



CITY OF  
**FRESNO**  
*YOUR PARTNER IN HOUSING*

## HOME Investment Partnerships Program Pre-Application for Affordable Housing

City of Fresno  
Planning and Development Department  
Housing and Community Development Division  
2600 Fresno Street, Room 3076  
Fresno, CA 93721  
(559) 621-8500

Claudia Cázares, Manager  
Housing and Community Development Division



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## **Planning and Development Department**

### *Housing and Community Development Division*

Attached please find the City of Fresno's pre-application for HOME Program funding for Affordable Housing Activities. All proposals must utilize this pre-application to request funding consideration from the City.

In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. No facsimiles or incomplete applications will be accepted. The application Check-off List must be completed and included in each proposal. Specific requirements for several selected items are described in the application packet. A proposal's outline should follow the sequence of items on the Check-off List. If your project is selected for preliminary approval, you will be requested to complete a full application which will include several more sections in addition to this pre-application. Applications will be considered on an "over-the-counter" basis, and not first-come first served, until available funds are exhausted.

### ***Application Funding and Approval Process***

Under the direction of the Housing and Community Development Manager, staff will perform a technical review of proposals for eligibility, feasibility and completeness, in the order in which they are received. To be considered eligible, applications for project funding must be consistent with the goals and priorities of the state-mandated Housing Element and federally-mandated Consolidated Plan. Major criteria used to evaluate affordable housing proposals include:

#### **Conceptual Soundness**

The project design and scope of work respond to a locally identified housing need. The site, structure, location and program design are appropriate for the proposed residents, and elements of the project concept meet all threshold and eligibility requirements of the funding sources.

#### **Readiness to Proceed**

Site control, environmental studies, project entitlements and design are in process or completed. The project schedule and cash flow indicates that the project can be completed within two years of the contract execution date.

#### **Consistency with Housing Plans**

Projects assisted with City funds must demonstrate consistency with the goals, priorities and objectives of the Housing Element, the Consolidated Plan and Annual Action Plan. In addition, projects must comply with applicable comprehensive plans and must meet all zoning and building code requirements.

#### **Financial Feasibility**

Project sources and uses of funds are consistent, accurate, justified and well documented. The projected cash flow for the project indicates a warranted City funding participation as well as a sufficient revenue flow to successfully complete the project.

#### **Leverage of Other Funds**

City funding participation is maximized by other public and private equity and debt in the project. Documentation of other committed funds is included.

#### **Organizational Capacity**

The skills and experience of the project sponsor are appropriate to the size and complexity of the project. The project sponsor is fiscally strong, has a plan to mitigate organizational shortfalls, and has provided a prudent operations and maintenance plan for the length of the funding commitment.

The City's Housing Element is available from the Housing and Community Development Division for a small reproduction fee. Consolidated Plan priority housing goals are as follows:

1. **New Construction of Affordable Housing.** Increase housing opportunities for very low- and low-income families, especially those with five or more members.
2. **Housing Rehabilitation and Acquisition Program.** Improve the available housing stock for low- and very low-income households.
3. **Redevelopment and Relocation.** Provide increased housing opportunities and assistance for those displaced through either code enforcement or redevelopment.
4. **Emergency Shelter and Transitional Housing / Prevention of Homelessness / Permanent Housing for Homeless.** Continue to provide assistance for the homeless and those in danger of becoming homeless and improve the communication and service delivery capabilities of agencies and organizations that provide programs to assist the homeless.

If the application is incomplete or ineligible, it will not be considered for funding until the deficiencies are cured. Only applications that meet all Program criteria and are substantially complete will proceed through the City's application funding and approval process.

After Staff technical review and analysis, and possibly third party review, staff will determine funding recommendations. Funding recommendations are presented for review to the City's Housing and Community Development Commission (HCDC). Final approvals are obtained from the City Council, who will review and consider the project and/or HOME Program Contract for funding consideration. The Contract will specify, among other things, the amount of funds granted, timelines, project requirements, as well as the proposed use of funds. If approved by the City Council, the HOME Program Contract will be executed pending finalization of an environmental review.

The City reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this application process. If such an action occurs, the City will notify all interested parties. The completion of this application process in no way guarantees or commits City funds to the proposed project.

