RIHousing Application Checklist

Submission Requirements

Each Applicant submitting a proposal to RIHousing must include one hard copy of the drawings and specifications when submitting the proposal.

Please refer to the RIHousing Developer's Handbook for information related to RIHousing requirements for Rental Production.

NOTE: THE CURRENT RIHOUSING PROFORMAS (MODEL V.13.1i, SMALL NON-LIHTC DEALS V.13.1) ARE POSTED ON OUR WEBSITE IN THE DEVELOPER'S HANDBOOK. ANY APPLICATION SUBMITTED ON A PREVIOUS VERSION OF THE MODEL WILL BE REJECTED.

APPLICATION SUBMISSION REQUIREMENTS

1. Funding Application.

2. Submission Checklist. The applicant must complete a copy of this submission checklist to indicate whether each submission requirement is Complete, Incomplete, or N/A.

3. Application Fee. See Developers Handbook for a description of the application fee requirements. Checks must be submitted prior to application deadline:

Attn: Nivea Linhares
RIHousing
44 Washington Street
Providence, RI 02903

4. Development Information:

☐ **A. Development Summary Narrative**:

Provide a detailed narrative of the development proposal that reflects the goals of the Applicant and the QAP (if applicable) and describes how the proposed design will meet the needs of the targeted population. If applicable, applicant must provide information that supports the scoring criteria outlined in the QAP. All narratives should include, at a minimum, a discussion of:

- A description of the proposal including what funding is being requested.
- Impact of the proposal on the community in which it is located.
- If the proposal is located in a Concerted Community Revitalization Plan ("CCRP"), describe how this proposal contributes to the furtherance of the CCRP and provide a copy of the CCRP.
- Neighborhood context (e.g. anticipated demographics of proposed tenants, density, architectural consistency, etc.)
- Community facilities and amenities on site or proximate to the development.
- Building and unit type - vacant, foreclosed and/or abandoned, vacant lots.

- Financing structure including details regarding capital stack, construction pricing, operating costs, proposed debt service, proposed senior lender
- Discuss the timeline and anticipated obstacles to reaching the firm commitment.
- Type of construction - rehabilitation, new construction, adaptive reuse.
- How the proposal contributes towards the goals outlined in the QAP

☐ **B**. **Applicant will be required to** (i) submit evidence of all permitting approvals or (ii) demonstrate that permitting scoring is not applicable for the development in order to qualify for permitting points. For developments seeking planning or zoning changes, provide a narrative outlining current status, outstanding approvals still needed and detailed timeline for obtaining all permitting approvals.

☐ **C. Plans and Specifications.** Provide, at a minimum, schematic designs in accordance with the requirements of the Design and Construction Standards located in Section 3 of the Developer's Handbook. Applicants seeking points for 50% plans must meet requirements as outlined in the D&C Standards. Full-size plans, along with a check for the application fee (if applicable), must be dropped off at RI Housing.

☐ **D. Utility Availability**. Provide verification of availability of electric, gas, storm water, cable telephone as well as adequate domestic water, water fire service and sewer capacity. Verification of utilities is not required for moderate rehab developments with utilities in place unless new services are required or utility services require upgrades.

☐ **E. Flood Plain.** A FEMA Flood Map with Map Panel ID for each property included in the proposed development. (http://msc.fema.gov)

☐ **F. Environmental Hazards.** A Phase I (or Phase II) Environmental report must be submitted with the application. Provide separate environmental surveys for asbestos, lead, mold, radon, and PCBs, if not included in the Phase I Environmental Report. (Existing buildings currently financed by RIHousing are not required to submit Phase 1 reports at the time of application) Applicant must provide a map of each property included in the development indicating proximity to any environmental hazards. Environmental maps may be obtained from the Department of Environmental Management's website at www.dem.ri.gov. Applicant must also disclose knowledge of any material(s) and/or substances that might be located either on-site or in close proximity to the site that might be an environmental hazard.

☐ **G. Capital Needs Assessment:** For existing properties, Applicant must provide a Capital Needs Assessment (CNA)that is less than 24 months old and includes at a minimum (i) a Physical Inspection Report, (ii) a Statement of Resources and Need, (iii) identifies Critical Repairs and Non-Critical Repairs and (iv) a twenty-year Replacement Reserve analysis consistent with RIHousing current underwriting guidelines. For more information regarding CNA requirements, please refer to the RIHousing Developer's Handbook.

