



Franklin County Multifamily Bond

APPLICATION

Issued by the

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Administered by the

**JOINT COLUMBUS AND FRANKLIN COUNTY
HOUSING ADVISORY BOARD**

**c/o Mid-Ohio Regional Planning Commission
111 West Liberty Street, Suite 100
Columbus, OH 43215
(614) 233-4181**

APPLICATION

Table of Contents

TAB 1	Cover Letter & Letters of Notification.....	1
TAB 2	Applicant and Project Representatives.....	3
TAB 3	Information on Owner (History and Experience).....	5
TAB 4	Information on the Project and Market Study.....	9
TAB 5	Information on Project Management.....	23
TAB 6	Project Costs, Financing and Timetable.....	25
TAB 7	Signatures.....	29

Applications should be organized in the same order as the Table of Contents.

All applications must be tabbed and bound.

TAB 1

COVER LETTER & LETTERS OF NOTIFICATION

1. **COVER LETTER** – Include synopsis of the project, description of financing and the market tenant income group.

2. **LETTERS OF NOTIFICATION** – Include copy of the correspondence sent to contact the area representatives via a certified letter to the area commission, neighborhood association, or mayor. The City of Columbus Department of Development website is shown below:

<https://www.columbus.gov/development/>

- ◆ Find the Neighborhood Link website for the appropriate neighborhood group.
- ◆ Use the City's database of civic associations to find your neighborhood group.
- ◆ Contact the City of Columbus at (614) 645-7564 for more information about civic associations

The letter should be copied to the Columbus Department of Development (if the project is located within the city limits of Columbus) or to the Franklin County Board of Commissioners (if the property is located outside the city limits of Columbus yet within Franklin County). In addition, a copy needs to be submitted to the Housing Advisory Board.

For the City:

Ms. Rita R. Parise
Housing Administrator
City of Columbus
Department of Development
50 West Gay Street, 3rd Floor
Columbus, OH 43215

For the County:

Antwan Booker, Esq.
County Clerk
Franklin County Board of Commissioners
373 S. High St., 26th Floor
Columbus, OH 43215-4591

A copy of any response should also be submitted with the application or as soon as it is received and prior to the HAB meeting.

Robert Williams, Secretary
Joint Columbus and Franklin County Housing Advisory Board
c/o MORPC
111 West Liberty Street, Suite 100
Columbus, Ohio 43215

3. PUBLIC MEETING – As an alternative, the developer could hold a public meeting in the community and submit documentation that the meeting was held and indicate the public response to the proposed development. If the developer is taking over an existing property with tenants, the developer should provide documentation that a letter was provided to each tenant to advise of the potential change in ownership and/or management. Documentation may include evidence of door-to-door delivery or tenant mailbox delivery.

Also include copies of correspondence sent to existing residents and/or summary and sign-in sheet(s) from public meeting held to inform residents of proposed forthcoming development.

It is strongly urged that this public participation take place prior to submission of the application and the TEFRA hearing held by the Franklin County Board of Commissioners.

TAB 2
APPLICANT AND PROJECT REPRESENTATIVES

1. Applicant's Legal Name:

Name	
Parent Organization	
Address	
City	
State	
Zip Code	
Federal Tax Identification #	
Web Page Address	
% of Ownership	
Contact Person	
Contact Title	
Telephone #	
Fax #	
E-mail	

Brief description of present business:

2. Business Organization:

Corporation	
Limited Partnership	
Sole Proprietorship	
Nonprofit	
Date and State of Incorporation, if appropriate	

3. Name, address, telephone number, fax number, and e-mail address for the following participants:

	Name	Address	Telephone #	Fax #	E-mail
Project Representative					
Project Representative					
Project Representative					
Person in Charge of the Project					
Applicant's Investment Broker					
Applicant's Accountant, CPA, or Auditor					
Applicant's Regular Bank(s) of Business					
Lender(s) for the Project					
Lender(s) for the Project					
Lender(s) for the Project					
Project Bond Counsel					
Project Underwriter					
Project Architect					
Property Manager					

4. Will this property be managed by the owner/developer?
 YES NO

If YES, please explain if the owner/developer is a licensed property manager or if the owner/developer intends to secure licensing to manage the property.

