

A. Introduction

This application package is for use with the MaineHousing Supportive Housing Financing Program. This application should not be used with other MaineHousing programs or funding opportunities.

Please refer to the program guide for the Supportive Housing Financing Program when completing this application. The program guide contains information that is essential for the completion of this application. The program guide is available at the MaineHousing website located at <http://www.mainehousing.org> or by calling the Development Department at MaineHousing at 1-800-452-4668 or (207) 626-4600.

MaineHousing requires **one original application (no copies necessary)**. Applications should be mailed to MaineHousing at 353 Water Street, Augusta, Maine 04330-4633. Applications will be date stamped upon receipt. In any dispute or controversy involving the timing of the submission, applicants have the burden to establish the date and time of MaineHousing's receipt.

B. Submission Requirements

Applicants must provide each of the following five components in order to be considered a complete application. Applications that omit any of the five components will be considered incomplete and will be returned to the applicant.

Component I: Executive Summary

Please provide a narrative that addresses each of the following items:

Applicant Information:

- Legal name of the non-profit applicant;
- Current legal status of the non-profit applicant;
- Identity and mailing address, phone, fax and e-mail address for the applicant's contact person;
- Brief history and description of applicant, to include: date of incorporation; current staffing levels; primary corporate activities; geographic area of operations; constituency and clientele of applicant;
- Projected corporate net income for the current fiscal year;
- Applicant Taxpayer Identification Number (TIN).

Project Information:

- Where will the project be located?
- Will the project involve acquisition, acquisition and rehabilitation, adaptive re-use/conversion, substantial rehabilitation and/or new construction?
- Will the proposal provide independent units or non-independent units?
- How many units are being proposed?
- What is the total amount of subsidy funding being requested from MaineHousing?

For projects that will involve adaptive re-use of non-residential properties, substantial rehabilitation of existing properties and new construction, please provide the following:

- Data indicating the number of residential properties (including multi-family) that are currently available for purchase and are located in the municipality in which the proposed project will be developed;
- The number of properties from the pool of available properties for which the applicant conducted due diligence to determine whether feasible;
- A summation of the deficiencies that were identified in the properties that were reviewed and ruled out.

Component II: Site Control

Please provide evidence of site control either in the form of a deed evidencing ownership by the applicant or a fully executed purchase and sale agreement. Option agreements may be offered as evidence of site control, however, the terms of the option agreement must be acceptable to MaineHousing.

Further details containing site control may be found in the Program Guide and the *Addendum to the Supportive Housing Programs*.

Component III: Scoring Criteria Section

1) Organizational Capacity (10 Points)

Please provide a narrative that addresses each of the following items:

- Describe the capacity of the applicant to develop supportive housing projects. Capacity may entail financial, staffing and managerial elements.
- Describe the experience of the development team in developing supporting projects within budgets and time-frames. The development team may include consultants, design professionals, contractors, etc.
- Describe the experience of the applicant in the ownership and/or management of supportive housing assets.
- Describe the experience of the applicant in securing operational and service funding for supportive housing projects
- Describe the experience of the applicant in addressing the service needs of the target population. Service needs may have been met through collaborations with other agencies. In those cases, please identify the agencies and their experience serving the target population.

2) Project Financial Feasibility (50 Points)

A) Please provide a narrative that addresses each of the following items:

- What are the proposed sources of non-MaineHousing development capital?
- What is the status of the applicant's efforts to secure the additional development capital?
- What are the proposed sources of operating revenues?
- What is the status of the applicant's efforts to secure the operating revenues?
- What are the proposed sources of service funding?
- What is the status of the applicant's efforts to secure the service funding?

B) Please provide a completed set of pro forma for the project. The pro forma for this program are available at the MaineHousing website at <http://www.mainehousing.org>

3) Need and Response to Underserved Population (10 Points)

Please provide the following:

- Data that illustrates the need for the supportive housing proposed by the applicant.
- Documentation pertaining to the adequacy and availability of existing community-based resources available to serve the target population. The documentation should identify substantive programs or organizations that currently serve the target population.
- Documentation demonstrating that the targeted population has been historically underserved or lacked access to existing public funding programs.

4) Readiness (10 Points)

Please provide a narrative that identifies the time-frame for the completion of the following critical path events:

- Assemble development team
- Secure letter from local Code Enforcement Office
- Obtain detailed cost estimates for the proposed scope of work
- Secure development capital as needed
- Secure commitments for operational and service funding

5) Cost Effectiveness (20 Points)

What is the amount of MaineHousing subsidy on a per unit basis that is being requested?

