

**COUNTY OF LOUDOUN
AFFORDABLE MULTIFAMILY HOUSING LOAN PROGRAM
APPLICATION REQUIREMENTS AND SCORING CRITERIA**

APPLICATION REQUIREMENTS

ALL ITEMS LISTED BELOW MUST BE INCLUDED WITH THE LOAN APPLICATION. INCOMPLETE APPLICATIONS WILL BE REJECTED.

| Item | Provided (Y/N) |
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| 1. Two physical (1 original and 1 copy) and one electronic (e-mail) copy of the loan application and attachments. | |
| 2. A summary statement of facts that explains how this project will preserve the greatest number of rent restricted or market affordable rental units to serve the County’s households at the greatest need in the most economically sustainable way. At a minimum, the summary statement shall include whether and how the development (i) meets the transportation needs of residents, (ii) approaches to Internet connection (whether broadband will be provided, the type of coverage and its costs - including estimates of costs on the operating expenses side), and (iii) provides common facilities and other amenities available on-site and in the larger market-rate development, if applicable, and its cost. | |
| 3. Submit a signed affidavit. | |
| 4. \$1,000 loan application fee (non-refundable). | |
| 5. Loan applicant’s organizational chart, including ownership structure identifying corporate/partnership membership in levels to show individuals’ names rather than entities as ultimate owners, with percentage of interest by each level of ownership. | |
| 6. Organizational chart of the project developer (including the managing member/partner of the loan applicant), including ownership structure identifying corporate/partnership membership in levels to show individuals’ names rather than entities as ultimate owners, with percentage of interest by each level of ownership. | |

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| 7. Organizational chart of the proposed affordable housing project manager, including ownership structure identifying corporate/partnership membership in levels to show individuals' names rather than entities as ultimate owners, with percentage of interest by each level of ownership. | |
| 8. One page resume of each ultimate owner listed in response to numbers 5, 6 and 7 | |
| 9. Operating or partnership agreement of loan applicant. | |
| 10. Disclosure of each principal's (named in the above organizational charts) participation on previous or same year affordable housing applications or project within or outside the County, including the status of those projects, the demographic being served, and support services provided, if any. In the case of non-profit organizations, provide brief, but substantive, information about its mission or purpose, population served, and a summary of existing projects or programs developed/administered by the organization, including any previous experience in Loudoun County. | |
| 11. Virginia State Corporation Commission's certification of good standing of loan applicant, developer, and property manager entities. If a single purpose entity is the owner, certificate of good standing of the member(s), manager(s) or managing member(s), shareholder(s), or partner(s) of such entity, as applicable; section 501(c)(3) Determination Letter, if a non-profit organization. | |
| 12. Applicant financial statements as required to be submitted or already submitted to VH and/or the HUD 221 (d)(4) Affordable programs, with analysis of the organization's financial position and its ability to support the project for which loan funds are requested, with indicators of how the submitted financial statements supports the proposition that the organization is/will be able to support the project. | |
| 13. Letter from each member of the loan applicant's team, including but not limited to those listed in 5, 6, 7 and 8 above, certifying that he/she is not or has not been debarred from participation in any federal program nor have any unresolved default or noncompliance issues with the County of Loudoun or the Commonwealth of Virginia. | |
| 14. Purchase listing, bid notification, and/or site control documentation. The applicant should provide a summary description of the project's location including the immediate neighborhood, civil association, or condominium, as applicable, and the context of other development/uses in the adjacent area; the amenities and services available near the project, the distance of those amenities from the site, including access to public transit; land acquisition cost by acre and square foot (including discount by the seller, if any), as well as explanation of other costs, besides vacant land acquisition (e.g. | |

