

# Preservation Loan Fund Checklist

## Submission Requirements

**This application is designed for all Preservation Loan Fund requests, whether or not they include tax-exempt bonds and 4% credits.**

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

### INITIAL REVIEW 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. Application Fee.** See Developers Handbook for a description of the application fee requirements.

#### **4. Development Information:**

**A. Development Summary Narrative:** Provide a detailed narrative of the development proposal that reflects the goals of the Applicant and, if applicable, the QAP, Building and unit type;

- Households currently served by the development (i.e. senior, family, disabled) and proposed households going forward;
- Proposed healthy, energy efficiency and sustainable design features;
- Proposed scope of work and discussion of how this scope was derived;
- Construction pricing and how determined;
- Financing structure and capital stack including details regarding operating costs, proposed debt service;
- Discussion of timeline and anticipated obstacles to reaching Firm Commitment.

**B. Schematic Design:** Provide, at a minimum, schematic designs in accordance with the requirements of the Design and Construction Standards. More comprehensive the plans and specification are encouraged to facilitate readiness to proceed and more reliable construction pricing.

**C. Flood Plain:** A FEMA Flood Map with Map Panel ID for each property included in the development. (<http://msc.fema.gov>)

**D. Environmental Hazards:**

- Identify any environmental remediation completed in the past
- Identify if a ELUR is in place
- If available, a Phase I (or Phase II) Environmental report should be submitted with the application.

**5. 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 Mortgagor is a to-be-formed partnership, all proposed General Partner(s) must complete this requirement. 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);
- Management Agent;
- Consultant (Include copy of contract defining roles and responsibilities);
- Architect (include an AIA form B305, Architect's Qualification Statement);
- Legal firm;
- Contractor, provide list of potential bidders. If selecting a GC through a negotiated bid, include an A305, Contractor's Qualifications Statement and Bonding Capacity Letter.

**6. 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.rhodeislandhousing.org](http://www.rhodeislandhousing.org).

**B. Evidence of Additional Resources:** Provide commitment letters for additional resources. Complete the chart included in the Application outlining source amount and expected timing for the commitment of such funds.

**C. First Mortgage:** For applicants proposing first mortgage financing from a private lender, a letter of intent from the lender outlining financing terms and conditions should be submitted.

**D. Tax Credit Syndication Estimate:** If applicable, provide at least one Letter of 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.

**E. Real Estate Tax Assessment:** 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.

#### 7. Readiness to Proceed:

**A. Project Schedule:** Applicant must complete the Project Schedule chart and provide supporting documentation if applicable.

#### 8. Other Documentation:

**A. Written justification for Operating Costs:** Please provide detailed analysis and support indicating how you ascertained Operating Costs once the project reaches stabilization.

*\*All Applicants are encouraged to provide line-item justification and backup for cost estimates. A detailed breakdown should be provided for both payroll and “miscellaneous” line items. The “Comparable OPEX” page in the Proforma must be completed. If proposed operating expenses are significantly different than the operating expenses of the existing project, Applicant must explain the variance.*

**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.