**APPLICANT INFORMATION**

Name of Applicant Organization:

Address:

Contact Person: Title:

Phone #: Email:

Applicant Tax Exemption Status: (nonprofit / private)

**PROJECT INFORMATION**

Name of Project:

Municipality: Address:

Total Units: No./% Affordable:

**PROJECT LOCATION**

Project Site Description (include # acres, current buildings on site, and past uses)

Status of ownership or plan to acquire site? Note form of site control (i.e. Option to Purchase, P & S, etc.) and proposed acquisition date.

Describe the condition and past uses of buildings currently on the development site.

Describe the availability of current utility services to the site:

Electrical utilities

Sewer

Storm Sewer

Public Water

Gas

Is the site in a Qualified Census Tract? Yes/No

How far will tenants need to walk to reach the nearest:

Public Transit –

Food store –

Job center –

Park or playground –

Medical services –

What are the causes of any known environmental contaminations?

Please describe the current zoning for the site, any relief/variances required.

Is there any known opposition to the proposed project?

Are there local officials or community leaders who have endorsed this project?

**PROJECT SERVICES FOR TENANTS**

Is there a target population for this project?

What is the proposed mix of affordability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Below 30% AMI** | **Below**  **50% AMI** | **Below 60% AMI** | **Below**  **80% AMI** | **80-120% AMI** | **Market** |
|  |  |  |  |  |  |

What partner services (if any) will be available to tenants?

Will your organization provide services to project tenants?

**PROPOSED PROJECT FINANCING**

Does the project intend to apply to CHFA for 4% or 9% LIHTC awards?

Are you currently working with a consultant team for your LIHTC application?

|  |  |  |
| --- | --- | --- |
| **Estimated Total Project Costs** |  |  |
|  | **Cost** | **Cost per acre or sqft** |
| Land Acquisition (size in acres) |  |  |
| Existing Building Acquisition |  |  |
| Estimated Remediation Costs |  |  |
| Construction of New Building |  |  |
| Rehabilitation of Current Buildings |  |  |
| Construction of Addition |  |  |
| Developer Fee |  |  |
| Soft Costs (insurance, legal, architecture, permits, etc.) |  |  |
| Other: |  |  |

|  |  |  |
| --- | --- | --- |
| **Estimated Project Funding Sources** | |  |
|  | **Amount** | **Status (LOI, Pending, Committed)** |
| Tax credit equity |  |  |
| Source |  |  |
| Source |  |  |
| Source |  |  |
| Source |  |  |
| Amortizing debt |  |  |
| Source |  |  |
| State funds |  |  |
| Source |  |  |
| Source |  |  |
| Source |  |  |
| Source |  |  |
| Local funds |  |  |
| Source |  |  |
| Source |  |  |
| Private funds |  |  |
| Source |  |  |
| Source |  |  |
| Federal funds |  |  |
| Source |  |  |
| Source |  |  |

**PREDEVELOPMENT NEEDS**

Please describe the status of current predevelopment needs:

**ORGANIZATION TEAM AND DEVELOPMENT EXPERIENCE**

Has your board approved the development of a project? If so, who from the board is involved in the project?

Has the organization’s board approved a development plan for this site?

How has the organization delegated decision-making for this project? Who on your team will manage this project?

Will your senior financial officer be involved in the project?

Describe your existing portfolio, including number of properties and housing units. Describe your current project pipeline and how this project fits into the pipeline.

**DEVELOPMENT VENTURE PARTNERS**

|  |  |
| --- | --- |
| **Development Consultant** |  |
|  | Organization |
|  | Contact Person |
| **Architect** |  |
|  | Organization |
|  | Contact Person |
| **Attorney** |  |
|  | Organization |
|  | Contact Person |
| **Management Agent** |  |
|  | Organization |
|  | Contact Person |
| **Service Provider (If Applicable)** |  |
|  | Organization |
|  | Contact Person |
| **General Contractor** |  |
|  | Organization |
|  | Contact Person |
| **Environmental Engineer** |  |
|  | Organization |
|  | Contact Person |
| **LIHTC Application Consultant** |  |
|  | Organization |
|  | Contact Person |
| **Other** | |
|  | Organization |
|  | Contact Person |