

### 2025

# 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 communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses 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 and Development Standards: All Developers looking to receive funding through Rhode Island Housing are required to adhere to RIHousing's Underwriting, Design & Construction and Environmental guidelines
- Section 4 Management and Insurance Guidelines.
- Section 5 Preservation Program: This section includes term sheets and information relevant for developers looking to sell, buy, or refinance existing Section 8 or LIHTC developments.

Section 6	Applications and Certifications: 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 <a href="www.rihousing.com">www.rihousing.com</a> for the latest information on income limits, tax credit rents, and utility allowances. This information is also available on the HUD website at <a href="www.huduser.org">www.huduser.org</a> and the Novogradac website at <a href="www.novoco.com">www.novoco.com</a> .	
Section 11	Proforma	
Section 12	Term Sheets and Program Bulletins	
Section 13	Assisted Living Program: This section includes specific information for assisted living development developers.	
Section 14	Cost Certification Templates: RIHousing required templates for final cost certification.	

## Table of Contents

RESO	URCES SECTION	SECTION 1	
	RIHousing Resources		
1.	First Mortgage Financing	2	
2.	Low Income Housing Tax Credit (9% and 4%)	2	
3.	State Low Income Housing Tax Credit	3	
4.	Predevelopment Program	3	
5.	HOME Investment Partnerships Program	3	
6.	National Housing Trust Fund (HTF)	3	
7.	Housing Production Fund (HPF)	4	
8.	HOME-ARP	4	
9.	RIH-Extremely Low-Income (RIH-ELI) and HPF-ELI Operating Reserve	4	
10.	Rental Subsidies	4	
11.	Construction Loan	4	
12.	LeadSafe Homes Program	4	
13.	Continuum of Care	5	
14.	Qualified 501(c)(3) Tax Exempt Bond Financing	5	
15.	Preservation Loan Fund	5	
16.	Capital Magnet Fund	5	
	Other Resources		
17.	Resources Available through Cities and Towns	5	
18.	Federal Home Loan Bank	5	
19.	Federal Historic Tax Credits	6	
20.	ZEOS (Zero Energy for the Ocean State)	6	
21.	Energy Efficiency and Clean Energy Resources		
	Contact Information	6	
	<ul> <li>Definitions</li> </ul>	6	
	Programs & Incentives	7	
	ENERGY Star Programs	9	
	General Links & Resources	10	

FUNDING PROCESS SECTION 2

## UNDERWRITING GUIDELINES AND DEVELOPMENT STANDARDS SECTION 3 1. 2024 RIHousing Development Standards 2. Standards Compliance Checklist MANAGEMENT AND INSURANCE GUIDELINES SECTION 4 1. Management Plan a. Management Agent Questionnaire 2. Insurance Requirements PRESERVATION PROGRAM SECTION 5 1. Section 8 Preservation Program 2. Preservation Program Term Sheet 3. Taxable Refinance Program Term Sheet APPLICATIONS AND CERTIFICATIONS SECTION 6 **Please note:** Applicants must apply through the RIHousing One Stop Application portal. A. Checklist B. Disclosures, Certifications & Authorizations C. Applicant Self-Scoring Form QUALIFIED ALLOCATION PLAN SECTION 7 HOUSING CREDIT COMPLIANCE MANUAL SECTION 8 PROGRAM BULLETINS SECTION 9 STATISTICAL DATA and FORMS SECTION 10 1. **Publications**, you will find the following three that you will need for your application proforma:

- Rhode Island Income Limits for Low- and Moderate-Income Households
- Rhode Island Utility Allowances
- HUD's Fair Market Rents



	Exhibit 2: Housing Affordability by Community Exhibit 3: Final Commitment Submission Requirements	
	Exhibit 4: Business Application/Background Credit Information Exhibit 5: Affirmative Action Plan	
	Exhibit 6: Market Study Requirements	
	Exhibit 7: Appraisal Requirements	
PRO	FORMA	SECTION 11
TER	M SHEETS & PROGRAM BULLETINS	SECTION 12
Α.	Risk Share Guidelines	
	Mixed Income Transactions	
	Preservation Transactions Bridge Loan Policy	
	Taxable Refinance Loan Program	
	Conduit Finance	
	RIHousing Preservation Loan Fund	
	Capital Magnet Fund Program Hybrid LIHTC Financing Requirements	
	Average Income Test Policy	
-	Tax Exempt Bond Requirements	
	Naturally Occurring Affordable Housing (NOAH)	
	Turnkey Affordable Homeownership	
N.	Tax Exempt Bond Requirements	
COS	Γ CERTIFICATION	SECTION 13
1	Cost Certification Template (WORD Format)	
	Proforma Pages - Development Costs Template (EXCEL Format	ī)
	Exhibit A – Allocation Type Template (EXCEL Format)	,
4.	Exhibit B – Unit Distribution Template (EXCEL Format)	
ASSI	STED LIVING PROGRAM	SECTION 14
1.	Assisted Living Program	
2.	Design Guidelines for Assisted Living Demonstration Program (A	\LDP)

2. Exhibit 1: Difficult to Develop and Qualified Census Tract Areas Schedule