

COMMUNITY DEVELOPMENT CORPORATION  
**SINGLE FAMILY SUPPORT FUND PROGRAM**  
APPLICATION

Date

**CDC information**

Organization

Address

Primary contact    
name title

Telephone

Email

DUNS #

Fax

**Project information**

Address

Neighborhood

Auditor info     
book page parcel

Site control

deed purchase agreement other -- (explain)

Project cost

Number of units

Requested construction subsidy   
(max \$49,000 / unit)

Requested homebuyer assistance   
(\$1,000 - \$14,999 / unit)

Total city request   
(max \$50,000 / unit combined)

**Checklist of required attachments at time of application:**

- \_\_\_\_\_ A: Purchase Contract/DEED
- \_\_\_\_\_ B: As-is Appraisal or Brokers Price Opinion
- \_\_\_\_\_ C: After Rehab Appraisal or Brokers Price Opinion
- \_\_\_\_\_ D: Development Budget
- \_\_\_\_\_ E: Scope of Work (including time line)
- \_\_\_\_\_ F: Use of Funds
- \_\_\_\_\_ G: Proposed Source of Funds, including a Soft Financing Commitment Letter
- \_\_\_\_\_ H: Tenant Profiles for Uniform Relocation Act
- \_\_\_\_\_ I: Affirmative Marketing Plan
- \_\_\_\_\_ J: Map of focus area and narrative of why this is a significant project

**As the project moves toward contract stage, the developer will be required to:**

- 1) Submit proof of financing
- 2) Provide a current Corporate Resolution
- 3) Obtain all necessary permits and city approvals
- 4) Not begin work until a contract is executed
- 5) Permit the City to mortgage the property

**AUTHORIZED SIGNATURE AND CERTIFICATION**

I certify that all information in and attached as part of this application is complete and correct to the best of my knowledge. I understand that the City of Cincinnati will rely on the accuracy of this information. I authorize the verification of all financial and other information provided in connection with this application including obtaining credit reports.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_  
 name title

Tenant Profile for Uniform Relocation Act  
City of Cincinnati

Complete one of these forms for Each Unit  
Occupied or Vacant

This form must be completely filled out!

**A. OWNER**  
NAME: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

**B. OCCUPANCY**  
 UNIT OCCUPIED:     UNIT VACANT     504 ACCESSIBLE    IF VACANT, DATE LAST OCCUPIED: \_\_\_\_\_  
 NAME OF FORMER TENANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**C. TENANT**  
 NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ DATE MOVED IN: \_\_\_\_\_  
 ADDRESS & APT. #: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**D. FAMILY COMPOSITION**

NAME	RELATIONSHIP	AGE	SEX	RACE	GROSS MONTHLY INCOME	INCOME SOURCE

<p><b>E. DWELLING UNIT</b></p> <p>NUMBER OF BEDROOMS: _____</p> <p>AMOUNT OF SQUARE FEET LIVING SPACE: _____</p> <p>AVERAGE UTILITIES:    <input type="checkbox"/> By OWNER: _____</p> <p>  <input type="checkbox"/> BY TENANT: _____</p> <p>CURRENT RENTAL STARTING DATE: _____</p>	<p><b><u>EXISTING UNIT</u></b></p> <p>MONTHLY RENT: _____</p>	<p><b><u>PROPOSED UNIT</u></b></p> <p>NUMBER OF BEDROOMS: _____ MONTHLY RENT: _____</p> <p>AMOUNT OF SQUARE FEET LIVING SPACE: _____</p> <p>AVERAGE UTILITIES:    <input type="checkbox"/> BY OWNER: _____</p> <p>  <input type="checkbox"/> BY TENANT: _____</p>
--	---	---

**F. ASSISTANCE**

RECEIVING GOVERNMENT HOUSING ASSISTANCE: <input type="checkbox"/> YES                    TYPE: _____ <input type="checkbox"/> NO	WILL RECEIVE GOVERNMENT HOUSING ASSISTANCE: <input type="checkbox"/> YES                    TYPE: _____ <input type="checkbox"/> NO
--	---

HOUSEHOLD TO MOVE <b><u>TEMPORARILY:</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO	HOUSEHOLD TO MOVE <b><u>PERMANENTLY:</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

DATE: \_\_\_\_\_ SIGNATURE OF OWNER: \_\_\_\_\_

## **ATTACHMENT I**

### **City of Cincinnati, Department of Community Development Single Family Support Fund Application**

#### **AFFIRMATIVE MARKETING PROCEDURES**

Developers and owners that receive funding through the City of Cincinnati for HUD assisted rental or homebuyer projects must adhere to the City's Affirmative Marketing Procedures. Affirmative marketing seeks to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status, or disability.

Developers and owners must analyze the local market to identify who is least likely to apply for housing in the area under development. Following the analysis, a strategy must be implemented to reach all eligible applicants through outreach and the media. Outreach resources may include community organizations, places of worship, employment centers, fair housing groups, housing counseling agencies, and social service providers. Types of media may consist of newspapers, magazines, web technology, radio, television, billboards, or other marketing methods.

