



CITY-OWNED PROPERTY CONTRIBUTION FOR AFFORDABLE HOUSING 2019 APPLICATION

APPLICATION COVER SHEET

Please refer to the Request for Proposals on the Community Development webpage:

<https://ci.ellensburg.wa.us/1069/Housing-In-Ellensburg>

A complete application must include a signed application and the following attachments:

1. Signed City of Ellensburg pre-funding application submittal
2. Documentation to support collaboration
3. Project site/development plan
4. Resident screening/monitoring tool

Prior to execution of contracts with successful applicants, applicants will be required to submit financial information for review. This will include 2 years of income statements (revenue/expenditures and net profit/loss, and past 2 years balance sheets (assets/liabilities)).

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. **Please note, all funding applications and associated materials are public record.**

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on Affordable housing funding, please contact Angela San Filippo at 509-925-8653 or sanfilippoa@ci.ellensburg.wa.us

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City surplus property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City’s local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City surplus property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of property allocation the property will revert back to the City for reallocation.

Signature of Authorized Applicant Representative Date

Name of Authorized Applicant Representative (Please Print or Type) Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:	
Agency Name:	
Contact Person:	
Mailing Address:	
City, State, Zip:	
Phone:	
Email:	

B. Project Location:	
Primary Street Address:	
City, State, Zip:	
Tax Parcel ID #:	

C. Project Activity (check all that apply)

- | | | |
|-----------------------------------------|---------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Demolition/Redevelopment | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Adaptive Reuse | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Rehabilitation |
| | | <input type="checkbox"/> Other |

If you checked Mixed Use or Other above, please explain:

D. Type of organization or company

- | | |
|-----------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Nonprofit organization 501(c)(3) | <input type="checkbox"/> Public organization |
| <input type="checkbox"/> For profit organization | <input type="checkbox"/> Other: _____ |

E. Has this organization/developer previously received funding from the City of Ellensburg?

Yes No If yes, please indicate funding source _____

F. City Property Request. Please indicate City property contribution parcel number.

City property contribution
parcel number: _____ Total Project Budget: _____

G. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. **(300 words or less)**

H. Populations to be served. Please select the household income for each unit proposed to be developed on one of the identified City-owned properties.

% of Area Median Income	# of Units	# of bedrooms	Tenant monthly rent/mortgage
Total			

I. Summary of all housing units. Please include **ALL** housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						
35%						
40%						
45%						
50%						
55%						
60%						
65%						
70%						
75%						
80%						
Total						
# of ADA Compliant Units						
Average Square feet						

2. COMMUNITY IMPACT

A. Community impacts. The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- Within ½ mile of public transit stop
- Within ½ mile of senior center
- Within ½ mile of park or recreation area
- Within ½ mile of grocery store with fresh food
- Within ½ mile of public school
- Within ½ mile of medical services
- Other _____

B. Financial stability. Please describe how this project will provide opportunities for beneficiaries to build financial stability. **(100 words or less)**

C. Sense of place and community. Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. **(100 words or less)**

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. **(200 words or less)**

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help retain affordable housing units in the community. Please note housing projects receiving City property contribution will be required to maintain affordability for a minimum of 40 years. **(200 words or less)**

4. HOUSING NEEDS AND INVESTMENT PRIORITIES

- A. **Describe how the proposed project addresses Ellensburg's identified housing needs.** Describe what this project will accomplish and how the proposed housing units will help meet the community's housing needs as identified in the current [Ellensburg Housing Needs Assessment](https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg) data available at: <https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg>. **Please only include information not covered in Section 2 - Community Impacts. (500 words or less)**

5. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Project Applicant/Developer

Firm Name:	
Contact person and title:	
Phone Number:	
Email address:	
Address:	
City/State/Zip:	
Federal Tax ID #:	
Unified Business Identifier:	

B. Architect

Firm Name:	
Contact person and title:	
Phone Number:	
Email address:	

C. General Contractor

Firm Name:	
Contact person and title:	
Phone Number:	
Email address:	

D. Property Management Firm (as applicable)

Firm Name:	
Contact person and title:	
Phone Number:	
Email address:	

6. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last 5 years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing

Project Pipeline								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing

B. Project Property Management Firm Experience. As applicable, please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Unit Type	Target population	Effective date of management contract	End date (current if still managing)

7. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder’s standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
TOTAL								
CITY PROPERTY REQUESTED								

B. Please describe how the City property contribution requested will be leveraged. Provide a brief narrative of financing sources listed above and the city funds will be leveraged. **(100 words or less)**

C. Please describe in-kind contributions and/or volunteers/pro-bono services that support project development. Your narrative response must focus on the in-kind contributions, volunteers, and pro-bono services that will be used for the proposed project, and not the agency in general. **(100 words or less)**

D. Collaboration and Partnership. Please describe activities that demonstrate active partnerships and/or regular coordination with other relevant public, nonprofit, and private entities that support similar goals or related activities. Examples might include membership on advisory groups, financial contributions, sharing data or best practices, and soliciting input from community partners. **Your narrative must focus on community partnerships that will be used for the proposed project, and not for the agency in general. (300 words or less)**

8. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To include additional tasks please attach additional sheets as necessary. Please only enter details for each task in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option		
Site Control	Closing		
Feasibility/Due Diligence	SEPA		
Financing	Appraisal		
Financing	Financial underwriting		
Financing	Application(s) for other funding source(s)		
Design/Permitting	Preliminary drawings completed		
Design/Permitting	Zoning approval		
Design/Permitting	Site plan approval		
Design/Permitting	Building/civil permit submitted		
Design/Permitting	Building/civil permits issued		
Design/Permitting	Other agency permits issued		
Construction	Selection of general contractor		
Construction	Begin construction		
Construction	Issued certificate of occupancy		
Occupancy	Selection of management firm		
Occupancy	Begin leasing/selling		

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

Total	%	Funding source	Funding source	Funding source	Funding source	Funding source	Funding source

Acquisition costs

(such as: existing structures, land, closing costs, etc.)								
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Construction costs

(such as: demolition, new building, rehabilitation, contractor overhead and profit, site work and infrastructure costs)								
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Soft costs

(such as: appraisal, legal fees, technical experts, environmental studies, project management, other consultants)								
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Other development costs

(such as: permits, utility hook-ups)								
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Financing costs

(such as loan fees, legal fees, etc.)								
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Total								
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C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the project budget tables above. (100 words or less)

9. ATTACHMENTS TO APPLICATION

- Signed City of Ellensburg pre-funding application submittal
- Documentation to support collaboration
- Project site/development plan
- Resident screening/monitoring tool