

PRE-APPLICATION
Jefferson County Community Development
2014 Community Development Block Grant (CDBG) Program

Overview

Jefferson County receives an annual funding allocation from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds are to be used to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income (LMI) persons. Jefferson County has elected to target the 2014 CDBG funds to the development of decent, safe and affordable housing, and contribute to the development of sustainable communities by preserving existing housing stock or promoting affordable rental or homeownership opportunities for LMI families. Jefferson County is currently soliciting proposals from community- and faith-based organizations, non-profits, city departments, and citizens to apply for the 2014 CDBG funds.

Please review all the information provided in the Notice of Funding Availability (NOFA) to ensure full understanding of the application process and requirements of the CDBG program. The NOFA can be reviewed at <http://jeffco.us/commdev> or by contacting Community Development staff by phone at 303.271.8373 or by email at khyser@jeffco.us. Applicants are encouraged to submit the completed Pre-Application via email to khyser@jeffco.us. Or the Pre-Application can be mailed to Jefferson County Community Development, 100 Jefferson County Parkway, Suite 3530, Golden, CO 80419. Pre-Applications must be received by Tuesday, September 3, 2013 at 4:00 PM to be considered.

Pre-Application General Information

Agency Name: St. Charles Town Company, LLC and its affiliates

Address: 1800 Glenarm Place, Second Floor

City, State Zip: Denver, CO 80202

Name of Executive Director: Charles H. Woolley, II

Name of Application Contact: Jordan Zielinski

Contact Title: Development Associate

Contact Phone: 303-905-1989

Contact Email: jzielinski@stcharlestown.com

Activity/Program Name: CDBG

Name of Activity/Program Manager (may be the same as the Executive Director and/or Application Contact): Kristin Hyser

Amount Requested: \$515,000

Applicant Organization (please select one):

- Nonprofit
- Housing Authority
- Government Agency
- Quasi-Government
- For Profit

Pre-Application Questions

Provide a brief description of the purpose of your organization (Limit to 200 words or less).

St. Charles Town Company, LLC is a Denver based real estate development company founded in 1993 to invest in, develop, renovate, market and manage urban real estate. Our projects include lofts, townhomes, condominiums, single family homes, affordable multifamily, office condominiums, mixed-use retail, office and commercial. Metro West Housing Solutions is anticipated to be a special limited partner in the project ownership, providing a real estate tax exemption to the project.

Provide a brief description of the housing-related activity for which funds are requested (Limit to 200 words or less).

If awarded, funds will be used to help construct 95 units of affordable housing, with 100% of the units affordable to households earning at or below 60% of area median income. This project will serve as a pioneering revitalization effort in the Wadsworth Station Area of the West Rail Line, an area which has seen no new multifamily development since the 1960's. The units will be financed in part through the non-competitive 4% private activity bond tax credit program. All monies awarded will be expended directly on eligible costs to construct the project and there will be no funds allocated to administrative expenses and/or overhead.

If a project site is identified, please provide address:

An affiliate of St. Charles acquired approximately 1.83 acres of land in two separate parcels located at 1350 Allison Street and 7900 W 14th Avenue, both in Lakewood, CO. The land was acquired with a loan from the Mile High Community Loan Fund.

If the activity involves acquisition, rehabilitation or demolition is the property currently occupied?

No Yes

If so, is it occupied by tenants or the current owner of the property ?

Is the property single family or multi-family ?

Pre-Application Minimum Qualifications

Identify the national objective the proposed activity meets (please select one):

- Benefits Low/Moderate Income Persons or Households (please consult explanation in NOFA)
- Address Slum or Blighted Areas (area must meet HUD's definition of slum and blight)
- Address an Urgent Need (must present particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and demonstrate other financial resources are not available to meet such needs).

If qualifying for the LMI National Objective, identify the category that will be used to meet the objective:

- Low Mod Area Benefit - Activity must benefit all residents in a particular area, where at least 51 percent of the residents are LMI persons
- Low Mod Limited Clientele - 51 percent of the beneficiaries of an activity must be LMI persons.
- Low Mod Housing Activities - Activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households.

Identify the CDBG eligible activity that will be undertaken to achieve the program's goal (please select one):

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public Services (limited to 15% of Jefferson County's annual CDBG allocation)
- Activities relating to energy conservation and renewable energy resources; and

CDBG funds are restricted for use in unincorporated Jefferson County and/or in the cities of Golden, Edgewater, Wheat Ridge, Town of Mountain View, or Town of Lakeside; or for activities within the boundaries of local jurisdictions that serve residents from the previously identified geographic areas.

