# 2017 Combined Funders Application (CFA)

# Table of Contents & Self-Certification Checklist - State HTF Version

# FOR MULTIFAMILY RENTAL PROJECTS

## Tab 1: Project Summary

|  |  |  |
| --- | --- | --- |
| **Section 1** | [ ]  | Project Summary |
| **Section 1-A** | [ ]  | Affirmations & Thresholds |
| **Form 1** | [ ]  | Project Summary  |
| **Attachments** |  |  |
|  | [ ]  | Affidavits to comply with State Requirements |
| [ ]  | Per-Project Funding Limit Waiver (if applicable) |
| [ ]  | Per-Applicant Annual Funding Limit Waiver (if applicable) |
|  |

## Tab 2: Project Description

|  |  |  |
| --- | --- | --- |
| **Section 2** | [ ]  | Project Narrative |
| **Section 2-A**  | [ ]  | Section 2 Supplemental Questions: Opportunity Rich Communities |
| **Form 2A** | [ ]  | Building Information |
| **Form 2B** | [ ]  | Square Footage Details |
| **Form 2C** | [ ]  | Evergreen Sustainable Development Standard v3.0 Checklist |
| **Attachments** |  |  |
|  | [ ]  | Preliminary Drawings and Site Plan:* For New Construction projects, include elevations, typical floor plans, descriptive building sections, site plan, and roof plan.
* For projects that involve interior reconfiguration, exterior improvements, or newly constructed additions, include typical floor plans, primary elevations, descriptive building section, site plan and roof plan
* For projects in existing buildings, provide current floor plans, for each floor if they differ
* Site Plan of off-site improvements
 |
| [ ]  | Documentation of Site Control |
| [ ]  | Title Report |
| [ ]  | Outline Specifications |
| [ ]  | Photos of Proposed Site(s) |
| [ ]  | Zoning Approval Letter/Verification of Zoning Status |
| [ ]  | Phase I Environmental Site Assessment |
| [ ]  | Phase II Environmental Site Assessment *if recommended by Phase I* |
| [ ]  | Limited survey for Asbestos, Lead and Mold if Rehab of Existing |
| [ ]  | Limited survey for Wetlands if Vacant Land |
| [ ]  | Letter from local school board verifying an opportunity for community members to offer input on the proposed project at the first scheduled school board following the submission of this Application. (if applicable) |
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## Tab 3: Need & Populations Served

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| **Section 3** | [ ]  | Need & Populations Served |
| **Section 3-A** | [ ]  | Section 3 Supplemental Questions: Legislative Population Targets, Accessibility |
| **Form 3** | [ ]  | Populations to be Served |
| **Attachments** |  |  |
|  | [ ]  | Market Study |
| [ ]  | Letter from local jurisdiction confirming project’s consistency with the jurisdiction’s Consolidated Plan |
| [ ]  | Letter from local jurisdiction confirming project’s consistency with local Plan to End Homelessness (*Homeless projects only*) |
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## Tab 4: Relocation

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| **Section 4** | [ ]  | Relocation |
| **Form 4** | [ ]  | Relocation Budget |
| **Attachments** |  |  |
|  | [ ]  | Tenant Relocation Plan |
| [ ]  | Samples of the General Information Notice issued to all current occupants |
| [ ]  | Drafts of Move-In Notices |
| [ ]  | Drafts of Notices re: displacement and benefits |
| [ ]  | Approval letter from local government agency with jurisdiction over tenant relocation issues |
| [ ]  | List of existing residential and commercial tenants (include all occupants, with or without leases). Include the following information:* For residential occupants, include type of occupancy (renter vs homeowner), household size, unit size, and household income and rent information that is current as of the date of application. Vacant units should also be listed with the move-out date of the last tenant.
* For commercial occupants, include name and type of business, length of occupancy, and current lease terms
 |
| [ ]  | For properties that are currently unoccupied, attach a list of all occupants who moved from the site within the past 90 days. Include the name of the business or household, the household size, and explain the reason for their move. |
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## Tab 5: Project Schedule

