

CITY OF KNOXVILLE
COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
III. SET-ASIDE APPLICATION
07/01/09 – 06/30/10

funded by

the U.S. Department of Housing and Urban Development

HOME Investment Partnerships Program

Please see "Instructions" document for deadlines and submission information

Equal Housing Opportunity

Affirmative Marketing Procedures Apply



project planning for that process to be accomplished.)

10. **Will the project be carried out in partnership with any other entities? Name entities, identify whether for-profit or nonprofit and describe proposed roles and capacity.**

11. **Identify key individuals who will be responsible for carrying out all major activities necessary to complete this project. If all staff/consultants are not yet identified, describe what efforts have and will be undertaken to obtain necessary staff.**

12. **Attach a current budget (and label it Exhibit 3) outlining the administrative and operating expenses for your organization dedicated to CHDO activities. Identify all known or proposed sources of operating funds to cover those expenses.**

13. **Describe what efforts (including public meetings) you have taken or plan to take to make sure your project is compatible with neighborhood plans and strategies. What is the expected impact of your project on the neighborhood? Include minutes of meetings and/or sign-in sheets.**

14. **Will any services be provided for the beneficiaries of the housing that will enhance the quality of the development, such as a tenant management component or homebuyer counseling?**

15. **Complete Exhibit 1, "TOTAL DEVELOPMENT PROJECT COST BREAK DOWN". Be sure to identify CHDO proceeds separate from CHDO set-aside funds. In Exhibit 1, Part B, identify each proposed source of financing. Explain here, the status of each funding source, other than CHDO Set- Aside funds, that is shown on Exhibit 1.**

16. Total number of units planned _____
17. Total SET-ASIDE funds per housing unit \$ _____
18. Total amount of set-aside requested*: \$ _____

***This should equal the total Set-Aside amount in EXHIBIT 1, Part A.**

19. In the event that sufficient funds are not available to fully fund this request, can this project be funded in phases? Include any cost implications that will result if phased funding occurs.

20. Explain how funding this request will help achieve your CHDO goals.

To the best of my knowledge, I certify that the information in this application is true and correct, that the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached answers and all requirements of the HOME Investments Partnership Program if the assistance is provided.

Authorized Signature:

Signature: _____

Typed Name and Title: _____

Date: _____

REQUIRED ATTACHMENTS:

EXHIBIT 1 - COST BREAKDOWN

EXHIBIT 2 – TIMELINE

EXHIBIT 3 - CHDO Budget from Item 13 (format by applicant)

EXHIBIT 1

A. TOTAL DEVELOPMENT PROJECT COST BREAK DOWN

	Total All Sources	Set-Aside	Other Sources
ACQUISITION/SITE COST	_____ = +	_____	+ _____
CONSTRUCTION COST	_____ = +	_____	+ _____
OTHER HARD COSTs	_____ = +	_____	+ _____
DEVELOPER'S FEE	_____ = +	_____	+ _____
MARKETING COST	_____ = +	_____	+ _____
OTHER SOFT COSTS	_____ = +	_____	+ _____
TOTAL	_____	_____	_____

B. TOTAL SOURCES OF DEVELOPMENT FUNDING

<u>PURPOSE</u>	<u>SOURCE</u>	<u>AMOUNT</u>
CONSTRUCTION LOAN(S)	_____	_____
	_____	_____
OTHER LOAN (S)	_____	_____
CHDO SET ASIDE	As Shown Above	_____
CHDO PROCEEDS	Past Projects	_____
OTHER GRANTS/LOANS	_____	_____
	_____	_____
OTHER CHDO FUNDS	_____	_____
	_____	_____
	TOTAL PROJECT COST	_____