Please identify the geographic populations the activity will serve (select more than one if applicable).

Unincorporated Jefferson County
Golden
Edgewater
Wheat Ridge

Town of Mountain View
Town of Lakeside
Other (please explain) City of Lakewood

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If you have any questions please contact Kristin Hyser, Community Development Specialist by email at khyser@jeffco.us or phone at 303/271-8373.

APPLICATION
Jefferson County Community Development
2014 Community Development Block Grant Program (CDBG)

Overview

Jefferson County receives an annual funding allocation from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds are to be used to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income (LMI) persons. Jefferson County has elected to target the 2014 CDBG funds to the development of decent, safe and affordable housing and contribute to the development of sustainable communities by preserving existing housing stock or promoting affordable rental or homeownership opportunities for LMI families.

Jefferson County is currently soliciting proposals from community- and faith-based organizations, non-profits, city departments, and citizens to apply for the 2014 funds. Please review all the information provided in the Notice of Funding Availability to ensure full understanding of the application process and requirements of the funding program.

Application Instructions

The intention of this application is to build upon the Pre-Application previously submitted to and reviewed by Jefferson County Community Development. Please notify staff of any changes to the information submitted in the Pre-Application. If significant changes have been made, you may be asked to revise and resubmit the Pre-Application prior to continuing with the application process.

The complete application is due **Tuesday, October 1, 2013 at 4:00 p.m.** Applications must be received by this date and time to be considered.

Completed applications can be sent by email or mail or hand delivered. Emailed applications can be sent to khyser@jeffco.us. Emailed applications will only be considered received if an email receipt is received from Jefferson County Community Development staff following submission. Applications can also be mailed or hand delivered to:

Jefferson County Community Development (Attn: Kristin Hyser)
100 Jefferson County Parkway, Ste. 3530
Golden, CO 80419

A complete *email* application must include a signed application including the budget and all attachments (most recent audit letter/summary, 501(c)(3) letter, letters of support).

A complete *mailed or hand delivered* application must only include one single-sided, signed application including the budget plus a CD or flash drive containing the application, budget and all attachments (most recent audit letter/summary, 501(c)(3) letter, letters of support). **Please do not submit hard copies of the attachments.**

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. If submitting a hard copy of the application, do not place the application in binders or folders. Do not staple applications.

Signature and Certification

I certify that all information provided in this grant application is true and complete. I understand that any false information or omission may disqualify my organization from further consideration for grant funding. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees, officers and board members.

I have read, understand, and by my signature, agree with the above statements and authorize the investigation of my organization as set forth above.

Name (please print) Charles H. Woolley, II

Title CEO

Signature

Date

Application General Information

Agency Name: St. Charles Town Company, LLC

Agency DUNS Number: n/a

Name of Application Contact: Jordan Zielinski

Application Contact Title: Development Associate

Application Contact Phone: 303-595-8710

Application Contact Email: jzielinski@stcharlestown.com

Project/Program Name: Zephyr Line Apartments

Are there any significant changes in the information included in the Pre-Application previously submitted to Jefferson County Community Development? Yes No. If yes, please contact staff to determine if the Pre-Application needs to be revised and resubmitted.

Organizational Capacity (limit all answers to 100 words or less)

Please describe the experience of existing staff that will work directly with the proposed activity. If staff will be hired to manage the proposed activity, please describe the desired skill set and the organization's plan to hire and train the new position. St. Charles Town Company, LLC has a 20 year history of successfully completing real estate development projects in excess of \$275 million. The company currently employs 4 people in a development capacity, with another 20 employees contributing to the accounting, management, and engineering functions of the company's owned/managed properties. Since 2012, St. Charles has assembled a team of experienced architects, engineers, contractors, lawyers, property managers, and financiers in order to complete the project. Additionally, Metro West Housing Solutions approved a resolution to admit MWHS into the project's partnership, which will provide further expertise and capacity to the team.

Please describe the organization's experience administering the proposed activity. If this is a new activity, please describe the organization's ability to successfully administer the activity. Specific low income housing experience is summarized in the attached narrative and includes everything from Section 42 and Section 8 family and senior projects (both 4% and 9%) to general partnership workouts, acquisition rehabilitation projects and HUD mark-to-market transactions. St. Charles' experience encompasses the full spectrum of affordable housing.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders. St. Charles and its team members have never applied to or received grant funds from Jefferson County, but have worked on a variety of transactions which have included a number of soft funding awards from agencies/organizations other than Jefferson County. Our team is well versed with historic tax credits, new markets tax credits, LIHTC, HOME funds, CDBG funds, enterprise zone tax credits, TCAP, and private/charitable contributions.

