

## ***EXHIBIT CHECKLIST***

### **APPLICATION SUBMISSION PACKAGE**

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#### **FINANCING**

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- Project Narrative (Appendix 1)
- Exhibit A: Application For Financing

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- Exhibit C: Utility Availability
- Exhibit D: Zoning
- Exhibit E: Geographic Targeting
- Exhibit F: Site Map and Pictures
- Exhibit G: Environmental Assessment

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- Exhibit I: Relocation and Anti-Displacement Strategy

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- Exhibit M: Architect Experience
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- Exhibit Y: Waiver Requests
- Exhibit Z: Monitoring Certification Form and Monitoring, Elements Guidelines and/or Requirements
- Exhibit Z-1: Fair Housing and Equal Opportunity (FHEO) Certification
- Exhibit Z-2: Section 504 Certification Form – DHCD Accessibility Requirement for Subrecipients and Section 504 Certification Form
- Exhibit Z-3: Affirmative Fair Housing Marketing Plan
- Exhibit Z-4: Section 3 Program Certification & Checklist
- Exhibit Z-5: Lead Safe Housing Addendum
- Exhibits Za-Zd: Project Monitoring (Monitoring Rental and Homeownership Projects)

## **GREEN BUILDING**

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- Exhibit GB-1: Intended Method of Satisfying Green Communities Criteria
- Exhibit GB-2: Green Development Plan

## ***EXHIBIT A: APPLICATION FOR FINANCING***

A Development Finance Division (DFD) Financing Application – Form 202 – must be submitted which reflects all aspects of the project, including estimated development and operating budgets and pro forma. The application for funding must include all applicable exhibits and attachments as described in this package. Four copies of the application, including all applicable exhibits and attachments, must be sent in separate three-ring notebook binders with each exhibit tabbed.

### **ATTACHMENTS**

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- Form 202 – DFD Financing Application (form attached separately – executed hardcopy mandatory)

## ***EXHIBIT B: SITE CONTROL***

Applicants must have obtained sufficient site control to allow projects to move forward if they receive a reservation of funds. Generally, this should be for at least 180 days from the application deadline date (including extension options) with an option to extend the control for another 180 days. Acceptable evidence of site control includes deeds, contracts of sale, leases with purchase option or other forms acceptable to the Department.

### **ATTACHMENTS**

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- Evidence of Site Control

### ***EXHIBIT C: UTILITY AVAILABILITY***

Provide evidence that public water and sewer, electric, gas and telephone services are at project sites or will be available during the construction or rehabilitation period. Acceptable evidence of utility availability may include a letter from the development team's civil engineer, the utility company providing the service, a responsible local official, or, for existing buildings, copies of recent utility bills. If any of the utility services are not applicable for the project, provide a description indicating which service is not applicable and the reason.

#### **ATTACHMENTS**

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- Evidence of Public Water
- Evidence of Public Sewer
- Evidence of Electric Service
- Evidence of Gas Service
- Evidence of Telephone Service
- Copy of Certificate of Occupancy [if Building(s) currently occupied]

***EXHIBIT D: ZONING***

Properties should be properly zoned for their intended use. A letter from the Zoning Commission and/or Board of Zoning Adjustment indicating that the project is properly zoned for its intended use should be included in this exhibit. If a zoning change, variance or exception is required, sponsors must provide documentation illustrating the planning and zoning process and identifying a contact person familiar with the project and responsible for the approval process. Sponsors must also provide a detailed schedule for obtaining the required approvals.

**ATTACHMENTS**

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- Evidence of Zoning with Local Contact Information
- Description of Change, Variance or Exception
- Detailed Schedule for Obtaining Required Approvals

***EXHIBIT E: GEOGRAPHIC TARGETING (Not Applicable)***

If an applicant seeks bonus points for geographic targeting under the terms of the Request for Proposals, the applicant must provide documentation showing that the project will be located in a targeted geographic area such as, Neighborhood Revitalization Strategy Areas (NRSA), Neighborhood Investment Fund, Great Streets Initiative or the New Communities Initiative.

**ATTACHMENTS**

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Evidence of location in a targeted geographic area such as, Neighborhood Revitalization Strategy Areas (NRSA), Neighborhood Investment Fund, Great Streets Initiative or the New Communities Initiative.

## EXHIBIT F: SITE MAP AND PICTURES

Include a site map clearly showing area amenities (such as schools, parks, shopping and public transportation); a narrative description of directions to the site; and color photographs of the site, any existing buildings, and the adjacent properties. Each picture should contain a description of the location of the photographed site relative to the subject site and a description of the surrounding property's use.

### ATTACHMENTS

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- Site Map
- Direction to Project Site
- Photographs of Project Site and Surroundings



## ***EXHIBIT G: ENVIRONMENTAL ASSESSMENT***

Each project must comply with applicable requirements of local and federal environmental laws and regulations. An initial due diligence evaluation of the site for environmental issues is required. This evaluation includes a review of foundation conditions, man-made hazards, storm water runoff, underground storage tanks, and potential for lead-based paint, radon gas, PCBs or asbestos in existing buildings.

You may use the attached Environmental Due Diligence Checklist for the preliminary evaluation of the site. If a U.S. Department of Housing and Urban Development environmental clearance has already been performed, you may submit it with the application instead of the Environmental Due Diligence Checklist.

### **ATTACHMENTS**

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- Environmental Due Diligence Checklist (form attached)

**ENVIRONMENTAL DUE DILIGENCE CHECKLIST**

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Investigator: \_\_\_\_\_

Percentage of Living Units Reviewed: \_\_\_\_\_ %

Percentage of Site Actually Walked And Observed: \_\_\_\_\_ %

<b>Environmental Risks</b>	<b>Observed</b>	<b>Possible</b>	<b>Not Observed</b>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Containing Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground Storage Tanks, Lines and Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above Ground Chemical Storage or Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visible Soil Discoloration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buried Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PCB Transformers or Light Ballast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Water Discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive Adjacent Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential Contaminated Adjacent Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetland Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-lot Septic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Impoundment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foul Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French Drain or Disposal Pit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe Material Management Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***ENVIRONMENTAL DUE DILIGENCE CHECKLIST (Cont'd.)***

<b>Geologic Features</b>		<b>Observed</b>	<b>Not Observed</b>
Streams		<input type="checkbox"/>	<input type="checkbox"/>
Ponds		<input type="checkbox"/>	<input type="checkbox"/>
Sink Holes		<input type="checkbox"/>	<input type="checkbox"/>
Rock Outcrops		<input type="checkbox"/>	<input type="checkbox"/>
Springs		<input type="checkbox"/>	<input type="checkbox"/>
Steep Slopes		<input type="checkbox"/>	<input type="checkbox"/>
Poor Drainage		<input type="checkbox"/>	<input type="checkbox"/>

## ***EXHIBIT H: OPERATING STATEMENTS***

For existing and occupied projects, provide audited financial statements for the prior three fiscal years of **project** operations. If audited statements are not available, three fiscal years of un-audited financial statements and three corresponding years of certified federal income tax returns of the project should be submitted.

### **ATTACHMENTS**

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- Audited Financial Statements
- Un-Audited Financial Statements (only if audited financial statements are not available); and
- Certified Federal Income Tax Returns (only if audited financial statements not available)
  
- Not Applicable.** No information is required for projects that do not exist or are not occupied at the time of application.

## ***EXHIBIT I: RELOCATION AND ANTI-DISPLACEMENT STRATEGY***

For existing and occupied buildings, the applicant must submit a draft of the Relocation and Anti-Displacement Strategy for projects that result in the temporary or permanent displacement of current occupants. The Relocation and Anti-Displacement Strategy (due with the Application) provides the groundwork for the Relocation and Anti-Displacement Plan (due prior to the issuance of a Letter of Commitment). Instances where a Strategy and Plan are required include the following, regardless of funding source:

- Tenants will be required to move to facilitate rehabilitation of the building;
- Demolition of existing dwelling units or buildings which are occupied at the time of acquisition or site control; or
- Tenants will be displaced because the proposed rents are not affordable.

If the project will result in the relocation of any tenants (i.e. households or businesses), the Department requires that the applicant will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (42 U.S.C. 4601 also known as “URA”) and §104(d) of the Housing and Community Development Act of 1974 [42 U.S.C. §5304(d)] if HOME or CDBG funds are used, or the local relocation regulation found at Title 10, District Code of Municipal Regulations (DCMR) Chapter 22 if HPTF is used, regarding resident notice and compensation.

Applicants should make themselves familiar with the requirements of URA, §104(d) or 10 DCMR 22, as applicable, including notices from both the purchaser and seller to residents that may apply to their project:

- Tenant notices required before submitting an application for financing. A suggested form of General Information Notification for all current tenants in the project (whether temporarily relocated or not) is provided. This notification is required for all projects prior to issuance of a Letter of Commitment.
- Other notices following the General Information Notification.
- Seller notices required before executing a sales contract indicating that the sale is voluntary.

