



### 3. PROJECT IDENTIFICATION

<b>Project Name</b>		<b>Project Municipality</b>	
<b>Project Address City, Zip</b>			
<b>Required Attachments</b>	<p>___ a) Project location map</p> <p>___ b) Description of specific street or natural boundaries bordering site</p> <p>___ c) Photographs</p> <p><i>If multiple sites, provide information for each site location.</i></p>		

### 4. TARGET POPULATION

<b>Income Levels</b>	<p><i>For each income level, indicate:</i></p> <p>At or below 60% Area Median Income</p> <p>At or below 50% Area Median Income</p> <p>At or below 40% Area Median Income</p> <p>At or below 30% Area Median Income</p> <p>At or below 20% Area Median Income</p> <p><i>At least 20% of HOME-assisted units must be rented to households at or below 50% AMI. All other units must be rented to households at or below 60% AMI</i></p>	<u># Households</u>	<u>Percent (%) Total Units</u>
		_____	_____
		_____	_____
		_____	_____
		_____	_____
<b>Family Type</b>	<p><i>Indicate the number of units designated for:</i></p> <p>___ Seniors                      ___ Families with Children</p> <p>___ Disabled                      ___ Other (Describe _____)</p>		

### 5. BUDGET & COST

<b>Budget &amp; Cost Tables</b>	<p><i>Indicate Budget Uses, Funding Sources, Annual Operating Expenses, Projected Income and Development Costs on the attached <b>Budget &amp; Cost tables</b>. Completed tables must be attached with signed application and supporting documentation.</i></p>
<b>Required Attachments</b>	<p><i>A digital template (.xls) of the Budget &amp; Cost tables is available upon request.</i></p> <p>___ a) HDF Budget Uses</p> <p>___ b) Project Funding Sources</p> <p style="padding-left: 40px;">___ Attach documentation verifying commitment of other funds</p> <p style="padding-left: 40px;">___ Attach application status documentation for pending funds</p> <p>___ c) Annual Operating Expenses – RENTAL</p> <p>___ d) Annual Operating Expenses – HOMEOWNER</p> <p>___ e) Projected Income – RENTAL</p> <p style="padding-left: 40px;">___ Attach Cash Flow Analysis</p> <p>___ f) Projected Income – HOMEOWNER</p> <p>___ g) Development Costs</p>



## 8. PROJECT READINESS

<b>Zoning</b>	Current site zoning: _____	<b>Zoning Variance Needed</b>	___ Yes ___ No																																																																																
<b>Project Readiness Checklist</b>	<p><i>Indicate if the following have been obtained/conducted:</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"><u>YES</u></th> <th style="width: 10%; text-align: center;"><u>NO</u></th> <th style="width: 10%; text-align: center;"><u>N/A</u></th> </tr> </thead> <tbody> <tr><td>1. Ownership of Property</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>2. Site Control</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>3. Market Study</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>4. Appraisal</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>5. Cost Estimates</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>6. Building Permits</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7. Utility Service Confirmation</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>8. Environmental Audit</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>9. Architectural Plans/Specs</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>10. Survey</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>11. Land Development Plans</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>12. Construction Contract</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>13. Title Insurance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>14. Payment/Performance Bond</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>15. Builder's Risk Insurance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>16. Worker's Comp/Liability Insurance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>17. General Liability Insurance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>18. Management Plan</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>19. Marketing Plan</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>				<u>YES</u>	<u>NO</u>	<u>N/A</u>	1. Ownership of Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Site Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Market Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Cost Estimates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Building Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Utility Service Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Environmental Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Architectural Plans/Specs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Land Development Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Construction Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Title Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Payment/Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Builder's Risk Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Worker's Comp/Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. 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<b>Bonded</b>	<p><i>Is the construction company bonded?</i></p> <p>___ Yes ___ No</p>	<b>Current Occupancy</b>	<p><i>Are units currently occupied?</i></p> <p>___ Yes ___ No ___ N/A</p>																																																																																
<b>Required Attachments</b>	<p>___ a) Evidence that the site is properly zoned for the proposed use.</p> <p>___ b) If relevant, evidence that a variance request has been filed and a hearing date has been scheduled.</p> <p>___ c) If existing units occupied, provide a relocation plan that includes available relocation assistance.</p> <p>___ d) Supporting documentation for above responses (i.e. deed, sales agreement, option, outstanding mortgages, preliminary plans and specifications, scope of work, cost estimates, permits, utility confirmation letters, environmental studies, studies, insurance binders, etc.</p>																																																																																		

**Complete Sections 9-14 as a narrative attachment.**

Address all requested information and attach supporting documentation as required.

