



**CITY OF MOBILE**  
**COMMUNITY & HOUSING DEVELOPMENT DEPARTMENT**

**AFFORDABLE HOUSING DEVELOPMENT**

**FUNDING APPLICATION**

**2017**

City of Mobile  
Community & Housing Development Department  
205 Government Street, South Tower, 5th Floor, Room 508, Mobile, AL 36602  
Phone: (251) 208 - 6290 ♦ Fax: (251) 208 - 6296  
[www.cityofmobile.org](http://www.cityofmobile.org)





# HOME PROGRAM DEVELOPMENT APPLICATION

**City of Mobile, Alabama**  
**Community & Housing Development**  
**205 Government Street, 5<sup>th</sup> Floor – South Tower, Rm 508**  
**Mobile, Alabama 36602**

---

The HOME Investment Partnerships Program was authorized by the Cranston-Gonzalez National Affordable Housing Act of 1990 (P.L. 101-625). HOME is a federal block grant program that provides funding to states and localities to be used exclusively for affordable housing activities to benefit low-income households.

HOME funds can be used to finance a wide variety of affordable housing activities that generally fall into four categories: rehabilitation of owner-occupied housing; assistance to home buyers; acquisition, rehabilitation, or construction of rental housing; and tenant-based rental assistance. Projects that use HOME funding must meet certain income targeting and affordability requirements. Specifically, all HOME-assisted housing units must benefit households with incomes at or below 80% of area median income. Additionally, 90% of occupants of HOME assisted rental units must have incomes at or below 60% of area median income. HOME-assisted housing must also meet certain definitions of affordability and must continue to remain affordable to low-income households for a specified period of time. The specific affordability requirements vary according to the type of activity for which funds are used and the amount of HOME funding contributed to the project.

As a Participating Jurisdiction, the City of Mobile is responsible for administration of the HOME Program under which the City receives an annual allocation of federal HOME funds designated for the development of rental and homeownership housing opportunities subject to HOME regulations and HUD requirements. In general, HOME proposals are solicited prior to the beginning of each program year as part of a HUD required Action Plan process. Applications received in the planning process are given initial consideration for budgeting purposes; however, development proposals may be submitted for consideration at any time throughout the year. From time to time the City will issue specific Requests for Proposals under which applications will only be accepted for certain types of projects within a specified timeframe. All proposals will be considered and underwritten in compliance with HUD regulations and requirements. Should the regulations and requirements change at any time, the City reserves the right to alter its Program to ensure said compliance.

The City, its elected officials, employees and agents shall not be liable for any losses incurred from claims, suits, damages, or costs of any kind that any proposing entity may incur or pay in relation to any proposal or application and arising out of decisions by the City concerning said proposal or application associated with the administration of the HOME Program.



## THE CITY OF MOBILE HOME PROGRAM DEVELOPMENT APPLICATION COVER SHEET

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT PHONE:** \_\_\_\_\_

**APPLICANT EMAIL:** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE PHONE:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE EMAIL:** \_\_\_\_\_

**CERTIFICATION OF AUTHORIZED REPRESENTATIVE:**

I, \_\_\_\_\_, as Authorized Representative for \_\_\_\_\_, hereby certify that all materials submitted in this proposal as noted on the checklist below are true and correct to the best of my knowledge and belief. I understand that any attempt to falsify information in this application shall result in disqualification. Further, I hereby consent to requests that the City of Mobile may make of third-parties for information to substantiate information provided in this proposal, and I authorize third parties to release such information to the City of Mobile.

Signed by: \_\_\_\_\_

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

Date: \_\_\_\_\_

## APPLICATION CHECKLIST:

The materials listed below must be submitted with this application. Materials must be organized according to the tab numbers below. If appropriate, provide an explanation for why any item is not applicable. Applicants should note that additional due diligence items will be required pursuant to HOME Program regulations and requirements prior to the City's final commitment of funds.

### Application

- Tab 1: Complete Response to Request for Proposals including all required certifications and attachments. (NOTE: If application is not in response to a specific advertised Request for Proposals, then Tab 1 should be marked as "Not Applicable/General Application" and skip to Tab 2.)
- Tab 2: Executive Summary containing a brief synopsis of the proposed development and number of units, location, project costs and the proposed funding structure. The Summary should also have a brief description of the proposed homes (frontal elevation and floor plan only—detailed drawings are not required with initial application), amenities, and accessibility/adaptability provisions.
- Tab 3: Detailed Sources & Uses of Funding (Identify all resources planned to fund the overall development project and all costs associated with development of the overall project. A separate sheet must be included detailing a cost breakdown for each type of home proposed.)