Developers and owners conducting homebuyer activities must certify they have adopted the Affirmative Marketing Procedures into their program from the beginning of the project to the sale of the unit. It is recommended that a Realtor and the Multiple Listing Service (MLS) be used for all homebuyer activities. Projects with homes sold prior to entering into contract with the City must provide documentation that all Affirmative Marketing Procedures were followed. The documentation should include the list of persons that applied for the housing and the selection process used to select buyers.

Developers and owners conducting rental activities must certify they have adopted the Affirmative Marketing Procedures. The developer and owner must review the effectiveness of marketing efforts annually throughout the affordability period. Based on the review, marketing efforts should be modified to improve outreach each year.

All developers and owners must keep and maintain a project file that documents marketing efforts to potential applicants. The file must include a description of how the least likely applicants were identified and what marketing efforts were used to reach them. The file must provide the date and location marketing information was distributed. The race and familial status of all applicants should also be documented in the file. In addition, copies of all newspaper advertisements, notices, mailings, and letters related to marketing should be included in the file.

The Affirmative Marketing Procedures Checklist includes the Affirmative Marketing requirements. The Checklist must be submitted by participating developers and owners at the time of entering into the contract with the City. The City will then review the marketing plan for approval.

Developers and owners are contractually obligated to follow the Affirmative Marketing requirements. Failure to comply will result in a finding of non-compliance and possible forfeiture of funding. The City of Cincinnati will monitor marketing efforts to verify compliance with the Affirmative Marketing Procedures and evaluate program effectiveness annually.

## Affirmative Marketing Procedures Checklist

**Section I. Required for all projects**

City Contract #: \_\_\_\_\_

Select One:  Initial Submission       Revised Submission

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

Select One:  Rental Project       Homebuyer Project

Developer / Contract Agency: \_\_\_\_\_

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

Development Address: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Development Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- A. HUD's Fair Housing poster is displayed in a public location of the DCA's office.  Yes  No
- B. All printed marketing materials have the Equal Opportunity logo.  Yes  No
- C. Marketing materials placed at the project are visible and accessible to the public.  Yes  No
- D. A file is maintained that documents all marketing efforts for this development.  Yes  No
- E. The marketing file includes the race and familial status of all applicants.  Yes  No
- F. What population is least likely to apply for housing in this project? \_\_\_\_\_
- G. Outreach resources: I. Require notification of the impacted area. II. Recommended outreach.

I.	Written Notification Required	Organization	Organization
<input type="checkbox"/>	Neighborhood Community Councils:		
<input type="checkbox"/>	Community Organizations:		
<input type="checkbox"/>	Housing Counseling Agencies:		

II.	Recommended Outreach	Organization	Organization
<input type="checkbox"/>	Social Service Providers:		
<input type="checkbox"/>	Places of Worship:		
<input type="checkbox"/>	Employment Centers:		
<input type="checkbox"/>	Fair Housing Groups:		
<input type="checkbox"/>	Other:		

**H. Types of media used (Check all that apply):**

	Required Media	Name	Dates / Duration
<input type="checkbox"/>	Major local newspaper:		
<input type="checkbox"/>	Community newspaper:		

	Other Media	Name	Dates / Duration / Location
<input type="checkbox"/>	Magazines:		
<input type="checkbox"/>	Radio:		
<input type="checkbox"/>	Internet:		
<input type="checkbox"/>	Television:		
<input type="checkbox"/>	Billboards:		
<input type="checkbox"/>	Pamphlets:		
<input type="checkbox"/>	Other:		

**Section II.**

A. Do you have 5 or more City assisted units in this project?

Yes  No

If no, skip to Section III and complete the Certification.

B. Provide a written Affirmative Marketing Plan. Use the space below to outline your plan. Include how you will attract all segments of the eligible population, especially those groups designated least likely to apply. The plan should provide details on how units will be marketed. Attach additional pages if more space is needed.

C. Describe the location, price range, and number of units. Provide the homebuyer or renter income limits, down payment, association fees, real estate taxes, deposits, etc. Also, attach a timeline for marketing activities and when units are anticipated to be available for occupancy.

D. Describe the application process for incoming applicants. Include the location and hours that applications are available. Describe any requirements involving eligibility, occupancy, residency, restrictions, or special financing.

E. Explain how waiting lists will be handled? How will applicants be chosen from the waiting list? Is training of any type provided to applicants? If so, what does the training consist of?

F. Homebuyer activities only.

Are applicants pre-qualified?

Yes  No

If yes, what organization conducted and managed the pre-qualifying process? \_\_\_\_\_

Note: Projects with homes sold prior to entering into contract with the City must provide documentation that all Affirmative Marketing Procedures were followed.

**Section III. Certification**

I hereby certify that our program meets the Affirmative Marketing Procedures as required by the City of Cincinnati. I understand the City will monitor annually throughout the contract period for homebuyer activities and the affordability period for rental.

Signature: \_\_\_\_\_

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