

HOME MULTIFAMILY DEVELOPMENT APPLICATION REQUIRED DOCUMENT CHECKLIST

The following documents are required with submission of the application unless otherwise noted. Documentation that is not available at time of application may result in the application not being considered and/or will be required prior to commitment of HOME funds. The corresponding section and question from the application is included for easy reference.

A. General Information

- A.8. Documentation of the developer's Unique Entity Identifier (UEI) and proof of up-to-date registration

B. Project Information

- B.2. Project location documents:
 - Google map that includes the development site and identified amenities (by name) within a 1-mi radius (schools, health facilities, transit stops, support services, parks/public open spaces, commercial, and existing affordable housing)
 - Detailed plat maps
 - Complete legal description (*if available*)
 - Labeled color photos of the site and adjacent parcels
- B.13. Documentation of any federal HOME funds received in the past 20 years or existing income restrictions from other local/state/federal subsidies, which should include the source, amount, terms, and length of restriction period, such as restrictive covenant, legal agreement, etc. (*if applicable*)

SITE AND PRODUCT

- B.14. Documentation of site control, such as an executed purchase option, deed/proof of ownership, lease option/agreement, development MOU
- B.15. Property appraisal no older than 6 months from application submission (*if available*) **Applications without an appraisal may not be considered. An appraisal must be provided during the underwriting process and before HOME funds are committed.*
- B.16. ALTA land title survey (*if available*) **Must be provided before HOME funds are committed.*
- B.17. Preliminary commitment for Title insurance (*if available*) **Must be provided before HOME funds are committed.*
- B.18. Schematic design (*if site plan not yet submitted to the City*)
- B.19. Documentation of any required special use permits, variances, or waivers (*if applicable*)

C. Project Schedule and Funding

- C.1. Copies of complete application(s) for LIHTC and other federal, state, or local funds, including attachments/exhibits and award letter *(if applicable)*

Additional Documentation

- Anticipated project schedule
- Documentation of utility availability and connection costs (water/sewer, electric, gas, etc.)
- Initial/formal commitments for financing from all fund sources (including equity and both permanent and construction loan sources) outlining amounts, terms, and conditions for such financing
- Proforma in **unlocked City excel template** (available at <https://cityofboise.org/home-program>) showing rent roll with unit typology and revenue projections, rent and operating cost projections, all project development costs, construction period sources/uses, and operating and cash flow projections for the HOME period of affordability
- Justification of operating costs from similar projects in the local market, and when possible, operated by the proposed management company
- Utility allowance calculations and methodology used
- Rehabilitation:** Capital Needs Assessment required for rehabilitation projects with 26+ units. For projects with fewer than 26 units, the City may allow a less formal replacement reserve analysis prepared by a qualified individual. **Must be provided before HOME funds are committed.*
- New construction:** 3rd Party cost review *(if available)* **City will accept copy provided to senior lender. Must be provided before HOME funds are committed.*

D. Developer Team & Capacity

EXPERIENCE AND PORTFOLIO

- D.5. General contractor license and liability insurance *(if selected)*

Additional Documentation

- List of comparable projects completed within last five (5) years, including name, location (full address if available), overview, number and type of units, affordability mix, cost, funding amounts and sources, and project status
- Developer portfolio of projects currently under construction and/or pending, including name, location (full address if available), overview, number and type of units, affordability mix, cost, funding amounts and sources, and project status
- Information on the development team and assigned staff, including corporation profiles and individual resumes for each member of the development team and copies of appropriate licenses and/or professional certifications of assigned staff
- List of all investment real estate (residential, mixed-use, commercial) owned by the developer/owner (including via membership/partnership interest), that includes loan

balance and terms, net operating income, debt coverage ratio, and cash flow from prior year

- Documentation that a syndicator/investor has reviewed the project proposal and indicated preliminary pricing, along with their interest in the project (*if applicable for LIHTC*)
- Certified copies of all organizational documents of the ownership entity, including articles of incorporation, operating agreement, partnership agreement, etc.
- Qualifications of property management team, including resumes, certifications, portfolio of comparable projects, and agreement/contract with developer (*if selected*)

FISCAL

Additional Documentation

- Most recent corporate audit or reviewed financial statements (most recent year-end)
- Current financial statements for developer(s) and any guarantors (most recent quarter)
- Individual financial statements for underlying owners of the development entity
- Most recent tax returns for developer(s) and any guarantors (990s for nonprofit developers)

