

City of Ottawa is seeking housing development partners and projects for the Moderate Income Housing grant opportunity.



Housing is a high priority in the City of Ottawa and the City is seeking developers, contractors, and investors to collaborate on an application to the Kansas Housing Resources Corporation (KHRC) for the Moderate Income Housing (MIH) grant and other potential resources to assist in the development of housing in Ottawa. The City of Ottawa may choose to contribute its resources as leverage to MIH and other state incentives.

The City of Ottawa intends to sponsor an application for funding in the November 2024 round of the Moderate Income Housing (MIH) program and planning efforts are under way. Moderate income households are those having incomes within the range of 60 to 150 percent of median household income as defined by the Federal Department of Housing and Urban Development (HUD) FY 2023 Income Limits. The MIH program provides valuable gap financing to help make these projects viable.

You will find more information about the MIH program below, including KHRC's Request for Proposals and application requirements:

<https://kshousingcorp.org/housing-partners/moderate-income-housing/>

Project Qualifications

Qualifying partners and projects must have well developed plans for new owner-occupied housing on a site in Ottawa. Strong consideration will be given to projects and developers with these characteristics:

- Developers with substantial prior experience in residential development and construction
- Project plans with sufficiently detailed cost, revenue, and funding information necessary for a complete MIH grant application
- Proof of site control
- Projects that can be completed within 18 months from the date the grant is awarded.
- Projects meeting other policy objectives, including the redevelopment and adaptive reuse of existing buildings and properties.

To partner in a successful application to KHRC, the developer must be prepared to provide project plans, share financial information relating to the project and its partners, and meet all relevant local and state building/fire/ADA codes and/or requirements. KHRC can provide valuable gap financing, but with safeguards to ensure compliance and oversight. Potential project partners must be prepared to be transparent with the City of Ottawa as the project sponsor and KHRC as a project partner.

Application Timeline

Interested parties should submit the attached application, including pages and schedule a project review meeting before noon on October 19th.

The City of Ottawa must submit a Notice of Application to KHRC no later than October 25th, 2024. The final application deadline to KHRC is November 22nd, 2024. Applicant notification by KHRC is expected early March 2025.

Submittal Requirements

For the project to be considered in the City of Ottawa's MIH grant application, please provide a written description to include:

- Name and background of developer
- Qualifications of Project Team
- Proposed project (duplex, tri-plex, quad-plex, apartment building, single family; and quantity of dwellings)
- Total development costs, including a cost breakdown of land, site improvements, public infrastructure, and buildings.
- Sources of project funds and revenues
- Explanation of need for gap funding
- Time frame to complete the project.
- Sections II-XI of the Project Information sheet and the entire MIH Application on the attached Excel worksheet.

Please also provide project plans including:

- Site Plan, including at a minimum the placement of buildings, parking and circulation.
- Floor plans preferred; written description of floor plans is acceptable.
- Exterior building elevations preferred where applicable; renderings or written description exterior building design are acceptable.

Plans at a conceptual level of detail are acceptable at time of submittal to City of Ottawa, but a higher level of detail may be required at time of consideration by the Ottawa City Commission.

To request information or to submit project proposals, please contact Lucas Neece, Neighborhood Services Director, City of Ottawa, at lneece@ottawaks.gov or 785-229-3620.

For a submittable Microsoft Excel application please email: lneece@ottawaks.gov. The below pages are a sample of the Excel form required. Thank you.



Instructions for 2024 Round 4 All Applications : To better facilitate evaluation, KHRC requires that MIH and KHITC applications and any required attachments be submitted via electronic upload via the online platform Procorem. RLF applications and any required attachments must be submitted via email to RLF@kshousingcorp.org.

Please complete this application in Excel and save as "24-04-NameofApplicant-Application.xlsx" Example: Anytown, KS would name the application "24-04-Anytown-Application.xlsx". Accompanying documents must be uploaded electronically as PDF documents. If the applicant has difficulty or cannot upload the application electronically, please email MIH@kshousingcorp.org.

I. Application Overview:

Type of Request (select all that apply)

IMPORTANT: MIH applications may be submitted as MIH-only or combined with a KHITC and/or RLF application. KHITC applications MUST be combined with an MIH request.

