

North Suburban Consortium
HOME Investment Partnerships Program
Project Development Funds Application

Program Year 2015

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North Suburban Consortium is committed to Fair Housing & Equal Opportunities in accordance with Federal Laws. It is illegal to discriminate on the basis of race, color, religion, sex, national origin, disability and familial status.



North Suburban Consortium(NSC) is accepting applications (unsolicited) for housing development financing assistance to be funded by the HOME Investment Partnership Act (HOME Program). Successful applicants will be required to comply with all applicable aspects of Federal rules and regulations related to the HOME Program.

APPLICATION PROCESS

A. SCHEDULE:

The Malden Redevelopment Authority (MRA) on behalf of NSC processes HOME Program applications at all times of the program fiscal year. Funding commitments are dependent upon availability of funding in any given year.

NOTE: Pre-submission meetings are required and will be held with applicants on an individual basis. Please contact the HOME Director and the concerned consortium member for an appointment.

B. APPLICATION REQUIREMENTS

During the time NSC is accepting applications for funding under the HOME Program, NSC notes the following terms:

1. The NSC Board reserves the right, without limitation, to reject any and all applications for assistance and to select for assistance consideration of those projects deemed to be in the best interest of the Consortium.
2. Any grant or loan recommended by the MRA is subject to approval by the NSC Board and the approval and release of funds by the U.S. Department of Housing and Urban Development (HUD). Release of payments will be subject to documenting compliance with all requirements listed in a Grant or Loan Agreement to be executed with NSC.
3. Implementation of any project funded in full or in part with HOME Program Grant or Loan funds may not proceed without full execution of a HOME Project Agreement with NSC.
4. MRA/NSC will not be responsible for any project costs incurred prior to the full execution of a Grant or Loan Agreement, unless specifically authorized and noted in the executed Grant or Loan Agreement.
5. All projects must be located in the North Suburban Consortium which consists of the following eight contiguous municipalities: Town of Arlington, City of Chelsea, City of Everett, City of Malden, City of Medford, City of Melrose, and Town of Winthrop.

C. SELECTION & APPROVAL

1. Eligible Applicants: Eligible entities include Non-profit organizations, For Profit organizations, Community Housing Development organizations (CHDO's) – only if the entity is the owner, developer, or sponsor of the project, Units of local government, and Public Housing agencies.
2. Projects will be selected based on priorities for allocation of resources as established in the NSC Consolidated Plan. All projects need to meet the subsidy layering requirements and Risk Assessment evaluation.
3. All commitments for funding projects are contingent upon the availability of Federal HOME Program funds.

All applications MUST be accompanied by a letter of support for the project from the municipality in which the project is located.

Application Checklist

Application Checklist			
Executive Summary			<input type="checkbox"/>
Section	Section Heading	Attachment/Documents	
1	Project Summary	<ul style="list-style-type: none"> • Form 1 (Page 8) 	<input type="checkbox"/>
2	Project Description	<ul style="list-style-type: none"> • Narrative • Pictures • Attachments 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Site and Project Readiness; Project Schedule	<ul style="list-style-type: none"> • Narrative • Market Analysis • Zoning & Local Approval Letter • Site Control Documentation • Phase I EA • Form 2 (page 11) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Tenant Relocation Plan	<ul style="list-style-type: none"> • Narrative 	<input type="checkbox"/>
5	Experience of Applicant/ Development Team	<ul style="list-style-type: none"> • Narrative • Resumes • Form 3 (page 14) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Consistency with Federal/ Local Funding Requirements	<ul style="list-style-type: none"> • Program Consistency/ Plan Consistency Letters • Affirmative Marketing Plan Selection 	<input type="checkbox"/> <input type="checkbox"/>

SECTION 1 PROJECT SUMMARY INSTRUCTIONS

1.1 Applicant Information

- Organization Name: Provide the full, legal name of your organization as it is shown by the Secretary of State in your incorporation documents. Do not use abbreviations or acronyms.
- Address: Provide the mailing address of your organization.
- Organization Type: Check the type of eligible organization in space provided.
- Executive Director Name and Contact information
- Project Contact Name and Contact information, if different than above

1.2 Description of Proposed Activity

- Project Name: Provide the full name of your project. Make sure this is the same project name you use on applications to other funders.
- Project Address or Location: Provide the street address of the project or the legal description of the property if not street address.
- Project Description
- Project Activities: Check all that apply.

