

2010 RFP EVALUATION CRITERIA AND APPLICATION

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Applications will be reviewed and scored based on the following four evaluation criteria. Each criterion is assigned a maximum number of points as shown below.

Criterion 1	Consolidated Plan Priorities and Targeted Populations	0 – 25 Points
Criterion 2	Project Preparation	0 – 25 Points
Criterion 3	Management Capacity and Real Estate Experience	0 – 25 Points
Criterion 4	Capacity for Project Financing and Leveraging	0 – 25 Points
TOTAL	Minimum/Maximum Points	0-100 Points

Each criterion is assigned a maximum number of points as shown. Each criterion is divided into incremental elements. Applicants could obtain points in each box if any portion of the criterion is met for that element as indicated below. The final score for each criterion will be a sum of the points awarded of all of the boxes for each element. The criteria and their respective elements are described on the following pages.

FY 2010 RFP EVALUATION CRITERIA

1. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

Maximum Points Possible: 25 Points

Proposal will serve one or more priority household populations. Extremely low-income is defined as 30% or less of AMI. Very low-income means 50% or less of AMI. Special needs are defined as persons with physical, mental, or sensory disabilities, homeless and other special needs populations, such as very low income elderly. Proposal will serve one or more of the priority household populations identified in the Consolidated Plan Priorities and Targeted Populations chart (see Worksheet #3) based on the Fairfax County Consolidated Plan: Fiscal Year 2006-2010 Household Priorities for Assistance.

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be extremely low-income (30% or below AMI).</p> <p>AND</p> <p>More than 50% of the population to be served by project does not meet a high or middle priority.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be extremely low-income (30% or below AMI).</p> <p>AND</p> <p>Project will serve special needs population.</p> <p>AND</p> <p>More than 50% of the population to be served by project meets a middle priority.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be extremely low-income (30% or below AMI).</p> <p>AND</p> <p>Project will serve special needs population.</p> <p>AND</p> <p>Project provides for supportive services.</p> <p>AND</p> <p>More than 50% of the population to be served by project meets a high priority</p>

2. PROJECT PREPARATION

Maximum Points Possible: 25 Points

Proposal provides evidence that the applicant has identified (or will identify) possible sites and will likely complete the project including full lease-up, within 12 months or sooner from HCD contract execution date.

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal identifies targeted area(s) within the areas of greatest need and indicates that project will likely be completed within 9 to 12 months from HCD contract execution.</p>	<p>Proposal identifies targeted area(s) within the areas of greatest need and indicates that project will likely be completed within 9 to 12 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed within 6 to 9 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p> <p>AND</p> <p>Applicant has a preliminary plan for acquisition (and rehab, if applicable).</p> <p>AND</p> <p>Primary project financing commitments have been identified.</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed within 6 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a project site (address, tax parcel ID) and may have a purchase agreement.</p> <p>AND</p> <p>Applicant has a preliminary plan for acquisition (and/ rehab, if applicable) and has experience with foreclosures .</p> <p>AND</p> <p>Applicant’s first lender has provided a pre-approval letter demonstrating that applicant can likely secure additional project financing. Between the first trust and any additional equity or other financing secured by the applicant, all other non-HOME/NSP/CDBG-R project financing sources have been identified in writing.</p>

3. MANAGEMENT CAPACITY AND REAL ESTATE EXPERIENCE
Maximum Points Possible: 25 Points

Proposal demonstrates organizational capacity to successfully complete project activities and its objective(s) and presents how the project will be accomplished within a specified time period, preferably 6-9 months, and maximum of 12 months.

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>Proposal does not clearly describe rental management plan or how lease-up will be accomplished.</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline through lease-up which is less than 12 months</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, plan for lease-up within a nine (9) month timeframe and includes a prospective source of eligible tenants.</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, demonstrating capacity to lease-up within a nine (9) month timeframe and includes a successful process in place that is adequately described.</p>

4. CAPACITY FOR PROJECT FINANCING AND LEVERAGING

Maximum Points Possible: 25 Points

Proposal provides evidence that project financing and operating plans, if applicable, is feasible and financing sources are committed or secured. Proposal presents a clear and reasonable estimated project costs and financing and identifies additional resources other than county funds or county contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts.)

