

**C**OMMUNITY  
**E**ECONOMIC  
**D**VELOPMENT  
**A**SSISTANCE  
**C**CORPORATION

**APPLICATION  
FOR  
PRE-DEVELOPMENT & ACQUISITION  
ASSISTANCE**

**May 2010**

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## **I. APPLICATION INSTRUCTIONS**

Please keep the following in mind when applying for CEDAC's pre-development and/or acquisition loan funds:

- Please talk with a CEDAC project manager about your project **before** beginning your application to be sure that your organization and project is eligible for funding.
- If you have already done the **One-Stop**, you may send this in lieu of the CEDAC pre-development application. However, please include the following along with the One-Stop:
  1. The **cover page** and certification from the CEDAC application
  2. All applicable **attachments** listed in the Attachments section of the CEDAC application; and
  3. A predevelopment **budget**.
- Pre-development loan applications are due three weeks prior to CEDAC Board Meetings. For a list of Board meeting dates, please see the CEDAC website at [www.cedac.org](http://www.cedac.org).
- **Three (3) years of audited financials must be provided with this application. In addition, the organizations most recent Quarterly Financial Statement.**

## II. COVER PAGE

APPLICANT INFORMATION				
<b>Name of Applicant Organization:</b>				
<b>Address:</b>				
<b>Contact Person:</b>			<b>Title:</b>	
<b>Phone #:</b>		<b>Fax #:</b>		<b>E-mail:</b>
PROJECT INFORMATION				
<b>Name of Project:</b>				
<b>Municipality:</b>		<b>Address:</b>		
<b>Total Units:</b>	<b>No./% Affordable:</b>	<b>TDC:</b>	<b>\$</b>	<b>TDC/Unit:</b>
<b>Project Description:</b> <i>Please provide a brief narrative project description including proposed development program and the community and public benefits.</i>				
<b>Service Plan (if applicable):</b>				
PROPOSED PROJECT FINANCING				
Uses	Amount	Sources	Amount	Status
Acquisition		Tax credit equity <i>Source:</i>		
Construction		Amortizing debt <i>Source:</i>		
Soft Costs		State funds <i>Source:</i> <i>Source:</i>		
Developer Fee		Local funds <i>Source:</i> <i>Source:</i>		
Developer Overhead		Private funds <i>Source:</i>		
Other ( )		Federal funds <i>Source:</i>		
Other ( )		Other ( )		
<b>Total Uses:</b>	<b>\$</b>	<b>Total Sources:</b>	<b>\$</b>	
<b>Operating Subsidy (if applicable):</b>				
Status: P=Proposed; L=Letter of Interest; A=Application Pending; C=Commitment				
CEDAC LOAN REQUEST				
Loan Type	Amount			
Site Control Loan				
Pre-development Loan				
Acquisition Loan				
<b>Total CEDAC Request</b>	<b>\$</b>			

**CERTIFICATION:**

I hereby certify on behalf of \_\_\_\_\_, the applicant organization, that the attached application contains a full and accurate representation of the information requested, and that no relevant information has been deleted, modified, or withheld; that the applicant organization is devoting a substantial part of its efforts to activities intended to contribute to the redevelopment and economic well-being of target areas and to increase or retain primary employment and capital in target areas, or to activities intended to preserve existing or create new units of affordable housing; that the proposed project will preserve existing or create new units of affordable housing; that the project will conform to all applicable environmental, zoning and building laws; that the benefits of the project include the addition or retention of primary employment and of capital in the project's target area or the creation/preservation of affordable housing; that the alternative sources, including other agencies and subdivisions of the Commonwealth and of the federal government, for technical assistance have been sought and are either insufficient or unavailable to meet the needs of the project; that the assistance being requested is essential to the success of the project; that provision has been made for the active participation of residents of the target area in the project, and the applicant organization will comply with all requests for reports and information from CEDAC about the project, the manner in which the Development Assistance is used and the extent to which it achieves its intended results.

