Nassau County HOME Program

Funding Application

Homeownership or Rental Activities

New Construction and Rehabilitation

NASSAU COUNTY
OFFICE OF HOUSING & COMMUNITY DEVELOPMENT
40 MAIN STREET
HEMPSTEAD, NY 11550



Nassau County HOME Program Homeownership or Rental Activities New Construction and Rehabilitation APPLICATION GUIDELINES

Before You Begin

This packet contains information necessary to apply for funding under the Nassau County HOME Investment Partnerships (HOME) Program. Before completing this application you should become familiar with the Nassau County HOME Program Guidelines and appropriate federal regulations associated with the Program. The Program Guidelines are included in your application packet. Please contact the Office of Housing and Community Development (OHCD) at (516) 572-1915 if you have any questions regarding this application process.

Submission & Process

Applications are accepted on an ongoing basis, as long as funding is available. The Nassau County County Office of Housing and Community Development (OHCD) will handle review and underwriting of the proposal. OHCD staff will evaluate the application for consistency with its Consolidated Plan and funding priorities, eligibility, completeness, quality, impact, feasibility and long term viability. During the review process the applicant may be requested to submit additional information or answer questions pertaining to the proposal.

Application Checklist

Section	. A	
	For applicant: a) If non-profit:	1) Copy of IRS 501(c) determination and Date of Incorporation, 2) Most recent Annual Report and/or audited financial statements. Certified financial statements may be substituted for the audited
	b) If for-profit:	 financial statements. 1) Date of Incorporation, and 2) Most recent Audit/financial statements, and 3) List of officers and directors of corporation or partnership.
	c) If proprietorship:	1) Personal financial statement (one copy for confidential internal review).
	General Release Form	
Section	1 B - Application Package	Sections:
	Applicant Information	Security
	Applicant History	
П	Proposal Basics	
П	Project Basics	
	Narratives	
	Partner Information	
	Applicant, Architect & (Contractor Experience
	Other Required Informa	-
	Budget	
	Sources & Uses/Funding	Commitments
	15 year Operating Pro fo	orma (for rental properties only)
	Environmental Question	naire
	Maps & Photos	
	Letters of Support	
	Certifications	



NASSAU COUNTY OFFICE OF HOUSING & COMMUNITY DEVELOPMENT

Nassau County HOME Program Activity Application New Construction and Rehab

OCD Use Only:	
Application #:	

	SECTION	1: APPLICANT	INFORMATION	
1.1	Legal Name of Applicant: (Attach copy of W-9)			
1.2	Address of Applicant:			
1.3	Chief Officer: (If more than one, attach a list with all Officers)	Name: Title: Address: Phone: Fax: E-Mail:		
1.4	Description of Applicant: (200 Character maximum)			
	Type of Applicant	Non-profit	Corporation Sole Proprietorship Other	
1.5	Applicant Website:	_	,	
1.6	Federal Employer Id. Number:			
1.7	Social Security Number:			

		SECTION 2: APPLICANT HISTORY	
2.1		red funding from Nassau County within the last 3-years? mber project funding by Nassau County within the last 3 years. Agency: Project Name: Amount: Term: Description: Status: Issues:	Yes No
2.2	judgment or crir seven years? If yes, identify t	nt or any principal experienced foreclosure, repossession, civil minal penalty (or been a party to a consent decree) within the past the nature (including case number and venue) of the action and the ng is still pending or unresolved, provide a status identifying the ur	
2.3	or to the best of principal that ma or materially an	or any principal the subject of any proceedings that are pending, applicant's knowledge, threatened against applicant and/or any ay result in any adverse change in applicant's financial condition d adversely affect applicant's operations? equested information.	☐ Yes ☐ No
2.4	Does the applica Nassau County? If yes, list reason		☐ Yes ☐ No

		SECTION 3: PROPOSAL BASICS	
3.1	Submittal Date:		
3.2	Project Title:		
3.3		vtion: If preferable, you can submit separate attachment on of the below referenced items. (550 Character maximun	
3.4	Project Location:	Street	
		Address:	
		City: County: Zip:	
3.5	Areas Served:		
3.6	CHDO Eligible:	Yes No Capacity: Owner Develop	er Sponsor
3.7	Project Contact:	Name:	л вроизог
	y	Title:	
		Address: Phone: Fax: E-Mail:	
3.8	Project Period:	Start Date: End	
2.0	HOME D	Date:	
3.9	HOME Request: (Rental Development)	Amount: Construction Permanent Requested Rate:	Requested Term:
		Describe the form of HOME funds investment for the deconstruction financing, development subsidy etc.) and re	
3.10	HOME Request: (Homeowner Development)	Amount: Construction Requested Rate:	
		Describe the form of HOME funds investment for the deconstruction financing, development subsidy etc.) and reposition for the deconstruction financing, development subsidy etc.)	

