



# CITY OF TUCSON/PIMA COUNTY HOME FUNDING APPLICATION HOMEOWNERSHIP DEVELOPMENT PROJECTS



The City of Tucson/Pima County HOME Consortia is now accepting proposals for the development of affordable housing. Each proposal will be evaluated and funding will be determined on a case-by-case basis.

The purpose of the program is to increase the supply of affordable homeownership opportunities for low and very low –income families. The program can provide financial assistance to for-profit or non-profit developers.

The Homeownership Program’s intent is to provide gap funding for acquisition of land, acquisition and rehabilitation of substandard property, or construction of new units.

Proposals are being accepted on a first-come, first-serve basis until all funds have been awarded. To submit proposals, or if technical assistance is needed, please contact:

### **Tom Ingram**

City of Tucson  
Division Manager

Housing and Community Development Department, Planning and Community Development Division  
(520) 837-5345 / Fax (520) 791-2529  
E-Mail: [Tom.Ingram@tucsonaz.com](mailto:Tom.Ingram@tucsonaz.com)  
310 N Commerce Park Loop, P.O. Box 27210, Tucson, AZ 85726-7210

### **Marcos Ysmael**

Pima County  
Community Development & Housing Planner II  
Pima County Community Development & Neighborhood Conservation Department  
Phone: 520-624-2947 / Fax: 520-243-6796  
El Banco Housing & Barrio Sustainability Center, 801 W. Congress, Tucson, AZ 85745

**1. PROJECT NAME**

\_\_\_\_\_

**For City/County Use Only:**

City Project   
County Project   
CHDO Project   
Date Received: \_\_\_\_\_

**2. APPLICANT INFORMATION**

CHDO  Non-Profit  For-Profit

Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Tax Identification Number: \_\_\_\_\_

**NOTE: A list of Officers/Board of Directors, copy of Articles of Incorporation and By-Laws for your organization, Corporate Resolution approving this application, and recent Financial Audit are required to be submitted with this proposal.**

**2a. CO-APPLICANT INFORMATION**

CHDO  Non-profit  For-profit

Co-Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Tax Identification Number: \_\_\_\_\_

Is the owner/applicant or anyone else associated with the proposed project a City of Tucson or Pima County employee? Yes  No  If Yes, please indicate relationship: \_\_\_\_\_

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

**3. PROJECT DESCRIPTION**

Please provide a description of the proposed project, and address the following (use additional pages as needed):

Program Goals – Briefly describe the program goals, including any special populations served. Will support services be offered to the residents through any other federal or non-federal programs?

Location – Is the project on a major arterial that has regular transit service? Is the project downtown, along the proposed modern streetcar line, in a target area, or within ¼ mile of services used by the proposed residents (e.g., grocery store, medical facilities, open/green space, daycare, school)?

Structure – Will green building techniques be utilized (TEP Energy Guarantee, City/County LEED Certification)? Will it be a high efficient energy performing home? Does the design of the structure embrace elements from the surrounding environment, both built and natural?

Site – Does the project have convenient access (pedestrian and vehicular) to areas outside of the project/neighborhood? Does the project have a compact urban form which conserves land and other natural and environmental resources and which respects natural topography and drainage patterns?

#### 4. PROJECT ACTIVITY & TYPE

Activity:

- Architecture and Engineering
- Acquisition
- New construction of \_\_\_\_\_ units
- Acquisition & rehabilitation
- Hard construction
- Demolition

Type:

- Single-family detached  Manufactured
- Townhouse/attached
- Other (specify): \_\_\_\_\_

#### 5. HOME FUNDS BEING REQUESTED

*The actual amount of funding provided will be based on City/County underwriting assessment.*

A. Please describe what you will use HOME funds for:

- Architecture and Engineering
- Acquisition
- New construction of \_\_\_\_\_ units
- Acquisition & rehabilitation
- Hard construction
- Demolition

B. Development loan request: \_\_\_\_\_

C. Specify or estimate the total amount of HOME funds expected to remain as permanent subsidy in the project: \_\_\_\_\_

#### 6. HOME UNITS

Total Number of Units: 0 Bed: \_\_\_\_\_ Total Number of HOME Units: 0 Bed: \_\_\_\_\_  
1 Bed: \_\_\_\_\_ 1 Bed: \_\_\_\_\_  
2 Bed: \_\_\_\_\_ 2 Bed: \_\_\_\_\_  
3 Bed: \_\_\_\_\_ 3 Bed: \_\_\_\_\_