Component IV: Preference Criteria

1) HUD Section 8 Project-Based Rental Assistance (10 Points)

Please provide a narrative that addresses each of the following questions:

- Will project-based HUD Section 8 rental assistance be utilized with the proposed project?
- Of the total units in the project, how many units in total will be supported by project-based Section 8 rental assistance?
- What is the source of the project-based Section 8 rental assistance?
- Please attach the written commitment from the provider of the project-based Section 8 rental assistance. Points will only be awarded if the written commitments are included in the application.

2) Smart Growth (10 Points)

Please provide a narrative that addresses the following questions:

- Will the project be located in a Service Center Community (see Appendix A of the Program Guide)?
- Will the project be located within a safe distance of not more than 2,500 feet from a minimum of one destination that is important to the daily activities of the population to be served?
- Will the project be located within 1,500 feet of a designated pick-up location for a year-round, regularly scheduled means of public transportation?

Component V: Attachments to Application (Non-Scoring Component)

The following items are required to be attached to the application:

- Applicant Conflict of Interest Disclosure Form (Attachment A)
- IRS 501(c)(3) tax-exemption determination letter
- Corporate resolution demonstrating the authority to incur the liability of the MaineHousing funding
- Commitment letters from sources of non-MaineHousing development capital, operating revenues or service funding

The following items are optional:

- Community support letters
- Memorandum of Understanding or other agreements between applicant and collaborative service providers

Attachment A

Applicant Conflict of Interest Disclosure Form

To ensure that MaineHousing maintains the continued confidence of Maine people and its partners in carrying out its mission of providing affordable housing, MaineHousing's employees and commissioners must avoid situations in which their obligations or commitments to other organizations or individuals or their personal or financial relationships or interests are or appear to be at odds with their responsibilities to MaineHousing.

Maine law and, when federal funding is involved, federal regulations govern conflicts of interest. In general, these laws prohibit MaineHousing employees and commissioners from working on transactions with applicants with whom they have financial, business, professional or personal relationships or other ties. In addition, these laws prohibit former MaineHousing employees and commissioners from working on certain transactions for up to two years after leaving MaineHousing.

To help ensure the continuing integrity of MaineHousing's business and compliance with these laws, applicants for loans or certain other assistance under MaineHousing's programs must disclose any financial, business, professional, civic, charitable, family (or other personal) relationships, associations or connections that the applicant, its affiliates, employees of applicant who may work on the MaineHousing project, or any parties the applicant intends to hire to work on the MaineHousing project (whether employees, contractors or consultants) may currently have with MaineHousing or any MaineHousing employee or commissioner or may have had within the past two years. An applicant and its affiliates include:

- if the applicant is one or more individuals, all individuals;
- if the applicant is a business or nonprofit entity, that entity;
- the officers and board members of the applicant;
- employees of the applicant with decision-making authority, including an executive director, manager or someone in a similar position;
- if the applicant is a business corporation, any shareholder with a controlling interest;
- if the applicant is a partnership, the applicant's partners;
- any other business partner or associate of the applicant involved in this MaineHousing project;
- if the applicant is a limited liability company, the members and managers;
- a family member (including husband, wife, child, brother, sister) or other person in a personal relationship;

If you are unsure whether a relationship, association, or connection you have may constitute a conflict of interest, please consult with MaineHousing's Chief Counsel.

To the best of your knowledge:

- 1. Are you, any of your affiliates, or any party you intend to hire to work on the project a party to (or financially interested in) any business owned or operated by a MaineHousing commissioner or employee either as an individual or through an interest in a corporation, partnership, limited liability company, or other entity?**

(please circle) YES NO

2. Do you, any of your affiliates, or any party you intend to hire to work on the project have family relations or other personal associations with any MaineHousing employee or MaineHousing commissioner?

(please circle) YES NO

3. Do you or any party you intend to hire to work on the project have any employee who was once an employee or commissioner of MaineHousing?

(please circle) YES NO

4. Do you, any of your affiliates, or any party you intend to hire to work on the project have any other type of relationship either with a MaineHousing employee or MaineHousing commissioner that may be construed to be a conflict of interest?

(please circle) YES NO

PLEASE NOTE: If you answered yes to any of the above questions, please describe below (or on back).

Name of Applicant: _____

Signed: _____

Date: _____

Printed Name: _____

Title: _____