0 – 5	0 – 5	0 – 5	0 – 10
<p>Inadequate documentation provided to assess the financial feasibility of project. Estimated project costs and financing are not clearly described. Description of other project financing vague or non-existent.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible.</p> <p>AND</p> <p>Applicant shows evidence of the ability to leverage a significant amount of non-county cash for project costs. This may include firm commitments or demonstrated capacity to leverage funds.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible.</p> <p>AND</p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash (at least 25% of total for estimated project costs). This may include past grant history, firm commitment of funds for project submitted under this RFP.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing are feasible</p> <p>AND</p> <p>Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project.</p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash (at least 50% of total for estimated project costs). This may include past grant history and/or a firm commitment of funds for project submitted under this RFP.</p>

APPLICATION INSTRUCTIONS

Application Submission

Applications must be received for consideration of the first round of funding by the Fairfax County Department of Housing and Community Development, at the 1st floor reception desk, 3700 Pender Drive, Fairfax, Virginia 22030 by 4:30 p.m., Monday, Oct. 5, 2009. Funds will be awarded for qualified proposals on a first-come, first-served basis, thereafter until all funds are allocated.

- **Late applications will not be considered in the first round of funding.** Allow extra time for hand deliveries due to traffic and building security procedures.
 - **Any application submitted with an unsigned Application Cover Sheet will not be accepted.**
1. Submissions by facsimile machine or e-mail will not be accepted.
 2. Applicants are requested to submit one original and four copies of the application along with requested worksheets and attachments for each proposed project.
 3. To maintain the application's print quality, the applicant should not use colored, textured, heavy weight or tabbed paper. Bindings should be restricted to a clip or staple. Avoid notebooks or folders requiring page perforation.
 4. Application responses should be typewritten according to the following specifications:
 - Where narrative response is requested, the written response should be in a readable font size of 12 point or larger, on single-sided white paper and limited to the number of pages indicated.
 - Where completion of worksheets is indicated, the responses should be made on the worksheets provided.
 - Narrative responses and requested attachments should be placed in the sequence indicated in the Application Components section.
 5. Attachments (other than narratives and worksheets):
 - All attachments should be on 8-½ by 11-inch white paper for submission.
 - Attachments are not subject to the page limits for narrative responses.
 6. Applicants may submit one or more project proposals; however, each proposal must be submitted separately with all requested forms and attachments.

Questions

For questions or additional information, please contact Audrey Spencer-Horsley, Associate Director, Grants Management at 703-246-5170 or Kehinde Powell, Community Program Coordinator at 703-246-5117 at the Department of Housing and Community Development (HCD) 3700 Pender Drive, Fairfax 22030. or through the division administrative assistant at 703-246-5170 (TTY: 703-385-3578).

APPLICATION COMPONENTS

The response for each component is to be in a written narrative, on an application worksheet, and/or through an attachment as instructed in the Application Components. The application submission will begin with Worksheet #1 and end with a completed Application Checklist (Worksheet #7) and all attachments. Each of the following Application Components is to be submitted in the following sequence.

<u>COMPONENT</u>	<u>FORMAT</u>
A. Application Cover Sheet	Worksheet # 1
B. Application Summary Sheet	Worksheet # 2
C. Consolidated Plan Priorities and Targeted Populations	Worksheet #3 and Written Narrative
D. Project Preparation	Worksheet # 4 Worksheet # 5 and Written Narrative
E. Management Capacity & Experience in Real Estate	Written Narrative
F. Capacity For Project Financing and Leveraging	Worksheet # 6 Written Narrative
G. Application Checklist	Worksheet # 7

A. Application Cover Sheet

Each application is to include an Application Cover Sheet – Worksheet # 1. Applicant's executive director or designee authorized to legally bind the applicant organization must sign each Application Cover Sheet. **NOTE: Unsigned Application Cover Sheets will result in the rejection of the application.** The total proposed funding request amount should be listed on the Application Cover Sheet. Applicants that submit jointly with other nonprofit organizations are to designate one organization as the application contact. This organization will complete and sign the Application Cover Sheet. Joint organization applications are to be indicated on the Application Cover Sheet and each participating organization is to be listed where requested.

B. Application Summary Sheet

Each application is to include an Application Summary Sheet – Worksheet # 2. The information on the Application Summary Sheet provides a snapshot of the project; the project description should be brief and to the point. Please use the space provided; do not attach additional pages.

C. Consolidated Plan Priorities and Targeted Populations (Maximum 25 Points)

This section of the proposal describes affordable housing needs that the project will address and clearly defines the client population to be served.

1. Complete Worksheet # 3: Targeted Populations; identifying the priority household populations the applicant's project is designed to serve.
2. Provide a narrative on no more than one (1) typewritten page that lists and responds to each request for information in the order presented below. Document your source(s) of information. *Please clearly label your narrative as "C. Consolidated Plan Priorities and Targeted Populations" and place your narrative directly after Worksheet #3.*
 - a. Describe the population, community and number to be served by the proposed project, including the type of affordable housing that will result from this project.
 - b. Does this project serve special needs populations? If yes, describe special needs population to be served.
 - c. Describe the need to be addressed and how it relates to the affordable housing goal and objective described in part 2 (a) of this question.