Impact (limit all answers to 100 words or less)

Does the proposed activity serve individuals or households ?

Please complete the following table regarding the number of unduplicated individuals/households served.

How many unduplicated individuals/households served?	Total Served	Urban County Residents* Served	Amount of funds per person served with CDBG funds (CDBG \$/# served)
Organization-wide	n/a	n/a	
Proposed Activity**			

	n/a	n/a	\$3,366
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*Urban County residents include individuals/households residing in unincorporated Jefferson County, and the municipalities of Golden, Edgewater, Wheat Ridge, Mountain View and Lakeside.

**If the proposed activity does not serve individuals/households in a manner that can be enumerated (i.e. public facilities and improvements, acquisition of real property), please explain: The proposed activity includes the cost of land acquisition and public infrastructure installation to include water quality/detention, street paving and replacement, curb/gutter installation, and the undergrounding of electric/cable/phone utilities for a to-be-built 95 unit affordable housing community. 95 households whose incomes are at or below 60% of area median income will occupy the community. The project will make every effort to target households in greater Jefferson County, Golden, Wheat Ridge, and Edgewater. St. Charles encourages further discussion of this topic with Jefferson County administrators to determine the best way possible to target households living in these areas.

Please describe the vulnerable populations served by the proposed activities. Vulnerable populations include low and moderate income persons (LMI) or persons presumed to be LMI including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers, veterans. Low and moderate income persons and households earning at or less than 60% of area median income.

Please describe the direct benefit of the CDBG funds to the individual/household being served. The direct benefit of the CDBG funds will be 95 units of quality, safe affordable housing units which low and moderate income households from greater Jefferson County and beyond will be able to live in. By bedroom mix, this project will improve the lives of 153 people who will become residents.

Please describe the indirect benefit to the broader Jefferson County community. With a CDBG award, Jefferson County will help achieve many of the stated goals in the December 2012 Comprehensive Master Plan by increasing affordable housing inventory near major transportation zones while adding critically needed affordable units to the housing supply. The project will be a catalyst for the Wadsworth Station Area and hopefully kickstart additional adjacent revitalization. Located 1.5 blocks from the light rail station, the project will open employment opportunities to low income households throughout Jefferson County by providing low income households access to reliable transportation, one of the largest barriers to meaningful employment for low income households.

Readiness to Proceed (limit all answers to 100 words or less)

As stated in the Notice of Funding Availability, CDBG funds must be expended within 18 months of being awarded. Please describe the current status of the proposed activity and the organization's ability to meet this schedule requirement. In your response please consider the timing of project milestones (i.e. site control, securing additional funds, permitting processes, hiring of additional staff, etc.).

- Site control: St. Charles owns the applicable land through an affiliate entity.
- Additional funds: St. Charles has engaged with Wells Fargo for a HUD insured 221(d)(4) first mortgage; St. Charles has obtained a preliminary commitment letter from Enterprise for the project's tax credit equity; assistance from the City of Lakewood 1% fund has been requested; EEB grants from Xcel Energy are expected.
- Permitting: the project has submitted to the City of Lakewood for site plan approvals, with final permitting expected in early 2014.
- Staffing: St. Charles is currently staffed to handle this project and ensure the project/CDBG funds are adequately administered.

Please describe any problems/barriers the organization has encountered in executing the proposed activity or any the organization anticipates encountering in the future. How will these problems/barriers be addressed? St. Charles experienced the housing tax credit equity fallout of 2008-2010 several weeks before the financial closing of Los Altos de Alameda, but managed to successfully complete the project using all available resources to secure the proper financing commitments during a time when no other low income housing tax credit projects were moving forward. We anticipate that same tenacity and know-how with this project regarding any and all issues that may arise before, during, or after construction of the community. Our project team is very experienced in working with a variety of grant and soft funding sources for affordable housing.

Funds and Leveraged Funds (limit all answers to 100 words or less)

Complete the attached budget.

Please describe the organization's ability to financially support/contribute to the proposed activity. St. Charles has preliminary commitments from debt and equity providers for 1st mortgage HUD insured financing and low income housing tax credit equity. In addition to these substantial sources, St. Charles has requested assistance from the City of Lakewood 1% fund and Xcel Energy's EEB grant program. St. Charles will be contributing a substantial portion of the project's developer fee as equity in order to help fill the financing gap. St. Charles' equity contribution is equal to approximately 5% of the overall project capital and we are only requesting 3.5% of the project capital in the form of CDBG monies.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? The project needs as much financial assistance as possible, but St. Charles would be ecstatic with any substantial award of CDBG monies. But for CDBG monies, it is uncertain that this project will move forward.

