

# 2024 Application for Subsidy for Resale Restricted Homes

This application is for:

1. New Construction
2. Acquisition with Rehabilitation
3. Acquisition of New Construction (referred to below as Acquisition without Rehabilitation)

This application is to request City of Seattle funds for the development and/or acquisition of resale restricted homes in Seattle, Washington. Refer to the 2024 Resale Restricted Homes Notice of Funding Available (NOFA) [on the Funding Opportunities page](#) for terms and conditions associated with this funding.

This application is based on the Combined Funders Application for Homeownership developed by the Washington State Department of Commerce. However, there are significant differences in the narrative portion. The Excel Workbook is the same as was used in the most recent Combined Funders Application (2024 CFA Construction Workbook.xlsx).

## Notes Concerning Uses of Federal and State Funds:

If you also intend to utilize Washington State Department of Commerce Funds for your project, be advised that you may need to consult with the Department of Archeological and Historical Preservation on Executive Order 21-02 [Governor's Executive Order 21-02 \(formerly 05-05\)](#) | [Washington State Department of Archaeology & Historic Preservation \(DAHP\)](#). Also be advised other public funders may use federal funds for homeownership activities, such as Community Development Block Grant Program funds or local HOME Investment Partnership Program funds.

## Application Instructions:

There are seven sections to this application, all applicants must complete sections 1, 4, 5, 6 and 7. Sections 2 and 3 are dependent on the type of work being proposed.

Section 1: General Organization and Project Information

Section 2: New Construction. Complete this section if you are constructing new homes, including projects that may have both new construction and acquisition on the same site.

Section 3: Acquisition with or without Rehabilitation. Complete this section if you are acquiring pre-built homes that are in need of rehabilitation funding or newly

constructed homes that do not require rehabilitation, including projects that may have both new construction and acquisition on the same site.

Section 4: Questions Regarding Long-term Stewardship and Compliance Monitoring

Section 5: Supplemental Questions

Section 6: Checklist of Required Supplemental Documentation

Section 7: Self-Certification

All questions must be answered in full, required documentation submitted, and Self-Certification completed for this application to be considered completed in full. Incomplete applications may be denied. For questions regarding any part of this application, email [joy.hunt2@seattle.gov](mailto:joy.hunt2@seattle.gov).

**Use of this Application in Conjunction with 2024 Resale Restricted Homes NOFA Excel Workbook linked on the website:**

Each tab of the Excel Workbook is numbered according to the Sections below for easier reference. Narrative information provided in response to application questions should correlate with the information provided in the Excel Workbook.



## Homeownership Application Cover Page

Applicant Organization(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Application Type (New Construction, Acquisition with Rehabilitation, Acquisition without Rehabilitation):  
\_\_\_\_\_

Amount of Request: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

Affordable Units: \_\_\_\_\_

Market Rate Units: \_\_\_\_\_

Type of Unit (single family, townhomes, etc.): \_\_\_\_\_

Does the Application Include Any commercial or Other Nonresidential Space?

Yes  No

Application Contact Name: \_\_\_\_\_

Application Contact Email: \_\_\_\_\_

Application Contact Phone: \_\_\_\_\_

Date of Pre-Application Meeting: \_\_\_\_\_



## **Section 1: Organization and Project Information**

### **1A: Organization Summary**

Type of Agency(s):

- Nonprofit Organization
- Federally-Recognized Indian Tribe
- For-profit Entity
- Other
  - a. If “Other” is selected, specify the type of organization.

1. Provide a brief description of the applicant organization(s) and how you help to provide affordable homeownership opportunities to your clients, including:

- a. Mission and Goals
- b. Services provided
- c. Staff qualifications
- d. Time frame in which you have been providing homeownership opportunities.



2. Provide an overview of related development experience, including size and type of project(s), how they were acquired, and the size of current portfolio including: number of units produced, rehabilitated, owned and/or managed/stewarded.



3. If this application is being submitted by one organization that plans to partner with other agencies in providing homeownership opportunities, list those partners and describe the function of each partner. If this applicant is being submitted by an applicant team, describe the partnership including roles and the functions of each partner organization.

➤ **Please make sure to complete the following Excel Workbook Tab 1: Summary.**

### **1B: Organizational Development Experience and Project Team**

4. Has the applicant organization(s) developed affordable homeownership projects previously?

Yes  No

If no, please describe other relevant experience and/or the proposed partnership that will bring such experience to this project.



