

FULL APPLICATION REQUIREMENTS SHRA Multifamily Lending Program (11+ units)

The applicant for multifamily financing from the Sacramento Housing and Redevelopment Agency (SHRA) is expected to complete and submit all of the items described below. Developers are required to submit one complete hard copy of the required items, with the exception of tax returns, as well as an electronic version of the materials.

Only complete applications will be analyzed and considered for funding. SHRA shall review applications for completeness and allow the applicant 10 days to provide missing items. If all required items are not provided within this time period, the application shall be considered incomplete and will be returned to the applicant. SHRA will not continue to process the application and the applicant will be encouraged to reapply for the following funding round.

1. Project Narrative/Summary

The project narrative should provide a brief summary of the project, and should include, but not be limited to, the following:

- Name and location of proposed project
- Name of the applicant and development team
- Type of construction: new construction or rehabilitation
- Number of units and their size (# of bedrooms, # of bathrooms, and unit square footage)
- Affordability levels of the units
- Amenities and services offered at the complex
- Exceptional circumstances affecting the project's development, site, or funding

2. Contact List

Contact information for the following parties should be provided, including the contact person, name of the firm, address, phone number, fax number, and e-mail:

- Applicant
- Developer
- Architect
- General contractor
- Legal counsel
- Financial institution(s)
- Property management firm
- Consultant(s)

3. Applicant Information (Borrower)

Detailed information should be provided for the applicant, including:

- The Principal(s), Executive Director, or President of the firm
- Project manager, if different from above
- Legal status of ownership entity: existing or date to be formed; federal ID number
- Organizational documents of the ownership entity.
- Description of ownership entity including an organizational chart that includes the percentage ownership interest of each party in the borrower.

Report whether the borrower or any limited or general partner is a nonprofit organization

- If borrower is a partnership, list the names, addresses and telephone numbers of all general and limited partners, and describe the interest(s) of each partner
- If borrower is a corporation, list all shareholders owning more than 20 percent of the outstanding stock
- Federal business tax returns for the last three years for all ownership interests listed above with more than a 20 percent interest, including the general partner and/or sponsor. *Digital submission only. No hard copies.*
- Financial statements are not required with initial submission unless otherwise requested; however, they may be requested at a later date.

4. Development Team

A resume from each member of the development team should be included which demonstrates their qualifications to develop, own, and/or operate the proposed project, and should include specifically the qualifications listed below:

- Developer/general partner and co-developer/co-general partner, if applicable
 - Provide an organizational chart
 - List properties currently owned or managed with government financial assistance identified, and the type (i.e. TCAC, HCD, etc.), and whether the property is subject to a recorded regulatory agreement. Include role in project, year acquired, total number of projects, total number of units and total number of affordable units.
 - List properties owned or managed that defaulted or were foreclosed upon during the ownership or management period
 - Qualifications of key staff persons
 - DUNS Number
 - Execution of Authorization to Release Information form (attached)
 - Execution of Qualifications Disclosure form (attached)
- Architect
 - List projects within the last five years of a similar type and level of complexity
- Attorney
 - Describe experience in real estate and public financing
- Underwriter/Financial Consultant
 - Describe experience of firm and project lead
- Property management firm
 - List properties currently managed by name, address, and contact information. Indicate whether the property received or receives government financial assistance, and the type (TCAC, CDLAC, HCD, etc.), and whether the property is subject to a recorded regulatory agreement. Include total number of projects, total number of units and total number of affordable units.
 - List properties under management that defaulted or were foreclosed upon during the management period
 - Qualifications of key staff persons
- General contractor
 - If GC has been selected, list three similar projects and experience in the proposed project's type of construction.
 - If GC has not been selected, provide construction cost estimate methodology, and the resumes of, at least, three GC's under

consideration and their experience with the proposed construction type.

