Part 1: Strategic Assessment

Instructions

A. Sponsor Information Summary

Enter the name and contact information of the legal applicant. Check the certifications and/or categories for which the legal applicant has status.

B. Sub-Recipient or Administrator

Check the **sub-recipient** box if the legal applicant partnered with a sub-recipient organization for this project. A subrecipient is defined as "a public agency or private 501 (c) 3 or (c) 4 non-profit organization other than the legal applicant that will administer or implement any portion of a grantee's IHCDA eligible activities. The selection of a subrecipient is not subject to procurement procedures or requirements."

Check the **project administrator** box if the legal applicant partnered with a project administrator for this project. A project administrator is defined as or the project administrator.

C. Application Preparer

If the application preparer is different from (A) or (B) above, enter the contact information for the application preparer. If the preparer is (A) or (B) above, enter the contact information for that entity.

D. Project Narrative

1. Project Name
   In addition to an application number, a project name will be used to identify the project throughout the application process. "Project" refers to all of the planned activities as a whole (homebuyer, rental, owner occupied rehabilitation, or mixed-use, etc) Enter the name you have selected for this project.

2. Project Location
   Enter the project address(es) in the space provided. If addresses are not known, enter the nearest street/road intersection.

3. The applicant is asked to provide an explanation for the project as a community solution. The applicant should explain how the project addresses one or more community priorities related to *aging in place, comprehensive development, ending homelessness, high performance building and emergency homeowner repair*.

4. The applicant is asked to talk about the origin of the project concept, including the rationale for selecting the current project form, and identifying the individuals involved in the project formation discussions.

5. This question asks the applicant to tell the story of the project's intended customers or beneficiaries and to discuss the project's impact on those individuals or families. The applicant should explain why the proposed project is the best possible solution for the beneficiaries.

6. Identify the partnerships, formal and informal, that were created as a result of the project concept. What role will the partnerships have in the project?

7. This question asks about the impact of the project on the community as a whole? What will be different? How will the community be a better place?

8. This section asks the applicant to identify the anticipated activities within the project. Select all that apply. Use the "other" boxes for activities that are not described in the checkboxes.

E. Estimated Sources and Uses

1. Estimated Sources

This section asks the applicant to estimate funding sources by category and amount in the rows provided. See the definitions below.

- Permanent Financing - List anticipated financing sources that will remain beyond construction, including value of any new mortgages taken out by the developer/owner at the end of construction.
- Grants - List total anticipated grant funds that do not require repayment.
- Cash Donations - List total anticipated private or public cash donations that do not require repayment.
- Construction Financing – The total estimated amount of construction loans the developer will take out to cover development or construction costs. Attach all letters of commitment with this application.
- In-Kind Donations – List total dollar value of anticipated in-kind contributions to the acquisition and/or development phase of the planned activity (such as construction materials, volunteer labor, waived fees, portion of sales price below appraised value, etc.).
- Sources of Match and Leverage – List total dollar value of anticipated match and leverage sources. Examples of eligible match include banked and shared match, grants and cash donations, services, labor and professional services, sweat equity, donated

materials and equipment, below-market interest rates for construction and/or permanent financing, tax abatements, tax exemptions, other government fees, donated land, and infrastructure.

2. Estimated Uses

This section asks the applicant to estimate funding sources by category and amount in the rows provided. Definitions are provided below.

- Acquisition - List anticipated amount required to purchase properties.
- Refinance - List total anticipated amount to refinance, including costs.
- Soft Costs - List total anticipated soft costs (architects, engineers, etc)
- Hard Costs – List the total estimated amount of construction expenses.