The relocation and anti-displacement strategy must outline the procedures the developer will implement to temporarily and/or permanently relocate tenants during the rehabilitation. The strategy should also estimate all costs and expenses that will be paid by the developer or reimbursed to tenants and the source of funds to cover these relocation costs. In addition, applicants should provide a copy of any notification letter sent to current residents, evidence of the manner the notice was delivered (for example, personally served or certified mail) and a list of current tenants, which includes their name, household size and income level (if available).

## ATTACHMENTS

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### With Application:

- Draft Relocation Strategy (see attached Guidelines)
- Relocation Budget

### Prior to Issuance of a Letter of Commitment:

- Tenant General Information Notification (form attached)
  - Seller Notification
  - Evidence of Delivery Method of Notifications
  - List of Current Residents
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- Not Applicable.** No information is required for projects that are not existing or not occupied at the time of application.

**FORM OF TENANT NOTIFICATION**

[Date]

[Name]  
[Address]

Dear [Name]:

The [Name of Applicant] is interested in buying the building you live in at [Building Address]. The [Name of Applicant] plans to apply for a loan or grant to rehabilitate the building from the District of Columbia Department of Housing and Community Development.

If the loan or grant is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. If you do choose to move, you will not receive any money to help you relocate.

If a loan or grant is provided, you will be able to rent your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) when the rehabilitation is done. Of course, you must comply with standard lease terms and conditions. After the rehabilitation, your rent, including the estimated average monthly utility costs, will not be more than:

- Your current rent and average utility costs, or
- 30% of your average monthly gross household income.

If you must move temporarily so that the rehabilitation can be completed, the owner will find another apartment for you, and will pay for all reasonable extra expenses, including all moving costs and any increase in rent and utility costs.

Again, we urge you not to move. If the funding is approved, you can be sure that we will make every effort to accommodate your needs. If federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and you should keep a copy of it. You will be contacted soon with more information. In the meantime, if you have any questions about our plans, please contact [Name of Representative], [Title of Representative], at [Telephone Number], [Address].

Sincerely,  
[Signature]  
[Name]  
[Title]

**GUIDELINES FOR DEVELOPING A RELOCATION AND ANTI-DISPLACEMENT STRATEGY**

A relocation and anti-displacement strategy is required for projects that result in the temporary or permanent displacement of current occupants of the building. The strategy must outline the procedures the developer will implement to relocate tenants during the rehabilitation. The strategy should also identify all costs and expenses that will be paid by the developer or reimbursed to tenants and the source of funds to cover these relocation costs.

**GENERAL INFORMATION**

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Provide information on the existing tenants in the project, the scope of relocation activities and interim rent increases.

1. Who will be responsible for the carrying out the relocation and anti-displacement strategy?  
\_\_\_\_\_  
\_\_\_\_\_
2. What are the household sizes, family composition (for example, individual, family, elderly) and income levels of the existing tenants?  
\_\_\_\_\_  
\_\_\_\_\_
3. How long are tenants likely to be temporarily displaced?  
\_\_\_\_\_  
\_\_\_\_\_
4. How many ineligible tenants are likely to be permanently displaced?  
\_\_\_\_\_  
\_\_\_\_\_
5. How will the amount of rent increases be determined from the period of application to loan closing (rent increases may not exceed 10% per year without the Department’s approval)?  
\_\_\_\_\_  
\_\_\_\_\_



**TENANT NOTIFICATION**

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When tenants will be permanently or temporarily relocated, discuss the procedures to notify tenants at various stages in the process.

- 6. What are the procedures that have or will be used to initially notify tenants of the proposed rehabilitation of the project (including the type of notifications and the timing)?  
\_\_\_\_\_  
\_\_\_\_\_
- 7. What procedures will be used to notify tenants of the proposed rent levels after the completion of the rehabilitation (including the type of notifications and the timing)?  
\_\_\_\_\_  
\_\_\_\_\_
- 8. What are the procedures that will be used to notify tenants of their options concerning permanent or temporary replacement housing and what assistance is available to them (including the type of notifications and the timing)?  
\_\_\_\_\_  
\_\_\_\_\_
- 9. What are the procedures for notifying tenants that they will be relocated either permanently or temporarily (notifications must be in writing and personally served or sent by certified mail within 90 days of relocation)?  
\_\_\_\_\_  
\_\_\_\_\_
- 10. What procedures will be in place to document notifications to tenants at all stages of processing and rehabilitation?  
\_\_\_\_\_  
\_\_\_\_\_

**REPLACEMENT HOUSING OPTIONS**

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Address the procedures that will be used to relocate tenants that will be permanently displaced and the process for identifying options for tenants for reasonable replacement housing.

- 11. How will options for reasonable replacement housing be determined considering factors such as affordability, proximity to the project, desirability of the neighborhood and desirability of the units?  
\_\_\_\_\_  
\_\_\_\_\_

12. If acceptable replacement housing is not available, what is the amount of payment that will be provided to tenants to account for increased housing costs?

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**TEMPORARY HOUSING OPTIONS**

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Address the procedures that will be used to relocate tenants that will be temporarily displaced and the process for identifying options for tenants for reasonable temporary housing.

13. How will options for reasonable temporary housing be determined considering factors such as affordability, proximity to the project, desirability of the neighborhood and desirability of the units?

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14. If acceptable temporary housing is not available, what is the amount of payment that will be provided to tenants to account for increased housing costs?

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15. How will tenant moves to and from the project or between units within the project be coordinated?

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**FINANCIAL REIMBURSEMENT**

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Outline the costs that will be reimbursed to tenants that are displaced.

16. What procedures will be used to reimburse tenants for moving expenses to and from replacement and what is the maximum reimbursement per unit?

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17. What procedures will be used to reimburse tenants for increased housing costs incurred during the temporary relocation?

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**COMMUNICATION AND ASSISTANCE**

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Describe the access tenants will have to project staff and other assistance that will be provided to ease the transition.

- 18.** When will tenants have the opportunity to meet personally with the resident manager to discuss questions and concerns about the relocation process?

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- 19.** What advisory services or counseling will be provided to minimize the hardships in adjusting to required permanent or temporary relocation?

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- 20.** If tenants feel that they have not received proper relocation payments or opportunities to relocate to acceptable replacement housing, what process will they have to appeal?

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## ***EXHIBIT J: CONTRACT AFFIDAVIT***

Members of the development team must not be debarred, suspended or voluntarily excluded from participation in any federal or District program. Members of the development team are individuals or organizations, including officers and directors of corporate members of the team, general partners of partnership members, and members of limited liability company members, that are involved in the development of the project in any of the following roles:

- Applicant
- Developer
- Guarantor
- Owner (including any ownership interest other than limited partners)
- Architect
- General Contractor
- Management Agent
- Consultant

All members of the development team must certify on the required form that, among other things, they are not debarred from participation in any federal program nor have any unresolved default or noncompliance issues with the District of Columbia.

### **ATTACHMENTS**

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- Contract Affidavit (form attached)

**FORM OF CONTRACT AFFIDAVIT**

**AUTHORIZED REPRESENTATIVE**

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I HEREBY AFFIRM THAT I am the [Title of Representative] and the duly authorized representative of [Name of Organization] and that I possess the legal authority to make this Affidavit on behalf of myself and the organization for which I am acting.

**CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

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I FURTHER AFFIRM THAT the organization named above is a [Domestic or Foreign] corporation duly registered in accordance with the laws of the District of Columbia and is in good standing. The name and address of its resident agent is:

[Name of Organization]  
[Address of Organization]  
[if not a corporation, state so]

I FURTHER AFFIRM THAT, except as validly contested, the organization has paid, or will have paid all income and withholding taxes due to the District of Columbia prior to execution of any funding agreement.

**AFFIRMATION REGARDING BRIBERY CONVICTIONS**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed, or has pleaded nolo contendere to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of any District of Columbia or federal law.

**AFFIRMATION REGARDING OTHER CONVICTIONS**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has been convicted of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; or admitted in writing or under oath, during the course of an official investigation or other proceeding, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above.

**AFFIRMATION REGARDING DEBARMENT**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity.

**AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

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I FURTHER AFFIRM THAT (a) the organization was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment; and (b) the organization is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred organization.