TAB 3

INFORMATION ON OWNER (HISTORY AND EXPERIENCE)

1. Describe what experience the owner/developer has had with managing low-income housing projects:

2. What is the history of the owner/developer in terms of managing tax credit, bond, or other low-income projects with public funds?

3. Has the owner/developer ever been disbarred by U.S. Department of Housing and Urban Development (HUD)? _____ YES _____ NO

4. Has the owner/developer ever had any violations that resulted in the issuance of an 8823 by the IRS or other citations by the Ohio Housing Finance Agency (OHFA) or from any housing program by any state or local government?

If YES, please explain:

5. Has the owner/developer received notice from the U.S. Department of Housing and Urban Development (HUD) that concerns have been identified on any project with HUD participation that is reported in the Active Partners Participation System (HUD Form 2530)? _____ YES _____ NO

If YES, how have the concerns been addressed and have they been “cured” from HUD’s perspective?

6. Is the proposed owner, or applicant, or property manager a subsidiary or direct or indirect affiliate of any other organization? If YES, indicate name of related organization and relationship.

7. List all owners, officers, directors, and partners of applicant. Include full name, office held, partner ownership, and complete home address and telephone number. Use a separate page, if necessary.

Name	Office Held	Partner Ownership	Home Address	Telephone

8. List all stockholders having 20% or more interest in the applicant. Include full name, office held, partner ownership, and complete home address and telephone number. Use a separate page, if necessary.

Name	Office Held	Partner Ownership	Home Address	Telephone

9. If the applicant is a publicly held corporation, please provide the latest proxy statement indicating stock ownership. Include full name, office held, partner ownership, and complete home address and telephone number. Use a separate page, if necessary.

10. If any of the aforementioned persons own more than 50% of the applicant company, please list all other companies, partnership, or associations in which such persons have more than a 50% interest. Use a separate page, if necessary.

11. Have any of the persons listed above ever been charged with or convicted of any criminal offenses, other than a minor motor vehicle violation?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

12. Have any of the persons listed above been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

13. Has the applicant or management been informed of any current or ongoing investigation of the applicant with respect to possible violations of state or federal securities or anti-trust laws?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

14. Has the applicant or any person listed previously been a party to a bankruptcy, been in receivership, or adjudicated as bankrupt?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

15. Has the applicant or any person listed previously been denied a business-related license or had it suspended or revoked by any administrative, governmental, or regulatory agency?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

16. Is the applicant or any person listed previously currently debarred, suspended, or disqualified from contracting with any federal, state, or municipal agency?

_____ YES _____ NO

If YES, furnish details in a separate attachment.

TAB 4

INFORMATION ON PROJECT AND MARKET STUDY

1. Briefly describe the project and its location(s), project design, target population, development team members, financing, and project timeline:

Project Description:

Project Location:

Project Design: Include description of new construction or rehabilitation that will occur as a result of the approval for this project.

Target Population:

HAB Requirement:

25% of the units must be occupied by and affordable to tenants at 50% a.m.i or less or
20% of the units must be occupied by and affordable to tenants earning 45% a.m.i. or less

Select one and describe how applicant will meet these requirements. Describe or estimate the income demographics of the project. How many tenants will be at/below 80% AMI (moderate), at/below 60% AMI or at/below 50% AMI (low) and at/below 30% AMI (extremely low) at the time of project completion and rent up?

Development Team Members:

Financing:

Project Timeline:

11. Briefly describe the neighborhood the proposed project would serve, including demographics and other relevant socioeconomic characteristics. Include a map showing the proposed subject site and a drawing of the proposed project. Further detail is requested in #16 Market Study (page 20).

