code\*

 71. Project Ward\*

 72. Primary Permanent Parcel Number\* Please enter the PPN that can be used as the primary site to identify your project: format 11111111

 73. Please list all Permanent Parcel Numbers\* Format: 11111111. 11111112, 11111113, etc.

74. Project Census Tract Number\*

 75. Total Development Cost of the Project\*

 76. Funding Request from the City of Cleveland\* Not to exceed 8% for LIHTC projects or 20% from non-LIHTC projects.

 77. Annual Operating Expenses\*

 78. Total Unit Count\*

 79. Proposed Number of Affordable Units\*

 80. Construction Type\* New Construction/ Rehabilitation/ Adaptive Reuse

81. Project Target Population\* Family/ Senior/ Permanent Supportive Housing

82. Existing Site Land Use\* Vacant Lot/ Vacant Multi-Family Building/ Occupied Multi-Family Building

83. If there is an existing structure, what year was it built?

 84. Does this project include the demolition of an existing building?\* Yes/ No

85. Does this Project involve the use of prevailing wages?\*

 Davis-Bacon/ State of Ohio Prevailing Wages/ No

86. Site Control Status?\* Uploaded documents will be required to verify this question.

 Currently Owned/ Purchase Agreement/ Option Agreement/ No Site Control

87. Intended Primary Affordability Subsidy\*

 9% LIHTC/ 4% LIHTC/ State LIHTC/ Bond Gap Financing

88. Intended Path to Meet the Cleveland Green Building Standard?\*

https://www.clevelandohio.gov/sites/clevelandohio/files/2023-09/GreenBuildingStandardsHandbook.pdf

 Enterprise GCS/ LEED Silver/ NGBS

89. After Built Appraised Value\*

90. End-Use of the Project\* Multi-Family Rental/ Scattered Site Single-Family

91. Project Narrative\*

92. Describe your Scope of Work\*

93. Government Funding - Federal, State, and City - Triggers a variety of regulatory requirements. Carefully review the questions below and use the dropbox to check ALL boxes that might apply to the activities in your project or program.\*

 Historic Section 106 Review Environmental Review

 Uniform Relocation Act

 Prevailing Wage Davis-Bacon

 Minority/Female Business Enterprise/Cleveland Area Small Business (MBE/FBE/CSB)

 Fannie M. Lewis Cleveland Resident Employment Law

 Section 3

 Americans with Disabilities Act (ADA)

 Affirmative Marketing

 Lead-Based Paint

 Green Building Standards

 Installation of broadband infrastructure defined in 24 CFR § 92.251

 The Build America, Buy America Act (BABA)

**Section 5 of 9 Affordability**

This section of the application is used to ascertain the applicant's ability to manage affordable housing as a requirement of the Housing Trust Fund.

After the completion of this application, you will receive an email with instructions on how to upload supporting documentation for your application. For this section, you will be required to upload evidence of any rental subsidies, a HUD Utility Schedule Model (HUSM), and a unit mix that demonstrates proposed rents.

94. Does this project include Project-Based Vouchers or any other rental subsidy?\* Yes/ No

95. If so, please describe the source of any other rental subsidy?

96. Explain measures that will ensure long-term affordability of the proposed units\*

97. Will tenants who occupy the affordable units be responsible for the payment of utilities\* Yes/ No

Please note: If tenants are responsible for utility payments, the applicant must submit a completed HUD Utility Schedule Model (HUSM) and reduce rents as applicable for each affordable unit.

 98. If so, which utilities will they be responsible for? Electric/ Gas/ Sewer/ Water/ Trash Collection

**Section 6 of 9 Project Financials**

This section is designed for applicants to provide details on all financial sources relevant to their project. Information on this page will be used to produce a proforma by which City Staff will evaluate your project. This proforma must demonstrate the project's ability to remain financially solvent during the project's affordability period which may be between 5 and 20 years.

Upon completion of this application, you will receive an email with instructions on how to upload documents in support of your application. For your application to be considered, you must demonstrate sufficient evidence demonstrating that more than 70% of your capital stack has been secured by a soft commitment from the relevant agency.