**Mail or deliver two copies of your complete application(s) to:**

City of Fresno  
Planning and Development Department  
Housing and Community Development Division  
Attention: Claudia Cázares, Manager  
2600 Fresno Street, Room 3070  
Fresno, CA 93721

**Program Contact:**

Corrina Nunez, Project Manager  
Phone: (559) 621-8506  
E-mail: [corrina.nunez@fresno.gov](mailto:corrina.nunez@fresno.gov)

Applications are also available on the internet at the following web address:

<http://www.fresno.gov/Government/DepartmentDirectory/PlanningandDevelopment/Housing/CDBGandHOMEFunds.htm>

<b>Pre-Application Check-off List</b> <b>(Required For All HOME Program Applications)</b>			<b>X</b>
Executive Summary			<input type="checkbox"/>
Section	Section Heading	Attachment/Documents	
<b>1</b>	Project Summary	<ul style="list-style-type: none"> <li>• Form 1 (three pages)</li> </ul>	<input type="checkbox"/>
<b>2</b>	Project Description	<ul style="list-style-type: none"> <li>• Narrative</li> <li>• Pictures</li> <li>• Attachments</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>3</b>	Site and Project Readiness	<ul style="list-style-type: none"> <li>• Narrative</li> <li>• Zoning &amp; Local Approval Letter</li> <li>• Site Control Documentation</li> <li>• Phase I EA</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>4</b>	Project Schedule	<ul style="list-style-type: none"> <li>• Form 4 (one page)</li> </ul>	<input type="checkbox"/>
<b>5</b>	Tenant Relocation Plan	<ul style="list-style-type: none"> <li>• Narrative</li> </ul>	<input type="checkbox"/>
<b>6</b>	Experience of Applicant/ Development Team	<ul style="list-style-type: none"> <li>• Narrative</li> <li>• Resumes</li> <li>• Form 6 (one page)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>7</b>	Consistency with Federal/ Local Funding Requirements	<ul style="list-style-type: none"> <li>• Program Consistency/ Plan Consistency Letters</li> </ul>	<input type="checkbox"/>

# SECTION 1

## PROJECT SUMMARY INSTRUCTIONS

### 1.1 Eligible Applicant

- Organization Name: Provide the full, legal name of your organization as it is shown by the Secretary of State in your incorporation documents. Do not use abbreviations or acronyms.
- Address: Provide the mailing address of your organization.
- Unified Business Identifier (UBI): Used by the Secretary of State.
- Organization Type: Check the type of eligible organization in space provided.
- Executive Director Name: Provide name of the head of your organization, such as executive director, CEO, etc.
- Phone: Provide the telephone number for your executive director.
- Fax Number: Provide the main FAX number for your organization.
- E-Mail: Provide the e-mail address used by the executive director of your organization.
- Project Contact Name: Provide name of person who can answer questions regarding this project.
- Contact Organization: Provide name of project contact's organization, if different from the applicant organization.
- Address: Provide address of contact person, if different from the organization mailing address.
- Phone: Provide the telephone number of the contact person.
- FAX: Provide the FAX number of the contact person.
- E-Mail: Provide the e-mail address of the contact person.
- Application Contact Information (if different from Project Contact above): Provide name of person who can answer questions regarding this application, name of organization, address, phone, FAX and e-mail address.

### 1.2 Eligible Activity

- Project Name: Provide the full name of your project. Make sure this is the same project name you use on applications to other funders.
- Project Address or Location: Provide the street address of the project or the legal description of the property if not street address.
- Assessor's Parcel Number(s): Provide the County APN for the lot.
- City Council District: Provide name of the city council district where project is located.
- State Legislative District: Provide the **state** legislative district number where the project is located, **not** your organization's office.
- Federal Congressional District: Provide the **federal** congressional district where the project is located.
- Housing Stock Status: Check one.
- Project Activities: Check all that apply.

### 1.3 Target Populations

Check all that apply and enter number of units and beds for each special needs population group.

### 1.4 Proposed Number of Units Per Size and Income Level

Enter the number of proposed units by size for each income level to be served. Any resident manager units must be separately identified.

### 1.5 Permanent Capital Funding Sources and Total Development Costs

- Residential: List all residential capital funding sources for the project and residential development cost subtotal. Enter funding sources as committed/conditional or proposed, as applicable.
- Non-Residential: List all non-residential capital funding sources for the project and non-residential development cost subtotal. Enter funding sources as committed/conditional or proposed, as applicable.
- Total Development Costs: Enter total project funding, both residential and non-residential.

### 1.6 Original Signature of Authorized Official

Provide name, original signature and title of person authorized to submit application. Enter date of application.

**FORM 1**  
**PROJECT SUMMARY**

**1.1 Eligible Applicant**

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

Address: \_\_\_\_\_

Unified Business Identifier: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Organization Type (check one): \_\_\_\_\_

- Local Government
- Housing Authority
- Non-Profit Community Based Organization
- Regional Non-Profit Housing Assistance Organization
- Statewide Non-Profit Housing Assistance Organization
- Regional Support Network
- Qualified Tenant Organization
- Private Development Corporation/Individual
- Community Housing Development Organization (CHDO)
- Community Based Development Organization

Executive Director Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_

Contact Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Application Contact Name (if different from Project Contact above): \_\_\_\_\_

Application Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FORM 1  
PROJECT SUMMARY (cont.)**

**1.2 Eligible Activity**

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

Project Address or Location: \_\_\_\_\_

Assessor's Parcel Number(s) - APN#: \_\_\_\_\_

City Council District: \_\_\_\_\_

State Legislative District: \_\_\_\_\_

Federal Congressional District: \_\_\_\_\_

For Housing Stock Only (check one):

Existing Privately Owned

Existing Publicly Owned

Other (please specify): \_\_\_\_\_

**Project Activities (check all that apply):**

Acquisition

Rehabilitation (Single Family)

Rehabilitation (Multi-Family)

New Construction (Single Family)

New Construction (Multi-Family)

HUD/USDA Preservation

Independent Seniors

Emergency Shelter

Transitional Housing

Homeownership

Farm worker Housing

Other: \_\_\_\_\_

**1.3 Target Populations**

Length of Commitment to Target Population: \_\_\_\_\_

**Number of Units/Beds per Special Needs Populations:**      Check if Not Applicable

Units	Beds	Population
		Mentally Ill
		Developmentally Disabled
		Domestic Violence
		Frail Elderly
		Homeless
		HIV/AIDS
		Alcohol/Substance Abuse
		Youth Under Age 21
		Other: _____

**FORM 1  
PROJECT SUMMARY (cont.)**

**1.4 Proposed Number of Units Per Size and Income**

<b>% Median Income</b>	<b>Studio</b>	<b>One Bedroom</b>	<b>Two Bedroom</b>	<b>Three Bedroom</b>	<b>Four Bedroom</b>	<b>Five Bedroom</b>	<b>Beds</b>	<b>Totals</b>

**1.5 Permanent Housing Capital Funding Sources and Total Development Cost**

**RESIDENTIAL CONSTRUCTION**

<b>Source</b>	<b>Proposed Funding Amount</b>	<b>Committed/Conditional Funding Amount</b>	<b>Total Funding</b>
<b>HOME</b>			
<b>Residential Development Cost</b>			

**NON-RESIDENTIAL CONSTRUCTION**

<b>Source</b>	<b>Proposed Funding Amount</b>	<b>Committed/Conditional Funding Amount</b>	<b>Total Funding</b>
<b>Non-Residential Development Cost</b>			

**TOTAL DEVELOPMENT COST**

	<b>Proposed Funding Amount</b>	<b>Committed/Conditional Funding Amount</b>	<b>Total Funding</b>
<b>TOTAL DEVELOPMENT COST</b>			

**1.6 Original Signature of Authorized Official**

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

## SECTION 2 PROJECT DESCRIPTION

(Limit narrative to two pages)

Provide a complete but succinct description of the *project activity* and the *population to be served*. Include the following:

- Describe the property to be acquired, constructed and/or rehabilitated. Include a physical description of the planned project that includes the size, number of stories, type of construction, layout of the buildings, and any other unique features of this particular project and target population.
- If the project includes existing buildings, give the original date of construction.
- If your organization already owns the project and/or project site, when did your organization purchase it and what was the purchase price?
- Provide a detailed description of any planned construction, rehabilitation or other site improvements, including project design elements. If your project includes rehabilitation, explain why rehabilitation is preferred over new construction and environmental or abatement issues for this project and population.
- Provide a description of the type of household to be served, including information such as the number of tenants, the size and description of the households, and known special characteristics of tenants (i.e. age, disabilities, special needs, etc.). Also include a description of the living arrangement (i.e. individual apartments, shared housing with onsite management, etc.).

