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Instructions: HOPE VI Main Street Application Data Sheet

Tips: Enter information only into cells with blue borders.
All other cells are locked, and all calculations are automated.
Print these Instructions for easy reference, then begin at **Step 1**.

Step 1. On the "Dev & Contact Info" page, fill in the required information.

Step 2. On the "Unit Mix" Page, Enter the Number of Each Type and Size of the Affordable Units that are Going to be Developed as part of the Main Street Affordable Housing Project Funded through this NOFA.

> Select the appropriate column(s) for the proposed units based on structure type, size and development method.

- Rent-to-Own units are to be counted as Rental Units.
- Possible development methods are Rehabilitation (of housing already owned by the applicant or partner owner entity only) or New Construction (which includes acquisition of housing with or without rehabilitation).

> Enter the number of units proposed, by Structure Type, in the appropriate row based on the Number of Bedrooms.

- TDC limit applies to all Main Street affordable housing project units where HOPE VI Main Street grant funds will be used for development.
- The TDC limit for rehabilitation of existing housing units is 90% of the published TDC limit for a given structure and unit type.
 - The "TDC Limit calculations" worksheet reflects all such applicability as described above.

- Definitions of the structure types specified on the Unit Mix worksheet:

- Detached: A structure that consists of a single living unit surrounded by permanent open space on all sides.
- Semi-detached: A structure containing two living units separated by a common vertical wall.
- Elevator: Any structure of four or more stories above ground in which an elevator is provided.

~~Walk-Up: A structure containing three or more living units separated only by vertical walls.~~
Walk-Up: A structure containing three or more living units separated by a ceiling/floor from other housing units or mixed-use space.

Step 3. On the three "Permanent S&U" Pages, Fill in All Proposed Main Street Affordable Housing Project Costs that Will Have Been Incurred by the End of Development and All Sources of Funding that Paid for Those Costs.

- > Do not include construction financing that will be paid off when development is finished. Instead, include any permanent loans, grants or equity that are used to pay off the construction financing.
- > Entry areas for costs that are not allowable under the HOPE VI Main Street Program are grayed out.

Step 4. On the "Select City and State" Page, Choose the Applicant's City and State

- > Click on the down arrow for City
- > Click on the name of your city or your Metropolitan/Micropolitan Statistical Area
 - You can look up your MSA at OMB's website, <http://www.census.gov/population/www/estimates/metrodef.html> or call your local HUD office.
- > Click "OK"
- > Click on the down arrow for State
- > Click on the name of your State
- > Click "OK"

Step 5. Confirm that Sources are Equal to Uses

- > Confirm that the HOPE VI Main Street grant funds and any other sources of Public Housing Capital Assistance funds are included.
- > Confirm that sources of HOPE VI/Public Housing funds are equal to uses of HOPE VI/Public Housing funds.

Step 6. Review TDC Limit Calculation Results (note that HCC does not apply to the HOPE VI Main Street program)

- > Review the results of the TDC limit calculations.
 - The TDC limit analysis results are shown on the lower left "TDC Limit calculations" worksheet.

Step 7. Enter All Match and All Leverage Resources

- > The total value of the Match must be greater than 5 percent of the requested grant amount. It must be committed to the Main Street Affordable Housing Project.
- > The total value of Main Street Area Rejuvenation Effort Leverage is measured in a Rating Factor. It includes both Main Street Affordable Housing Project Leverage that is not used as Match and Main Street Area rejuvenation effort Leverage. Again, it does NOT include the Match amount.

Step 8. Save and Submit this Form With Your Application

- > To save this form so that your information cannot be changed without your permission:
 - Click on the File menu, then on the Save As... menu item;
 - In the upper right of the Save As window, click on Tools and then General Options;
 - In the Save Options window, enter a password in the Password to Modify block, then click OK;
 - In the Confirm Password window, re-enter the password to verify, then click OK;
 - In the Save As... window, click Save;
 - When prompted, click "Yes" to replace the form file with the password protected form file that you finished filling in.
- > To submit this form as part of your application, follow the instructions in Section IV. of the HOPE VI Main Street NOFA

Main Street Affordable Housing Project Information

Local Government (Grantee) Name:	<input type="text"/>
Main Street Rejuvenation Project Name:	<input type="text"/>
Name of Person that Completed Form:	<input type="text"/>
Organization Name :	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

Unit Mix and Accessibility Summary, Post-Revitalization

Applicant (Local Govt.) Name:

Main Street Rejuvenation Project Name:

Step 2. Enter the Number of Units of Each Type and Size that are to be Developed in the Main Street Affordable Housing Project Funded Through this NOFA.

