



## COMMUNITY VENTURES PROGRAM - APPLICATION

### I. PROJECT SUMMARY:

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

Applicant's Name/Primary Contact: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Primary Contact's Phone: \_\_\_\_\_ Primary Contact's E-mail: \_\_\_\_\_

Owner Type: \_\_\_\_\_ Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Joint Venture

Total Project Cost: \_\_\_\_\_ Total CVP Loan Request: \_\_\_\_\_

### FOR HOUSING APPLICATIONS:

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

Number of units with Rents affordable at:

30% or less of median \_\_\_\_\_

50% or less of median \_\_\_\_\_

60% or less of median \_\_\_\_\_

80% or less of median \_\_\_\_\_

### FOR ALL APPLICATIONS:

Targeting of Units: Families \_\_\_\_ People with Disabilities \_\_\_\_\_ Other \_\_\_\_\_

Will the project seek green building certification? \_\_\_\_\_ If so, at what level? \_\_\_\_\_

What is the current zoning of the project site? \_\_\_\_\_

Is a zoning change needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

## **II. PROJECT DESCRIPTION**

**FOR HOUSING APPLICATIONS:** Provide a brief narrative (no more than two pages) of the proposed project addressing the following issues:

### **DESCRIPTION OF THE PROJECT:**

- a. The type of housing needs to be met and population served by the project
- b. The impact of the proposed project on the community/neighborhood
- c. An overview of existing community support or the project
- d. Leveraging of other funds/Other funding sources for the project
- e. Description of applicant's development experience
- f. Project timeline

**FOR ECONOMIC DEVELOPMENT APPLICATIONS:** Provide a brief narrative (no more than two pages) of the proposed project addressing the following issues:

### **PROJECT DESCRIPTION:**

- a. The population served by the project
- b. The impact of the proposed project on the community/neighborhood
- c. An overview of existing community support or the project
- d. Leveraging of other funds/other funding sources for the project
- e. Description of applicant's development experience
- f. Project timeline

## **III. DOCUMENTS**

- a. Organizational documents (articles of incorporation, by laws, partnership agreements)
- b. If non-profit: Copy of IRS determination and date of incorporation, last two annual reports and audited financial statements, list of board members and bios, Certificate of Good Standing
- c. If for-profit: Date of incorporation and latest audit/financial statements, list of officers and directors of corporation or partnership, Certificate of Good Standing
- d. Total project budget - include expected sources and status of each source (e.g. application pending, commitment received, expiration date of commitment)
- e. Total predevelopment budget – include expected sources and status of each source (e.g. application pending, commitment received, expiration date of commitment)
- f. List of development team members
- g. Evidence of site control, if available. If the applicant does not yet have site control, provide a plan with timeline for site control.
- h. Renderings, site plans, and floor plan drawings, if available
- i. Letters of support, if available

**PLEASE CONTACT ROSE SHAPIRO, COMMUNITY DEVELOPMENT MANAGER, WITH ANY QUESTIONS AT [roseshapiro@jcua.org](mailto:roseshapiro@jcua.org), or (347)331-6665.**