You will first have to answer a few questions to ensure you receive the correct application.

Organization Information

- Organization Name
- Federal EIN
- Unique Entity Identifier (UEI)
- Physical Address
- Mailing Address (if different)
- Website
- IRS Determination Letter – **upload**
- Anti-Discrimination policy – **upload**

Organization and Project Leadership

- **Primary Contact** for application – Name, Title, Email, Phone
  - Please note: *All notifications will go to the email used to log in to Submittable when starting the application. Please ensure you log in and start the application using the preferred email for communications related to your funding request.*
- **Executive Director** (or equivalent role) – Name, Title, Email, if different from Primary Contact
- **Current Board of Directors** – Please list your current board members, including officer titles and professional affiliation, if applicable.
- **Project Staff** – Identify the specific staff who will be responsible for leading this project and describe their roles. Include years of experience, key accomplishments, knowledge of housing development and/or government regulations, financial management background, professional certifications (if applicable), and other information that demonstrates capacity to carry out the project. Please also include information on staff diversity and/or expertise related to affordable housing.
- **Organizational Chart** – **upload**

Organization Overview

- **Brief History and Mission** – Please provide a brief history and mission of your organization including your experience with affordable housing (defined as 120% area median income (AMI) or less).
- **Major Accomplishments** – Please describe your organization's major accomplishments, particularly those that relate to the proposed project. If you are a new organization, please describe how this project supports your organizational goals.

Project Overview

- Project Title (ex. address or name of project site)
- Total Project Budget ($)
- FPI Funding Request ($)
- **Brief Project Summary** (350 words) – Project overview, location, timeline
- Project Start Date
- Project Completion Date
- What is the latest date you could receive FPI funding for this project, and why?
- **Project Goals** – select all that apply:

  ☐ Rehabilitation

  ☐ New construction

  ☐ Acquisition*

  ☐ Ownership

  ☐ Rental

  ☐ Multifamily

  ☐ Single-family

  ☐ Missing middle

  ☐ Adaptive reuse

  ☐ Accessibility design or modification

  ☐ Design and planning

  ☐ Addressing valuation gaps

  ☐ Mobile/manufactured housing preservation and infrastructure assistance

  ☐ Other: _____

- **Project Timeline** – What is the timeline for this project? Please list significant milestones and dates, including the anticipated project completion date.
- **FPI-Funded Phase** – Specifically, which phase of the project will Front Porch Investments be funding? Describe the timeline for that phase.

Project Narrative

Project Impact

- **Assessment Alignment** – Describe how the project aligns with the findings in the Omaha and Council Bluffs Area Assessment of Housing Affordability, Needs, and Priorities and identify the specific gaps or needs you are addressing through this project.

- **Project Description** – Describe the proposed project and how it addresses the needs identified above.
- **FPI Priorities Alignment** – Describe how the project aligns with Front Porch Investments' strategic priorities.
- **Beneficiaries** – Please describe the population you expect this project to serve, e.g., Black, Indigenous and other residents of color, families, single adult heads of households, residents with physical, developmental, or intellectual disabilities or other health concerns, older residents, residents for whom English is not a first or preferred language, or residents with chronic housing instability.
- **Community Benefit** – Describe the community benefit that will be derived from this project. For example, how will this project diversify the economy, improve the local neighborhood, and/or increase livability in the community?
- **Best Practices/Innovation** – How will this project incorporate best/proven practices or demonstrate innovation, e.g., bringing new concepts to Omaha?
- **Unit Expectations** – How many affordable units are you creating or preserving through this project? At what area median income (AMI) level(s) will these units be affordable? What is the desired affordability period?
- **Market Rate/Affordability** – Will your project also include units that are market rate/affordable at more than 120% AMI? If so, what percentage of the total units in your project will be market rate?
- **Outcome Measurement** – What other outcomes might you measure besides number of units created? How might those outcomes be measured and by whom?
- **Partnerships** – Have you or will you partner with any community organizations on this project to provide wraparound services to residents if applicable, such as housing education or financial counseling? Please name all current or prospective partnering organizations and describe how these partners have or will participate in the project. Which, if any, of these partnerships have been formalized through an MOU or other formal partnership agreement?

