

**2016**  
**APPLICATION FOR PRE-DEVELOPMENT FUNDS**  
**CITY OF ALEXANDRIA OFFICE OF HOUSING**

- I. Project Description  
Identify the project type (such as rental, homeownership, rehabilitation or acquisition), location, short and long-term goals of the proposed project, the target population and site control/land use/zoning for site.
  
- II. Predevelopment Funds Use/Budget  
Describe the use of the city predevelopment funds and any source of and use of in-kind or other resources.
  
- III. Project Budget  
Description of the proposed financing for the project which identifies other funding sources to be used, including any in-kind contributions to be made available for the proposed project.
  
- IV. Project Schedule  
Indicate the proposed schedule for completion of the project.
  
- V. Organizational Structure and Capacity  
Describe your organization and provide a brief summary of your experience working in the City of Alexandria and/or on similar projects.
  
- VI. Attachments
  - a) IRS determination letter granting organization 501(c)(3) non-profit status, if applicable
  - b) Employer Identification Number or Tax Identification Number
  - c) Articles of Incorporation and bylaws
  - d) State Corporation Commission Certificate of Good Standing
  - e) CHDO certification, if applicable
  - f) Applicant's audited financial statements for the past year.
  - g) Current balance sheet/statement of financial position
  - h) Applicant's last year federal tax returns/990s

Submit information to:  
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Office of Housing  
421 King St Suite 200  
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[Eric.keeler@alexandriava.gov](mailto:Eric.keeler@alexandriava.gov)  
703-746-4990

Note: Additional information may be requested

