

2020 Combined Funders Homeownership Application

This application is for Homeownership projects ONLY, including new construction and acquisition/rehabilitation projects, as well as Down Payment Assistance Programs.

Note Concerning Use of Federal Funds:

The Department of Commerce’s HOME and National Housing Trust Fund federal programs are NOT funding Homeownership projects at this time.

Other Public Funders accepting this application may use federal funds for homeownership activities, such as Community Development Block Grant Program funds or local HOME Investment Partnership Program funds. Be mindful of these programs’ requirements when completing this application.

Section 1: Program Summary

Project Design

1. Provide a brief description of your proposed project and/or program including:
 - The kind of project or program
 - The ownership model
 - The type of activities planned (e.g., development, construction, rehabilitation)
 - Financial assistance to be provided (e.g., down payment and/or mortgage (including rehab) to homebuyers and homeowner households):

Tab 1 Form

Please make sure to complete the following Excel Form:

- Form 1: Project Summary

Section 2: Project Narrative

Project Intent

1. Describe how your proposed project/program will result in creating or preserving affordable homeownership units:

Project Marketing

2. Describe how your organization will market this particular project or program to potential homebuyers (**NOTE: The Housing Trust Fund uses an expanded “first-time homebuyer” definition in the 2019 and 2020 funding cycles—refer to the solicitation for applications**):

Loan Qualification Process

3. Describe your process for qualifying *eligible* homebuyers for this project. Describe how you prioritize homebuyers for this project, the mortgage and approval process, and the process for closing on the home:

Readiness

4. Please list any issues that may affect the timing of this project or program, including current status of architectural plans, permits, availability of private mortgage financing, etc.:

Property Selection Criteria

For Down Payment Assistance & Acquisition/Rehab Programs. If your proposed project is not Down Payment Assistance or Acquisition/Rehab, please enter “n/a”.

5. Describe the home selection guidelines, including the type(s) and costs of typical properties that homebuyers will purchase, the maximum purchase price, and the minimum property standards that homes must meet before acquisition and before occupancy if rehab will be required:

[Empty text box]

6. Describe the appraisal and home inspection processes:

[Empty text box]

7. Identify the proposed resale and/or recapture restrictions:

[Empty text box]

Property Location

8. If this is a development (construction and/or rehab) project, describe the property location, neighborhood, transportation, local services, etc. If this is a down payment assistance program, describe the targeted neighborhood(s) or area(s) where assisted households will be purchasing homes:

[Empty text box]

Property Description - Development Project

9. For a development project, describe the existing property including vacant land and existing structures that may be demolished or rehabilitated:

[Empty text box]

10. If your project is an existing structure, include the age of building(s), size, number of stories, type of construction, physical condition, layout of buildings, and any unique features in your description:

[Empty text box]

Zoning

11. What is the current zoning of the project site(s)?

[Empty text box]

12. Is the proposed project consistent with the zoning status of the site(s)?

- Yes, [skip to Site Control](#)
- No

a. If current zoning is not consistent, explain:

[Empty yellow box]

- b. Outline the steps that will be taken to address zoning issues (e.g., administrative, conditional use, hearing examiner, council approval), what approvals are required , and the time frame needed to resolve these issues:

[Empty yellow box]

Site Control

- 13. Describe the type of site control (e.g., statutory warranty deed, purchase and sale agreement, lease agreement, etc.) and key dates (e.g., purchase date, closing date, option to purchase expiration date, maximum extension, etc.) and attach documentation.

[Empty yellow box]

Environmental

For information regarding the required Phase I ESA and Limited Survey, see Sections 205.4.1 and 205.5, respectively, of the Housing Trust Fund [Handbook](#).

- 14. Is a Phase I ESA required for this project?
 - Yes. Continue to Question 15
 - No. [Skip to Construction/Rehab Information](#)

15. Phase I ESA Completion date: [Empty yellow box]

- 16. Does the Phase I ESA recommend a Phase II be completed?

- **YES**

- a. Outline the ESA Phase I issues triggering a Phase II recommendation.