**SUBCONTRACT AFFIRMATION**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, has knowingly entered into a contract with a public body under which a person debarred or suspended will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

**ACKNOWLEDGMENT**

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I ACKNOWLEDGE THAT this Affidavit is to be furnished to the District of Columbia Department of Housing and Community Development and may be distributed to units of (a) the District of Columbia government; (b) other states; and (c) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the District of Columbia, both criminal and civil, and that nothing in this Affidavit or any agreement resulting from the submission of this proposal shall be construed to supersede, amend, modify, or waive, on behalf of the District of Columbia, or any unit of the District of Columbia having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of the District of Columbia with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above organization with respect to (a) this Affidavit, (b) the contract, and (c) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

WITNESS

[NAME OF ORGANIZATION]

[Signature of Witness]  
\_\_\_\_\_  
[Name of Witness] (date)

[Signature of Representative]  
\_\_\_\_\_  
[Name of Representative] (date)  
[Title of Representative]

## ***EXHIBIT K: DEVELOPER EXPERIENCE***

Staff will evaluate the developer based on its record of accomplishment with projects that are similar to the proposed project. Information must be submitted for each of the following members of the development team: corporate general partners of the owner/mortgagor (including non-profits); individual general partners of the owner/mortgagor; and development consultants.

A Form 203—Developer’s Qualifications that addresses the experience and qualifications of the team member must be submitted along with the supporting information listed below. This should contain information on the members’ experience with other projects of similar type, scale and complexity and in a similar capacity.

- Resumes for each principal and affiliate of the development entity that will have responsibility for or involvement in the project
- Development Team Member Current Workload (form attached)
- Current financial statements of the development entity
- At least three business or professional references

### **ATTACHMENTS**

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- Form 203 — A. Developer’s Qualifications (form attached)  
B. Development Team Member Current Workload (form attached)
- Resumes
- Financial Statements
- References

DEVELOPER'S QUALIFICATIONS							FORM
							203
<b>Principal Office of Organization</b>							
Name of Organization							
Mailing Address							
Contact				Phone	( )	-	
Title				Fax	( )	-	
				E-mail			
<b>Type of Organization</b> ( <i>mark only one box</i> )							
<input type="checkbox"/>	Individual		<input type="checkbox"/>	General Partnership			
<input type="checkbox"/>	Corporation		<input type="checkbox"/>	Limited Partnership		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Limited Liability Corporation						
Year Organized			<i>(not applicable to individuals)</i>				
Is the entity organized under the laws of the District of Columbia? If no, indicate State of organization.							<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity qualified to do business in the District of Columbia? If no, explain.							<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the development entity required to file periodic reports with the Federal Securities and Exchange Commission or any other federal or state agency?							<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Principal Participants</b>							
List all principals and affiliates (individuals, businesses and organizations) that have an interest (financial or otherwise) in the development entity.							
<i>Name and Address</i>		<i>Taxpayer ID</i>		<i>Title or Role</i>	<i>Interest (%)</i>	<i>Character and Extent of Interest</i>	
<b>Previous Experience</b>							
Has the development entity ( <i>or any of its principals and affiliates</i> ), or the property of the proposed project, ever been delinquent on City obligations, including income taxes, real estate taxes and water and sewer charges? If yes, explain.							<input type="checkbox"/> Yes <input type="checkbox"/> No



Has the development entity ( <i>or any of its principals and affiliates</i> ), ever been a party to chronic housing code violations, excessive tenant complaints, or substantial judgments within the past five years? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity ( <i>or any of its principals and affiliates</i> ) ever had chronic past due accounts, substantial liens or judgments, foreclosures or bankruptcies within the past five years; or defaulted on any obligation to the District of Columbia within the past ten years? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity ( <i>or any of its principals and affiliates</i> ) ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity ( <i>or any of its principals or affiliates</i> ) participated in the development or operation of a project that experienced a default? If yes, provide the number of developments and explain ( <i>including the name and location of the development, circumstances surrounding each default, its cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.</i> ).								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a petition of involuntary bankruptcy ever been filed against the development entity? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity ever filed a petition of bankruptcy? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity ever made an assignment for the benefit of creditors? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No

Are there any unsatisfied judgments outstanding against the development entity or any of its principals or affiliates? If yes, explain.							<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the development entity been a party to any litigation during the past five years? If yes, explain.							<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CERTIFICATION</b>							
The undersigned hereby certifies that he/she is the duly authorized representative of the Organization and that the information set forth in this document, and in any attachment in support thereof, is true, correct and complete to the best of his/her knowledge and belief.							
(Date)			(Full legal name of organization)				
			Signature:				
			Name:				
			Title:				

**DEVELOPMENT TEAM MEMBER CURRENT WORK LOAD**

List projects currently underway by: \_\_\_\_\_

Name and Address of Project	Type of Project <sup>1</sup>	Type of Construction <sup>2</sup>	Size of Project <sup>3</sup>	Anticipated Date of Completion	Financing and Subsidies <sup>4</sup>	Team Member's Role
1. Show the type of project, for example, rental, home ownership, commercial or mixed use.						
2. Show the type of construction, which includes substantial rehabilitation, moderate rehabilitation, new construction or financial restructuring.						
3. Show the number of affordable units, the number of unrestricted units and square footage.						
4. Show the type of financing or subsidy and the lender or agency involved.						

## ***EXHIBIT L: GENERAL CONTRACTOR EXPERIENCE***

Staff will evaluate the general contractor based on its record of accomplishment during the past five years with projects that are similar to the proposed project. If a general contractor has been identified at the time of application, a resume that addresses the experience and qualifications of the general contractor must be submitted. This should contain information on the contractor's experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document A305 -- Contractor's Qualification Statement with the Department's supplement as part of the application.

If the general contractor has not been selected but will be selected through a competitive bid process later, please contact the Department for additional instructions before submitting an application for financing.

### **ATTACHMENTS**

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- Resume
- AIA Document A305—Contractor's Qualification Statement
- Supplement to the AIA Document A305—Contractor's Qualification Statement (form attached)

***SUPPLEMENT TO THE AIA DOCUMENT A305—CONTRACTOR’S  
QUALIFICATION STATEMENT***

**SUPPLEMENTAL INFORMATION**

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1. List which trades, if any, will be performed directly by the Organization’s own personnel or by identity of interest subcontractors, and not by outside subcontractors, in the construction of the proposed housing development. If none, so state.

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2. Neither the contractor nor any director, stockholder, officer, employee or agent associated with the contractor nor any person, organization or corporation has any financial interest in said property, and has not received nor will receive any benefit from the acquisition of said property, including but not limited to rebate, refunds, commissions or fees, except as hereunder disclosed. If none, so state.

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3. The undersigned hereby certifies that neither the Organization nor any partner, director, stockholder, officer, employee or agent associated with the Organization nor any person, organization or corporation having a financial interest in the affairs of the Organization, has agreed, or will agree, directly or indirectly, or with the Organization’s knowledge and consent, to give to any other party any payment or thing of value, profit or fee, or commission as an inducement for the granting of this contract, except as hereunder disclosed. If none, so state.

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4. Has the Organization, under its present name or any previously used name, or any of its principals, ever commenced construction of a project that it has not completed, except those currently under construction? If yes, provide details. Use extra sheets if necessary.

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5. In answering the following questions, the term “Principal” (as listed in paragraph 2 above) also includes any other Organization in which such person participated as a Principal.

- 5.1. Have any of the Principals ever filed a petition of bankruptcy?

***SUPPLEMENT TO THE AIA DOCUMENT A305 (Cont'd.)***

- 5.2. Has there ever been a petition of bankruptcy filed against the Organization or any of the Principals?  Yes  No
- 5.3. Has the Organization or any of the Principals ever made an assignment for the benefit of creditors?  Yes  No
- 5.4. Are there any unsatisfied judgments or liens against the Organization or any of the Principals?  Yes  No
- 5.5. Has the Organization or any of the Principals been a party to any litigation within the last five years?  Yes  No

If the answer to any of the questions in paragraph 5 is yes, give details. Use additional sheets if necessary.

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6. Has the Organization, or any of the Principals, ever been convicted of a crime? If yes, give details including the name of the entity or person, when and where convicted, and the crime or offense involved.

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7. Can the Organization obtain 100% payment and performance bonds for constructing the subject development?

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**CERTIFICATION**

The undersigned hereby certifies that he/she is the duly authorized representative of the Organization and that the information set forth in this certificate, and in any attachments in support thereof, is true, correct and complete to the best of his/her knowledge and belief.

IN WITNESS WHEREOF, the General Contractor has caused this certificate to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NAME OF ORGANIZATION

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

### ***EXHIBIT M: ARCHITECT EXPERIENCE***

Staff will evaluate the architect based on its record of accomplishment during the past five years with projects that are similar to the proposed project. A resume that addresses the architect's experience and qualifications must be submitted. This should contain information on the architect's experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document B431 -- Architect's Qualification Statement as part of the application.

