



Housing Initiative Program (HIP) Application

Program Goal

To incentivize and support the creation of eligible housing projects in Astoria by providing targeted financial assistance.

Desired Project Characteristics:

The Astoria City Council has designed this program to be flexible and responsive to the diverse needs of middle housing and multi-family development projects. While the program includes defined parameters, the Council has also identified a set of 'Desired Project Characteristics'. Projects aligned with these 'Desired Project Characteristics' can be provided greater flexibility to the standard program limits. The "Desired Project Characteristics" are as followed:

- Housing Type: Multi-family housing project
- Number of Units Developed: Projects that develop more than 10 units.
- Award Per Number of Units Developed Ratio: \$10,000 per unit.
- Projects that develop units at a workforce housing level.

Section 1 – Applicant Information

Applicant/Organization Name

Primary Contact Person

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Mailing Address

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Phone Number

Email Address:

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Entity Type (Developer, Property Owner, Nonprofit, etc.):

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Section 2 – Project Information

Project Title:

Project Address/Location:

Project Type (e.g., Cottage Cluster, Duplex, Triplex, Fourplex, Multiplex, Multi-Family, Mixed-Use Conversion):

Current Zoning Status: _____

Site Control: ☐ Yes ☐ No

Section 3 – Housing Impact

Total Number of Housing Units Being Developed: _____

Describe Unit(s) being developed (studio, 1-bedroom, etc.):

Target Affordability Level (AMI % served) for each Housing Unit being developed:

AMI	0 %- 30%	40%	50%	60%	70%	80%	90%	100%	110%	120%	Market Rate
Number of Units											

Describe how this project addresses the City's workforce and/or affordable housing priorities? (3-4 sentence max)

Anticipated Community Benefits (e.g., upper floor conversions, ADA upgrades, fire safety improvements) (3-4 sentence max)

Section 4 – Funding Request

Total Project Cost: _____

Total Funding being Requested: _____

Funding is capped at \$100,000 per project unless it meets the 'Desired Project Characteristics', in which case higher amounts may be considered.

Funding Requested per Unit Developed: _____
Breakdown of Eligible Uses (check all that apply):

- ☐ System Development Charges Support
- ☐ Permit and Planning Fee Waivers
- ☐ Required Off-Site Improvements

Willingness to Enter Affordability Covenant (Deed Restriction) on Property and have a portion of loan forgiven? ☐ Yes ☐ No

Funding will be a low-interest loan unless the project meets the 'Desired Project Characteristics', allowing the Council to convert it to a matching grant.

Other Confirmed Funding Sources (include amounts and status):

Funding Source	Amount

Section 5 – Project Readiness

Current Stage (Concept, Pre-development, Permit-ready, Construction-ready):

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Anticipated Project Milestones & Timeline:

Milestone	Date

Feasibility Study/Pre-development Work Already Completed:

Permits Secured (if applicable):

Section 6 – Attachments

- Site plans, architectural renderings, or design documents (if available)
- Proof of Site Control
- Pro forma or financial model
- Documentation of site control
- Letters of support (if applicable)
- Any studies (environmental, engineering, feasibility) completed

Submit applications to City of Astoria's Community Development Department at:
planning@astoria.gov or in person at 1095 Duane Street, Astoria OR.

Questions regarding this program, please reach out to the Community Development Department at: (503)338-5183

Certification

I/we certify that the information contained in this application is true and correct to the best of my/our knowledge and agree to comply with the requirements of the Housing Improvement Program.

Signature: _____

Name/Title: _____

Date: _____