

## **HOUSING PRODUCTION PROGRAM – EXTREMELY LOW-INCOME OPERATING RESERVE (“HFP-ELI”) APPLICATION**

1. Applicants must provide an operating proforma for the entire development which should include a detailed spreadsheet illustrating the anticipated operating deficit of the ELI units for no less than 10 years.
2. Applicants must provide evidence of experience operating housing for ELI residents, including at a minimum (i) developments operated, (ii) number of supportive units under management and, (iii) relevant experience providing supportive services to the intended population. Written evidence of a partnership agreement or memorandum of understanding (MOU) by the applicant with an experienced social service provider may be substituted for this response if the partnership or MOU provides the requisite information outlined in (i)-(iii) above.
3. Applicants must demonstrate all funding commitments for the proposed project and the status thereof. For existing projects, applicant must demonstrate existing funding and the applicable requirements for occupancy for each source.
4. Applicants must provide a detailed unit mix, demonstrating the income level for occupancy, unit size and highlighting the percentage of the developments units to be designated for ELI residents.
5. Applicants must attach a Tenant Selection Plan incorporating, at a minimum, the parameters by which each unit at the development is to be occupied, with particular attention to how occupants of units serving ELI residents will be selected, selection criteria and wait list policies.
6. Applicants must attach an Affirmative Fair Housing Marketing Plan incorporating outreach strategies to all populations.
7. Applicants should provide a leasing schedule for proposed ELI units.