[Empty yellow box]

- **No** – *Is the project site location a former heavy equipment facility (e.g., bus barn), former wood product production facility, or former military installation such as an armory, training center, or assembly point? If yes, then it is recommended that a Phase II ESA be completed even if the Phase I did not specifically recommend it.*

- 17. Are there structures on-site?

- **YES** - *Limited Surveys for Asbestos, Lead-Based Paint, and Mold are required regardless of whether the structures are included in the project either to be rehabilitated or to be demolished.*

- **NO** - Skip to the [Limited Survey for Wetlands](#) question.

18. Limited Survey for Asbestos completion date:

a. State the conclusion and recommended further actions from the Limited Survey for Asbestos.

19. Limited Survey for Lead Based Paint completion date:

a. State the conclusion and recommended further actions from the Limited Survey for Lead Based Paint.

20. Limited Survey for Mold completion date:

a. State the conclusion and recommended further actions from the Limited Survey for Mold.

21. Limited Survey for Wetlands completion date:

a. State the conclusion and recommended further actions from the Limited Survey for Wetlands.

22. Identify how environmental issues identified in either the Phase 1 ESA or the Phase II ESA will be abated or otherwise addressed, including an estimated budget that must be included as a separate line item in the *Development Budgets- Forms 6A, 6B, and 6C*. Items to be addressed at a minimum include, *but are not limited to* asbestos, lead based paint, mold, wetlands, and underground storage tanks (USTs).

a. Has the Washington State Department of Ecology been consulted, formally or informally, regarding issues with the site and/or structures on the site? If yes, provide details of the consultation.

i. Is a No Further Action (NFA) determination being sought for this project site, or structures on the site?

- Yes

- No
- Not Applicable

b. Provide a timeline for the hazardous material remediation.

Construction/Rehab Information

Down Payment Assistance programs not doing construction or rehab are not required to complete this section.

General Description of the Construction Project

23. Provide a detailed description of the proposed design, construction, rehabilitation, site development and/or other project related improvements (including any plans for existing structures on-site that may be demolished or rehabilitated):

Rehabilitation- Acquisition/Rehabilitation Projects

24. For acquisition rehabilitation programs, describe the types of repairs and improvements that will be undertaken. Summarize your rehab standards, including the projected life span of rehabilitated homes:

Tab 2 Form

Please make sure to complete the following Excel Form:

- Form 2: Evergreen Sustainable Development Standard Checklist

Section 3: Project Need

Population Narrative

1. Indicate the target area location, characteristics and the specific population to be served:

Discussion of Need & Consistency with Local Plans

2. Describe the critical, unmet need for homeownership in the community your project/program will address:

3. What is the magnitude and extent of the need? (Some examples of magnitude may include increased real estate values in the in the target market, the economy of the area, risk of closure of current subsidized housing units, higher than normal vacancy rates, possible health and safety issues due to the physical conditions of the property, extraordinarily long waiting lists for affordable housing.)

4. Provide an explanation about how this project is a local priority. Include references to consistency with local plans that are specific to the population to be served, and citations of specific source data

Hardships Faced by Target Buyers

5. Describe the intensity of hardship facing the intended population in the geographic area to be served. (Some examples of intensity include but are not limited to rent burden for the targeted population, lack of safe and affordable housing units in the target area, lack of living wage jobs, unemployment rates higher than the state average.)

Homebuyer Readiness

6. Describe the readiness of the intended homebuyers for your project/program. Include the number and type of homebuyers on any waiting list and their prequalification status:

Special Needs Projects/Programs

(If the proposed project does not serve special needs, please enter "n/a").

7. Will the proposed project serve Special Needs households?

- Yes. Continue to Question 8

- No. Skip to [Market Study](#)

8. For homeownership projects/programs designed to help disabled households, describe the geographic area(s) from which this project will draw its target population (e.g., city, county, region, state).

