

Funding Application / Applicant Certification (Homeownership)

DID YOU REMEMBER TO INCLUDE?

Executive Summary

One original and nine copies of this application and all attachments

Current agreements/obligations with the City

Organization's legal and financial documentation

Project timeline and letters of support

Site legal description, property survey and site plan

Development budget, ProForma, Sources/Uses of Funds statement, financial commitment letters

Relocation Plan, Phase I Environmental Review, (as applicable)

Outreach marketing plan

Notarized Affidavit



PROJECT LOCATION (Attach Map)

Parcel Identification Number

Property Address/Location

OWNER/APPLICANT INFORMATION

Property Owner Name, Title

Applicant Name, Title

Company

Company

Street Address

Street Address

City

State

Zip

City

State

Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

PROPOSED PROJECT:

CURRENT AGREEMENTS/OBLIGATIONS WITH THE CITY?

Yes

No

In Default?

Yes

No

If Yes, attach with application.

If Yes, attach documentation with application.

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NOTE: No project shall receive funding if the owner of such project is in default of any obligation owner may have with the City. For the purposes of this policy an owner includes, but is not limited to: all partners of any partnership with an ownership interest in the project and any stockholder who owns ten percent (10%) or more of outstanding stock of any corporation with an interest in the project.

TYPE OF ORGANIZATION
(Attach documentation)

LIST HOUSING PROJECTS (Last 3 years-
Brief Description and date completed)

Proprietorship	
Limited Partnership or LLC	
Non-profit Corporation	
Corporation	
Public Housing Authority	
Community Housing Development Organization acting as Sponsor	
Community Housing Development Organization acting as Developer	
Community Housing Development Organization acting as Owner	

Licensed to do business in the State of Florida?

Yes

No

Total Number of Units:

Produced _____ Rehabilitated _____

Owned _____ Managed _____

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BUILDER INFORMATION

(If different than applicant)

LIST HOUSING PROJECTS (Last 3 years- Brief Description and date completed)

Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Licensed to do business in the State of Florida?

Yes [checkbox] No [checkbox]

Total Number of Units:

Produced _____ Rehabilitated _____

Large empty rectangular box for listing housing projects.

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CONSULTANT INFORMATION

LIST HOUSING PROJECTS (Last 3 years- Brief Description and date completed)

Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Licensed to do business in the State of Florida?

Yes

No

Large empty rectangular box for listing housing projects.

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ARCHITECT INFORMATION

LIST HOUSING PROJECTS (Last 3 years- Brief Description and date completed)

Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Licensed to do business in the State of Florida?

Yes

No

Large empty rectangular box for listing housing projects.

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MANAGEMENT COMPANY INFORMATION

LIST HOUSING PROJECTS (Last 3 years- Brief Description and date completed)

Name, Title

Company

Street Address

City State Zip

Telephone Number

Fax Number

E-Mail Address

Licensed to do business in the State of Florida?

Yes No

Large empty rectangular box for listing housing projects.

PROJECT INFORMATION

Number of Units

	TOTAL NUMBER
	PROPOSED NUMBER TO BE SUBSIDIZED WITH THIS AWARD

Required Attachments

	DETAILED TIMELINE
	TWO LETTERS OF SUPPORT FROM LOCAL GOVERNMENT, HOUSING ORGANIZATION, OR PARTNER FROM LAST FIVE YEARS

LMI Breakdown

Provide breakdown of units for the entire project (all units must be at or below 80% of the MSA Median Income)