#### **ATTACHMENTS**

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- Resume
- AIA Document B431—Architect's Qualification Statement (Supplied by the Applicant/Applicant's Architect)



## ***EXHIBIT N: MANAGEMENT AGENT EXPERIENCE***

Staff will evaluate the management agent based on its record of accomplishment during the past five years with projects that are similar to the proposed project. Please submit the Department's Form 209 – Management and Marketing Agent's Qualifications as part of the application along with the supporting information listed below. This should contain information on the management agent's experience with other projects of similar type, scale and complexity and in a similar capacity.

- Resumes for each member of the firm or the management division that will have responsibility for or involvement in the project, including the executive officer or partner-in-charge, supervisor and resident manager
- Apartment Management and Marketing Experience (form attached)
- Sample management materials, including financial statements, budgets, work order system, and maintenance programs
- Sample marketing materials, including marketing plan, rental brochure, press release, photographs of models and community spaces, newspaper advertisements and direct mail advertisements
- Current financial statements of the firm. Financial statements do not need to be in audited form. Please provide compiled, reviewed or certified financial statements for the company's previous fiscal year.
- References of the firm, including bank, professional and client

On an individual basis, management agents may keep previous forms on file with the Department so that only updates are required with each application.

### **ATTACHMENTS**

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- Form 209 – Management Agent's Qualifications and Apartment Management Experience (forms attached)
- Resumes
- Sample Management Materials
- Sample Marketing Materials
- Current Financial Statements
- References



## MANAGEMENT AGENT'S QUALIFICATIONS

**FORM**

**209**

<b>1. Principal Office of Firm</b>							
Name of Firm							
Mailing Address							
Contact				Phone	(      )	-	
Title				Fax	(      )	-	
Territory/Cities Covered				E-mail			
<b>2. Other Offices of Firm</b>							
Mailing Address							
Contact				Phone	(      )	-	
Title				Fax	(      )	-	
Territory/Cities Covered				E-mail			
Mailing Address							
Contact				Phone	(      )	-	
Title				Fax	(      )	-	
Territory/Cities Covered				E-mail			
<b>3. Type of Firm (mark only one box)</b>							
<input type="checkbox"/> Individual		<input type="checkbox"/> General Partnership			<input type="checkbox"/> Limited Liability Corporation		
<input type="checkbox"/> Corporation		<input type="checkbox"/> Limited Partnership			<input type="checkbox"/> Other: _____		
Year Founded							
Year Property Management Activities Began							
<b>4. Bookkeeping</b>							
Indicate the software used by the Firm for its bookkeeping:							
<b>5. Residential Property Management Experience (Over the past three years)</b>							
<i>Type of Project</i>		<i>Number of Projects</i>	<i>Number of Residential Units</i>	<i>Average Percentage Management Fee</i>			
Apartments							
Condominiums							
Single Family							
Other (describe)							
Total							
Has the management agent managed a Department-financed project for at least the two previous years? If no, complete all of the remaining sections. If yes, jump to section number 12 and answer all the remaining questions.							<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>6. Marketing Services</b> (mark the appropriate box for the following marketing services)							
<i>Services</i>				<i>Provided by Firm</i>	<i>Provided by Subcontractor</i>	<i>Not Provided</i>	
Preparation of Marketing Plans				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation of Rental Brochures				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation of Press Releases				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decoration of Models and Community Spaces				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation of Displays and Classified Copy of Newspaper Advertisements				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation of Direct Mail Advertising				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Other Services and Functions</b>							
Does the management agent provide any of the following services or functions? If these services are offered under a different firm or trade name, please indicate such name and relationship to firm (for example, parent corporation, subsidiary, similar principals, etc.)							
<i>Service or Function</i>			<i>Provided?</i>	<i>Provided By</i>			<i>Relationship</i>
Real Estate Sales or Brokerage			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Mortgage Banking or Brokerage			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Real Estate Development			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Real Estate Appraisals			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Insurance Agency or Brokerage			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Market Analysis			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Feasibility Studies			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other (describe)			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other (describe)			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>8. Staff of Firm</b>							
<i>Staffing</i>						<i>Currently</i>	<i>Two Years Ago</i>
Number of Employees of Firm							
Number of Executive and Professional Persons in Firm							
Number of Executive and Professional Persons Engaged in Property Management and Marketing Activities							
<b>9. Experience with the Department</b> (indicate the names and addresses of DHCD financed projects that the management agent has managed)							

<b>10. Tenant Services</b>								
Does the management agent provide special personnel or special programs to assist tenants with social problems? If yes, describe.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the management agent provide its staff with special training regarding tenant relations, social problems, etc? If yes, describe.								<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. Bonding</b>								
Does the management agent have a surety bond? If yes, show the following information.								<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Bond	\$							
Name of Bonding Company								
If the management agent does not have a surety bond, is it eligible for a surety bond?								<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12. Licenses, Certificates and Accreditations</b>								
List licenses, certificates and accreditations of the Firm ( <i>and executive, professional and supervisory employees, if relevant</i> ).								
Have any licenses, bonds, certificates or accreditations ever been revoked, suspended, restricted, or in any manner, limited or terminated? If yes, explain. ( <i>Answer yes, even if license has since been restored.</i> )								<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13. Prior Experience</b>								
Has the management agent ( <i>or any of its principals and affiliates</i> ) ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.								<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Has the management agent <i>(or any of its principals or affiliates)</i> participated in the development or operation of a project that experienced a default? If yes, provide the number of developments and explain <i>(including the name and location of the development, circumstances surrounding each default, its cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.)</i>.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the management agent taken on the management of defaulted or foreclosed properties? If yes indicate owner and mortgagee, experience with such properties and whether the properties returned to sustaining status.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>14. Contract Status</b>								
<p>Have any property management contracts held by the management agent over the past five years been terminated prior to their expiration date? If yes, provide the number of contracts and explain <i>(including the name and location of the development, mortgagor and reason surrounding the termination)</i>.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have any property management contracts held by the management agent over the past five years not been renewed upon expiration? If yes, provide the number of contracts and explain <i>(including the name and location of the development, mortgagor and reason surrounding the non-renewal)</i>.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>15. Bankruptcy</b>								
<p>Has a petition of involuntary bankruptcy ever been filed against the management agent? If yes, explain.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the management agent ever filed a petition of bankruptcy? If yes, explain.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the management agent ever made an assignment for the benefit of creditors? If yes, explain.</p>								<input type="checkbox"/> Yes <input type="checkbox"/> No

Are there any unsatisfied judgments outstanding against the management agent or any of its principals or affiliates? If yes, explain.							<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the management agent been a party to any litigation during the past five years?							<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain.							
<b>CERTIFICATION</b>							
The undersigned hereby certifies that he/she is the duly authorized representative of the management agent and that the information set forth in this document, and in any attachment in support thereof, is true, correct and complete to the best of his/her knowledge and belief.							
(Date)			(Full legal name of firm)				



**APARTMENT MANAGEMENT AND MARKETING EXPERIENCE**

List developments managed by:

Name and Address of Development	Services Performed		Type of Structures	Number of Units	Type of Mortgage Financing	Subsidy Program (if any)	Name and Address of Owner	Management Fee (% or per Unit)	Marketing Fee (if any)	Dates of Service (started/ended)
	Management	Initial Marketing								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
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	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								

## ***EXHIBIT O: FINANCIAL STATEMENTS***

Financial statements for the three fiscal years prior to the application and interim financial statements through the previous quarter are required for the borrowing entity (if formed), the principals of the borrowing entity and the proposed guarantor (if different). Each financial statement must identify all contingent liabilities, guarantees on other developments in process and operating deficits.

Financial statements must meet the Department's standards. If the most recent fiscal year ends within 3 months of or after the submission period, the applicant shall submit financial statements for the three prior fiscal years plus interim financial statements through the previous quarter of the most recent fiscal year that have been certified. Financial statements must meet the following standards:

- For corporations or other business entities, financial statements must be audited by an independent certified public accountant (CPA) and clearly indicate the net worth and working capital of each entity;
- For individuals, financial statements at a minimum must be compiled by an independent CPA and clearly indicate the net worth and working capital and contingent liabilities, included liability for estimated or accrued income or other taxes, for each person; and
- Compiled individual statements must also be prepared in accord with Generally Accepted Accounting Principles (GAAP) and signed and certified by the individual(s) using the following text:

*“I (we) hereby certify that these financial statements are true and correct to the best of my (our) knowledge and belief.”*

Upon written request and at the Department's discretion, the requirement for audited statements may be waived if applicants have an acceptable borrowing history as evidenced by past performance with the Department or other lenders. In this event, compilations of financial statements that have been prepared by an independent CPA may be accepted. However, the compilation must meet the requirements for such compilations as described above.