<b>9. PROJECT NEED</b>	
<b>Housing Market</b>	<p><i>Provide a detailed assessment of the current housing market in the project area that includes:</i></p> <ol style="list-style-type: none"> <li>1. The demand for proposed housing development in relation to existing housing and economic conditions in the geographic area. Explain how the proposed number and type of units will address the need.</li> <li>2. Information regarding surrounding area rents and/or home values, Area Median Income, and housing and construction market trends.</li> </ol>
<b>Required Attachment</b>	<p>_____ Relevant supporting housing data, appraisal and market study.</p>

<b>10. SITE SELECTION / PROJECT DESIGN</b>	
<b>Area Analysis</b>	<p><i>Describe the proposed project area and evaluate advantages and disadvantages of the area. Include:</i></p> <ol style="list-style-type: none"> <li>1. Types and condition of existing housing in the market area.</li> <li>2. Availability of public transportation to the project site.</li> <li>3. Location and quality of schools.</li> <li>4. Access to shopping and employment centers.</li> <li>5. Information on crime and other information relevant to the site.</li> </ol>
<b>Project Design</b>	<p><i>Describe any special architectural design features and site planning elements or considerations, particularly regarding open space and historical character.</i></p>

<b>11. MARKET / INCOME TARGETING</b>	
<b>Tenant Marketing</b>	<p><i>Describe how the project will be marketed to the eligible populations. Include details on:</i></p> <ol style="list-style-type: none"> <li>1. Populations accommodated/served.</li> <li>2. Marketing to eligible participants, particularly to those least likely to apply including households with Limited English Proficiency (LEP) and households without access to the internet.</li> <li>3. Affordability of housing in terms of monthly rent or mortgage costs.</li> </ol>

## 12. SELF-SUFFICIENCY

<b>Training &amp; Services</b>	<p><i>Describe training and/or services that will be provided to foster resident self-sufficiency, including:</i></p> <ol style="list-style-type: none"> <li>1. Type of service(s) and how will it be accessed (i.e. referral, case management, etc.)</li> <li>2. Name of the organization providing service(s).</li> <li>3. How often and/or for how long will services be offered.</li> <li>4. Number of individuals expected to benefit from service(s).</li> <li>5. Funding available to support provision of service(s)?</li> </ol>
<b>Required Attachment</b>	<p>___ Relevant service or funding commitment letters from the providers.</p>

## 13. COMMUNITY INVOLVEMENT

<b>Community Involvement</b>	<ol style="list-style-type: none"> <li>1. How has the HDF applicant has served the community in which the project will be located? Include the number of years active in the community and describe in what capacity.</li> <li>2. Describe support or letters of commitment for the proposed project from local elected officials, community groups, potential project residents and community residents</li> </ol>
<b>Required Attachment</b>	<p>___ Letters or evidence of local support for the project.</p>

## 14. APPLICANT CAPACITY

<b>Capacity /Experience</b>	<ol style="list-style-type: none"> <li>1. Describe the objective/mission, management structure, and staffing of the applicant organization.</li> <li>2. Explain the organization's previous experience as a developer and ability to implement and manage affordable housing including projects completed of a similar nature to proposed project.</li> <li>3. Describe the role of the third-party involved in the management or service provision.</li> </ol>
<b>Required Attachments</b>	<p>___ a) Most recent certified financial statement/audit</p> <p>___ b) Articles of Incorporation and By-Laws</p> <p>___ c) Board of Directors</p> <p>___ d) Annual Report</p> <p>___ e) Partnership agreements</p> <p>___ f) Names, addresses, and contact information for members of the development team including architect, engineer, processing agent, property manager, attorney, etc.</p>

## 15. ENVIRONMENTAL REVIEW

*This section will assist in determining the extent of environmental review that will be needed for the proposed project, allowing the County to identify major environmental issues and assist the applicant in complying with all requirements so that funding delays may be avoided.*

*Refer to the attached Environmental No Effect Activities and Historic Preservation State Programmatic Agreement.*

- |                                                                                                                                                                                                                                                                                                                                                                                                                                          | <u>YES</u>               | <u>NO</u>                | <u>N/A</u>               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Will the project support an increased number of residents?                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the project involve a change in land use?<br><i>For example, from Industrial to Residential.</i>                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the project involve ground disturbing activities?                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the project involve the reuse/rehab of an historic building eligible for or listed on the National Register of Historic Places, or designated a local historic landmark by municipal ordinance historic structure?<br><br><i>If yes, please attach relevant documentation including by not limited to declaration of historical significance by local ordinance, state designation, and determination of eligibility letter.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the project site located in, or will the proposed activities affect, a delineated floodplain/wetland area?<br><br><i>If yes, please attach a statement assuring that flood insurance will be maintained for any structure located in the floodplain. Activities that occur in a floodway associated with a 100-year floodplain are ineligible.</i>                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to any of the above, please explain: \_\_\_\_\_

### Required Attachments

- \_\_\_\_\_ a) Attach map and/or plans detailing the exact location of all project activities including proposed land use change, construction starts and stops and ground disturbances.
- \_\_\_\_\_ b) Documentation related to historical significance (if relevant).
- \_\_\_\_\_ c) Statement regarding flood insurance (if relevant).