**NOTE: If total # of HOME units exceeds 11, Davis-Bacon Wages apply for the entire Development.**

#### 7. HOMEBUYER CONTRIBUTION

The City/County requires a minimum contribution from the homebuyer of \$1,000 for City-developed projects. Please indicate the minimum homebuyer contribution your project will require: \_\_\_\_\_

#### 8. HOMEBUYER COUNSELING

Pre-purchase counseling must be provided either by the applicant or a designated HUD approved housing counseling agency or NeighborhoodWorks certified agency. This should include assisting buyers with obtaining favorable mortgages and assisting them through the entire homebuying process.

Counseling will be provided by:

- Applicant
- Designated housing counseling agency: \_\_\_\_\_

#### 9. PROJECT SITE INFORMATION

This project is a:

- Single-site project. Projects that are intended to be carried out on a single site (individual unit or subdivision) must have pre-identified the site prior to applying for funds. Provide site information below.

Scattered-site project.  No sites have been identified.  Some sites have been identified and the information requested below is attached on a separate sheet for each site.

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

Legal Description: \_\_\_\_\_

Major Cross Streets / Descriptive Location: \_\_\_\_\_

Total Cost of Site: \_\_\_\_\_ Includes  Land only  Land and buildings

Acreage: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Date existing buildings were originally constructed: \_\_\_\_\_

Are any structures located in a Historic District, nominated for or identified on the Historic Register, or are structures more than 45 years old?  Yes  No

## 10. ENVIRONMENTAL ISSUES

**YES**      **NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project be undertaken in or adjacent to a floodplain?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project involve properties 45 years old or older?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project be undertaken in geological hazard areas, or affect historical, archaeological, or cultural resources?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project be undertaken near an airport or military airfield?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project be located within 1,000 feet of a major road, 3,000 feet of a railroad, or near some other noise hazard?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any part of the project be located within one-mile of above-ground storage tanks, transmission pipelines, or loading facilities for explosive or fire-prone substances? |

## 11. READINESS TO PROCEED

The proposal should demonstrate readiness to proceed. Does the project schedule and cash flow indicate that the project can be completed within two years of the contract execution date? Are the following tasks completed or in process: Site control, environmental studies, marketing plan, project entitlements, and design? Please explain: \_\_\_\_\_

## 12. SECTION 3/VICINITY HIRING:

*Please indicate how many new employees will be hired for this project, and how many subcontractors will be utilized for this project; 30% of all new hires shall be Section 3 residents and 10% of all subcontractors shall be Section 3 certified businesses, per HUD implementing regulations 24 CFR 135: \_\_\_\_\_*

## 13. OCCUPANCY

If this is a demolition or rehabilitation project, units may not be occupied at the time they are identified for acquisition, as this would trigger relocation requirements.

I hereby certify that no units will be occupied at the time they are identified for acquisition under this project. \_\_\_\_\_

Signature

Date

**14. SITE CONTROL**

- Applicant / developer controls site(s) by deed or title. (Please attach).
- Applicant / developer holds a contract or option for purchase. (Please attach). Expires on \_\_\_\_\_
- Property has been identified but no contract or option has been negotiated. Projected date of purchase: \_\_\_\_\_

**15. ZONING, APPROVAL, AND PERMITS**

- Yes No
- Is the site properly zoned for this development? If yes, attach written proof of proper zoning. If no, when should zoning issue be resolved? \_\_\_\_\_
  - Are all utilities available at the site? If no, which utilities must be brought to the site? \_\_\_\_\_. Are all costs reflected in the budget?  yes
  - Has a site plan been approved? If no, when will plan be approved? \_\_\_\_\_
  - Has a building permit been issued? If no, when will permit be issued? \_\_\_\_\_

**16. ARCHITECTURAL PLANS AND SPECIFICATIONS**

Architectural plans and specifications are complete.  Yes  No  
 Please attach if available. If no, when are they scheduled to be complete? \_\_\_\_\_

At a minimum, line drawings of elevations and floor plans should be attached.  
 These are attached.  Yes  No

All new construction and substantial rehabilitation of residential buildings shall be designed to meet the standard for ENERGY STAR Qualified New Homes. All procedures used for this rating shall comply with National Home Energy Rating System guidelines.

