

**MAYOR'S OFFICE OF HOUSING AND COMMUNITY
DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO**



Ed Lee
MAYOR

Olson Lee
DIRECTOR

NOTICE OF FUNDING AVAILABILITY

**Existing Non-Profit Owned Rental Housing
Capital Repairs**

Issue Date: April 15, 2016

Application Due Date: May 27, 2016

Available Funds: The sources of funds for this NOFA include Tax Exempt Bond proceeds, 350 Bush SRO Rehabilitation funds, and Eastern Neighborhood Community Improvement Funds for the Mission and South of Market neighborhoods. Each of these sources has geographic and/or use restrictions that limit where or how they may be used:

<u>Tax-exempt bond proceeds, approximately:</u>		\$5,196,479
Geographic limitations:	Within City and County of San Francisco to the greatest extent feasible for the Mission District	
Use restrictions:	May not be used on projects resyndicating LIHTCs.	
<u>350 Bush Street funds:</u>		\$1,088,308
Geographic limitations:	Limited to use in the vicinity of 350 Bush Street	
Use restrictions:	Limited to rehabilitation of SROs or studio apartments	
<u>Eastern Neighborhoods Community Improvement Fund (EN Mission):</u>		\$1,183,080
Geographic limitations:	Mission District (Division - Cesar Chavez; Potrero - Guerrero)	
Use restrictions:	Rehabilitation of existing housing	
<u>Eastern Neighborhoods Community Improvement Fund (EN SOMA):</u>		\$2,393,881
Geographic limitations:	South of Market (5th - 10th Streets; Howard - Harrison Streets)	
Use restrictions:	Rehabilitation of existing housing	
TOTAL ALL SOURCES:		\$9,924,269
<i>Note: All amounts approximate and subject to change. MOHCD reserves the right to commit more or less funds than the amounts listed.</i>		

TABLE OF CONTENTS

A. Introduction 2

B. Threshold Eligibility Requirements 3

 1. Eligible Projects 3

 2. Eligible Work 3

 3. Documentation of Need 3

C. Eligible Uses of Funds 4

D. Affordability Restrictions 4

E. Funding Terms 4

F. Application Forms and Procedure 5

 1. Geographic Grouping of Applications 5

 2. Ranking Criteria 6

 a. Urgency 6

 b. Readiness 6

G. Important Dates 7

H. Other Funding Requirements and Guidelines 8

I. Other City Requirements 9

Exhibit A: Submittal Instructions 11

Exhibit B: Application Checklist 14

FORMS TO BE FOUND ON MOHCD WEBSITE: <http://sfmohcd.org/nofas-rfp-rfq-bids-jobs>

- Application Proforma
- Attachment 3a ENP Respondent Description
- Attachment 3b ENP Projected Staffing Workload
- Attachment 4x ENP Project Schedule
- Attachment 7 ENP NOFA Disclosures

A. Introduction

In order to facilitate the preservation of permanent affordable housing for low income and homeless households in San Francisco, the Mayor's Office of Housing and Community Development (MOHCD) announces the availability of capital improvement funding for existing, non-profit (ENP) rental housing in San Francisco (“City”). This Notice of Funding Availability (ENP NOFA) is being issued in accordance with the City's Consolidated Plan and its current Master Plan Housing Element.

Most of the more than 200 affordable housing assets that have received funding from MOHCD and its predecessor City agencies are required pursuant to their Regulatory Agreements to provide regular updates to MOHCD’s Asset Management division on their property capital improvement needs. Of these, approximately half have provided recent Capital Needs Assessments (CNAs) to the City for review and monitoring. These sites report urgent, immediate and short-term capital replacement and repair needs with a collective cost of nearly \$31M. The average amount needed to fully cover the hard construction costs of making these

repairs is \$308,000 per property. Thirteen (13) sites report a need for more than \$500k in repairs; and eight (8) of the sites report the need for more than \$1M in major repairs or rehabilitation.

