



**THE CITY OF RICHMOND EQUITABLE AFFORDABLE HOUSING PROGRAM  
(Multifamily Preservation and Development Application)**

**COVER SHEET**

**1. Program Funds Requested:**

- New Construction Multifamily Rental: \_\_\_\_\_
- Preservation of Multifamily Rental: \_\_\_\_\_

**1. Amount Requested:** \_\_\_\_\_

**2. General Information:**

Applicant/Sponsor: \_\_\_\_\_

Executive Director/CEO: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**CHECKLIST**

**Project Name:** \_\_\_\_\_

**Applicant Sponsor:** \_\_\_\_\_

**Application Funding Package:**

- Application Checklist
- Application
- Sources & Uses
- Development and 15 Year Operating Pro Forma/Construction Draw Schedule

**Attachments:** (Provide applicable documents and check the corresponding boxes of documents submitted)

- |  |   |
|--|---|
| Federal Tax-Exempt Certification   | Documentation Evidencing Zoning/Entitlements                    |
| Recent IRS 990 or Tax Returns  | Appraisal (Land and Improvements)                               |
| Previous Fiscal Year Audit/Financial Statements                                  | Summary of Market Study   |
| Current Year Operating Budget  | Project Permits or Status                                       |
| By-Laws  | Lender, Investor, and Other Funder                              |
| Articles of Incorporation  | Commitments   |
| Organizational Chart   | Marketing Plan  |
| Pipeline of Project – 3 Years  | Corporation Good Standing Certification                         |
| List of Board of Directors, Members, and Executive Officers                      | Site Plan and Renderings  |
| Project Organizational Chart of Full and Part-time Employees Assigned to Project | Area Map with the Project, Services, Amenities, etc. Identified |
| Assigned Project Staff Bios  | Relocation/Re-occupancy Plan (if applicable)                    |
| Partnership Agreements with Other Local/State/Federal Agencies                   | PSH Supportive Services Plan                                    |
| Documentation Evidencing Site Control  | Economic Empowerment Plan                                       |

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**INSTRUCTIONS:** This form must be completed by all organizations and agencies applying for funds. If you need additional space, you may use the last page, attach additional pages, or both.

**PLEASE NOTE:** A separate application must be submitted for each project requesting funding.

**I. FUNDING REQUEST:**

- New Construction Multifamily Rental: \_\_\_\_\_
- Preservation of Multifamily Rental: \_\_\_\_\_

**II. SPONSOR ORGANIZATION:**

Sponsor Organization Name: \_\_\_\_\_  
Federal Tax ID: \_\_\_\_\_  
SAMS/UEI Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Point of Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Executive Director/CEO: \_\_\_\_\_

Is the Organization Incorporated? (Include Applicable Attachments)

Non-Profit                    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
For-Profit                    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Provide the Organization's Operating Budget and most recent Audited Financials

**III. PROJECT INFORMATION:**

Project Entity Name (SPE): \_\_\_\_\_  
Entity FEIN: \_\_\_\_\_  
Project Address/Boundary: \_\_\_\_\_  
Is the Project City-wide, Specific Project Area, or Opportunity Area?  
City-Wide    \_\_\_\_\_    Specific Project Area    \_\_\_\_\_    Opportunity Area    \_\_\_\_\_  
Census Tract: \_\_\_\_\_                    Council District: \_\_\_\_\_

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**PRIORITY AREAS:**

Hull Street – Swansboro Corridor  
 Hull Street – Lower Corridor  
 Richmond Highway – North  
 Richmond Highway – South  
 Highland Park  
 RRHA Communities of Choice  
 Other: \_\_\_\_\_

**IV. AMI AND UNIT MIX:**

Bedrooms	Perm Supportive Housing	Extremely Low (0-30% AMI)	Low Income (31-50% AMI)	Moderate (51-60% AMI)	Workforce (61-80% AMI)	Workforce (81-120% AMI) or Market	TOTAL
0							
1							
2							
3							
4							
<b>Total Residential Units</b>							

**V. PROJECT DESCRIPTION:** (Please include all development activities including unit types, construction, site work, financing, project amenities, relocation, re-occupancy, resident services, and other project specifics).

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**VI. PERMANENT SUPPORTIVE HOUSING:** (describe the PSH units, the Supportive Services Plan, the Supportive Services Provider experience, and the annual funding for services).

**VII. PROJECT SCHEDULE:**

Activity	Completion Date
Acquisition	
Entitlements/Zoning	
Bond Reservation	
LIHTC Award	
Environmental Review (24 CFR - Part 58)	
Relocation Completed	
Financial Closing	
Abatement/Demolition Completed	
Building Permit(s)	
Construction Start	
Construction Completed	
Lease-Up Start	
LIHTC Placed-in-Service Date	
Lease-Up Complete	
Submission of Final Cost Certification	
Other:	
Other:	
Other:	

**VIII. INCOME AND AFFORDABILITY:**

A. If the project will utilize income averaging, please explain. Are there market rate or workforce units that can cross-subsidize the affordable units?

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B. Will the projects be affordable for 30 years? If not, please explain.

\_\_\_\_\_ Yes \_\_\_\_\_ No;

C. Target Populations:

Senior (62+)

Families with Children Under Age 18

Individuals with Differing Abilities

Veterans

Homeless

Other (please indicate) \_\_\_\_\_

**IX. COMMUNITY IMPACT**

A. Briefly describe the neighborhood to be served, highlighting such items as the population to be served (e.g., seniors, families, veterans, etc.), housing conditions, median household income, neighborhood strengths/weakness, and describe how the project will positively impact the community.

