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CITY OF MEDICINE

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City of Durham  
Community Development  
**FY 2019-2020 - Multi-Family Production & Preservation**  
9/13/2019 deadline

### Print Preview Prop

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**USD\$ 0.00** Requested

**Additional Contacts**  
*none entered*

[printpreview@printpreview.com](mailto:printpreview@printpreview.com)  
Tel:

[Application Questions](#) [top](#)

#### Organization Information

**1. Type of organization**

- Nonprofit
- For profit
- Other

**2. If a nonprofit, check that you uploaded copy of the organization's 501(c)(3) designation letter and documentation from NC Secretary of State website listing 'currently' active status.**

*All applicants must print out from the N.C. Secretary of State website indicating 'current active' status at <http://secretary.state.nc.us/search/index/corp>*

- IRS 501(c)(3) letter uploaded
- Secretary of State Status information uploaced
- Not applicable - not a nonprofit

**3. Nonprofits must have an active Board of Directors operating under a set of by-laws for at least the previous 12 months. Please confirm that you have uploaded the following information under the Documents tab.**

- Board member list
- Articles of incorporation and current by laws
- Board meeting minutes for the previous 12 months
- Not applicable - not a nonprofit

**4. The applicant must submit audited financials for the fiscal years ending in 2017 and 2018 (and 2019 if available). Nonprofits must also submit a current year budget, as approved by their board.**

*If applicant does not perform audits, the applicant may submit financial statements prepared by a CPA for fiscal years ending in 2017 and 2018 (and 2019 if available), along with a signed and certified Audit Waiver Letter (template provided).*

- Audited financial statements
- Financial statements prepared by a CPA
- Signed and certified Audit Waiver Letter
- Current year budget (nonprofits)

**5. Were there any findings or qualified opinions in your audits? If yes, explain corrective action.**

*Negative audit findings or qualified opinions MAY make an applicant ineligible to receive assistance. Based on the nature of the audit findings, City staff will evaluate and determine application status on a case by case basis.*

*-no answer-*

**6. Describe any outstanding legal judgments or pending litigation against the applicant or developer and provide current status, if applicable.**

*-no answer-*

**7. Does the developer certify that they are current on all federal, state, and local taxes? If no, provide explanation or corrective action.**

*-no answer-*

## **Developer Capacity and Experience**

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**8. Briefly describe the developer's history and mission and how these align with the proposed project. Provide a brief overview of any other organizations that will be a part of this project (e.g. architect, engineer, general contractor)**

*-no answer-*

**9. Provide a summary of the developer's affordable housing development experience from inception to date in the table below.**

<input type="text"/>	Total # of affordable units developed
<input type="text"/>	Total # of affordable RENTAL units developed
<input type="text"/>	Total # of affordable FOR SALE units developed
<input type="text"/>	Total # of affordable units currently owned
<input type="text" value="0.00"/>	<b>TOTAL</b>

**10. Upload Tables 1 and 2 in the Documents Tab: Affordable Housing Projects Completed 2013-Present and Affordable Housing Projects in Development/Under Construction.**

- Table 1 uploaded
- Table 2 uploaded

**11. List the members of the development team, including names, organizational affiliation (if not with the applicant) and role on the team, and provide a brief summary of their affordable housing development experience from 2013-present.**

*Under the Documents tab, provide resumes for all members of the development team and an organizational chart for the development team.*

*-no answer-*

**12. Describe the property manager's experience managing similar projects from 2013-present. If the project will be managed by a separate entity, describe that organization's experience managing similar projects.**

*-no answer-*

## **Project Description - All Projects**

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**13. Project Name and Address**

*-no answer-*

**14. Provide a legal description of site, such as metes and bounds, PIN number or tax ID number**

*Upload evidence of site control and survey of site in Documents section.*

*-no answer-*

**15. Describe the project site, including proximity to grocery stores, pharmacies, medical facilities or other amenities.**

*Upload area map indicating proximity to amenities and transportation in Documents section. Highlight any neighboring land use or activity that has the potential of either creating or experiencing off-site adverse effect(s).*