This Existing Non-Profit Owned Rental Housing Capital Repairs NOFA is intended to help qualified applicants to address the unmet needs for emergency repairs or capital improvements identified in a CNA within the past 5 years, by providing grants or long-term residual receipts loans to supplement other resources that may be available for this purpose. Emergency repairs are needed to address items that present an immediate threat to the health, safety, and/or quality of life of the tenants. Capital improvements may be needed to maintain the habitability of the housing, to improve its marketability or to protect, expand or deepen its affordability.

The goal is to address the most urgent and immediate needs, and to do so as quickly as possible, by prioritizing applicants whose needs are particularly urgent and those who are ready to move forward with their improvements by the end the current calendar year.

B. Threshold Eligibility Requirements.

1. The affordable housing development seeking funds must have the following characteristics:
 - It must be located in the City and County of San Francisco.
 - It must be owned and operated by a 501(c)(3) non-profit corporation or a limited partnership whose managing general partner is a 501(c)(3) non-profit corporation. It must have been previously funded by MOHCD or its predecessor agencies, the Office of Community Investment and Infrastructure (OCII), or the San Francisco Redevelopment Agency (RDA), and be in compliance with all applicable MOHCD regulatory agreement requirements.
 - It must currently be providing permanent or transitional affordable housing for households or individuals at or below 80% of median income. (1)
 - It must have replacement reserves that are insufficient to meet its immediate and short-term capital improvement needs as recommended in a current CNA. It must be able to demonstrate that, following completion of the repairs or capital improvements, the project will have a positive cash flow over a minimum of 5 years or provide a plan for achieving operating feasibility over the next 5 years.
2. The work to be performed must have the following characteristics:
 - It must be necessary to:
 - Address conditions that threaten the health, safety, and/or quality of life of a building's occupants, such as mold, water intrusion, lead and pest remediation, or damaged or inadequate fire/life-safety systems;
 - Maintain or improve the habitability of the housing, particularly in individual units, such as addressing requests for reasonable accommodation for disabled residents;

(1) Although buildings serving households at 80% of median or below are eligible for funds under this NOFA, all units in such buildings may be subject to deeper affordability standards upon completion of rehabilitation at unit turnover. See Section **D. Affordability Restrictions** below.

- Replace building components or systems that contribute to a building's inefficient use of energy or whose condition requires unreasonable and excessive maintenance and repair expenditures;
3. The need for urgent, immediate or short-term improvements must be documented.
- It must be identified in a current CNA (i.e., no more than five (5) years old) as an immediate or short-term need for capital investment. Short-term improvements are defined as improvements that must be completed within 12 to 24 months.
 - In addition to, or as a substitute for, a CNA, respondents may provide evidence of need in the form of notices of violation, failed inspection reports, and/or third party technical reports on major systems, such as roofing, elevators or HVAC.

C. **Eligible Uses of Funds.**

Funds awarded through this NOFA may be used to pay the following costs:

- Construction contract payments for rehabilitation work. Note that CNA estimates of construction costs are not sufficient for sizing a funding request. Bids from relevant contractors or estimates from third party technical experts are required.
- Architectural and engineering expenses.
- Temporary relocation expenses if necessary.
- Construction period insurance, permit fees and other costs associated with the rehabilitation work.
- Other necessary soft costs associated with the rehabilitation work.
- Legal and transactional costs associated with closing MOHCD funding.
- Applicant's project and construction management expenses limited to no more than 10% of construction or repair hard costs.
- Capitalized replacement reserves if necessary to ensure the adequacy of such reserves to meet anticipated capital improvement needs.
- Completion of an updated CNA that anticipates future capital improvement needs for at least 15 years, and associated reserve analysis.

D. **Affordability Restrictions.**

MOHCD seeks to work with applicants to insure and deepen long-term affordability at each project. Our goal is to apply income restrictions to units that are currently not regulated. Upon completion of the rehabilitation work pursuant to this NOFA, all units shall be reoccupied at turnover by or held vacant for households earning no more than 60% of Area Median Income (AMI) for San Francisco as determined by HUD, adjusted for family size but not high cost area (often referred to as "unadjusted"), and maximum rents may not exceed 30% of 60% of AMI for San Francisco, as established by MOHCD and available on the MOHCD website. MOHCD will consider an exception to this requirement for units that are currently restricted at 80% of AMI. Units occupied by households whose incomes exceed 80% of AMI at the time funds are awarded under this NOFA may continue to be occupied by those households. However, upon vacancy of these units, they must be occupied by households earning no more than 60% of AMI.