Applicant has read and will comply with the ENERGY STAR guidelines: \_\_\_\_\_  
Signature

If this proposal includes rehabilitation of existing buildings, attach a work write-up and cost estimate prepared by a contractor, architect or other qualified person for the anticipated renovations or repairs that will be required.

**17. UNIT DESCRIPTION**

Provide a description of each proposed unit. Include number of bedrooms, bathrooms, square footage, construction material, amenities, etc. Include expected sales price to homebuyer.

- Floor Plan #1: \_\_\_\_\_ Expected sales price: \_\_\_\_\_
- Floor Plan #2: \_\_\_\_\_ Expected sales price: \_\_\_\_\_
- Floor Plan #3: \_\_\_\_\_ Expected sales price: \_\_\_\_\_
- Floor Plan #4: \_\_\_\_\_ Expected sales price: \_\_\_\_\_
- Floor Plan #5: \_\_\_\_\_ Expected sales price: \_\_\_\_\_

**18. PROJECT BUDGET**

Please note that the sources and uses statements for the development period should be kept separate from the permanent sources and uses. One section covers the development period, from initial acquisition through construction or rehabilitation, while the other covers the funds that will permanently pay for the project, such as mortgages, buyers funds, sales proceeds, etc.

Applicants must fully disclose all financing sources. If after submittal of the application, any additional financing sources are obtained, these sources must be reported immediately to the City/County. Additionally, the City/County may require a final uses and sources underwriting if all sources are not firm at time of application or if additional sources are added to the project.

**18.1. Development Budget - Sources**

- A. Identify all sources of the development period financing.
- B. Include only amounts of funding that are firmly committed at the time of application. Attach commitment letters as documentation.
- C. Include amounts of funding that is tentative at the time of this application submittal.
- D. Indicate whether the funding will be a loan or a grant. Commitment letters should include funding terms.
- E. Indicate date tentative sources were or will be applied for.
- F. Indicate date of expected award for other tentative funding sources.

<b>DEVELOPMENT BUDGET - SOURCES</b>					
A	B	C	D	E	F
Source	Committed Funds	Tentative Funds	Loan or Grant	Date Applied	Date of Notification
1. City/County HOME Funds					
2.					
3.					
4.					
5.					

**18.2. Development Budget - Uses**

- A. If a specific use of funds is not listed, indicate the type of use in "other" box.
- B. Indicate the total budget for each Activity (total columns C and D).
- C. Indicate the amount of City/County HOME funds being requested for this use.
- D. Indicate the amount financed by all other sources for this use.
- E. Specify the sources to be used for the numbers provided in column D (bank loan, CDBG, etc.)

<b>DEVELOPMENT BUDGET - USES</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Activity	Total All Sources	City/County HOME Funds	Other Sources	Specify Source(s)
1. Land & Buildings				
2. Closing Costs				
3. Streets & Sidewalks				
4. Utilities				
5. Clearance & Demolition				
<b>Total Acquisition &amp; Site Improvements (1-5)</b>				
6. Construction Hard Costs				
7. Asbestos/Lead Abatement				
8. Contingency				
9. Zoning, Permits, Fees				
<b>Subtotal Hard Construction Costs (6-9)</b>				
10. Builder's Profit				
11. Builder's Overhead				
12. General Requirements				
<b>Total Construction Costs (6-12)</b>				
13. Architectural Design				
14. Architectural Supervision				
15. Engineering				
16. Survey				
17. Appraisal				
18. Soils Report				
19. Environmental Review				
20. Landscaping				
21. Title and Recording				
22. Construction Financing				
23. Construction Insurance				
24. Real Estate Taxes				
25. Bonding				
26. Accounting and Legal				
27. Project Audit				
28. Marketing / Advertising				
29. Developer Fee				
30. Developer Overhead				
31. Lease Up (rental projects only)				
32. Operating Reserve (rental)				
33. Replacement Reserve (rental)				
34. Other:				
<b>Total Development Cost (1-34)</b>				
<b>Total HOME Funds Requested (1-34)</b>				
<b>Total Other Sources (1-34)</b>				

**18.3. Permanent Financing - Sources**

- A. Identify any other sources of permanent financing being provided (eg. CDBG for downpayment assistance)
- B. Specify the total amount being provided to the project from each source.
- C. Note any assumptions made or considerations in determining sources and amounts.