If one source of funding is lost to support the proposed activity, does the agency have a contingency plan in place for this proposed activity? Yes No. Please explain). The sources of funding including tax credit equity and first mortgage funding will be committed to the project and are standard forms of funding. Should the project lose Xcel EEB energy grants and assistance from the 1% fund, St. Charles will be required to defer additional developer fee in order to fund the gap. All of this assumes an award of CDBG monies to help fill a portion of the project capital.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. N/A

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. N/A. St. Charles has not applied for CDBG/HOME funds from Jefferson County in the past, but has worked with other agencies utilizing these funds.

Attachments (Submit electronic versions of these documents by email or on a CD or flash drive.)

1. Activity Budget using attached format
2. Organization's most recent audit letter/summary
3. Copy of IRS 501(c)(3) Determination Letter (if applicable)
4. Three letters of support or partnership

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2014 CDBG Application Budget

Applicant: St. Charles Town Company, LLC
Proposed Activity: Acquisition of Real Property for the Construction of Housing for LMI Households
AND/OR for construction of public facilities/improvements and energy conservation

Please complete the following budget demonstrating the proposed use of CDBG funds as well as additional funds committed to or to be committed to the activity. Jefferson County Community Development elects to only consider awarding administrative funds to direct project delivery costs. This is limited to wages and/or transportation of staff members providing direct project/service delivery. Reimbursement of staff benefits and/or general administrative and overhead costs (e.g. office supplies, computers, office equipment) is not allowable.

Community Development Block Grant Funds	
BUDGET	
<i>List budget items and amounts to be paid for with the awarded CDBG funds.</i>	
Budget Item	CDBG Amount
<i>Personel (Limited to wages of staff performing direct project delivery.)</i>	
	\$ -
	\$ -
	\$ -
TOTAL Personel	\$ -
<i>Travel (Limted to mileage of direct project delivery staff.)</i>	
	\$ -
	\$ -
TOTAL Travel	\$ -
<i>Project/Operating Costs</i>	
Land Acquisition and/or various public utilities and infrastructure costs	\$ 515,000.00
	\$ -
	\$ -
TOTAL Project	\$ 515,000.00
TOTAL CDBG BUDGET	\$ 515,000.00

Total Activity Funding		
Sources		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds	\$ 515,000.00	
Other Federal Funds	\$ -	
Other Public Funds (State/Local/Tax Exempt Bonds)	\$ 8,162,000.00	
Private Funds - Low Income Housing Tax Credit Equity	\$ 4,676,710.00	
Other - Deferred Developer Fee + Imputed Interests	\$ 694,671.14	
TOTAL ACTIVITY/PROJECT FUNDS	\$ 14,048,381.14	
CDBG/HOME SHARE	3.67%	\$ 515,000.00
OTHER FUNDS SHARE	96.33%	\$ 13,533,381.14



Mile High United Way

Chairman of the Board
Peter Beaupré,
PCL Construction

President and CEO
Christine Benero

October 1, 2013

Paula Harrison
Colorado Housing and Finance Authority
1981 Blake Street
Denver, CO 80202

Dear Paula,

I am so pleased to be writing this letter to support the efforts of St. Charles Town Company in its objective to construct 95 units of affordable housing apartment homes in Lakewood, CO. Mile High United Way is in support of the Zephyr Line Apartments receiving an award of tax credits to assist with the cost of land acquisition and construction.

St. Charles Town Company has a strong track record in the local community and has been successful with transformational affordable housing projects in the past. We were very proud to be their partners in Brunetti Lofts, and know firsthand their qualifications to create successful projects. As the President & CEO of Mile High United Way, we support any efforts that would improve this area and promote further community development while adding affordable housing units to the community's available housing options. This project fits with the mission of Mile High United Way and has potential to make housing options available to individuals currently in our Adult Self-Sufficiency program.

We understand that tax credits are critical to this new construction opportunity and greatly appreciate your consideration. Please do not hesitate to contact me directly if I can provide any further comments at (303) 561-2200.

Sincerely,

Christine Benero
President & CEO

Cc: Charlie Woolley, St. Charles Town Company LLC
Jordan Zielinski, St. Charles Town Company LLC

LIVE UNITED

Give. Advocate. Volunteer.

Mile High United Way, 2505 18th Street, Denver, Colorado 80211

www.UnitedWayDenver.org / 303-433-8383