

Exhibit A

CHDO Predevelopment Loan Program (CPLP) Application Instructions SFY 2010

The purpose of the CPLP Application is to afford the DCA Housing Finance Division the opportunity to initially review the conceptual development and financial feasibility of the proposed project and to suggest alternatives that, if incorporated, would enhance the proposal's financial feasibility and long-term economic viability. The Application will form the basis on which a CPLP funding decision will be made. All requested forms and attachments must be submitted in the initial Application. Applicants should be aware, however, that acceptance and incorporation of DCA's suggestions does not constitute DCA's endorsement of the proposal or guarantee that the proposal will receive predevelopment or construction/permanent financing or a conditional commitment of funds from DCA's housing financing programs.

Applicants must submit their CHDO certification letter with the Application or submit a CHDO renewal or qualification application with the CPLP Application. The CPLP Application will not be processed until the CHDO designation has been confirmed.

The application form for the CHDO Predevelopment Loan Program is:

- If the CHDO plans to apply for construction financing under the HOME Rental Housing Loan Program of Georgia's QAP, the CHDO should use the OAH Core Application (Form 2009-100 or 2010-100 (if published)). CPLP applicants should use the instructions that come with the OAH Core Application to fill out the required information.
- If the CHDO plans to apply for construction financing under the Permanent Supportive Housing Program (PSHP), the CHDO should use the PSHP Core Application (Form 2009-300). However, only part of the form must be completed to apply for CPLP funds. CPLP applicants should use the instructions that come with the PSHP Core Application to fill out the required information.
- If the CHDO plans to apply for funding under Georgia Dream Single Family Development Program, the CHDO should use SFDP Form 2009-700 or 2010-700.

A CPLP application may be submitted at any time for CHDOs submitting a project under either of the HOME Rental Housing Loan Program of the QAP, the Permanent Supportive Housing Program or the Georgia Dream Single Family Development Program.

Since the CHDO Predevelopment Loan Program is for CHDOs that are investigating the feasibility of a project, DCA recognizes that not all the information needed for a complete funding application will be available at the time of the predevelopment application submission. The more information submitted on a project, the better DCA can assess the project's potential feasibility and, if applying to the HOME Rental Housing Loan Program, its ability to score competitively in an upcoming QAP funding round. Only projects that appear to be potentially feasible and that demonstrate a reasonable chance of success will be funded. CPLP Applications will be funded only at DCA's sole and absolute discretion.

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Although, site control is not a requirement to participate in the CPLP, the applicant must have performed its due diligence to contact, inquire and obtain a proposed selling price from the owner of the parcel of land presented in the Application.

DCA recognizes that the financial information will be tentative and not as detailed as the form requires. Fill in those line items that are known and approximate the others. Prepare the financial documents in accordance with the underwriting assumptions found in the 2009 or 2010 (if published) Qualified Allocation Plan (QAP), the GDSFDP program description, or the PSHP program description, as applicable.

A completed CPLP application also requires back-up documentation. Submit the CPLP Sources and Uses Budget Form (Exhibit B) and the documentation listed below:

For CHDOs applying for CPLP funds for use in applying to the HOME Rental Housing Loan program or the PSHP:

Tab # Description

- 1 **Project Narrative:** No more than 3 pages, the Sources and Uses of Funds (Exhibit B) form and the applicable Core Application form.
- 2 **Site Plans:** Submit a copy of the Fish and Wildlife Service National Wetlands Inventory (“NWI”) map and USGS topographic map for subject property to verify the existence or non-existence of wetlands on the project site. In no event will any project be accepted for funding or approved if it will disturb more than one-tenth of an acre of wetlands on the subject property (or on any adjacent property where disturbing wetlands is necessary to gain access to the subject property) without an appropriate permit. Include a location/vicinity map of the area showing the location of the site including neighborhood services and site characteristics. Color photographs of the property and adjacent surrounding properties and structures, with location map are required. Aerial photographs are desirable and should be submitted whenever they are available. (Black and white photographs are not acceptable).
- 3 **Environmental Questionnaire:** Submit the Environmental Questionnaire (Exhibit E) for each location proposed in the CPLP application.
- 4 **Site Zoning:** Although site zoning is not required for a CPLP application, document if the site is in conformance with current zoning requirements or the timetable for obtaining site zoning for the proposed project.
- 5 **Operating Utilities:** Submit copies of letters stating that the requested utilities are in place (electricity, gas, water, and sewer) to the proposed site. If they are not, submit a detailed explanation of the process to be undertaken to bring the utilities to the site and the timetable for accomplishing each step in the process.
- 6 **Development Team Histories (PSHP/HOME Rental Housing Loan Program):** Submit the Experience Summaries/IRS Form 8821 Attachments for each development team member. If the CHDO does not meet DCA threshold experience requirements

