



Rushern L. Baker, III
County Executive



Prince George's County
**Department of Housing
& COMMUNITY DEVELOPMENT**

Eric C. Brown
Director

Prince George's County
Application for HOME Investment Partnership (HOME) Loans,
and Housing Investment Trust Fund (HITF) Loans

Eric C. Brown
Director

**Prince George's County Department of
Housing and Community Development**

Contact Information:

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Housing Development Division
9200 Basil Court, Suite 306
Largo, MD 20774

<https://www.princegeorgescountymd.gov/908/Housing-Community-Development>

GENERAL INFORMATION

Date:

Funding Applied For

HOME Funds

Housing Investment Trust Fund (HITF)

*Other:

**Please note and inform DHCD if a PILOT is also being sought*

\$ -
\$

Indicate Debt Financing or Cash Flow Financing

DEBT FINANCING ONLY

PROJECT NAME AND LOCATION**Project Name**

Street Address

If no street address indicate lot

City

Zip Code

Parcel

County

Census Tract

Council District

Tax Map

APPLICANT INFORMATION**Applicant Name**

Mailing Address

Contact

Title

Phone

() -

Fax

() -

E-mail

OWNERSHIP ENTITY INFORMATION**Owner/Borrower Name**

Taxpayer ID

Type of Ownership (mark one box only)☐ Individual☐ Corporation☐ Limited Liability Corporation☐ General Partnership☐ Limited Partnership☐ Local Government☐ Other:**Principals** (complete information for corporations and controlling general partners)

Name	Taxpayer ID	GP/LP	Ownership Interest	Nonprofit
	-		%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-		%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-		%	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT INFORMATION**Amenities** (mark all that apply)☐ Cable Access☐ Transportation Services☐ Carpet☐ Dishwasher☐ Disposal☐ Microwave☐ Laundry Facilities☐ Washer/Dryer Hook-up☐ High Speed Internet Access☐ Other:☐ Other:☐ Other:**Type of Project** (mark all that apply)☐ Acquisition of Existing Building(s)☐ Rehabilitation☐ New Construction☐ Refinance

PROJECT INFORMATION (Continued)**Existing Building Information** (complete all that apply)

Year the building was built

Percentage currently occupied

Striping plan: number of parking spaces

Project includes historic rehabilitation?

Project involves the permanent relocation of tenants?

Project involves the temporary relocation of tenants?

Amenities if located in a separate building? If yes, types:

If located in a separate building, square footage?

*Has a capital needs assessment been completed? If yes, date:

Note: Required for rehab projects with 26 or more units

%

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No**Source: <https://www.federalregister.gov/d/2013-17348/page-44647>***Number of Residential Buildings**

Garden (walk-up)

Townhouse

Cottage, single-family, or semi-detached

Elevator (≤ 4 floors w/frame construction)Elevator (≥ 5 floors w/concrete construction)

Units Stacked- no elevator

Total Buildings**Type of Occupancy** (show number of units)

Families

Elderly

**Commercial (see note below)

Special Needs or Alternative Housing

Total Units**Total Land Area** (acres)**Total Building Area** (gross square footage)

Residential Units: Low-Income

Residential Units: Market

Nonresidential Units and Staff Units

Common Space:

circulation (hallways, stairways etc.)

recreation:

other:

Total Gross Square Footage****Note:** Buildings/projects may have commercial space, but HOME funds cannot be used for this purpose**Housing for People with Disabilities and Families** (show number of units)

Special Needs:

Mobility Accessible Units

Existing: _____

Proposed: _____

Sensory Accessible Units

Existing: _____

Proposed: _____

Other (describe): _____

Total Housing for People with Disabilities and Families (value must be manually calculated and entered)**Units with Project Based Rental Subsidy**

(Enter specific subsidy information in Rental Subsidy column in Project Income tab)

Occupancy Restrictions of Project (show number of units)

Units to be occupied by households with income 30% or less of the area median income

Units to be occupied by households with income at 31-40% of the area median income

Units to be occupied by households with income at 41-50% of the area median income

Units to be occupied by households with income at 51-60% of the area median income

Units to be occupied by households with income at 61-70% of the area median income

Units to be occupied by households with income at 71-80% of the area median income

Market Rate - Units to be occupied by households with no income restrictions

Staff Residential Unit(s) (Enter in Project Income tab as Market Rate or Non-Income Producing)