Furthermore, upon completion of any rehabilitation pursuant to this NOFA, affordability restrictions associated with prior City financing notwithstanding, the minimum term of

affordability required for all units in the building will be 55 years from the date of repair completion.

E. Funding Terms.

Funds from the Tax-exempt Bond Proceeds will be provided as grants. All other funds will be provided as loans depending on the under the circumstances. Loans will be interest bearing where it is financially feasible, and may be deferred or require repayment depending on the development's overall debt carrying capacity. For all loans and grants, however, in the event of uncorrected default under the Agreement, interest shall be charged at the minimum rate of 10% per year from the date of the Agreement and shall become immediately due and payable.

All funding agreements will include language rescinding commitment of funds in the event that they are not closed and construction initiated within 6 months of their commitment by the City.

F. Application Forms and Procedure.

1. Application Forms and Deadline: Application forms are available on the MOHCD website at <http://www.sfmohcd.org/documents-reports-and-forms>

The application consists of two parts:

- Application Checklist (Attachment B to this NOFA)
- MOHCD Proforma (Excel file)

MOHCD requires that applications be submitted both by email and in hard-copy (signed by an authorized representative of the applicant). Applications will be accepted anytime prior to **May 27** but will not be processed until **May 27** unless extraordinary circumstances require more immediate attention.

2. Application Processing:

a. Geographic Grouping of Applications.

All applications received by the application deadline that meet the Threshold Eligibility Requirements will first be grouped according to their geographic location in order to determine which funding source(s) they may be eligible for:

- Applications for projects *located in the Mission District* bounded by Division, Potrero, Cesar Chavez and Guerrero Street will be eligible for EN Mission funds and Tax-exempt Bond Proceeds.
- Applications for projects *located in the South of Market* bounded by 5th Street, Howard Street, 10th Street and Harrison Street will be eligible for EN SOMA funds and Tax-exempt Bond Proceeds.

- Applications for projects *located in the vicinity of 350 Bush Street* and proposing rehabilitation of SROs or studio apartments will be eligible for 350 Bush Street funds and Tax-exempt Bond Proceeds.
- *All other applications* will only be eligible for Tax-exempt Bond Proceeds.

b. Ranking Criteria: Urgency and Readiness.

Each geographic group of applications will be ranked by MOHCD staff familiar with affordable housing finance, asset management and operations. Ranking will determine the order in which applications will be presented to the Citywide Affordable Housing Loan Committee and the order in which financing will be committed from the applicable funding source(s).

Urgency: Applications will first be placed into one of the following categories:

- **Most Urgent.** Emergency repairs or capital improvements are needed as soon as possible. For example: conditions that pose an immediate and significant threat to health, safety or security for residents or staff such as pests, mold, or flaking lead-based paint.
- **Urgent.** Repairs or capital improvements are needed soon (within 1 year). For example: failing building systems or components which significantly reduce a building's habitability, such as inoperable elevators, unreliable electrical or plumbing systems, building or housing code violations or other legally mandated improvements; and modifications needed to respond to requests for reasonable accommodations for disabled residents.
- **Important but Less Urgent.** Repairs or capital improvements needed within 24 months. For example: conditions that require extraordinary maintenance and on-going repairs that result in or threaten operating deficits and long term affordability; improvements to a building's energy efficiency have the potential to significantly reduce operating costs and present an opportunity for increasing the building's replacement and operating reserves; or accessibility improvements that are not in response to requests for reasonable accommodations.

Applications in each category of Urgency ("Most Urgent", "Urgent", and "Less Urgent") will then be ranked according to their readiness to proceed beginning with the Most Urgent.