Neighborhood Description:

Demographics and Socioeconomic Characteristics:

Rental Assumptions:

Percentage of A.M.I.	Number of Bedrooms	Square Footage	Number of Units	Proposed or Current Rent	Rental Subsidy

Map:

If a map is provided for Item #9, a duplicate map is NOT required.

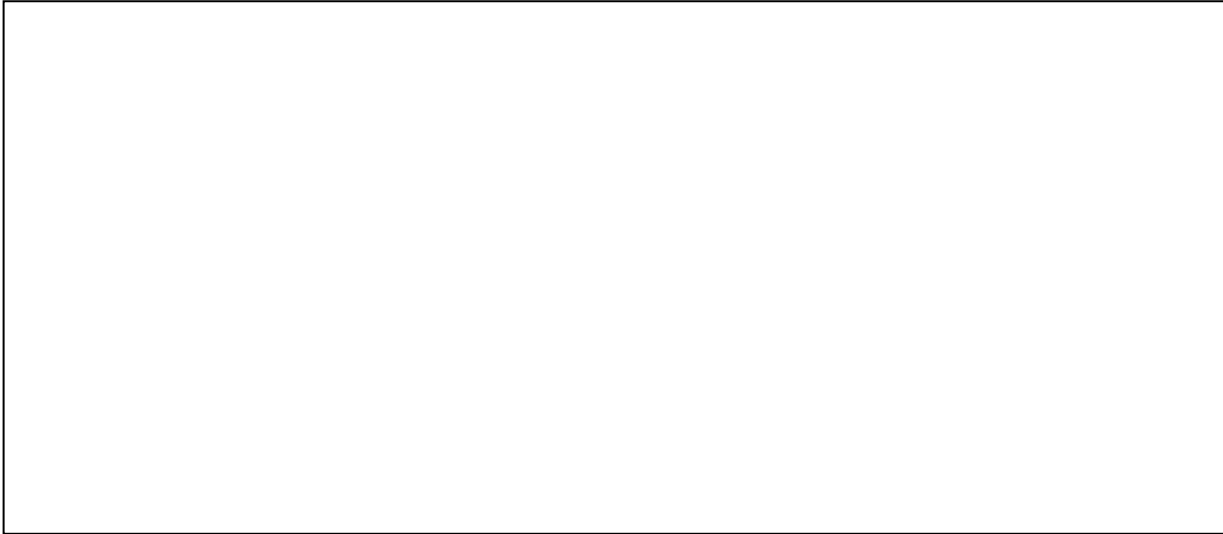
3. Describe any aspects of the project that would reduce operating costs such as energy-saving improvements, tax abatements, etc., or any unique or innovative aspect of the project.



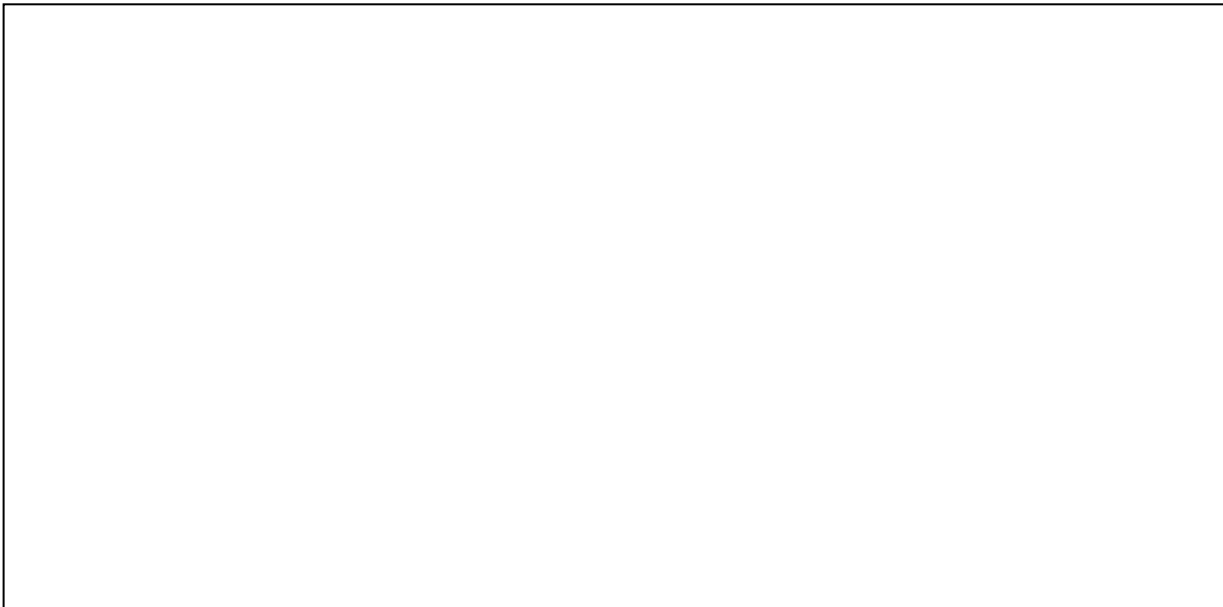
4. Refer to the attached **Green Affordable Housing Checklist prepared by Franklin County Economic Development and Planning Department**. The applicant should submit a statement regarding the applicant's commitment to incorporate green development in the project. The attached checklist is included as a sample list of items. However, the applicant is encouraged to site any green building techniques, energy-efficient design elements, or use of Energy Star appliances that will be used in the rehabilitation or new construction of this project. See #4 in Tab 4 of the application.