SAMPLE

MIH: _____ KHITC: _____ RLF: _____

Application Type _____ Updated Date: _____

New Application: _____ Resubmission: _____ Updated Application: _____ Closeout: _____

Site Information

Project Name (should match Notice of Application): _____

Street Address (or other detail to identify location): _____

City: _____ City Population: _____ State: KS Zip: _____

County: _____ County Population: _____ Census Tract: _____

Kansas Senate District: _____ Kansas House District: _____

Federal Congressional District: _____ Legal Address: _____

II. Type of Development:

Provide the total number of units for each type of unit below. KHRC recognizes that some units may fall under more than one of the descriptors below and that this may cause some units to be counted twice. However, the total units in development (FH45) should not contain duplicate information.

| Unit Type | Number of Units |
|----------------------------|-----------------|
| Total Units in Development | |
| Market Rate Units | |
| MIH Units | |
| KHITC Units | |
| RLF Units | |

What is the type of the development? Indicate the number of units of each.

| Development Type | Number of Units | Number of Buildings |
|-----------------------------|-----------------|---------------------|
| Multi-Family Rental | | |
| Single Family Rental | | |
| Single Family Homeownership | | |
| Infrastructure | | |
| Duplexes | | |
| Other (specify) | | |

Anticipated start date for construction: _____
 Anticipated completion date of the development: _____
 Address or geographic location of the development: _____

III. Funding Information:

How will KHRC's resources be used? Please select all that apply and indicate the \$ amount of each, but ONLY select the items that KHRC's resources will be applied towards. Infrastructure (as defined in the NORA) is **not** an eligible expense for an MIH grant.

| Cost | Amount | MIH | KHITC | RLF |
|------------------------------|--------|-----|-------|-----|
| Building-Specific Site Costs | \$ - | | | |
| Down Payment Assistance | \$ - | | | |
| Historic Rehabilitation | \$ - | | | |
| Conversion From Another Use | \$ - | | | |
| * Infrastructure/Site Work | \$ - | | | |
| New Construction | \$ - | | | |
| Acquisition + Rehab | \$ - | | | |
| Rehabilitation | \$ - | | | |
| Other (describe) | \$ - | | | |

If project is a rehabilitation or conversion of existing buildings, year constructed: _____

* Infrastructure is generally not an eligible cost under the MIH program. If applicants need infrastructure for their proposed project, funds for infrastructure costs should be requested through the RLF program. However, in extenuating circumstances, KHRC may consider providing funds for infrastructure under an MIH grant. If the applicant believes their project warrants consideration for such a waiver, **provide an explanation for why the funds for infrastructure cannot be requested as a loan.**

Has the applicant applied or been approved for a Reinvestment Housing Incentive District (RHID)? _____
 If yes, at what stage of the approval process is the applicant? _____

IV. Source of Funds (Construction & Permanent Financing):

Construction: List individually the source of construction financing.

Please attach proof of funding source with the application.

Source of Funds: Moderate Income Housing Grant Amount of Funds: \$ _____ -
 Contact Name: Kansas Housing Resources Corporation
 Email: MIH@kshousingcorp.org Phone: 785-217-2001

| | |
|--|----------------------------------|
| Source of Funds: <u>Kansas Housing Investor Tax Credit</u> | Tax Credit Equity: \$ <u>-</u> |
| Contact Name: <u>Kansas Housing Resources Corporation</u> | <i>Prefilled from KHITC tab.</i> |
| Email: <u>MIH@kshousingcorp.org</u> | Phone: <u>785-217-2001</u> |
| Source of Funds: <u>Revolving Loan Fund</u> | Amount of Funds: \$ <u>-</u> |
| Contact Name: <u>Kansas Housing Resources Corporation</u> | Phone: <u>785-217-2001</u> |
| Email: <u>MIH@kshousingcorp.org</u> | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |
| Source of Funds: _____ | Amount of Funds: \$ _____ - |
| Contact Name: _____ | Phone: _____ |
| Email: _____ | |

SAMPLE

For applicants requesting resources for existing MIH and/or KHITC projects ONLY.