☐ **H. Geotechnical Report: New Construction/Additions/Major Underground Utilities/Infrastructure:** Subsoil Investigation Report with Design Recommendations by Geotech Firm. (min. boring locations at all foundations, underground utilities, catch basis/structures/galleys, randomly along roads and parking areas.)

5. Development Team Capacity:

☐ **A. Financial Statements.** Financial Statements and Form 990 must be provided for the past three years (at least two years audited). If the Mortgagor is a to-be-formed partnership, all proposed General Partner(s) must complete this requirement. If the applicant is more than 180 days into their current fiscal year, provide (i) a year-to-date balance statement and (ii) a year-to-date profit and loss statement.

If the applicant has submitted this information within the past 12 months and a new annual audit is not available, the applicant may (i) state so in their application, (ii) identify which application the information was provided and (iii)submit only Year-to-Date reports

☐ **B. Qualification Statement**. Provide a resume, including the affirmative action record, for all members of the development team. Complete the chart included in the Application with the Development Team's contact information. A copy of the MBE/WBE Certificate and Certification Number should be provided for Developer, General Contractor, Property Management, or Architect seeking points as a Minority Owned or Woman Owned enterprise:

- Developer/Mortgagor (include resumes of Principals in charge of the proposed development). If developer is seeking credit as "a community-based nonprofit that has a demonstrable track record of community engagement and operated housing in the neighborhood", please provide backup.
- Management Agent.
- Consultant (include copy of full contract).
- Architect (include an AIA form B305, Architect's Qualification Statement).
- Legal firm.
- Contractor (if selected) - Include an A305, Contractor's Qualifications Statement and Bonding Capacity Letter.

☐ **C. Joint Ventures.** If the development team is a joint venture between two or more parties, a Memorandum of Understanding signed by the parties is required. This agreement should identify the responsibilities of each party and the benefits derived by all parties.

☐ **D. General Contractor.** If a contractor has not been selected through a negotiated bid process, provide list of pre-qualified bidders.

☐ **E. Social Services Plan.** For service-enriched housing proposals, a detailed description of the services to be provided must be submitted, including the type of service, the appropriateness and sufficiency of services for the targeted population, the estimated cost of the services, the source(s) which will be used to cover this cost, and a narrative description and resume for all service providers, demonstrating their organizational capacity to provide the appropriate services. The Plan and a Memorandum of Agreement with a service provider if applicable must be submitted in order to receive points.

☐ **F. Operating Subsidy.** If the underwritten senior loan is dependent on an operating subsidy, Applicant must provide (i) evidence of the subsidy or (ii) evidence that Applicant has applied for such subsidy.

6. Financial Feasibility:

☐ **A. Development Proforma**. Applicants are required to use the most current version of the RIHousing proforma which can be downloaded from the website at www.rihousing.com. The Applicant must provide an electronic copy of the development proforma with their submission.

☐ **B. Evidence of Additional Resources.** Provide commitment letters for additional resources. Complete the chart included in the Application outlining source, amount and expected timing for the commitment of such funds.

☐ **C. First Mortgage and/or Construction Financing.** For applicants proposing first mortgage or construction financing from a private lender, a letter of intent from the lender outlining financing terms and conditions should be submitted.

☐ **D. Tax Credit Syndication Estimate.** (If applicable) Provide at least one Letter of Interest from a syndicator outlining the terms and conditions of their proposed investment and the estimated total value of the sale proceeds of the LIHTC that will be available to the development.

☐ **E. Real Estate Tax Assessment.** Applicant is required to submit evidence that the real estate tax assessment for the development will be at 8% of effective gross income in accordance with RIGL 44-5-13.11.

☐ **F. Mixed Income.** If the proposal includes market rate units, provide evidence that the market rate units are self-supporting and not being cross subsidized for funding designated for affordable units.

7. Marketability:

☐ **A. Market Analysis.** Applicant must submit relevant market information to support the proposed development. If a professional market study is not available, Applicant must complete the Market Data chart in the Application in addition to information on three comparable **unassisted** properties. Mixed income proposals must submit a Market Study completed by an independent third party.

