

TEST DOCUMENT
COMMON APPLICATION
FOR:

Project Name:

Date:

Project Address

Address1:

Address2:

City:

State:

VT

Zip:

County:

Is this a scattered sites project?

Sponsor / Developer

Name:

Address1:

Address2:

City:

State:

VT

Zip:

County:

Municipality:

Phone:

Fax:

Contact First Name:

Contact Last Name:

Contact E-mail:

Sponsor Status:

Project Information:

of Floors:

List Accessory Buildings (e.g., parking garage):

List Recreation and/or Common Area Facilities:

List Commercial Facilities:

Total # of Parking Spaces:

Other Amenities of Important Design Elements:

Project Description:

Total Residential Square Footage:

Total Units:

Affordable Units:	Accessible Units:	Adaptable Units:	Elderly Only Units:
# Rehab Units:	# of Buildings:	# Family Units:	# Elderly/Disabled Units:
'Net' New Units:	Homeless Units:	Special Needs Units:	Mobile Home Lots:
'Preservation' Units:			

Note: 'Preservation means preserving existing affordable housing stock (i.e. housing already counted on the State of Vermont's Directory of Affordable Rental Housing (DoARH); it does not refer to projects performing historic preservation. 'Net' New Units refers to the creation / addition of new rental housing to this stock.

Proposed Funding (All Sources & Payment Terms):

<u>Source</u>	<u>\$Amount</u>	<u>Terms(Yrs. Def./Amort.)</u>	<u>Approved</u>	<u>Rate</u>	<u>Approv. Date*</u>	<u>Grant/Loan</u>
VHCB	\$					
Lead Paint Reduction	\$					
HOME	\$					
VHFA-Permanent Debt	\$					
VCDP	\$					
Tax Credit Equity*	\$					
FHLB-AHP	\$					
Rural Development	\$					
Existing Deferred Debt**	\$					
Other Amortizing Debt	\$					
Proceeds from Home Sales	\$					

* Anticipated Approval Date

Other Proposed Funding

\$

Total Costs : \$

Total Project Development Cost : \$

Total Project Development Cost without cash accounts and reserves : \$

Construction Financing Needed

Source:	Amount:\$	Term:	Rate:
----------------	------------------	--------------	--------------

NARRATIVE SUMMARY SHEET

FOR:

Project Name:

Date:

Please provide a brief summary of the project. Limit your description to one page whenever possible. Name the entity(s) that will be involved and describe their roles in the project. State when the project will begin and when the project will be completed. Summarize the important goals of the project. Describe how the goals of the Consolidated Plan priorities will be met. (The Consolidated Plan can be found at:

http://accd.vermont.gov/strong_communities/housing/planning/consolidated_plan). Describe any other important project attributes. Include a description of the type of housing, any special populations to be served, the number of buildings and the number of units. If the project involves the acquisition and/or rehabilitation of existing structures, please indicate by building the year of original construction and the year of most recent significant capital improvement. If this is a service-supported housing development, please describe the services to be provided and the entity that will provide them. For homeownership projects include number and type of units and buildings to be created, and projected sales price. Indicate if the proposed units are part of a larger housing or community development project, and if so, describe the entire project. (If so, narrative need not be limited to one page).

DEVELOPMENT TEAM INFORMATION

FOR:

SPONSOR/DEVELOPER:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____,VT E-mail: _____

ARCHITECT:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

REAL ESTATE ATTORNEY:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

DEVELOPMENT CONSULTANT:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

GENERAL CONTRACTOR / CONSTRUCTION MANAGER:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

PROPERTY MANAGER:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

OTHER:

Contact Name: _____, Phone: _____ Fax: _____
 Street: _____, City/State/Zip: _____, E-mail: _____

Please attach resumes and describe any affordable housing experience for the development team members listed above who have not, in the last two years, worked on any developments funded by these agencies. For a homeownership application, describe the organization's experience with developing for-sale homes, stewarding homeownership units, and educating potential home buyers.

If this is a turnkey project, please describe the agreement between your organization and the developer:

Are there any direct or indirect financial or other interests whom a member of the development team may have with any other member of the development team?

Please describe:

Will the property be acquired from a related party?