1.3 Target Population & Occupancy

- Describe the target population. Check all that apply.
- Enter the number of proposed units by size for each income level to be served.
- For special needs housing, enter number of units and/or beds for each special needs population group. Any resident manager units must be separately identified.

1.4 Building Information

Please specify details regarding unit square footage, total square footage, lot size, and parking.

1.5 Funding Sources and Total Development Costs (Sources and Uses of Funds)

- Total Development Costs: List all development costs or estimated development costs. Include acquisition, hard costs of construction, soft costs, and a contingency of 10%. Separate out any non-residential costs.
- Funding Sources: List sources and amounts of project funding, both residential and non-residential. Include information on commitment status, and attach any commitment letters showing terms.
- Operating Proforma: For rental projects, attach 15 year (minimum) Operating Pro-Forma, or period of affordability.
- Leverage of other funding sources and repayment plan for the HOME funds.

1.6 Certification

Provide name, original signature, and title of person authorized to submit application. Enter date of application.

**SECTION 1
PROJECT SUMMARY**

1.1 Applicant Information

Organization Name: _____

Address: _____

Organization Type (check all that apply):

- Community Housing Development Organization (CHDO)
- Community Development Corporation (not a CHDO)
- Regional Non-Profit Housing Developer
- Private For-Profit Development Corporation/Individual
- Housing Authority
- Local Government
- Other

Executive Director Name: _____

Phone: _____

E-mail: _____

Project Contact Name: _____

Contact Organization: _____

Address: _____

Phone: _____

E-mail: _____

1.2 Eligible Activity

Project Name: _____

Project Address or Location: _____

Project Activities (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Senior Housing |
| <input type="checkbox"/> Rehabilitation (Single or 2-Family) | <input type="checkbox"/> Group Home |
| <input type="checkbox"/> Rehabilitation (Multi-Family) | <input type="checkbox"/> Homeownership |
| <input type="checkbox"/> New Construction (Single Family) | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> New Construction (Multi-Family) | <input type="checkbox"/> Formerly homeless |

Other: _____

SECTION 1 PROJECT SUMMARY

1.3 Target Populations

- Elderly
- Families
- Single person household
- Other: ____

Accessible Units:

Mobility Accessible Units # Existing: ____ # Proposed: ____

Sensory Accessible Units # Existing: ____ # Proposed: ____

Other (describe): _____

Occupancy Targeting:

Number & Percentage of Units that will serve Low and Moderate Income Households:

%

30% of median and below	_____ #	_____ %
31-50% of median	_____ #	_____ %
51-60% of median	_____ #	_____ %
61-80% of median	_____ #	_____ %
Market Rate units	_____ #	_____ %
On-site staff units	_____ #	_____ %
TOTAL UNITS:	_____ #	_____ %

**SECTION 1
PROJECT SUMMARY**

Check all utilities to be paid by the tenant: () Household Electric () Air Conditioning
() Cooking/Type () Heat/Type_____ () Hot Water/Type_____ () Other: ____

Check all utilities to be paid by the owner: () Household Electric () Air Conditioning
() Cooking/Type () Heat/Type_____ () Hot Water/Type_____ () Other: _____

1.4 Building Information

Lot Size: _____

Number of parking spaces: _____

Gross Square Footage:

Residential Units: Low Income: ___sq. ft.

Residential Units: Market: _____sq. ft.

Non-residential & staff units: _____sq. ft.

Common Space/Amenities: _____sq. ft.

(Hallways, stairways, recreation, etc)

Commercial Space: _____sq. ft.

Other: _____sq. ft.