5. **Handicapped Accessibility and Universal Design.** The applicant is encouraged to incorporate universal design, particularly in new construction, in all units that are not handicap-accessible. See #5 in Tab 4 of the application.



6. **Briefly describe the history of each organization with an ownership interest in the project, including accomplishments with respect to past projects; programs and services provided to the community or neighborhood served, particularly those activities related to housing, the service area of the organization; and objectives for the future.**



7. Project Site (Land)

a. Indicate approximate size in acres or square feet of project site.

b. Indicate in detail the present use of the project site.

Physical Structure Information

c. Does the project consist of the construction or acquisition of a new building or buildings?

	Rehabilitation	New Construction
# of Buildings		
# of Stories of Tallest Building		
TOTAL # OF UNITS		
# of Parking Spaces		

Elevator in any building? _____ YES _____ NO

Smoke Alarms in Units? _____ YES _____ NO

Sprinkler Systems in Units or Buildings? _____ YES _____ NO

d. Does the project consist of additions and/or renovations to existing buildings?

_____ YES _____ NO

If YES, describe the expansion and/or renovation.

8. Site Control

a. If applicant now owns project site, indicate:

- 1. **Date of Purchase** _____
- 2. **Purchase Price** _____
- 3. **Balance of Existing Mortgage** _____
- 4. **Holder of Mortgage** _____
Address of Holder _____

Phone & Fax _____

b. If the _____ on the site?

_____ **YES** _____ **NO**

Present Owner _____

Include a copy of the Option/Contract Agreement signed with owner. Must include date signed, purchase price, expiration date, and the amount of earnest money deposited toward the Option Contract.

c. If the applicant is not the owners of the project site, does the applicant now lease the site or any buildings on the site?

_____ **YES** _____ **NO** **If YES, provide copy of the lease.**

d. Is there a relationship legally or by virtue of common control between the applicant or proposed user of the project and the seller of the project?

_____ **YES** _____ **NO**

If YES, describe this relationship, using an attachment if necessary.

9. Zoning, Infrastructure, and Schools

- a. Do the proposed uses of the project comply with all governmental zoning and subdivision regulations? _____ YES _____ NO
- b. Is the site properly zoned for the intended use? _____ YES _____ NO
- c. Has the site design been approved by the appropriate zoning or subdivision authority? _____ YES _____ NO
- d. What is the zoning designation for the site? _____
- e. Is there adequate capacity for utilities, sewerage, and drainage available to the site? _____ YES _____ NO
- f. Describe additional utilities (i.e., gas, electric), sewers, waterlines or storm sewers or drainage work still to be done.