BUILDING, APARTMENT AND UTILITY INFORMATION

FOR:

Appliances/ Equipment included with Unit:

If there are any differences between the appliances or amenities between the income restricted units and any other units, please describe :

Monthly Utility Allowance Calculations *(complete for rental housing applications only)*:

Utilities	Utility Type	Utilities paid by	Utility Allowance for each BR size(only for utilities paid by tenants)					
			0-BR	1-BR	2-BR	3-BR	4-BR	
Heating			\$	\$	\$	\$	\$	
Hot Water			\$	\$	\$	\$	\$	
Cooking			\$	\$	\$	\$	\$	
Lighting			\$	\$	\$	\$	\$	
Other:			\$	\$	\$	\$	\$	
Water			\$	\$	\$	\$	\$	
Sewer			\$	\$	\$	\$	\$	
Trash			\$	\$	\$	\$	\$	
Total Utility Allowance for units:				\$	\$	\$	\$	\$

Source of data for Utility Allowance Calculation (check as appropriate):

Adequacy of Utility Systems (Existing Developments Only):

Are the following utility systems currently available and adequate for the project for the duration of the loan? *(For new construction, check "N/A.")*

- Municipal Sanitary Sewer
- On-Site Storm Sewer (if appl., e.g. MHPs)
- Municipal Water System
- Electricity
- Gas
- On-site Septic
- On-site Well

How and when was the assessment of the system adequacy done, and by whom?

[VHCB Policy on Energy Efficiency and Water Conservation in Multi-Family Residential Properties and the VHFA Green Building and Design Standards](#)

Adequacy of Energy Specifications

Please refer to the Green Building and Design Standards / Multifamily Energy Standards adopted by VHFA, VHCB, and DHCA. Please provide an explanation of any areas that do not meet these standards. Please note that compliance with the Efficiency Vermont Multi-Family Checklist is a component of the funders' Standards.

Please describe any feature of the proposed energy specifications that exceeds the funders' energy standards.

SITE INFORMATION

FOR:

Site Control

Please complete for each property:

Please attach evidence of site control. NOTE: If certain Federal funds are to be used, an Environmental Review must be done prior to any choice-limiting actions (including the execution of a Purchase and Sale Contract).

Appraised Value:

\$

Date of Appraisal:

Please attach copy of Appraisal:

Are there any special circumstances that surround the purchase of the property, including but not limited to: deed restrictions on the use of the property, impediments to clear title, or the necessity to acquire easements or voter approval?

Site Information

Briefly describe the site including size, adjacent uses, existing buildings, archeological sites, the presence of prime agricultural soils or soils of statewide significance, proximity to or presence of brownfields, and other significant features.

Please describe the proximity to services (e.g., grocery store, health services, schools, public transportation).

Is the site located in or within walking distance to a designated downtown or village center as determined by the Downtown Development Board?

(If yes please attach documentation):

Is the site located in or within walking distance to a growth center as determined by the Downtown Development Board?

(If yes please attach documentation):

Is the proposed development planned to maintain the historic settlement pattern of the town/city? (See VHFA Qualified Allocation Plan for definition.)

The site is Historical Places.

Is it within a National Register historic district?

The site is Historical Sites.

Is it within a State historic district?

Is any portion of the site in the 100 year or 500 year floodplain?

Please elaborate including a description of any flood resiliency measures being taken or proposed:

Please submit a floodplain map and identify site boundaries on it:

(for VCDP and HOME applicants only: If yes, also see on the VCDP website [Environmental Review Guide "8 Step Process for Flood Plain Management" under Environmental Review](#) or contact the DHCD Environmental Officer.

Please describe the water and wastewater disposal system of this project including the distribution system? Are there any deficiencies that have been identified with either of these systems? For on site systems and distribution systems, please describe the age and condition. For public systems, please state who owns the on-site distribution system.

For sites with existing roads please describe the condition, ownership, and any plans to upgrade. If new roads will be constructed, to what standard will they be built and who will be the ultimate owner?

For sites with other existing infrastructure (e.g., stormwater, electrical distribution systems in a mobile home park) please describe the condition, ownership, and any plans to upgrade.

Is any portion of the site at risk of erosion, landslides, unstable soils, or other similar hazards? (Consult ANR for tools and resources.)

PERMITS INFORMATION

FOR:

Local permits and approvals required:

Please identify any issues and/or obstacles you foresee in obtaining the local permits and approvals and strategies for resolution.

Is the proposed project in conformance with adopted or proposed local and regional plans and zoning?

What is being done to assure conformance?

If applicable, how is the site zoned and what density does it allow?

State permits required:(including but not limited to Act 250)

Attach a completed Project Review Sheet from the Department of Environmental Conservation (DEC). Download the most current form from the following address: [Project Review Sheet](#) A list of contact information for the regional DEC offices can be found at [Contact Information](#)

Please identify any issues and/or obstacles you foresee in obtaining the state permits and strategies for resolution and the dates you expect these to be issued.