Readiness: Readiness will be determined according to such factors as the following:

- Project management capacity to close financing with MOHCD and commence capital improvement work within six (6) months of the City's funding commitment as evidenced by identifiable, qualified staff or consultants under contract with capacity to begin managing proposed rehabilitation work immediately;
- Construction cost and budgeting documentation;
- Engineering reports, contractors' estimates, bids, executable contracts, other kinds of vendors' evidence of readiness;

- Plans for temporary relocation or resident assistance in place.

c. Application Review.

Ranked applications will be reviewed and evaluated by MOHCD staff for compliance with relevant City policies and current Underwriting Guidelines, and for overall feasibility, in preparation for their presentation to the Citywide Affordable Housing Loan Committee, including but not limited to such issues as:

- Cost of repair or rehabilitation, including its comparability to similar work and to industry standards.
- The appropriateness of the scope of work relative to the overall physical needs of the building, the status of its reserves, and its ability to address other capital improvement needs in a timely way.
- The operating expenses and income of the building, including the likelihood of maintaining regular appropriate deposits into its reserves.
- The history of the applicant’s compliance with the terms of previous financing agreements, including annual monitoring reports and residual receipts payments.

d. Final Review and Commitment of Funds.

Once staff evaluations are completed, all qualified applications will be presented to the Citywide Affordable Housing Loan Committee for review and approval in the order of their ranking. Upon approval by the Loan Committee, letters of commitment will be issued and loan/grant agreements drafted and executed. All commitments recommended by the Loan Committee are subject to final approval by the Mayor.

G. Important Dates.

NOFA Issued by MOHCD	April 15, 2016
Pre-application Meeting at MOHCD	April 22, 2016, 10am
Introduction to Application Proforma Meeting	April 29, 2016, 10am
Deadline for Questions and Requests for Additional Information	May 6, 2016
Application DUE	May 27, 2016
Screening for Threshold Eligibility Completed and Applicants Notified	June 3, 2016
Ranking Completed Applications and Applicants Notified	June 17, 2016
Review and Approval by Citywide Affordable Housing Loan Committee	No later than July 30, 2016

1. Pre-Application Meeting.

A pre-application meeting will be held at MOHCD (1 South Van Ness Avenue, 5th floor), on **April 22, 2016 at 10:00 am**. The purpose of the meeting is to ensure that all potential applicants understand the programmatic and application requirements of the NOFA. Although attendance at the pre-application meeting is not mandatory, it is highly recommended.

2. Questions and Requests for Information.

Questions raised at the pre-application meeting may be answered orally. If any substantive new information is provided in response to questions raised at this meeting, it will also be posted on the MOHCD website and will be emailed to all parties that have attended the pre-application meeting or otherwise requested that they be included on the NOFA emailing list. Subsequent to this meeting, questions or requests for interpretation will only be accepted by email and all questions and responses will be answered by email and posted on the MOHCD website. No questions or requests for interpretation will be accepted after **5:00 p.m. May 6, 2016**. Emailed questions and information requests should be submitted to Mara Blitzer at: mara.blitzer@sfgov.org.

3. Application Due Date and Method.

(5) copies of each Application must be received by the MOHCD receptionist and an emailed copy sent to mara.blitzer@sfgov.org no later than **5:00 p.m. May 27, 2016**.

H. Other Funding Requirements and Guidelines.

Equal Employment Opportunities

Project Sponsors selected under this NOFA will be required to comply with local and federal procurement requirements, including the provision of equal employment opportunities for disadvantaged business consultants, architects, contractors, and other potential development team members to participate in projects funded under this NOFA. To ensure that equal opportunity plans are consistent with City and Federal procurement requirements, sponsors should meet with MOHCD and San Francisco Human Rights Commission staff prior to hiring their development team to develop a plan for such compliance.

Environmental Review

Depending on conditions at the project site and on project plans, proposed developments may be subject to review under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA) and specifically the Section 106 historical resources preservation review. Depending on the location of the proposed project, review by the Department of City Planning or Redevelopment Agency Planning Division may also be required.