Total Units

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ANTICIPATED DEVELOPMENT SCHEDULE

Activity	Date (MM/YYYY)
Site Control	
Sponsor has site control? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date site control expires	/
Date site will be acquired by the ownership entity	/
Zoning Status	
Current Zoning Classification	
Describe Current Classification	
Zoning change, variance or waiver required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date application for zoning change, variance or waiver filed	/
Date of final hearing on zoning change, variance or waiver	/
Date of final approval of zoning change, variance or waiver	/
Date of local planning approval	/
If LIHTC financing is involved, date that the financing reservation is anticipated:	
Date financing applications filed with other lenders (<i>public and private</i>)	/
Date firm commitments received from other lenders (<i>public and private</i>)	/
Date final plans and specifications completed	/
Date of construction loan closing	/
Date construction or rehabilitation begins (<i>total construction period will be _____ months</i>)	/
Date 50% of construction or rehabilitation completed	/
Date of substantial completion of construction or rehabilitation	/
Date first certificate of occupancy received	/
Date final certificate of occupancy received	/
Date sustaining occupancy achieved	/
Date of permanent loan closing	/

DEVELOPMENT TEAM INFORMATION**Date:** 1/0/00**DEVELOPMENT TEAM MEMBERS****Developer**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Developer**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Guarantor**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**General Contractor**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Management Agent**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Other Party**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Architect**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**Nonprofit Participant**

Mailing Address _____

Contact _____

Phone _____

() _____

-

Title _____

Fax _____

() _____

-

D&B Duns Number _____

E-mail _____

Section 3 Business Interest: ☐Yes ☐No**MBE/WBE Participant**

Mailing Address _____

Contact _____

Phone _____

() _____

-

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Title		Fax	() -
D&B Duns Number		E-mail	
Section 3 Business Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Closing Attorney			
Mailing Address			
Contact		Phone	() -
Title		Fax	() -
D&B Duns Number		E-mail	
Section 3 Business Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No			
LENDING AND INVESTMENT PARTNERS			
Private/Public Lender			
Mailing Address			
Contact		Phone	() -
Title		Fax	() -
D&B Duns Number		E-mail	
Private/Public Lender			
Mailing Address			
Contact		Phone	() -
Title		Fax	() -
D&B Duns Number		E-mail	
Private/Public Lender			
Mailing Address			
Contact		Phone	() -
Title		Fax	() -
D&B Duns Number		E-mail	
Equity Provider			
Mailing Address			
Contact		Phone	() -
Title		Fax	() -
D&B Duns Number		E-mail	
DEVELOPMENT TEAM HISTORY			
<p>1a.) Has the Applicant, sponsor or ownership entity ever been awarded any of the following Federal funds for any project in the past?</p> <p><i>HOME Investment Partnerships (HOME)</i> <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Community Development Block Grant (CDBG)</i> <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Neighborhood Stabilization Partnership (NSP)</i> <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Community Development Block Grant Recovery (CDBG-R)</i> <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Homelessness Prevention and Rapid Re-housing Program (HPRP)</i> <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Other:</i> _____ <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>1b.) If answered "Yes" to any of the items listed above, please describe the project(s) that were funded by program year and include as Attachment "T".</p> <div style="background-color: #f0f0f0; height: 40px; margin-top: 5px;"></div>			
<p>2.) Are there direct or indirect identity of interests, financial or otherwise, among any members of the development team?</p> <p>If yes, explain. <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <div style="background-color: #f0f0f0; height: 40px; margin-top: 5px;"></div>			
<p>3a.) Has any development team member participated as owner or manager in the development or operation of a project that has <i>EVER</i> defaulted on a HOME loan, or defaulted on any Department or other government or private sector loan in the previous five years?</p> <p style="text-align: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</p>			

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3b.) Have you or any entity in which you have an ownership interest ever requested a waiver, for any reason, under the HOME Program? ☐Yes ☐No

If a waiver was requested, was the waiver granted?

☐Yes ☐No

3c.) Have you or any development team member participated as owner or manager in the development or operation of ANY affordable or market-rate project within Prince George's County? ☐Yes ☐No

3d.) If you answered "Yes" to any of the items listed above, please provide a detailed description for each "Yes" box marked and list the names and dates of projects in question. If additional space is needed, please include as **Attachment "U"**.

