# Picture

# 2017 Combined Funders Application (CFA)

# Assembly and Table of Contents/Self-Certification Checklist

# Application Components

Applications to the City of Spokane’s Multifamily Housing Program 2017 Fall Funding Round must use the Combined Funders Application (CFA) materials. The CFA has five parts, all of which must be submitted:

1. **Combined Funders Application (CFA) Assembly and Table of Contents/Self-Certification Checklist - City of Spokane Version**

This document.

1. **CFA Sections (MS Word)**

This is an MS Word document that contains the narrative questions portion of the application. The narrative questions are divided into “Sections.” For example, Section 1 is “Project Summary.”

1. **CFA Forms (MS Excel)**

This document has been locked, to protect its various equations from inadvertent editing.

1. **City of Spokane Addendum to the Combined Funders Application**

The City of Spokane requests additional information which is not necessarily relevant to other funders. Please consult with other funders from whom you are requesting funds to obtain their addenda.

1. **Attachments**

All supplemental documents must be submitted as detailed below. The instructions are based on the CFA instructions with additional City-specific instructions.

**Application Fee:** An application fee of 0.5% of the requested funding is due upon submission of the application. Payment should be payable to the City of Spokane.

# Application Assembly:

Check with each funder for its assembly instructions. Applicants must submit all of the application materials electronically on a USB flash drive or CD. The City also needs a hard copy. Do not bind the materials, but punch the top of pages with 2 holes and place in a box or rubber band them. (We reassemble the information into working files.) Place the Application Checklist first, and then insert each requested section, form, and attachment behind the tab specified in the Application Checklist. Place a colored separator page behind each attachment. Application documents submitted via email or over the internet will not be accepted.

When compiling the CD or flash drive, please order folders according to the Application Checklist. Please refer to the following visual as a guide:



# Naming and file conventions

* Within each folder, name each attachment file with the project name and the name of the document as described on the Application Checklist.
* All files should be submitted in their original format – do not convert electronic documents to PDF format.
* Scanned copies of paper documents must be legible with reasonably-sized font and, when applicable, clear signatures and dates.
* PDF’s should be searchable whenever possible, and should not be submitted “locked.” If this requirement conflicts with the policies of contracted consulting firms (e.g. those engaged to complete Market Studies), the City allows those to be locked. Check other funders’ instructions for their requirements.
* Please create a folder if there are multiple files addressing a single checklist item.
* If an item is not applicable to your project, simply do not include it; do not create placeholder files for “n/a” items. You can mark “n/a” on the Application Checklist.

Please refer to the following visual as a guide: 

# 2017 City of Spokane Fall Application Round

# Table of Contents/Self-Certification Checklist

## Tab 1: Project Summary

|  |  |  |
| --- | --- | --- |
| **Section 1** | [ ]  | Project Summary |
| **Form 1** | [ ]  | Project Summary  |
|  | [ ] [ ] [ ]  | City Section 1 Supplemental Questions (from City Addendum)City/County Applicant Assurances (from City Addendum)City Application Survey (from City Addendum) |
|  |

## Tab 2: Project Description

|  |  |  |
| --- | --- | --- |
| **Section 2** | [ ]  | Project Narrative |
|  | [ ]  | City Section 2 Supplemental Questions (from City Addendum) |
| **Form 2A** | [ ]  | Building Information |
| **Form 2B** | [ ]  | Square Footage Details |
| **Form 2C** | [ ]  | Evergreen Sustainable Development Standard v3.0 Checklist (Not required for City of Spokane. Submit if done for other funders.) |
| **Attachments** |  |  |
|  | [ ]  | Preliminary Drawings and Site Plan:* For New Construction projects, include elevations, typical floor plans, descriptive building sections, site plan, and roof plan.
* For projects that involve interior reconfiguration, exterior improvements, or newly constructed additions, include typical floor plans, primary elevations, descriptive building section, site plan and roof plan
* For projects in existing buildings, provide current floor plans, for each floor if they differ
* Site Plan of off-site improvements
 |
| [ ]  | Documentation of Site Control |
| [ ]  | Title Report |
| [ ]  | Outline Specifications |
| [ ]  | Photos of Proposed Site(s) |
| [ ]  | Zoning Approval Letter/Verification of Zoning Status (For City: submit, if available) |
| [ ]  | Phase I Environmental Site Assessment (For City: submit, if available. May be required later.) |
| [ ]  | Phase II Environmental Site Assessment *if recommended by Phase I* |
| [ ]  | Limited survey for Asbestos, Lead and Mold if Rehab of Existing (For City: submit, if available) |
| [ ]  | Limited survey for Wetlands if Vacant Land (For City: submit, if available) |
| [ ] [ ]  | Letter from local school board verifying an opportunity for community members to offer input on the proposed project at the first scheduled school board following the submission of this Application. (if applicable) (For City: Not required.)City of Spokane Predevelopment Conference Notes (if available) |
|  |