Accessibility Requirements

Project sponsors will be responsible for meeting all applicable accessibility standards related to publicly-funded multifamily housing development under Section 504 of the Rehabilitation Act of 1973, the Architectural Barriers Act, the Americans with Disabilities Act, and the Building Codes of the State of California and the City.

Relocation Requirements

Applicants under this NOFA may be subject to the provisions of federal or state relocation law. Upon submission of an application for funding under this NOFA, applicants should be prepared to notify any existing residential or commercial tenants of the plans to redevelop the site and that public funds are being sought for this purpose. The notice should also inform tenants whether or not they will be temporarily relocated or displaced as a result of the redevelopment and should inform them of their rights to relocation assistance.

Prevailing Wages

Projects selected for funding under this NOFA will be subject to applicable local, state or federal requirements with regard to labor standards. Developers should take prevailing wage requirements and labor standards into account when seeking estimates for contracted work, especially the cost of construction, and other work to which the requirements apply, and when preparing development budgets overall.

Employment and Training

Projects selected for funding will be required to work with the CityBuild initiative of the Mayor's Office of Economic and Workforce Development to comply with local and federal requirements regarding the provision of employment opportunities for local and low-income residents and small businesses during both the development and operation of the project.

Sustainable Design

The Mayor's Office of Housing and Community Development seeks to maximize the overall sustainability of financed projects through the integrated use of "green" building elements in compliance with local and state ordinances, including but not limited to the San Francisco Green Building Ordinance – 083.

Projects selected for funding must comply with the mandatory minimum provisions of one of several recognized green building criteria for multifamily rehabilitation to the extent they apply to the proposed scope of work, including Build it Green, and USGBC LEED.

I. Other City Requirements.

Before executing an agreement and disbursing any funds to a successful applicant for funding under this NOFA, the City will require the following:

- An opinion by the applicant's legal counsel, satisfactory to the City's legal counsel, that the applicant is duly formed, validly existing, in good standing under the laws of the State of California, has the power and authority to enter into an Agreement with the City, and shall be bound by the terms of the Agreement when executed and delivered, and that addresses such other matters as the City may reasonably request.
- A copy of appropriate insurance policies naming the City as co-insured.
- A Phase I (and II, if appropriate) Environmental Assessment.

Project sponsors will be required to comply with all requirements applicable to entities contracting with the City, including, but not limited to insurance coverage, business relationships, and domestic partners' benefits.

Audited or financially reviewed financial statements for the entity's last three fiscal years.

Executed development services contract with development partner or development consultant, if applicable.

Proof of financing commitments for all non-City funding identified in the application.

For questions concerning this NOFA, contact Mara Blitzer, Director of Housing Development (415-701-5544; mara.blitzer@sfgov.org) at the Mayor's Office of Housing and Community Development. See section G.2 for additional information regarding Questions and Requests for Information.

Exhibit A: Submittal Instructions

Applications should be organized as follows, with numbered and labeled Tabs at the beginning of each section of the printed application as indicated below. Electronic copies should include a separate Worksheet for each section of the application using the same numbers and labels.

Tab 1. Summary. Provide a concise narrative description of the repairs or rehabilitation work for which you are seeking funds. Describe the building (name, address), condition(s) you are trying to address, and estimated cost.

Complete the following sections of the **Application Proforma**:

Sheet 1. General Project Information:

- Application Date = 05/27/2016; leave next two input cells empty.
- Check the box next to Existing Development;
- Complete the sections called “Proposed Development” and “Target Population”. Some cells have drop down menus that appear when you click the cell.
- Complete the section called “Project Financing” by describing all current debt; include proposed new financing as well.
- Complete the sections on Residual Receipts / Ground Lease Information.

Sheet 2. Utilities and Other Income:

- Use the drop-down menus to complete the “Who Pays” section.
- Complete the “Other Project Income” section.

