

**County of Kern
HOME Program Housing Developer
Pre-Application**

Instructions: Complete Items 1 through 4 below. On separate pages respond to Items 5 through 16 listed on the following pages. Respond as completely as you can to each question, but as this is only a preliminary process that may lead to a much more thorough review of potential projects, you may explain your process and limitations regarding the availability of information. Submit supporting documentation if available to you. Sign the certification on this page.

1. Organization:

Organization Name _____

Address _____

Contact Person _____ Phone _____

- 2. Applicant Type:** individual
 for-profit company
 nonprofit organization
 Community Housing Development Organization (CHDO)
 public agency

If you are a nonprofit or CHDO, a Statement of Qualifications must have been submitted or must be submitted herewith.

3. Project Name, if any: _____

4. Certification: I certify that the information submitted with this HOME Pre-application is true and correct.

Authorized Signature

Date

5. Project Ownership

- Describe all entities (and the relationship among them) that will be involved in ownership and management of the property.
- If there is a partnership, state how ownership, management, and control will be divided among the partners.
- If there is one or more corporate entity involved, describe each one and their relationship to each other and to the project.
- For corporations, supply a copy of Articles of Incorporation and Bylaws and give a complete list of Boards of Directors.
- Describe in some detail the experience of the entities that relates to the proposal.

6. Applicant Financial Statements

- Submit a copy of a recent financial statement for the entity(s) involved in the project. If the project will be managed by an entity besides the applicant, for example, a managing general partner, provide a financial statement for that entity. The financial statement should be drawn up by an accountant. Three years of audited statements are preferred.
- Tax returns and other schedules may be asked for at a later date, in addition to credit information.

7. Project Description

- Describe the total scope of the project you propose to carry out. For example, is this acquisition and rehabilitation of rental units, new construction, or acquisition of property for use as transitional housing, etc.?
- If the total project is to be constructed in more than one phase, describe the scope and timing for each phase.
- State the number of units in the total project and in each phase.
- Provide a plot plan showing the lay out of the units and other improvements (such as other structures, landscaping, parking, etc.) to be constructed as part of this project.
- Give other details that explain or describe the total project. If any aspects of your project are innovative or beyond minimum requirements, make sure you give a full description of those aspects. Since long-term affordability is generally required with HOME funds, quality of material and construction is important.
- A cost breakdown is essential for both costs proposed to be paid with HOME funds and from other sources.

Note that federal prevailing wage rates usually apply to construction projects in which HOME funds pay for more than 11-units worth of the total cost. Additionally, State prevailing wage requirements apply unless a project meets certain specific exemption requirements. Sweat equity and volunteer labor are exempt from this requirement.

8. Market Analysis

- See the separate Market Analysis Outline. Projects which consist of a total of 12 units or more are required to have a market analysis conducted by a qualified individual.
- Give expected rents by unit size, with and without utility allowances.
- In the Market Analysis, describe who will live in the units and/or be served by the project or facility. Specify number of persons or households, income, geographic area to be served (that is, the market area), special needs (for example mental or physical handicap, age, farm workers, large families, etc.), and other characteristics that are relevant.
- Describe how you will market to potential tenants or buyers.

- If the proposed project would serve a Special Needs population, give information on the nature of the need to be served and other relevant factors that tend to support the need for the project.
- If beneficiaries require support services, indicate the services required, how they will be paid for, including specific funding source(s), whether commitments have been received from these sources, and the agency or people who will render services.

Note: the County has both the County and City of Bakersfield Consolidated Plans so there is no need to quote extensively from those documents. Supply additional information that describes the need and demand.

9. Project proforma

- Detail project costs by source and uses of funds, including costs requested to be paid from HOME funds and all other sources of funds needed to complete the project. Give the total sources and uses showing how all funds will be used in the project.
- Give a time line for the project development through occupancy, noting the timing of payout of various sources of funds.
- Give an operating budget for the units (if rentals) for the first year and subsequent years.
- If this is tax credit project, give tax credit calculations and a return on investment calculation. For tax credit projects, forms used by the State Tax Credit Allocation Committee may be used for purposes of this application. (Note that the County will want a copy of your complete State tax credit application as soon as it is available.)
- Do not create architectural construction plans for the purposes of this application, but if you have such plans, a copy may be helpful in describing your project.
- Indicate if there will be other loans which will be a lien against the property and supply copies of note(s) and deed(s) of trust for all current loans that will continue.

10. HOME funding

- Indicate how you plan to repay the HOME funds and what security will be available for these funds. The HOME requirements and the funding amount will be secured by a note and deed of trust and other security instruments. There will probably be some other deed restrictions. The applicant should consider this a repayable loan.