TOTAL Separate Amenities Sq. Ft. _____

TOTAL Gross Sq. Ft. Residential area _____

Existing Building Information:

Year Built: _____

Are units currently occupied? ___Yes ___No

If yes how many occupied: # ___Percent: _____%

Does Project require: Permanent Relocation of tenants? ___Yes ___No

Temporary Relocation of tenants? ___Yes ___No

Please Explain:

Has a Physical Needs Assessment report been completed (required for rehab of rental project al projects > 26 units)? ___ Yes ___No ___N/A

Describe any space used for Commercial use within the Project:

Commercial: _____ sq. ft. Specify Uses: _____

(Note: HOME funds cannot be used for commercial space)

**SECTION 1
PROJECT SUMMARY**

Proposed Number of Units per Bedroom Count and Income

% Median	Studio	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Totals
Total							

1.5 Funding Sources and Total Development Cost

Please submit a detailed development budget (specify sources of funds and uses) including acquisition, soft, and hard costs. Include a 10% contingency. Applicant can submit copy of the ONE STOP Application to satisfy this requirement.

EXAMPLE ONLY

SOURCES:		USES:	
	Amount		Amount
Name 1 st Mortgage		Construction Costs	
Name 2 nd Mortgage		A&E & Constr. Fees	
LIHTC		Acquisition	
Developer Equity		Developer Fee	
Seller Note		Financing Fees	
Other Funds		Guarantees & Reserves	
HOME Loan		Syndication Costs	
TOTAL SOURCES:	\$	TOTAL USES:	\$

Please submit a 15 year (Or period of Affordability) Pro-Forma.

LEVERAGE:

Describe the percentage of requested HOME Consortium funds to the projects total funding:

How do you propose the requested funds will be returned to the HOME Consortium?

- More than 25% will be returned within 15 years of award
- More than 50% will be returned within 15 years of award
- Balloon payment at or after 15 years of award
- No Return of Funds
- Other, Please Describe:

**SECTION I / FORM 1
PROJECT SUMMARY**

1.6. CERTIFICATION AND AGREEMENT

The undersigned applicant hereby makes application to the North Suburban Consortium for a loan in the amount of \$_____ for a term of _____ years pursuant to the regulations of the HOME program. The undersigned acknowledges that if the HOME loan is approved it will be secured by a lien on the property herein described and evidenced by a promissory note. Applicant acknowledges that the HOME loan will be subject to certain restrictive covenants.

Applicant certifies that the purpose of the HOME loan is to () acquire, () construct, () rehabilitate housing for occupancy by lower income households for ___% of the dwelling units in the development. The undersigned certifies that housing produced with the proceeds of the HOME loan will be () rented or () sold to income eligible households within the income limits set by HUD for the specific program for a specified period.

Equal Opportunity: The applicant agrees they will not discriminate against any person on the basis of race, color, religion, national origin, sex, marital status, physical or mental handicap or age in any aspect of the program and will comply with all applicable federal, State and local laws regarding discrimination and equal opportunity in employment, housing and credit practices including Titles VI and VII of the Civil Rights Act of 1964 and regulation pursuant thereto, of Fair Practices, as amended, and will comply with NSC's Minority Business requirements, as applicable.

Tenant Relocation: Applicant certifies that no tenant living in any residential unit in the property to be rehabilitated with the proceeds of a HOME loan has been forced to move by the applicant without cause in the twelve month period preceding the submission of this application, and that no tenants will be forced to move without cause prior to loan closing except to rehabilitate the project in compliance with an approved relocation plan. Applicant further agrees to comply with the relocation requirements of the NSC if any residential tenant is required to be temporarily or permanently displaced as a result of the rehabilitation undertaken pursuant to this loan application.

The undersigned hereby certifies that the development proposed in this application can be developed in accordance with the development budget set forth herein and operated in accordance with the operating budget set forth herein and further certifies that the information set forth herein and in any attachment in support hereof is true, correct and complete to the best of his/her knowledge and belief, and that he/she is duly authorized to sign this application. Further, he/she by their signature acknowledges that any materially false, fraudulent or misleading statement in this application or the concealment of any material fact related to this application may subject him/her to criminal penalties under federal or state law.

The undersigned, on behalf of the applicant, certifies that neither the applicant nor any of its affiliates are delinquent on any obligation or indebtedness for which an agency of federal, state, local government or municipality is the creditor, including any obligation or indebtedness related to taxes, direct loans or guaranteed loans.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on the day of _____, 2015.

Company or Organization: _____
(Full legal name of Applicant)

Title: _____

Signature: _____ Date: _____

SECTION 2

PROJECT DESCRIPTION

Provide a description of the project, including its purpose and neighborhood context (current conditions, demographics, and anticipated impact), population to be served, challenges and opportunities; color pictures of the project site, preliminary architectural plans etc.