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described in the 2009 or 2010 (if published) QAP (see Appendix I, Threshold Criteria Section 18) or the PSHP program description, as applicable, a Consultant/Partner Contract **must** be included which conforms to the requirements set forth in Section M of the QAP Application Manual, Consultant /Partnership Training Agreement Guide (for both proposed PSHP and HOME Rental Housing Loan applications). Refer to the CPLP Program Description for additional explanation.

- 7 **Relocation and Displacement:** All HOME projects are subject to the Uniform Relocation Act (URA) and Section 104d of the Community Development Act of 1974. These Laws require that any tenant who is a legal resident of the project at the time of Application and who must move, either permanently or temporarily, from his or her dwelling unit as a direct result of rehabilitation, demolition or acquisition of a HOME assisted project, is entitled to relocation assistance. Relocation assistance includes:

- Written Notices of the right to remain or the need to relocate;
- Advisory services which include notices, information booklets, explanation of assistance, referrals to social services, counseling, and advice under the Fair Housing Act;
- Payment for the cost of temporary relocation;
- Reimbursement of moving and related expenses; and
- Replacement Housing Assistance (42 months if tenant's income is 80 percent of area Median Income (AMI) and 60 months if tenant's income is less than 80 percent of AMI).

Any project using HOME funds is subject to the Uniform Relocation Act. Relocation and Displacement costs must be paid from sources other than the HOME loan. If there is the slightest of possibility of relocating tenants, contact DCA's Housing Finance Division and refer to the 2009 or 2010 (if published) Low Income Housing Tax Credits and QAP Application Manual, Relocation & Displacement Manual.

- 8 **Experienced Partner/Consultant Certification:** Developments sponsored by Inexperienced CHDOs with an experienced partner or consultant must have each experienced partner or consultant certify in writing on the partner/consultant letterhead that the experienced partner/consultant has reviewed the CPLP application, the required documentation, proforma and financial structure, and that the proposed project meets the current guidelines of the applicable DCA program.

- 9 **PSHP:** Complete Service Delivery Budget Form.

For CHDOs applying for CPLP funds for use in applying to the Georgia Dream Single Family Development Program:

Tab # Description

- 1 **Project Narrative:** No more than 3 pages, the Sources and Uses of Funds (Exhibit B) and the applicable Core Application form.
- 2 **Site Plans:** Submit a copy of the Fish and Wildlife Service National Wetlands Inventory ("NWI") map and USGS topographic map for subject property to verify the existence or

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non-existence of wetlands on the project site. In no event will any project be accepted for funding or approved if it will disturb more than one-tenth of an acre of wetlands on the subject property (or on any adjacent property where disturbing wetlands is necessary to gain access to the subject property) without an appropriate permit. Include a location/vicinity map of the area showing the location of the site including neighborhood services and site characteristics. Color photographs of the property and adjacent surrounding properties and structures, with location map are required. Aerial photographs are desirable and should be submitted whenever they are available. (Black and white photographs are not acceptable).

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- 6 **Relocation and Displacement:** All HOME projects are subject to the Uniform Relocation Act (URA) and Section 104d of the Community Development Act of 1974. These Laws require that any tenant who is a legal resident of the project at the time of Application and who must move, either permanently or temporarily, from his or her dwelling unit as a direct result of rehabilitation, demolition or acquisition of a HOME assisted project, is entitled to relocation assistance. Relocation assistance includes:
 - Written Notices of the right to remain or the need to relocate;
 - Advisory services which include notices, information booklets, explanation of assistance, referrals to social services, counseling, and advice under the Fair Housing Act;
 - Payment for the cost of temporary relocation;
 - Reimbursement of moving and related expenses; and
 - Replacement Housing Assistance (42 months if tenant's income is 80 percent of area Median Income (AMI) and 60 months if tenant's income is less than 80 percent of AMI).

Any project using HOME funds is subject to the Uniform Relocation Act. Relocation and Displacement costs must be paid from sources other than the HOME loan. If there is the slightest of possibilities of relocating tenants, contact DCA's Housing Finance Division and refer to the SFY 2010 Georgia Dream Single Family Development Program Manual, Section Q, Uniform Relocation Act Guide.