

## **Application Checklist**

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### A. Application Forms

1. A Completed Application Checklist
2. Completed Application, signed by authorized personnel of the applicant
3. Completed Application Excel Spreadsheet including each of the following tabs:
  - a. Rent Roll (if applicable)
  - b. Performance Schedule
  - c. Acquisition Sources and Uses
  - d. Permanent Sources and Uses
  - e. Completed 1-Year Operating Budget and (template provided) 20-Year Cash Flow.

### B. Organizational Attachments (as applicable)

#### Applicant Co-Applicant

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Current year's operating budget                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Financial statements for last three fiscal years (audited preferred) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Names and Addresses of Board of Directors                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | IRS Tax Exemption letter   |

### C. Required Attachments

*The following attachments must be submitted with your application.*

1. Documentation of site control (e.g. Purchase Contract, Option to Purchase, Grant Deed)
2. Board Resolution that authorizes site acquisition and application for MCHTF funds (if entity's governing body is a board)
3. Affirmative Marketing Plan (County template available)
4. Memorandum of Understanding between co-applicants or borrower and development consultant (if applicable)

### D. Supplemental Attachments (as applicable):

*The following additional attachments may be requested after the Application has been submitted.*

1. Appraisal (including Fair Market Value and Value with Regard to Restrictions)
2. Preliminary Title Report
3. Capital Needs Assessment
4. Architectural Drawings
5. Property Inspection Reports
6. Survey and Analysis of Building Systems
7. Phase I Environmental Site Assessment
8. Phase II Environmental Site Assessment
9. Copies of applications for other funding and commitment letters
10. Tenant Income Certification Forms for no less than 50% of the existing residents
11. Proposed Temporary Relocation Plan

**Applicant Information**

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Co-applicant Information (if applicable)**

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Development Information**

Development Name \_\_\_\_\_

Development Address \_\_\_\_\_

APN (provide site map if applicable) \_\_\_\_\_

**Number of anticipated units by income level and bedroom count**

	Very-low	Low	Moderate	Market	Total
Studio					
1					
2					
3					
4					
Total					

### **1. Summary**

Briefly summarize the request, including property description, proposed use of funds (and number of units involved).

### **2. Background/Applicant Experience**

2.1. Property History. Please provide the property's history leading up to this request. Include when the sponsor acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

2.2. Applicant Profile. Please provide a profile of the applicant (and of the co-applicant, if applicable). Include a description of the organization, including its mission, how long it has been in existence, experience of staff, and characteristics of its Board of Directors. Describe any recent expansion or cutbacks in activities and/or budget, as well as the organization's standing with licensing or other "accreditation" authorities, if applicable.

2.3. Project Manager. Describe staff assigned to the proposed property, their experience with acquiring/owning/rehabilitating similar sites, their current availability, and what percentage of time they expect to work on the subject project. Indicate similar projects each staff member has successfully completed.

2.4. Property Manager. Please provide the name of the property management company that will be hired to manage the property (if applicable). Include the number of buildings and number of units the company currently manages that are affordable housing sites.

### **3. Site**

3.1. Site Control. Please describe the type of site control that the applicant has for the proposed property and submit documentation in accordance with the Application Checklist. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, conditions and deadlines. When available, please submit a copy of an appraisal of the property and of a Board Resolution that authorizes your organization to acquire the site.

3.2. Unusual Characteristics. Please describe any unusual characteristics of the site (e.g. slope, rock formations, etc.) and any easements or encroachments granted to or caused by adjacent parcels and improvements.

3.3. Existing developments - Building Inspection Report. Please describe any significant findings of building inspection reports and submit copies of any building inspection reports and surveys/analyses of any building systems, in accordance with the Application Checklist.

3.4. Adjacent Uses. Indicate land uses of other parcels within the immediate vicinity of the project.

3.5. Neighborhood Amenities. Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc., that residents of the project are/would be able to use.

3.6. Environmental Issues/Site Suitability. Please explain the relevant environmental issues of the proposed project. Include any of the following items that are known.

- Flood zone
- Phase I/II Site Assessment Results
- Potential Hazards
- Environmentally sensitive area or species
- Cultural resources

If applicable and when available, submit a copy of the Phase I and Phase II Environmental Site Assessments.

3.7. State/Federal Environmental. Please describe how you plan to comply with state and federal requirements for environmental reviews, if any, including Section 106 review for historic preservation.

#### 4. Development/Rehabilitation Plan

4.1. Proposed New Construction - Entitlements. For new construction, please describe in detail the permits that will be required, for example Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permits, etc.

4.2. Proposed New Construction- Local Planning contact. Please describe any contact with the local planning staff and any specific feedback provided.

4.3. Proposed New Construction Population to be served. Describe the type of housing, family, senior, individuals with disabilities, etc.

4.4. Proposed Rehabilitation or Acquisition Scope. Describe the scope of the rehabilitation that is proposed for the property and how it will address specific conditions, i.e. replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health codes problems. Please describe any other existing rehabilitation needs that are not included in the proposed scope of work and explain their exclusion.

Explain how the rehabilitation will be staged to minimize risk and inconvenience to the residents. If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g. kitchen or bathroom) during construction, state the estimated duration of such interruptions and what mitigations will be provided.

If applicable, submit a capital needs assessment and any corresponding architectural drawings, in accordance with the Application Checklist.

4.5. Proposed Rehabilitation or Acquisition Population to Be Served. Describe the demographics of the current tenants in the building.

4.6. Relocation. If applicable, describe in detail any temporary relocation of existing tenants at the site that will be necessitated by the proposed rehab scope. Include an explanation of the need for relocation, estimated duration, number of tenants that will be impacted, and which laws (local, state, federal) must be followed in carrying out the relocation.

4.7. Accessibility. Please identify all applicable laws and the specific accessibility requirements that must be met in the design of the proposed project. If existing, please describe the accessibility of the building and the extent to which that accessibility will be upgraded.

4.8. Community Support. Describe community engagement activities that have taken place and future plans that will take place.

## 5. Financing Plan (Sources and Uses)

5.1. Existing Financing. In the chart below, list any financing (loans and grants) previously received from all public and private sources for this building.

5.2. Proposed Financing: Sources & Uses Table. In the Excel file ("Excel Application.xls") that was provided separately with this application, please enter the proposed sources and uses of funds for the project. Include both committed and anticipated sources. Provide a complete Sources and Uses Table for acquisition and for permanent sources.

5.3. Proposed Sources Narrative. For the sources shown in item 5.2, Sources & Uses Table, please indicate the following:

- the status of all proposed funding sources as of the date of this application
- the timing and likelihood for obtaining commitments of anticipated funding sources
- the alternatives that will be pursued in the event that any funding sources are not obtained or are committed at lower levels than requested

5.4. Proposed Uses Narrative. For the uses shown in item 5.2, Sources & Uses Table, please explain how the budgeted amount was derived for each of the uses that are applicable to the proposed project. State whether costs are estimated or bid, and provide any other relevant information which justifies the budgeted expense, such as cost per square foot, percentage of other costs (e.g. contingency), estimated number of work hours.

## 6. Project Operations

6.1. Annual Operating Budget. Using the Excel file provided, produce an operating budget. Include notes that explain how the budgeted costs were determined and other relevant information that justifies the budgeted expenses.

6.2. 20-Year Cash Flow. Using the Excel file provided, produce a 20-year cash flow budget. In the space below, provide a narrative of any notable occurrences during the 20-year period.

6.4. Section 8 Voucher Compliance. Please confirm that the property will be registered with the Marin Housing Authority as a site that will accept Section 8 vouchers.