TARGET POPULATION, MARKET, AND REGIONAL DATA

FOR:

Please describe the target population, the need for the project, the urgency of that need, and how the need was determined. Please cite specific demographic data and submit any market studies and/or waiting list information.

If applying for Housing Credits, please refer to [VHFA's Market Study Standards](#). If applying for VCDP or HOME funds, please refer to the [Regional Housing Needs Chart from Consolidated Plan Housing Needs Assessment](#).

Describe why this proposal is the best approach to meet the need described above, and how the proposal will meet this need. Identify other approaches that were considered and explain why they were not pursued.

Describe the project's marketing plan.

For homeownership developments: How are pre-sales estimates or sales projections derived?

Note: For all homeownership applications a market study *is* required.

Services What services will the project provide (e.g. parking, laundry, storage, snow removal, air conditioning, electric surcharge, health/recreation club membership)? Please indicate in the following chart the specific service to be provided, whether it is optional or included, and if optional, what the monthly cost is (if services are required, they must be included in gross rent and cannot be charged for separately). For projects that meet the special needs definition as stated in the Allocation Plan, please instead submit a service plan (with cost information) with your application.

<u>Type of Service</u>	<u>Optional</u>	<u>If optional, monthly cost per unit</u>
------------------------	-----------------	---

\$

TIMETABLE

FOR:

What is the timetable anticipated for development of the project? Please fill out the following:

Event

Month/Year

- Receipt of funding commitments necessary for completion of the project
- Acquisition of the property.
- Execution of MOU for supportive services (if applicable).
- Closing date with funding sources (if different from above).
- Construction start date.
- Construction completion date.
- Date of initial sale or occupancy.
- Any other relevant development milestones.

Please describe:

Please describe, if applicable, any particular issues which make funding of this project time sensitive. Is there a risk the project will be unable to move forward if the timetable above cannot be met?

Does this project involve any relocation of tenants?

MUNICIPAL AND COMMUNITY SUPPORT

FOR:

Describe how the municipality and broader community has supported the project. Were both public and private community members and groups contacted about the project and involved in planning it?

Has the project been presented at one or more local hearings or public meeting?

Documentation:

PROJECT CHARACTERISTICS

FOR:

Please indicate which of the following characteristics the project demonstrates based on the definitions provided. Provide documentation as needed.

Access to Public Transportation

Project is within 0.5 miles of a stop for public transportation, that operates at regular times on fixed routes and are used by the general public.

Dense Infill Location

The site is not already in a designated downtown or village center. These are intended to provide convenient neighborhood and city-wide oriented goods and services and employment opportunities within walking or biking distance of many of the city's or town's residential areas.

Downtown Revitalization Access to Public Transportation

The Project is located in Designated Downtowns, Village Centers, Growth Centers, Vermont Neighborhoods and New Town Centers that are also area-wide low and moderate income benefit communities with façade, streetscape and other infrastructure improvements.

Energy Star or LEED Certified

The Project is designed and built to a level of energy efficiency that meets or exceeds the levels required to qualify for the Energy Star label. LEED-H: A standard of construction promoted and maintained by the US Green Building Council to encourage green building practices. LEED-H (also known as LEED for Homes) is an abbreviation for Leadership in Energy and Environmental Design – Homes.

Federally Subsidized and At Risk

A development currently occupied by low-income households that, within the next five years, faces either: 1) a loss of deep rental assistance or other operating subsidy; or 2) prepayment of its mortgage or other action by its owner that would terminate federal low income use restrictions.

Leveraging of Funding from Outside Vermont

The Project has other non-federal funding sources for leveraging the HOME funds to ensure the overall HOME Program meets the 25% Match Requirement. Projects must demonstrate leverage of resources and cost-effectiveness, including density bonuses, building weatherization, energy efficiency, and fuel switching available from private and public programs, and lead paint hazard abatement. Historically, a majority of the Vermont Housing Conservation Board (VHCB) State appropriation for housing is matched to the HOME Program funds.

New Rental Assistance

The Project receives new HAP contract from PRAC, RD Rental Assistance, or comparable Federal or State assistance.

Public Housing

The Project serves families currently living in public housing or are on public housing (State or local) waiting lists.