5. List the names of key members of the applicant organization(s) development team (both staff and contracted development team members), their titles and their years of experience in affordable housing below. Please attach the resumes of key development team members.

Name	Title and Affiliated Organization (e.g., executive director, project manager) <sup>1</sup>	Years of Experience in Affordable Housing

6. Please explain the roles and responsibilities of each individual project development team member, including consultants, and their experience with those specific tasks or roles.

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<sup>1</sup> The City of Seattle Homebuyer Program does not require projects to meet Evergreen Standards. Please keep in mind that other funders do, so if seeking additional layers of funding an Evergreen Project Coordinator will need to be identified.



7. Please provide, in an attachment, an overview of housing development and project-related experience, including size and type of project(s) number of units produced, rehabilitated, owned and/or managed/stewarded.

- a. Please provide the following information for a representative sample of projects:
  - i. Project name
  - ii. Location/jurisdiction
  - iii. Description of the project size and scope
  - iv. Project start date, when construction was completed, date project was occupied and/or when last home was sold (if a current project, please include its current status and projected date of completion)
  - v. Description of the ownership structure along with a description of resale-restrictions if any
  - vi. Total development cost

8. Is the applicant organization(s) currently engaged in any project workouts or were project workouts required by OH in the past?

Yes  No

If yes, please list any projects requiring workouts, and provide a brief summary of the reason for the workout status.

	Project Name	Reason for Workout
1.		
2.		
3.		

9. If the applicant organization(s) has been party to a foreclosure, deed in lieu of foreclosure, or an active pending foreclosure in the last 10 years, identify the project(s) and explain both the circumstances and how it was resolved with the lender.





- Please make sure to complete the following Excel Workbook Tab 5: Project Team.

**1C: Organizational Financial Capacity**

If this application is being submitted by a partnership involving multiple organizations, please respond to questions in this section on behalf of the fiscal sponsor organization. The fiscal sponsor organization is the partner assuming primary responsibility and financial risk for the project. In addition to responding to the questions below, applicants must submit three years of audited financial statements for the fiscal sponsor and year-to-date financials including balance sheet, profit and loss statement, and any other reports used to communicate with board members about organizational finances for all members of the applicant team.

10. If this application is being submitted by a team, which organization is the fiscal sponsor organization?

11. When was the fiscal sponsor organization last audited? (mm/dd/yyyy) \_\_\_\_\_

12. In the fiscal sponsor’s last audit, were there any findings?

Yes  No

a. If yes, describe the nature of the findings:



b. If yes, have the findings been resolved? If no, what is your plan for resolution?

13. Describe the trends illustrated by the last three years of fiscal sponsor organizational financial audits. Include any additional narrative to explain financial ratios that may appear to be cause for concern.



**1D: Population Narrative**

14. Describe the target market, characteristics, and the population to be served. Please describe threshold eligibility criteria and if there are other criteria used to qualify homebuyers as eligible:



15. Are there any community-based organizations located near the proposed projects with which you have an existing, or are pursuing a relationship? If yes, please describe the nature of that relationship as it relates to input on design and/or homebuyer outreach and cultivation.

16. Describe the readiness of the intended homebuyers for your project/program. Include the number and type of homebuyers on any waiting list and their prequalification status.



17. Describe your process for qualifying eligible homebuyers. Describe how you will select or prioritize homebuyers for this project, the mortgage and approval process, the appraisal, home inspection, and process for closing the home.

18. Describe how you will support homebuyers who are, for whatever reason, unable to purchase homes in this project, to be successful homebuyers in a future project or elsewhere:

➤ **Please make sure to complete the following Excel Workbook Tab 2: Populations.**



### 1E: Project Narrative

19. Please describe your project. Please include, at a minimum, the following information:

a. The site location: \_\_\_\_\_

b. The kind of activity you plan to conduct (check all that apply)

- New construction
- Acquisition with rehabilitation
- Acquisition without rehabilitation

c. The total number of homes and size of homes (estimated SF and number of bedrooms) that will result and the total number of which will be resale restricted.

\_\_\_\_\_

d. The amount of your funding request (on a per unit basis, and total for the project)

\_\_\_\_\_

e. At what point in the development process would you need funding invested?

- During construction
- At the time of sale to the eligible homebuyer

20. If there is or will be a Homeowner's Association, describe what will be owned by the homeowner and what will be considered common elements. How will your organization(s) be involved in the HOA, if at all? If responding yes, be sure to include the HOA Addendum and Association Budget (operating and reserve).