Location

- **Physical Location** – Describe the physical location of the project, including address (if available) and details about the proposed location such as neighborhood characteristics and evidence of need/demand in this specific market.
- **Due Diligence Period** (**if you select Acquisition*) – What is the current status of the due diligence period?
- **Qualified Census Tract** – Is this location in a Qualified Census Tract? If not, what is its proximity to transit and/or employment centers? *(Resource: GIS mapping tool)*

- **Supplemental Location Documents** – If applicable and/or available, **please upload**:
  - Plans and detailed descriptions, including pictures and a map of the site location/surrounding area
  - Property appraisal(s) or market valuation (at least three recent comparable sales)
  - Documentation of site control (proof of ownership, option, purchase contract, or long-term lease agreement)
  - Environmental assessment of subject site

Accessibility and Engagement

- **Physical Accessibility** – How do you think about physical accessibility in this project? Who will your project be accessible to?
- **Community Engagement** – How have you engaged community members in the development of your project – particularly, but not limited to, people with low and moderate incomes who may benefit from this project? Please describe your community engagement activities and what you have learned. If applicable, feel free to attach documentation of this community engagement and the feedback you have received. If you have not yet done community engagement, when is it scheduled to occur?
  - *Optional upload: Community engagement documentation and feedback*
- **Fair Marketing** – How will you conduct community outreach and affirmatively and proactively market your project to ensure awareness among people with low and moderate incomes? Please describe past marketing and community outreach strategies as examples.
  - *Optional upload: Prior community outreach flyers or other materials*

Zoning, Engineering, and Contracting

- **Property Zoning** – What is the current zoning of the subject property? Will a zoning change be required? Will the property require annexation or subdivision?
  - *Proof of zoning status (if applicable) – upload*
- **Utilities** – Is the project connected to utilities? Will any utility upgrades be required?
  - *Letter of verification of utilities from independent source (if applicable) – upload*
- **Engineering, Estimating, and Bidding** – Has design/engineering been completed? Has a construction bid package been developed? If not, how were cost estimates determined?
- **General Contractor** – Has a general contractor been selected? If so, was a public competitive bid process completed prior to awarding the contract? If not, why?
- **Subcontractors** – By what process will you select subcontractors? What steps will you take to engage women and minority-owned businesses as subcontractors?

Financials

- **Organizational Budget** – **Upload** your organization's operating budget (income and expenses) for the current and most recent fiscal years.
- **Organization Financials** – **Upload** three years of audited financial statements and a year-to-date financial statement.
  - If not required to conduct audits, submit three years of completed business tax returns or 990s and a year-to-date financial statement. If the tax return is extended, please accompany prepared financial statement for the most recent fiscal year.
  - *Organization-prepared financial statements need to be signed by an officer of the business or board.*
  - If the most recent fiscal year's audit is not included, please explain.
- **Project Budget / Sources and Uses** – **upload**
- **Project Pro Forma** (rental projects only) – **upload** *(optional template provided)*
- **Request Rationale** – Please provide rationale for the amount of your request.
  - *Optional upload: Provide documentation if available (e.g., appraisal or listing)*
- **Grant vs Loan Rationale** – Why are you seeking a grant rather than a loan for this project?
- **Grant Funds Usage** – How, specifically, will Front Porch Investments' grant funds be used to support this project?
- **Loan Consideration** – Would your organization consider taking out an 18–24-month loan for this project? If no, why not? If yes, what amount of this request could be taken as a loan?
- **Funding Sources** – Please outline other funding sources you have committed, have currently pending, or anticipate exploring for this project. For pending requests, when do you expect a decision to be finalized? *(List format: Entity – Request – Status – Expected decision date)*
  - Are there any funds this project can't continue without?
- **Organizational Commitment** – What is your organization's financial commitment to the project? Include any in-kind or volunteer services, if applicable.
- **Developer Fees** – Please provide a detailed explanation of any developer fees.
- **Scalability** – Is this project scalable, or can it be completed in smaller components? If so, please describe these components and ensure that your project budget reflects these by—for example—providing a cost per unit.

Relocation and Displacement

Applicants should consult the Displacement and Relocation Protection and Assistance policy outlined in the Omaha City Planning Relocation Handbook. Projects that may cause displacement and/or relocation are expected to address how they will support current residents in transition.

- Does your project involve any of the following activities: (yes or no)
  - Acquisition (including Down Payment Assistance)
  - Conversion
  - Demolition
  - Rehabilitation
- *If you answered "yes" to any of the above, please **upload** your Displacement/Relocation Plan.*
- Copy of General Information Notice to occupants (if applicable) - **upload**