11. Project administration

- Identify person(s) who will administer the project for the applicant. Indicate his/her responsibilities and whether paid or volunteer. Submit a resume of each person associated with the project.
- Identify the applicant's Lead Contact person for future communications between the County and the applicant.
- Identify the contractor, if known.

12. Site

- A. If a site has been selected, please provide the following information:
 - location of the site by address and/or Assessor's Parcel Number (APN);
 - a map showing the site and the properties immediately around the site
 - the dimensions and size of the site;
 - photos of the site (including an aerial photo if available) and adjoining properties to the north, east, south, and west;

- a Litigation Guarantee identifying property owner(s), their mailing address and telephone numbers, and information regarding any current unpaid liens against the site;
- the current zoning for the site and how the site is currently being used (include a description of the historic use of the project site that covers the last 5-years);
- indicate whether or not the project will need a General Plan amendment, zone change, conditional use permit, variance, or zoning modification in order to proceed (if these planning items have already been resolved, please provide copies of their approval);
- a professional appraisal report prepared by a certified appraiser;
- if the proposed site is not owned by the applicant, indicate any option to purchase or other agreements to secure the property by applicant; and
- if the site is currently occupied, provide a list of occupants, their addresses, rent amount, family size, number of units, and unit size by number of bedrooms.

B. If a site has not been selected, please provide the following information:

- state how the applicant plans to select and secure a site;
- a list of potential sites the applicant is considering; and
- all information requested in 12, A. of this application.

13. Environmental Assessment

- Describe the topography and vegetation at the site, and how it is currently being used (example: vacant, industrial, commercial, residential, etc.). Include in the description a history of the previous uses of the site.
- Provide a Phase I Environmental Assessment Report showing whether or not the site is or was contaminated with hazardous materials. The Phase I shall also include discussions on existing land uses within a one-mile radius of the site that contain explosive and hazardous operations (include information on the types of hazardous materials, quantities, whether they are stored above or below ground, and if stored above ground, include whether or not the storage facilities are diked or undiked). If recommended in the Phase I, the applicant shall also provide for a Phase II Environmental Assessment Report that will include remediation recommendations.
- If the project involves demolition, rehabilitation, and/or expansion of existing structure(s), the applicant shall provide documented evidence of the age of the structure(s), and investigate the presence of asbestos and/or lead-based paint and provide remediation plan for removing the asbestos and lead-based paint.
- Provide a traffic study showing current traffic flows around the site, impacts of the project on current traffic flow, and, if required, identify improvements needed to reduce the project's impact on traffic to less than significant.
- Provide a noise study that identifies noise sources outside the site that will generate an outdoor noise level greater than 65 dB and an interior noise level greater than 45 dB at the site. The noise study shall include recommended mitigation measures to keep noise levels at the site below the levels mentioned in the previous sentence.
- Provide documentation on how water and sewer services will be provided to the project. "Will Serve" letters from the utility companies will be accepted.
- Provide copies of other environmental studies that have been prepared for the site and any adjoining properties.

- In addition to the requirements above, the applicant may also be required to provide:
- An archeological, cultural, and historic study of the site, if recommended by the Southern San Joaquin Valley Information Center, to determine if the project will adversely impact archeological, cultural, and historic resources at the site and the surrounding properties; and
 - a biological study on the impacts of the project on endangered and threatened species that have been found to possibly use or inhabit the site.

Should either study identify impacts, the studies shall include mitigation measurements that will be implemented to reduce the impacts to less than significant.

Note that an environmental review will have to be completed on this project prior to obligation of the HOME funds to the applicant. The applicant may find it expedient to undertake this environmental review in consultation with the County. Contact the Department for more information.

POTENTIAL APPLICANTS SHOULD REVIEW HUD NOTICE CPD-01-11 IN DETAIL TO ASSURE THAT NO ACTIONS ARE TAKEN PRIOR TO COMPLETION OF THE ENVIRONMENTAL REVIEW PROCESS THAT COULD PREVENT THE USE OF HOME FUNDS. The link to CPD-01-11 at HUD's website is <http://www.hud.gov/offices/cpd/lawsregs/notices/2001/01-11.pdf>

14. Monitoring and Management

- State how the applicant will manage and monitor the project units over the period of affordability.
- Provide detailed information regarding the experience of the developer/sponsor/property manager. Provide specific information about previous projects

15. Development problems

- What other obstacles need to be overcome before this proposal can be implemented?

16. Board resolution

- For corporations, including for profit and nonprofit applicants and for CHDOs, submit a copy of your board meeting minutes that authorize the submission of this pre-application and signature shown on your transmittal letter.

For questions? Call (661)862-5050 and ask for David Press.

Send one copy of completed applications along with supporting information to:

County of Kern
Planning and Natural Resources Department
Attn: David Press, Housing Programs Manager
2700 "M" Street, Suite 250
Bakersfield, California 93301