21. Is the project structured as a Limited Equity Cooperative (LEC)? If yes, how will your organization(s) be involved with project governance, if at all? If responding yes, be sure to include the LEC Addendum, LEC Budget (operating and reserve) and a market study.

Provide the following Market Study data, with page number citations:

- a. Absorption Rate (page #) \_\_\_\_\_
- b. Capture Rate (page #) \_\_\_\_\_
- c. Number of days on-market for comparable homes (page #) \_\_\_\_\_
- d. Cite any relevant data identified in the market study:



22. Describe plans to engage the residents of this project in its management.

**1F: Project Schedule and Production Pipeline**

23. Please provide, in narrative form, the estimated development phase lengths. Include information about the timing or phasing impact of other funding deadlines.





24. Do you have other projects that you are currently working on or anticipate working on during the development period of the proposed project?

Yes  No

a. If yes, please attach Gantt chart-type visual representation showing how projects may or will occur simultaneously. Describe how the projects' timelines interact.

25. Please describe any issues that may affect the timing of this project or program. If you plan to submit a Housing Trust Fund application for this project, when do you plan to submit it and what will the prioritization be for this project?



26. When is it that you would anticipate closing an OH loan should it be awarded? Please list any issues that may affect the timing of this project, including current status of architectural plans, permits, availability of other public funding, private mortgage financing, etc.

- **Please make sure to complete the following Excel Workbook Tab 3: Production Pipeline and Tab 7: Schedule.**

### **1G: Funding Sources and Budget**

27. Please give a brief narrative overview of the development budget including any funding contingency plans if applications to other subsidy sources are unsuccessful. Please describe the way all construction phase funding/financing will function as well as any subsidy investments made at the time of sale to eligible homebuyers.



28. If your financing plan includes a capital campaign to raise additional capital funds, list the activities and benchmark dates (refer to the Housing Trust Fund solicitation for application materials to ensure your project can be developed within the required timeline).

Benchmark Activities	Benchmark Dates

- Please make sure to complete the following Excel Workbook Tab 4: Funding Sources and Tab 8A: Project Budget.

**1H: Nonresidential Space/Market Rate Units**

29. Does the project contain any nonresidential space not dedicated for the sole use of the homeowners? If no, skip to the next question.

Yes  No

a. If yes, will this space generate any income for the project?

Yes  No

b. Please provide a description of the nonresidential space, including for what purpose the space is to be used and the intended specific type of tenant.



- c. Please describe your methodology for community engagement to determine the final use of the nonresidential space.

- d. If the nonresidential space is to be treated as a condominium separate from the residential project, please explain the ownership structure. Do you intend to retain ownership and lease the space or sell it?



30. Are there any market rate units proposed as part of the overall development?

Yes  No

a. If yes, how many, what is your plan for financing the market rate units and will they subsidize the affordable units? Please explain in detail and include justification for market rate unit(s) sales price.

**1H: Value of Project Site**

31. Date of Appraisal (mm/dd/yyyy): \_\_\_\_\_

32. Project Site current appraised value: \_\_\_\_\_

33. Project Site purchase price: \_\_\_\_\_

34. Is the purchase price at or below fair market value, supported by an appraisal?

Yes  No

a. If no, explain:



35. Does the purchase and sale agreement include any provisions for cost escalation that could cause the purchase price to exceed the current appraised value?

Yes  No

a. If yes, explain:

36. Describe any extension fees or earnest money deposits provided for in the purchase agreement. (Such fees and deposits should be applicable toward the purchase price.)



## **Section 2: New Construction (skip to Section 3 if Acquisition Only)**

### **2A: Project Design**

1. Provide a detailed description of the existing property, proposed design, construction type, site development and/or other project related improvements (including any plans for existing structures on-site that may be demolished):



2. Please describe the design of your project and the methodology of how you came to the final design. Please provide answers to the following questions: 1) what considerations led to the final proposed number, size, and types of units; 2) what considerations led to the final proposed floor plans and unit mix; and 3) what were some of the design and financial tradeoffs associated with the decisions you made?

**2B: Site Control**

3. Describe the type of site control (e.g., statutory warranty deed, purchase and sale agreement, lease agreement, etc.) and key dates (e.g., purchase date, closing date, option to purchase expiration date, maximum extension, etc.) and attach documentation. If the site is owned, please include a description of the existing debt, if any.