B. Briefly describe how the project is in proximity to services, retail/commercial, medical facilities, employment centers, grocery stores, and public transportation.

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**X. KEY DEVELOPMENT PARTNERS AND PARTICIPATING PARTIES:**

A. Provide the following information for each major partner in the Project.

<b>ROLE</b>	<b>ENTITY NAME &amp; CONTACT INFORMATION (Individual, Phone &amp; Email)</b>	<b>Financial Interests (%)</b>	<b>Relationship to the Sponsor (If Any)</b>
Developer			
Ownership Entity			
General Partner or Managing Member of Owner			
Limited Partner or Investor /Limited Member of Owner			
Architect/Engineer			
General Contractor			
Property Manager			
Construction Lender			
Permanent Lender(s)			
PSH Supportive Services Provider			
Other			
Other			

B. Briefly describe the background and mission of the sponsor organization. Please be concise.

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- C. Briefly describe the sponsor organization’s demonstrated capacity and experience completing quality housing projects comparable to the proposed project. Include experience planning, obtaining entitlements, zoning, financing, constructing, and leasing on time and within budget. Provide in detail three (3) projects completed in the past five (5) years.
- D. Please provide a list of projects for which the sponsor organization has received federal funding (e.g., CDBG, HOME, AHTF, ARPA) that have not been completed. Include the type of funding and the year the project was awarded.
- E. Provide an organizational chart listing responsible personnel, titles, and bios.
- F. Did you attach a list of current board members and officers including addresses, occupations, and roles on the board?  Yes  No
- G. Describe the organizational structure, recordkeeping, financial/audit systems, policies, and procedures. (Include the most recent audit report and/or financial statements).



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H. Provide a brief description of any financial default(s) or litigation(s) against the sponsor organization/developer in the past three (3) years and the current status of these matters. This includes lawsuits, tax delinquency, bankruptcy, client complaints, and citations for violating building, zoning, and environmental codes.

**XI. EVIDENCE OF NEIGHBORHOOD/PARTNERSHIP SUPPORT:**

Describe the neighborhood/partnership support for the proposed project, including resident organizations, civic associations, City of Richmond Council District Representative, and/or other elected officials, as well as other groups instrumental to the implementation or to be directly impacted by the project. Describe the collaboration between any partners including neighborhood support of the project.

**XII. ENERGY CONSERVATION AND SUSTAINABILITY INITIATIVES:**

Describe project activities and savings goals that will reduce the project's carbon footprint by implementing energy conservation measures, green or other sustainability measures, and/or resilience measures.

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**XIII. EVIDENCE OF SITE CONTROL:**

Please provide evidence of site control (deed, ground lease, purchase option). If the site control is in the form of a purchase option, provide the Purchase Sale Agreement along with the timeline for exercising the option. Does the proposed use comply with the current zoning? If not, please explain any required actions for compliance.

**XIV. MARKETING STRATEGY:**

Describe the marketing strategy and methods to lease units.

**XV. ECONOMIC EMPOWERMENT:**

Detail how the sponsor will implement economic improvements that will lead to hiring and/or contracting opportunities for individuals and businesses impacted by the project. Specify how impacted residents and neighborhood businesses will participate in the project through employment and/or contracting opportunities, and include, if any, the hiring and/or contracting goals for the project.

**XVI. PROJECT FINANCING:**

A. Please provide rental projections by unit size and type (add rows as appropriate).

Unit size/type (PSH, PBV, HOME, etc.)	Number of Units	Tenant Rent Maximum	Rental Subsidy Minimum	Rent PUM	Monthly Rent	Annual Rent
1 bedroom						
2 bedroom						
3 bedroom						
4 bedroom						
<b>TOTAL</b>						

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B. Development Sources and Uses

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<b>Development Sources</b>	<b>EAHP (HCD Bond Funds)</b>	<b>Private Funds</b>	<b>Other Public Funds</b>	<b>Total</b>
EAHP				
Construction Loan				
Permanent Loan				
LIHTC Equity				
HOME Funds				
RHF or DDTF				
Other Federal Tax Credits				
State Historic Tax Credits				
CDBG				
Other:				
Other:				
Other:				
<b>Total</b>				

<b>Development Uses</b>	<b>EAHP (HCD Bond Funds)</b>	<b>Private Funds</b>	<b>Other Public Funds</b>	<b>Total</b>
Residential New Construction				
Residential Rehab				
Builder's General Requirements				
Builder's Overhead				
Builder's Profit				
Construction Contingency				
Demolition				
Site Work/Infrastructure				
Relocation				
Relocation Non-Residents				
Bonds				

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Other:				
Other:				
Other:				
Other:				
<b>Development Soft Costs</b>	<b>EAHP (HCD Bond Funds)</b>	<b>Private Funds</b>	<b>Other Public Funds</b>	<b>Total</b>
Acquisition of Site				
Accounting and Cost Cert				
Appraisal				
Architect/Engineer				
Environmental Assessment				
Financing Application, Lender				
Financing Application, Equity				
Insurance, Construction Period				
Interest, Construction Period				
Legal Expense, Sponsor & Lender				
Marketing & Lease-Up Expense				
Permits, Construction				
PILOT, Taxes Construction Period				
Survey				
Title and Recording Fees				
Lease-Up Reserve				
FF&E				
Professional Services				
Operating Reserves				
Replacement Reserves				
Supportive Services Reserve				
Developer Fee				
Other:				
Other:				
Other:				
Other:				
Other:				

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Use the space below to add additional information. You can also attach additional pages.