| | |
|--|--------------------------------|
| Source of Funds: <u>Moderate Income Housing Grant</u> | Amount of Funds: \$ <u>-</u> |
| Contact Name: <u>Kansas Housing Resources Corporation</u> | Project Number: _____ |
| Email: <u>MIH@kshousingcorp.org</u> | Phone: <u>785-217-2001</u> |
| Source of Funds: <u>Kansas Housing Investor Tax Credit</u> | Tax Credit Equity: \$ <u>-</u> |
| Contact Name: <u>Kansas Housing Resources Corporation</u> | Project Number: _____ |
| Email: <u>MIH@kshousingcorp.org</u> | Phone: <u>785-217-2001</u> |

Total Construction Financing: \$ - *Prefilled from above.*

In the box below, detail other items used to leverage the proposal. This could include sources such as in-kind labor and services, reduced fees and taxes, and city contributed work. KHRC recognizes that calculating leveraged funds is complicated and nuanced. KHRC will consider the sources listed below, but outside of the leveraged funds calculation.

Permanent Financing: List total source of funds for the development at closing. Do not include construction finance.
Please attach proof of funding source with the application.

| Name of Lender or Source of Funds | Amount of Funds | Annual Debt Service | Interest Rate of Loan Period | Amortization Period | Term of Loan |
|-----------------------------------|-----------------|---------------------|------------------------------|---------------------|--------------|
| MIH Grant | \$ - | \$ - | | | |
| RLF | \$ - | \$ - | 0.00% | | |
| KHITC Equity | \$ - | \$ - | | | |
| | \$ - | \$ - | | | |
| | \$ - | \$ - | | | |
| | \$ - | \$ - | | | |
| | \$ - | \$ - | | | |

| | | |
|-----------------------------------|------|--|
| Total Permanent Funds: | \$ - | <i>Permanent Funds must Equal Total Development Costs (below).</i> |
| Total Development Costs: | \$ - | <i>Prefilled from Section X.</i> |
| Total Annual Debt Service: | \$ - | <i>Prefilled from above.</i> |

V. Other Grants and Resources:

Reinvestment Housing Incentive District (RHID)

Total Award: \$ -
 Frequency of Payments: _____
 Amount per Payment: \$ -

Use of Funds

Historic Preservation Credit

Total Award: \$ -
 Frequency of Payments: _____
 Amount per Payment: \$ -

Use of Funds

Resource (describe)

Total Award: \$ -
 Frequency of Payments: _____
 Amount per Payment: \$ -

Use of Funds

Resource (describe)

Total Award: \$ -
 Frequency of Payments: _____
 Amount per Payment: \$ -

Use of Funds

Resource (describe)

Total Award: \$ _____ -
Frequency of Payments: _____
Amount per Payment: \$ _____ -

Use of Funds

VI. Partnership Information

Name: _____ Federal EIN Number: _____

General Partner/Managing Member/or Principal(s) Involved:

Identify the ownership structure, as applicable, for both homeownership and rental projects.

| | | |
|-------------|--------------|-----------------------------|
| Name: _____ | Phone: _____ | Ownership Percentage: _____ |
| Name: _____ | Phone: _____ | Ownership Percentage: _____ |
| Name: _____ | Phone: _____ | Ownership Percentage: _____ |

VII. Development Team Information

Development Team

Provide the following information if applicable and attach a resume for each team member listed.

Developer: _____
Email: _____ Phone: _____

Principal/Owner: _____
Email: _____ Phone: _____

Builder/Contractor: _____
Email: _____ Phone: _____

Mgmt. Company: _____
Email: _____ Phone: _____

Consultant: _____
Email: _____ Phone: _____

Architect: _____
Email: _____ Phone: _____

Site Planner: _____
Email: _____ Phone: _____

Property Manager: _____
Email: _____ Phone: _____

Engineer: _____
Email: _____ Phone: _____

Financial History

Is any related entity or member of the development team subject to any litigation, legal action, lawsuit, foreclosure or bankruptcy? _____

If yes, provide an explanation:

Funding History

Applicants should report award history on the following KHRC programs:

- Housing Trust Fund (HTF)
- Moderate Income Housing (MIH)
- Low Income Housing Tax Credit (LIHTC)
- HOME Investment Partnerships (HOME)☐
- Kansas Housing Investor Tax Credit (KHITC)
- Moderate Income Housing-American Rescue Plan Act (MIH-ARPA)

Have any members of the development team previously received any of the resources listed above? _____

| | |
|---------------------------|-------------------------|
| Name of Recipient: _____ | Year(s) Received: _____ |
| Resources Received: _____ | Community Funded: _____ |
| Name of Recipient: _____ | Year(s) Received: _____ |
| Resources Received: _____ | Community Funded: _____ |
| Name of Recipient: _____ | Year(s) Received: _____ |
| Resources Received: _____ | Community Funded: _____ |



Disclosure of Relationship

Applicants must disclose any current or former (within 2 years of this application) KHRC employees acting as a consultant or interested party. Current KHRC employees cannot receive a financial gain from the funding of a project received through KHRC for a period of two years after his/her employment ends.

By completing this application, the applicant is agreeing to KHRC's Disclosure of Relationship clause and must comply by verifying the project does not create financial gain for the current KHRC employee. The applicant should submit the proper information when requesting disbursement of funds to show compliance.

Are any members of the development team or additional interested parties a current or former employee of KHRC? _____

If yes, who? _____

Describe their involvement in the project:

VIII. Additional Development Information:

Project Type

Please select all that apply and indicate number of units where appropriate.

| | | |
|-------------------------------|------------------------------|-------------------|
| Detached Single Family: _____ | Detached Multi-Family: _____ | Apartments: _____ |
| Rowhouse/Townhouse: _____ | Partial Basement: _____ | Stories: _____ |

Slab on Grade: _____
 Full Basement: _____

Crawl Space: _____
 If other, please describe: _____

Elevator: _____

Total Development Costs: \$ _____ - Prefilled from Section XI.

IX. Annual Rental Operating Income and Expense:

If you do not plan to incorporate rental units in your project, please skip this section.

Operating Income

| Unit Type | # Units | Monthly Rent Per Unit | Total Tenant Paid | Square Feet Per Unit |
|---------------|----------|-----------------------|-------------------|----------------------|
| BR | 0 | \$ - | \$ - | |
| BR | 0 | \$ - | \$ - | |
| BR | 0 | \$ - | \$ - | |
| BR | 0 | \$ - | \$ - | |
| Total: | 0 | | \$ - | |

| | |
|------------------------|----|
| Total Number of Units: | 0 |
| Other Income Type: | |
| Vacancy Allowance: | 0% |

| | |
|--|-------------|
| Total Monthly Rental Income: | \$ - |
| Plus Other Monthly Income Amount: | \$ - |
| Less Monthly Vacancy Allowance: | \$ - |
| Total Monthly Operating Income: | \$ - |

| | |
|---|-------------|
| Total Annualized Operating Income: | \$ - |
|---|-------------|

SAMPLE

Operating Expense

| Administrative | | Maintenance | |
|-----------------------------------|-------------|--------------------------------|-------------|
| Advertising | \$ - | Decorating | \$ - |
| Management | \$ - | Repairs | \$ - |
| Legal/Partnership | \$ - | Exterminating | \$ - |
| Accounting/Audit | \$ - | Ground Expense | \$ - |
| Other | \$ - | Other | \$ - |
| Other | \$ - | Other | \$ - |
| Other | \$ - | Other | \$ - |
| Total Administrative Cost: | \$ - | Total Maintenance Cost: | \$ - |

| Operating | |
|------------------------------|-------------|
| Elevator | \$ - |
| Fuel (Heating & Water) | \$ - |
| Lighting & Misc. Power | \$ - |
| Gas | \$ - |
| Trash Removal | \$ - |
| Payroll (include taxes) | \$ - |
| Insurance | \$ - |
| Total Operating Cost: | \$ - |

| | | |
|--|-----------|----------|
| Total Real Estate Taxes: | \$ | - |
| Annual Replacement Reserve for Units: | \$ | - |
| Total Annual Operating Expense: | \$ | - |

IMPORTANT: All applicants proposing a rental project must also complete the Rental Operating Proforma tab of this application. Failing to complete the Rental Operating Proforma for rental projects may result in an application being evaluated as substantially incomplete.