9. What is the estimated number of people in the target population needing affordable housing within this service area?

Market Study – For Subdivision Development Projects Only

10. Is a Market Study required for this project?

- Yes – Date the Market Study was completed:

- No – Section complete. [Skip to Section 4.](#)

11. Provide the following Market Study data:

a. Absorption Rate (page #)

b. Capture Rate (page #)

c. Number of days on-market for comparable homes (page #)

12. Describe the availability of homes affordable to the target population in the area where this project will be located:

13. Cite any relevant data identified in the market study:

Tab 3 Form

Please make sure to complete the following Excel Form:

➤ Form 3: Units and Target Populations

Section 4: Relocation

Tenant Relocation

1. Will this project involve relocation of existing tenants?
 - Yes
 - No. Section complete. [Skip to Section 5.](#)

2. Have you developed a relocation plan for this project?
 - Yes
 - No

3. State the number of **Residential** tenants to be relocated:
Permanent relocation:
Temporary relocation:

4. State the number of **Commercial** tenants to be relocated:
Permanent relocation:
Temporary relocation:

5. Briefly describe anticipated relocation needs and how they will be addressed

6. What requirements or guidelines govern the project relocation plan? (check all applicable)
 - Uniform Relocation Act
 - Section 104 [d] (if HOME or CDBG funded)
 - Washington State Department of Transportation
 - Other - Identify the governing requirements:

7. Have you provided notices to the tenants indicating the type of displacement and benefits provided to tenants?
 - Yes
 - No

8. Have you identified replacement or temporary units for those who will be displaced?
 - Yes
 - No

9. Have you determined any tenants' relocation benefits?
 - Yes
 - No

10. Have you included the total relocation budget in your development budget under relocation?

- Yes

- No

Section 5: Project Schedule

Tab 5 Form

Please make sure to complete the following Excel Forms:

- Form 5A: Production Pipeline
- Form 5B: Production Pipeline

Section 6: Development Budget Narrative

Construction Cost Estimates

For information regarding what must be included in a required Construction Cost Estimate, consult the program handbook of each Public Funder you are seeking funding from. If an identified Public Funder has not yet adopted a formal Cost Policy, refer to the WSHFC [Policies](#) (Chapter 3, Section 3.2, *et seq.*) and to the State Housing Trust Fund [Handbook](#) (Chapter 2, Section 205.9).

1. Total construction cost reflected in the 3rd party estimate, excluding sales tax:

2. Base construction contract line item reflected in the development budget, excluding sales tax:

3. Explain any line item differences between the cost estimate and the base construction cost in the development budget. Explain any increases, decreases, exclusions, additions, inflation, the escalation factor applied and number of months applied or any other factor which causes the two amounts to differ.

Tab 6 Forms

Please make sure to complete the following Excel Forms, as appropriate to your project:

- Form 6A: Project Budget Detail
- Form 6B: Affordable Units Budget Detail
- Form 6C: Market Rate Units Budget Details
- Form 6D : Supplemental Development Budget – Single House

Section 7: Project Financing

Project/Program Funding Sources

1. Provide relevant information not included on Excel Form 7 for each source, including any award conditions, performance requirements, date(s) of funding availability, approval process(es), timing issues, etc. as applicable:

2. Were you denied funding by any entity?

- **Yes**

- a. Briefly explain why you were denied funding.

- **No**

3. List funding sources you considered applying for, but did not or will not apply for, **and clearly state the reasoning for not applying:**

4. If your financing plan includes a capital campaign to raise additional capital funds, list the activities and benchmark dates (refer to the Housing Trust Fund solicitation for applications materials to make sure your project can be developed within the intended timeline):

Tab 7 Form

Please make sure to complete the following Excel Form:

- Form 7: Financing Sources

Section 8: Homebuyer Finances

Tab 8 Form

Please make sure to complete a copy of the following Excel form for each market in which the program will operate:

- Form 8: Homebuyer Affordability Worksheet

Section 9: Development Team

1. Indicate the Sponsor Organization Type:

- Local Government
- Local Housing Authority
- Nonprofit Organization
- Federally-Recognized Indian Tribe
- For-profit Entity
- Other

a. If Other is selected, specify the type of organization.

Organizational Pipeline

2. List by name all projects your organization is submitting an application for in this Funding Round, in order of priority (highest to lowest). State your rationale for this order (e.g., committed funding, local priority population):

Tab 9 Form

Please make sure to complete the following Excel Form:

- Form 9: Project Team