<b>SOURCES OF PERMANENT FINANCING</b>		
A	B	C
Source	Amount	Notes
Permanent Mortgages		
Homebuyer Contributions		
City/County HOME Funds		
Other Permanent Source <i>specify:</i>		
Other Permanent Source <i>specify:</i>		
<b>TOTAL AMOUNT OF FINANCING</b>		

**18.4. Housing Development Cash Flow Statement**

The following chart is to project anticipated cash flow and sales proceeds for the project. Sales proceeds generated may be reinvested in development of more units during the HOME project. Any sales proceeds remaining at the end of the project (contract) will be returned to the City/County. The following chart represents *projected* expense and revenue activity. *Actual* sales proceeds generated will be tracked and reported during the project.

1. Indicate the number of housing starts that will occur in each month.
2. Indicate each month's total project development expenses.
3. Total cumulative project development expenses (cumulative totals from line 2).
4. Indicate the amount of HOME funds that will be used for development expenses during that month.
5. Indicate the amount of sales proceeds that will be reinvested to cover development expenses during that month.
6. Indicate the number of houses that will be sold during the month.
7. Indicate the expected gross revenue to be generated from those sales.
8. Indicate the total sales costs (closing costs, loan payoffs etc.) incurred for those sales.
9. Subtract line 8 from line 7 to obtain net monthly sales proceeds.
10. Carry forward line 11 (sales proceeds remaining) from the previous month.
11. Calculate sales proceeds remaining to be reinvested by subtracting line 5 from line 10 and adding line 9 (sales proceeds carry forward - sales proceeds reinvested + net monthly sales proceeds = sales proceeds remaining).

**HOUSING DEVELOPMENT CASH FLOW STATEMENT**

Month:	1	2	3	4	5	6
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carryforward						
11. Sales proceeds remaining ( #10-#5+#9)						

Month:	7	8	9	10	11	12
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carryforward						
11. Sales proceeds remaining ( #10-#5+#9)						

Month:	13	14	15	16	17	18
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carryforward						
11. Sales proceeds remaining ( #10-#5+#9)						

If the project is longer than 18 months, copy this sheet for additional months.

**18.5. Contact Information For Other Funding Sources**

For all sources of financing listed on the previous pages, please provide the name of your primary contact person, address, telephone, and facsimile numbers. The City/County reserves the right to contact these funding sources with respect to their potential financial involvement in this project.

1. Source of funds:			
Contact Person:			
Address:			
City/ State/ Zip:			
Telephone Number:		Fax:	

2. Source of funds:			
Contact Person:			
Address:			
City/ State/ Zip:			
Telephone Number:		Fax:	

3. Source of funds:			
Contact Person:			
Address:			
City/ State/ Zip:			
Telephone Number:		Fax:	

4. Source of funds:			
Contact Person:			
Address:			
City/ State/ Zip:			
Telephone Number:		Fax:	

**19. PROJECT TIMELINE**

Projected start date: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

List major project activities and indicate when they are planned to be executed. Examples: acquisition of real property, contractor selection, pre-qualify buyers, start of construction, final inspection, closing, etc. Please include all projected housing starts and sales. Place a check mark in each "month" (box) to indicate the length of time designated for each activity.

PROJECT SCHEDULE												
Major project activities:	1st quarter			2nd quarter			3rd quarter			4th quarter		
	<i>Each box represents one month</i>											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PROJECT SCHEDULE												
Major project activities:	5th quarter			6th quarter			7th quarter			8th quarter		
	<i>Each box represents one month</i>											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 20. MARKET DEMAND

All applicants must provide either a detailed Market Demand Analysis or an Abbreviated Market Demand Analysis. The applicant should focus on the demand for the project rather than the perceived need. Demonstration of a clear need will be a factor in the City/County's underwriting of the application. Sources should be cited for all data presented. A professionally prepared Market Demand Study may *not* be submitted as a substitute for completing this narrative section.

Responses to questions in section A or B may be filled in space below, or may be attached on a separate sheet to the application.

Fill out section A, Abbreviated Market Demand Analysis, if:

- future homebuyers have already been identified; or
- the project is entirely reserved for special population of clients of a social service provider.
- the project is under five units.

Fill out Section B, Market Demand Analysis for all other projects. If the applicant is proposing that the City/County purchase completed homes and market them through the City/County homeownership program, this section does not need to be filled out.