E. Cross-Cutting Federal Regulations

ENVIRONMENTAL REVIEW REQUIREMENTS

- Architect/engineer certification of distance from any pipeline easement (*if available*)
- Pre-Environmental Review: Environmental Factors & Thresholds form (available at <https://cityofboise.org/home-program>)
- Stormwater drainage plan (*applicable for new construction projects only*)

LEAD-BASED PAINT

- E.4. Lead-based paint risk assessment for any building older than 1978 that will be rehabilitated/reconstructed as part of the project (*if applicable*) *A certified third-party must be approved by the City. An assessment will be required before HOME funds are committed.

UNIFORM RELOCATION ACT (URA)

- E.5. Documentation for acquisition of vacant property (forms available at <https://cityofboise.org/home-program>) (*if applicable*)
 - URA Notice to Seller of Voluntary Sale
 - Seller Certification of Vacancy
- E.5. Documentation for acquisition and/or rehabilitation of occupied property (forms available at <https://cityofboise.org/home-program>) (*if applicable*)
 - URA Notice to Seller of Voluntary Sale (*required for acquisition only*)
 - Current Tenant Census/Certification of Occupancy

- E.5. Documentation for temporary or permanent relocation of occupants *(if applicable)*
 - Detailed relocation plan describing the entire relocation process and its impact on all current occupants
 - Any notices provided to occupants

LABOR STANDARDS (SECTION 3, MBE/WBE, DAVIS-BACON)

If the general contractor has been selected, the following documents are required (if not selected, will be required before commitment of HOME funds):

- Developer Labor Plan describing how the developer will meet all procurement/labor requirements using the City's template (available at <https://cityofboise.org/home-program>) or IHFA's template (available at <https://www.idahohousing.com/federal-programs/section-3/>)
- Full bid package for the general contractor as published by developer
- Detailed procurement summary, including outreach measures to solicit bids from general contractors that are Section 3 business concerns, minority-owned business enterprises (MBE), and women-owned business enterprises (WBE). Additional supporting documentation will also be required.
- Bid from selected general contractor, agreement/contract, and UEI number (including proof of up-to-date registration on SAM.gov)
- Section 3 and MBE/WBE certification forms for the selected general contractor (available at <https://cityofboise.org/home-program>)

F. Marketing and Outreach

MARKET ANALYSIS

- F.3. Current market study produced by a firm on IHFA's list of approved providers for LIHTC (<https://www.idahohousing.com/multifamily-financing/>) *(if completed)* *A study must be completed before HOME funds are committed.
- F.3. If a market study has not yet been completed, evidence of demand (applications/waiting lists for similar projects, voucher/rental assistance pipelines, Continuum of Care data for homeless/special needs projects, etc.) **and** proof of vacancy data based on comparable projects

AFFIRMATIVE MARKETING, FAIR HOUSING, TENANT SELECTION

The following documents are required if completed (will be required prior to commitment of HOME funds):

- Affirmative Fair Housing Marketing Plan using HUD Form HUD-935.2A (available at <https://cityofboise.org/home-program>) or other template that includes all requirements per 24 CFR 92.351(a)(2). The Plan should also include details specific to any target/priority population like homeless, disabled, etc.
- Marketing materials, including brochures, flyers, websites, etc.
- Tenant Selection Plan outlining qualification criteria, proposed limits/preferences (units set aside for special populations), supportive services/activities, waiting list

procedures, physical and program/service accessibility/reasonable accommodation policy, etc. **The Plan must include any requirements of Section 504 (as implemented by 24 CFR Part 8), many of which are referenced in the City's HOME Multifamily Development Program Guidelines.*

COMMUNITY OUTREACH

- F.10. Documentation of meeting notices, meeting minutes, and any other forms of input solicited/received *(if applicable/completed)*

G. Alignment with City Priorities

PLACEMAKING

- G.8. Documentation of innovative design aspects and placemaking elements not included in site plans *(if applicable)*

H. Additional Information

- Additional supplemental documentation pertinent to the application, project, and/or review process *(if applicable)*

I. Certifications

- Disclosure of Identity of Interest form (available at <https://cityofboise.org/home-program>) *(if applicable)*
- Disclosure of Lobbying Activities form (available at <https://cityofboise.org/home-program>) *(if applicable)*