4.) Has any development team member consistently failed to provide documentation required by the Department in connection with other loan applications or the management and operation of other, existing developments? If yes, explain. ☐Yes ☐No

5.) Does any development team member have a limited denial of participation from HUD or is any development team member debarred, suspended or voluntarily excluded from participation in any federal or state program, or have been involuntarily removed within the previous 5 years as a general partner or managing member from any affordable housing project whether or not financed or subsidized by the programs of this Department? If yes, explain. If additional space is needed, please include as **Attachment "V"**. ☐Yes ☐No

6.) Does any development team member acting in the roles of sponsor, developer, guarantor or owner have any chronic past due accounts, substantial liens, judgments, three or more instances of unpaid taxes (even if cured prior to the application date), foreclosures or bankruptcies within the past five years? If yes, explain. ☐Yes ☐No

7.) Has any development team member acting in the roles of sponsor, developer, guarantor or owner EVER been a named party to a lawsuit or court case, separate and apart from any circumstance described by question 6? If yes, what was the outcome? Please include any pertinent attachments or additional explanation as **Attachment "W"**. ☐Yes ☐No

8.) Has any development team member acting in the roles of sponsor, developer, guarantor or owner been involved with any project placed on the Department's defaulted loans watch list due to actions that are attributable to the sponsor or development team? If yes, explain. ☐Yes ☐No

9.) Does any development team member have unpaid fees, loan arrearages or other obligations due to the Department on other projects, or for general partners or management agents, have tax credit compliance problems resulting in the issuance of an IRS Form 8823 and that are still outstanding in the following year? If yes, explain. ☐Yes ☐No

10.) Has any development team member participated as owner or manager in the development or operation of a project that has *EVER* been subject to a Federal or State audit? If yes, were there any audit findings? Please include any supporting documentation as **Attachment "X."** ☐Yes ☐No

4) NONRESIDENTIAL INCOME

<i>Description of Type and Size</i>	<i>Square footage</i>	<i>Monthly Income</i>		<i>Annual Income</i>
Total Nonresidential		\$		\$
Vacancy Allowance (<i>Total Annual Income x Vacancy Rate</i>) Percentage				
Effective Gross Income/Nonresidential Space (<i>Total Annual Income - Vacancy Allowance</i>)				\$

NON-INCOME PRODUCING UNITS (*including management units, tenant services units, recreation, etc.*)

<i>Description of Type and Size</i>	<i>Number of Units</i>	<i>Square Footage</i>
Total Non-income		

Effective Gross Income: <i>Sum of 1) Low Income units; 2) HITF units; 3) Market Rate units; and 4) Nonresidential income</i>	\$
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PROJECT EXPENSES**Date:** 1/0/00**ADMINISTRATIVE EXPENSES**

Advertising and Marketing		\$
Other Administrative Expense (<i>describe</i>)		
Office Salaries		
Office Supplies		
Office or Model Apartment Rent		
Management Fee (<i>Effective Gross Income x Annual Rate of</i> <input type="text" value=""/>)		
Manager or Superintendent Rent Free Unit		
Legal Expenses (<i>project only</i>)		
Auditing Expenses (<i>project only</i>)		
Bookkeeping Fees and Accounting Services		
Telephone and Answering Services		
Bad Debts		
Miscellaneous Administrative Expenses (<i>describe</i>)		
Annual Tax Credit Monitoring Fee (\$30.00 per tax credit unit)		
Total Administrative Expenses		\$

UTILITY EXPENSES (*paid by owner*)

Fuel Oil		\$
Electricity		
Gas		
Water		
Sewer		
Total Utility Expenses		\$

OPERATING AND MAINTENANCE EXPENSES

Janitor and Cleaning Payroll		\$
Janitor and Cleaning Supplies		
Janitor and Cleaning Contract		
Exterminating Payroll or Contract		
Exterminating Supplies		
Garbage and Trash Removal		
Security Payroll or Contract		
Grounds Payroll		
Grounds Supplies		
Grounds Contract		
Repairs Payroll		
Repairs Material		
Repairs Contract		
Elevator Maintenance or Contract		
Heating and Air Conditioning Maintenance or Contract		
Swimming Pool Maintenance or Contract		
Snow Removal		
Decorating Payroll or Contract		
Decorating Supplies		
Other Operating and Maintenance Expenses (<i>describe</i>)		
Miscellaneous Operating and Maintenance Expenses		
Total Operating and Maintenance Expenses		\$