☐ **B. Evidence of Local Support.** Applicants should submit letters of support from municipal governments, community-based organizations and other local entities if applicable. Specifically, a letter of support from a local municipality referencing their awareness and support of the project as it contributes to the betterment of the neighborhood.

☐ **C. 130% Boost.** If located in a QCT, please identify QCT in the proforma on the General Tab page or submit a CCRP in order to qualify for the 130% boost. If seeking the State Designated Boost as outlined in the Qualified Allocation Plan (QAP), please outline how your proposal satisfies the criteria outlined in the QAP.

☐ **D. Local Need and Impact Documents.** If applicable, applicants should demonstrate that the development is referenced within a local revitalization strategy, included within the municipality's affordable housing plan and/or located in a Statewide Planning Designated Growth Center. The applicant should provide a written description of how the proposed development will support the revitalization strategy or municipal housing plan. If the proposal responds to other documented local needs submit a copy of the City/Town Plan or other documentation which describes the local need to which this proposal responds. (Applicant may submit excerpts from this Plan if the full document exceeds twenty pages.)

☐ **E. Development Location.** Applicants should include an 11" by 17" map showing the location of the development identifying all properties and amenities.

8. Readiness to Proceed:

☐ **A. Evidence of Site Control**. Applicant must complete the Site Control chart in the application. Evidence of site control must be provided in the form of a current option, contract to purchase, deed or other formal interest in the land. A legal description of each property must be provided. In cases where land is owned by a municipality, redevelopment authority, or other public entity, a letter from the entity must be provided which clearly identifies the Applicant as the designated developer. When land or buildings are already owned by the Applicant or a related party, the price of the last arm's length transaction and the acquisition date as well as the amount of outstanding debt must be documented. If available, an appraisal of the current value should be submitted.

***Applicants are advised that execution of a purchase and sales agreement following submission of an application for federal funds, but prior to the completion of a HUD Environmental Review will prohibit investment of federal funds. However, applicants may enter into an option agreement at a nominal cost for land and buildings which includes a provision that the purchase is contingent upon successful completion of a federal Environmental Review. Contact Lauren Farley lfarley@rihousing.com with any questions regarding Choice Limiting Actions**

☐ **B. Site Information and Constraints.** Complete the site information and constraint charts. Provide maps or other relevant data on any site constraints.

☐ **C. Zoning and Permitting.** Submit a letter from the appropriate local official indicating current zoning of the site, if the zoning is appropriate for the proposed development, and if the site is located within the boundaries of an established Historic District. Applicant must complete the General Project Status chart in the application.

If a zoning change is required, provide detailed outline of required change prepared by the town or your legal counsel and timeline for such change. Applicants are reminded that Readiness to Proceed is a Threshold Criteria and proposals that are not currently zoned for the proposed development are discouraged from applying.

☐ **D. Project Schedule.** Applicant must complete the Project Schedule chart and provide supporting documentation if applicable.

9. Other Documentation:

☐ **A. Written justification for Development and Operating Costs.** Applicants proposing development costs or operating expenses at levels exceeding those costs or ranges listed in the Program Bulletin, or which are at variance with any specific provisions of the RFP, must submit written justification and request an exception to the Program Guide or RFP provisions in writing.

All Applicants should provide line-item justification and backup for cost estimates. A detailed breakdown must be provided for both payroll and "miscellaneous" line items. The "Comparable or historic OPEX" section of the Proforma must be completed. If proposed operating expenses are significantly different than the operating expenses of similar type properties, Applicant must explain the variance.

☐ **B. Minority Participation**. RIHousing and its Program Partners encourage the participation of persons of color, women, persons with disabilities, and members of other federally and State-protected classes. Describe your Project Team's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals, senior managers, contractors, or subcontractors on your Project Team, and the number and percentage of members of federally and State-protected classes on your Project Team who will work on RIHousing's engagement, and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

☐ **C. Board Resolution**. Any nonprofit Applicant must submit a resolution from its Board of Directors authorizing the submission of this application and designate a signatory for all required certifications in the application.

10. Applicant Self-Scoring Form(s)

- **9% LIHTC**

11. Certifications & Authorizations

☐ **Certifications**. Applicants must complete and submit all certifications.