**BORROWER/APPLICANT**

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*Signature of Authorized Signatory*

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*Title*

### III. PROJECT OVERVIEW

**Site Description:**

Please describe the property including the site's appropriateness for the proposed development program. For buildings include information on the number of buildings, number of floors, square footage and type of construction. For vacant lots include information on square footage.

**Zoning:**

Does project conform to existing zoning? If not, provide information related to the necessary variances.

Date of application for variances

**Sustainable Development Considerations:**

The following criteria will be used to evaluate whether the project meets the Commonwealth's sustainable development principles. Please provide the following information with regards to this project. Kindly explain in the blank box below, your logic and/or reasoning for **each** of your assertions relative to the Sustainable Development Criteria met by this project.

This project is consistent with the following of the Commonwealth's Sustainable Development principles:

<input type="checkbox"/> Expand housing opportunities	<input type="checkbox"/> Advance Equity	<input type="checkbox"/> Provide transportation choice
<input type="checkbox"/> Increase job and business opportunities	<input type="checkbox"/> Make Efficient Decisions	<input type="checkbox"/> Plan Regionally
<input type="checkbox"/> Protecting Land and Ecosystems	<input type="checkbox"/> Using natural resources wisely	<input type="checkbox"/> Concentrate development & Mix uses
<input type="checkbox"/> Promote Clean Energy		

**Unit Mix:**

Existing		Proposed					
Vacant	Occupied	Very Low Income Below 30%	Low Income Below 50% of Median	Low Income Below 80% of Median	Market Rate Over 80% of Median	Other* (define below)	Total

SRO								
0 Bedrooms								
1 Bedroom								
2 Bedrooms								
3 Bedrooms								
4+ Bedrooms								
Total								

\*Other Income:

**Number Handicapped Accessible Units:** Existing  Proposed/Required

**Environmental:**

Identify environmental reviews/assessments to be undertaken.

➔ *Please attach site assessments performed (if available) as part of Attachment 1*

**Scope of Rehabilitation:**

Briefly describe the scope of rehabilitation, if applicable.

Substandard conditions and structural deficiencies to be repaired:

Major systems to be replaced:

Special features/adaptations for special needs clients:

Other:

➔ *Please attach rehabilitation analysis and/or trade item breakdown (if available) as part of Attachment 2*

**Cost Estimates:**

Please explain how cost estimates were derived and what they are based on. Please give estimated per unit and per square foot cost.

**Relocation:**

Will any tenants of existing buildings be relocated/displaced?  (Yes or No)

If yes, please describe the reason for relocation.

➔ *Please attach relocation plan with a statement describing how the plan conforms to applicable regulations (if applicable) as part of Attachment 1*

## IV. PROJECT FEASIBILITY/MARKETABILITY

### Site Control:

Describe status of ownership or plan to acquire site control.

If site control has been established, what form of site control do you have?

Type of Agreement			
Agreement Date	Expiration Date		
Purchase Price	\$		
Name of Seller			

→ ***Please attach agreement as part of Attachment 2***

Is there any identity of interest between the buyer and seller?  (yes or no)

If yes, please describe.

### Financing Plan:

Please describe funding sources you will be seeking for this project, the status of each funding source, when you plan to apply, and a backup plan if any.

### Market Analysis:

Please describe the market/need for this type of housing in this location.

Has a professional market study been completed for target area?  (yes or no)

→ ***If yes, please attach. If no: for homeownership projects, attach an analysis of area sale prices and rent levels for rental units within owner occupied 1-4 family projects; for rental projects: please attach an analysis of similar rental properties in the target market including tenant profiles and rent levels as part of Attachment 2***

### Community Process:

Please describe any anticipated or completed community process surrounding the project. Identify particular areas of anticipated or identified support/opposition.

**Municipal Support:**

Please describe the municipal commitment to the project. Indicate if the project is part of a comprehensive neighborhood plan involving partnership between the applicant and municipality.

## V. ACQUISITION INFORMATION

**Proposed Purchase Price:**

Land/Buildings	\$
Municipal Obligations	\$
Other Liens	\$
Total	\$

Please explain any outstanding municipal obligations or other liens.

**Justification of Proposed Purchase Price:**

→ *Attach documentation such as appraisal, recent sales history, recent comparables or brokers opinion as part of Attachment 3. Please refer to the Acquisition Loan Program guidelines for additional information on submission requirements.*

**Interim Operating Costs:**

Taxes	
Insurance	
Utilities	
Security	
Interest	
Relocation	
Other:	
Other:	
Total	\$

**Sources** (please explain how you propose to pay the interim operating costs):

**Title Survey:**

Has a title rundown been conducted for the property?  (yes or no)

→ *If yes, please attach a statement identifying any title flaws or encumbrances on the property and describe the planned remedy as part of Attachment 3*

## VI. DEVELOPMENT SCHEDULE

	Begin Date	End Date
Site Control		
Submission of Financing Applications		
Receipt of Financing Commitments		
Acquisition of Property		
Regulatory and Zoning Reviews & Approvals		
Building Permit		
Marketing Start Date		
Construction Start		
Construction Completion		
Full Occupancy/Unit Sale		

## VII. DEVELOPMENT TEAM

### BORROWER (same as applicant)

Name

Address

Contact Person & Telephone

E-Mail Address


Borrower information:



***Please attach (i) articles of organization and by laws, (ii) list of directors and officers, (iii) description of organizational target area, (iv) organizational history/experience, and (v) current year's operating budget and three years of audited financial statements as part of Attachment 5 (This information may come from copies of relevant sections from other sources, such as the organization's basic funding proposal, as long as the required information is conveyed)***

### DEVELOPER (if different from Borrower/Applicant)

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

( )	Fax ( )

### OTHER DEVELOPMENT PARTNER

Name

Address

Contact Person & Telephone

Telephone/Fax

E-Mail Address

( )	Fax ( )

### DEVELOPMENT CONSULTANT

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

( )	Fax ( )

### ARCHITECT

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

( )	Fax ( )

### LAWYER

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

( )	Fax ( )

MANAGEMENT AGENT

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

(    )	Fax (    )

SERVICE PROVIDER

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

(    )	Fax (    )

GENERAL CONTRACTOR

Name

Address

Contact Person

Telephone/Fax

E-Mail Address

(    )	Fax (    )

➔ *Please attach resumes for development team members as part of Attachment 5*

**Consultant Selection:** (For predevelopment loans only)

➔ *Please attach as part of Attachment 5 a statement that describes the process which the Borrower/Applicant proposes to use (or has used) in selecting consultants to provide the services for which development assistance is requested. Depending upon the stage of consultant selection, please identify prospective candidates and, if the process has been completed, the finalist (attach resumes). Please note the CEDAC Consultant selection criteria which are incorporated in CEDAC's Program Assistance Guidelines.*

**VIII. PREDEVELOPMENT ASSISTANCE BUDGET**

<b>Item</b>	<b>Total Cost Prior to Closing</b>	<b>Requested from CEDAC</b>	<b>Committed/Projected from Other Sources</b>
Acquisition			
Architectural			
Engineering			
Legal Fees			
Appraisal			
<u>Consulting Fees</u>			
Development			
Other			
<u>Application Fees</u>			
Zoning			
Financing			
Other			
Site Control			
Other:			
Other:			
<b>Total</b>			

## IX. SOURCES AND USES OF FUNDS

### SOURCES OF FUNDS

#### Permanent Sources

##### Private Equity:

Developer's Cash Equity.....	
Tax Credit Equity (net amount).....	
Federal Home Loan Bank.....	
Developer's Fee/Overhead.....	
Other Source:	
<b>Total Private Equity</b>	<b>\$</b>

##### Public Equity:

HOME.....	
CDBG.....	
Other: <input style="width: 300px;" type="text"/>	
<b>Total Public Equity</b>	<b>\$</b>

##### Subordinate Debt:

Source	Rate (%)	Amort (yrs)	Term (yrs)	
	%			
	%			
	%			
<b>Total Subordinate Debt</b>				<b>\$</b>

##### Permanent Debt (senior):

Lender	Rate (%)	Amort (yrs)	Term (yrs)	Annual Debt Service	
	%				
	%				
<b>Total Permanent Senior Debt</b>					<b>\$</b>