On an individual basis, so that only updates and current year financial statements are required with each application. Credit references from at least three previous lenders must also be provided.

### **ATTACHMENTS**

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- Financial Statement (prepared by independent CPA)
- Credit References



***EXHIBIT P: LOCAL/SMALL AND DISADVANTAGED BUSINESS ENTERPRISES***

The Department will consider the extent to which the project includes specific and significant involvement by the entity and the capacity of the entity to carry out its role. A description of the entity’s role in the development or operation of the project is necessary along with a resume that addresses the experience and qualifications of the entity. This should contain information on the entity’s experience in other projects of similar type, scale and complexity and in a similar capacity. The application must include letters of intent from the organization that document the specific services or products to be provided to the project.

In addition, in order to verify the entity’s status, LSDBEs must submit a copy of their District certification.

**ATTACHMENTS**

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- Description of Entity’s Role
- Resume
- Letters of Intent
- LSDBE Certification
  
- Not Applicable.** For projects that do not include an eligible entity, no information is required.

**EXHIBIT Q: NONPROFIT OR PUBLIC HOUSING AUTHORITY/HOUSING FINANCE  
AGENCY PARTICIPATION**

Ranking points are awarded to projects in which the development team includes one of the following entities:

- Nonprofit organization that is tax-exempt under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code and not affiliated with or controlled by a for-profit entity
- D.C. Housing Authority
- D.C. Housing Finance Agency
- Department of Mental Health

The Department will consider the extent to which the project includes specific and significant involvement by the entity and the capacity of the entity to carry out its role. For applicants that are seeking points under the selection criterion, a description of the entity's role in the development or operation of the project is necessary along with a resume that addresses the experience and qualifications of the entity. This should contain information on the entity's experience in other projects of similar type, scale and complexity and in a similar capacity. The application must include letters of intent from the organization that document the specific services or products to be provided to the project.

In addition, please provide evidence of the entity's status. Nonprofit entities must submit articles of incorporation, bylaws, evidence of an IRS ruling that it is a qualified 501(c)(3) or 501(c)(4) nonprofit organization, and a list of its board of directors. An attorney's opinion letter that the non-profit is not affiliated with or controlled by a for-profit entity is required only if a qualified non-profit will have a controlling interest in the borrowing entity.

**ATTACHMENTS**

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- Description of Entity's Role
- Resume
- Letters of Intent

**Nonprofit Entities**

- Articles of Incorporation
- Bylaws
- IRS Ruling of 501(c)(3) or 501(c)(4) Nonprofit Organization
- List of Board of Directors
- Attorney's Opinion Letter, if the qualified non-profit will have a controlling interest in the borrowing entity
  
- Not Applicable.** For projects that do not include an eligible entity or where the applicant is not seeking points under this selection criterion, no information is required.

## ***EXHIBIT R: LOCAL SUPPORT AND INVOLVEMENT***

### **LOCAL SUPPORT**

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As a condition of closing, the applicant must include a resolution or letter of support from the affected Advisory Neighborhood Commission(s) (ANC). The resolution or letter must indicate its support of the project in the current round of competition. Support should not be contingent upon the completion of tasks or improvements that are unrelated to the project, such as off-site work that is not necessary for completion of the project. Applicants may attach a resolution or letter if they have it at the time of application.

### **ATTACHMENTS**

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- Resolution or letter of support from ANC (current list is attached)
- Not Applicable.** Resolution or letter of support is not available at the time of application.

**ADVISORY NEIGHBORHOOD COMMISSION CHAIRS (ANCs)**

<b>Name</b>	<b>Title</b>	<b>Ward</b>	<b>E-mail Addresses</b>
Dotti Love Wade	Chair	ANC – 1A	<a href="mailto:1A11@anc.dc.gov">1A11@anc.dc.gov</a>
Dee Hunter	Chair	ANC – 1B	<a href="mailto:1B04@anc.dc.gov">1B04@anc.dc.gov</a>
Brain Weaver	Chair	ANC – 1C	<a href="mailto:1C03@anc.dc.gov">1C03@anc.dc.gov</a>
Gregg Edwards	Chair	ANC – 1D	<a href="mailto:1D04@anc.dc.gov">1D04@anc.dc.gov</a>
Asher Corson	Chair	ANC – 2A	<a href="mailto:2A03@anc.dc.gov">2A03@anc.dc.gov</a>
Ramon Estrada	Chair	ANC – 2B	<a href="mailto:2B09@anc.dc.gov">2B09@anc.dc.gov</a>
Doris Brooks	Chair	ANC – 2C	<a href="mailto:2C03@anc.dc.gov">2C03@anc.dc.gov</a>
Sandra Perimutter	Chair	ANC – 2D	<a href="mailto:2D01@anc.dc.gov">2D01@anc.dc.gov</a>
Ed Solomon	Chair	ANC – 2E	<a href="mailto:2E01@anc.dc.gov">2E01@anc.dc.gov</a>
Charles Reed	Chair	ANC – 2E	<a href="mailto:2F01@anc.dc.gov">2F01@anc.dc.gov</a>
Melissa J. Lane	Chair	ANC – 3B	<a href="mailto:3B03@anc.dc.gov">3B03@anc.dc.gov</a>
Nancy J. Macwood	Chair	ANC – 3C	<a href="mailto:3C09@anc.dc.gov">3C09@anc.dc.gov</a>
Rachael Thompson	Chair	ANC – 3C	<a href="mailto:3D04@anc.dc.gov">3D04@anc.dc.gov</a>
Amy Bauer McVey	Chair	ANC – 3E	<a href="mailto:3E01@anc.dc.gov">3E01@anc.dc.gov</a>
Cathy Wiss	Chair	ANC – 3F	<a href="mailto:3F06@anc.dc.gov">3F06@anc.dc.gov</a>
Jerry Levine	Chair	ANC – 3G	<a href="mailto:3G05@anc.dc.gov">3G05@anc.dc.gov</a>
Stephen Whatley	Chair	ANC – 4A	<a href="mailto:4A04@anc.dc.gov">4A04@anc.dc.gov</a>
Blondine Hughes	Chair	ANC – 4B	<a href="mailto:4B05@anc.dc.gov">4B05@anc.dc.gov</a>
Joseph Martin	Chair	ANC – 4C	<a href="mailto:4C09@anc.dc.gov">4C09@anc.dc.gov</a>
Everett D. Lott	Chair	ANC – 4D	<a href="mailto:4D05@anc.dc.gov">4D05@anc.dc.gov</a>
William Boston	Chair	ANC – 5A	<a href="mailto:5A07@anc.dc.gov">5A07@anc.dc.gov</a>
William Shelton	Chair	ANC – 5B	<a href="mailto:5B01@anc.dc.gov">5B01@anc.dc.gov</a>
Anita Bonds	Chair	ANC – 5C	<a href="mailto:5C01@anc.dc.gov">5C01@anc.dc.gov</a>
Joseph Fengler	Chair	ANC – 6A	<a href="mailto:6A02@anc.dc.gov">6A02@anc.dc.gov</a>
Julie Olson	Chair	ANC – 6B	<a href="mailto:6B03@anc.dc.gov">6B03@anc.dc.gov</a>
Karen Wirt	Chair	ANC – 6C	<a href="mailto:6C08@anc.dc.gov">6C08@anc.dc.gov</a>
Roger Monffatt	Chair	ANC – 6D	<a href="mailto:6D05@anc.dc.gov">6D05@anc.dc.gov</a>
Pride Hiatt	Chair	ANC – 7A	<a href="mailto:7A03@anc.dc.gov">7A03@anc.dc.gov</a>
Yvonne Moore	Chair	ANC – 7B	<a href="mailto:7B03@anc.dc.gov">7B03@anc.dc.gov</a>
Muriel Chambers	Chair	ANC – 7C	<a href="mailto:7C07@anc.dc.gov">7C07@anc.dc.gov</a>
Dorothy Douglas	Chair	ANC – 7D	<a href="mailto:7D03@anc.dc.gov">7D03@anc.dc.gov</a>
Naomi P. Robinson	Chair	ANC – 7E	<a href="mailto:7E01@anc.dc.gov">7E01@anc.dc.gov</a>
Anthony Muhammad	Chair	ANC – 8A	<a href="mailto:8A01@anc.dc.gov">8A01@anc.dc.gov</a>
David Brewer	Chair	ANC – 8B	<a href="mailto:8B02@anc.dc.gov">8B02@anc.dc.gov</a>
Mary Cuthbert	Chair	ANC – 8C	<a href="mailto:8C03@anc.dc.gov">8C03@anc.dc.gov</a>
Maria Powell	Chair	ANC – 8D	<a href="mailto:8D06@anc.dc.gov">8D06@anc.dc.gov</a>
Wanda D. Lockridge	Chair	ANC – 8E	<a href="mailto:8E06@anc.dc.gov">8E06@anc.dc.gov</a>

### ***EXHIBIT S: TENANT SERVICE PLAN***

A draft of the plan for providing services for the tenants should be developed if the applicant will provide services under an elderly or special needs housing proposal. The plan should outline the strategy for creatively linking existing service programs into the design of the project. The plan should clearly identify the types of services to be offered, the method for financing the services, a budget with clearly identified funding sources for the services and the organizations that are anticipated to provide services or products. The plan should be specific to the project and include letters of interest from anticipated service providers.