	At 51% - 80% of MSA Median Income
	Up to 50% of MSA Median Income
	TOTAL

PROJECT DESCRIPTION

SITE PLAN INFORMATION		
<p>Include a description of the size of the property, whether it is platted, proposed lot sizes, current zoning and proposed zoning, and whether there is legal zoning compliance (conforming or non-conforming).</p>		<input type="checkbox"/>
<p>Provide legal description of the site (s) to be developed.</p>		<input type="checkbox"/>
<p>Attach copies of the site plan(s) (Master copy should be no larger than 24" x 36" at a scale no smaller than 1" = 20 feet; additional copies of site plan should be no larger than 11"x17").</p>		<input type="checkbox"/>
<p>Attach copies of the property survey (original should be no larger than 11"x17" and additional copies can be same or smaller). Include legal description on survey.</p>		<input type="checkbox"/>

QUALITY OF DESIGN AND CONSTRUCTION

PROVIDE ELEVATIONS, FLOOR PLANS AND CONSTRUCTION SPECIFICATIONS FOR EACH HOUSE MODEL TO BE DEVELOPED

Design Guidelines

- All builders must select an architectural style and be true to that style in the home's design.
- All homes must be constructed of concrete block on the first floor and be covered with durable exterior materials. No exposed concrete block is permitted. Alternative construction materials may be considered by the Housing Review Committee with regards to weather resistance, durability, aesthetics, and neighborhood compatibility.
- All homes must have pitched roofs that are appropriate to the architectural style of the home.
- All builders must incorporate security features and Crime Prevention through Environmental Design (CPTED) techniques into the design of the home.
- Garages: All homes, except those on lots less than 40' wide, must have at least a single car garage that is either attached or detached from the main house, measuring at least 12 feet wide by 20 feet deep with a 9 foot wide door. All garage doors must have transparent elements within the top quarter of the door.
- Front Porch: A front porch is required on all primary structures. The porch must be raised at least ten inches above the ground level. The porch must comprise at least 30% of the width of the front façade, excluding the garage facade, or be at least 10 feet wide, whichever is greater. It must be at least six feet deep, regardless of whether it is located in the front setback of a Traditional City overlay district. An eight foot depth is encouraged.
- Windows: All windows on the first floor must be inset approximately two inches from the exterior wall of the structure and have a window sill and matching trim. Second floor windows are not required to be inset. All windows facing the public right-of-way must have grillework that is authentic to the architectural style of the home.
- Public Realm: Sidewalks and street trees must be provided (if not existing) according to Sec. 61.225 and Sec. 61.226 of the Land Development Code. A landscape buffer of hedges must be provided to screen any parking spaces located five feet or less from a sidewalk.
- Visitability: All homes must provide a no-step entrance into the house, which may be located at the front, side, or garage entry to the living area of the house. Doorways to the common areas and one bathroom on the first floor of the house must be at least 32" wide to accommodate a wheelchair. There must be one bathroom on the first level of the house that is large enough to accommodate a wheelchair.

**All standards described here are in addition to the design standards of the Traditional City (Sec. 62.600) and the Residential District Standards for Affordable Housing (Sec. 67.608) and standards for non-conforming lots (Sec. 58.1122).*

ENERGY CONSERVATION FEATURES

Describe the energy conservation features of the proposed homes. (Cooling, Water Heating, Insulation, Windows)

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN INFORMATION

Describe the Crime Prevention through Environmental Design (CPTED) guidelines that will be used in your project. Refer to pages 3–6 of the City of Orlando’s *Crime Prevention through Environmental Design: Your Guide to Creating a Safe Environment*.

PROJECT FINANCING INFORMATION	
<p>Submit a development budget, including all costs regardless of funding source. Line items may include: construction, architectural, engineering, legal/appraisal fees, marketing, loan fees and interest, developer and consultant fees, real estate taxes, insurance, permits, relocation costs. Budget should appear in the 'Uses' section of Sources/Uses of Funds statement. Please attach.</p>	<input type="checkbox"/>
<p>Submit a project ProForma.</p>	<input type="checkbox"/>
<p>Submit a Sources/Uses of Funds statement to include all sources and amounts of funds, and specify uses of funds (budget). Provide supporting documentation (earnest money agreement, closing statements, estimates, contracts, bids, reserves agreements, appraisal, etc.). Please attach.</p>	<input type="checkbox"/>
<p>Submit project-specific financial commitment letters describing terms and conditions for all mortgages, grants, additional governmental assistance, subordination agreements, interim loans and investment tax credits, as applicable. Please attach.</p>	<input type="checkbox"/>