**Total Permanent Sources** \$

#### Construction Period Financing

##### Construction Loan:

Source	Rate (%)	Term (mos)	
	%		\$
Repayment <input style="width: 350px;" type="text"/>			(event)

##### Construction Period Equity:

Source	
	\$
Repayment	(event)

##### Other Interim Loan:

Source	Rate (%)	Term (mos)	
	%		\$
Repayment <input style="width: 350px;" type="text"/>			(event)

**Total Construction Period Financing** \$

➔ *Please attach letters of interest from funding sources as Attachment 6*

**USES OF FUNDS**

**Development Budget:**

	Total	Per Unit
<b>Acquisition</b>	\$	\$
Direct Construction		
Construction Contingency		
<b>Subtotal: Construction</b>	\$	\$
Architectural & Engineering		
Environmental Analysis		
Survey and Permits		
Legal		
Title & Recording		
Development Consulting		
Appraisal		
Construction Loan Interest		
Clerk of the Works		
Real Estate Taxes		
Insurance		
Accounting & Cost Certification		
Relocation		
Security		
Inspections		
Fees to:		
Fees to:		
Fees to:		
Credit Enhancement Fees		
Other Financing Fees		
Other:		
Other:		
Soft Cost Contingency		
<b>Subtotal: General Development</b>	\$	\$
<b>Subtotal: Acquisition, Construction and General Development</b>	\$	\$
Capitalized Reserves		
Developer Overhead		
Developer Fee		
<b>Total Development Cost</b>	\$	\$
<b>Total Net Development Cost*</b>	\$	\$

*\*Net of any Developer Overhead or Fees which are contributed or loaned to the project.*

**X. OPERATING PRO-FORMA**

**Rent Schedule (monthly per unit):**

	Low Income Rental Assist	Low Income Below 50%	Low Income Below 60%	Low Income Below 80%	Market Over 80%	Other	Over 80%
SRO							
0 Bedroom							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4+Bedroom							

**Income (annual):**

	Total (\$)	Per Unit (\$)
Gross Rental Income		
Vacancy/Collection	( )	( )
Effective Gross Income		
Other Income:		
<b>Total Project Income</b>	<b>\$</b>	<b>\$</b>

**Expenses (annual):**

Management Fee		
Administrative		
Maintenance		
Resident Services		
Security		
Electricity		
Gas		
Oil		
Water & Sewer		
Replacement Reserve		
Operating Reserve		
Real Estate Taxes		
Other Taxes		
Insurance		
Other:		
Other:		
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>

**Debt Service:**

Permanent Senior Mortgage	
Other:	
<b>Total Debt Service (annual)</b>	<b>\$</b>

**Net Operating Income/Cashflow:**

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→ *Please attach 20 year cash flow as Attachment 7*

**Debt Service Coverage:**

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## **XI. ATTACHMENTS**

	Attached	Not Available	Not Applicable
<b>Attachment 1 - Project Overview</b>			
Detailed Site Map			
Letter of Municipal Support			
Environmental Site Assessments			
Rehabilitation Analysis/Trade Item Breakdown			
Relocation Plan			
<b>Attachment 2 – Feasibility/Marketability</b>			
Evidence of Site Control			
Market Analysis			
<b>Attachment 3 - Acquisition Information</b>			
Description of Title			
Justification of Purchase Price- Appraisal			
<b>Attachment 4 – Services (if applicable)</b>			
Service Plan, Budget, Sources of Funds			
<b>Attachment 5 - Development Team</b>			
Borrower Information			
Articles and By Laws			
List of Directors and Officers			
Description of Organizational Mission/Target Area			
Description of Organizational Experience/Track Record			
Audited Financial Statements/Current Operating Budget			
Development Team Resumes			
Consultant Selection Statement			
<b>Attachment 6 - Sources of Funds</b>			
Letters from Funders			
<b>Attachment 7 - Operating Information</b>			
20 Year Cash Flow (Rental Projects)			
Affordability Analysis (Homeownership Projects)			
<b>Attachment 8 - 20 Year Cash Flow</b>			