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| <p>improvements, proffers, utilities, infrastructure), that has been included within the bid or agreed upon purchase price for the site, if any, with evidence to support such additional costs.</p> <p>The location information shall include: a photo of the site, a map showing street names, if the property is served by transit currently, how far away is the closest current transit stop, existing address or closest key intersections (if the property has no current mailing address), census tract(s) of the proposed development, and plans to address transportation needs of residents.</p> | |
| <p>15. Environmental site assessment <u>when the project will be accompanied by a Project-Based Voucher application.</u></p> | |
| <p>16. Zoning approval, including special exception, if any, that demonstrates that the proposed development is a matter of right.</p> | |
| <p>17. Relocation assistance plan for existing and occupied buildings resulting in the displacement of current occupants, if applicable.</p> | |
| <p>18. Project development budget in the form of sources & uses of funds (provided in Excel format), and proposed project schedule. The full project development budget should include the financing sources with itemized amounts (federal, other public, private entities), status of commitment, timing and intended use of all the sources, as well as known acquisition cost, construction/rehabilitation cost, contingencies and all anticipated financing and soft cost (professional/legal/appraisal fees, architectural and engineering fee, construction loan interest, developer fees, marketing costs, real estate taxes, insurance costs, any loan or financing fees, building permits costs, anticipated relocation expenses and consultant fees) calculated on an aggregate, per unit and square foot basis, both with respect to the total financing sources available and with respect to the County loan. Any item, including contingencies, with a cost of \$10,000 or higher should be individually identified in the development budget. The total amount budgeted for contingencies needs to be shown as well.</p> <p>This section of the application should also include a list of other funding sources the developer has applied for or plans to apply for this development, whether those applications were submitted or will be submitted, as applicable, as well as estimated time for their approval or rejection.</p> <p>The proposed project schedule shall include pre-development, site control, development site approval (with enumeration of any known or potential</p> | |

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| <p>challenges to development of the site), financing milestones (including use of sources received) and if applicable, construction milestones through completion, occupancy and lease up.</p> | |
| <p>19. Thirty year operating pro forma, as applicable, (including aggregate & per unit amounts) (provided in Excel format).</p> <p>The proforma should include at a minimum: rental revenues and ancillary income, as well as expenses such as market vacancy; operating and management costs (e.g. cost/expenses associated with support services including permanent supportive housing units provided at the site and cost of broadband); real estate taxes; all fees the applicant expects to pay from the operating budget, reserves for operating deficits (operating reserves) and any contingency amount, lease up and future capital expenses, including the capital replacement reserve; developer’s and other fees and amount of the deferred fees; reserve for replacement deposits; hard debt service; the term required to fully repay the County’s loan; methodology used/to be used during life of the County’s loan for calculating cash flow to repay such loan, as well as waterfall for distribution/disbursement of such cash flow. Any item, including contingencies, for an amount of \$10,000 or higher should be individually identified in the operating pro-forma.</p> <p>This section of the application shall also state whether the applicant has applied for Project Based Vouchers, how many PBVs have been requested, and how those PBVs are intended to be used (e.g., whether the PBVs will be used to pay for the Permanent Housing Units).</p> | |
| <p>20. Tax credit calculations, if applicable (provided in Excel format).</p> | |
| <p>21. Letters of intent or interest for all funding sources identified in the loan application, if applicable and available. At a minimum, a narrative of all proposed funding sources, amounts and status of the application must be provided.</p> | |
| <p>22. Loan applications proposing projects developed using the LIHTC and/or HUD 221(d)(4) Affordable program must present a plan for the project that addresses the after-the-initial-15-year compliance period, which clearly describes the exit strategy for the limited partner and anticipated ownership changes; any anticipated refinancing, re-syndication, or sale to a third party; and how affordability will be maintained through the extended affordability period.</p> | |

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| 23. Factual or documentary evidence to support factual description of the type of support services and programs the applicant is proposing for the project, its estimated operational costs, and how those costs will be supported. | |
| 24. Provide documentary evidence to support that common amenities offered to residents of the master development where the affordable housing project will be located will be available to the residents of the affordable housing project at no additional cost to such residents. | |
| 25. Architectural concept plan and design, including interior and exterior materials to be used. For projects that involve rehabilitation/renovation of existing buildings, a capital/physical needs assessment or a property condition needs assessment is also required. | |
| 26. Construction estimate including estimated cost of additional features in the project above Code of Virginia and County ordinance regulations, e.g., fully accessible units, green certifications, Universal Design, on an estimated aggregate amount and on a per unit basis. If Universal Design units/common spaces are proposed, an itemized list of the UD required and optional elements to be provided should be included. | |
| 27. Project architect's certification of registration in Virginia. | |