Additionally, list design features and material specifications that accomplish the following:

- Promote the health and safety of the residents.
- Make the project more durable/sustainable over its lifetime.
- Minimize the use of resources in either construction or operation of the building.
- Increase affordability for residents who will pay at least a portion of their utility bill. These items should be shown in the construction cost estimate.
- Explain why the chosen design features are responsive to the housing needs of the target population.
- Describe the location of the project and its surrounding neighborhood. Include a discussion of transportation options, nearby services, etc.

### ***Area Map and Site Pictures***

Provide the project's area map and related site pictures in color. If any of the following are located within 2,000 feet of this project, please indicate location and identify on project's area map: a) major road/highway, b) railroad track, c) airport (within one mile), d) building or structure 50 years old or older (please include photographs), e) perennial or intermittent water courses, f) storage tanks (e.g., propane, grain silo, agri-chemicals (please include photographs), g) known hazardous waste site, h) explosive or flammable operation (within one mile).

## SECTION 3 SITE AND PROJECT READINESS

(Limit narrative to two pages)

Provide a description of the *proposed* or *actual* site, and discuss any issues of site control, zoning, special permits, environmental hazards and how they can be resolved in a timely manner. Please identify and/or include the following:

- Current status of: 1) architectural plans, 2) design, and 3) project financing and how they contribute to the timeliness of the proposed schedule.
- If available, provide an architect's description of the proposed or actual site, photos of the proposed project or comparable project(s), and/or preliminary drawings.
- Zoning for the site and if the proposed project is consistent with existing zoning requirements and the permit process. If the project is not consistent with zoning, describe the steps you have taken to alleviate the inconsistency. Ensure critical decision points are included in the Project Schedule.
- Letter from the Planning Division of the Planning and Development Department verifying that proposed project is consistent with existing zoning or if a variance of special use permit is needed, the letter should provide assurance that approval can be obtained prior to HOME contract execution. If a proposed project will continue an existing use, a zoning letter is not required.
- Issues or hazards, man-made or natural, associated with the site that will affect its development and/or use for housing. Include a discussion of any recommendations for mitigation of existing conditions noted in the Phase I Environmental Assessment (if available). For projects that include rehabilitation, discuss any recommendations for abatement of asbestos, lead paint, or mold noted in the Hazardous Material Survey.
- In the case of scattered site rentals, if a site has not been identified, describe the characteristics of the location being sought and document the availability of applicable sites and the timeline for obtaining site control.
- Documentation of site control if project is multi-family, subdivision development.
- Include a Phase I Environmental Survey. Full survey in original application. Executive Summary in copies.

**SECTION/FORM 4  
PROJECT SCHEDULE**

***Timeline***

Include a detailed timeline for completion of major activities related to the project. Identify all key aspects of the proposal as well as the dates when all funding sources will be secured. Assume that HOME funds will be available, if awarded, to your project in October of the current year.

The project schedule should indicate that all proposed and conditional funds will be committed within 12 months of the HOME fund award or reserve and that the project can be completed within two years of the HOME contact execution date.

List each task for the project in chronological order and enter a projected completion date and responsible party for each task. At a minimum, show projected dates for commitment of all funding sources, any land use approvals, and milestones for property acquisition and/or construction.

<b>SCOPE OF WORK</b>		
<b>Task</b>	<b>Projected Completion Date</b>	<b>Responsible Party</b>

**Describe any aspects of the project that may lead to delays (e.g., zoning, siting and how the schedule will be adapted to respond.**

## **SECTION 5 TENANT RELOCATION PLAN**

(Limit narrative to one page)

Potential applicants should carefully consider how their development may be impacted by the Uniform Relocation Act ("URA") before making the final decision to apply for HOME funds or to obtain site control of a given property. If not taken into account, relocation expenses could render an otherwise viable development not feasible. Relocation benefits are triggered under the URA when a resident is displaced permanently or temporarily. In all cases in which a proposed development site is either partially or fully occupied, relocation information must be completed and submitted concurrently with the application and the applicant is required to contact the City's Housing and Community Development Division for instructions **BEFORE PROCEEDING WITH AN APPLICATION.**

Describe the process to be used for relocation, either permanent or temporary, and how these activities will be funded.

- Note the availability of comparable replacement units.
- Include a budget for relocation showing estimates of staff time and using the maximum benefits allowed to people being displaced.
- Show how the relocation plan is consistent with the relocation requirements of any of the fund sources anticipated for the project.

If relocation activities are not necessary, skip to next section.

## **SECTION 6**

### **EXPERIENCE OF APPLICANT/DEVELOPMENT TEAM**

(Limit narrative to two pages)

The applicant must demonstrate that the skills and experience of the development team are appropriate to the size and complexity of the project.

