

EXHIBIT 4.01 GENERAL APPLICATION FORM

Please provide all known information as requested. Check all boxes that apply.

PROJECT INFORMATION

Project Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisory District: _____ Service Planning Area: _____

Unincorporated: _____

Type of project:

☐ New Construction

☐ Acquisition

☐ Conversion

☐ Preservation

☐ Acquisition & Rehabilitation

☐ Rehabilitation

Target Population to be Served: _____

Total # of Units: _____

Total # of Units Subsidized by OC Housing and Community Development: _____

Total # of PBVs requested: _____

County commitment needed by: _____

Please explain what is driving that date: _____

APPLICANT INFORMATION (Attach additional sheet for Co-Applicant Information, if applicable)

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

*UEI # _____ DUNS # _____

* The County requires a valid UEI and DUNS number prior to Contract Award. If needed, your agency may obtain one at no cost at <https://www.SAM.GOV>

Legal Status of Applicant:

☐ Individual

☐ General partnership

☐ Limited liability corporation

☐ Non-profit corporation

☐ Limited partnership

☐ CHDO

☐ For-profit corporation

☐ Joint venture

☐ Other: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Development Team Information (Attach a limited partnership organizational chart, if available)**Managing General Partner**

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

**Co-General
Partner**

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

Lead Developer

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

Joint Developer

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

**Lead Service
Provider**

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

GC Name:

Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

Architect

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

PROJECT FINANCING

OC Housing and Community Development Capital Loan Request:

Requested Funding Source:	HOME	MHSA/BHSA	15G Reserves	HSA	Total
Funding Request:	\$	\$	\$	\$	\$
Funds Requested at Construction:	\$	\$	\$	\$	\$
Funds Request at Permanent:	\$	\$	\$	\$	\$
Requested Terms:					
If other, please explain:					

Applicants may request a specific funding source; however, OC Housing and Community Development may not be able to grant this request.

Project Based Voucher Requests:

Requested Type:	Housing Choice	VASH	Total
Numbers Requested:			

MHSA/BHSA Capitalized Operating Subsidy Reserve Program*:

Requested Amount:	\$
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**Only if no project-based rental assistance vouchers or other rental subsidies are available through the County and/or participating city, to address operational deficits attributable to restricted MHSA supportive housing units.*

Regional Housing Needs Allocation transfer or credit is required. Please refer to Section 2.08 of the NOFA for more information. Have you obtained proof of the acquiescence of the RHNA policy via approval by the governing board:

Is your project applying for tax credits? If so, is it a 4% or 9% tax credit project? _____

SOURCES & USES OF FUNDS

ACQUISITION FUNDING (List all sources of funding based on lien priority.)

Name of Lender/Source	Amount	Term in Months	Interest Rate	Per Unit Cost	Per Bedroom Cost	Committed	
						Yes	No
TOTAL							

USES OF FUNDS

Uses of Funds	Amount	Per Unit Cost	Per Bedroom Cost
Land Cost			
Fees, Permits, Studies			
Direct Construction Cost			
Indirect Construction Cost			
Rent-up/Marketing Cost			
Financing Cost			
Other: _____			
TOTAL DEVELOPMENT COST			

NOTE: Above Sources and Uses of Funds must agree with the information shown in Exhibit 4.03-A.

PREVAILING WAGE REQUIREMENTS – Check if either of the following wage requirements were included in the Total Development Cost of your project.

Davis-Bacon Wages ☐

State Prevailing Wages ☐

SITE INFORMATION*Current Owner/Seller Information:*

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____
Contact Person: _____

Site Control:

☐ Deed ☐ Option ☐ Other: _____

Security Position (check one):

☐ Fee Simple ☐ Leasehold (Ground Lease)

Lot Size: _____ sq. ft. _____ acres

Census Tract: _____ APN: _____

Legal Description:

Prior Use of Property:

Current Number of occupied units: _____

Number of potential relocated households: _____

For projects requesting PBVs, [is concentration of poverty less than or equal to 20%](#): _____

EXISTING or PROPOSED STRUCTURE INFORMATION		
	Existing Building (if applicable)	Proposed Configuration (after Rehab or New Construction)
Units		
Bedrooms		
Buildings		
Stories		
Parking spaces		
Residential sq. ft.		
Common area sq. ft.		
Parking sq. ft.		
Commercial sq. ft.		
Total building sq. ft.		
OC Housing and Community Development - assisted sq. ft.		

UNIT MIX		
Unit Mix	Existing Unit Mix	Proposed Unit Mix (after rehab or construction)
0 bedroom/SRO		
1 bedroom		
2 bedrooms		
3 bedrooms		
4 bedrooms		
TOTAL UNITS		

UNIT TYPE & AFFORDABILITY SUMMARY							
Unit Type	% of AMI (insert % of the area median income)	Proposed Rent	Total # of Units	Project Based Vouchers (Administering Agency)	Total # of Units To be Subsidized by City/ State/ other Public Funds (Specify source)	Total # of Units Subsidized by OC Housing and Community Development (Funding Source)	Total # of Bedrooms
0 bedroom/SRO (Example)	30%	\$362	20	10 - OCHA PBV	10 - City of XYZ	10 - OC HCD (HOME)	20
1 bedroom							
2 bedrooms							
3 bedrooms							
4 bedrooms							
TOTAL UNITS							

Add additional rows if necessary.

PROJECT TIMELINE*			
Activity	Estimated Start Date	Estimated Completion Date	Comments
Site Acquisition			
Environmental Clearance – CEQA			
Environmental Clearance – NEPA			
Application for Entitlements (e.g. Conditional Use Permit, Variance)			
Submission of plans to Building Department			
Application for Construction Financing			
Application for Permanent Conventional Financing			
Application for Other Loans and Grants (describe source)			
Application for Other Loans and Grants (describe source)			
Application for Other Loans and Grants (describe source)			
Application for Other Loans and Grants (describe source)			
Application for Other Loans and Grants (describe source)			
Application for Low-Income Housing Tax Credits (4% or 9%)			
Receipt of Construction Bids			
Commencement of Construction			
Completion of Construction			
100% Lease-up			
Receipt of Permanent Financing			

*Please note that PBVs may be limited or unavailable at any time due to any change in federal law or regulations and availability may be impacted by when the PBVs are anticipated to be used. The commitment of PBVs is tied to the proposed completion date at application. If there are any delays in completion of the project, please notify the County as soon as possible.