

# QUINCY HOME CONSORTIUM



Town of Braintree



City of Quincy



Town of Holbrook



Town of Weymouth



Town of Milton

## I. Applicant/Developer Information

Contact person and/or primary applicant:	
Organization, if applicable:	
Co-applicant, if applicable:	
Owner of project (if not developer/sponsor):	
Mailing address:	
Daytime phone #:	E-mail address:
Fax #:	
Developer (if different than applicant):	
Mailing address:	
Daytime phone #:	E-mail address:
Fax #:	

## II. Project Information

Project address:		
Assessor's parcel ID number: <i>(available from the Assessors Department's page of the City's website)</i>		
Project name:		
Brief project description:		
Estimated total development cost:	\$	
Total amount of City funding requested:	\$	
City funding source(s) (check <i>all</i> that apply and list the amount requested):		
<input type="checkbox"/> CDBG/Housing Development:	\$	Use:
<input type="checkbox"/> HOME/Housing Development:	\$	Use:
<input type="checkbox"/> Affordable Housing Trust Funds:	\$	Use:
<input type="checkbox"/> Other	\$	Use:

## Developer Application for Funding

Type of CDBG/HOME-funded project (check <i>all</i> that apply):	
<input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> New construction (site improvements only)	
Type of housing (check <i>all</i> that apply):	
<u>Homeownership:</u>	<u>Rental:</u>
<input type="checkbox"/> single family	<input type="checkbox"/> individual/family
<input type="checkbox"/> condominium(s)	<input type="checkbox"/> group residence, congregate
<input type="checkbox"/> cooperative (s)	<input type="checkbox"/> other
<input type="checkbox"/> other	<input type="checkbox"/>
Targeted population (check all that apply):	
<input type="checkbox"/> individual/family	
<input type="checkbox"/> special needs. Identify special need(s): _____	
<input type="checkbox"/> elderly	
<input type="checkbox"/> homeless/at risk of homelessness	
<input type="checkbox"/> other – identify population:	

Unit composition	# units	# units <= 30% AMI	# units <= 50% AMI	# units <= 80% AMI	# units between 80-100% AMI	Market rents(s)	Market sale price(s)
SRO							
1 BR							
2 BR							
3 BR							
4 BR/+							

III. Site Information		
Lot size:	Zoning district:	Ward:
Do you have site control e.g. Purchase and Sales Agreement, option to purchase, deed? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If applicable, please explain what zoning relief is required e.g a zoning variance, special permit, comprehensive permit is required and why. Please attach a copy of the Site Approval (Eligibility) letter from the appropriate agency if the project requires a comprehensive permit.

### Developer Application for Funding

Please describe any anticipated environmental issues/concerns with the site. If the site contains known environmental hazards, provide a remediation plan.

Will the project temporarily or permanently require the displacement of or relocation of existing tenants? If yes, please describe any outreach efforts and/or notifications to residents to date.

How old is the existing building, if applicable?

Are there (or will there be) children under the age of six living on the premises?  
 Yes  No

Is the property listed in the National Register of Historic Places, located in a local historic district, National Register Historic District or eligible for listing in the National Register?  
 Yes  No  
 If yes, identify district:

#### **IV. Project Schedule**

Inform Ward Councilor and immediate abutters of proposed plans:	
Pre-development (design, zoning, permitting):	
Acquisition:	
Rehabilitation/construction:	
Marketing/outreach:	
Identify expected date of project completion:	
Full occupancy:	
Other significant dates that need to be noted:	

#### **V. Financing and Operating Budget**

## Developer Application for Funding

1. **Development proforma and operating budget:** In order to evaluate this proposal, the City of Quincy requires applicants to submit a development budget that includes all anticipated sources and uses of financing for the project and an operating budget that detail operating income and expenses. Applicants may use their own format or ask Housing Development staff to provide sample formats. Applicants are encouraged to use the state *One Stop Application*, used by Massachusetts affordable housing lenders and agencies to provide project sponsors with a single application that can be submitted to any or all of the participating organizations. Please complete Sections 1-4 of the One Stop and submit it with this application. The *One Stop Application* is available at [www.onestopapp.com](http://www.onestopapp.com). Please refer to the attached Developer’s Checklist which lists all the information required for submission.

Please note that Community Preservation Funds may not be used for the direct acquisition of community housing or housing-related maintenance costs. All applicants seeking Community Preservation Funds for community housing must submit a capital needs assessment with their application, unless the project is new construction or substantial rehabilitation.