D. Project Preparation (Maximum 25 Points)

This section addresses status of the proposed project and whether the proposed project preserves and/or rehabilitates existing affordable units within the areas of greatest need or targeted areas as designated by Fairfax County. Proposal provides evidence that applicant is prepared to proceed with acquisition and/or rehabilitation.

1. Complete Worksheet #4: Targeted Areas of Greatest Need.
2. Complete Worksheet #5: Project Preparation. *Clearly label requested attachments as directed and place behind the Worksheet # 5.*
 - a. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. Please clearly label your narrative as "D. Project Preparation Narrative" and place your narrative after Worksheet #5.
 - For what purposes would you be requesting this funding?
 - If a rental project, briefly describe the management plan for the project.
 - Present a clear and reasonable work plan, including an estimated project timeline, preferably lease-up within a nine (9) month timeframe, that identifies estimated start date, milestones to be accomplished within the funding period, and how long the project will take to complete including estimated completion date.
 - Describe any unique or innovative elements of the proposed project.
 - b. If the proposal is a collaborative submission with other nonprofit organizations, explain how the project will be jointly conducted, identified roles and responsibilities of each participating party, and a description of the proposed project and beneficiaries will benefit from the collaboration. Include a letter of agreement between the collaborating organizations.

E. Management Capacity & Experience in Real Estate (Maximum 25 Points)

Applicant describes the project activities and how these will be accomplished within a specified time period – preferably within nine (9) months.

1. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. *Please clearly label your narrative as “E. Management Capacity and Experience in Real Estate” and place your narrative after Worksheet #5 and Worksheet #5 Attachments.*
 - a. Provide evidence of a successful track record of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, describe how the organization has partnered with another nonprofit organization with applicable experience.
 - b. Provide a detail of how your organization’s experience relates to the proposed affordable housing project.
 - c. Describe a recent successful project and your experience working with foreclosures.

F. Capacity for Project Financing And Leveraging (Maximum 25 Points)

This section of the proposal should show evidence of the ability to leverage a significant amount of non-county cash for project costs. This may include past grant history, firm commitments or demonstrated capacity to leverage funds. Financing and operating plans are feasible. Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project. Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts.

1. Complete worksheet # 6.
2. List and respond to each request for information in the order presented below. Provide no more than one (1) typewritten page of narrative. *Narrative responses should be explained and consistent with information provided on Worksheet #6.*

Briefly indicate whether any other county contributions, including a request for rehabilitation funds, or awards will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants or contracts. Other county contributions may include space, utilities, equipment, staff, or service.

3. Provide a current organization-wide budget. Please clearly label this attachment as F. Budget-Organization Budget”. Place behind Workshee#6 and Narrative.
4. Provide three (3) most recent annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant. If an audit(s) is not available, please explain why.

WORKSHEET 1 – FY 2010 APPLICATION COVER SHEET

PLEASE READ AND SIGN BELOW.

Total Funding Requested \$ _____

Nonprofit Organization Name:

Address:

Contact Person:

Telephone:

Fax:

Federal Tax ID:

Identify if the application(s) is being submitted jointly with other nonprofit community-based organizations:

Yes (List other organization(s) by name):

No

[SIGN BELOW, UNSIGNED COVERSHEETS/APPLICATIONS WILL NOT BE ACCEPTED]

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this proposal is accurate. By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish the items or services, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

Executive Director (or name of representative) – Signature/Date

Print Name

Title/Date

DEADLINE FOR SUBMISSION FOR CONSIDERATION IN THE FIRST ROUND FUNDING IS

4:30 P.M., MONDAY, Oct. 5, 2009

PROPOSALS RECEIVED AFTER DEADLINE WILL NOT BE ACCEPTED

SUBMIT ORIGINAL AND FOUR (4) COPIES TO:

Fairfax County Department of Housing and Community Development

First Floor Reception Desk

3700 Pender Drive, Fairfax, VA 22030

WORKSHEET 2 – APPLICATION SUMMARY SHEET

Project Title:

Funding Requested: Acquisition: \$ _____ Rehabilitation: \$ _____

Total Funding Requested \$ _____

Are you currently a Fairfax County approved Community Housing Development Organization (CHDO)?

Yes No

Do you intend to apply for CHDO designation under this RFP?

Yes No

Project Type (please mark all that apply):

Estimated Total Number of Units to be Acquired : _____

Foreclosed _____
Non-foreclosed _____

Estimated Total Number of Units to be Rehabilitated : _____

Foreclosed _____
Non-foreclosed _____

Estimated Total Number of Units Currently Owned by Your Organization to be Rehabilitated : _____

Unit Type (please check all that apply):

Condominium Single family detached Townhouse Other: Specify _____

Anticipated Service Area Neighborhood or Street Boundaries:

Magisterial/Supervisor District(s):

Tax Map(s) #: Targeted Area Zip Code(s):

Brief Project Description:

WORKSHEET 3 – CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

Indicate the number of households to be served on the following chart for each category of the priority household populations applicant's project is designed to serve. Include the total number (#) of households below for each priority. All households must be very low income households (at or below 50% AMI), but indicate extremely low income households (at or below 30% AMI) for each priority. Indicate grand total of households for both priorities and for extremely low income.