*-no answer-*

**16. Indicate whether the site is located within any of the City of Durham's target or priority areas. Check all that apply.**

*See maps in Library for target neighborhoods and DCD priority areas.*

- Northeast Central Durham
- Southwest Central Durham
- Southside
- Census Tract 13.01
- Census Tract 13.03
- Census Tract 14
- Census Tract 23
- Within 1/4 mile of GoDurham Bus Routes 3, 5 or 10
- Within 1/4 of future Durham Beltline Trail
- Within 1/4 mile of Kelly Bryant Trail (North and South)
- Within 1/4 mile of the future Third Fork Creek Trail

**17. Confirm that Table 3: Number and Types of Units has been uploaded in the Documents Section.**

- Table 3 uploaded

**18. Target population, including units set aside for special populations, such as formerly homeless (if any).**

*-no answer-*

**19. Type of Project**

- Preservation
- New Construction

**Project Description - Preservation Projects**

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**20. Describe proposed scope of work, including repair or replacement of building systems, repairs and upgrades to units, and plans to mitigate any hazardous materials on site, including mold, asbestos & lead paint.**

*-no answer-*

**21. Describe any environmental conditions specific to the existing structures or sites and how they will be addressed.**

*Under the documents tab, submit a site plan with existing site conditions noted.*

*-no answer-*

**22. Upon completion of the rehabilitation, will the project meet or exceed the City's Minimum Housing Standard, or the NC State Building Code, whichever is applicable?**

- Yes
- No

**23. Upon completion of the rehabilitation, will the project meet Energy Star standards?**

- Yes
- No

**24. Is the property currently occupied?**

- Yes
- No

**25. If yes to 24, have the incomes of the current tenants been verified following HUD Part V Income Determination**

**methodology?**

- Yes
- No

**26. If yes to Question 25, complete the table current tenant income.**

<input type="text"/>	Total # of tenant households
<input type="text"/>	# households <30% AMI
<input type="text"/>	# households 31-50% AMI
<input type="text"/>	# households 51-60% AMI
<input type="text"/>	# households 61-80% AMI
<input type="text"/>	# households > 80% AMI
<input type="text" value="0.00"/>	<b>TOTAL</b>

**27. If no to Question 25, describe the process and timeline for verifying tenant income. (Note: Tenant incomes must be documented prior to contract execution.)**

*-no answer-*

**28. Describe the proposed relocation plan and relocation assistance. Indicate how the organization will handle any existing tenants who are over income (>80% AMI) to meet the requirements of the City's policy. If not applicable, indicate N/A.**

*-no answer-*

**Project Description - New Construction Projects**

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**29. Describe the proposed project, including overall site plan, unit description, design, materials and finishes. Include a site plan and elevations in the Documents tab .**

*-no answer-*

**30. Describe any environmental conditions on the site and how they will be addressed.**

*-no answer-*

**31. Does the site need to be rezoned in order for the proposed development to be built?**

*If the answer is yes, the project timeline should reflect the key steps required for the rezoning to be completed.*

- Yes
- No

**32. If the answer to Question 31 is yes, provide a summary of the current status of the rezoning application.**

*-no answer-*

**Project Description - All Projects**

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**33. Describe any green or energy efficient features included in the project and indicate whether the project will meet a specific sustainability standard, such as LEED, EarthCraft or Enterprise Green Communities.**

*-no answer-*

**34. In the Documents section, upload a DETAILED project schedule that includes the relevant milestones below. Your project schedule must address the following elements (check as many as necessary):**

- Site acquisition
- Zoning approval
- Site plan approval
- Building permits
- Off site improvements
- Plan completion
- Bid process and contractor selection
- Application and closing of construction financing
- Applications and closing of other funding sources

- Construction beginning
- Construction milestones
- Construction completion
- Certificate of Occupancy
- Lease up period

**35. Describe any support services that will be provided, and indicate service provider name (if different entity). If no services will be provided, indicate "not applicable."**

