

Attachment A: Development/Management Team Capacity Worksheet

- 1) List all projects applicant organization has completed (project is in operation; development file is closed) in the last ten years using the BHRI program (or similar program). If necessary, include additional pages.

None

Project Name	City	Number of Units	Rental/HO	AMI Target	Special Needs (Y/N)	Total Development Cost

- 2) List all housing projects currently under development, including those utilizing BHRI funds. Note: If the development file has not yet been closed, then the project is considered still under development.

None

Project Name	City	No. of Units	Rental/HO, AMI Target	LIHTC (Y/N)	Major Funding Sources	Est. Complete Date

- 3) For the proposed project, list below the names of agency staff members or the third-party firm assigned to each task. Please include resumes for each individual listed. Property management team is required for rental proposals only.

Position Name	Staff Person Name or Contracted Firm Name	Years of Experience
Executive Director		
Development Staff		
Development Staff		
Development Consultant		
Architect		
Engineer		
Construction Manager		
Property Manager		
Compliance Manager		
Other		
Other		
Other		

- 4) Describe applicant’s experience leading construction development of projects of similar (or larger) size and scope.
- a. If applicant’s experience is limited, discuss whether you will partner with an appropriate party to mitigate this concern.
- 5) If applicant has applied for multiple projects in the same funding round, explain how the development team has the capacity to support all projects simultaneously administratively and financially .

If applicant is requesting BHRI funding for a homeownership proposal, then the following questions should be answered as it relates to completed Homeownership Developments with prior BHRI funding

6) Are any completed homeownership units still unsold? (more than 9 months post completion)

If applicant is requesting BHRI funding for a rental proposal, then the following questions should be answered as it relates to completed Rental Developments with prior BHRI funding

7) Have there been significant compliance issues in the past year in the applicant's rental developments?

8) Have issues been resolved as of the time of application to this round of BHRI funding?

9) What was the nature of the significant compliance issue (s)?

10) Does the property management company provide timely responses to reporting requirements or requests for follow-up documentation or clarification requests?

11) If there have been issue with property management response time or lack of response, has the applicant been responsive in seeking a resolution upon notification of the deficiency? Has the applicant implemented policies to improve responsiveness/response time?

Additional questions for the Administrative Agent to consider:

- 1) *Has the applicant failed to follow through with representations made at the time of application on previously funded BHRI projects where points were awarded that resulted in the project being funded, and had that element not been included they would not have received funding?*
- 2) *Has the applicant failed to meet important development/construction deadlines on previously funded BHRI projects? Why?*

Attachment B: Applicant Financial Capacity Self-Assessment

Applicant shall provide: 1) Audited financials for last 2 fiscal years
2) REO schedule (if rental development proposal)

Financial Stability

Yes No

- Does the current balance sheet and budget indicate sufficient funds to support essential operations of the organization during development through completion (occupancy or sale)?
- Is there any aspect of the organization's financial condition that would indicate any adverse conditions that might materially impair the organization's ability to successfully meet their obligations during the construction completion and stabilization of the project?

Liquidity

Yes No

- Are there sufficient liquid assets available to cover current expenses?
- Does the organization have access to lines of credit?
- Does the organization have (or have access to) adequate resources available for pre-development expenses (if applicable)?

Financial Management

Yes No

- Does the organization conduct an annual audit? Is the most recent audit current?
- Were there any findings in the last two years? Were the findings resolved?
- Does the organization have a conflict of interest policy governing employees and development activities, particularly in procurement of contract services and the award of housing units for occupancy?
- Does the organization maintain adequate insurance – liability, fidelity bond, workers comp, property hazard and project?

Portfolio Financial Condition (applicable for Rental Development proposals)

Yes No

 Are properties within the organization's portfolio in stable physical and financial condition?

 If there are any significant problems within developments, has the organization be proactive in addressing them?

Supplemental Information (Financial Capacity):

Use the below section to explain or provide additional documentation relative to any possible financial capacity challenges identified through self-assessment.

Attachment C: Resident Empowerment Services

In order to receive scoring consideration within this category, the applicant must provide an executed MOA or Self-Certification, including a service plan description, for each proposed empowerment service. For consideration of examples not listed below, please additional information as to how the proposed activity relates to category (Workforce Readiness, Homeownership Readiness and Sustainability, Self Sufficiency, Healthcare Services). The letter must be signed with a handwritten signature, on letterhead/stationary, and dated within six months of the opening of the BHRI funding round.

Workforce Readiness: Preparation of an individual for employment based upon possession of necessary work skills, social competence, job seeking and interview skills, etc.

- High school equivalency test preparation
- ESL or other literacy programs
- Employment training (including but not limited to, home-employment training, training for daycare providers, job re-training or re-education programs)
- Micro-business lending program or incubator
- Job placement or employment opportunities
- Other (describe the service and how it relates to the description above)

Homeownership Readiness and Sustainability: Prepares or supports a homebuyer, or prospective homebuyer in achieving long-term homeownership, and/or, assists a current homeowner in revisiting the long-term ownership and maintenance of the home.

- Pre-purchase homebuyer education provided by a nonprofit or other organization with demonstrated experience. Educational content shall include accepted industry standards regarding information related to the purchase process and long-term ownership of a home and shall provide a minimum of eight hours of homebuyer education and a one-on-one counseling component.
- Post-purchase homeowner education provided by a nonprofit or other organization with demonstrated experience. Topics covered during course may include, but are not limited to, maintenance, repairs, improvements, long term financial planning and/or refinance.
- Landlord education for homebuyers/homeowners of multifamily homes
- Sweat equity
- Self-financed zero percent home loans
- Other (describe the service and how it relates to the description above)

Self Sufficiency: Provides opportunity for residents to maintain oneself without outside aid, capable of providing for one's own needs.

- Daycare services, allowing the resident to pursue economic opportunities (appropriate licensing documentation must be provided)
- After-school, weekend, and summer youth programs, allowing the resident to pursue economic opportunities
- Adult day services (for adult dependents of the resident), allowing the resident to pursue economic opportunities (appropriate licensing documentation must be provided)

- Transportation services, when provided by the development
- Formal family self-sufficiency program
- Meals, housekeeping, or other daily living activities, as appropriate for the residents
- Financial planning, budgeting, credit counseling, or credit repair (for at risk tenants or waitlisted applicants)
- Other (describe the service and how it relates to the description above)

Healthcare Services: Healthcare services as part of a program offered to all residents that supports the residents' ability to find or sustain employment, be self-sufficient or maintain independent living.

- On-site primary health care services or maintenance programs, such as vaccination programs, foot clinics, blood pressure clinics, health screening programs
- Substance abuse programs
- Mental health counseling
- On-site medication management
- On-site nursing services (beyond health clinics above)
- Other (describe the service and how it relates to the description above)

Attachment D: Applicant Letter of Commitment Template

Instructions:

1. If Resident Empowerment Services are being provided by the applicant directly, either through the applicant's own staff, or via independent contractors, the Applicant Letter of Commitment Template must be executed and attached to the application.
2. This form must be on the applicant's letterhead.
3. This must be dated within six months of the opening of the BHRI funding round.
4. The Letter of Commitment must list all services to be offered to all residents.
5. The applicant must sign with a handwritten signature.
6. Basic referral services, including those provided by a resident service coordinator, will not be eligible for points. However, if utilizing a Resident Service Coordinator to provide one or more of the eligible Resident Empowerment Services, identify the service(s) and the coordinator as the provider and execute either Letter of Commitment, as appropriate.
7. **Incomplete, unsigned, or inadequate handwritten signatures as determined at the sole discretion of Housing Resources Commission will not be accepted.**
8. For more information, please contact Raymond Neirinckx at 222-4893

[Letterhead of applicant]

[Insert date- must be within six months of the opening of the AHP funding round]

Housing Resources Commission
One Capitol Hill, 3rd Floor
Providence, RI 02908

Re: Resident Empowerment Services for [Insert name of Project]

On behalf of [Insert name of applicant], I am writing to commit to offering the following Resident Empowerment Services to all residents of the above referenced project. Resident Empowerment Services are services which offer workforce readiness, homeownership readiness and sustainability, self-sufficiency services, or healthcare services. The services to be offered are:

- [Insert name and description of service] DESCRIPTION MUST STATE: (1) Brief description of service; (2) This Service will be offered to ALL residents and available within six months of project completion.
- [Insert name and description of EACH ADDITIONAL SERVICE]

Sign letter

(HANDWRITTEN SIGNATURE ONLY HERE)

INSERT NAME [must be someone authorized to make the commitment on behalf of the sponsor organization]
INSERT TITLE

Attachment E: Partnership Letter of Commitment Template

Instructions:

1. If Resident Empowerment Services are being provided by an organization other than the sponsor, the Partnership Letter of Commitment Template must be executed and attached to the application.
2. This form must be on the letterhead of the partner organization(s) providing the Resident Empowerment Service(s).
3. This must be dated within six months of the opening of the BHRI funding round.
4. The Letter of Commitment must list all services to be offered to all residents.
5. Both the Applicant and the service provider(s) must sign, each with handwritten signatures.
6. Basic referral services, including those provided by a resident service coordinator, will not be eligible for points. However, if utilizing a Resident Service Coordinator to provide one or more of the eligible Resident Empowerment Services, identify the service(s) and the coordinator as the provider and execute either Letter of Commitment, as appropriate.
7. **Incomplete, unsigned, or inadequate handwritten signatures as determined at the sole discretion of Housing Resources Commission will not be accepted.**
8. For more information, please contact Raymond Neirinckx at 222-4893.

[Letterhead of the organization/agency providing the services]

[Insert date- must be within six months of the opening of the BHRI funding round]

Housing Resources Commission
One Capitol Hill, 3rd Floor
Providence, RI 02908

Re: Resident Empowerment Services for [Insert name of Project]

On behalf of [Insert name of organization providing services], this letter of commitment is being executed to offer the following Resident Empowerment Services to all residents of the above referenced project. Resident Empowerment Services are services which offer workforce readiness, homeownership readiness and sustainability, self-sufficiency services, or healthcare services. The services to be offered are:

- [Insert name and description of service] DESCRIPTION MUST STATE: (1) Brief description of service; (2) This Service will be offered to ALL residents and available within six months of project completion.
- [Insert name and description of EACH ADDITIONAL SERVICE]

On behalf of our organizations, we hereby agree to the above:

Sign letter- (***HANDWRITTEN SIGNATURE ONLY HERE***)

INSERT NAME [must be someone authorized to make the commitment on behalf of the partner]

INSERT TITLE

INSERT SERVICE PROVIDER ORGANIZATION NAME

Sign letter- (***HANDWRITTEN SIGNATURE ONLY HERE***)

INSERT NAME [must be someone authorized to make the commitment on behalf of the applicant]

INSERT TITLE

INSERT SPONSOR ORGANIZATION NAME

Attachment F: Sustainable Design/Energy Efficiency/Universal Design

Sustainable Design:

Please provide a letter from a design team member (e.g. the architect, engineer, green building consultant, or other design team member) demonstrating the application of individual features from this category to be incorporated into the project. If possible, please identify the product(s) being used to meet the characteristics of the various development features in this category. Please provide adequate documentation to demonstrate efforts to minimize the development's impact on the site and the use/reuse/recycling/reduction of building materials. The letter must be signed with a handwritten signature, on letterhead/stationary from the signatory, and dated within six months of the opening of the BHRI funding round.

*** Documentation that is difficult for the Administrative Agent or the Housing Resources Commission to interpret or does not clearly demonstrate eligibility under this category may be rejected. ***

Some examples of sustainable design elements may include but are not limited to:

- Construction waste recycling of at least 25% of total construction and demolition material from the project. (Please describe what percentage of recycling will be achieved during construction/development.)
- Use of recycled-content building materials that are composed of at least 25% post-consumer or post-industrial material. (Please describe what types of recycled building materials will be used and what percentage of the overall development will use recycled building materials.)
- Use of regional building materials that were extracted, processed, and manufactured within 500 miles of the project for a minimum of 25%, based on cost, of the building materials' value. (Please describe what types and how much of regional building materials will be used.)
- Surface storm water management techniques such as, but not limited to, reducing impervious surfaces, retaining, or treating storm water for harvesting/use on site or recharging the groundwater, or improving site grading and drainage.
- Installation of roofing to reduce heat island effect. May include Energy Star compliant roofing (cool or green).
- Installation of paving to reduce heat island effect.
- Incorporate passive solar design, orientation, and shading that maximizes the energy efficiency and thermal performance of the project.
- Use of indigenous, non-invasive plants in lieu of grass and/or the preservation of planting of deciduous trees along the south side of buildings to provide shade.
- Disaster prevention and mitigation development activities to reduce the risk of damage or loss. (Please describe the activity, the potential disaster, and how this will reduce the initiative's risk.)
- Other (please describe)

Energy Efficiency:

Please provide a letter from a design team member (e.g. the architect, engineer, green building consultant, or other design team member) demonstrating the application of individual features from this category to be incorporated into the project. If possible, please identify the product(s) being used to meet the characteristics of the various development features in this category. Please provide adequate documentation to demonstrate efforts to meet the characteristics of the various operational features (efficient operations in terms of energy and water use and indoor air quality). The letter must be signed with a handwritten signature, on letterhead/stationary from the signatory, and dated within six months of the opening of the BHRI funding round.

*** Documentation that is difficult for the Administrative Agent or the Housing Resources Commission to interpret or does not clearly demonstrate eligibility under this category may be rejected***

Some examples of sustainable design elements may include but are not limited to:

- Large R-value insulation (such as walls, roof, or foundation). (Please identify the insulation to be used and explain why these have been chosen e.g. expected energy savings and/or exceeds building codes.)
- Electricity-generating renewable energy features e.g. photovoltaic panels, co-generation, wind turbines, or other technology.
- Water-conserving fixtures or features (such as, but not limited to, toilets 1.1 gpf, showerheads 1.5 gpm, kitchen faucets 1.5 gpm, or bathroom faucets 1.0 gpm).
- On demand (tankless) water heaters or solar hot water heaters.
- High-efficiency heat pumps with efficiencies greater than or equal to 87%, furnaces with efficiencies greater than or equal to 90%, or boilers with efficiencies greater than or equal to 95%, including but not limited to geo-thermal systems.
- Ventilation-installation of ventilation system adequate to provide fresh air. (Please describe the ventilation system capable of providing adequate fresh air. This may include continuous or whole house ventilation as well as Energy Star-labeled kitchen and bathroom fans.)
- Energy-efficient low-E argon windows or other energy-efficient or Energy Star-qualified windows.
- Energy Star-qualified appliances and Energy Star-qualified lighting or fixtures. Can be fulfilled with other equivalent high-performance appliances and lighting fixtures (may include interior, exterior, and/or common areas).
- Installation of individual or sub-metered electric meters and/or water meters for all dwelling units.
- Appropriately size HVAC equipment for project design and locate HVAC equipment and distribution system within the building envelope in order to reduce thermal distribution losses.
- Commissioning the building's energy-related systems to ensure successful installation, operation, and performance. Systems may include but are not limited to heating and air conditioning, ventilation, lighting, hot water, or any renewable energy system. (Please describe the commissioning plan and the parties identified as the commissioning agent)
- Operations or maintenance-building maintenance manual or other educational materials for residents, owners, or property management.
- Other (please describe)

Universal Design:

Please provide a letter from a design team member (e.g. the architect, engineer, green building consultant, or other design team member) demonstrating the application of individual features from this category to be incorporated into the project. If possible, please identify the product(s) being used to meet the characteristics of the (7) seven principals of universal design, which are:

- 1) Equitable Use - The design is useful and marketable to people with diverse abilities.
 - 2) Flexibility in Use - The design accommodates a wide range of individual preferences and abilities.
 - 3) Simple and Intuitive Use - Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
 - 4) Perceptible Information - The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
 - 5) Tolerance for Error - The design minimizes hazards and the adverse consequences of accidental or unintended actions.
 - 6) Low Physical Effort - The design can be used efficiently and comfortably and with a minimum of fatigue.
 - 7) Size and Space for Approach and Use - Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.
 - 8) Other (Specify): _____
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Please provide adequate documentation to demonstrate efforts to incorporate principals. The letter must be signed with a handwritten signature, on letterhead/stationary from the signatory, and dated within six months of the opening of the BHRI funding round.

*** Documentation that is difficult for the Administrative Agent or the Housing Resources Commission to interpret or does not clearly demonstrate eligibility under this category may be rejected. ***

Some examples of universal design elements may include but are not limited to:

- Handrails – installed on both sides of common hallways at all wall sections 4’0” or more in length uninterrupted by door or window opening, meeting accessibility requirements.
- Automatic door openers – provision of automatic door openers at main assessable entrances to all main buildings, including entrances from accessible parking areas, meeting accessibility requirements.
- Accessible signage – provision of accessible signage for all common rooms and dwelling unit entries with visual characteristics and Braille characteristics. Whenever possible, unit entry signage should be mounted no more than 60” above the floor to the top of the sign and located on the wall adjacent to the latch side of the door. Accessible signage applies to all dwelling unit entries including units accessed by an exterior entrance.
- Accessible public bathrooms – provision of accessible public bathroom adjacent to public gathering area. This common area toilet shall have clearances that comply with accessibility requirement.
- Circular or T-shape turning space in kitchen and accessible level floor bathrooms – meeting accessibility requirements.
- Accessible sinks/vanities – meeting accessibility requirements.
- Accessible toilets – meeting accessibility requirements.
- Standard roll-in type shower compartment in accessible level floor bathrooms – meeting accessibility requirements.

- Adequate clearance on closets doors – meeting accessibility requirements.
- Adequate passage through all interior doors – meeting accessibility requirements.
- Appropriate siting of garbage disposal switches, range hood controls and electrical receptacles – meeting accessibility requirements.
- Visitable units – provides accessible route from parking area to dwelling units
- Low profile thresholds.
- Provision of reinforcement for the future installation of grab bars at toilets, bathtubs, and shower compartments.
- Permanent lining on bathroom/shower compartments with non-skid surface or pattern covering.

Attachment G : Community/Resident Engagement

Community/resident engagement provides tenants, homeowners and community residents the opportunity to be actively involved in the decision making that shapes their communities and neighborhoods and cultivates resident leadership and empowerment.

Some examples of community/resident engagement may include but are not limited to:

- Resident participation on tenant association, with demonstrated involvement in operational decision making such as a leadership role on a resident council.
- Resident as a representative on the Board of Directors.
- Resident participation in homeowners' association or condominium association.
- Other (describe the service and how it relates to the description above).