- Describe your organization's experience and capacity to develop the type of housing you are proposing.
- Describe the applicant's experience with the utilization of HOME Program funds or other public-private developments.
- List key development team staff, including key consultants such as legal counsel, architects, engineers, planners, etc., and their qualifications and attach resumes.
- Identify the person or persons with the authority to represent and make legal binding commitments on behalf of the applicant.
- Identify the roles of key individuals in the development team.
- Identify any legal action, bankruptcies, or lawsuits your organization is currently involved in.
- Complete Form 6 - Projects Completed and Under Development
  - Complete one copy of this form for your organization
  - Complete a second copy of this form for your housing developer if you have contracted with a separate entity to do your development work
- Attachments in this Tab:
  - Resumes of development team members
  - Form 6

**FORM 6**  
**PROJECTS COMPLETED AND UNDER DEVELOPMENT**

Name of Organization: \_\_\_\_\_

**COMPLETED PROJECTS**

Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Financing

**PROJECTS UNDER DEVELOPMENT**

(Include all projects currently under construction or projects for which you plan to seek funding in the next 6 months or have received at least one funding commitment)

Name	Location	# of Units	Funding Status	Begin Construction	Complete Construction	Key Staff

Recommended categories for "Funding Status": Partially funded; Fully funded

## SECTION 7 CONSISTENCY WITH FEDERAL/LOCAL FUNDING REQUIREMENTS

(Limit narrative to two pages)

- Describe and document the project's consistency with local plans and programs. Address consistency with the following:

- Fresno City Housing Element.
- Fresno City Consolidated Plan.
- If applicable, Homeless Continuum of Care Plan.
- If applicable, any housing plans or programs for special needs groups.

### **DO NOT attach copies of the plan documents.**

- Describe the project's consistency with any other local or state programs that will provide support for the project.
- The applicant must develop an affirmative marketing plan for the sale/lease of the proposed units. The Affirmative Marketing Plan must be in conformance with the City's Affirmative Marketing Strategy. Contact the City's Housing and Community Development Division for a copy of the City's plan. Please identify or attach your organization's plan for this project.
- Developments, which are funded in part with HOME funds, are subject to but not limited to applicable state and federal laws, HUD regulations, and HOME regulations as set forth in 24 CFR 92. Your organization should understand that any/or all of these will be part of any contract between the City and your agency.
  - Equal Opportunity and Fair Housing - (24 CFR 92.350)
  - Affirmative Marketing - (24 CFR 92.351)
  - Tenant Selection and Participation - (24 CFR 92.303)
  - Environmental Review - (24 CFR 92.352)
  - Layering Review – (CPD 98-01)
  - Labor - (24 CFR 92.354) Any contract for rehabilitation or new construction of housing with more than 11 HOME assisted units must require the contractor to pay federal prevailing wage rates.
  - Lead-based Paint - (24 CFR 92.355)
  - Debarment and Suspension - (24 CFR 92.350)
  - Accessibility. All developments receiving HOME funding must comply with Section 504 of the Rehabilitation Act of 1973 and all other federal accessibility regulations. (For details see: the Rehabilitation Act of 1973 [29 U.S.C. 794])
  - Section 3 of the HUD Act of 1968.
  - Minority Business Enterprise/Women's Business Enterprise (24 CFR 92.351(b))
  - Executive Order 11063 on Equal Opportunity and Housing.
  - Title 8 of the Civil Rights Act of 1968 PL. 90-284.
  - The provisions of the Drug-Free Workplace Act of 1988 (42 U.S.C. 701), in accordance with the Act and with HUD's rules at 24 CFR part 24, subpart F.
  - The provision of E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.
  - The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
  - The provisions of the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

- The provisions of the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
  - “Equal Employment Opportunity”, as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”.
  - Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor Regulations (29 CFR Part 5), in regards to the construction and management of the proposed Project.
  - The property standards at 24 CFR 92.251.
  - The Project requirements, Subpart F of 24 CFR Part 92, as applicable and in accordance with the type of Project assisted, including, but not limited to, the limit on per-unit subsidy amount at 24 CFR 92.250.
- Attachments in this Tab:
    - If applicable, letter of consistency with Fresno City Housing Element and Consolidated Plan.
    - If applicable, letter of consistency with Continuum of Care Plan.
    - Rental Pricing information.
    - Affirmative marketing plan.