3.11	HOME Request: (Homebuyer)		form of HOME funds investmeetond mortgage financing etc.)		• •
		Amount: \$	☐ Amortized loan ☐ Deferred Payment Loan ☐ Forgivable Loan ☐ Grant	Requested Rate:%	Requested Term:

SECTION 4: PROJECT BASICS A SEPARATE NARRATIVE AND WORKSHEET MAY BE PROVIDED IN PLACE OF INDIVIDUAL ANSWERS TO THE **BELOW ITEMS Basics:** New Construction Style: ___ Rehab Total # Units: Targeting: Design Needs: Families Accessible # 51-80% # below # Market Elderly Adaptable Adaptable 50% ami ami Disabled Other: Estimated Sales Price: \$ 4.2 Site & Building Complete Worksheet A for each property **Information:** 4.3 Timeline: **Description of Tasks Estimated Completion** Acquisition **Zoning** Initial Drawings/Scope of Work **Complete Plans & Specs Selection of Contractor Construction Contract Closing for Funds** Construction Marketing/Buyer Selection **Occupancy** 4.4 **Design Components:** Accessibility: Describe any design and construction considerations that make the project more accessible or adaptable for physically or sensory impaired individuals: Energy Efficiency: Describe any steps to be taken to make the property more energy efficient and reduce the overall energy costs of the building(s):

materials that promote green initiatives:

Green Technology: Describe any methods that will be used in the design or building

Amenities:					
Square Footag	Square Footage: Above grade:			Below grade:	Finished?
Range Refrigerate Disposal	or [Dishwashe Microwav Central A	e	☐ Washer ☐ Dryer ☐ W/D hookups	Carpet flooring Wood flooring Laminate flooring Vinyl flooring
# Beds:	S	Sizes (s/f):	-		
# Baths:	S	Sizes (s/f):			
Foundation:	□ S1	ab 🔲 Cra	wl	☐ Partial Basement	☐ Full Basement
Parking:	☐ St	reet	_	Drive	Garage # spaces
Other (describ	e):				

		SECTION 5: NARRATIVE
		VE MAY BE PROVIDED IN PLACE OF INDIVIDUAL ANSWERS TO THE BELOW
5.1	Project Details:	Describe the project details including general administration, construction process and oversight.
5.2	Impact:	Describe the projects intended impact on the neighborhood and populations to be served including social services or housing counseling offered to the buyer.
5.3	Marketing &	Describe methods that will be used to market the housing and steps to outreach to
5.3	Outreach:	populations least likely to apply. (An Affirmative Marketing Plan will be required for all funded projects.)
	Owner Intake &	
5.4	Selection:	Describe the applicant intake and selection process including acceptance criteria.
5.5	Lead Based Paint Procedures:	Describe issues with lead based paint and actions to address those as applicable.
5.6	Relocation:	If Relocation is required, please include the plan as an attachment in Section 8
3.0	Actocation.	in recocation is required, piease include the plan as an attachment in section 8

S	ECTION 6:D	EVELOPMENT TEAM INFORMATIO	N
6.1	Owner:		
	Owner Contact:	Name:	
		Title:	
		Address:	
		Phone:	
		Fax:	
		E-Mail:	
6.2	Developer:		
0.2	Developer Contact:	Name:	
	Developer Contact.	Title:	
		Title.	
		Address:	
		Phone:	
		Fax:	
		E-Mail:	
6.3	Architect:	E-Man.	
0.3	Architect Contact:	Name:	
	Arcintect Contact.		
		Title:	
		Address:	
		Phone:	
		Fax:	
		E-Mail:	
(1	Contractor:	E-IVIAII:	
6.4	Contractor: Contractor Contact:	Name:	
	Contractor Contact.		
		Title:	
		Address:	
		Phone:	
		Fax:	
		E-Mail:	
6.5	Attorney:	L'-IVIGII.	
0.5	Attorney Contact:	Name:	
	Attorney Contact.		
		Title:	
		Address:	
		Phone:	
		Fax:	
		E-Mail:	
	İ	L-1 v1 a11.	