X. Homeownership:

If you do not plan to incorporate homeownership units in your project, please skip this section.

| | | |
|-----------------------|----|---|
| Down Payment Cost: | \$ | - |
| Estimated Sale Price: | \$ | - |

| | | |
|------------------------------------|-----------|----------|
| Mortgage Principal & Interest: | \$ | - |
| Estimated Taxes & Insurance: | \$ | - |
| Total Monthly Housing Cost: | \$ | - |

XI. Development Budget:

List Total Development Costs.

| Itemized Cost | Development Cost | |
|--|------------------|----------|
| To Purchase Land and Buildings: | | |
| Land | \$ | - |
| Existing Structures | \$ | - |
| Demolition | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Site Work: | | |
| Eligible Building-Specific Site Costs | \$ | - |
| Offsite Infrastructure | \$ | - |
| Onsite Infrastructure | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Rehabilitation & New Construction: | | |
| New Building | \$ | - |
| Rehabilitation | \$ | - |
| Accessory Building | \$ | - |
| General Requirements | \$ | - |
| Contractor Overhead | \$ | - |
| Contractor Profit | \$ | - |
| Building Permit Fee | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Contingency: | | |
| Construction Contingency | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Architectural & Engineering Fees: | | |
| Architect Fee - Design | \$ | - |

| | | |
|---|-----------|----------|
| Architect Fee - Supervision | \$ | - |
| Real Estate Attorney | \$ | - |
| Consultant or Processing Agent | \$ | - |
| Property/Survey Fee | \$ | - |
| Engineering Fees | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Interim Costs: | | |
| Construction Insurance | \$ | - |
| Construction Interest | \$ | - |
| Construction Loan Origination Fee | \$ | - |
| Construction Loan Credit Enhancement | \$ | - |
| Taxes | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Financing Fees and Expenses: | | |
| Bond Premium | \$ | - |
| Credit Report | \$ | - |
| Permanent Loan Origination Fee | \$ | - |
| Permanent Loan Credit Enhancement | \$ | - |
| Cost of Issuance/Underwriter Discount | \$ | - |
| Title and Recording | \$ | - |
| Counsel's Fee | \$ | - |
| Cost Certification Fee | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Soft Costs: | | |
| Property Appraisal (Feasibility) Market Study | \$ | - |
| Environmental Report | \$ | - |
| Rent-Up Consultants Other | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Developer's Fees: | | |
| Developer's Overhead | \$ | - |
| Developer's Fees | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| For Development Reserves: | | |
| Rent-Up Reserve Operating Reserve Other | \$ | - |
| Other | \$ | - |
| Subtotal | \$ | - |
| Total | \$ | - |

XII. Job Creation and Economic Development

Please provide a narrative explaining job creation and economic development in your community, including major employers with the number of their employees, open positions, and unemployment rate. This narrative should include relevant job and economic development numbers from the applicant's housing study. Submit documentation to support each answer (i.e.

Major Employers in the Area

Employer Name: _____ # of employees: _____ # of open positions: _____

| | | |
|----------------------|-----------------------|----------------------------|
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |
| Employer Name: _____ | # of employees: _____ | # of open positions: _____ |

Please provide a brief narrative on open positions and projected employment opportunities.

Current Unemployment Rate: _____ Date collected and community definition: _____

Please provide a brief narrative on how the proposal provides a solution to the immediate workforce needs in the community.

SAMPLE

XIII. Application Next Steps

THIS APPLICATION IS NOT COMPLETE. Completing only the Project Information tab of this application DOES NOT qualify as a complete application for the MIH, KHITC, or RLF Programs. Completing only this tab of the spreadsheet may result in an application being evaluated as substantially incomplete. After completing the Project Information tab, complete the corresponding tabs for each program for which the applicant intends to apply. **Each program has a separate application tab in this spreadsheet.** If the applicant intends to apply for each program, they will need to complete the corresponding application for each program.