Rehab or New Construction with Vacancy less than 3.5%

The Project is the creation of 1.)new rental housing through new construction or adaptive reuse in a town or city with a vacancy rate of 3.5% or less, as evidenced by a regional market study OR 2.)the rehabilitation of an existing residential building.

Removal of Blight

The Project contains blight. Blight is a condition that exists when a significant portion of a building or site is uninhabitable or unusable due to neglect, condemnation, or damage from fire or other natural disaster. This definition may be met by: a project in which there is one building which is in a blighted condition (whether it's a project having only 1 building, or if there is at least 1 building within a multi-building scattered site project); or a project which involves the clean-up of a brownfield; or a project which may involve the demolition of unused non-housing structures which may be in a blighted condition or a condition of disrepair which has an adverse effect on the surrounding community, in order to develop a site into affordable housing.

Universal Design

The Project is using a set of design practices that are intended to make space usable by many people, to the greatest extent possible, at little or no extra cost. Some universal design features include: entrances which do not involve steps; wide doorways; and light switches located at a height easily reached by all residents (including children, the elderly, and disabled).

ENVIRONMENTAL SITE REVIEW CHECKLIST

FOR:

In completing this checklist, at a minimum, you should visit the property, check the town records, and talk to neighbors and the property owner. If you answer "yes" to one or more of questions #1-16, you should contract with an environmental engineering firm for a Level I and/or II environmental assessment. A Phase I Environmental Site Assessment may be submitted in lieu of this checklist.

Date of Review : _____ **Completed by :** _____

Present Owner : _____

Street: _____, **City/State/Zip:** _____, _____
County: _____

VHCB Applicant : _____

Proposed Use of Property

Age of Building(s)

1. The building contains the following high-risk construction materials:

2. Is there an on-site water supply?
3. What is the distance of the water source from any high risk activity sites ?
4. Is the property in a neighborhood that is/was zoned for industrial use?

5. Does the property show any of the following signs?

- | | |
|------------------------------------|-------------------------|
| absence of, or stressed vegetation | oil staining of soils |
| leaking tank(s) | junked vehicles |
| leaking septic system | sheen on surface waters |
| unusual colored or smelling seeps | a buried oil tank |

6. Within the property, or on adjacent property, have any of the following materials ever been stored: heating oil, gasoline, diesel, kerosene, waste oils, solvents, chemicals, other (explain)? Please describe the location of the storage unit(s), the material stored, and the condition and status.

7. Is the property within one half mile of any state or federal hazardous waste sites?
8. Has there ever been any problem with the septic system backing up or seeping out?
9. Have there ever been any chemical septic system cleaners used at this site?
10. Is there on-site discharge of wastewater to waterbodies?

11. There has been areas within the property, or on adjacent property that has been used as a dumping ground for materials, which include:

other (explain):

12. SITE HISTORY: Has the property or adjacent property ever been used for any of the following "high risk" activities?

<u>Activity</u>	<u>Site/Adjacent Site</u>	<u>Activity</u>	<u>Site/Adjacent Site</u>
service station		battery storage	
industrial cleaning		medical laboratories	
pest control		septic system cleaner	
dry cleaners		lubricant mfg/sales	
wood manufacturing		junk/salvage yard	
paint removal		printing	
wool processing		ag. supplies/operations	
testing laboratories		paper processing	
plastics		chemical/solvent use	
metal plating		roofing	
fuel oil dealer		equipment rental	
adhesive and sealant production		waste disposal/removal	
hog farming		computer industry	
tire repair		leather tanning	
sandblasting/stonecutting		textile manufacturing	
automotive repair		railroad	
electrical transformers		boat yard	
paint or stain mfg.		hospital	
film/photo processing			

13. Do you have any other comments or remark on this property?

14. Do you intend to have a professional phase I or II study completed?

15. Please describe the process you went through to complete this survey.

VHCB /HOME APPLICATION SUPPLEMENT

FOR: VHCB

Please answer all the following questions as completely as possible.

1. Describe the importance of the proposed housing to the community, region or state.
2. Provide a narrative summary of the construction scope of work.
3. Review the listed VHCB policies for affordable housing. Indicate if each policy applies to the project and whether or not yours meets the policy. If the project does not meet the policy provide an explanation of why it doesn't. In the case of New Construction and Elderly Housing guidelines, describe how the project meets the policy.
4. Does this project address the dual goals of housing and conservation? If yes, please explain.
5. Perpetual use for affordable housing is a requirement of Vermont Housing and Conservation Board assistance. How can we be assured that this requirement will be met? Please describe the major elements of you plan.