TAXES AND INSURANCE

Real Estate Taxes				\$		
Payment in Lieu of Real Estate Taxes	Total:	<div></div>	Years:	<div></div>	Annual:	
Payroll Taxes (FICA)						
Miscellaneous Taxes, Licenses and Permits						
Property and Liability Insurance (<i>hazard</i>)						
Fidelity Bond Insurance						

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Workmen's Compensation		
Health Insurance and Other Employee Benefits		
Other Insurance (<i>describe</i>)		
Total Taxes and Insurance		\$
Reserve for Replacement		
Total Operating Expenses		\$
Net Operating Income (<i>Effective Gross Income - Total Operating Expenses</i>)		\$

USES OF FUNDS

Date: _____

TOTAL DEVELOPMENT COSTS**Construction or Rehabilitation Costs**

<i>Type of Uses</i>		<i>Percentage</i>	<i>Total Budgeted Cost</i>
01	Net Construction Costs		
02	General Requirements		
03	Builder's Profit		
04	Builder's General Overhead		
05	Bond Premium		
06	Other		
07	Total Construction Contract		\$
08	Construction Contingency <i>Percentage</i>		
09	Total Construction Costs		\$

Fees Related to Construction or Rehabilitation

<i>Type of Uses</i>		<i>Percentage</i>	<i>Total Budgeted Cost</i>
10	Architect's Design Fee		
11	Architect's Supervision Fee		
12	Architect Reimbursable Additional Design		
13	Real Estate Attorney		
14	Civil Engineering Fee		
15	Marketing		
16	Surveys		
17	Soil Borings		
18	Appraisal		
19	Market Study		
20	Environmental Report		
21	Tap Fees		
22	Other:		
23	Total Fees		\$

Financing Fees and Charges

<i>Type of Uses</i>		<i>Total Budgeted Cost</i>
24	Construction Interest	
25	Real Estate Taxes	
26	Insurance Premium	
27	Mortgage Insurance Premium	
28	Title and Recording	
29	Financing (soft cost) Contingency	
30	CDA Administrative Fee	
31	CDA Closing Fee	
32	Other Lenders' Origination Fees (non-syndication only)	
33	Other Lenders' Legal Fees (non-syndication only)	
34	Bond Issuance Costs	
35	Other	
36	Total Financing Fees and Charges	\$

Acquisition Costs

<i>Type of Uses</i>		<i>Total Budgeted Cost</i>
37	Building Acquisition	
38	Land Acquisition	
39	Special Assessment	
40	Carrying Charges	
41	Relocation Costs	
42	Off-Site Improvements	
43	Other	
44	Total Acquisition Costs	\$
45	Total Development Costs (TDC)	\$

OTHER USES OF FUNDS**Developer's Fee**

<i>Type of Uses</i>		<i>Total Budgeted Cost</i>
48	Total Developer's Fee (\$2.5 million maximum)	

Note: \$2.5M max for projects with competitive RFHP & LIHTC; ranges from 10-15% of TDC

Syndication Related Costs

<i>Type of Uses</i>		<i>Total Budgeted Cost</i>
49	Syndication Fee	
50	Legal (syndication only)	
51	Bridge Loan Fees	
52	Bridge Loan Interest	
53	Organizational Costs	
54	Tax Credit Application Fee (if applicable)	
55	Tax Credit Allocation Fee (if applicable)	
56	Tax Credit Reservation Fee (if applicable)	
57	Accounting and Auditing Fee	
58	Partnership Management Fee	
59	Other	
60	Total Syndication Related Costs	\$

Guarantees and Reserves (funded amounts only)

<i>Type of Uses</i>		<i>Total Budgeted Cost</i>
61	Construction Guarantee	
62	Operating Reserve	
63	Rent-up Reserve	
64	Negative Arbitrage	
65	Other	
66	Total Guarantees and Reserves	\$
67	Total Uses of Funds	\$

SOURCES OF FUNDS

Date: _____

DEBT

Debt Service Financing

<i>Type of Funds</i>	<i>Source of Funds</i>	<i>Debt Coverage</i>	<i>Annual Payment</i>	<i>Interest Rate</i>	<i>Amortization Term</i>	<i>Loan Term</i>	<i>Loan Amount</i>
Taxable Bonds				%			
Tax-exempt Bonds (Long Term Only)				%			
Private Loan				%			
Rental Housing Program Funds				%			
Other				%			
Credit Enhancement							
Total Debt Service Financing - Annual Payments			\$				\$