City staff will cross reference any supporting documentation for the funding sources below with this application for accuracy.

PLEASE INCLUDE YOUR FUNDING REQUEST FROM THE CITY OF CLEVELAND AS "Soft Source 1"

99. Permanent Debt 1 Name\*

100. Permanent Debt 1 Acquisition Status\*

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

101. Permanent Debt 1 Amount\*

102. Permanent Debt Interest Rate\*

103. Permanent Debt 1 Term (Years)\*

104. Permanent Debt 1 Annual Debt Service\*

105. Permanent Debt 2 Name

106. Permanent Debt 2 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

107. Permanent Debt 2 Amount

108. Permanent Debt 2 Interest Rate

109. Permanent Debt 2 Interest Term (Years)

110. Permanent Debt 2 Interest Annual Debt Service

111. Equity Source 1 Name

112. Equity Source 1 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

113. Equity Source 1 Amount

114. Equity Source 1 Type

9% LIHTC/ 4% LIHTC/ State of Ohio LIHTC/ Federal HTC/ State HTC

115. Equity Source 1 Repayment (If Any)

116. Please describe any repayment conditions for Equity Source 1:

117. Equity Source 2 Name

118. Equity Source 2 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

119. Equity Source 2 Amount

120. Equity Source 2 Type

9% LIHTC/ 4% LIHTC/ State of Ohio LIHTC/ Federal HTC/ State HTC

121. Equity Source 2 Repayment (If Any)

122. Please describe any repayment conditions for Equity Source 2:

123. Equity Source 3 Name

124. Equity Source 3 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

125. Equity Source 3 Amount

126. Equity Source 3 Type

9% LIHTC/ 4% LIHTC/ State of Ohio LIHTC/ Federal HTC/ State HTC

 127. Equity Source 3 Repayment (If Any)

128. Please describe any repayment conditions for Equity Source 3:

129. Equity Source 4 Name

130. Equity Source 4 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

 131. Equity Source 4 Amount

132. Equity Source 4 Type

 9% LIHTC/ 4% LIHTC/ State of Ohio LIHTC/ Federal HTC/ State HTC

133. Equity Source 4 Repayment (If Any)

134. Please describe any repayment conditions for Equity Source 4:

135. Soft Source 1 - City of Cleveland Housing Trust Fund\*

136. Soft Source 1 Amount\*

137. Soft Source 1 Term (# of Years)\*

138. Soft Source 1 Rate\*

139. Soft Source 1 Annual Payment (If Any) - Assume 30% of available cash flow after permanent debt payments and expenses\*

140. Soft Source 1 Narrative - Please explain any details of this funding that will help City Staff evaluate your projects underwriting\*

141. Soft Source 2 Name

142. Soft Source 2 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

 143. Soft Source 2 Type: Cash flow Based Loan/ Grant

144. Soft Source 2 Amount

145. Soft Source 2 Term (# of year)

146. Soft Source 2 Rate

147. Soft Source 2 Annual Payment (If Any)

148. Soft Source 2 Narrative - Please explain any details of this funding that will help City Staff evaluate your projects underwriting.

149. Soft Source 3 Name

150. Soft Source 3 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

 151. Soft Source 3 Type: Cash flow Based Loan/Grant

152. Soft Source 3 Amount

153. Soft Source 3 Term (# of year)

154. Soft Source 3 Rate

155. Soft Source 3 Annual Payment (If Any)

156. Soft Source 3 Narrative - Please explain any details of this funding that will help City Staff evaluate your projects underwriting.

157. Soft Source 4 Name

158. Soft Source 4 Acquisition Status

Letter of Intent/Letter of Commitment/Applied For/ Not Yet Applied For

159. Soft Source 4 Type: Cash flow Based Loan/Grant

 160. Soft Source 4 Amount

161. Soft Source 4 Term(# of year)

 162. Soft Source 4 Rate

 163. Soft Source 4 Annual Payment (If Any)

 164. Soft Source 4 Narrative - Please explain any details of this funding that will help City Staff evaluate your projects underwriting.

