



Housing Department

CHECKLIST

(EXHIBIT C)

August 31, 2018

1. CHECKLIST

1. **Application Form, with all signatures** ___ Yes ___ No

2. **Project**

- ___ a) Descriptive summary, including list of features meeting threshold requirements
- ___ b) Architectural Plans – Attach a conceptual design (schematics) of the proposed project or, if available, site plan, floor plan, and unit plans.
- ___ c) Provide photos evidencing project illustration that coincides with the narrative description of the property

3. **Site**

- ___ a) Location map, parcel map and legal description of the site
- ___ b) Evidence of site control, including the chain of contracted transactions to transfer ownership (or leasehold interest) from the current owner to the development entity
- ___ c) Preliminary Title Report (no older than 3 months from Proposal date)
- ___ d) Evidence of zoning approvals
- ___ e) Evidence that proposed new construction is permitted by current zoning law; or
- ___ f) Evidence to indicate that needed zoning is likely to be obtained and will not delay the project.
- ___ g) CEQA/NEPA environmental impact study documentation (Initial Study)
- ___ h) Phase I Report, Phase II Report, and Remediation Plan, as applicable

4. **Development Budget Profoma**

- ___ a) Completed companion Excel file (Update Green Cells of 3 Tabs – Input, 55-Year Proforma, Guidelines Check), NOFA Development & Operating Budgets, including thirty (30)-year operating period pro forma cash flow analysis presenting anticipated initial contract rents for all units, both unassisted and anticipated to be assisted through PBV

5. Financial Information and Feasibility of the Project

- a) A narrative description of the project cost and financing plan, including total project cost, all committed sources, all anticipated sources and the status
- b) A detailed estimate of anticipated project construction reviewed by a general construction contractor deemed reasonably qualified to construct the project
- c) Letters of other financial commitment (or conditional commitments) if available
- d) Audited Financial Statements of Applicant (two years) signed by Applicant
- e) List of utilities paid by tenant vs. provided by the owner
- f) Description and cost analysis of any unusual site conditions that may entail extraordinary costs

6. Applicant's Experience

- a) Developer Résumé: List and description of other projects owned and developed with similar target population
- b) Property Management: List and description of other projects and number of units managed with similar target population
- c) Service Provider: For non-PSH projects without a County-assigned Service Provider, list and description of other projects and number of units managed with a similar target population
- d) Partnership Agreement or Corporation Articles and Bylaws (if applicable)

7. Supportive Services

- a) A description of supportive services that the project will provide, including name of the service provider, brief description of specific services to be provided, location where services will be provided, how residents will access services, frequency and, length of time services will be provided, any monitoring of resident use of services and any cost to residents.
- b) A written commitment from Applicant to provide an on-site coordinator that will provide interface with property management at a level that will support maintenance of housing and serve as a direct link to the VA and/or the County and other social service provider's intensive case management services (For 100% permanent supportive housing PBVs only)
- c) For 100% PSH projects, written commitment from Applicant to work cooperatively with County-assigned Service Provider
- d) Draft Support Services Plan
- e) Conditional commitments or Letters of Intent for non-PSH service providers, if applicable

8. Tenant Selection Criteria

- a) Copy of the property management plan for managing and maintaining the property, including tenant selection or "screening in"

9. Affordable Housing Dispersion

Is the project located in a census tract where the poverty rate is 20% or greater? Yes No

If yes, then provide at least two of the following:

- a) Provide evidence that the neighborhood shows signs of revitalization, through indicators such as declining census tract poverty rates, low or declining violent crime rates or evidence of increased educational opportunities (educational opportunity includes adult education, vocational school, state or community college)
- b) New market-rate residence have been/are being developed in the same census tract where the proposed development will be located and it is likely that those units will positively impact the poverty rate in the area
- c) Neighborhoods in which there is high private and public investment in retail or commercial that is already occurring or will imminently occur in the area, as economic advancement opportunities include retail and other business offering entry-level job opportunities