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| **Form 5** | [ ]  | Project Schedule |
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## Tab 6: Development Budgets

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| **Section 6** | [ ]  | Development Budget Narrative |
| **Form 6A** | [ ]  | Development Budgets |
| **Form 6B** | [ ]  | Development Budget Details |
| **Form 6C** | [ ]  | LIHTC Budget (Basis Calculation) |
| **Form 6D** | [ ]  | LIHTC Calculation |
| **Form 6E** | [ ]  | Fee Schedule |
| **Attachments** |  |  |
|  | [ ]  | 3rd Party Construction Cost Estimate* To be broken down by Division, along either Building Systems or Materials
 |
| [ ]  | Capital Needs Assessment* To include Narrative *and* Lifecycle Cost Analysis (including replacement Reserve analysis)
 |
| [ ]  | Appraisal or Property Tax Assessment |
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## Tab 7: Project Financing

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| **Section 7** | [ ]  | Project Financing |
| **Form 7A** | [ ]  | Financing Sources |
| **Form 7B** | [ ]  | Estimate of Cash Flow During Development |
| **Attachments** |  |  |
|  | [ ]  | Funding Commitment Letters |
| [ ]  | Letters for Committed Donations (including Sponsor Donations) |
| [ ]  | Capital Campaign Plan, if funding includes a Capital Campaign |
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## Tab 8: Project Operations

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| **Section 8** | [ ]  | Project Operations |
| **Section 8-A** | [ ]  | Supplemental Question: Utility Allowances |
| **Form 8A** | [ ]  | Proposed Rents and AMIs Served |
| **Form 8B** | [ ]  | Operating, Service and Rent Subsidy Sources |
| **Form 8C** | [ ]  | Personnel (Service and Operating) and Non-Personnel Expenses |
| **Form 8D** | [ ]  | Operating Pro Forma |
| **Form 8E** | [ ]  | Operating Pro Forma Details |
| **Attachments** |  |  |
|  | [ ]  | Documentation of Utility Allowance calculations and schedule |
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## Tab 9: Development Team

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| **Section 9** | [ ]  | Development Team |
| **Section 9-A** | [ ]  | Section 9 Supplemental Question: Washington State Quality Award Program |
| **Form 9A** | [ ]  | Project Team |
| **Form 9B** | [ ]  | Identity of Interest Matrix |
| **Form 9C** | [ ]  | Project Sponsor Experience |
| **Form 9D** | [ ]  | Project Development Consultant Experience |
| **Form 9E** | [ ]  | Project Property Management Firm Experience |
| **Attachments** |  |  |
|  | [ ]  | Development Consultant Agreement |
| [ ]  | Signed board resolution authorizing application submittal (if applicable) |
| [ ]  | Secretary of State certification of existence (RCW 24.03) |
| [ ]  | Board Composition list (if applicable) |
| [ ]  | 501(c)3 letter of determination from IRS (if applicable) |
| [ ]  | Resumes of development team members |
| [ ]  | Audit reports with financial statements for the past three years (plus year to date statements from the most recent fiscal quarter) with the parent organization and subsidiaries broken out, in addition to consolidated totals. Include any management letters from the auditor (unless previously submitted).  |
| [ ]  | Tax return 990 forms for the last two years (unless previously submitted) |
| [ ]  | HTF CHDO Certification (Required if CHDO indicated as Proposed Ownership Structure). [Download](http://www.commerce.wa.gov/wp-content/uploads/2016/06/hfu-chdo-certification-application-2014.docx) from the HTF website. |
| [ ]  | Documentation of participation in the WSQA program (where required). This may be in the form of:* Copy of signed and dated WSQA Intent to Apply Form