### A. Abbreviated Market Demand Analysis:

1. *If future homebuyers have been identified, provide sufficient documentation that shows the qualified homebuyers (eg. waiting lists of pre-qualified individuals).*

2. *If the project is entirely reserved for a special population of clients of a social service provider, provide documentation that the provider has sufficient clientele to fill the proposed project (eg. letter from service provider or a list of pre-qualified individuals).*

3. *If all future homebuyers have not been identified, identify the target group and describe efforts that will be made to market the project to the target group.*

### B. Market Demand Analysis:

1. **Description of the Market Area.** *Please describe the geographic area from which potential homebuyers will be drawn. If the area is expansive, explain and document how the project will draw residents from the entire area.*

2. **Target Population.** *Identify the target population, including income ranges, family make up, special needs populations to be targeted, etc. Provide an analysis that shows that the proposed sales prices, with identified subsidies, will be affordable to the target population. Is there a big enough pool of buyers to support the sales?*

3. **Comparable Sales.** *Provide an analysis that shows the absorption rates for comparable projects recently entering the market. Identify the number of comparable units targeting the same population which are currently under construction or planned concurrently, which might adversely affect this project's potential market. This should include the number of recently issued building permits (or applications) for comparable units.*

4. **Current Waiting Lists.** *Identify the number of households currently on waiting lists held by the applicant, if any. This list should distinguish between households that are pre-qualified or are likely to qualify for a mortgage and those that are on an interest list.*

## 21. PROJECT TEAM

Resumes for each team member must be attached to this application.

Project Manager \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Project Coordinator (day-to-day), if different from above

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Fiscal Manager

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Project Architect

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Construction Contractor/Builder

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Consultant

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Housing Counselor

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

Other (specify)

Name \_\_\_\_\_ Company \_\_\_\_\_

Job duties on this project \_\_\_\_\_

Number of years experience with similar projects \_\_\_\_\_

## 22. ATTACHMENTS

The following items are attached to this application:

- site information for scattered sites
- deed or title demonstrating site control
- contract or option for purchase
- zoning approval
- architectural plans and specifications

- line drawings of elevations and floorplans
- work write-up and cost estimates for rehabilitation work
- commitment letter(s) from other funding sources
- abbreviated or full market demand analysis narrative
- resumes for project team members
- other \_\_\_\_\_

### **23. APPLICANT CERTIFICATIONS**

Assurances and certifications are hereby provided that:

1. The applicant will comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4123) and the Coastal Barrier Resources Act (16 U.S.C. 3601).
2. The applicant will comply with the environmental laws and authorities at 24 CFR 50.4 and will (i) supply HUD with information necessary for it to perform any necessary environmental review of each property; (ii) carry out mitigating measures required by HUD or select alternate eligible property; and (iii) not acquire or otherwise carry out any program activities with respect to any eligible property until HUD approval is received.
3. The applicant will comply with the requirements of the Fair Housing Act (42 U.S.C. 360-19) and implementing regulations at 24 CFR Part 100, Part 109, and Part 110; Executive Order 11063 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1, and will affirmatively further fair housing.  
  
Indian tribes and IHA's will comply with the requirements of the Indian Civil Rights Act (25 U.S.C. 1301 of sect.) when applicable. This Act applies to tribes when they exercise their powers of self-government and is applicable in all cases when an Indian Housing Authority (IHA) has been established by exercise of such powers. In the case of Indian tribes and IHAs, the applicant will comply with the requirement of the Indian Self-Discrimination and Education Assistance Act (sec 25 U.S.C. 45orb); S5 FR 24752-53 and 24755 (June 18, 1990), revising 24 CFR 905.165 (a) and (b) and 905.3601.
4. The applicant will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, which prohibits discrimination because of age in programs and activities receiving Federal financial assistance.
5. The applicant will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on handicap in Federally-assisted and conducted programs and activities.
6. The applicant will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 170lu)(Employment Opportunities for Lower Income Persons in Connection With Assisted Projects), and with implementing regulations at 24 CFR 135.
7. The applicant will comply with the requirements of Executive Order 11246 (Equal Opportunity) and the regulations issued under the Order at 41 CFR Chapter 60.
8. The applicant will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by minority-and-women-owned business enterprises.

9. As applicable, the applicant will comply with the policies, guidelines, and requirements of OMB Circular Nos. A-87 (Cost Principles Applicable to Grants, Contracts and Other Agreements with State and Local Governments), 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreement to State, Local and Federally Recognized Indian Tribal Government), A-110 (Grants and Cooperative) Agreements with Institutions or Higher Education. Hospitals, and Other Nonprofit

Organizations), A122 (Cost Principles Applicable to Grants, Contracts and Other Agreements with Nonprofit Institution), and audit requirements described in OMB Circular A-128 implemented at 24 CFR Part 44 and OMB Circular A-133 (Audits of Institutions of High Learning and Other Nonprofit Institutions).

