

RIHousing Homeownership Application Checklist

Submission Requirements

Each Applicant submitting a proposal to RIHousing must include one copy of the drawings and specifications.

Please refer to the RIHousing Developer's Handbook for information related to RIHousing requirements for Homeownership Production.

NOTE: THE CURRENT RIHOUSING HOMEOWNERSHIP PROFORMA MODEL IS AVAILABLE ON THE RIHOUSING WEBSITE AT:

<https://www.rihousing.com/rfps-rfqs/>

APPLICATION SUBMISSION REQUIREMENTS

☐ 1. Funding Application.

☐ 2. **Submission Checklist.** A copy of this submission checklist is to be completed by applicant to indicate whether each submission requirement is Complete, Incomplete, or N/A.

☐ 3. **Development Information:**

☐ A. **Development Summary Narrative:**

Provide a detailed narrative of the development proposal that reflects the goals of the Applicant and describes how the proposed design will meet the needs of the targeted population. All narratives should include, at a minimum, a discussion of:

- A description of the proposal including what funding is being requested.
- Impact of the proposal on the community in which it is located.
- If located in a Concerted Community Revitalization Plan ("CCRP"), describe how this proposal contributes to the furtherance of the CCRP.
- Neighborhood context (e.g. anticipated demographics of proposed tenants, density, architectural consistency, etc.)
- Community facilities and amenities on site or proximate to the development.
- Building and unit type - vacant, foreclosed and/or abandoned, vacant lots.
- Financing structure including details regarding capital stack and construction pricing.
- Discussion of timeline
- Type of construction - rehabilitation, new construction, adaptive re-use.

☐ B. **Applicant will be required to** (i) submit evidence of all permitting approvals or (ii) demonstrate that permitting is not applicable. For developments seeking planning or zoning changes, provide a narrative outlining current status, outstanding approvals still needed and detailed timeline for obtaining all

permitting approvals.

- ☐ **C. Schematic Design.** Provide, at a minimum, schematic designs in accordance with the requirements of the Design and Construction Handbook located in [Section 3 of the Developer's Handbook](#).
- ☐ **D. Utility Availability.** Provide verification of availability of electric, gas, storm water, cable telephone as well as adequate water and sewer capacity.
- ☐ **E. Flood Plain.** A FEMA Flood Map with Map Panel ID for each property included in the proposed development. (<http://msc.fema.gov>)
- ☐ **F. Environmental Hazards.** Provide environmental surveys for asbestos, lead, mold, radon and PCB's, for all renovated buildings, if not included in a Phase I Environmental Report. Applicant must provide a map of each property included in the development indicating proximity to any environmental hazards. Environmental maps may be obtained from the Department of Environmental Management's website at www.dem.ri.gov. Applicant must also disclose knowledge of any material(s) and/or substances that might be located either on site or in close proximity to the site that might be an environmental hazard.

4. Development Team Capacity:

- ☐ **A. Financial Statements.** Financial Statements and Form 990 must be provided for the past three years (at least two years audited). If the applicant is more than 180 days into their current fiscal year, provide (i) a year-to-date balance statement and (ii) a year-to-date profit and loss statement.
- ☐ **B. Qualification Statement.** Provide a resume, including the affirmative action record, for all members of the development team. Complete the chart included in the Application with Development Team contact information. A copy of the MBE/WBE Certificate and Certification Number should be provided for any member of the development team that is a Minority Owned or Woman Owned business:
 - Developer/Mortgagor (include resumes of Principals in charge of the proposed development). If developer is seeking credit as "a community-based nonprofit that has a demonstrable track record of community engagement and operated housing in the neighborhood", please provide backup.
 - Consultant (include copy of full contract).
 - Architect (include an AIA form B305, Architect's Qualification Statement).
 - Legal firm.
 - Contractor (if selected) - Include an A305, Contractor's Qualifications Statement
- ☐ **C. General Contractor.** If a contractor has not been selected through a negotiated

bid process, provide list of pre-qualified bidders.

5. Financial Feasibility:

- ☐ **A. Development Proforma.** Applicants are required to use the most current version of the RIHousing Homeownership proforma which can be downloaded from the website at <https://www.rihousing.com/rfps-rfqs/>. The Applicant must provide an electronic copy of the development proforma with their submission.
- ☐ **B. Evidence of Additional Resources.** Provide commitment letters for additional resources.
- ☐ **C. Construction Financing.** For applicants proposing or construction financing from a private lender, a letter of intent from the lender outlining financing terms and conditions should be submitted.

6. Marketability:

- ☐ **A. Local Need and Impact Documents.** If applicable, applicants should demonstrate that the development is referenced within a local revitalization strategy, included within the municipality's affordable housing plan and/or located in a Statewide Planning Designated Growth Center. The applicant should provide a written description of how the proposed development will support the revitalization strategy or municipal housing plan. If the proposal responds to other documented local needs submit a copy of the City/Town Plan or other documentation which describes the local need to which this proposal responds. (Applicant may submit excerpts from this Plan if the full document exceeds twenty pages.)

7. Readiness to Proceed:

- ☐ **A. Evidence of Site Control.** Evidence of site control must be provided in the form of a current option, contract to purchase, deed or other formal interest in the land. A legal description of each property must be provided. In cases where land is owned by a municipality, redevelopment authority, or other public entity, a letter from the entity must be provided which clearly identifies the Applicant as the designated developer. When land or buildings are already owned by the Applicant or a related party, the price of the last arm's length transaction and the acquisition date as well as the amount of outstanding debt must be documented. If available, an appraisal of the current value should be submitted.
- ☐ **B. Site Information and Constraints.** Complete the site information and constraint charts. Provide maps or other relevant data on any site constraints.
- ☐ **C. Zoning and Permitting.** If not included in 5(B), submit a letter from the appropriate local official indicating current zoning of the site, if the zoning is appropriate for the proposed development, and if the site is located within the boundaries of an established Historic District.
- ☐ **D. Project Schedule.** Applicant must complete the Project Schedule chart and provide supporting documentation if applicable.

9. Other Documentation:

- ☐ **A. MBE/WBE.** In order to receive points, Applicants seeking to demonstrate that they have achieved commendable track records in MBE/WBE business and workforce utilization must submit evidence of contract dollar amounts and work force hours awarded to minorities and women, as defined by the Rules and Regulations of RIHousing Pertaining to Equal Employment Opportunity and Affirmative Action.
- ☐ **B. Board Resolution.** Any nonprofit Applicant must submit a resolution from its Board of Directors authorizing the submission of this application and designate a signatory for all required certifications in the application.
- ☐ **C. Certifications.** Applicant must complete and submit all certifications.