## 16. OTHER FEDERAL REQUIREMENTS

*Delaware County Housing Development Funds may include HOME Program entitlement funds which are subject to federal cross-cutting requirements including but not limited to those related to Davis Bacon and Section 3.*

*Projects receiving more than \$200,000 in HOME funding will be required to cooperate during construction with weekly Davis Bacon reporting requirements, Section 3 goals including opportunities for low-income workers and certified MBE/WBE employees and contractors and any other relevant federal requirements.*

## 17. CHECKLIST

### Required Attachments

#### **Section 1 – Applicant Information**

\_\_\_ Board Resolution authorizing the application and funding request.

#### **Section 3 – Project Identification**

- \_\_\_ a) Project location map(s)
- \_\_\_ b) Description(s) of specific street or natural boundaries bordering site
- \_\_\_ c) Photographs

*If multiple sites, provide information for each site location.*

#### **Section 5 – Budget & Cost Tables**

- \_\_\_ a) HDF Budget Uses
- \_\_\_ b) Project Funding Sources
  - \_\_\_ Attach documentation verifying commitment of other funds
  - \_\_\_ Attach application status documentation for pending funds
- \_\_\_ c) Annual Operating Expenses – RENTAL
- \_\_\_ d) Annual Operating Expenses – HOMEOWNER
- \_\_\_ e) Projected Income – RENTAL
  - \_\_\_ Attach Cash Flow Analysis
- \_\_\_ f) Projected Income – HOMEOWNER
- \_\_\_ g) Development Costs

#### **Section 6 – Project Funding**

- \_\_\_ a) Documentation verifying commitment of other funds, including the terms, any conditions governing the funds, and lender/grantor contract.
- \_\_\_ b) For funds pending a commitment, please indicate the status of the application and provide a lender/grantor contact.

#### **Section 8 – Project Readiness**

- \_\_\_ a) Evidence that the site is properly zoned for the proposed use.
- \_\_\_ b) If relevant, evidence that a variance request has been filed and a hearing date has been scheduled.
- \_\_\_ c) If existing units occupied, provide a relocation plan that includes available relocation assistance.
- \_\_\_ d) Supporting documentation for above responses (i.e. deed, sales agreement, option, outstanding mortgages, preliminary plans and specifications, scope of work, cost estimates, permits, utility confirmation letters, environmental studies, studies, insurance binders, etc.

#### **Section 9 – Project Need**

\_\_\_ Relevant housing data, appraisal, market study, housing authority waiting list, etc.



**Section 12 – Self-Sufficiency**

\_\_\_\_ Relevant service or funding commitment letters from the providers.

**Section 13 – Community Involvement**

\_\_\_\_ Relevant letters or evidence of local support for the project.

**Section 14 – Applicant Capacity**

\_\_\_\_ a) Most recent certified financial statements

\_\_\_\_ b) Articles of Incorporation and By-Laws

\_\_\_\_ c) Board of Directors

\_\_\_\_ d) Annual Report

\_\_\_\_ e) Partnership agreements.

\_\_\_\_ f) Names, addresses, and contact information for the key members of the development team (i.e. architect, engineer, processing agent, property manager, attorney, etc.)

**Section 15 – Environmental Review**

\_\_\_\_ a) Attach a map and/or plans detailing the exact location of all project activities including proposed land use change, construction starts and stops, ground disturbances, etc.

\_\_\_\_ b) Documentation related to historical significance (if relevant).

\_\_\_\_ c) Statement regarding flood insurance (if relevant).

## Section 5: Budget & Cost Tables

Indicate Budget Uses, Funding Sources, Annual Operating Expenses, Projected Income and Development Costs on Tables 5a-f below. Completed tables must be submitted with the signed HDF application and supporting documentation.