## Tab 3: Need & Populations Served

|  |  |  |
| --- | --- | --- |
| **Section 3** | [ ]  | Need & Populations Served |
| **Form 3** | [ ]  | Populations to be Served |
| **Attachments** |  |  |
|  | [ ]  | Market Study (For City: submit, if available. If an appraisal or market study is not provided, applicant must provide evidence of the current market demand in the neighborhood in which the project will be located. An appraisal or market study may be required later.) |
| [ ]  | Letter from local jurisdiction confirming project’s consistency with the jurisdiction’s Consolidated Plan (For City: Submit, if available.) |
| [ ] [ ] [ ] [ ]  | Letter from local jurisdiction confirming project’s consistency with local Plan to End Homelessness (*Homeless projects only*) (For City: Submit, if available.)Affirmative Marketing Plan description and/or form. Required by HOME for projects with 5 or more units. (from City Addendum)Tenant Selection Procedures (if available). If project is funded, HOME requires the owner to have written tenant selection policies and criteria that meet the requirements of 24 CFR 92.253.Lease (if available). If project is funded, HOME requires leases meet the requirements of 24 CFR 92.253. |
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## Tab 4: Relocation For City: Consult with Paul Trautman at ptrautman@spokanecity.org or (509) 625-6329), if project involves relocation.

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| **Section 4** | [ ]  | Relocation  |
| **Form 4** | [ ]  | Relocation Budget |
| **Attachments** |  |  |
|  | [ ]  | Tenant Relocation Plan (For City: contact Paul Trautman.) |
| [ ]  | Samples of the General Information Notice issued to all current occupants (Not applicable for City. Contact P Trautman) |
| [ ]  | Drafts of Move-In Notices (Not applicable for City. Contact P Trautman) |
| [ ]  | Drafts of Notices re: displacement and benefits (Not applicable for City. Contact P Trautman) |
| [ ]  | Approval letter from local government agency with jurisdiction over tenant relocation issues (Not applicable for City.) |
| [ ]  | List of existing residential and commercial tenants (include all occupants, with or without leases). Include the following information:* For residential occupants, include type of occupancy (renter vs homeowner), household size, unit size, and household income and rent information that is current as of the date of application. Vacant units should also be listed with the move-out date of the last tenant.
* For commercial occupants, include name and type of business, length of occupancy, and current lease terms
 |
| [ ]  | For properties that are currently unoccupied, attach a list of all occupants who moved from the site within the past 90 days. Include the name of the business or household, the household size, and explain the reason for their move. |
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## Tab 5: Project Schedule

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| **Form 5** | [ ]  | Project Schedule |
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## Tab 6: Development Budgets

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| **Section 6** | [ ]  | Development Budget Narrative |
| **Form 6A** | [ ]  | Development Budgets |
| **Form 6B** | [ ]  | Development Budget Details |
| **Form 6C** | [ ]  | LIHTC Budget (Basis Calculation) (Only if using LIHTC) |
| **Form 6D** | [ ]  | LIHTC Calculation (Only if using LIHTC) |
| **Form 6E** | [ ]  | Fee Schedule |
| **Attachments** |  |  |
|  | [ ]  | 3rd Party Construction Cost Estimate* Should be broken down by Division, along either Building Systems or Materials
* For City, may be waived or adjusted for small projects. Contact City staff.
 |
| [ ]  | Capital Needs Assessment (CNA)* Should include Narrative *and* Lifecycle Cost Analysis (including replacement Reserve analysis) (For City: HOME requires CNA for rehabilitation projects with 26 or more units. City may request for smaller projects.)
 |
| [ ]  | Appraisal or Property Tax Assessment |
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## Tab 7: Project Financing