- Other consultants
 - Description of qualifications

5. Site Information

- Site Data form (attached)
- Evidence of site control
- Preliminary title report, not more than 90 days old
- Flood plain status, including back-up documentation
- Evidence of land use entitlements, or status of City/County application (include design review status)
- Map showing project location

6. Rehabilitation Projects Only

- Description of current buildings, including matrix of unit types
- Relocation plan and budget completed by qualified a third party consultant (SHRA Relocation Plan Requirements attached)
- Pest report

7. Development Plan

- Description of proposed construction and design
- Complete scope of work with budget for each item (complete SHRA narrative scope template and Developer Submission worksheet available online)
- Site plan, including number and location of all buildings and number of parking spaces (covered and uncovered), with resident services community space identified and square footage provided, and amenities
- Unit floor plans, including gross and net square footage of each unit type
- Building renderings
- Design and architectural features of the buildings
- Landscape plan including narrative
- Evidence of compliance with sustainability standards (See Section 4.19)

8. Third Party Reports

- Appraisal
- Rent comparability study
- Rehabilitation assessment (i.e., Physical Needs Assessment)
- Phase I environmental assessment (and Phase II, if required)
- Lead-based paint assessment (for projects built prior to 1979)
- Asbestos assessment (if indicated by Phase 1 or if project built prior to 1979)
- Soils report (New construction only)
- Utility allowance analysis – (Section 7.4 of Multifamily Lending Policies). Most projects will be required to submit a HUSM conducted by a qualified energy analyst. Some project may be eligible to submit the Housing Authority utility allowance based on project and utility type. Contact the SHRA Program Manager if you are unclear.
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9. Project Financing

- Narrative description of financing arrangements
- Sources and uses of funds, including construction, and permanent financing
- Evidence of commitment, or commitment status of proposed financing
- For acquisition/rehabilitation projects using acquisition tax credits, evidence of satisfaction of TCAC's ten-year hold requirements
- Evidence of tenant-based or project-based assistance, such as rent or operating subsidies, if applicable. If proposing to request project-based assistance, be sure to include that information and timeline.
- Schedule of proposed rents by unit type
- Itemized and detailed operating expenses
- Itemized and detailed total development budget
- Cash flow proforma including all debt service obligations for the term of the longest proposed loan
- TCAC credit calculation

10. Property Management

Proposed Management Company

- a. Organization Chart of Company
- b. Organization Chart of staff related to the property including Supervising and On-Site staff
- c. Compliance staffing, policies and procedure
- d. Description of duties by position
- e. Salaries and annual budget
- f. List of currently managed Affordable Multifamily Housing projects with the Project name, location, assisted units, market units and funding programs
- g. Tax ID Number

Proposed Management Plan

- a. Affirmative Marketing Plan (SHRA-required format)
 1. Identification of demographic groups
 2. Strategy for outreach
 3. Equal Housing Logo
- b. Affordable Unit Schedule
- c. Tenant Selection Criteria and eligibility forms
- d. Tenant Application and Waiting List procedure
- e. Rent Collection, Inspection Schedule and Work Order Procedures
- f. Tenant Lease and all lease addenda
- g. House Rules and Crime Free Policy
- h. Visitation and Guest Policy
- i. VAWA and Smoke Free Policy
- j. Procedures for Appeal and Grievance

Agency Required Forms

- a. Application Screening Questionnaire (include screening company overview and contracted services)
- b. Affirmative Marketing Questionnaire
- c. Security Questionnaire

11. Resident Services

Proposed Resident Service Provider

- a. Mission Statement
- b. Organization Chart of Company
- c. Contractual Agreement or Memorandum of Understanding
- d. Number of Staff and Qualifications
- e. Description of Duties
- f. Salaries and annual budget
- g. Program Descriptions
- h. Needs Assessment Procedure or Questionnaire
- i. Portfolio of Current Projects

Additional Requirements for Special Needs and Permanent Supportive Housing

- a. Description of the Population and Service Needs
- b. Services to be provided
 - i. Name of Agencies
 - ii. List of Services
 - iii. Providers experiences
- c. Description of the manner in which services will be provided
 - iv. How
 - v. When
 - vi. Where
- d. Annual Budget or Funding Sources

12. SHRA Underwriting and Processing Fee

Applications must include a \$12,500 check made out to Sacramento Housing and Redevelopment Agency for SHRA Underwriting and Processing.

