



**Application Form A  
HOME Program and/ or HOME CHDO Activity Application  
Program Year 2022-2023**

**Part 1. Agency Requesting HOME Funding**

Activity Title: \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_

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

Unique Identity ID  
Number: \_\_\_\_\_

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

**Organization Type (check one):**

- Individual
- For-profit corporation or limited partnership
- Non-profit 501(c)(3)
- Community Housing Development Organization (CHDO)
- Community Based Development Organization (CBDO)
- Other: \_\_\_\_\_

**Executive Contact Information:**

Name of CEO/President: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Activity Contact Information:**

Name of Activity Manager: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Person to Contact Regarding this Application:**

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Federal Grant Experience within the past 5 years:**

Program	Activity/ Project Name	Purpose of Federal Funds	Date Obtained	Funding Amount

**Fiscal Year and Audit Reports:**

Beginning / Ending Dates of Fiscal Year: \_\_\_\_\_

Date of most recently completed financial audit: \_\_\_\_\_

Fiscal Year for most recent financial audit: \_\_\_\_\_

**Part 2. HOME/ HOME CHDO Activity Name and Type**

Activity Name: \_\_\_\_\_

Activity Address or Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**For Acquisition and/or Rehabilitation Housing Stock Only (check one):**

- Existing Privately Owned
- Existing Publicly Owned
- Other (please specify)

**HOME Program Activity (check all that apply)**

- Acquisition
- Rehabilitation
- New Construction
- Multi-Family
- Single Family
- Transitional Shelter
- Tenant Based Rental Assistance (TBRA)

**HOME CHDO Activity (check all that apply)**

- Acquisition
- Rehabilitation
- New Construction
- Preservation
- First Time Homebuyer Assistance
- Multi-Family
- Single Family
- Transitional Shelter
- CHDO Operations
- Capacity Building to Become a CHDO

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**Part 3. HOME/ HOME CHDO Activity Target Population**

**Populations (check all that apply):**

- Families
- Individuals
- Special Needs
- Seniors

Length of Project Commitment to Target Population: \_\_\_\_\_ (Minimum 45 years)

**Number of Units for Special Needs Populations:**

Units	Population
	Mentally Ill
	Developmentally Disabled
	Domestic Violence
	Elderly
	Homeless
	HIV/AIDS
	Alcohol/Substance Abuse
	Farmworker
	Youth Under Age 21
	Other (Specify):

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**Part 4. Proposed Number of Units per Size and Income Level**

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

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**Part 5. Permanent Capital Funding Sources and Total Development Cost**

List the anticipated permanent capital funding sources and total development cost to complete the proposed Activity. Applicant may substitute a comparable document in the Agency’s own format.

**Residential**

Source	Proposed Funding	Committed / Conditional Funding	Total Funding
City of Palmdale HOME Funds			
City of Palmdale CHDO Funds			
<b>Total Residential Development Cost</b>			

**Non-Residential**

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

**Total Development Cost**

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

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**Part 6. HOME/ HOME CHDO Narrative**

Provide a response to each of the following questions. Applicant may use separate/ additional pages so long as the question is restated for each response.

1. Provide a complete but succinct description of the Activity and the population to be served. Include the following:
  - a. Describe the property to be acquired, constructed and/or rehabilitated. Include a physical description of the planned Activity or project that includes the size, number of stories, type of construction, layout of the buildings, and any other unique features of this particular Activity and target population.
  - b. If existing buildings, give the date of construction.
  - c. If your organization already owns the Activity or project, when did your organization purchase it and what was the purchase price?

- d. Will the owner, developer or sponsor of the Activity or project be a Community Housing Development Organization (CHDO)?
2. Explain how the proposed Activity will benefit the Palmdale community, including:
  - a. How the proposed Activity will clearly and measurably address the needs of low- and moderate-income Palmdale residents. (Use verifiable data or evidence of the need.)
3. Provide a detailed description of any planned construction, rehabilitation or other site improvements, including Activity or project design elements. If a rehabilitation Activity, explain why rehabilitation is preferred over new construction and environmental or abatement issues for this Activity and population.
  - a. Provide an estimated timeline, identifying the start and end dates, length of time anticipated for design, construction or other phases necessary to successfully complete the Activity that is being proposed.
4. 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.).
5. Describe any design features or material specifications that accomplish the following:
  - a. Promote the health and safety of the residents.
  - b. Make the Activity more durable/sustainable over its lifetime.
  - c. Minimize the use of resources in either construction or operation of the building.
  - d. Increase affordability for residents who will pay at least a portion of their utility bill
6. Explain why the chosen design features are responsive to the housing needs of the target population.
7. Describe the location of the Activity or project and its surrounding neighborhood. Include a discussion of transportation options, nearby services, etc.
8. List your agency's personnel, consultants, and/or volunteers who will be carrying out the proposed Activity and a brief statement of their qualifications and availability to the Activity.
9. Describe all similar projects your Agency has carried out in the last five (5) years. For each project, provide a reference name and telephone number from the local participating city, county and/or state that provided HOME funding.

10. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five (5) years. If none, state none.
  
11. If applicant is proposing Homeownership Activity/ Project, answer the following:
  - a. Describe the homeownership units, such as single-family units, duplex, townhouse, etc. and ownership model.
  - b. Describe the down payment assistance model proposed including term, rate, deferral period, and contingent interest shared equity formula or right of first refusal.
  - c. Describe the proposed repayment plan.
  
12. If applicant is proposing Tenant Based Rental Assistance (TBRA) Activity/ Program, describe the rental assistance model proposed including:
  - a. Statement of need
  - b. Activity/ project scope
  - c. 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.)
  - d. Participant Outreach and Marketing
  - e. Participant selection and rental assistance process
  - f. Program Outcomes

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## **Part 7. HOME/ HOME CHDO Site and Activity Readiness**

Provide a response to each of the following questions. Applicant may use separate/ additional pages so long as the question is restated for each response

1. 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. Be sure to describe:
  - a. Current status of architectural plans and design, and project financing and how they contribute to the timeliness of the proposed schedule. Please include the proposed schedule.
  - b. 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, indicate steps taken to resolve the issue(s).
  - c. 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. For rehabilitation, discuss recommendations for abatement of asbestos, lead paint, or mold noted in the Hazardous Material Survey.

2. 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.

**Part 8. ONLY Applicants requesting HOME CHDO Operating Support Funds or Funds to Build CHDO Capacity**

Answer this section only if you are applying for CHDO operating support funds or if you are applying for CHDO funds to build the capacity to become a CHDO. CHDO operating support requests may not exceed 50 percent of the agency’s operating budget.

**Narrative**

Provide a response to each of the following questions. Applicant may use separate/ additional pages so long as the question is restated for each response.

1. How do you propose to use CHDO operating funds?
2. What is the current capacity of your organization to develop and manage housing? Please describe staff experience, list projects that you have developed, and projects which you currently own and/or manage.
3. What are your organization’s goals or objectives regarding increasing its housing development management capabilities? Which capabilities does your organization intend to develop within the agency, versus through contracted services or partnerships with other housing organizations? Documentation of an organizational development or strategic plan is required. If one is currently available, please attach.
4. How will your organization’s capability to develop or manage housing be created or strengthened by using these funds?

**Activity Budget**

Answer this question only if you are applying for CHDO operating support funds or if you are applying for CHDO funds to build the capacity to become a CHDO. Complete the following budget table, showing the tasks to be supported with CHDO capacity building funds, anticipated completion dates, and any other fund sources that will be used to accomplish these tasks. Applicant may substitute a comparable document in the Agency’s own format.

<b>CHDO Capacity Building Budget</b>			
<b><u>Task</u></b>	<b><u>Cost</u></b>	<b><u>Fund Source</u></b>	<b><u>Completion Date</u></b>


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**Part 9. Application Checklist for ALL HOME / HOME CHDO Applicants**

The following documents **MUST** be submitted with the application to be considered for HOME/ HOME CHDO funding. Applications that do not include ALL of the following items will not be considered for funding. Attach separate sheets as necessary.

- Application form. All questions answered and Part 11 is signed by an official authorized to sign contracts for your agency.**
- Cover Letter from the Executive Director, Board President, or other Executive Official describing the Activity to be implemented and how it will benefit the City of Palmdale.**
- Articles of Incorporation/Bylaws**  
Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.
- List of Board of Directors**  
A list of the current board of directors or other governing body of the agency must be submitted. This list must include names, telephone numbers, addresses, occupation or affiliation of each member and must identify the principal officer of the governing body.
- Financial Statement AND Most Recent Audit**  
The Agency must submit the most recently completed audit of their organization along with information already requested in the application, or if your Agency is not required to perform audits, copies of the most recent balance sheet and income statement.
- Most recent filed Federal Tax Return.**
- List of at least three (3) references for activities/ projects of a similar nature completed within the last five (5) years.**
- A detailed project pro forma that includes the development budget with sources and uses of funds, permanent financing budget, operating budget, and a minimum 20-year cash flow projection.**
- A detailed implementation schedule from acquisition to occupancy, including significant milestones and dates.**
- If relocation will be required for this Activity, attach a relocation plan that is consistent with the requirements of the Uniform Relocation Act, including a budget for expenses related to relocation.**



- Resumes and references for each member of the proposed development team, inclusive of developer, architect, consultants, and project manager, as applicable.
- For rental projects, include management plan, including the names of those responsible for asset management, property management, maintenance plan, and service provision (special needs projects).
- For Tenant Based Rental Assistance (TBRA) Activity, include program budget.