**2C: Zoning**

4. What is the current zoning of the project site(s)? What is the maximum allowed height and does your proposal maximize the number of floors allowable? If not, describe why you decided not to build to the maximum allowed height.

5. Is the proposed project consistent with the zoning status of the site(s)?

Yes  No

a. If no, current zoning if not consistent, explain:

b. Outline the steps that will be taken to address zoning issues (e.g., administrative, conditional use, hearing examiner, council approval), what approvals are required, and the time frame needed to resolve these issues:

**2D: Environmental**

6. Is Phase I ESA complete for this project?

Yes  No

a. If yes, Phase I ESA completion date: \_\_\_\_\_

b. Does the Phase I ESA recommend a Phase II be completed?

Yes  No

c. Are there structures on-site?



Yes  No

7. IF APPLICABLE: Identify how environmental issues identified in either the Phase I ESA or the Phase II ESA will be abated or otherwise addressed, including an estimated budget that must be included as a separate line item in the Development Budgets (Excel Workbook tabs 8A and 8B). Items to be addressed at a minimum include, but are not limited to asbestos, lead based paint, mold, wetlands, and underground storage tanks.

8. Has the Washington State Department of Ecology been consulted, formally or informally, regarding issues with the site and/or structures on the site?

Yes  No

a. If yes, provide details of the consultation.

b. Is a No Further Action (NFA) determination being sought for this project site, or structures on the site?

Yes  No  Not Applicable

c. Provide a timeline for the hazardous material remediation, if applicable.



## **Section 3: Acquisition of Existing Structures**

### **3A: Project Design**

1. What is the age of existing building(s), size, number of stories, type of construction, physical condition, layout of building(s), and any unique features:



2. Describe the types of repairs and improvements that will be undertaken if any. Summarize your rehab standards, including the projected life span of rehabilitated homes:

**3B: Site Control**

3. Describe the type of site control (e.g., statutory warranty deed, purchase and sale agreement, lease agreement, etc.) and key dates (e.g., purchase date, closing date, option to purchase expiration date, maximum extension, etc.) and attach documentation. If the site is owned, please include a description of the existing debt, if any.



### 3C: Site Environmental

4. Have tests been completed for mold, lead based paint, asbestos, and methamphetamines?

Yes  No

a. If yes, what were the outcomes of those tests and what will be done to abate the issues?

5. Is a Phase I ESA required for this project?

Yes  No

a. If yes, Phase I ESA completion date: \_\_\_\_\_

b. Does the Phase I ESA recommend a Phase II be completed?

Yes  No

6. IF APPLICABLE: Identify how environmental issues identified in either the Phase I ESA or the Phase II ESA will be abated or otherwise addressed, including an estimated budget that must be included as a separate line item in the Development Budgets (Excel Workbook tabs 8A and 8B). Items to be addressed at a minimum include, but are not limited to asbestos, lead based paint, mold, wetlands, and underground storage tanks.



7. Has the Washington State Department of Ecology been consulted, formally or informally, regarding issues with the site and/or structures on the site?

Yes  No

a. If yes, provide details of the consultation.

b. Is a No Further Action (NFA) determination being sought for this project site, or structures on the site?

Yes  No  Not Applicable

c. Provide a timeline for the hazardous material remediation, if applicable.

**3D: Tenant Relocation**

8. Are there any current tenants on the proposed project site?

Yes  No (if no, skip to Section 4)

9. Have you developed a relocation plan for this project?

Yes  No

10. State the number of Residential tenants to be relocated:

Permanent relocation: \_\_\_\_\_

Temporary relocation: \_\_\_\_\_



11. State the number of Commercial tenants to be relocated: \_\_\_\_\_

Permanent relocation: \_\_\_\_\_

Temporary relocation: \_\_\_\_\_

12. Briefly describe anticipated relocation needs and how they will be addressed.

13. What requirements or guidelines govern the project relocation plan? (check all applicable)

- Uniform Relocation Act (if federal funds being used)
- WA State Department of Transportation (if state but not federal funds being used)
- Seattle Municipal Code 20.84
- Other - Identify the governing requirements:

14. Have you provided notices to the tenants indicating the type of displacement and benefits provided to tenants?

Yes  No

15. Have you identified replacement or temporary units for those who will be displaced?

Yes  No

16. Have you determined any tenants' relocation benefits?

Yes  No



17. Have you included the total relocation budget in your development budget under relocation?

Yes  No

## **Section 4: Long-term Stewardship and Compliance Monitoring**

1. Does the applicant organization(s) have experience with stewardship of resale restricted homes and providing homeowner support?