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| --- | --- | --- |
| **Section 7** | [ ]  | Project Financing |
|  | [ ]  | City Section 7 Supplemental Questions (from City Addendum) |
| **Form 7A** | [ ]  | Financing Sources |
| **Form 7B** | [ ]  | Estimate of Cash Flow During Development |
| **Attachments** |  |  |
|  | [ ]  | Funding Commitment Letters |
| [ ]  | Letters for Committed Donations (including Sponsor Donations) |
| [ ]  | Capital Campaign Plan, if funding includes a Capital Campaign |
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## Tab 8: Project Operations

|  |  |  |
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| **Section 8** | [ ]  | Project Operations |
| **Form 8A** | [ ]  | Proposed Rents and AMIs Served |
| **Form 8B** | [ ]  | Operating, Service and Rent Subsidy Sources |
| **Form 8C** | [ ]  | Personnel (Service and Operating) and Non-Personnel Expenses |
| **Form 8D** | [ ]  | Operating Pro Forma |
| **Form 8E** | [ ]  | Operating Pro Forma Details |
|  | [ ]  | Utility Detail (from City Addendum) |
| **Attachments** |  |  |
|  | [ ]  | Documentation of Utility Allowance calculations and schedule |
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## Tab 9: Development Team

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| **Section 9** | [ ]  | Development Team |
|  | [ ]  | City Conflict of Interest Disclosure (from City Addendum) |
|  | [ ]  | Risk Assessment (from City Addendum) |
| **Form 9A** | [ ]  | Project Team |
| **Form 9B** | [ ]  | Identity of Interest Matrix |
| **Form 9C** | [ ]  | Project Sponsor Experience |
| **Form 9D** | [ ]  | Project Development Consultant Experience |
| **Form 9E** | [ ]  | Project Property Management Firm Experience |
| **Attachments** |  |  |
|  | [ ]  | Development Consultant Agreement (if applicable) |
| [ ]  | Signed board resolution authorizing application submittal (if applicable) |
| [ ]  | Secretary of State certification of existence (RCW 24.03) (if applicable) |
| [ ]  | Board Composition list (if applicable) |
| [ ]  | 501(c)3 letter of determination from IRS (if applicable) |
| [ ]  | Resumes of development team members |
| [ ]  | Audit reports with financial statements for the past three years (plus year to date statements from the most recent fiscal quarter) with the parent organization and subsidiaries broken out, in addition to consolidated totals. Include any management letters from the auditor. (For City: Does not apply to individuals.) |
| [ ]  | Tax return 990 forms for the last two years For City: Individuals submit 1040 forms and corporations submit corporate tax returns. |
| [ ] [ ]  | Personal Financial Statement (From Addendum) (For City: only applies to applicants who are individuals) City CHDO Certification (Required if CHDO indicated as Proposed Ownership Structure). Request from Melora Sharts at msharts@spokanecity.org or (509) 625-6840 (after 8/7).  |
| [ ]  | Documentation of participation in the WSQA program (where required). (Not required by City.) This may be in the form of:* Copy of signed and dated WSQA Intent to Apply Form

 ***OR**** Copy of letter or e-mail from WSQA confirming receipt of Intent to Apply Form

***OR***Evidence of Application submittal to WSQA (please do not attach your application) |
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## Tab 10: Services (required, if project includes services)

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| **Section 10** | [ ]  | Services |
| **Attachments** |  |  |
|  | [ ]  | Memorandum of Understanding |
| [ ]  | Plan for moving tenants to self-sufficiency (if applicable) |
| [ ]  | Examples of assessment tools used |
| [ ]  | Services funding commitment letters |
| [ ]  | On-site services partnership letter (*if applicable*) |
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##  Tab 11: LIHTC Scoring (required only if Project includes Tax Credit financing)

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| **Form 11A** | [ ]  | 9% LIHTC Scoring Synopsis  |
| **Form 11B** | [ ]  | 4% LIHTC/Bond Scoring Synopsis |
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| ***If any item listed above is not checked, or is not applicable to your project, please reference the specific document and provide an explanation here.*** |
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| **Self-Certification of Threshold Requirements**I, [NAME], [TITLE (Authorized Official)] of [SPONSOR ORGANIZATION], acknowledge that I have completed the Self-Certification Checklist and that all the required documentation necessary to review this application has been included. |
| **ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL** |
|  | **Signature** |  | **Date** |  |  |
|  |  |  |  |  |  |
|  | **Name** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Title** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Organization** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Project** |  |  |  |  |
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