Structure Type	Number of Bedrooms	Rental Units		Homeownership Units	
		Rehabilitation of Existing Applicant / Partnership Owned Housing	New Construction or Acquisition (with or without Rehabilitation)	Rehabilitation of Existing Applicant / Partnership Owned Housing	New Construction or Acquisition (with or without Rehabilitation)
Detached and Semi-Detached	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Elevator	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Row House	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Walk-Up	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Totals:		-	-	-	-

TDC/Grant Limitations Worksheet

Step 6. Using the Drop-down Lists Provided, Select the City (or Metropolitan Area) and State that is located nearest to the Main Street Area rejuvenation effort.

This workbook uses the TDC limits published in HUD Notice: 2011-38 (HA)

Note 1: When you select a valid City/State combination, this table will show the TDC limits from the above-referenced HUD Notice.
Note 2: If the desired City/State combination is not included in the list here, contact the local HUD Field Office. They will assist in determining the most appropriate City/State combination.
Note 3: Total Development Cost limits from this table will be transferred automatically to the "TDC Limit calculations" worksheet.

City	(empty)
StateName	(empty)

Bedrooms	Type	Data
0	(empty)	Sum of 0 Bedrooms, TDC
1		Sum of 1 Bedrooms, TDC
2		Sum of 2 Bedrooms, TDC
3		Sum of 3 Bedrooms, TDC
4		Sum of 4 Bedrooms, TDC
5		Sum of 5 Bedrooms, TDC
6		Sum of 6 Bedrooms, TDC
0		Sum of 0 Bedrooms, HCC
1		Sum of 1 Bedrooms, HCC
2		Sum of 2 Bedrooms, HCC
3		Sum of 3 Bedrooms, HCC
4		Sum of 4 Bedrooms, HCC
5		Sum of 5 Bedrooms, HCC
6		Sum of 6 Bedrooms, HCC
0		
1		
2		
3		
4		
5		
6		
0		
1		
2		
3		
4		
5		
6		
0		
1		
2		
3		
4		
5		
6		
0		
1		
2		
3		
4		
5		
6		
0		
1		
2		
3		
4		
5		
6		

**Permanent Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: 0
Main Street Area: 0

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Administration					
Administration					\$ -
Management Improvements					
Management Improvements - Dev					\$ -
Management Improvements - CSS					\$ -
Acquisition					
Site Acquisition					\$ -
Building Acquisition					\$ -
Building Acquisition, Non-Dwelling					\$ -
Building Remediation/Demolition					
Remediation, Dwelling Units/Site					\$ -
Demolition, Interior					\$ -
Remediation, Non-Dwelling Units					\$ -
Demolition, Non-Dwelling Units					\$ -
Demolition, Other					\$ -
Site Improvements					
Site Remediation					\$ -
Site Infrastructure (Utilities & Roads)					\$ -
Site Improvements (Other)					\$ -
Construction					
Dwelling Structures - Hard Costs					\$ -
Non-Dwelling - Hard Costs					\$ -
General Requirements					\$ -
Builder's Profit					\$ -
Builder's Overhead					\$ -
Bond Premium					\$ -
Hard Cost Contingency					\$ -
Equipment					
Dwelling Equipment					\$ -
Non-Dwelling Equipment					\$ -
Professional Fees/Consultant Services					
Program Management Services					\$ -
Architectural					\$ -
Engineering					\$ -
Construction Management Services					\$ -
Appraisal					\$ -
Environmental					\$ -
Market Study					\$ -
Historic Preservation Documentation					\$ -
Other					\$ -
Legal					
Organizational					\$ -
Syndication					\$ -
Main Street Outside Counsel					\$ -
Other					\$ -
Tax Credits					
Accounting					\$ -
Tax Credit Application					\$ -
Tax Credit Monitoring Fee					\$ -
Syndication					\$ -
Other					\$ -
Page 1 Total	\$ -	\$ -	\$ -	\$ -	\$ -

**Permanent Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: 0

Main Street Area: 0

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Other Development Costs					
(Soft Costs)					
Accounting Fees					\$ -
Financing Fees					\$ -
Permit Fees					\$ -
Title/Recording/Settlement Fees					\$ -
Real Estate Taxes During Construction					\$ -
Insurance During Construction					\$ -
Interest During Construction					\$ -
Bridge Loan Interest					\$ -
Marking/Rent-up Expenses					\$ -
Reserves					\$ -
Soft Cost Contingency					\$ -
Other					\$ -
Relocation					
Relocation Costs					\$ -
Developer Fee					
Developer Fee					\$ -
Reserves					
Operating Reserve					\$ -
Other Reserves					\$ -
Page 2 Total	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL USES:	\$ -	\$ -	\$ -	\$ -	\$ -