165. Other Source 1 Name

 166. Other Source 1 Amount

 167. Other Source 1 Acquisition Status: Letter of Intent/Letter of Commitment/Applied For

168. Other Source 1 Narrative

169. Other Source 2 Name

 170. Other Source 2 Amount

 171. Other Source 2 Acquisition Status: Letter of Intent/Letter of Commitment/Applied For

 172. Other Source 2 Narrative

173. Other Source 3 Name

 174. Other Source 3 Amount

 175. Other Source 3 Acquisition Status: Letter of Intent/Letter of Commitment/Applied For

 176. Other Source 3 Narrative

177. Other Source 4 Name

 178. Other Source 4 Amount

 179. Other Source 4 Acquisition Status: Letter of Intent/Letter of Commitment/Applied For

 180. Other Source 4 Narrative

**Section 7 of 9 Project Schedule**

Please provide answers to the following question in the format of MM/DD/YYYY. For any items where the start of end date is uncertain, please make a realistic estimation. For any items that are not applicable, please use "N/A".

181. Project Start Date following a format of MM/DD/YYYY\*

 182. Construction Start Date following a format of MM/DD/YYYY\*

 183. Construction Completion Date following a format of MM/DD/YYYY\*

 184. Final Lease-Up date following a format of MM/DD/YYYY\*

 185. Closeout and Compliance Period Start Date following a format of MM/DD/YYYY\*

 186. Compliance Period End Date following a format of MM/DD/YYYY\*

**Section 8 of 9 Project Profile- Community Benefit Information**

Cleveland City Council passed a Community Benefit Ordinance (297-2023) on June 5, 2023 that applied to all project receiving City financial assistance, including residential multi-family tax abatement. Any assistance estimated to exceed $250,000 will require the following information to ensure that complies with community benefit requirements. A community benefit agreement shall be required part of approving a residential multi-family tax abatement exceeding $250,000 over the life of the tax abatement.

187. Describe your implementation plan for: "A plan to meet Minority Business Enterprise, Female Business Enterprise, and Cleveland Area Small Business (MBE, FBE, and CSB) participation goals, consistent with Chapter 187, from any or all of the following, including at team leadership, preconstruction, construction, trade and craft sub-contractor, professional services, including architectural and engineering design, real estate and property management, and/or post-project hiring levels".

188. Specific Dollar Amount Commitment on Minority Business Enterprise (MBE) Subcontractors\*

189. Specific Dollar Amount Commitment on Female Business Enterprise (FBE) Subcontractors\*

190. Specific Dollar Amount Commitment on Cleveland Small Business (CSB) Subcontractors\*

191. Describe your implementation plan for: "A plan to meet resident and low-income resident employment goals the City establishes for each Development Project"

Minimum Requirements: 1) Employ Cleveland residents for TWENTY PERCENT (20%) of total Construction Work Hours (as defined in Section 190A.02(b)) on constructing the project; AND, 2) Employ Cleveland residents who are certified as low-income residents for FOUR PERCENT (4%) of the total resident Construction Work Hours (as defined in Section 190A.02(b)) on constructing the project.\*

192. Describe your implementation plan for: "Participation in mentor/protégé programs for certified MBEs, FBEs, CSBs and residents"\*

Minimum Requirements: 1) Participate in the Office of Equal Opportunity (OEO) Mentor/protégé programs for certified MBEs, FBEs, CSBs and residents; AND/OR, 2) Developer's internal Mentor/Protégé program (12-36 month duration and approved by written consent of the Office of Equal Opportunity\*

193. Describe your implementation plan for: "Registered apprenticeship and internship opportunities for adult Cleveland residents and City of Cleveland community college students that are Cleveland residents; and providing pre-apprenticeship, internship, and/or information and networking session opportunities for City of Cleveland high school graduates and students that are Cleveland residents".