HIGH PRIORITY HOUSEHOLDS	NUMBER OF HOUSEHOLDS SERVED
<ul style="list-style-type: none"> • Homeless persons, both families and individuals (with or without special needs), low-income • Small (2 to 4 persons) related renter households, very low-income • Large (5 or more persons) related renter households, low-income • Elderly and non-homeless persons with special needs (disabilities), very low-income 	# ----- # ----- # ----- # -----
	Total # High Priority:
	Total # Extremely Income:
MIDDLE PRIORITY HOUSEHOLDS	NUMBER OF HOUSEHOLDS SERVED
<ul style="list-style-type: none"> • Elderly renter households (based on continuation of existing programs), low-income • Small (2-4 person) related renter households, low-income • Non-homeless persons with special needs (disabilities), low-income • Non-elderly renter households, low-income 	# ----- # ----- # -----
	Total # Priority:
	Total # Extremely Low Income:
	GRAND TOTAL # Both Priorities:
	GRAND TOTAL # Extremely Low Income:

WORKSHEET 4 – TARGETED AREAS OF GREATEST NEED

Please attach a map or project narrative with the following information about the proposed project area of focus (**Please label the map or narrative as Attachment 4a, and place behind Worksheet #4**).

1. :
 - a. Concentration of low-income residents
 - b. Concentration of affordable housing
 - c. Minority concentration

2. Project will preserve and/or rehabilitates affordable units (Check One):
 Yes No

3. Estimated Total # of new affordable housing units in area project will produce:

WORKSHEET 5 – PROJECT PREPARATION

Number of years organization in operation: _____ Date Incorporated: _____

Number of years organization in housing development: _____

Total number of units produced: _____

Rehabilitated _____

Owned _____

Managed _____

Constructed _____

Estimate percentage of above total housing units produced that served very low and low-income persons:

30% of median and below _____

50% of median and below _____

80% of median and below _____

Number of employees/volunteers in organization: _____

full-time employees _____

part-time employees _____

volunteers _____

Number of employees/volunteers to work on project: _____

full time _____

part time _____

volunteers _____

Please check **Yes** or **No**, as appropriate, for the proposed project and provide attachments as indicated in the sequence below. *Clearly label requested attachments as directed below and place these attachments behind this worksheet.*

1. Do you have a site(s) identified? If yes, provide location site map(s) for the project(s). Label as Attachment 5a. Yes No

2. If the site is identified, do you anticipate the property requiring a rezoning/special use permit for your proposed project? Yes No

3. Has total project financing been identified for this project? Yes No

4. Is project ready for implementation, assuming funding under this RFP? Yes No

WORKSHEET 6 – ESTIMATED PROJECT COSTS AND FINANCING (If Project is Identified)

1. Estimated Project Costs:

	<u>Per Unit</u>	<u>Total</u>
Acquisition:	\$	\$
Rehabilitation:	\$	\$
Other (financing, insurance, legal fees):	\$	\$
Total Estimated Project Cost:	\$	\$

2. Project Financing: *(If additional space is needed, insert additional page(s) following this one, and clearly label as Worksheet #6, Continued.)*

Proposed
NSP/CDBG-R/HOME/HILP
Funds:

\$

Equity

Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Equity:	\$	

Loans

1st Trust:	\$	at %IRR for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
2 nd Trust:	\$	at %IRR for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
3 rd Trust:	\$	at % IRR for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Loans:	\$		

TOTAL PROJECT FINANCING:

\$

TOTAL NSP/CDBG-R/HOME/HILP as % of Total Project Financing:

%

WORKSHEET 7 – APPLICATION CHECKLIST

A. APPLICATION COVER SHEET

Worksheet #1

B. APPLICATION SUMMARY SHEET

Worksheet #2

C. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

Worksheet #3

1 page Narrative

D. PROJECT PREPARATION

Worksheet #4

Worksheet #5

2 page Narrative

E. MANAGEMENT CAPACITY AND EXPERIENCE IN REAL ESTATE

2 page Narrative

F. CAPACITY FOR PROJECT FINANCING AND LEVERAGING

Estimated Project Costs and Financing

Worksheet #6

1 page Narrative

Organization Budget

Three most recent annual audited financial statements

APPLICATION CHECKLIST

Worksheet #7