6.6	Other:	
	Other Contact:	Name:
		Title:
		Address:
		Phone:
		Fax:
		E-Mail:
6.7	Other:	
	Other Contact:	Name:
		Title:
		Address:
		Phone:
		Fax:
		E-Mail:

Page Intentionally Left Blank

SECTION 7: APPLICANT EXPERIENCE

A SEPARATE NARRATIVE MAY BE PROVIDED IN PLACE OF INDIVIDUAL ANSWERS TO THE BELOW

Applicant Previous Experience Form

Project Name	Owner/Contact	Applicant Individual Involved	Project Type (list all that apply) SF = 1-4 Units MF = 4+ Units NC = New Construction R = Rehabilitation	# of Units	Total Development Cost	Sources of Funds	Project Status P = Pre-development U = Under Construction PS = Placed in Service
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SECTION 7: ARCHITECT EXPERIENCE

A SEPARATE NARRATIVE MAY BE PROVIDED IN PLACE OF INDIVIDUAL ANSWERS TO THE BELOW

Architect Previous Experience Form

Project Name	Owner/Contact	Applicant Individual Involved	Project Type (list all that apply) SF = 1-4 Units MF = 4+ Units NC = New Construction R = Rehabilitation	# of Units	Total Development Cost	Sources of Funds	Project Status P = Pre-development U = Under Construction PS = Placed in Service
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SECTION 7: CONTRACTOR EXPERIENCE

A SEPARATE NARRATIVE MAY BE PROVIDED IN PLACE OF INDIVIDUAL ANSWERS TO THE BELOW

Contractor Previous Experience Form

Project Name	Owner/Contact	Applicant Individual Involved	Project Type (list all that apply) SF = 1-4 Units MF = 4+ Units NC = New Construction	# of Units	Total Development Cost	Sources of Funds	Project Status P = Pre-development U = Under Construction PS = Placed in Service
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SECTION 8: OTHER REQUIRED DOCUMENTATION					
8.1	Budget	Detailed Project Budget			
8.2	Sources and Uses	Statement of Sources and Uses statement including commitment letters for all other funds.			
8.3	Operating Pro forma	15-year operating pro forma (operating budget), complete with assumptions			
8.4	Environmental Questionnaire	Form B			
8.5	Maps and Photos	Include project location map with photos of the area and surrounding neighborhood.			
8.6	Other	Attach as applicable: Relocation Plan Affirmative Marketing/Outreach Plan Market Study			
8.7	Letters of Support	Letter of support from the elected official of the municipality.			
8.8	Certifications	Applicant certifications signed by authorized signatory (must be original signatures), Form C			

FORM A SITE & BUILDING INFORMATION (COMPLETE ONE FOR EACH PROPERTY) Street Address: Building Sq. Footage: Lot Size: City: Floodplain: Yes Zip: Zoning Classification: _____ ☐ No Re-zoning Required: Yes Re-zoning Underway: Yes ☐ No □ N/A Prior Use: Ownership: Clear Title: Yes No Unknown Acquisition Required: Yes □ No Sales Price: \$ Deed Restrictions: Appraisal Completed: Yes ☐ No Value: \$__ If acquisitions is underway please complete the following: Option to Purchase ☐ Sales Contract Other Contact: _____ Occupancy: Occupied Building ☐ Vacant Building ☐ Vacant Lot Owner Occupied ☐ Tenant Occupied *If the building is occupied, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) will be triggered and must be followed. Certain notifications are required for both owner occupied and tenant occupied buildings. Non compliance with the URA will deem project ineligible. Property Taxes and Assessments: After Project Completion: Taxes Current: Yes Estimated Property Tax Liability: \$_____ Current Property Tax Liability: \$_____ Estimated Assessed Value: \$_____ Current Assessed Value: \$_____ Estimated Tax Rate: Current Tax Rate: _____ Proposed Exemptions: Current Exemptions: Utilities Present: Water Sewer Gas Electric Other Utilities to be Brought: Water Sewer Gas Electric Other _____ Describe surrounding neighborhood including amenities, distance to nearest LIRR station and bus routes, schools, parks, employment centers, shopping, etc.:

FORM B **ENVIRONMENTAL QUESTIONNAIRE** (COMPLETE ONE FOR EACH PROPERTY) Street Address: Attachments: City: Flood Map: Yes No Zoning Map: Yes ☐ No Zip: Re-zoning Underway: Yes No N/A Prior Use: Site Is this a single family or multifamily property? _____ **Environment:** For multifamily buildings (5+ units), how many units are there currently _____, proposed _____ 1. Will the project necessitate a change in zoning? \(\subseteq \text{Yes} \) No a. What is the property's present land use Residential Commercial Industrial Agricultural 2. What is the property's prior land use Residential Commercial Industrial Agricultural Is the proposed project rehabilitation? \(\subseteq \text{Yes} \) \(\subseteq \text{No} \) 3. a. Will the footprint of the property change? Yes No If yes, what percentage ______% 4. b. What is the estimated cost of rehab \$__ c. What is the estimated after rehab value \$___ 5. Historic Preservation: If the building has historic significance or the property is located within a historic district, special design considerations may need to be made in accordance with federal or local historic preservation guidelines. Is the property/building listed in the Federal Register of Historic Places, located in a local historic district or have historic significance to the best of your knowledge? Yes No If so, attach a map of local historic district or information on Federal Register listing. If the property is located in the 100 year floodplain, flood insurance will be required. Floodplain Is the property located in a 100 year floodplain according to a FEMA map? Yes ☐ No Wetland Is the property location in or near a wetland? \(\subseteq \text{Yes} \subseteq \subseteq \text{No} \) Does water accumulate on or near the property or does water run through or near the site in the form of a 2. creek or stream at any time during the year? Yes No Drainage If the project impacts or is located near a drainage way (creek or steam bed) of a water shed that drains an area of more than one square mile, a drainage permit from the New York Department of Natural Resources will be required before construction may begin. Is the property on or near a drainage way of a water shed that drains an area of more than 1 square mile? Yes No

Noise						
	If noises from nearby uses impact the property, the Owner should consider including design standards					
	which mitigate noise hazards.					
1.	Is the project site located within 3,000 feet of a railroad? Yes No					
	If yes: Name of railroad company:					
	Contact person:					
	Telephone number:					
2.	Is the site located within 1,000 feet of a major road, highway or freeway? Yes No					
	If yes: Name of road:					
	Is the project site located within 15 miles of a military airport or within 5 miles of a commercial airport					
	with scheduled air service?					
3.	If yes: Name & address of airport:					
	Contact person:					
	Telephone number:					
	Is the project site located near (1 mile radius) any other noise generating source (e.g. Industrial plant)?					
4.	If yes: Name & address of company:					
	Contact person:					
	Telephone number:					
Hazards	If hazards from nearby uses impact the property, the Owner should consider including design standards					
	which mitigate these hazards.					
1.	Is the project site located near or in an area(s) where conventional petroleum fuels (e.g. gasoline),					
	hazardous gases (e.g. liquid propane), or chemicals of a flammable nature (e.g. benzene or hexane) are					
	stored in a structure or an above-ground storage tank? Yes No					
	Is the project site located near or in an area where gas pipelines, electrical transmission lines, or electrical					
2.	sub-stations are located? Yes No					
	Is the project site located on or near a waste dump or landfill site? Yes No					
3.	Is the project site near an industry which disposes of chemicals or hazardous wastes on its own premises?					
4.	Yes No					
	Is there evidence that asbestos will be removed from the structure? Yes No					
5.	Are there any natural hazards located on or adjacent to the site such as steep slopes, geologic faults, or					
6.	hazardous terrain features? Yes No					
	nazardous terram reacures: 105 110					

FORM C: APPLICANT CERTIFICATION

Applicant hereby certifies that:		
The developer will meet the Nassau County H	IOME Investment Partnerships Program	m requirements, rules and objectives.
All authorizations required to perform the project commencement.	ject, described in its application, have of	either been obtained or will be obtained before
The project complies with all applicable state, that all required licenses, permits, etc., have eigenvalues.		
Neither applicant, nor project partners identificated to a violation of Section 33E-3 or 33E-4		
As of the submittal date, the information provito submit this application.	ided in its application is accurate, and	the individual(s) signing below are authorized
Under penalty of perjury, I certify that I have a submitted in conjunction herewith, and that, to correct, and complete. I also authorize Nassau that may have a bearing on this application. I applicant, and that I am authorized to execute approved for funding.	o the best of my knowledge and belief, u County Office of Housing and Comn represent that I am the person authorize	the information contained herein is true, nunity Development to obtain any information ted to submit this application on behalf of the
Signature	Name & Title	Date

SUBMISSION OF APPLICATION

Each application submitted under these guidelines must include all of the information required in the funding application documentation set forth in the Application Instructions. Applications under this program will be accepted on an ongoing basis, subject to funding availability. Nassau County will accept applications, printed or electronic with original signature pages at the following address:

Nassau County Office of Housing and Community Development Attn: James Nemley 40 Main Street – Suite B Hempstead, NY 11550