- g. Does the school district have the capacity to accommodate the projected number of school-aged children from the proposed development? Provide data from the school district, including the name and address of the school district and contact person from the school district.

10. Has construction work on this project begun?

_____ YES _____ NO

If YES, complete the following:

- | | | | |
|----|------------------------|--------------------|------------------|
| a. | Site clearance | _____ YES _____ NO | % complete _____ |
| b. | Foundations | _____ YES _____ NO | % complete _____ |
| c. | Footings | _____ YES _____ NO | % complete _____ |
| d. | Steel | _____ YES _____ NO | % complete _____ |
| e. | Masonry work | _____ YES _____ NO | % complete _____ |
| f. | Landscaping | _____ YES _____ NO | % complete _____ |
| g. | Other (describe below) | | |
| | | _____ YES _____ NO | % complete _____ |

11. Status of Building Permit(s):

12. Status of Other Permit(s):

13. If an existing structure or development, what is the current occupancy?

14. Indicate projected occupancy rates:

20% _____ **Date:** _____

50% _____ **Date:** _____

80% _____ **Date:** _____

100% _____ **Date:** _____

15. Project completion date:

16. Market Study.

A market study conducted by an independent and disinterested thirty-party market study professional must be submitted with this application. This study may be the same study submitted to the Ohio Housing Finance Agency (OHFA) and must contain the following elements:

- 1. Provide a brief executive summary that reviews the requirements listed below.**
- 2. Provide a concise conclusion that indicates a market exists for the proposed project. Include the estimated stable year vacancy rate and the estimated time needed to fully lease-up the proposed project.**
- 3. Describe the proposed project including location, number of units, number of bedrooms, and project rents. This information must be consistent with the application.**

- 4. Describe the area and provide a map of the effective market area for the proposed project.**
- 5. Analyze the rents of the proposed project and the market rents for the project's effective market area. Include the methodology for the calculation of the market rents.**
- 6. Describe the number of income-eligible renter households in the proposed project's effective market area.**
- 7. Describe and evaluate the public services (including transportation, police, fire, schools); the infrastructure (including roads and traffic); and community services (including shopping, recreation, transportation, medical, and services for special needs if applicable) in the effective market area. List the approximate distances to all services, and include a description and evaluation of employers serving the effective market area.**
- 8. If the project will be serving a special needs population, identify the number of special needs households residing in the effective market area. Indicate the percentage of these households that are required to meet the project's special needs set-aside, if applicable. Information regarding the number of special needs households may be obtained from the local Continuum of Care study, the Columbus and Franklin County Consolidated Plan, the Community Shelter Board, or other service agencies. Document the source of information.**
- 9. Describe any federally subsidized developments, housing tax credit and bond projects located in the effective market area, in-**

cluding those in operation and those not yet placed in service. Provide the vacancy rate for each project. Compare the rents, amenities, unit sizes, bedroom sizes, and populations served by the competing projects. A list of housing credit/bond projects in *service and in development* is located on OHFA's website: www.homebuy-erohio.com.

10. Estimate the vacancy rates, during the first stabilized year of the proposed project, of the housing credit/bond financed projects currently operating in the project's effective market area. If the estimated vacancy rates exceed 10%, provide an explanation for the higher rates.
11. Describe comparable market-rate developments located in the effective market area. Provide the current vacancy rate for each project.
12. If there are Section 8 units in the project, evaluate and address the concerns raised by the Columbus Metropolitan Housing Authority (CMHA). The applicant or market study author must send a letter, using certified mail, to CMHA or conduct and document an interview with a representative of the housing authority. The letter or documentation must contain a brief description of the project and target population, and instructions for forwarding comments to the market study author. Include in the market study a copy of the letter or interview documentation and a copy of any documentation received from the housing authority.
13. Include an executed market study certification showing that the market analyst has no financial interest in the proposed project. Financial interest is considered any remuneration other than the

fee for preparing the market study. ODOD Form 008 is considered acceptable documentation.