Yes  No

a. If yes, please describe experience with homeowner support and stewardship of home affordability.





- b. If the applicant organization(s) does not have experience with homeowner support and/or stewardship of home affordability, describe how stewardship will be provided.

**If this application is being submitted by an applicant team or if there is one applicant that intends to partner with another organization to fulfill the long-term stewardship obligations required for creating successful resale restricted homes, please include detailed descriptions of the partnership and partners' roles in the answer to each question below.**



2. Describe how you plan to keep these homes affordable for the required 50-year period. Describe and attach a template of the legal document(s) you intend to use to secure affordability.

3. Describe your resale restrictions and resale formula.



4. Describe how the documents, the initial price and the resale formula specifically align with the [2024-2026 Housing Funding Policies](#), and model out how affordability will be maintained over the 50-year affordability period. (Model can be provided in an Excel file)

5. Describe the current staff functions and tasks associated with providing post-purchase support to homeowners.



6. Describe the current staff functions and tasks associated with monitoring compliance with owner-occupancy requirements, appropriate resale pricing, conditions of the home at resale, and the eligibility of future buyers.

7. Describe how the ongoing monitoring for compliance and the long-term stewardship obligation will be staffed and resourced. Please include what type of software you use to track affordable homes, homebuyers, and funding sources.



8. Describe how you determined the initial sales price (what the homebuyer will pay) for each of the various home types.

9. Please provide a narrative explaining the Homebuyer Affordability Excel Workbook tab 6. Include in the narrative the affordable purchase prices homebuyers will pay for home for each type of home in your proposal. If other downpayment assistance funds or layers are anticipated, clearly delineate how they interact with the initial sales price and the Maximum Formula Resale Price both initially and at the time of resale to the next eligible homebuyer.



- Please make sure to complete the following Excel Workbook Tab 6: Home Affordability and Tab 8B: Unit Budget.

## Section 5: Supplemental Questions

### 5A: Community Preference and Engagement

1. Describe how the application organization(s) will market this project to potential homebuyers. Include affirmative marketing activities, partners etc. and state whether you intend to use [Community Preference](#). If using Community Preference, please also submit Community Preference Plan. Please include descriptions of how you will reach and successfully sell homes to households from communities that have been disproportionately denied homeownership opportunities.



2. If applicable, describe any efforts undertaken to connect to the community or communities discussed above in planning for this project. (e.g., outreach partnerships with community agencies, places of worship, community centers, stores that sell culturally specific products).

### **5B: Organizational Engagement and Cultural Competency**

The Office of Housing seeks to invest in organizations and projects that align with the City’s [Race and Social Justice Initiative](#). The Race and Social Justice Initiative (RSJI) is the City of Seattle’s commitment to realize the vision of racial equity. RSJI is a citywide effort to end institutional racism in City government and to achieve racial equity across our community. The initiative is especially focused on systemic change to eliminate race-based disparities in our community.

3. Describe the applicant(s) policies, practices, services and systems that promote fairness and opportunity for all people, particularly people of color and communities historically disadvantaged by the housing ownership system. What are specific steps that the applicant organization(s) has taken to address institutionalized racism or promote racial equity (e.g. through a strategic planning process, administration of a Race and Social Justice toolkit, leadership, and board training, etc.)? Please describe.



4. Describe how the applicant organization(s) engages communities in a manner that fosters trust among people across geographic, race, class and gender lines and supports communities' goals.





5. Describe how the applicant organization(s) engagement and homeownership service delivery model ensures access to underserved communities disproportionately impacted by housing discrimination (e.g., service design, staffing, outreach and engagement approach, language).

6. Describe the applicant organization(s) self-assessment, with both internal and external input, of its practices ensuring cultural competency as well as fair and just practices. Give examples, if possible, of instances which caused changes in policy, agency administration, or service delivery based on the self-assessment findings.



## **5C: Contracting**

7. Describe the process used by your agency for soliciting bids from and selecting construction contractors (general and subcontractors), consultants, and other professional services to secure competitive fees. (Be sure to see rules regarding competitive bidding as outlined in Section II of the NOFA.)