**For Non-Profit Organizations:**

In addition to the requirements above, please also provide:

- Verification of 501(c)(3) Non-Profit Determination Letter**  
Non-profit organizations must submit their tax-exemption determination letter.
- Resolution of the Board of Directors authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the City of Palmdale CDBG grant.**

*Please check either "YES" or "NO" for the following questions and provide the requested data for the twelve (12) month period ending June 30, 2021.*

- |    |   |  |
|----|---|--|
| 1. | The agency is incorporated as a non-profit organization and currently has exempt tax status (501)(c)(3) of the IRS Code and 2370(d) of the California Code. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. | The agency has maintained its California tax-exempt status.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. | Agency has maintained their Non-Profit Corporation status by filing the appropriate documents:  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|    | Form 990 with the IRS   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|    | Form 199 with the California Franchise Tax Board  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|    | Statement of Domestic Non-Profit Corporation with the Secretary of State of California  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**Part 10. Optional Attachments**

The following attachments must be submitted with the application if they are available:

- Market studies for this project (if already conducted).**
- Architectural renderings / elevations.**
- Other information as determined by applicant.**

## **Part 11. Statement of Agency**

The undersigned acknowledges the following:

1. By submission of this application, the Agency agrees that it will become a public document.
2. To the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable;
3. No revised proposals/ applications may be made in connection with this application once the deadline for applications has passed.
4. The City may request or require additional supporting information to be submitted which it deems reasonable and that the Agency will cooperatively assist in the application review process.
5. The proposed Activity described in this application meets HOME Program Eligibility Requirements.
6. Sufficient funds are available from non-HOME sources to complete the Activity/ Project, as described, if HOME funds are not allocated to the applicant.
7. The City of Palmdale reserves the right to not fund any applications received, or not award all available funds, or not award funds to proposals that do not meet the criteria for evaluation and funding. Funds not allocated during this process may be awarded during a subsequent application cycle for new proposals. Federal deadlines for fund commitment may require reallocation of housing development funds if implementation of the project is significantly delayed.
8. If the Activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
9. By submission of this application, the Agency agrees to abide by federal regulations and City policies applicable to this Activity, including at a minimum, all competitive bidding and prevailing wage requirements.
10. The Agency acknowledges and understands that past project and financial performance will be considered in reviewing this application.
11. If the Activity/ project is funded, the City or the U. S. Department of Housing and Urban Development may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for Activity expenditures.
12. Proof of insurance will be submitted to the City prior to receiving funds. Minimum Insurance requirements are outlined in the Notice of Funding Availability for this application. Additional insurance requirements may be required depending on the scope of proposed Activity.
13. Proof of a City of Palmdale Business License and any other required license or certification will be submitted to the City prior to receiving funds.
14. If the Activity/ Project is funded, the City will perform a federally mandated environmental review prior to the obligation funds.
15. If the Activity/ Project is funded, a written agreement will be required including but not limited to a statement work, records retention and reporting, compliance with local and federal requirements, and circumstances that would trigger payment suspensions and terminations.

16. If the Activity/ Project is funded, a deed of trust and/or land use restriction will be recorded on legal title of the subject property for the loan or grant and/or project term.
17. The Agency agrees to abide by the City's Conflict of Interest Policy. Items of concern would include Board of Directors or staff member's families having monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
18. Written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
19. The applicant certifies that no more government assistance has been requested than is necessary to provide affordable housing.
20. The applicant understands that if HOME funds are approved for this Activity/ Project, the applicant shall manage, maintain, and operate the project during the period of affordability unless given specific approval from the City to do otherwise.
21. The applicant hereby certifies that if HOME funds are approved for this Activity/ Project, applicant shall obtain sufficient funds to complete the project as proposed within four (4) years of the date of commitment of City of Palmdale HOME funds.

By signing below, the applicant acknowledges the above.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application document is available in Microsoft Word format by request to [housingdivision@cityofpalmdale.org](mailto:housingdivision@cityofpalmdale.org).

City staff is available to answer questions related to this NOFA and provide technical assistance to any agency wishing to submit an application until **6 p.m. on January 13, 2022**. Please contact Sophia Reyes, Housing Manager at (661) 267-5126 or by email at [housingdivision@cityofpalmdale.org](mailto:housingdivision@cityofpalmdale.org).

All applications must be received in the City of Palmdale Department of Neighborhood Services, Housing Division by **2:00 p.m. on Thursday, January 18, 2022**. Post marked, faxed and e-mailed applications will not be accepted. Please refer to NOFA document for full information.