ADDITIONAL ASSISTANCE REQUESTED

Transportation Impact Fee Exemption

School Impact Fee Discount

Sewer Impact Fee

Density Bonus

Yes No

Yes No

Yes No

Yes No

SALE INFORMATION (INCLUDE ALL UNITS)

Number of Units	Square Feet	Number of Bedrooms & Bathrooms	Sales Price (Before Subsidy)	Sales Price (After Subsidy)

ALTERNATIVE STRATEGY FOR OCCUPANCY

A RATIFIED SALES CONTRACT WITH A BUYER MUST BE IN PLACE WITHIN NINE (9) MONTHS OF CONSTRUCTION COMPLETION, OTHERWISE THE UNIT MUST BE CONVERTED TO A RENTAL UNIT, OR PROGRAM FUNDS MUST BE REPAYED. PLEASE DESCRIBE YOUR ORGANIZATION'S STRATEGY FOR COMPLYING WITH THIS REQUIREMENT.

ENVIRONMENTAL REVIEW

Applicants must perform a Phase I Environmental Review for projects consisting of four or more units. The Housing and Community Development Department is required to perform an environmental review. The following table provides a summary of the environmental review process and required documentation. The applicant is encouraged to submit any documentation relevant to the environmental review that may assist in streamlining the process.

Exempt	Categorically Excluded NOT subject to 58.5	Categorically Excluded AND subject to 58.5 (A Checked)	Categorically Excluded AND subject to 58.5 statutory authorities: (B Checked)	NEPA Environmental
TYPE OF ACTIVITIES				
<p>Environmental and other studies</p> <p>Resource Identification</p> <p>Development of plans and strategies</p> <p>Information and financial services</p> <p>Administrative and management activities</p> <p>Public services, i.e., employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation, welfare, recreational needs</p> <p>Inspections and testing for hazards or defects</p> <p>Purchase insurance and tools</p> <p>Engineering or design costs</p> <p>Technical assistance and training</p> <p>Temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities to control or arrest the effects from disasters or imminent threats to public safety, including those resulting from physical deterioration.</p> <p>Payments of principal and interest on loans or obligations guaranteed by HUD</p>	<p>Tenant-based rental assistance</p> <p>Supportive services such as health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent, mortgage, or utilities, assistance in gaining access to government benefits</p> <p>Operating costs including maintenance, furnishings, security, equipment, operation, supplies, utilities, staff training and recruitment</p> <p>Economic development activities including equipment purchase, inventory financing, interest subsidy, operating costs, and other expenses not associated with construction or expansion</p> <p>Activities to assist homeownership of existing dwelling units or units under construction, including closing costs and down payment assistance to homebuyers, interest buy downs or other actions resulting in transfer of title</p> <p>Affordable housing pre-development costs: legal consulting, developer and other site-option costs, project financing, administrative costs for loan commitments, zoning approvals, and other activities which do not have a physical impact</p> <p>Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if: approval is by same RE, and re-evaluation is not required, per 58.47</p>	<p>Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity of more than 20%</p> <p>Replacement of water or sewer lines</p> <p>Reconstruction of curbs & sidewalks</p> <p>Repaving of streets</p> <p>Special projects directed toward the removal of material and architectural barriers that restrict the mobility of and accessibility to the elderly and handicapped</p> <p>Single Family Housing Rehab</p> <p>Unit density is not increased beyond 4 units</p> <p>Project does not involve change in land use from residential to non-residential</p> <p>The footprint of the building is not increased in a floodplain or a wetland</p> <p>Multifamily Housing Rehab</p> <p>Unit density change is not more than 20%</p> <p>Project does not involve change in land use from residential to non-residential</p> <p>Cost of rehabilitation is less than 75% of the estimated cost of replacement after rehab</p> <p>Non-Residential Structures</p> <p>Facilities and improvements were in place and will not be changed in size or capacity by more than 20%</p> <p>Activity does not involve change in land use from non-residential to residential, commercial to industrial, or one industrial use to another</p> <p>Individual action (e.g., disposition, new construction, demolition, acquisition) on a 1 to 4 family dwelling; or individual action on five or more units scattered on sites more than 2000 feet apart and no more than 4 units per site</p> <p>Acquisition (including leasing) or disposition of, or equity loans on an existing structure or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use</p>	<p>Activities not exempt or categorically excluded</p> <p>Generally, new construction of 5 or more homes, and conversion from one type of land use to another</p>	

