

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: United Presbyterian Association (Highland West Senior Citizens Apartments) and Highland South, Inc.. We are in the process of refinancing our two existing senior properties in Wheat Ridge. As part of the refinancing process we will be merging the United Presbyterian Association into Highland South, Inc. to create a single asset entity.

Address: 6340 W. 38th Avenue

City, State Zip: Wheat Ridge, CO 80033

Name of Executive Director: Mark Jellison

Name of Application Contact: Mark Jellison

Contact Title: Executive Director

Contact Phone: 303-916-0171

Contact Email: m-jellison@upahousing.org

Activity/Program Name: Highland West Senior Citizens Apartments & Highland South Apartments

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

Amount Requested: \$250,000.00

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).

The United Presbyterian Association (UPA) was formed in 1962 by two local community churches to provide affordable senior housing in Wheat Ridge, CO and the mission continues today. In 1964, UPA built Highlands West - a twelve story highrise located at 6340 W. 38th Avenue, Wheat Ridge, CO 80033. They have successfully operated this affordable senior facility with 120 units for 50 years. In the 1980's the demand was so great UPA developed another affordable senior property (Highland South) on land to the south of the existing building. This development is three buildings and 117 units (12 units are not age restricted and rented to residents with disabilities). This facility was financed with a loan from the Colorado Housing Finance Authority and Section 8 rental assistance HAP contract and is 100% very-low income . Both properties provide affordable and desirable living for seniors with less than a three % vacancy rate for years. There is a staff of eight people including an executive director, property management team and controller.

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

Update the two existing facilities located along the 38th Avenue Re-Development Area. UPA is working with a team of professionals (architect, contractor, LIHTC consultant and mortgage company) to combine the two properties under one HUD FHA 221(d)(4) loan allowing approximately \$11,800,000 of needed rehabilitation (Davis Bacon will apply) at Highland West including: energy updates with new exterior windows and energy star appliances; electrical and plumbing updates; addition of a fire sprinkler system for resident safety; and at Highland South including: the addition of a fire sprinkler system and accessibility improvements to the entry ways of the three buildings. All studies (market, environmental including Lead Base Paint and Asbestos, as-is appraisal) are underway or have been completed. Construction is expected to start Spring of 2014. The construction costs have been calculated by the development team in close consultation with Pinkard Construction and Lantz Bogio Architects and take into consideration the abatement of any asbestos and lead base paint. UPA is working with a qualified consultant to develop a temporary relocation plan for residents who will be moved for approximately sixty days during work on individual units.

If a project site is identified, please provide address:

6340, 6350, 6360, 6370 W. 38th Avenue, Wheat Ridge, CO 80033.

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 | <input type="checkbox"/> | Town of Mountain View | <input type="checkbox"/> |
| Golden | <input type="checkbox"/> | Town of Lakeside | <input type="checkbox"/> |
| Edgewater | <input type="checkbox"/> | Other (please explain) | <input type="checkbox"/> |
| Wheat Ridge | <input checked="" type="checkbox"/> | | |

The completed Pre-Application can be emailed to khyser@jeffco.us or 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 by 4 p.m.

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
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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.

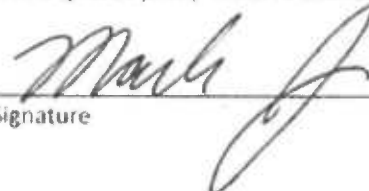
Signature and Certification

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) Mark Jellison

Title Executive Director


Signature

Date 9/30/2013

Application General Information

Agency Name: United Presbyterian Association and Highland South, Inc.

Agency DUNS Number: Highland South 14-950-5091

Name of Application Contact: Mark Jellison

Application Contact Title: Executive Director

Application Contact Phone: 303-916-0171

Application Contact Email: m-jellison@upahousing.org

Project/Program Name: Highland West and Highland South renovation

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. The Executive Director has been in place for almost three years. Previous experience was as executive director of an organization managing the development of 18 permanently affordable homes for sale in Boulder. After that, as manager of housing services he was responsible for five multifamily rental properties and worked on the development team for the construction of a 52-unit-rental property in Denver for formerly homeless.

The Controller has worked at the property for over two years and has 20 years experience as financial controller for non-profits.

The Facilities Manager has worked at the property for over five years and is responsible for maintenance and capital improvements at both properties.

Building managers at both properties have been in place for over five years and have over 20 years of experience in senior-rental housing.

A new position of Service Coordinator starts October 2, 2013. This person has 15 years of experience working with seniors in both independent and assisted-living properties.

The organizations have hired a development team of professionals to assist with the complex financing of this proposal: Barbara Crook (for tenant file review and transition to a LIHTC property), Dan Morgan of Morgan and Associates to structure the financing and LIHTC team, Jo Untiedt of Affordable Housing Consultants for general project coordination of financing and monitoring of Davis Bacon. Rob Millinette of Rockport Mortgage to originate the HUD 221(d)(4) loan and work through the HUD process.