2. **Property appraisal and data from Quincy Assessors Department:** Applicants must provide an “as is” appraisal of the project building(s) that provides satisfactory evidence that the purchase price of the project building(s) does not exceed fair market value. In addition, all applicants for housing funds must summarize data from the Quincy Assessors Department identifying the assessed value of the project building(s) and comparable properties in the neighborhood and/or City.

3. **Letters of financial commitment, including commitments for housing subsidies (if applicable):** If applicant does not have financing, describe what sources of financing are planned and the timeframe that funds are expected to be available, conditions, deadlines, limitations, etc. related to the commitment of non-City sources of funding. If receiving housing subsidies, submit commitment letters for housing subsidies or an explanation when the applicant will seek housing subsidies and from what source(s).

### VI. Project Description

Please respond to the following and include supporting material as necessary.

1. **Goals:** What are the project goals?

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<p>2. <b>Community need:</b> Describe how the proposed project meets the housing needs identified in the <i>Quincy-Weymouth Consortium FY05-9 Consolidated Plan</i>.</p>
<p>3. <b>Community support:</b> Describe the nature and level of community support for this project. Please attach support letters and any petitions.</p>
<p>4. <b>Plans to cultivate community support:</b> Describe plans to cultivate/build neighborhood support. Provide a description of any meetings with Ward Councilors, the neighborhood, etc. that have been scheduled or have already occurred. If there has not been any neighborhood contact, then provide a brief description of how neighborhood residents will be involved in plans for the proposed project.</p>
<p>5. <b>Capacity:</b> Identify the members of the development team and describe their capacity to undertake the project. Identify the management entity if the project includes rental units. Describe how adherence to appropriate professional standards will be maintained.</p>
<p>6. <b>Project outcomes:</b> Describe how the success of the project will be measured. Identify specific, achievable goals.</p>
<p>7. <b>Additional community benefits:</b> Describe how this project can be used to achieve additional community benefits.</p>

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### VII. Phase II Application (to be completed prior to scheduling a public hearing for the Planning Board)

1. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations and any other drawings as necessary to illustrate the proposal.
2. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other applicable laws and/or regulations. If zoning relief is required, specify what relief is needed and when an application will be made to the City for zoning review.
3. Evidence that the appropriate City Boards and Commissions have approved the project. For example, proposed new uses on City Parks and Recreation land require approval from the Parks and Recreation Commission.
4. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

Applicant signature and date: \_\_\_\_\_  
*I verify that all information stated in this application is true and accurate.*

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### **DEVELOPER CHECKLIST**

The following information must be submitted with a completed application, development and operating budgets and Section 1-4 of the “*One Stop Application*”. Applications for CDBG/HOME Program funds are submitted to the Quincy Department of Planning and Community Development located at 1305 Hancock Street, Quincy, Ma.  
Attention: Community Development Director.

#### **Required for all housing projects:**

- Completed One-Stop application.
- Development pro forma and operating budgets or sections 1-4 of the State “*One Stop Application*.”
- Preliminary site plan locating existing buildings and parking.
- Letters of community support, if available.
- Site approval (eligibility) letter if project requires a comprehensive permit.
- Remediation plans if site contains known environmental hazards.
- Appraisal of the property (required for acquisition only). Applicants must provide an “as is” appraisal of the project building(s) that provides satisfactory evidence that the purchase price of the project building(s) does not exceed fair market value. In addition, all applicants for housing funds must summarize data from the Newton Assessing Department identifying the assessed value of the project building(s) and comparable properties in the neighborhood and/or City.
- Letters of financial commitment from other funding sources, if available.
- Commitment letter for housing subsidies or explanation when applicant will seek housing subsidies and from what source(s).
- Plan to cultivate community support.
- Proof of hazard insurance (required at closing).
- Evidence of site control.

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### FUNDING TERMS

#### **Housing Development Funds:**

- Deferred forgivable loans at 0% interest
- Deferred 1-3% interest loan,
- Direct loans at 3% compound interest amortized up to 30 years,
- Deed restriction in perpetuity or to the maximum extent permitted by law prior to closing on funds.

#### **Quincy Housing Rehabilitation Funds:**

- Direct loans at 1- 3% compound interest amortized up to 30 years and limited to funding construction.
- Grants limited to lead paint, asbestos, and other hazard remediation and removal of architectural barriers for the disabled.

**Please note:** For informational purposes only. Terms subject to change.