#### **ATTACHMENTS**

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- Draft Tenant Service Plan (see attached guidelines)
- Letters of Intent from Service Providers
  
- Not Applicable.** For projects that will not provide tenant services, no information is required.

**GUIDELINES FOR DEVELOPING A TENANT SERVICE PLAN**

Describe the processes and procedures for carrying out the tenant services. The plan will be evaluated based on the extent to which it is comprehensive, well defined, feasible, appropriate for the proposed tenant population, innovative and involves a unique collaboration, partnership, ownership or management structure. Projects that include on-site services must be designed to include the necessary physical space for the services. More consideration will be given for services that are actively linked to the residents and not simply provided to the community at large. Tenant Service Plans, at a minimum, should address the following questions.

1. What are the tenant services that will be provided at the project?  
\_\_\_\_\_  
\_\_\_\_\_
2. How will the tenant services be financed?  
\_\_\_\_\_  
\_\_\_\_\_
3. What organizations will provide services or products and how will the services from other organizations be coordinated or delivered to the tenants?  
\_\_\_\_\_  
\_\_\_\_\_
4. Which tenant services will be provided on-site? (Indicate what facilities are available at the project site for providing these tenant services.)  
\_\_\_\_\_  
\_\_\_\_\_
5. What are the projected costs of the planned services and how will these services be funded? (Project sources also should be identified in the operating proforma in the Application.)  
\_\_\_\_\_  
\_\_\_\_\_
6. Which tenant services will be provided off-site? (Indicate what facilities are available within the community for these tenant services and what access the tenants will have to these facilities.)  
\_\_\_\_\_  
\_\_\_\_\_

## ***EXHIBIT T: COST ESTIMATES***


A breakdown of the construction or rehabilitation costs shown in the application's development budget must be provided on the Department's Form 212—Summary Cost Estimate. Form 215 is not required at this stage. The cost estimates must be prepared and signed by the architect or general contractor for the project.

The construction or rehabilitation costs must be within a reasonable range for the scope of work proposed. If the proposed costs exceed the Department's standards, applicants must submit a waiver request (include under Exhibit Y, *Waiver Requests*) that includes a detailed explanation of the reasons the costs are outside of this range. The standards are set forth in the Department's Multifamily Rental Financing Program Guide.

### **ATTACHMENTS**

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- Form 212—Summary Cost Estimate (form attached)
- Request For Costs That Exceed The Department's Standard (under Exhibit Y)

		<b>SUMMARY COST ESTIMATE</b>					<b>FORM</b> <b>212</b>	
Project:							Date:	
Location:								
Contractor:								
Number of Units in Project:								
Gross Square Footage in Project:								
<i>Description of Work</i>						<i>Average Cost Per GSF</i>	<i>Average Cost Per Unit</i>	
<i>Code</i>	<i>Item</i>							<i>Total Cost</i>
010-00	Total General Requirements							
021-00	Total Earth Work							
022-00	Total Site Utilities							
023-00	Total Roads And Walks							
024-00	Total Site Improvements							
025-00	Total Lawns and Planting							
026-00	Total Unusual Site Conditions							
027-00	Total Underground Construction							
028-00	Total Demolition							
029-00	Total Off-Site Improvements							
030-00	Total Concrete							
040-00	Total Masonry							
050-00	Total Metals							
060-00	Total Carpentry							
071-00	Total Waterproofing							
072-00	Total Insulation							
073-00	Total Roofing							
074-00	Total Sheet Metal							
081-00	Total Doors							
082-00	Total Windows							
083-00	Total Miscellaneous							
091-00	Total Lath And Plaster							
092-00	Total Drywall							
093-00	Total Tile Work							
094-00	Total Acoustical							
095-00	Total Flooring							
096-00	Total Painting and Decorating							
100-00	Total Specialties							
111-00	Total Special Equipment							
112-00	Total Appliances							



121-00	Total Draperies and Shades						
122-00	Total Carpeting						
130-00	Total Special Construction						
140-00	Total Elevators						
151-00	Total Plumbing						
152-00	Total HVAC						
160-00	Total Electric						
170-00	Total Modules						
180-00	Miscellaneous						
<i>Description of Work</i>				<i>Percent of Net Costs</i>	<i>Average Cost Per GSF</i>	<i>Average Cost Per Unit</i>	<i>Total Cost</i>
<i>Code</i>	<i>Item</i>						
190-00	<b>Net Construction Costs (021-00 Through 180-00)</b>						
200-00	Builder's General Overhead			%			
210-00	Bond Premium						
220-00	Builder's Profit			%			
230-00	Other						
010-00	General Requirements ( <i>from page 1</i> )			%			
240-00	<b>Total Construction Costs</b>						



## DETAILED COST ESTIMATE

**FORM**

**215**

**FORM 215 DOES NOT NEED TO BE COMPLETED FOR THE APPLICATION SUBMISSION KIT PHASE**

Project:			Date:		
Location:					
Contractor:					
			<i>Estimated Units (Quantity)</i>	<i>Estimated Cost</i>	
<i>Description of Work</i>				<i>(Material and Labor)</i>	
<i>Code</i>	<i>Item</i>			<i>Per Unit</i>	<i>Total</i>
010-00	<b>Total General Requirements</b>				
010-01	Supervision				
010-02	Engineering and Layout				
010-03	Soil Testing				
010-04	Concrete Test				
010-05	Temporary Heat				
010-06	Temporary Electric				
010-07	Temporary Water				
010-08	Temporary Toilets				
010-09	Field Office				
010-10	Field Telephone				
010-11	Field Storage				
010-12	Temporary Roads				
010-13	Temporary Walls and Barricades				
010-14	Temporary Fences				
010-15	Cleanup Hauling				
010-16	Cleanup Labor				
010-17	Small Tools and Supplies				
010-18	Theft and Damage				
010-19	Temporary Fire Protection				
010-20	Hoist Foundation				
010-21	Hoist Rental				
010-22	Hoist Labor				
010-23	Trucks and Cars				
010-24	Final Cleanup				
010-25	Window Washing				
010-26	Re-glazing				
010-27	Watchmen				
010-28	Project Signs				
010-29	Blueprints and Photographs				
010-30	Bonds				
010-31	Fees				
010-32	Permits				
010-33	Tap Ons				
010-34	Insurance				

010-35	Miscellaneous				
021-00	<b>Total Earth Work</b>				
021-01	Clearing and Grubbing				
021-02	Rough Grading				
021-03	Foundation Excavation				
021-04	Finish Grading				
021-05	Other				
022-00	<b>Total Site Utilities</b>				
022-01	Gas Distribution				
022-02	Water Distribution				
022-03	Electric Distribution				
022-04	Storm Sewer System				
022-05	Sanitary Sewer System				
022-06	Drain Tiles				
022-07	Drainage Structures				
022-08	Other				
023-00	<b>Total Roads and Walks</b>				
023-01	Bituminous Paving				
023-02	Concrete Paving				
023-03	Brick Paving				
023-04	Pavement Sealing				
023-05	Curbs and Gutters				
023-06	Concrete Walks				
023-07	Asphalt Walks				
023-08	Parking Lot Stripping				
023-09	Other				
024-00	<b>Total Site Improvements</b>				
024-01	Fences				
024-02	Site Lighting				
024-03	Aesthetic Features				
024-04	Other				
025-00	<b>Total Lawns and Planting</b>				
025-01	Lawns				
025-02	Ground Cover and Plants				
025-03	Trees				
025-04	Other				
026-00	<b>Total Unusual Site Conditions</b>				
026-01	Unusual Site Conditions				
026-02	Other				
027-00	<b>Total Underground Construction</b>				
027-01	Pile Foundations				

