

2020 Developer's Handbook for Affordable Housing

Introduction

Our Mission: RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs.

A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission we:

- Offer fair, affordable and innovative <u>lending programs</u>.
- Provide housing related <u>education</u> to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant <u>communities</u>.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses all of its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation.

- Section 1. Resources: A wide variety of funding sources are available to Developers including first mortgage financing, subordinate debt, low income housing tax credits (9% and 4%) ("LIHTC"), HOME Investment Partnerships Program, the Section 811 PRA demonstration program as well as several other sources.
- Section 2. Funding Process: This section outlines the process for working with RIHousing to secure a funding commitment.
- Section 3. Underwriting Guidelines: All Developers looking to receive funding through Rhode Island Housing are required to adhere to RIHousing's Underwriting, Design and Construction and Environmental guidelines
- Section 4. Guidelines for Management Plan and Insurance.
- Section 5. Preservation Program: This section includes term sheets and information relevant for developer's looking to sell, buy or refinance existing Section 8 or LIHTC developments.



- Section 6. Applications: The Application Section includes relevant applications and program regulations.
- Section 7. Qualified Allocation Plan
- Section 8. Low Income Housing Tax Credit Program Compliance Monitoring Manual
- Section 9. Program Bulletin: This section includes our latest fees and updates to the Handbook.
- Section 10. Statistical Data and Forms: Always check our website <u>www.rihousing.com</u> for the latest information on income limits, tax credit rents and utility allowances. This information is also available on the HUD website at <u>www.huduser.org</u> and the Novogradac website at <u>www.novoco.com</u>.
- Section 11. Proforma
- Section 12. Term Sheets
- Section 13 Assisted Living Program: This section includes specific information for developers of assisted living developments.
- Section 14. Additional Programs' Requirements: Guidelines for Housing Trust Funds Rehabilitation Standards, Capital Needs Assessment Guidance and Property Maintenance Code Inspection Checklist



Table of Contents

RESOURCES SECTION 1

RIHousing Resources

- 1. First Mortgage Financing
- 2. Housing Tax Credits (9% and 4%)
- 3. Predevelopment Loan Program
- 4. HOME Investment Partnerships Program
- 5. National Housing Trust Fund (HTF)
- 6. **Rental Subsidies**
- 7. Section 811
- 8. Construction Loan
- 9. Land Bank
- 10. LeadSafe Homes Program
- 11. Continuum of Care
- 12. Qualified 501 (c) (3) Tax Exempt Bond Financing
- Preservation Loan Fund 13.

Other Resources

- 14. Cities and Towns
- 15. Federal Home Loan Bank
- 16. Building Homes Rhode Island
- 17. Federal Historic Tax Credits
- 18. **Opportunity** Zones
- 19. Energy Efficiency and Clean Energy Resources
 - Contact Information
 - Definitions
 - Programs & Incentives
 - ENERGY Star Programs
 - General Links & Resources



FUNDING PROCESS	SECTION 2
-----------------	------------------

GUIDELINES for DEVELOPMENT _____ SECTION 3

1.	Underwriting Guidelines		
	Design and Construction Guidelines		
	Section 1. Design and Construction Timeframe		
	Section 2. Drawing/Specification Requirements		
	Section 3. Design and Construction Standards		
	Section 4. Appendix		
	Section 5. Additional Recommended Practices		
3.	Environmental Guidelines including HUD's Lead Safe Housing Rule		
4.	Construction Plan Submission Checklist(s)		

MANAGEMENT & INSURANCE SECTION 4

1.	Management Plan
	a. Management Agent Questionnaire
2.	Income Averaging Worksheet
3.	Insurance Requirements

PRESERVATION PROGRAM SECTION 5

- 1. Section 8 Preservation Program
- 2. Preservation Program Term Sheet
- 3. Taxable Refinance Program Term Sheet

APPLICATIONS SECTION 6

- A. Checklist
- B. LIHTC Application
- C. Applicant Self-Scoring Form
- D. Disclosures and Certifications



QUALIFIED ALLOCATION PLAN	SECTION 7
HOUSING CREDIT COMPLIANCE	MANUAL SECTION 8
PROGRAM BULLETINS	SECTION 9
STATISTICAL DATA and FORMS	SECTION 10
that you will need for your application p	ata, Research and Reports (under ns, and you will find the following three proforma: • Low and Moderate Income Households
 Exhibit 1: Difficult to Develop and Qu Exhibit 2: Housing Affordability by Co Exhibit 3: Final Commitment Submissi Exhibit 4: Business Application/Backg Exhibit 5: Affirmative Action Plan Exhibit 6: Market Study Requirements Exhibit 7: Appraisal Requirements 	ommunity ion Requirements
PROFORMA	SECTION 11
TERM SHEETS	SECTION 12
 A. Risk Share Guidelines B. Mixed Income Transactions C. Preservation Transactions D. Bridge Loan Policy 	

- D. Bridge Loan PolicyE. Taxable Refinance Loan Program
- F. Conduit Finance
- G. RIHousing Preservation Loan Fund



ASSISTED LIVING PROGRAM_____SECTION 13

- 1. Assisted Living Program
- 2. Design Guidelines for Assisted Living Demonstration Program (ALDP)

NATIONAL HOUSING TRUST FUND SECTION 14

- 1. HTF Rehab Standards
 - a. Exhibit A Deficiency Levels
 - b. Exhibit B Capital Needs Assessment Guide