Minimum Requirements: 1) Request referrals from OhioMeansJobs/Cleveland-Cuyahoga County and give first consideration to hiring those referred candidates; 2) Encourage subcontractors to give OhioMeansJobs/Cleveland-Cuyahoga County and give first consideration to hiring those referred candidates; 3) Participate in an apprenticeship program; AND, 4) Provide High School students, Adult or Community College Students, who are City of Cleveland residents, paid internship opportunities totaling not less than 50 hours with an pay rate of not less than $20 per hour\*

 194. Number of Apprenticeships to be provided\*

 195. Number of Internships to be provided\*

 196. Describe your implementation plan for: "A commitment to meet periodically with community stakeholders to gain community input on the Development Project; Additionally, the agreement shall require the Developer to provide quarterly reports to the Office of Equal Opportunity (OEO) regarding compliance with the above workforce, contracting and subcontracting, and community benefits commitments, in addition to and coordination with the reports required by Codified Ordinance Section 187.24, in the spirit of collaboration and partnership with OEO that serves as a resource to Developers.".

Minimum Requirements: At least 3 community stakeholder meetings conducted in cooperation with the City Council representative and local community development corporation for the project location Ward\*

**Section 9 of 9 Acknowledgments**

197. Your Housing Trust Fund Application is viewed as your intent to utilize Federal funding for the project and as such, unless your application is rescinded, your project is now under Federal protections and regulations including but not limited to: Environmental Review and Uniform Relocation Act(URA)\*

 Acknowledge/ Do not acknowledge

198. WARNING: By submitting this application you agree not to commit any project choice-limiting actions using federal or non-federal funds like:\*

1) Entering into purchase agreements or leases

2) Closing on land acquisitions

3) Obtaining bids for work

4) Applying for permits

5) Entering into contracts

6) Beginning work on the project site

7) Remediation Work of Any Kind

 Acknowledge/ Do not acknowledge

199. Document Submission Agreement

Upon completion of this application, I acknowledge that I will be required to submit the documents listed below. Failure to submit the documents listed below may lead in to the disqualification of this application.\*

-Market Study

-Detailed Project Schedule

-Entity Information including Articles of Incorporation and a Certificate of Good Standing

-Previous 2 years Audited Financial Statements or a Personal Financial Statement

-Evidence of Site Control

-Cost Estimates or Bids on a General Contractor's letterhead

-Detailed Scope of Work and Project Specifications

-Green Building Plan or Verification from a Green Verifier that the proposed scope will meet the Cleveland Green Building Standard

-Architectural Drawings, Site Plans, Elevations, Floor Plans, and Sections (as needed)

-Site Photos and a Site Location Map

-Affirmative Fair Housing Marketing Plan (hud.gov)

-Community Outreach Plan

-URA Forms 1-3

-Letter of Support from a Local Community Development Corporation

-Continuum of Care Endorsement (Permanent Supportive Housing Only)

-Phase I ESA (ASTM E1527-21)

-Initial Lead Risk Assessment and Paint test report for all buildings constructed before 1978: rehab will disturb painted surfaces more than20 SQFT on ext; 2)2SQFT in int; 3)10SQFT in ext/int

-Any other supplemental reports as a result of the Phase I ESA including, but not limited to, a Lead Risk Assessment or Asbestos Survey Report.

-HUD Site and Neighborhood Standards Determination (See HTF WEBSITE)

-Capital Needs Assessment (for rehabilitation projects with 26+units)

-Any other supplemental documentation requested for scoring purposes outlined in the RFP

 Acknowledge/ Do not acknowledge

200. As a condition of submitting this application, I acknowledge that final approval of any funding commitments is subject to the City of Cleveland's underwriting and review of this project. Further, I acknowledge that:\*

1) Any award from the City of Cleveland through the Housing Trust Fund Program will be structured as a loan.

2) Depending on the City's underwriting of this application, the City may determine the term, rate, and repayment requirements of its commitment to a project.

3) The City of Cleveland will assess on a case by case basis whether or not the repayment of its loan may be subordinate to the repayment of a proposed deferred developer fee.

 Acknowledge/ Do not acknowledge