The following forms must be submitted with the application. Additional required forms are available on SHRA's website.

Authorization to Release Information

- A. I hereby authorize the Sacramento Housing and Redevelopment Agency (SHRA) to make written inquiry relating to any information necessary to determine my eligibility for financing assistance.
- B. Any information obtained by Sacramento Housing and Redevelopment Agency will be used solely for the purpose of assisting me in obtaining financing offered by SHRA.
- C. I understand that the information provided will be kept strictly confidential and that this authorization will be in effect for 12 months from the following date.

Date:

Signature of Applicant

Name of Applicant (Printed)

Social Security Number or TIN

Date of Birth

Residence Address:

Previous Residence Address:

Street

Street

City, State Zip

City, State Zip

Name of Business or Corporation

Business Address:

Street

City State Zip

Qualifications Disclosure

Please respond to each question. If a question does not apply to the discipline of the firm, insert "na". The firm may be requested to submit documentation to verify or explain its responses to these questions during the proposal review process. This form must be signed by an officer or principal of each firm that is part of the proposer's team.

The term "Affiliate" means a parent or subsidiary corporation and an organization (such as a partnership, limited liability company, or professional corporation) that is currently, or in the past five years has been, related to the Firm by means of either (a) financial support; (b) the same or substantially similar: general, managing or limited partners, members, investors, or shareholders; or (c) by other means of control. The term "Officer" means a member of the Firm's or an Affiliate's governing board. The term "Principal" encompasses all persons and entities with at least 10% ownership interest in the Firm or an Affiliate.

Operating and Financial Capacity – Current Status:	Yes	No
1. DOES THE FIRM POSSESS VALID AND CURRENT BUSINESS AND PROFESSIONAL LICENSES REQUIRED TO DEVELOP AND OPERATE THE PROJECT PROPOSED?		
2. DOES THE FIRM POSSESS A GENERAL LIABILITY INSURANCE POLICY WITH A MINIMUM POLICY LIMIT OF AT LEAST \$5 MILLION PER OCCURANCE AND WORKERS COMPENSATION INSURANCE COVERAGE AS REQUIRED BY CALIFORNIA LAW?		
3. CAN THE FIRM OBTAIN PERFORMANCE AND PAYMENT BONDS FROM AN ADMITTED SURETY EQUAL TO THE ESTIMATED PROJECT CONSTRUCTION COST?		
4. DOES THE FIRM HAVE RETAINED EARNINGS OR DOES ONE OF ITS PRINCIPALS HAVE A NET WORTH EQUAL TO AT LEAST 10% OF THE ESTIMATED TOTAL PROJECT COST?		
Background Information – Within the Last 10 Years:	Yes	No
LITIGATION		
5. HAS THE FIRM, AFFILIATE, OR ANY OFFICER OR PRINCIPAL BEEN INVESTIGATED, ARRESTED, CONVICTED, FOUND LIABLE, ENTERED INTO A SETTLEMENT AGREEMENT, OR PAID A PENALTY FOR FRAUD, PERJURY, FORGERY, THEFT, EMBEZZLEMENT, FALSE CLAIMS, MATERIAL MISREPRESENTATION, OR ANY SIMILAR CRIME OR CIVIL ACTION?		
6. IS THE FIRM OR AFFILIATE CURRENTLY A PARTY TO ANY CIVIL ACTION, THE OUTCOME OF WHICH COULD MATERIALLY AND ADVERSELY AFFECT ITS FINANCIAL CONDITION?		
PENALTIES AND CITATIONS		
7. HAS THE FIRM OR AFFILIATE BEEN DEBARRED, SUSPENDED, OR OTHERWISE BEEN DEEMED INELIGIBLE TO BID ON CONTRACTS BY ANY LOCAL, STATE OR FEDERAL AGENCY?		
8. HAS THE CONTRACTORS LICENSE BOARD ISSUED A FINAL DECISION OR ORDER AGAINST THE FIRM OR AFFILIATE RELATED TO A CITATION OR DISCIPLINARY ACTION?		
9. HAS THE DEPT OF INDUSTRIAL RELATIONS (DIR) FOUND THAT THE FIRM OR AFFILIATE VIOLATED ANY PROVISION OF THE LABOR CODE, A DIR REGULATION, OR A WAGE AND HOUR ORDER, OR ENTERED INTO A SETTLEMENT AGREEMENT RELATED TO SUCH VIOLATIONS?		

10. HAS CAL OSHA CITED AND ASSESSED PENALTIES AGAINST THE FIRM OR AFFILIATE FOR ANY SERIOUS, WILFUL OR REPEAT VIOLATIONS OF HEALTH AND SAFETY STANDARDS?		
11. HAS THE FIRM OR AFFILIATE BEEN ISSUED A CODE ENFORCEMENT CITATION RELATED TO ANY BUILDING OWNED OR OPERATED BY THE FIRM OR AFFILIATE FOR VIOLATION OF HEALTH AND SAFETY REGULATIONS OR BUILDING CODES?		
FINANCIAL		
12. HAS THE FIRM OR AFFILIATE FILED FOR, OR BEEN THE SUBJECT OF THE INVOLUNTARY INITIATION OF, BANKRUPTCY, REORGANIZATION, INSOLVENCY, DISSOLUTION OR RECEIVERSHIP PROTECTION?		
13. HAS THE FIRM OR AFFILIATE DEFAULTED ON ANY LOAN OR HAS ANY PROPERTY OWNED BY THE FIRM OR AFFILIATE BEEN FORECLOSED AGAINST?		
14. HAS A SURETY COMPLETED A CONTRACT OR MADE PAYMENT ON BEHALF OF THE FIRM OR AFFILIATE DUE ITS DEFAULT OF A CONTRACTUAL OBLIGATION?		

FIRM AND AFFILIATE INFORMATION

Please provide the following information:

- 1. Firm Organization status:
 - CA Corporation _____ Corporation Professional Corporation
 - General Partnership Limited Partnership Limited Liability Company Sole Proprietor
- 2. How many years has the Firm been in business? _____ Years
- 3. Firm Contractor’s License No. (if applicable): _____
- 4. Is the Firm a subsidiary, parent, holding company or Affiliate (as defined above) of another firm?
 - _____ Yes _____ No
 - If Yes, please list below the names and relationship of each Affiliate firm:

- 5. Has the ownership of any of the Principals in the Firm changed by more than 25% during the last three years? _____ Yes _____ No
- If Yes, please provide a brief explanation below or in an attachment:

6. Does the Firm or an Affiliate currently own any property in Sacramento County, other than its business office location(s) or the personal residences of Officers or Principals of the Firm or Affiliate? _____ Yes _____ No
If Yes, please list the addresses below or in an attachment:

I hereby certify that the foregoing responses are true and correct:

Signature

Date

Name and Title

Phone Number

Firm Name

Address

Site Data

Project Name: _____

Project Address: _____

APN's: _____

Zoning: _____

Census Tract: _____

Site Acreage: _____

CA Sen. & Assembly #: _____

Congressional Dist #: _____

Number of Buildings: _____

Square Footage of Buildings: _____

Number of Parking Spaces: _____

Amenities (current): _____

Amenities (proposed): _____

SURROUNDING LAND USES:

North: _____

South: _____

East: _____

West: _____

INDICATE THE LOCATION OF THE FOLLOWING TO THE SITE:

	Name	Distance from site	Street Location
Public Transportation:			
Elementary School:			
Intermediate School:			
High School:			
Park:			
Day Care:			
Neighborhood Mkt 5k sq. ft. or greater			
Supermarket 24k sq. ft. or greater			

Medical Clinic or Public Hospital			
Pharmacy			

ADDITIONAL INFORMATION REGARDING SITE OR NEIGHBORHOOD:
