



**BARNSTABLE COUNTY**  
**DEPARTMENT OF HUMAN SERVICES**  
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Barnstable, Massachusetts 02630  
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**January 2018**

**Barnstable County HOME Consortium**

**APPLICATION FOR RENTAL HOUSING DEVELOPMENT FUNDS**

**COVER SHEET**

Please note that a complete One Stop application, including Exhibits, may be submitted in lieu of the Consortium's application; however, Section 5 – Threshold Scoring System of this application must be submitted along with the One Stop.

**Please review the HOME Rental Project Guidelines dated June 17, 2017**

**1. Name of Applicant/Sponsor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Corporate Status (check):**

**Non-Profit** \_\_\_\_\_

**For Profit** \_\_\_\_\_ **Form of Corporate Organization** \_\_\_\_\_

**Other (specify)** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Joint Ventures:** If the non-profit developer is involved in a joint venture with a private for profit developer, provide evidence that the non-profit partner controls the majority interest in the joint venture.

## 2. PROJECT INFORMATION

Use Category (\*check all applicable categories)

\_\_\_ Family Housing

\_\_\_ Transitional Housing

\_\_\_ Single Room Occupancy

\_\_\_ Special Needs Housing

\_\_\_ Age Restricted

\_\_\_ Other \_\_\_\_\_

Name of Project: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Census Tract #: \_\_\_\_\_

Site Acreage: \_\_\_\_\_

Total Building(s) Gross square footage: \_\_\_\_\_

Total Net Rentable square footage: \_\_\_\_\_

Total Development Cost: \$ \_\_\_\_\_

Construction costs (site work, buildings, and contingency) per square foot: \$ \_\_\_\_\_

## 3. UNIT AND INCOME MIX

	30% or below	50% or below	60% or below	80% or below	Market	Total Units
<b>SRO</b>						
<b>Studio</b>						
<b>1 Bdrm</b>						
<b>2 Bdrm</b>						
<b>3 Bdrm</b>						
<b>Total by Income</b>						
<b># HOME Units</b>						

**4. AMOUNT OF HOME FUNDS REQUESTED**

**Acquisition/Rehab/Redevelopment \$**\_\_\_\_\_

**New Construction \$**\_\_\_\_\_

**5. NUMBER OF POINTS (FROM SECTION 5):** \_\_\_\_\_

# APPLICATION FOR HOME RENTAL HOUSING DEVELOPMENT FUNDS

## SECTION 1: DEVELOPER INFORMATION

### **A) NON-PROFIT APPLICANT/SPONSOR**

Please provide, as attachments or appendices, the following basic information about the non-profit applicant. This information does not need to be generated in an original form; copies of relevant sections from sources such as an organization's basic funding proposals are adequate as long as the needed information is conveyed.

- 1. Past experience in developing and/or managing rental housing projects of similar type, size, and complexity.**
- 2. Financial profile - provide current year's operating budget and most recent audited financial statements.**
- 3. List of current Board of Directors and officers.**
- 4. (1<sup>st</sup> Time Applicants' Only): Copy of Articles of Organization, Bylaws, and 501(c)(3) letter.**

**OR**

### **B) FOR PROFIT APPLICANT**

Please provide, as attachments or appendices, the following basic information about the for-profit applicant. This information does not need to be generated in an original form; copies of relevant sections from other organizational documents or literature are adequate as long as the needed information is conveyed.

- 1. Corporate Organizational Document(s) - identifying owner and/or general partners.**
- 2. Past experience in developing and/or managing affordable rental housing, especially projects of similar type, scope, and complexity.**
- 3. Most recent audited financial statements.**
- 4. Provide three lender references. Lenders should be familiar with applicant's professional development and/or property management experience, and not just the applicant's credit worthiness.**

**APPLICATION FOR HOME RENTAL HOUSING DEVELOPMENT FUNDS**

**SECTION 2: DEVELOPMENT TEAM & QUALIFICATIONS**

1) Provide the following information for the members of the development team:

**General Contractor**

Name:

Address:

Contact Person & Tel. #/e-mail:

MBE \_\_\_\_\_ WBE \_\_\_\_\_

**Architect**

Name:

Address:

Contact Person & Tel. #/e-mail:

MBE \_\_\_\_\_ WBE \_\_\_\_\_

**Engineer**

Name:

Address:

Contact Person & Tel. #/e-mail:

MBE \_\_\_\_\_ WBE \_\_\_\_\_

**Management Agent**

**Name:**

**Address:**

**Contact Person & Tel. #/e-mail:**

**MBE \_\_\_\_\_ WBE \_\_\_\_\_**

**Attorney**

**Firm/Name:**

**Address:**

**Contact Person & Tel. #/e-mail:**

**MBE \_\_\_\_\_ WBE \_\_\_\_\_**

**Development Consultant**

**Name:**

**Address:**

**Contact Person & Tel. #/e-mail:**

**MBE \_\_\_\_\_ WBE \_\_\_\_\_**

- 2) In a brief narrative or via resumes/company profiles, describe the experience of members of the development team on projects of similar size, scope, and complexity.**

## **APPLICATION FOR HOME RENTAL HOUSING DEVELOPMENT FUNDS**

### **SECTION 3: PROJECT INFORMATION**

**Please answer the questions listed below in a separate narrative and supply the requested documentation.**

- 1. Site Control:** Provide evidence of site control, e.g. deed, option, purchase and sale, designated developer award letter, etc.
- 2. Zoning and Other Regulatory Approvals:** Submit copies of zoning approvals.

Describe what, if any, other zoning or regulatory approvals are required to implement the proposed development program, e.g. historic district commission, DEP, etc.

- 3. Site Plan, Maps:** Provide one set of site plan, locus map, floor plans and elevations. Include on the plans or separately the square footage of the various units.

- 4. Site and Environmental Summary:**

- a) Describe the site (size, topography, current use, etc.) in a narrative.
- b) Describe how accessible the site is to employment opportunities, social, recreational, educational, commercial, health, and municipal facilities and services, and public transportation.
- c) Historic/environmental issues: Submit a copy of a Phase 1 ESA and Mass Historic Commission response to Project Notification Form. In addition, describe whether there are any other environmental issues that impact the site and, if so, how those will be mitigated, e.g. wetlands, Zone II, mapped area of endangered species, lead-based paint, asbestos, etc.

- 5. Project Design and Accessibility:** Describe any sustainable design elements (building orientation, energy efficient envelope and mechanical systems in excess of code requirements, healthy indoor air quality, recycling of building materials, renewable energy, etc.).

Describe how many units each will be accessible to households with mobility and sensory impairments as well as how many units will meet visit-ability requirements.

- 6. Market Demand:** Provide either a non-related third party market study or local market data and information that supports the need and demand for this project.

If applicable, describe which special needs population will be served, why this group was chosen, and what supportive services will be provided and by whom.

**7. Good Standing:** Are there any unresolved monitoring Findings from prior HOME Consortium funded projects? If so, provide timeframe for resolution as application will not be reviewed until applicant is determined to be in Good Standing.

**8. Proposed Development Schedule (Proposed Dates):**

**Submission of Financing Applications** \_\_\_\_\_

**Regulatory & Zoning Reviews & Approvals** \_\_\_\_\_

**Receipt of All Financing Commitments** \_\_\_\_\_

**Loan Closings and Construction Start** \_\_\_\_\_

**50% Construction Completion** \_\_\_\_\_

**Construction Completion** \_\_\_\_\_

**Full Occupancy** \_\_\_\_\_

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**SECTION 4: PROJECT FINANCIAL ANALYSIS**

**1) SOURCES AND USES**

**Submit a sources and uses, including a line item construction cost breakdown, in a level of detail comparable to the One Stop format.**

**Include letters of commitment or interest from all funding sources listed. Include documentation about the interest rate assumptions made for construction and permanent financing.**

**2) OPERATING BUDGET**

**Submit a project operating budget that shows all revenue, line item expenses, and debt service coverage. Include a rent schedule that shows the rents for the various bedroom size units and income ranges.**



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**SECTION 5: THRESHOLD SCORING SYSTEM**

Complete the following form to determine your analysis of the project's ability to meet the 70 point minimum scoring threshold (see Section 3. Threshold Scoring System of the Rental Housing Development Project Underwriting Policies and Guidelines Adopted July 13, 2017. *Consortium staff will perform its own analysis and will contact the applicant should there be different results.*

	Applicant	Maximum Points
1. Rehab or redevelopment/New Construction	_____	30
2. LEED eligibility	_____	10
3. Project wastewater	_____	10
4. % units handicap accessible	_____	20
5. % units visit-able	_____	10
6. Tenant storage space	_____	10
7. % Project Affordability	_____	20
8. Income targeting- affordable units	_____	24
9. Local support	_____	10
10. Larger bedroom mix	_____	10
11. Housing targeted for households with special housing needs	_____	10
12. MBE/WBE members on development team	_____	5
13. Permanent displacement	_____	(-10)
14. Total development costs per unit	_____	5
15. Total development costs per square foot	_____	5
<b><u>TOTAL POINTS:</u></b>	_____	<b>179</b>