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. The organizations developed Highland West in 1964 and Highland South in 1984. The organizations have self-managed both properties since 2006. Again, a professional team consisting of consultants, bond underwriters, LIHTC experts, accountants have been formed to successfully complete this endeavour.

Please describe the organization's experience administering/managing grant funds. Include discussion regarding previous funds received from Jefferson County as well as other funders. The organizations have successfully participated with HUD (Housing Assistance Payment Contract for Section 8) and CHFA (the financing entity) on the operation of Highland South since 1984. A consultant has been hired to assist with the monitoring of Davis Bacon activity, management transition and assuring tenant files will meet the requirements of the County, State and LIHTC investor.

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	237	237	
Proposed Activity**	237	237	\$1,055

*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: N/A

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. At Highland West (120 apartments) we serve residents age 62 and older. The rents at this building have been traditionally very low and therefore over 50% of the units are people at or below 60% of area median income. The renovation activity requires grant funds from the County and State so that targetting of income can remain yet the needed renovations may occur. At Highland South (117 apartments) we serve residents 62 and older and there are 12 apartments set aside for residents younger than 62 with a permanent disability. This building is currently 100% rental subsidized by HUD and when these projects are combined, the 117 units of rental subsidy will remain in place - serving the extremely low and very-low income seniors under 50% of area median income.

Please describe the direct benefit of the CDBG funds to the individual/household being served. The funds will be used for the renovation of the apartment buildings. At Highland West the renovation includes improvements to the apartments including the kitchens and bathrooms, heating/cooling system, electrical system, increasing the size of the apartments, and installing a fire sprinkler system (of which there is currently none). At Highland South the renovation includes improvements to the access ramps to the buildings, additional accessible parking spaces, automating secondary entry doors, and adding a fire sprinkler system (of which there is currently none) to all three buildings. The renovation and refinancing of these two projects will make them safer, more energy efficient and more marketable for years to come .

Please describe the indirect benefit to the broader Jefferson County community. The renovated apartments will allow the organizations to continue providing safe, affordable rental housing for seniors and individuals with disabilities in Wheat Ridge. The number of seniors in Jefferson County is projected to continue increasing, which increases the need for additional affordable senior properties and makes maintaining the current senior housing stock even more important.

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.). We currently own and manage both properties. The architect will complete construction documents by mid October. We plan to

submit a final application to HUD in November. Construction is scheduled to start in Spring of 2014 and be complete by the end of 2014 or early 2015.

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? There are actually no barriers to completing this project except receiving funds for gap financing of which this application and an additional application to the State Division of Housing, which will occur in the next month or two, are intended to fill. We are working with Barabara Crook to determine the income levels of tenants in Highlands West and the number of people over 60% area median income will be taken into consideration with the LIHTC and will accommodate those over-income renters so that they will not be displaced.

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. The organizations are currently paying for improvements to the common areas of both properties. We will be using deferred developer fees and sales proceeds from the sale of the properties to the tax credit partnership to help fund the refinancing and renovations.

If the full requested amount is not awarded, how much would the organization accept and still be able to implement the proposed activity? If the full amount is not received, it is likely we would need to reduce the scope of work. At this point, we have fairly firm construction numbers as we have been working for six months with the contractor and architect to determine the cost and design of work.

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). We will be able to phase some of the work so if all the funding is not available we will postpone some of the work until we can secure additional funding. This is not a desirable option as it will cost more to mobilize construction crews multiple times and cost more to manage multiple projects. Phasing the work also requires residents to live through the noise and disturbance of multiple projects over a much longer period of time.

Please list funding (excluding CDBG and/or HOME funds) your organization has received from Jefferson County over the past two years. None

Please list any CDBG and/or HOME funds your organization has received from Jefferson County over the past 10 years. None

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: Highland South, Inc. & United Presbyterian Association
Proposed Activity: Renovation work at both properties

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
Personel (Limited to wages of staff performing direct project delivery.)	
	\$ -
	\$ -
	\$ -
TOTAL Personel	\$ -
Travel (Limted to mileage of direct project delivery staff.)	
	\$ -
	\$ -
TOTAL Travel	\$ -
Project/Operating Costs	
Hard construction costs	\$ 250,000.00
	\$ -
	\$ -
TOTAL Project	\$ 250,000.00
TOTAL CDBG BUDGET	\$ 250,000.00

Total Activity Funding Sources		
<i>Provide overview of all funds dedicated to the proposed activity.</i>		
Type of Funds	Amount	
CDBG Funds		\$ 250,000.00
Other Federal Funds, 4% tax credits		\$ 5,968,574.00
Other Public Funds (State/Local/Tax Exempt Bonds), State of CO. HOME TBD		\$ 1,000,000.00
Private Funds, Deferred developer fee, owner's equity		\$ 1,453,426.00
Other		\$ -
TOTAL ACTIVITY/PROJECT FUNDS		\$ 8,672,000.00
	CDBG/HOME SHARE	3% \$ 250,000.00
	OTHER FUNDS SHARE	97% \$ 8,422,000.00