(Limit narrative to two pages)

SECTION 3
SITE AND PROJECT READINESS; SCHEDULE
(Limit narrative to two pages)

Provide a description of the *proposed* or *actual* site, and discuss any issues of site control, zoning, special permits, environmental hazards and how they can be resolved in a timely manner. Please identify and/or include the following:

- Current status of
 - Site control
 - Architectural plans
 - Financing
- Provide Market Analysis for the proposed project: Define Market Area, target population, demand for rental/homeownership, current supply and cost.
- Zoning for the site and if the proposed project is consistent with existing zoning requirements. If relief is needed, describe what is needed and a timeline.
- Issues or hazards, man-made or natural, associated with the site that will affect its development and/or use for housing. Include a discussion of any recommendations for mitigation of existing conditions noted in the Phase I Environmental Assessment (if available). For projects that include rehabilitation, discuss any recommendations for abatement of asbestos, lead paint, or mold noted in the Hazardous Material Survey.
- Include a Phase I Environmental Survey Executive Summary if available.
- Is the property historic or located in a historic district? If so, describe the process and timeline for getting approvals.

Area Map and Site Pictures: Provide the project area map and related site pictures in color.

If any of the following are located within 2,000 feet of this project, please indicate location and identify on project area map: a) major road/highway, b) railroad track, c) airport (within one mile), d) building or structure 50 years old or older (please include photographs), e) waterways, f) storage tanks (e.g., propane, grain silo, agri-chemicals (please include photographs), g) known hazardous waste site, h) explosive or flammable operation (within one mile), i) Flood Plain and any other applicable environmental hazard.

**SECTION 3/FORM 2
PROJECT SCHEDULE**

Timeline

Include a detailed timeline for completion of major activities related to the project. Identify all key aspects of the proposal as well as the dates when all funding sources will be secured.

List each task for the project in chronological order and enter a projected completion date and responsible party for each task. At a minimum, show projected dates for commitment of all funding sources, any land use approvals, and milestones for property acquisition and construction.

SCOPE OF WORK		
Task	Projected Completion Date	Responsible Party

Describe any aspects of the project that may lead to delays (e.g., zoning, siting and how the schedule will be adapted to respond.

SECTION 4
TENANT RELOCATION
(Limit narrative to one page)

Any project that is currently occupied, even partially, will be required to provide relocation benefits to existing tenants as a result of using HOME funds. Relocation benefits are triggered by the use of HOME funds under the Uniform Relocation Act (URA) when an existing tenant, either residential or commercial, is displaced permanently or temporarily as a result of the proposed project. In cases in which a proposed development site is either partially or fully occupied, relocation information must be completed and submitted concurrently with the application and the applicant is required to contact the North Suburban Consortium for instructions **BEFORE PROCEEDING WITH AN APPLICATION**.

Will any tenants be displaced as a result of the proposed project? If not, skip this section.

Permanent or temporary?

Residential or commercial?

Describe the process to be used for relocation, and how these activities will be funded.

- Note the availability of comparable replacement units.
- Include a budget for relocation showing estimates of staff time and using the maximum benefits allowed to people being displaced.
- Show how the relocation plan is consistent with the relocation requirements of any of the fund sources anticipated for the project.

If relocation activities are not necessary, skip to next section.

SECTION 5 EXPERIENCE OF APPLICANT/DEVELOPMENT TEAM

(Limit narrative to two pages)

The applicant must demonstrate that the skills and experience of the development team are appropriate to the size and complexity of the project.

