



MEMO

To: Development Community
From: Anne Berman, Director of Real Estate Development
Date: May 1, 2022
Subject: Program Bulletin 2022-01
Homeownership Streamline Program for 1-2 Unit Developments
(the “Homeownership Program”)

Program Bulletin 2022-01 sets forth underwriting and design and construction guidelines for the development of single family or duplex homes funded in whole or in part by RIHousing or the Housing Resources Commission (HRC). This Program Bulletin supersedes Program Bulletin 2018-03. The goal is to simplify and more clearly articulate requirements.

I. To Initiate Property Specific Review:

- 1. Property Address, Site Map (Tax Assessor’s Map)
- 2. Plans & Specifications (Exhibit A)
- 3. If applicable, list of Sustainability and Energy Efficiency Components to be included in project scope of work.
- 4. Proforma Sources and Uses
- 5. Evidence of site control (i.e., Purchase and Sales Agreement or Deed)
- 6. Zoning Certificate or Evidence of Zoning showing allowed use.

All work shall comply with all applicable federal, state, and local codes, ordinances, and zoning requirements as well as any sustainability and energy efficiency components included in the applicant’s request for funding. Rhode Island State Building and Fire Code Regulations can be found at:

[Welcome to the Rhode Island Code of Regulations - Rhode Island Department of State \(ri.gov\)](http://www.ri.gov)

II. Required for Closing:

- 1. Title Insurance Proforma Loan Policy or Title Loan Commitment equivalent to the amount of RIHousing and/or HRC funds, inclusive of construction loans, grants or deferred loans, being invested in the project.
- 2. Project Final Proforma with Sources and Uses
- 3. Final Appraisal providing as complete value of proposed project
- 4. Executed Construction Contract with Final Plans and Specifications referenced
- 5. Final Plans and Specifications including Site Plan with setbacks and zoning requirements (If applicable, include sustainability, energy efficiency components).
- 6. Class I Property Survey in conformance with RIHousing Standards (Exhibit B). Survey may be waived if addressed through title insurance.
- 7. Building Permit
- 8. Property and Liability Insurance (Risk Insurance) in conformance with RIHousing requirements for single family/duplex units
- 9. Contractor's Insurance in conformance with RIHousing Insurance Requirements for small projects
- 10. Contractor's Registration Card
- 11. If required, evidence of utilities. Typically, not required from urban locations. Water, sewer, electric, and heating fuel evidence required for suburban and rural developments.
- 12. Structural review required for rehabilitation
- 13. Passive Radon System required
- 14. Renovation projects must encapsulate and/or abate Asbestos, Radon, Mold and PCB's in accordance with all federal, state and local environmental laws and regulations
- 15. Executed Environmental Affidavit (RIHousing form) or Phase I report
- 16. Executed COVID Affidavit and Workplan as applicable (RIHousing form)
- 17. Executed loan documents
- 18. W-9 for Borrower

III. Required for Disbursements:

- 1. RIHousing Funding Requisition Form identifying requested sources
- 2. Invoice(s) from Borrower with back-up documentation
- 3. Lien Waivers from Contractor
- 4. Inspection Report (to be conducted by RIHousing at 35%, 55%, 70% and 100% completion intervals)
- 5. Final Loan Title Insurance Policy

IV. Project Close-out Requirements:

- 1. Certificate of Occupancy
- 2. For rehabilitation projects, RIDOH Lead Safe Certificate and environmental close-outs
- 3. If applicable RAWP Closure Report, Recorded ELUR & SMP
- 4. Contractor's 1 Year Guaranty for Labor and Materials
- 5. Contractor's transmittal of O&M and Start-up submitted to owner
- 6. If applicable Evidence of NGRID Building Incentives and Rebates
- 7. If applicable, discharge of the construction loan mortgage or any mortgage.
- 8. Evidence of Recorded Deed Restriction, if applicable
- 9. Lien Waiver from Contractor

Sponsors utilizing RIHousing's Master Construction Loan Program must review the standard closing agenda and legal documents required for the closing of those loans.