

## 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 19<sup>th</sup>.**

The City of Ottawa must submit a Notice of Application to KHRC no later than October 25<sup>th</sup>, 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](mailto:lneece@ottawaks.gov) or 785-229-3620.

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*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](mailto: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](mailto: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	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			

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

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### VI. Partnership Information

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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: _____

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### VII. Development Team Information

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**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: \_\_\_\_\_

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**Financial History**

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











