



**Safety Net Capital Improvement Program (SNCI)
NOFA Application
Issued May 5, 2016
Revised June 9, 2016**

Application Instructions and Content

- Applicant must submit **one (1) original**, three-hole punched with numbered section dividers corresponding to each section of the application. Applications must be submitted in 3-ring binders, **NO staples please**.
- Applicants must also submit **one electronic copy of the application (USB drive or CD)**
- Applications must be submitted on standard 8 ½" x 11" paper with consecutively numbered pages.
- Applications must follow the established outline and instructions and must be compiled in the order specified within the application.
- Required attachments must be numbered as noted within the application and separated by numbered dividers corresponding to the attachment number referenced in the application.
- Attachments must be developed and provided by the applicant, unless otherwise specified.
- Responses to the application questions should be as brief and concise as possible.
- Application forms must be submitted in a typed format. No handwritten submittals will be accepted.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project and/or contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one project for funding consideration, please submit a separate application for each project and prioritize each project by attaching a list of all projects submitted in a prioritized order to each application.
- Applications will be evaluated based on information provided in the submitted application. Omitted information will not be accepted at a later date unless requested by the Review Committee.
- Housing Trust Silicon Valley reserves the right to request additional information, at any time.
- All Applications are subject to the Program Guidelines and Notice of Funding Availability attached hereto.

Application Submittal Period

Applications will be accepted from May 5, 2016 until July 14, 2016 and the NOFA will remain open until all funds have been committed. One (1) original and one (1) electronic copy (USB drive or CD) of the proposal are to be submitted via hand or mail delivery no later than 3:00 PM to:

Housing Trust Silicon Valley
95 S. Market Street, Suite 610
San Jose, CA 95113
Attn: Sandra Murillo, Chief Operations Officer

Faxed and/or emailed applications will not be accepted.

**Housing Trust Silicon Valley
Safety Net Capital Improvement Program (SNCIP), Santa Clara County
NOFA Application**

SECTION 1 – Application Checklist

Applicant Name:

Project Name:

Each application submitted must include all of the following information, as applicable. Applications that do not contain all of the required documents may be considered incomplete and/or ineligible for funding.

		Rehabilitation/Re novation/Repair Loans	Minor Repair or Modifications Grants
Attachment 1 -	NOFA Application	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 2 -	Evidence of nonprofit agency status	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 3 -	Applicant Prior Experience: List of Properties	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 4 -	Applicant Experience: Property Management Plan	<input type="checkbox"/>	
Attachment 5 -	Applicant Experience: Service Delivery	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 6 -	Service Plan	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 7 -	Financial Feasibility	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 8 -	Project Readiness	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 9 -	Applicant Statement of Need and Projected Impact	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 10 -	Applicant Statement of Cost Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 11 -	Evidence of site control: Leasehold interest or ownership	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 12 -	Scope of Work and Estimates	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 13 -	Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 14 -	Current Preliminary Title Report	<input type="checkbox"/>	
Attachment 15 -	Three most recent audited financial statements	<input type="checkbox"/>	
Attachment 16 -	Most Recent audited financial statement		<input type="checkbox"/>
Attachment 17 -	Interim Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 18 -	Project Budget	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 19 -	Operating Pro Forma	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 20 -	3 year's Prior Operating Budget	<input type="checkbox"/>	<input type="checkbox"/>
Attachment 21 -	5-year Cash Flow Projection		<input type="checkbox"/>
Attachment 22 -	10-year Cash Flow Projection	<input type="checkbox"/>	
Attachment 23 -	Evidence to legally operate shelter, transitional housing or drop-in center	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION 2 – Project Summary

A. General Organizational Information

Applicant/Organization

Name:

Contact Person:

Mailing Address:

City, State, Zip Code:

Phone:

Fax:

Email:

B. Project Funding

Project Type	SNCIP Funds Requested	Other Sources (cash)	Other Sources (in kind)	Total Project Cost	Percentage of SNCIP investment
					%

C. Project Location

Project Name	
Address of Project	
City, State, Zip Code	

D. Project Summary

Provide a *brief* description of the proposed project in the space below to include a project summary and specifically what the SNCIP funds will be utilized for.