Sheet 3b. Existing Project Rent Roll:

- Starting with Rent Roll Date, provide the Rent Roll data and complete the section called “Current Tenant Paid Rent and Affordability Information.”
- If any current units are unrestricted or restricted to incomes above 60% AMI See Section D.4. of the ENP NOFA and complete all columns in “Proposed Tenant Paid Rent and Affordability.”
- If no changes to affordability restrictions are proposed, complete the section “Proposed Tenant Paid Rent and Affordability”, beginning with column W, “Proposed Rent Type.”

Tab 2. Owner Background Information. Provide copies the following for the Owner/sponsor:

- Certificate of Good Standing. Label as **Attachment 2a.**
- Certification of 501(c)(3) status. Label as **Attachment 2b.**
- Previous 2 years of tax returns or audited financial statements with management letters; label as **Attachments 2c. and 2d.**

Tab 3. Experience and Capacity.

1. **Owner’s Experience:** Provide a concise narrative description of the building Owner’s experience with other rehabilitation or major repair work within the past 10 years, if any. Include the overall scope of work, how long it took to complete, how much it cost, how it

was paid for and if the building was occupied during the work, what if any accommodations were made to reduce or mitigate the impact on the residents while the work was done.

2. **Staff Experience:** Briefly describe the rehabilitation management and construction management experience of the proposed Project Manager and Construction Manager.
 - Using **Attachment 3a. – ENP NOFA Respondent Description**, provide contact information for the Owner, Project Manager and Construction Manager.
 - Complete **Attachment 3b. - Projected Staffing Workload**.

Tab 4. Work to be Performed.

1. **Project History:** Briefly describe the history of the building to be rehabilitated, including its age, general condition, and whether any prior rehabilitation work has been done and if so, what that work was.
2. **Capital Repair/Rehabilitation Plan:** Describe how all the funds requested are proposed to be used, including non-construction uses. Describe the overall rehabilitation work, including how that work satisfies one or more of the Threshold Eligibility Requirements listed in Section B.2. of the NOFA. Include a Proposed Construction Budget with separate line items for each trade. For each line item include its budgeted amount; describe the documentation or other evidence that demonstrates the need to include each item in the scope of work; and identify the source used to estimate its cost such as a third party consultant, cost estimate, contract, etc. Attach this budget as **Attachment 4a**.
3. **Documentation of Need:** Attach a current Capital Needs Assessment and/or other documentation of the need to perform the work such as notices of violation, failed inspection reports, and/or third party technical reports on major systems, and label them **Attachment(s) 4b, 4c**, etc.
4. **Project Schedule:** Complete a project milestone schedule using **Attachment 4x** ENP NOFA Project Schedule.

Tab 5. Readiness. Briefly describe what factors are in place that demonstrate readiness to implement plans for rehabilitation or major repair work, such as staff capacity and readiness to begin immediately, estimates or bids received and ready to execute, contractors' description of their own readiness and capacity, work dependent on materials that are readily available and tradespeople generally able to begin work within a short period of time, etc. Attach any documentation relevant to readiness as **Attachment(s) 5a, 5b**, etc.

Tab 6. Budgets. Complete the following sections of the Application Proforma:

Sheet 4b. **Permanent Sources and Uses.**

- On Line 8, identify any other sources of financing besides MOHCD funds, including existing replacement reserves or cash on hand that has been budgeted for repairs.

- On Line 24 insert Construction/Rehab costs.
- Review the list of Soft Costs to identify any that may apply and insert costs if any do.
- Under Reserves include any funds being requested as part of this application to be used to recapitalize the building's replacement reserves once the rehabilitation is completed. Assume \$1,000 per unit. [*Note: This amount will be reviewed by MOHCD in preparation for Loan Committee review and may be modified.*]
- Insert the cost of construction management (line 93) and project management (line 94). These costs combined may not exceed 10% of Construction/Rehab costs (line 24).
- If applicable, insert the cost of an Updated CNA on line 95.

Sheet 5. Commercial Operating Budget.

- If the project has a commercial component whose cash flow supports the housing component of the project, complete this worksheet. Input first year Operating Income and Expenses (column E), and comments about any changes you make in the annual escalations (column F).
- Manually input reserve deposits, hard debt service, and reserve activity beginning from row 68.