*Tenants should not be required to participate in services as a condition of tenancy. Specify if service participation is required.*

-no answer-

**36. Provide a detailed property management plan and policies on tenant intake, eligibility requirements and tenant selection criteria.**

*Under Documents, upload a copy of the organization's standard lease agreement.*

-no answer-

**37. Describe the Equal Business Opportunity Plan (EBOP) for the project, following the description in Section D of the Overview and Requirements Section.**

-no answer-

## Financial Proposal

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**38. Specify the proposed terms of City funding being requested. City funds may be provided as a grant, repayable loan or forgivable loan.**

*Project financial information must justify the terms being requested. For example, an applicant requesting grant funding must clearly demonstrate that the project cannot carry additional debt.*

-no answer-

**39. Upload a Sources and Uses budget and 20-Year Proforma.**

*Use the template provided for the proforma.*

- Sources and Uses uploaded
- 20-Year Proforma uploaded (use template provided)

**40. Describe the proposed use of City funds.**

-no answer-

**41. Summarize the terms and status of commitments for all other funding sources described in the attached sources and uses budget.**

*Under Documents, upload any supporting documentation confirming the status of other funding sources.*

-no answer-

**42. What is the percentage of developer fee requested?**

*Developer fees are capped at 10% of total development costs.*

-no answer-

**43. What is the per unit annual maintenance reserved proposed?**

*Pro forma must reflect a maintenance reserve of at least \$250/unit annually.*

-no answer-

**44. For the project financial information submitted, summarize the assumptions used to arrive at the annual real estate taxes in the proforma.**

-no answer-

**45. List any other City funds awarded to the project in the past.**

-no answer-

**46. List contact names, titles and contact information for government entities that provided funding for the 3 most recently completed affordable housing projects listed in Table 1.**

*If no public funding was involved, provide contact information for other funders.*

-no answer-

## Technical Assistance

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47. Is the applicant interested in receiving technical assistance?

- Yes
- No

48. What areas, if any, would the applicant like to address with technical assistance?

-no answer-

49. What is the proposed "length of affordability" in years.

-no answer-

**Budget** [top](#)

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**Tables** [top](#)

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**Documents** [top](#)

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Documents Requested *	Required?	Attached Documents *
Signed and notarized cover letter (hard copy must also be submitted by the submission deadline) <a href="#">download template</a>	✓	
Nonprofits: Articles of Incorporation and Current By-Laws		
Nonprofits: IRS 501(c)(3) determination letter		
Nonprofits: NC Secretary of State printout confirming current status		
Audit Waiver Letter <a href="#">download template</a>		
Audited financial statements of financial statements prepared by CPA	✓	
Nonprofits: Current year budget, as approved by the Board		
Table 1: Affordable Housing Projects Completed AND Table 2: Affordable Housing Projects in Development <a href="#">download template</a>	✓	
Resumes for development team members	✓	
Organizational chart for development team	✓	
Copy of standard lease agreement	✓	
Evidence of site control (option to purchase, purchase contract, recorded deed) for all proposed sites	✓	
Site survey	✓	
Map with location of site indicated, along with key amenities	✓	
Property tax ID cards	✓	
Photographs of all sites, including all buildings and other significant structures on site	✓	
Copy of recent appraisal. If not available, the City may require a current 'as-is' appraisal and an 'after-rehab' appraised value (if relevant), at applications expense		
Table 3: Unit Size and AMI Level	✓	

[download template](#)

Detailed project schedule ✓

Project sources and uses ✓

20 Year Pro-Forma - Template Provided ✓

[download template](#)

Cost estimates from a qualified source(s), including cost per eligible unit and costs per square foot ✓

Supporting documentation for other funding sources (such as approval letters, letters of interest, and feasibility letters)

EO/EA Professional Services Form ✓

[download template](#)

Preservation only: 2 years of rent rolls

Preservation only: Property Conditions Report

New construction only: Site Plan

New construction only: Building elevations

Additional documents (if any)

Nonprofits: Current Board List

Nonprofits: 12 Months of Board Minutes

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 124545

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