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

5a. HDF Budget Uses	
<i>For the total amount of HDF funds requested, indicate the budget uses:</i>	
Acquisition	\$ _____
Pre-development	\$ _____
New construction	\$ _____
Rehabilitation	\$ _____
Lead Paint Remediation	\$ _____
Financing fees	\$ _____
Developer's fee	\$ _____
Services	\$ _____
Other:	\$ _____
<b>TOTAL FUNDS REQUESTED:</b>	<b>\$ _____ -</b>

5b. Funding Sources			
	SOURCE	COMMITTED*	APPLIED/PENDING*
Federal Funds	_____	\$ _____	\$ _____
State Funds	_____	\$ _____	\$ _____
Local Government Funds	_____	\$ _____	\$ _____
Private Grants	_____	\$ _____	\$ _____
Private Loans	_____	\$ _____	\$ _____
Applicant's Funds	_____	\$ _____	\$ _____
Other	_____	\$ _____	\$ _____
<b>TOTAL</b>		<b>\$ _____ -</b>	<b>\$ _____ -</b>
<b>HOUSING DEVELOPMENT FUNDS REQUESTED</b>			\$ _____
<b>TOTAL OTHER FUNDS</b>			\$ _____
<b>TOTAL PROJECT COST</b>			<b>\$ _____ -</b>

<b>*Required Attachments</b>	<p>_____ a) Documentation verifying commitment of other funds, including the terms, any conditions governing the funds, and lender/grantor contract.</p> <p>_____ b) For funds pending a commitment, please indicate the status of the application and provide a lender/grantor contact.</p>
------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

<b>5c. Annual Operating Expenses - RENTAL</b>				
	YEAR 1	YEAR 2	YEAR 3	
<b><u>ADMINISTRATIVE</u></b>				
Advertising / Marketing	\$ _____	\$ _____	\$ _____	
Management Fee:				
_____ % of Gross Annual Income	\$ _____	\$ _____	\$ _____	
Office Supplies / Expenses	\$ _____	\$ _____	\$ _____	
Legal	\$ _____	\$ _____	\$ _____	
Audit	\$ _____	\$ _____	\$ _____	
Permits, Licenses, Misc. Taxes	\$ _____	\$ _____	\$ _____	
Insurance	\$ _____	\$ _____	\$ _____	
Payroll (incl. FICA, medical, etc.)	\$ _____	\$ _____	\$ _____	
Other: _____	\$ _____	\$ _____	\$ _____	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	YEAR 1	YEAR 2	YEAR 3	
<b><u>MAINTENANCE</u></b>				
Exterminating	\$ _____	\$ _____	\$ _____	
Elevator Maintenance	\$ _____	\$ _____	\$ _____	
HVAC Maintenance	\$ _____	\$ _____	\$ _____	
Trash Removal	\$ _____	\$ _____	\$ _____	
Painting / Decorating	\$ _____	\$ _____	\$ _____	
Electrical Repairs / Supplies	\$ _____	\$ _____	\$ _____	
Plumbing Repairs / Supplies	\$ _____	\$ _____	\$ _____	
Roof Maintenance / Repairs	\$ _____	\$ _____	\$ _____	
Grounds Maintenance / Supplies	\$ _____	\$ _____	\$ _____	
Miscellaneous Maintenance / Supplies	\$ _____	\$ _____	\$ _____	
Other: _____	\$ _____	\$ _____	\$ _____	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

*Continued on next page*

**5c. Annual Operating Expenses - RENTAL (Continued)**

	YEAR 1	YEAR 2	YEAR 3
<b><u>UTILITIES PAID BY OWNER</u></b>			
Oil	\$ _____	\$ _____	\$ _____
Electric	\$ _____	\$ _____	\$ _____
( ) elevators			
( ) heat			
( ) hot water			
( ) public space			
( ) cooking			
( ) air conditioning			
( ) household electric			
Sewer	\$ _____	\$ _____	\$ _____
Water	\$ _____	\$ _____	\$ _____
Gas	\$ _____	\$ _____	\$ _____
( ) heat			
( ) hot water			
( ) household			
Other: _____	\$ _____	\$ _____	\$ _____
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>ADMINISTRATIVE SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>MAINTENANCE SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>UTILITIES SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>REAL ESTATE TAXES</b>	\$ _____	\$ _____	\$ _____
<b>GROUND RENT</b>	\$ _____	\$ _____	\$ _____
<b>REPLACEMENT RESERVE</b>	\$ _____	\$ _____	\$ _____
<b>OPERATING RESERVE</b>	\$ _____	\$ _____	\$ _____
_____ <b>OTHER:</b>	\$ _____	\$ _____	\$ _____
<b>TOTAL ANNUAL OPERATING EXPENSE</b>	\$ -	\$ -	\$ -

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

**5d. Annual Operating Expenses - HOMEOWNERSHIP**

Enter annual costs anticipated for the homeowner:

REAL ESTATE TAXES \$ \_\_\_\_\_

UTILITIES \$ \_\_\_\_\_

( ) Oil \$ \_\_\_\_\_

( ) Gas \$ \_\_\_\_\_

( ) Electric \$ \_\_\_\_\_

( ) Water \$ \_\_\_\_\_

( ) Sewer \$ \_\_\_\_\_

( ) Other \$ \_\_\_\_\_

INSURANCE \$ \_\_\_\_\_

HOMEOWNERS ASSOCIATION FEE \$ \_\_\_\_\_

OTHER HOMEOWNER COSTS:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ -

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

5e. Projected Income - RENTAL				
	# of Units		Monthly Rent	Annual Rent
0-BR units	_____ x		\$ _____ x 12 =	\$ _____ -
1-BR units	_____ x		\$ _____ x 12 =	\$ _____ -
2-BR units	_____ x		\$ _____ x 12 =	\$ _____ -
3-BR units	_____ x		\$ _____ x 12 =	\$ _____ -
SRO units	_____ x		\$ _____ x 12 =	\$ _____ -
GROSS RESIDENTIAL INCOME				\$ _____ -
VACANCY ALLOWANCE				\$ _____ -
Indicate vacancy as percent (%) of gross income: _____ %				
OTHER ANTICIPATED RENTAL REVENUE				
_____				\$ _____
_____				\$ _____
_____				\$ _____
_____				\$ _____
<b>TOTAL RENTAL REVENUE</b>				<b>\$ _____ -</b>
<b>Required Attachment</b>	_____ a) Cash flow analysis including assumptions			

5f. Projected Revenue - HOME SALES				
	Unit Type	# Units	Unit Sales Price	Total Revenue
	_____	_____	x \$ _____	\$ _____ -
	_____	_____	x \$ _____	\$ _____ -
	_____	_____	x \$ _____	\$ _____ -
	_____	_____	x \$ _____	\$ _____ -
<b>TOTAL HOME SALE REVENUE</b>				<b>\$ _____ -</b>

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

5g. Development Costs		
<i>ACQUISITION COSTS</i>		
Building acquisition	\$ _____ per unit	\$ _____
Land	\$ _____ per unit	\$ _____
Off-site improvements		\$ _____
Carrying charges		\$ _____
Relocation costs		\$ _____
Legal (for acquisition)		\$ _____
Title and recording (for acquisition)		\$ _____
Other: _____		\$ _____
	<b>SUBTOTAL</b>	\$ _____ -
<i>PRE-DEVELOPMENT FEES</i>		
Architect's fee-design		\$ _____
Architect's fee-supervision		\$ _____
Legal		\$ _____
Loan packaging/processing		\$ _____
Marketing		\$ _____
Engineering		\$ _____
Environmental		\$ _____
Market study		\$ _____
Appraisal		\$ _____
Other: _____		\$ _____
	<b>SUBTOTAL</b>	\$ _____ -
<i>CONSTRUCTION/REHABILITATION COSTS</i>		
Residential buildings		\$ _____
Non-residential buildings		\$ _____
	<b>SUBTOTAL</b>	\$ _____ -
General requirements	_____ % of subtotal	\$ _____
Builder's general overhead	_____ % of subtotal	\$ _____
Builder's profit	_____ % of subtotal	\$ _____
Bond premium ( ) or Letter of credit cost ( )		\$ _____
	<b>SUBTOTAL</b>	\$ _____ -

*Continued on next page*

**5g. Development Costs (Continued)**

*FINANCING FEES & CHARGES*

Construction interest ( _____% for _____ months on \$ _____ estimated initial draw)	\$ _____
Real estate taxes (during construction)	\$ _____
Insurance premium (during construction)	\$ _____
Mortgage insurance premium (during construction)	\$ _____
Title recording (non-acquisition)	\$ _____
Financial contingency	\$ _____
Lender's legal fee	\$ _____
Closing fees	\$ _____
Developer's fee	\$ _____
Other: _____	\$ _____
<b>SUBTOTAL</b>	\$ <b>_____ -</b>

ACQUISITION SUBTOTAL	\$ _____
PRE-DEVELOPMENT FEES SUBTOTAL	\$ _____
CONSTRUCTIONS/REHAB SUBTOTAL	\$ _____
FINANCING FEES/CHARGES SUBTOTAL	\$ _____

**TOTAL DEVELOPMENT COST**      \$ **\_\_\_\_\_ -**

DEVELOPMENT COST PER UNIT      # Units: \_\_\_\_\_      \$ \_\_\_\_\_ #DIV/0!