### Developer Capacity & Fiscal Soundness

- Tab 4: Developer statement of qualifications that identifies
  - Recently completed comparable projects
  - All projects underway and/or pending
  - Staff assigned to this project and their roles and experience
  - Disclosure of any identity of interest purchasing/contracting relationships
- Tab 5: Individual resumes, copies of appropriate licenses and/or professional certifications
- Tab 6: Current statement of financial condition
- Tab 7: Most recent corporate audit or reviewed financial statements
- Tab 8: Most recent tax returns (990s for nonprofit developers)

### Site and Product

- Tab 9: Evidence of site control (e.g. option, purchase agreement, or deed)
- Tab 10: Map showing location of project and site plans
- Tab 11: Drawings of proposed product and photos of previous or comparable build

**Underwriting/Financial Projections**

- Tab 12: Proforma showing all project costs, construction sources, and estimated sales proceeds, to include estimates/documentation of professional services and soft costs (e.g. architectural fees, construction period taxes/insurance, marketing expenses, realtor listing agreement, etc.)
- Tab 13: Commitments for other financing, both permanent and construction loan sources (if available)

**Market Study, Data & Analysis, Marketing Plan**

- Tab 14: Recent sales/rental data for neighborhood/area, sales/rents/occupancy for comparison to planned units, pricing, time on market, etc.
- Tab 15: Sales & Marketing plan outlining
  - o Description of primary market and outreach strategies
  - o Availability of homebuyer counseling services and appropriate referral plan
  - o Availability of appropriate first mortgage products
  - o Waiting lists, etc....

**Certifications**

- Tab 16: Signed and notarized certification statement (found in Appendix A to this application)

<b>Submitting the Application</b>
<ul style="list-style-type: none"><li>• Submit one original and one copy (with all attachments) to: <p style="text-align: center;"><b>City of Mobile Community and Housing Development Department Attn: Ken Knox, Director 205 Government Street, South Tower, Room 515 Mobile, AL 36602</b></p></li><li>• <b>We will not accept faxed or e-mailed applications.</b></li></ul>

## **APPENDIX A CERTIFICATIONS**

### **CERTIFICATION REGARDING CONFLICT OF INTEREST**

The undersigned certifies to the City of Mobile that it and its principals are in compliance with the Conflict of Interest provision of the HOME Program:

In all cases not governed by those rules, conflicts of interest are not permitted. The following applies:

**If a person is:**

An employee, agent, consultant, officer, elected official or appointed official of a PJ, State recipient or sub recipient,

**AND** have project-related responsibilities or access to inside information.

**That person may NOT:**

Obtain a financial benefit or interest from any HOME activity for themselves or those with whom they have family or business ties during their tenure or for two years thereafter.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

1. The undersigned certifies to the City of Mobile that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from any transactions or construction projects involving the use of Federal funds;
  - (b) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, violation of Federal or State antitrust statutes or of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this certification had one or more public projects (Federal, State or local) terminated for cause of default.
2. Where the undersigned is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

### **CERTIFICATION REGARDING DISPLACEMENT, RELOCATION AND ACQUISITION**

The undersigned hereby certifies to the City of Mobile that if its application is selected for funding, the project will not result in the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms).

### **CERTIFICATION REGARDING PROHIBITION OF THE USE OF HOME FUNDS FOR LOBBYING AND BRIBES**

The undersigned certifies to the City of Mobile, for itself and its principals that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the Owner, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Owner will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (3) The Owner shall require that this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

### **CERTIFICATION REGARDING AFFIRMATIVE MARKETING PROCEDURES AND EQUAL OPPORTUNITY**

The undersigned applicant certifies to the City of Mobile that it will continue to further Equal Opportunity and Fair Housing by:

1. Establishing affirmative marketing procedures to be utilized so that no person shall, on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or part with funds made available under The City of Mobile's HOME Program.
2. Complying with the requirements of the Fair Housing Act and the Age Discrimination Act of 1975.

3. Displaying the Fair Housing logo on its advertisements for those units and at the leasing or sales office. At a minimum, a Fair Housing poster will be displayed at the leasing or sales office.
4. Submitting in writing to the City its plans to solicit applications from persons in the community who are unlikely to apply without special outreach.
5. Maintaining a list of the characteristics of the tenants renting HOME assisted units and will assess and report annually the results of these efforts to the City.

**Signature of Authorized Certifying Official:**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

**Applicant Organization:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

STATE OF ALABAMA    )  
COUNTY OF MOBILE    )

I, the undersigned Notary Public in and for the State of Alabama at Large, hereby certify that \_\_\_\_\_, whose name as \_\_\_\_\_ of \_\_\_\_\_ is signed to the foregoing certifications and who is known to me, acknowledged before me on this date that, being informed of the contents of the certifications, he/she, as such officer and with full authority, signed the same voluntarily for and as the act of said corporation.

GIVEN UNDER my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Alabama at Large  
My Commission Expires: \_\_\_\_\_



**APPENDIX B**  
**HOME INCOME LIMITS AND HOME HOMEOWNERSHIP VALUE LIMITS**  
**(Annually Updated by HUD)**

**2016 HOME Income Limits for Mobile, Alabama MSA (At the time of print)**  
**2017 HOME Income limits will apply when published by HUD**

	Number of People	1	2	3	4	5	6	7	8
80% Median Income		29,650	33,850	38,100	42,300	45,700	49,100	52,500	55,850

The City of Mobile calculates Annual Income as defined in 24 CFR Part 5 (Section 8 Definition).

**2016 HOME Homeownership Value Limits for Mobile, Alabama MSA**  
**(Annually Updated by HUD)**

Maximum Value Sales Price for new construction single family: \$224,000  
Maximum Value/Sales Price (as completed) for existing housing: \$130,000