Sheet 6. First Year Operating Budget.

- Input projected Operating Expenses for the first full year of operations following rehabilitation work starting with Line 31 (column F) and provide comments if appropriate (column G). Be sure to use the most currently submitted AMR to serve as the basis for the First Year Operating Budget. If any significant deviations in income or expenses are anticipated from the most current AMR, please provide comments.

Sheet 7. 20-Year Details.

- Review the Annual Increase percentages in column F and explain any changes you make in the Comments column (G).
- Verify the default values in the yellow cells, especially below the line items. If needed, make manual adjustments.
- Input Replacement Reserve, Operating Reserve, and other Reserve activity beginning from Row 157. The Replacement Reserve activity should be consistent with the application for funding under this NOFA.

11. Disclosure Form. Submit a completed and signed copy of **Attachment 7** – ENP NOFA Disclosures, which requires any respondent to this NOFA to disclose defaults, lawsuits, legal proceedings, bankruptcy filings or financial interests affiliated with MOHCD staff or Citywide Affordable Housing Loan Committee members.

Exhibit B: APPLICATION CHECKLIST

Exhibit B		Existing Non-Profit Capital Repairs NOFA - Submittal Checklist	
Project Sponsor:			
Project Name/Address:			
Check Box	Tab #	Submittal Requirement	Attachments
<input type="checkbox"/>	1.	Summary	Proforma Worksheets 1, 2, 3b
	2.	Sponsor Information	
<input type="checkbox"/>		Certificate of Good Standing	Attach to Application sec. 2 as Attachment 2a
<input type="checkbox"/>		Certification of 501(c)(3) status (for nonprofit developers)	Attach to Application sec. 2 as Attachment 2b
<input type="checkbox"/>		Latest 2 years of tax returns or audited financial statements w/ management letters	Attach to Application sec. 2 as Attachment 2c and 2d
	3.	Experience and Capacity	
	3.1.	Owner's Rehabilitation/Repair Experience and Capacity	
<input type="checkbox"/>		Owner's Experience with prior rehabilitation work	Narrative: See NOFA Exhibit A Submittal Instructions
<input type="checkbox"/>		Project Management Capacity	Attachment 3a - ENP NOFA Respondent Description
	3.2.	Construction Management Experience and Capacity	
<input type="checkbox"/>		Construction Management Experience	Narrative: See NOFA Exhibit A Submittal Instructions
<input type="checkbox"/>		Construction Management Capacity	Attachment 3b - ENP NOFA Projected Staffing Workload
	4.	Work to be Performed	
<input type="checkbox"/>	4.1.	Project History Narrative	Narrative: See NOFA Exhibit A Submittal Instructions
<input type="checkbox"/>	4.2.	Capital Repair Plan Description/Narrative	Narrative: See NOFA Exhibit A Submittal Instructions
<input type="checkbox"/>		Proposed Construction Budget	Attach to Application sec. 4 as Attachment 4a
<input type="checkbox"/>	4.3.	Capital Needs Assessment or other documentation of need	Attach to Application sec. 4 as Attachment 4, 4c, etc.
<input type="checkbox"/>	4.4.	Project Milestone Schedule for Capital Repairs	Attachment 4x - ENP NOFA Project Schedule
	5.	Readiness	
<input type="checkbox"/>	5.1	Documentation of Readiness	Narrative: See NOFA Exhibit A Submittal Instructions Attach to Application sec. 5 as Attachments 5a, 5b, etc.
	6	Budgets	
<input type="checkbox"/>	6.1	Sources and Uses Budget	See NOFA Exhibit A Submittal Instructions Proforma Worksheet 4b
<input type="checkbox"/>	6.3	Commercial Budget	Proforma Worksheet 5, if applicable
<input type="checkbox"/>	6.3	1st Year Operating Budget	Proforma Worksheet 6
<input type="checkbox"/>	6.4	20-Year Cash Flow Proforma	Proforma Worksheet 7
<input type="checkbox"/>	7	Signed Disclosure Form	Attachment 7 - ENP NOFA Disclosures