 ***OR**** Copy of letter or e-mail from WSQA confirming receipt of Intent to Apply Form

***OR***Evidence of Application submittal to WSQA (please do not attach your application) |
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## Tab 10: Services

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| **Section 10** | [ ]  | Services |
| **Section 10-A** | [ ]  | Section 10 Supplemental Questions: Homeless Youth Services |
| **Attachments** |  |  |
|  | [ ]  | Memorandum of Understanding |
| [ ]  | Plan for moving tenants to self-sufficiency (if applicable) |
| [ ]  | Examples of assessment tools used |
| [ ]  | Services funding commitment letters |
| [ ]  | On-site services partnership letter (*if applicable*) |
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##  Tab 11: LIHTC Scoring (required only if Project includes Tax Credit financing)

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| **Form 11A** | [ ]  | 9% LIHTC Scoring Synopsis  |
| **Form 11B** | [ ]  | 4% LIHTC/Bond Scoring Synopsis |
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**Tab 12: Department of Commerce Operations & Maintenance**

Commerce will not be making any new 2017 Operations & Maintenance awards with State funds.

NOTE: An O&M award may be made using money from the National Housing Trust Fund, but this will be available *only* to projects specifically requesting National Housing Trust Fund awards. Further restrictions apply, both to what units can be subsidized within a project and to what specific costs can be supported. See the [**2017 NHTF Allocation Plan**](http://www.commerce.wa.gov/wp-content/uploads/2015/12/DRAFT-NHTF-2017-Allocation-Plan-7-5-2017.pdf) for more details.

**Tab 13: Department of Commerce Community Development Block Grant**

Applicants who are applying for Community Development Block Grant Housing Enhancement (CDBG-HE) funding must complete the forms listed below. Consult Chapter 6 of the Housing Trust Fund Guideline and Procedure Handbook to determine if your project is eligible to receive CDBG-HE funding. The necessary forms can be downloaded from the Housing Enhancement Grants section of the Commerce CDBG Specialty Grants [webpage](http://www.commerce.wa.gov/serving-communities/current-opportunities/community-development-block-grants/cdbg-specialty-grants/).

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| **Section 13A** | [ ]  | CDBG Project Summary |
| **Section 13B** | [ ]  | CDBG Project Description |
| **Section 13C** | [ ]  | CDBG Project Budget |
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| ***If any item listed above is not checked, or is not applicable to your project, please reference the specific document and provide an explanation here.*** |
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| **Self-Certification of Threshold Requirements**I, [NAME], [TITLE (Authorized Official)] of [SPONSOR ORGANIZATION], acknowledge that I have completed the self-certified threshold checklist and that all the required documentation necessary to review this application has been included. |
| **ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL** |
|  | **Signature** |  | **Date** |  |  |
|  |  |  |  |  |  |
|  | **Name** |  |  |  |  |
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| **For all applicants:****Affidavit****To Promote Compliance with State Prevailing Wage Law** ([Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12))If the Department of Commerce issues an award for the project presented within this Application, that project may be subject to State Prevailing Wages law ([Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12)) and Section 201.5 of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm). If federal funds are awarded to the project presented within this Application, additional federal requirements will apply. The Department of Commerce (Commerce) is not responsible for determining whether Prevailing Wages law applies to this project or for any prevailing wage payments that may be required by law. Commerce strongly recommends that the Applicant consult with the Washington State Department of Labor and Industries and/or private legal counsel prior to applying for HTF funding to determine whether or not prevailing wages must be paid on the project and, if so, what wage rates apply. The Applicant acknowledges that failure to secure a determination from the Washington State Department of Labor and Industries prior to commencement of work on the project can result in significant additional cost to the project, which cannot be covered by Commerce. By signing below, the Applicant is certifying the project will comply with Prevailing Wages law set forth in [Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12), including the filing of the “Statement of Intent to Pay Prevailing Wages” and “Affidavit of Wages Paid” as required by [RCW 39.12.040](http://app.leg.wa.gov/RCW/default.aspx?cite=39.12.040).  The Applicant shall maintain records sufficient to evidence compliance with [Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12) and shall make such records available for Commerce’s review upon request. |