OTHER ITEMS		
<p>Submit an affirmative marketing plan. Include information regarding a pool of qualified applicants, if applicable.</p>		<input type="checkbox"/>
<p>CHDO Requirement: provide job descriptions of paid staff that will be implementing the project demonstrating CHDO capacity.</p>		<input type="checkbox"/>
<p>Describe accessibility requirements as applicable in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.</p>		<input type="checkbox"/>
<p>Describe process for complying with Federal Labor Standards and other requirements (Davis Bacon, Section 3, etc.)</p>		

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PLEASE ATTEST BY SIGNING YOUR INITIALS INSIDE EACH BOX

All information contained in the application is true and correct to the best of my knowledge.	
Applicant has the capacity to plan, design, develop and construct or rehabilitate the affordable housing units on a timely basis.	
Builder is not listed on any U.S. Debarment List or suspended contractors list.	
Applicant agrees to execute all documents required for funding sources, including affordability restrictions.	
Applicant agrees to provide evidence of the incomes and other demographic information about the homebuyers.	
Applicant expressly authorizes the City of Orlando to conduct inquiries or respond to public information requests concerning the foregoing information. In addition, any person or agency named herein is expressly authorized to furnish the City of Orlando with information in connection with this application.	

The undersigned attests that the above statements are representations of fact upon which the City of Orlando may rely in proceeding with the project review and approval process.

Applicant Signature

Witness Signature

Date

Date

AFFORDABLE HOUSING CERTIFICATION AFFIDAVIT

STATE OF FLORIDA
COUNTY OF ORANGE

Before me the undersigned authority, this day personally appeared

hereinafter "Owner" and _____

hereinafter "Applicant" who, being by me first duly sworn, upon oath, depose and says:

1. The Applicant is the duly authorized representative of the Owner, requesting affordable housing certification approval on the real property located in the City of Orlando as described and listed on the pages attached to this affidavit and made a part hereof.
2. That all Owners have given their full and complete permission for Applicant to act on their behalf to seek the affordable housing certification approval as set out in the accompanying application.
3. That the attached ownership list is made a part of the Affidavit and contains the legal description for the real property, and the names and mailing addresses of all Owners having an interest in said land.

FURTHER Affiant(s) sayeth not.

Owner

Sworn to and Subscribed before me on this
____ day of _____, 20 ____

Notary Public,
State of Florida at Large
My Commission Expires

Owner

Sworn to and Subscribed before me on this
____ day of _____, 20 ____

Notary Public,
State of Florida at Large
My Commission Expires

Owner

Sworn to and Subscribed before me on this
____ day of _____, 20 ____

Notary Public,
State of Florida at Large
My Commission Expires

OWNERSHIP PAGE

LEGAL DESCRIPTION:

Owner's Name:

Ownership Interest:

Mailing Address:

LEGAL DESCRIPTION:

Owner's Name:

Ownership Interest:

Mailing Address:

LEGAL DESCRIPTION:

Owner's Name:

Ownership Interest:

Mailing Address: