

ERA-2 Production Application Checklist

Submission Requirements

If you cannot demonstrate the two readiness to proceed metrics below, you are discouraged from applying for ERA-2 Production funds.

1. All applicants must be able to unequivocally demonstrate, in RIHousing's sole discretion, the ability to spend the ERA-2 funds no later than August 31, 2025, on ERA2 eligible activities.
2. For projects with units higher than 50% AMI, provide evidence that the funds for the non-ERA2 units are committed as of date of this application.

Each Applicant submitting a proposal to RIHousing must include one hard copy of the drawings and specifications when submitting the proposal if not previously provided as part of the due diligence submissions for an ongoing project.

The current RIHousing proformas (model v.12.11 and small non-LIHTC deals v.12.11) are posted on our website in the developer's handbook. Any application submitted on a previous version of the model will be rejected.

APPLICATION SUBMISSION REQUIREMENTS

1. Submission Checklist. The applicant must complete a copy of this submission checklist to indicate whether each submission requirement is Complete, Incomplete, or N/A.

For projects currently in underwriting or closed, provide confirmation of the deliverables in Sections 3.B-E; 4; 5.B-G rather than resubmitting the information.

2. Applicants should contact Nivea Linhares for a unique Sharefile link to submit your application for ERA-2 Production funds.

3. Development Information:

A. Development Summary Narrative:

Provide a detailed narrative of the development proposal that reflects the goals of the Applicant and the QAP (if applicable) 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.
- Identify how many, and the percentage of, 50% AMI or less units in the development proposal.
- Identify how the applicant can meet the spending requirement of August 31, 2025. Provide both a narrative schedule and a construction cashflow that includes a proration of the ERA-2 based on eligible expenses.

- ERA-2 funds can only be allocated to units at or below 50% of area median incomes (AMI). For projects with units higher than 50% AMI, identify the funds for the non-ERA-2 units and status of their commitment.
- Financing structure including details regarding capital stack, construction pricing, operating costs, proposed debt service, proposed senior lender
- If project currently has Preliminary Approval only, discuss the timeline and anticipated obstacles to reaching firm commitment.
- Type of construction - rehabilitation, new construction, adaptive reuse.

B. Applicant will be required to (i) submit evidence of all permitting approvals or (ii) demonstrate that permitting is not applicable for the development in order to qualify for ERA-2 Production funds.

C. Plans and Specifications. For new construction, provide, at a minimum 75% plans and specifications that meet requirements as outlined in the D&C Standards. **For Preservation transactions,** provide plans and/or specifications adequate to garner a Signed Schedule of Values from a contractor.

If already submitted, just note so in the application. Do not resubmit another set of plans.

D. Utility Availability.

For new construction, provide confirmation that verification of availability of all utilities has been previously submitted.

For Preservation transactions if the proposed rehabilitation will increase a particular utility usage, provide confirmation of availability of that utility.

E. Environmental Hazards. For new construction, provide confirmation that the required Environmental reports and environmental surveys have been submitted.

4. Development Team Capacity:

A. Financial Statements.

If the applicant has submitted Financial Statements within the past 12 months and a new annual audit is not available, the applicant may (i) state so in their application, (ii) identify which application the information was provided and (iii) submit only Year-to-Date reports

B. Qualification Statement. If not already provided as part of ongoing project due diligence, provide a resume, including the affirmative action record, for all members of the development team. Complete the chart included in the Application with the Development Team's contact information. A copy of the MBE/WBE Certificate and Certification Number should be provided for Developer, General Contractor, Property Management, or Architect seeking points as a Minority Owned or Woman Owned enterprise:

- 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.
- Management Agent.
- 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 and Bonding Capacity Letter.

5. Financial Feasibility:

- A. Development Proforma.** Applicants are required to use the most current version of the RIHousing proforma which can be downloaded from the website at www.rihousing.com. The Applicant must provide an electronic copy of the development proforma with their submission.
- B. Signed Schedule of Values.** Provide a signed SOV from a general contractor.
- C. Evidence of Additional Resources.** If not already on file, provide commitment letters for additional resources identified in the proforma
- D. First Mortgage and/or Construction Financing.** If not already on file, for applicants proposing first mortgage or construction financing from a private lender, include term sheet and commitment letter outlining financing terms and conditions.
- E. Tax Credit Syndication Estimate.** (If applicable) If not already on file, provide a detailed Letter of Intent Interest from a syndicator outlining the terms and conditions of their proposed investment and the estimated total value of the sale proceeds of the LIHTC that will be available to the development.
- F. Real Estate Tax Assessment.** If not already on file, Applicant is required to submit evidence that the real estate tax assessment for the development will be at 8% of effective gross income in accordance with RIGL 44-5-13.11.
- G. Mixed Income.** If the proposal includes market rate units, provide evidence that the market rate units are self-supporting and not being cross subsidized for funding designated for affordable units.

6. Readiness to Proceed:

Project Schedule. Applicant must provide a project schedule outlining how ERA2 Production funds will be expended by August 31, 2025, and provide supporting documentation if applicable.

7. Other Documentation:

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.