



Ruthanne Fuller
Mayor

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Barney S. Heath
 Director

**Newton Affordable Housing Trust
 Funding Application**

Date: _____

PRE-PROPOSAL

FULL PROPOSAL

Project Title			
Project Address			
Contacts	Primary Contact		Additional Contact(s)
	Address		Address
	Email		Email
	Phone		Phone
Project Funding	Amount of Trust Funds Requested:		\$
	Projected Funding from Other Sources:		\$
	Total Anticipated Project Cost:		\$
	Total Anticipated Project Cost Per Unit:		\$
Project Summary	<p>Provide a summary that includes the following elements. Please bold each of the topics below in your summary, and feel free to bullet sections (i.e., project timeline, etc.) as appropriate:</p> <ul style="list-style-type: none"> • Project's uses, target population, and housing types • Proposed NAHT funding uses and anticipated form (grant, long or short term loan) • If the project serves populations with special needs/disabilities, identify the populations to be served and potential support service providers • How the project will increase the social, racial and economic diversity of the City of Newton • Any special features and challenges of the project (historic preservation, sustainability, easements, environmental (hazmat and soil), permanent and/or temporary relocation, occupied rehab, etc.) • How this project meets previously recognized community needs/goals detailed in the Newton Affordable Housing Trust Priorities, Goals & Guidelines, Newton Comprehensive Plan, the FY21-25 Consolidated Plan for the City of Newton Housing and Community Development Program, the FY23 Annual Action Plan, and/or Newton Leads 2040: A Blueprint to Promote Affordable, Diverse Housing and Economic Growth by providing a brief quote which includes the plan title, year, and page number, etc. Applicant do not need to provide a quote from every plan and/or may also list other community benefits not mentioned in these plans; • Any required federal, state and/or local permits, and explain how the permitting will be completed • Anticipated project timeline which includes permitting, funding commitments, construction period, and lease-up or unit sales phases • Projected sustainability features and ratings (PHIUS, LEED, Enterprise Green Communities, etc.) • Acquisition stage and terms (offer/P&S/deeded) and if acquisition is to a related party • Any other information that would be useful to the NAHT in assessing the application 		

Project Title	
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PROPOSED USES OF FUNDS <i>Check all that apply</i>		TARGET POPULATION <i>Check all that apply</i>		TYPE OF HOUSING <i>Check all that apply</i>	
<input type="checkbox"/>	Acquisition	<input type="checkbox"/>	Individuals	<input type="checkbox"/>	Rental
<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	Families	<input type="checkbox"/>	Ownership
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Seniors	<input type="checkbox"/>	Condominium
<input type="checkbox"/>	Mortgage buydown/ refinance	<input type="checkbox"/>	Homeless/ At Risk of Homelessness	<input type="checkbox"/>	Cooperative
<input type="checkbox"/>	Site preparation/ remediation	<input type="checkbox"/>		<input type="checkbox"/>	Group/Congregate Living

UNIT COMPOSITION *List number of units in each category.*

UNIT TYPE	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	≤ 80% AMI	80-100% AMI	Market rate	TOTAL
SRO							
Studio							
1 BR							
2 BR							
3 BR							
4 BR/+							

Project Title	
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Additional Information and Attachments Checklist

Please Note: Applicants should check with Staff prior to submitting a proposal to confirm the additional information and attachments which will be required for a complete application.

Check all that are attached	Attachments <i>Please note what is required for your project's current stage</i>
	Photos – Existing site keyed to a plan
	Maps – City-wide map with site highlighted and birds-eye aerial view
	Project Sponsor Information – Provide a summary of previously completed similar projects with photographs and information on the Board of Directors or individuals that control the sponsorship entity including their skills, experience, tenure & City board/commission affiliations. In addition, please provide the most recent 3 years audited or unaudited (if no audit exists) financials for the sponsor. Please note if the sponsor has violated any federal, state or local subsidy or fair housing requirements.
	Development Team – List all development team members including, but not limited to, the general contractor, architect, and property manager. Please indicate if any development team members are related to the sponsor. Applicants must demonstrate a strong ability to assemble a team (including the project sponsor) that includes historically disadvantaged businesses in the design, construction, and implementation of the project, including those certified by the Commonwealth of Massachusetts Economic office of Administration and Finance Supplier Diversity Office (SDO) as Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE) and/or are self-certified. Early-stage projects that have not finalized development team selections may include more than one potential development team member. For non-early stage projects, the NAHT requests that the sponsor provide DHCD's Appendix C: M/WBE Self-Evaluation that is included in DHCD's QAP . Please indicate any team members that meet the above criteria.
	Development Pro Forma/Capital Budget <u>For All Projects:</u> Include all sources separately listed, hard and soft cost summary and a detailed hard and soft costs budget (if known, otherwise summary and cost per unit) <u>For Rental Projects:</u> Include a detailed operating budget (break out rents for each income category, expenses (if known, otherwise summary and cost per unit), first mortgage calculations, tax credit calculations (including but not limited to LIHTC, HTC, ITC, NMTC, etc.), 15 year operating analysis trending at 2%/3% that includes DSCR, and indicate rental subsidies (if any) <u>For Homeownership Projects:</u> Include projected sales prices for each income category
	Offer, Purchase & Sale Agreement, or Deed
	Appraisal – Completed by an independent, certified real estate appraiser. If an appraisal is not available at the time of the application, it must be submitted prior to the first funding review. (The NAHT may also commission its own, separate appraisal for land acquisition projects.)
	Plans: Provide any plans and/or renderings that are available or a design narrative.
	Non-NAHT funding: Include term sheets, commitment letters, federal and state historic tax credit approvals, rental subsidies, utility/PHIUS/equipment rebate estimates, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions <i>(optional for predevelopment and acquisition funding)</i>
	Letters of Support – From City Departments, Newton residents, organizations, and/or businesses <i>(optional for predevelopment and acquisition funding)</i>
	Environmental Reports – Provide the ASTM Phase I/II, including radon, if possible, building materials (asbestos, lead paint, pcbs, etc.), wetlands, MEPA, NHESP, etc. <i>(optional for predevelopment funding, required for acquisition funding)</i>
	Market Study and Marketing Information – Provide Exhibits 3, 4 and 10.1 of the OneStop+ application. <i>(optional for predevelopment and acquisition funding)</i>
	DHCD OneStop+ – Please provide an electronic copy of the OneStop+ with all Exhibits when it is submitted to DHCD or any other funding agency. Pdf copies must be bookmarked. <i>(optional for predevelopment and acquisition funding)</i>