

Homeless Prevention Response Fund Application for Funding Cover Page

Attachment 1



Applicants interested in applying for the Homeless Prevention Response Fund (HPRF) should complete the cover page, checklist and submit the documentation requested in the checklist. Most of the information required would have been required by the Consolidated Application to DoH or CHFA. If the information is unchanged, resubmitting the applicable sections or attachments is encouraged. All other items requested may be returned in list or narrative form.

Name of Organization:	
Amount of Request:	
Purpose of Request: <i>(1-2 sentences)</i>	
Address of Organization:	
Name of Project:	
Address of Project:	
Grantee Name:	Tel:
Address:	
Name of Contact:	Email:
Grantee Fiscal Year:	
Date:	

This Program Application is submitted by the undersigned in response to the Homeless Prevention Response Fund RFP, with the full knowledge and consent of the governing body and is accurate in all details, to the undersigned's best knowledge.

Signature

Date

Name and Title of Signatory:

Return COMPLETED Applications with the subject line "HPRF 2021" to:

Anna Smith, Program Manager: anna.smith@csh.org

Please save this completed document with the name of the project sponsor-project name (ABC Nonprofit-Main Street).

Homeless Prevention Response Fund Application for Funding Checklist

Please indicate that you have included the following information by checking the appropriate checkbox.

Applicant Use	SECTION I: DESCRIPTION OF PROJECT AND SITE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A. Basic Project Site / Building Information</p> <p>1. Indicate whether project involves acquisition, new construction, moderate or gut rehabilitation.</p> <p>2. Total number of units and number of supportive housing units (if different).</p> <p>3. Size of and amenities in apartment units, including kitchens and baths.</p> <p>4. Physical description of the building(s), floor layout, and common and program space.</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>B. Neighborhood Characteristics</p> <p>1. Description of amenities in neighborhood and near block where project is sited (e.g. shopping, public transit, employment opportunities, healthcare, etc.).</p> <p>2. List any current supportive or affordable housing projects that are close to the site.</p>
<input type="checkbox"/>	<p>C. Targeted Tenancy and Conditions of Occupancy</p> <p>1. Targeted tenant population for HPRF eligible units (all referrals must come from the regional CAN).</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>D. Supportive Services Program Planning</p> <p>1. MOU between applicant and service provider.</p> <p>2. Service Plan per the Supportive Housing Guidelines (Section II and III): https://www.chfa.org/assets/1/6/2019_-_Supportive_Housing_Guideline.pdf?8738.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>E. Property Management Plans</p> <p>1. Name and prior experience of property manager.</p> <p>2. Staffing plan for property manager.</p> <p>3. MOU between applicant and manager.</p>

Homeless Prevention Response Fund Application for Funding Checklist

Applicant Use	SECTION II: APPLICANT AND DEVELOPMENT TEAM INFORMATION
<input type="checkbox"/> <input type="checkbox"/>	A. Organizational Background and Purpose 1. Information regarding organizational mission and history, including date established. 2. Description of organizational structure, including any subsidiaries and affiliates.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B. Relevant Organizational Experience 1. Housing development experience, including a brief description of projects completed and/or underway. Please include targeted location, tenancy, date of construction completion, and primary sources of capital, operating and service financing. 2. Supportive housing experience. 3. Property management experience (if self-managed) or description of property management firms utilized. Describe type of housing and size of portfolio.
<input type="checkbox"/> <input type="checkbox"/>	C. Organizational Financial Information 1. Audited financial statements or tax returns for last 2 fiscal years. 2. Current financial statements.
<input type="checkbox"/>	D. Development Team 1. Names of the development team, including the developer, architect, general contractor, development consultant, and any other key team members already identified.
<input type="checkbox"/>	E. Other 1. Disclosure and relevant documentation pertaining to lawsuits, proceedings or investigations pending or threatened against the Applicant, the Project Site or the Project, which might negatively impact the Project.

Homeless Prevention Response Fund Application for Funding Checklist

Applicant Use	SECTION III: PROJECT FINANCING INFORMATION
<input type="checkbox"/>	A. Development Budgets and Financing 1. Development budget, including sources (indicate amount, terms, status, if loan or grant, interest rate, etc.) and identifying uses for each source.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B. Operating Budget, Rents and Subsidies 1. 15-year operating pro forma with narrative explaining revenue and expenses. 2. Description of tenant rent levels and rent roll, including how many units by size (bedroom count), rent as % of Area Median Income and/or as % of average monthly income, utility allowance, etc. 3. Sources of any rental subsidies and status of applications including amount requested from HPRF.
<input type="checkbox"/> <input type="checkbox"/>	C. Supportive Services Program Budget and Funding 1. Service program budget. 2. Sources of service funding.
<input type="checkbox"/> <input type="checkbox"/>	D. Development and Service Planning Schedules 1. Projected dates for: completion, approval and closing of funding applications; construction loan closing; construction start and completion; lease-up start; and project fully occupied and services operational. 2. Timeline for service planning and implementation.