**Permanent Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: 0

Main Street Area: 0

Name of Person that Completed S&U:

Organization Name:

Sources (\$)	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Public Housing Funds					
HOPE VI Main Street					\$ -
Public Housing					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
Other HUD Funds					
HOME					\$ -
CDBG					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
Total HUD Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Non-HUD Public Funds					
State Funds					\$ -
Local Funds					\$ -
Other Funds					\$ -
Other Funds					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
Total Public Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Private Funds					
Tax Exempt Bonds					\$ -
Taxable Bonds					\$ -
Private LIHTC					\$ -
Other Equity					\$ -
Homebuyer Down Payment					\$ -
Donations/Grants					\$ -
Private Lender					\$ -
Other					\$ -
Other:					\$ -
Other					\$ -
Other:					\$ -
Total Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -

Unit Mix (Note: entered from the "Unit Mix" worksheet)			TDC Limits	
Structure Type	BRs	Units	Per Unit	Total
Detached and Semi-Detached	0	-	#REF!	#REF!
	1	-	#REF!	#REF!
	2	-	#REF!	#REF!
	3	-	#REF!	#REF!
	4	-	#REF!	#REF!
Elevator	0	-	#REF!	#REF!
	1	-	#REF!	#REF!
	2	-	#REF!	#REF!
	3	-	#REF!	#REF!
Row House	0	-	#REF!	#REF!
	1	-	#REF!	#REF!
	2	-	#REF!	#REF!
	3	-	#REF!	#REF!
Walk-Up	0	-	#REF!	#REF!
	1	-	#REF!	#REF!
	2	-	#REF!	#REF!
	3	-	#REF!	#REF!
	4	-	#REF!	#REF!

Total Development Cost (TDC) Limit Calculations (NOTE: Housing Cost Cap does not apply to the HOPE VI Main Street program) Applicant Name: 0 Main Street Project Name: 0 Using HUD's published 2012 TDC Limits for: (empty), (empty)			
Total units and Total TDC	-		#REF!

HOPE VI Main Street Sources and Uses Comparison Check	
Total HOPE VI Main Street Grant Permanent Uses	\$ -
Total HOPE VI Main Street Grant Permanent Sources	\$ -
Total PH Sources must equal Total PH Uses.	(0)

HOPE VI Main Street Costs NOT included in TDC	
Community & Supportive Services ("CSS")	\$ -
Extraordinary Site Costs (Requires Licensed Architect Letter)	\$ -
Total Uses of Public Housing Capital Assistance Subject to TDC Limit	\$ -

HOPE VI Main Street Total Development Cost Limit Analysis:

HOPE VI Main Street Cost as a Percentage of the TDC Limit.

For calculation of this NOFA's grant amount, maximum grant amount will be the lesser of TDC or the maximum grant amount as stated in the Notice of Funding Availability (100% or less).

For cost control calculation and grant closeout, the TDC that is based on the mix of developed Main Street units must meet or exceed the grant amount (100% or more).

#REF!	#REF!
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List all funds and in-kind services that you are including as Match. Match resources must be used to fund the Main Street Affordable Housing Project, not the rest of the Main Street rejuvenation effort. The amounts stated on this list should be consistent with the amounts listed on the Sources & Uses portions of this form. Each Match resource must be backed up by a letter demonstrating firm commitment to development of the Main Street Affordable Housing Project. Match must exceed 5% of the requested grant amount or the application will not be rated or ranked and will not be eligible for award.

Match Resources

	Source of Leverage	Resource Contact	Resource Phone	Dollar Value	Cash or In-Kind Svc.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

\$ -

List all cash and in-kind services that are included as Leverage for the Main Street Area. Do not include Match resources that are listed on the previous page. The amounts must be consistent with the amount of Leverage funds in the Permanent Sources and Uses that is a part of this form. The amount of Leverage will be rated in accordance with this NOFA and must be accompanied by a letter that demonstrates firm commitment of the resource, in accordance with this NOFA.

Main Street Area Rejuvenation Effort Leverage Resources

	Source of Leverage	Resource Contact	Resource Phone	Dollar Value	Cash or In-Kind Svc.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

\$

-