8. What is the project's proposed WMBE utilization goal? Describe how you plan to address WMBE goals in your procurement process for construction and non-construction contractors. Please include specifics regarding bid structure, advertising, outreach, etc. If you have already selected members of the development team prior to application (e.g., development consultants, architects, etc.), describe how WMBE considerations were factored into the contracting process.



### 5D: Neighborhood Notification

9. Is neighborhood notification required? (see [Housing Funding Policies](#) Chapter 10, Section B.ii.)

Yes  No

a. If yes, has neighborhood notification taken place? If so, please describe.

## Section 6: Checklist of Required Supplemental Documentation

This checklist includes all required and optional items for a complete application package. Please see the NOFA for additional submission instructions.

Document Type	Requirement	Attached	n/a
2024 Resale Restricted Home NOFA Excel Workbook	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Drawings and Site Plan: Attach conceptual design drawings showing the size and character of the proposed development including primary construction materials. Drawings must include the following: <ul style="list-style-type: none"> <li>• A site plan showing the building footprint, parking, and location of curb cuts</li> <li>• A cross section showing a typical structure's relationship to the site grades</li> <li>• At least one elevation drawing, or image of the type of structure proposed</li> <li>• A floor plan for each floor with a unique layout, including unit layouts</li> </ul>	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Site Control	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Title Report	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Phase I Environmental Site Assessment	Required for all projects involving new construction	<input type="checkbox"/>	<input type="checkbox"/>
Phase II Environmental Site Assessment	If recommended by Phase I, or conditions warrant	<input type="checkbox"/>	<input type="checkbox"/>
Limited survey for Asbestos, Lead, Mold and Meth	If rehabilitating an existing building, for building being demolished this should be indicated in the ESA	<input type="checkbox"/>	<input type="checkbox"/>
Limited survey for Wetlands, or screenshot from <a href="#">SDCI's GIS mapping tool</a> confirming the site is not a wetland	If Vacant Land	<input type="checkbox"/>	<input type="checkbox"/>
Capital Needs Assessment To include Narrative <i>and</i> Lifecycle Cost Analysis (including replacement Reserve analysis)	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal or Property Tax Assessment	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Funding Commitment Letters	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Capital Campaign Plan	If applicable	<input type="checkbox"/>	<input type="checkbox"/>

Development Consultant Agreement or Partnership MOU	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Signed board resolution authorizing application submittal	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Board composition list	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Resumes of development team members	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Visual representation of concurrent development projects (Gantt chart-style preferred)	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Organizational chart of all staff	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Model legal mechanism to ensure ongoing affordability for at least 50 years, such as a sample ground lease	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Three years of audited financial statements for the fiscal sponsor	Required for all project, unless the applicable audits have been previously submitted to OH	<input type="checkbox"/>	<input type="checkbox"/>
Year-to-date financials for all applicant organizations including balance sheet, profit and loss statement and any other reports used to communicate with board members about organizational finances	Required for all projects	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of compliance with Chapter 10, Section B.ii. of the <a href="#">2024-2026 Housing Funding Policies</a> , regarding neighborhood notification	Required if applicable per the Housing Funding Policies	<input type="checkbox"/>	<input type="checkbox"/>
Condominium Declaration	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
HOA Addendum	Required if project will have an HOA	<input type="checkbox"/>	<input type="checkbox"/>
HOA Association Budget (operating and reserve)	Required if project will have an HOA	<input type="checkbox"/>	<input type="checkbox"/>
LEC Addendum	Required if project will be an LEC	<input type="checkbox"/>	<input type="checkbox"/>
LEC Budget (operating and reserve)	Required if project will be an LEC	<input type="checkbox"/>	<input type="checkbox"/>
Market Study	Required if project will be an LEC	<input type="checkbox"/>	<input type="checkbox"/>



## Section 7: Self-Certification

The authorized official signing below should be an Executive Director or Board President. If this application is being submitted by a team, an Executive Director or Board President from each organization should complete this form.

I, \_\_\_\_\_ (Name of Authorized Official),  
\_\_\_\_\_  
\_\_\_\_\_ (Title of Authorized Official) of  
\_\_\_\_\_ (Sponsor Organization), acknowledge that:

- I have read and understand the 2024 Resale Restricted Homes Notice of Funding Available (NOFA).
- I have reviewed this application and approve it for submittal to the Office of Housing.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Project: \_\_\_\_\_