14. Provide a list of all data sources used in the study.

The study must have been completed or updated by the author within one year of the application for bonds.

TAB 5

INFORMATION ON PROPERTY MANAGEMENT

1. Describe applicant's development experience, type of units developed, years in business, property manager's experience, and number of units currently managed.

2. List at least two (2) recent projects. Include project name, location, number of units, and contact person, and telephone number.

PROJECT NAME	LOCATION	NUMBER OF UNITS	CONTACT PERSON & TELEPHONE NUMBER

3. References – List a reference for each of the aforementioned projects. Include a name, address and phone number for each.

PROJECT NAME	REFERENCE CONTACT	ADDRESS	TELEPHONE

4. Include with this section the following documents:

Affirmative Marketing Agreement, Marketing Plan, and Rent-up Schedule

Management Agreement and other Organizational Documents

Management Plan, Policies, and Personnel

Plan to Avoid Displacement of Tenants or

Plan to Relocate Tenants, if necessary

TAB 6

INFORMATION ON PROJECT COSTS

1. State the costs reasonably necessary for the completion of the proposed project including any utilities, access roads, or appurtenant facilities, using the following categories:

Description of Cost	Total Project Amount
Land Purchase or	\$
Land & Building Purchase	\$
Building Construction	\$
Building Renovations	\$
Equipment and/or Machinery	\$
Utilities, Roads, and Appurtenant Facilities	\$
Engineering and/or Architectural Fees	\$
Legal Fees	\$
Financing Charges	\$
Other (Specify)	\$
Other (Specify)	\$
Other (Specify)	\$
Fee to Issuing Political Subdivision or Agency	\$
TOTAL PROJECT COST	\$

Equity Contribution, if any	\$
Incentive Funding, if any (State or Federal)	\$
Bond Financing Requested:	
Construction Financing	\$
Permanent Financing	\$
Maturity Date	
Years	

2. Credit Enhancement:

3. Have any of the above expenditures already been made by the applicant?
_____ YES _____ NO

If YES, indicate below those expenditures:

4. Have any of the above expenditures been incurred but not yet paid by the applicant?

_____ YES _____ NO

If YES, indicate below those expenditures:

5. **Refinancing: Will any of the funds to be borrowed through the Issuing Political Subdivision or Agency be used to repay or refinance an existing mortgage or outstanding loan?**

_____ YES _____ NO

If YES, indicate provide details below:

6. **Explain WHY bond financing is being requested for this project. Use an additional sheet, if necessary.**

7. **Estimated Calendar for financing:**

Anticipated Date of Inducement: _____

Anticipated Date of TEFRA Hearing: _____

Anticipated Date of Issuance: _____

Anticipated Date of Other Financing; Describe Other Financing: _____

Include with this section the following documents:

Pro Forma, Sources, and Uses

Rent Schedule and Replacement Reserve

Conditional Credit Enhancement Commitment Letters

If private placement, include the Letter of Intent

**A letter of written assurance by the investor must be provided to the HAB
prior to the bond inducement.**

(PARTNERSHIP)

Name Date

Witness By: _____
General Partner Date

STATE OF OHIO, County of Franklin, ss:

Subscribed to and sworn before me this ____ day of _____, 20__, by _____
_____, General Partner of the Partnership described in the fore-
going Agreement.

Notary Public
My Commission Expires: _____

(INDIVIDUAL)

Business Name Date

Witness By: _____
Name Date

STATE OF OHIO, County of Franklin, ss:

Subscribed to and sworn before me this ____ day of _____, 20__, by _____
_____, Individual of the above referenced Business described in
the foregoing Agreement.

Notary Public
My Commission Expires: _____

Received By:

Christina O’Keeffe, Secretary
Joint Columbus and Franklin County
Housing Advisory Board

Date

NOTE: The staff of the Mid-Ohio Regional Planning Commission does periodic reviews of the information submitted over the years on all projects.

Any substantial misrepresentation could result in the applicant (owner/developer) being barred from participating in any future deals involving tax credits or municipal revenue bonds.