027-02	Caissons				
027-03	Other				
028-00	<b>Total Demolition</b>				
028-01	Demolition				
028-02	Other				
029-00	<b>Total Off-Site Improvements</b>				
029-01					
029-02					
029-03					
029-04					
029-05					
029-06					
029-07					
029-08					
029-09					
029-10					
029-11					
030-00	<b>Total Concrete</b>				
030-01	Formwork				
030-02	Reinforcing				
030-03	Structural Concrete				
040-00	<b>Total Masonry</b>				
040-01	Reinforcing				
040-02	Brick				
040-03	Concrete Block				
040-04	Stonework				
040-05	Clay Tile				
040-06	Cleaning				
040-07	Other				
050-00	<b>Total Metals</b>				
050-01	Siding				
050-02	Structural Steel				
050-03	Steel Joints				
050-04	Metal Decking				
050-05	Metal Stairs				
050-06	Handrails and Railings				
050-07	Lintels				
050-08	Other				
060-00	<b>Total Carpentry</b>				
060-01	Insulating Board				
060-02	Rough Carpentry				
060-03	Pre-fabricated Structural Wood				

060-04	Metal Door Frames				
060-05	Metal Framing				
060-06	Miscellaneous Trim				
060-07	Siding				
060-08	Counter Tops				
060-09	Kitchen Cabinets				
060-10	Vanities				
060-11	Paneling				
060-12	Wood Stairs				
060-13	Wood Handrails and Railings				
060-14	Other				
071-00	<b>Total Waterproofing</b>				
071-01	Waterproofing				
071-02	Caulking and Sealant				
071-03	Damp-proofing				
071-04	Splash Blocks				
071-05	Other				
072-00	<b>Total Insulation</b>				
072-01	Batt Insulation				
072-02	Blown Insulation				
072-03	Rigid Insulation				
072-04	Foam Insulation				
072-05	Other				
073-00	<b>Total Roofing</b>				
073-01	Asphalt Shingle Roofing				
073-02	Build-up Roofing				
073-03	Pre-fabricated Plank Roofing				
073-04	Wood Shingle Roofing				
073-05	Metal Roofing				
073-06	Other				
074-00	<b>Total Sheet Metal</b>				
074-01	Flashing and Sheet Metal Work				
074-02	Gutters and Down Spouts				
074-03	Other				
081-00	<b>Total Doors</b>				
081-01	Hollow Metal Doors				
081-02	Metal Clad Doors				
081-03	Solid Core Doors				
081-04	Hollow Core Wood Doors				
081-05	Overhead Doors				
081-06	Bi-fold Doors				
081-07	Revolving Doors				
081-08	Sliding Closet Doors				

081-09	Café Doors				
081-10	Sliding Glass Doors				
081-11	Shower Doors				
081-12	Thresholds				
081-13	Hardware				
081-14	Glazing				
081-15	Other				
082-00	<b>Total Windows</b>				
082-01	Metal Windows				
082-02	Wood Windows				
082-03	Store Front				
082-04	Glazing				
082-05	Other				
083-00	<b>Total Miscellaneous</b>				
083-01	Weather-stripping				
083-02	Storm and Screen Attachments				
083-03	Other				
091-00	<b>Total Lath and Plaster</b>				
091-01	Lath and Plaster				
091-02	Other				
092-00	<b>Total Drywall</b>				
092-01	Drywall				
092-02	Other				
093-00	<b>Total Tile Work</b>				
093-01	Ceramic Tile				
093-02	Quarry Tile				
093-03	Terrazzo				
093-04	Other				
094-00	<b>Total Acoustical</b>				
094-01	Acoustical Tile				
094-02	Other				
095-00	<b>Total Flooring</b>				
095-01	Wood Flooring				
095-02	Resilient Flooring				
095-03	Special Flooring				
095-04	Other				
096-00	<b>Total Painting and Decorating</b>				
096-01	Painting and Staining				
096-02	Special Wall Covering				
096-03	Other				

100-00	<b>Total Specialties</b>				
100-01	Trash Chutes				
100-02	Storage Cubicles				
100-03	Shower and Toilet Partitions				
100-04	Fire Fighting Devices				
100-05	Fireplaces				
100-06	Fireplace stacks				
100-07	Flag Poles				
100-08	Signs				
100-09	Lockers				
100-10	Mail Boxes				
100-11	Intercom System				
100-12	Security System				
100-13	Folding Partitions				
100-14	Toilet and Bath Accessories				
100-15	Waste Disposal Units				
100-16	Other				
111-00	<b>Total Special Equipment</b>				
111-01	Smoke Detectors				
111-02	Compactors				
111-03	Other				
112-00	<b>Total Appliances</b>				
112-01	Laundry Appliances				
112-02	Refrigerators				
112-03	Ranges				
112-04	Range Hoods				
112-05	Dishwashers				
112-06	Disposals				
112-07	Air Conditioners				
112-08	Air Conditioner Sleeves				
112-09	Other				
121-00	<b>Total Draperies and Shades</b>				
121-01	Shades				
121-02	Drapery Tracks				
121-03	Draperies				
121-04	Other Window Covering				
121-05	Other				
122-00	<b>Total Carpeting</b>				
122-01	Carpeting				
122-02	Other				
130-00	<b>Total Special Construction</b>				
130-01	Swimming Pool				

130-02	Garbage Enclosures				
130-03	Play Equipment				
130-04	Tennis Court Accessories				
130-05	Basketball Court Accessories				
130-06	Other				
140-00	<b>Total Elevators</b>				
140-01	Elevator Mechanism				
140-02	Elevator Cabs				
140-03	Other				
151-00	<b>Total Plumbing</b>				
151-01	Underground				
151-02	Domestic Water Supply				
151-03	Waste and Vent Piping				
151-04	Gas Piping				
151-05	Sprinklers, Standpipes and Siamese				
151-06	Domestic Water Pump				
151-07	Fire and Jockey Pumps				
151-08	Sump Pumps and Sewer Ejectors				
151-09	Hot Water Heaters				
151-10	Water Softeners				
151-11	Pipe Insulation				
151-12	Tubs				
151-13	Showers				
151-14	Water Closets				
151-15	Lavatories				
151-16	Kitchen Sinks				
151-17	Urinals				
151-18	Drinking Fountains				
151-19	Roof Drains				
151-20	Fire Hydrants				
151-21	Other				
152-00	<b>Total HVAC</b>				
152-01	Boilers and Chillers				
152-02	Furnaces				
152-03	Breeching				
152-04	Vent Stacks				
152-05	Heating Piping				
152-06	Ductwork				
152-07	Fire Dampers				
152-08	Insulation -- Ducts				
152-09	Insulation -- Heating Piping				
152-10	Terminal Units				
152-11	Thermostats				
152-12	Condensers				
152-13	Exhausts				



152-14	Vents -- Laundry				
152-15	Other				
160-00	<b>Total Electrical</b>				
160-01	Underground				
160-02	Roughing				
160-03	Finishing				
160-04	Lighting Protections				
160-05	Other				
170-00	<b>Total Modules</b>				
170-01	Modules				
170-02	Other				
180-00	<b>Miscellaneous</b>				
180-01					
180-02					
180-03					
180-04					
180-05					
180-06					
180-07					
180-08					
180-09					
180-10					
190-00	<b>Net Construction Costs (021-00 through 180-00)</b>				
200-00	Builder's General Overhead				
210-00	Bond Premium				
220-00	Builder's Profit				
230-00	Other				
230-01					
230-02					
230-03					
230-04					
230-05					
230-06					
230-07					
230-08					
230-09					
010-00	General Requirements (from page 1)				
240-00	<b>Total Construction Costs (must equal DHCD Form 212)</b>				
<b>SUMMARY</b>					
Number of Units in Project: _____					
Gross Square Footage in Project: _____					

<i>Description of Work</i>					
<i>Code</i>	<i>Item</i>	<i>Percent of Net Costs</i>	<i>Average Cost Per GSF</i>	<i>Average Cost Per Unit</i>	<i>Total Cost</i>
190-00	<b>Net Construction Costs (021-00 Through 180-00)</b>				
200-00	Builder's General Overhead	%			
210-00	Bond Premium				
220-00	Builder's Profit	%			
230-00	Other				
010-00	General Requirements ( <i>from page 1</i> )	%			
240-00	<b>Total Construction Costs</b>				

**APPROVALS**

Signature:

Developer:

Date:

Signature:

Contractor:

Date:

Signature:

Department of Housing and Community Development

Date:

## ***EXHIBIT U: SCHEMATIC DOCUMENTS***

The attached guidelines outline the preliminary development documents that should be submitted with the application. The documents indicated in this section are considered minimum requirements and should be amended to meet the specific project requirements. Items that generally apply only to renovation projects are indicated

### **ATTACHMENTS**

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- Schematic Documents (guidelines attached)

## ***SCHEMATIC DOCUMENTS***

### **DRAWING REQUIREMENTS**

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All of the following documents must reflect the general intent of the project and generally delineate the proposed project scope.