10. The applicants will provide drug-free workplace in accordance with the Drug Free Workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24. Subpart F.

11. The applicant will comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821, at sec.) and implementing regulations at 24 CFR Part 35.

12. The applicant will ensure that no person has been or will be displaced from his or her dwelling as a direct result of the program described in this application. This does not preclude termination of tenancy for violation of the terms occupancy of a unit.

13. The applicant will ensure that no Federally appropriated funds have been paid, or will be paid by or on behalf of the undersigned, for lobbying the Executive or Legislative Branches of the Federal Government. (Refer to the government-wide common rule governing the restriction on lobbying, published as an interim rule on February 26, 1990 (55 FR 6736) and supplemented by a Notice published June 15, 1990 (55 FR 24540). For HUD, the interim rule is codified at 24 CFR Part 87.

14. The applicant and its principals (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from covered transactions (see 24 CFR 24.110) by any Federal department or agency; (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach explanation behind this page.

15. The application shall ensure that it has not and will not receive assistance from the Federal government, a State, a unit of general local government, or any agency or instrumentality therefore, for activities for which funding is requested in the application.

The applicant will comply with conflict of interest provisions referred to in section 530 of the Notice of Amended Program Guideline dated January 14, 1992, and any amendments hereafter and final regulations for the program.

**24. SIGNATURE**

This application was prepared by: \_\_\_\_\_  
Name, Title

I hereby certify that all information contained in this application is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION RELATING TO ARMS-LENGTH TRASACTIONS**

The following certification is required to be completed and signed by the applicant.

**7.1 IDENTITY OF INTEREST CERTIFICATIONS**

The undersigned proposer hereby certifies that, except as noted below, there is not now, nor does the undersigned proposer contemplate that there will be, any identity of interest between:

- (a) The seller and the purchaser (applicant) of this project.
- (b) The proposed owner (applicant) and general contractor and/or any subcontractor, materials supplier, or equipment lessor, or
- (c) The proposed owner (applicant) and lender.

It is further certified that, except as noted below, there are not and have not been any such relationships between the seller of purchaser (applicant) of this project and the lender, general contractor and/or any subcontractor, materials supplier, or equipment lessors. The undersigned hereby agrees to immediately report to the City of Tucson, Community Services Department, any such identify of interest relationships which occur in the future with respect to this property even though such relationships are not now anticipated.

All references to "identify of interest" herein are made in the context of the definition below, which has been read by the undersigned.

"Identify of Interest" between the seller(s), the purchaser(s) (applicant), as parties of the first part, and the seller(s), lender(s), general contractor(s), subcontractor(s), materials supplier(s), or equipment lessor(s), as party(ies) of the second part, will be construed as existing under any of the following conditions:

- (1) When there is any financial interest of or family relationship between the party of the first part in the party of the second part;
- (2) When one or more of the partners, officers, directors or stockholders of the party of the first part is also a partner, officer, director, or stockholder of, or has financial interest in, the party of the second part;
- (3) When the seller, general contractor, subcontractor, materials supplier and/or equipment lessor advances any funds to the party of the first part;
- (4) When the party of the second part takes stock or any interest in the party of the first part as payment;
- (5) When any of the above stated interrelationships exist between the parties of the second part;
- (6) When there exist, or comes into being, any side deals, agreements, contracts or undertakings entered into or contemplated, which alter, amend, or cancel any of the costs related to the property purchase, rehabilitation work or other amounts used to calculate project costs,
- (7) When any relationship exists which would give the purchaser (applicant), seller, or lender, or general contractor control or influence over the cost of the rehabilitation contract, or the price paid to the subcontractors, materials suppliers or equipment lessors.

State below any exceptions to this certification regarding identities of interest: (If none, so state)

<b>ENTITLES</b>	<b>GOODS, SERVICES OR OTHER VALUE</b>	<b>\$ VALUE</b>
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I am aware that this certification by me may be used to induce the City of Tucson to make Federal funds available for this project under the HOME Program, and that under Title 18 U.S. Code, Sections 1001 and 1010, it is a crime to knowingly make false statements to an agency of the United States on this matter and that penalties upon conviction can include fine and imprisonment.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date