- Describe your organization's experience and capacity to develop the type of housing you are proposing.
- Describe the applicant's experience with the utilization of HOME or CHDO Program funds or other public-private developments.
- List key development team staff, including key consultants such as legal counsel, architects, engineers, planners, etc., and their qualifications and attach resumes. Describe their roles.
- Identify the person or persons with the authority to represent and make legal binding commitments on behalf of the applicant.
- Identify any legal action, bankruptcies, or lawsuits currently involving your organization.
- Complete Form 3 – Include projects completed, under development, and all property held by your company or organization and all primary principals, owners, board members, and/or development consultants of your agency. Provide information regarding any outstanding loans with the Consortium. Please note: if the properties in your portfolio are found to be substandard, and/or don't meet current code requirements, your application will not be considered for funding recommendation.
- Complete one copy of this form for your organization
- Complete a second copy of this form for your housing developer if you have contracted with a separate entity to do your development work
- Attachments in this Tab:
 - Resumes of development team members
 - Form 3
 - Default Loans

SECTION 5/FORM 3
PROJECTS COMPLETED, UNDER DEVELOPMENT AND PROPERTIES OWNED

Name of Organization: _____

COMPLETED PROJECTS

Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Financing

PROJECTS UNDER DEVELOPMENT (Include all projects currently under construction or projects for which you plan to seek funding in the next 6 months or have received at least one funding commitment)

Name	Location	# of Units	Funding Status	Begin Construction	Complete Construction	Key Staff

Recommended categories for "Funding Status": Partially funded; Fully funded

OTHER COMMERCIAL/RENTAL PROPERTIES OWNED

Include all commercial and rental properties owned within the eight NSC communities, by your company and all primary principals, owners, board members and/or development consultants of your agency (attach additional pages if necessary).

Name	Location	# of Units	Management Agency/Name

If Applicant, sponsor or ownership entity were ever awarded HOME funds, please answer the following:

- Have you or any entity in which you have an ownership interest defaulted on any Loan?
_____Yes _____No
- Have you or any entity in which you have an ownership interest ever requested a loan repayment waiver, for any reason, under the HOME Program? _____Yes _____No
- If a waiver was requested, was the waiver granted? _____Yes _____No

If you answered “Yes” to any of the items listed above, please provide a detailed description for each “Yes” box marked and include as Attachment

SECTION 6

CONSISTENCY WITH FEDERAL/LOCAL FUNDING REQUIREMENTS

- Describe and document the project’s consistency with local plans and programs. Address consistency with the following:
 - NSC 5 year Consolidated Plan.
 - If applicable, any local housing plans or programs for special need groups.**DO NOT attach copies of the plan documents.**
- Affirmative Marketing - Owners of properties with five or more total units will be required to follow the Affirmative Marketing adopted by the Authority. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups in the housing market area to the available housing. Owners of rental housing assisted with HOME funds must adopt written tenant selection policies and criteria that are consistent with 24 CFR 92.253, “Tenant and Participation Protections.”
- Developments which are funded in part with HOME or CHDO funds are subject to applicable state and federal laws, HUD regulations, and HOME Program regulations as set forth in 24 CFR 92, including but not limited to:
 - Equal Opportunity and Fair Housing (24 CFR 92.350)—Cannot discriminate in renting or selling
 - Affirmative Marketing (24 CFR 92.351)—Units must be marketed to diverse groups and in low income areas
 - Tenant Selection and Participation - (24 CFR 92.303)—Tenants selected fairly, usually with a lottery or waitlist
 - Environmental Review (24 CFR 92.352)—Assessment of environmental impacts
 - Layering Review (CPD 98-01)—regarding multiple funding sources
 - Davis Bacon (24 CFR 92.354)—Any project with more than 11 HOME-assisted units must pay federal prevailing wage rates.
 - Lead-based Paint Abatement- (24 CFR 92.355)
 - Accessibility requirements (section 504 of the Rehabilitation Act of 1973).
 - Section 3 of the HUD Act of 1968. Low income residents must be considered for employment.
 - Minority Business Enterprise/Women owned Business Enterprise (24 CFR 92.351(b))--minority and women owned businesses must be considered/encouraged for contracts in HUD funded projects.
 - Drug-Free Workplace Act of 1988 (42 U.S.C. 701 and 24 CFR part 24, subpart F). Must supply a drug free work place and no suspended contractors may be paid with HUD funds.
 - The provisions of the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.
 - “Equal Employment Opportunity”, Contractors cannot discriminate in employment.
 - The property standards at 24 CFR 92.251. Must meet all applicable State and local codes and zoning and other requirements
 - General Project requirements, (Subpart F of 24 CFR Part 92), per unit subsidy amount, and other requirements.
 - Uniform Relocation Assistance (1970). Relocation Plan required unless vacant for 12 months prior to application, or if new construction.