

# Redevelopment Commission

## 2025 Attainable Housing Grant Application

---

### Section A: Applicant Information

1. Organization Name:
2. Contact Person & Title:
3. Mailing Address:
4. Email Address:
5. Phone Number:
6. Website (optional):

### Section B: General Information

1. Select applicable grant category (check all that apply):
  - ☐ Initiatives and Grants
  - ☐ Property Acquisition
  - ☐ Infrastructure Improvements
2. Project Summary  
Briefly describe the project, including location, goals, target population, and how grant funds will be used:

*(Attach additional narrative if needed)*

3. Estimated Project Budget
  1. Soft Costs (design, engineering, permitting): \$\_\_\_\_\_
  2. Hard Costs (land, infrastructure, construction): \$\_\_\_\_\_
  3. Administrative costs: \$\_\_\_\_\_
  4. Contingency (recommended 5–10%): \$\_\_\_\_\_
  5. Total Project Cost: \$\_\_\_\_\_

*(Attach itemized budget or worksheet)*

4. Grant Request
  - a. Property Acquisition: \$\_\_\_\_\_  
*(Include appraisal or valuation)*
  - b. Infrastructure Improvements: \$\_\_\_\_\_
  - c. Initiatives and grants: \$\_\_\_\_\_

## Section C: Eligibility & Criteria

1. Is the applicant a 501(c)(3) or partnering with one incorporated in Indiana?
  - ☐ Yes – Attach documentation or sponsorship agreement
  - ☐ No
2. Commitment to using local labor and purchasing materials locally when feasible:
  - ☐ Yes              ☐ No
3. Preferred Builders/Contractors (if known):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
4. Sources of Funding (confirmed & anticipated):
  - a. Developer equity: \$\_\_\_\_\_
  - b. Bank financing: \$\_\_\_\_\_
  - c. Public/philanthropic grants: \$\_\_\_\_\_
  - d. Other: \$\_\_\_\_\_

*(Attach letters of commitment or intent)*
5. Preliminary site plan and parcel map:
  - ☐ Attached
6. Project timeline:
  - a. Site acquisition: \_\_\_\_\_
  - b. Infrastructure construction starts: \_\_\_\_\_
  - c. Vertical construction starts: \_\_\_\_\_
  - d. Project completion/occupancy: \_\_\_\_\_

## Section D: Affordability and Marketing

1. Number of units priced at or below \$300,000? \_\_\_\_\_
2. Number of units to be priced above \$300,000? \_\_\_\_\_
3. Will any units be reserved for local employees or income-restricted buyers?
  - ☐ Yes              ☐ No
4. Describe your marketing and outreach strategy to reach target population of people residing or employed in the City of Valparaiso for three years.

## Section E: Optional Attachments (Check all that apply)

- ☐ Letters of support from employers or community
- ☐ Elevations or conceptual renderings

- ☐ Sustainability features description
- ☐ Project team resumes or bios
- ☐ Buyer education or counseling partner documentation

## **Section F: Disbursement Method**

Select a preferred disbursement method (see Guidelines for details):

- ☐ Lump sum reimbursement after project completion
- ☐ Reimbursement at 50%, 90%, and 100% of completion
- ☐ Disbursement before project construction begins (for land acquisition only)

## **Section G: Submission**

Completed applications may be submitted electronically to Debbie Melcic at [dmelcic@valpo.us](mailto:dmelcic@valpo.us) or it may be dropped off or mailed to Valparaiso Redevelopment Commission, c/o Debbie Melcic, 166 Lincolnway, Valparaiso, IN 46383. Applications will be reviewed internally by requisite departments for completeness, readiness, and eligibility.

## **Section H: Certification**

By signing below, the applicant certifies that the information provided in this application is accurate and that they understand and agree to the terms and conditions of the Valparaiso Redevelopment Commission Attainable Housing Grant Program.

Authorized Representative Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_