#### **1. Civil Engineering Documents**

- a) Proposed Site Plan including the following:
  - All existing structures and location of all proposed structures
  - Basic storm water considerations
  - Existing and proposed roads and parking elements
  - Approximate location of all existing utilities
- b) Information Concerning the Proposed Site Specific to the project, disabled accessibility features, retaining walls, etc.

#### **2. Architectural Documents**

- a) Title Sheet
  - Project Information including Project name and address
  - The names, addresses and telephone numbers of the Owner and all Consultants
  - The date
  - The submissions level
  - List of Drawings
  - Project Area Breakdown
  - Unit Mix and Square Footages
  - Vicinity Map
- b) Schematic Demolition Floor Plans for Each Building Level (1/8" scale min)\*
- c) Schematic Preliminary Floor Plans for Each Building Level (1/8" scale min)
- d) Schematic Demolition Plans of Individual Units (1/4" scale min)\*
- e) Schematic Individual Unit Plans (1/4" scale min)
- f) Schematic Exterior Building Elevations (1/8" scale min)
  - Provide elevations of all major exterior wall areas
  - Provide schematic key plan indicating elevation locations
  - Include Demolition information as required.\*

#### **3. Structural Documents**

- a) Information concerning the proposed Structural Systems and Information on Unusual Conditions, as required
- b) Information on the existing structural systems and the effect that the project will have on these\*

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\* Generally applies only to renovation projects.

#### **4. Plumbing Documents**

- a) Information concerning the proposed Plumbing Systems and Information on Unusual Conditions, as required
- b) Information on the existing plumbing systems and the effect that the project will have on these\*

#### **5. HVAC**

- a) Information concerning the proposed HVAC Systems and Information on Unusual Conditions, as required
- b) Information on the existing HVAC systems and the effect that the project will have on these\*

#### **6. Electrical**

- a) Information concerning the proposed Electrical Systems and Information on Unusual Conditions, as required
- b) Information on the existing electrical systems and the effect that the project will have on these\*

### **SPECIFICATION REQUIREMENTS**

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#### **7. Outline Specifications**

- a) The Application Outline Specification shall include all sections of the 16 Division CSI format applicable to project
- b) The specification need not be in a complete CSI/MasterSpec format
  - The section numbering and naming shall comply with the CSI 16 Division format
  - Parts I- “General” may be omitted
  - Part II- “Products” shall list all products anticipated for use in that section
  - Part III- “Execution” may be omitted
- c) The Specification cover shall include the following:
  - The names, addresses and telephone numbers of the Owner and all Consultants
  - The project name and address
  - The date
  - The submissions level
- d) A complete table of contents shall be included at the front of the Specification
- e) Division I
  - Include General Conditions and other project requirements, including those of the lender
  - Include Specific Renovation/Demolition related sections as required\*
- f) Division II—where Division II is prepared by an separate Owner-retained Consultant, bind these Sections into the single Project Specification
- g) Divisions II through XVI
  - Include sections for all proposed elements
  - Include Specific Renovation/Demolition related sections as required\*

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\* Generally applies only to renovation projects.

## ***EXHIBIT V: BUILDING EVALUATION REPORT***

For projects that involve the rehabilitation of existing buildings, applicants must provide a preliminary engineering assessment of the buildings. In rehabilitating properties, developers may encounter unforeseen issues that can delay, increase the cost of, or even halt rehabilitation. To avoid this, the Department requires that an engineer or other qualified professional complete an assessment of the property.

The following report is required for all renovation projects. The document indicated below shall be considered a minimum requirement. Amend as required for specific project conditions and requirements.

### **ATTACHMENTS**

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- Building Evaluation Report (guidelines attached)
- Not Applicable.** If the project does not include the rehabilitation of existing buildings, a building evaluation report is not applicable.

## ***BUILDING EVALUATION REPORT GUIDELINES***

### **PRELIMINARY SCOPE OF WORK**

---

Include a written scope of work delineating, in narrative form:

- The existing conditions and systems
- Proposed work to the above elements
- New systems and structures and how they will be integrated into the existing work.
- Other information as may be required to describe adequately the project.
- The narrative shall be broken down in the 16 CSI construction divisions.

### **PROJECT WALK THROUGH**

---

Include the results of a survey of a minimum of 15% of the units including:

- Photographs of the building exterior and interior in sufficient detail and quantity to fully describe the existing conditions.
- Label all photographs with description of existing conditions and how these are anticipated to be modified by the work.
- Include a key plan indicating location of each photograph.
- A listing of the units reviewed and significant findings. Coordinate with the written scope of work above.

## ***EXHIBIT W: EVIDENCE OF OTHER FUNDING***

### **OTHER LOANS AND GRANTS**

---

Letters of intent to provide financing must be furnished for all construction and permanent funding sources (loans and grants) identified in the application. At a minimum, letters of intent must be specific to the project and detailed concerning terms and conditions and must include the following:

- Intention to finance the project
- Amount of financing
- Specific repayment terms and conditions (for example, interest rate, term of loan, use restrictions, repayment terms)
- Any special conditions for receiving a commitment

### **CREDIT ENHANCEMENT**

---

If financing will be subsidized or insured by another institution (such as under the Federal Home Loan Bank Board's Affordable Housing Program) provide a description of the source of enhancement, how premiums and/or costs are calculated, and the general terms of the enhancement (that is, provided during construction and/or permanent periods). Evidence that the appropriate applications have been prepared and have been or are ready to be filed must also be provided.

### **EQUITY SYNDICATION (Not Applicable)**

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For projects that will be syndicated, sponsors must provide a proposal from at least one syndication firm. The proposal must clearly show the following terms:

- Amount of tax credits expected, if applicable
- Type of investor
- Gross equity generated from the syndication
- Net proceeds to the project
- Syndication related costs and charges
- Schedule for the payment of equity
- Interest and charges associated with any bridge loan
- Any other special terms and conditions



## ATTACHMENTS

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- Letters of Intent or Commitment Letters for Other Loans and Grants
- Evidence of Credit Enhancement (if applicable)
- Syndication Proposal

## ***EXHIBIT X: LONG-TERM SUBSIDIES***

The long-term operating or rent subsidies must reduce the rent burden for low-income tenants. Project-based rent subsidies, payment in lieu of taxes or other operating or social service subsidies are encouraged. Documentation should indicate the source of the subsidy, the number of units affected, the total amount of subsidy and the terms of the subsidy.

### **ATTACHMENTS**

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- Documentation of Long-term Operating or Rent Subsidies

## ***EXHIBIT Y: WAIVER REQUESTS***

### **MAXIMUM LOAN LIMITS**

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Funding requests should not exceed \$2.0 million. Applicants requesting a waiver of the maximum loan amount should submit a waiver request that includes a description of other funding sources sought, the reason other funding sources are not available, the reason it is not feasible to reduce the project size or scope and the particularly high public purpose that the project serves.

### **MINIMUM REHABILITATION AND CONSTRUCTION COST LIMITS**

---

For projects that involve the rehabilitation of existing buildings, the total hard costs of rehabilitation must be at least \$15,000 per unit. Applicants may request a waiver for projects that demonstrate both a strong need for preservation of affordable housing in the market area and that the affordable housing units will be lost if the project is not financed by the Department. Similarly, new construction projects that exceed the square foot maximum costs set forth in the Guide must also request a waiver justifying the estimated costs in terms of public purpose.

### **OPERATING RESERVES**

---

Operating reserves should range from three to six months of projected operating expenses plus all required debt service payments and monthly replacement reserve payments. For projects with proposed operating reserves that are outside of this range, sponsors must submit a request for a waiver that includes a detailed explanation of the reasons operating reserves for the project should be set at a different level.

### **DEVELOPER'S FEE**

---

The maximum developer's fee is 10% of acquisition costs and 15% of other total development costs. The developer's fee may not exceed \$2.5 million. For projects with a proposed developer's fees in excess of \$2.5 million, the applicant must submit a waiver request that includes a detailed explanation of the reasons an increased developer's fee is warranted.

### **OPERATING EXPENSES**

---

Estimated annual operating expenses, including real estate taxes and excluding reserve for replacement deposits, should range from \$2,500 to \$4,500 per unit. For projects with proposed operating expenses that are outside of this range, applicants must submit a request for waiver that includes a detailed explanation of the reasons operating expenses for the project are expected to be outside this range.

***ATTACHMENTS***

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- Request for DHCD Loan Above Maximum
- Request for Rehabilitation Costs Below Maximum or Construction Costs Exceeding Maximums
- Request for Operating Reserves Outside Acceptable Range
- Request for Developer's Fee Above Maximum
- Request for Operating Expenses Outside Acceptable Range
- Other Requests

**Not Applicable.** For projects that meet all of the criteria threshold described above, no documentation is required.