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| **For all applicants:****Affidavit****To Promote Compliance with Washington State Executive Order 05-05**If the Department of Commerce issues an award for the project presented within this Application, that project is subject to compliance with [Executive Order 05-05](http://www.dahp.wa.gov/sites/default/files/DAHP%20Executive%20Order%2005-05.pdf) and Section 201.6 of the [HTF Handbook.](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm) If federal funds are awarded to the project presented within this Application, additional federal requirements will apply.By signing below you are certifying that you will review the acquisition or capital construction project with the Department of Archaeology and Historic Preservation (DAHP) and affected tribes to determine potential impacts to cultural resources. Cultural resources are defined as archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial and social uses to affected tribes. The contractor shall maintain records sufficient to evidence compliance with Executive Order 05-05, and shall make such records available for the Department of Commerce’s review upon request. |

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| **Applies when “Total Project Construction Costs” are $1 million or more.** **Affidavit****To Promote the Use Of Apprentices in Public Works Projects**I, NAME, TITLE OF AUTHORIZED OFFICIAL of APPLICANT ORGANIZATION, acknowledge that I have read RCW [39.04. 300](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04.300) – [320](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04.320) and Section 201.5 of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm) and understand the intent of this RCW. If my project(s) is awarded funds as a result of this Application and my project is required to meets the standards set forth in RCW 39.04.300 –320, I will make a good faith effort to comply with this Chapter of RCW. If at the start of construction, it is determined I am not able to comply with this Chapter of RCW, I will submit a written request for waiver of the apprenticeship participation requirement and will include reasons supporting the waiver request. Written approval of the waiver request is required from the Department of Commerce. |

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| **For all applicants:****Affidavit****To Promote Compliance with Chapter 39.35D.080 RCW**If the Department of Commerce (Commerce) issues an award for the project presented within this Application, that project is subject to [Chapter 39.35D.080 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D.080) and 201.7 of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm). By signing below you are certifying that this project will be designed, implemented, built, operated, and maintained according to the requirements of the Evergreen Sustainable Development Standard. The contractor shall maintain records sufficient to evidence compliance with the Evergreen Standard and shall make such records available for review by the Commerce or Commerce’s agent upon request. |

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| **Affidavit Affirmation** |
|  |
| I, [NAME], [TITLE (Authorized Official)]of [APPLICANT ORGANIZATION] acknowledge I have read and understand the following affidavits as described above: |
|  | **[ ]**  | Prevailing Wage Law, [Chapter 39.12 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.12)  |
|  | **[ ]**  | Archeological & Cultural Resources, [Executive Order 05-05](http://www.dahp.wa.gov/sites/default/files/DAHP%20Executive%20Order%2005-05.pdf)  |
|  | **[ ]**  | Use of Apprentices, [Chapter 39.04 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04), when “Total Project Construction Costs” are $1 million or more |
|  | **[ ]**  | Evergreen Standard Requirement, [Chapter 39.35D.080 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D.080) |
|  |
| **ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL** |
|  | **Signature** |  | **Date** |  |  |
|  |  |  |  |  |  |
|  | **Name** |  |  |  |  |
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|  | **Title** |  |  |  |  |
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|  | **Project** |  |  |  |  |
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# Commerce Application Survey

The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements, using the scale of 1-5. Your responses will not impact the evaluation of your application in any way.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree |
|  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 |

|  |  |
| --- | --- |
| The application instructions were clear. |  |
|  |  |
| The application questions were easily understood |  |
|  |  |
| I was able to receive the assistance I needed from Commerce to complete the application. |  |
|  |  |
| I had adequate time to prepare the application prior to the deadline. |  |
|  |  |
| Given program requirements, the application process was reasonable. |  |