Cash Flow Financing and Grants

<i>Type of Funds</i>	<i>Source of Funds</i>	<i>Annual Payment</i>	<i>Interest Rate</i>	<i>Amortization Term</i>	<i>Loan Term</i>	<i>Loan Amount</i>
Housing Investment Trust Fund	PGC DHCD		%			
Rental Housing Funds	Maryland DHCD		%			
PILOT Payments	PGC DHCD		%			
HOME	PGC DHCD		%			
HOME (non-DHCD)			%			
Partnership Rental Housing	Maryland DHCD					
Other						
Other						
Total Cash Flow Financing		\$				\$
Total Debt - Annual Payments (Debt Service + Cash Flow Financing)		\$				\$

EQUITY

<i>Type of Equity</i>	<i>Source of Equity</i>	<i>Amount</i>
Historic Tax Credit Proceeds		
Low Income Housing Tax Credit Proceeds		
Developer's Equity (Deferred Developer's Fee)		
Interim Income (occupied rehabilitation projects)		
Other		
Total Equity Financing		\$
Total Sources of Funds (Total Debt + Equity)		\$

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PROJECT SUMMARY INFORMATION

Date: _____
GENERAL INFORMATION

Project Information

Project Name _____
 Address _____
 City _____ County _____
 Sponsor _____

Funding Applied For

HOME Funds _____
Housing Investment Trust Fund (HITF) _____
***Other:** \$ _____

Occupancy Restrictions

Units 30% or less of AMI _____
 Units at 31-40% of AMI _____
 Units at 41-50% of AMI _____
 Units at 51-60% of AMI _____
 Units at 61-70% of AMI _____
 Units at 71-80% of AMI _____
 Market-rate units _____
 Staff Unit(s) _____
 Total Units _____

PROJECT INCOME (Effective Gross Income)

<i>Source of Income</i>	<i>Total Units</i>	<i>Annual Gross Potential Income</i>	<i>Years Until Sustaining Occupancy</i>	<i>Annual Trending</i>	<i>Trended Income</i>
Low Income Units		\$		%	\$
HITF Units		\$		%	\$
Market Rate Units		\$		%	\$
Nonresidential		\$		%	\$
Total Gross Potential Income		\$			\$
Vacancy Allowance					\$
Trended Effective Gross Income					\$

PROJECT EXPENSES

	<i>Annual Expense</i>	<i>Years Until Sustaining Occupancy</i>	<i>Annual Trending</i>	<i>Trended Expense</i>
Administrative	\$		%	\$
Management Fee (<i>Effective Gross Income x percentage</i>)	\$			\$
Utilities	\$		%	\$
Operating and Maintenance	\$		%	\$
Taxes and Insurance	\$		%	\$
Reserve for Replacement (generally not trended)	\$			\$
Total Project Expenses	\$			\$
Trended Net Operating Income (<i>Effective Gross Income - Project Expenses</i>)				\$
Annual Debt Service Financing Payments				\$
Annual Cash Flow Financing Payments				\$
Remaining Cash Flow (<i>Net Operating Income - Financing Payments</i>)				\$

PRINCE GEORGE'S COUNTY DHCD

SOURCES OF FUNDS

Debt Service Financing

Note: Cells adjusted to feed from prior worksheets

<i>Source of Funds</i>	<i>Lender</i>	<i>Debt Coverage</i>	<i>Interest Rate</i>	<i>Amortization Term</i>	<i>Loan Term</i>	<i>Annual Payment</i>	<i>Amount</i>
Taxable Bonds			%				\$
Tax-exempt Bonds (Long Term Only)			%				\$
Private Loan			%				\$
Rental Housing Program Funds			%				\$
Other			%				\$
Total Debt Service Financing							\$

Cash Flow Financing and Grants

<i>Source of Funds</i>	<i>Lender</i>	<i>Interest Rate</i>	<i>Amortization Term</i>	<i>Loan Term</i>	<i>Annual Payment</i>	<i>Amount</i>
Housing Investment Trust Fund	PGC DHCD					\$
Rental Housing Funds	Maryland DHCD	%				\$
PILOT Payments	PGC DHCD					\$
HOME	PGC DHCD	%				\$
HOME (non-DHCD)		%				\$
Partnership Rental Housing	Maryland DHCD					\$
Other						\$
Other						\$
Total Cash Flow Financing						\$

Equity

<i>Type of Equity</i>	<i>Source of Equity</i>	<i>Amount</i>
Historic Tax Credit Proceeds		\$
Low Income Housing Tax Credit Proceeds		\$
Developer's Equity (Deferred Developer's Fee)		\$
Interim Income (occupied rehabilitation projects)		\$
Other		\$
Total Equity		\$
Total Sources of Funds <i>(must equal Total Uses of Funds)</i>		\$

USES OF FUNDS

<i>Type of Uses</i>	<i>Amount</i>
Construction or Rehabilitation Costs	\$
Fees Related to Construction or Rehabilitation	\$
Financing Fees and Charges	\$
Acquisition Costs	\$
Total Development Costs <i>Sum: Construction or Rehab Costs, Fee Related to Construction/Rehab, Acquisition Costs</i>	\$
Developer's Fee	\$
Syndication Related Costs	\$
Guarantees and Reserves	\$
Total Uses of Funds <i>Sum: TDC + Developer's Fee, Syndication Related Costs, Guarantees and Reserves</i>	\$

PROJECT DESCRIPTION

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20-YEAR OPERATING PRO FORMA:

Income	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>
Low Income Units						
HITF Units						
Market Rate Units						
Nonresidential						
Gross Project Income						
Vacancy Allowance						
Effective Gross Income						

Expenses

Administrative						
Management Fee						
Utilities						
Maintenance						
Taxes and Insurance						
Replacement Reserve						
Total Expenses						
Net Operating Income						

Debt Service Financing - Must be listed in the order of payment

Taxable Bonds						
Tax-exempt Bonds (Long Term Only)						
Private Loan						
Rental Housing Program Funds						
Other						
<i>Total Debt Service</i>						
Cash Flow						
Debt Coverage Ratio						

Cash Flow Financing - Must be listed in the order of payment

Formulas must be manually entered due to varying structure of cash flow payments

Housing Investment Trust Fund						
Developer's Equity (Deferred Developer's Fee)						
Rental Housing Funds						
PILOT Payments (County)						
HOME (County)						
<i>Total Cash Flow Debt</i>						
Remaining Cash Flow						
Debt Coverage Ratio						

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20-YEAR OPERATING PRO FORMA:

Income	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
Low Income Units				
HITF Units				
Market Rate Units				
Nonresidential				
Gross Project Income				
Vacancy Allowance				
Effective Gross Income				

Expenses

Administrative				
Management Fee				
Utilities				
Maintenance				
Taxes and Insurance				
Replacement Reserve				
Total Expenses				
Net Operating Income				

Debt Service Financing - Must be listed in the order of payment

Taxable Bonds				
Tax-exempt Bonds (Long Term Only)				
Private Loan				
Rental Housing Program Funds				
Other				
<i>Total Debt Service</i>				
Cash Flow				
Debt Coverage Ratio				

Cash Flow Financing - Must be listed in the order of payment

Housing Investment Trust Fund				
Developer's Equity (Deferred Developer's Fee)				
Rental Housing Funds				
PILOT Payments (County)				
HOME (County)				
<i>Total Cash Flow Debt</i>				
Remaining Cash Flow				
Debt Coverage Ratio				

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20-YEAR OPERATING PRO FORMA:

Income	<i>Year 11</i>	<i>Year 12</i>	<i>Year 13</i>	<i>Year 14</i>	<i>Year 15</i>	<i>Year 16</i>
Low Income Units						
HITF Units						
Market Rate Units						
Nonresidential						
Gross Project Income						
Vacancy Allowance						
Effective Gross Income						

Expenses

Administrative						
Management Fee						
Utilities						
Maintenance						
Taxes and Insurance						
Replacement Reserve						
Total Expenses						
Net Operating Income						

Debt Service Financing - Must be listed in the order of payment

Taxable Bonds						
Tax-exempt Bonds (Long Term Only)						
Private Loan						
Rental Housing Program Funds						
Other						
<i>Total Debt Service</i>						
Cash Flow						
Debt Coverage Ratio						

Cash Flow Financing - Must be listed in the order of payment

Housing Investment Trust Fund						
Developer's Equity (Deferred Developer's Fee)						
Rental Housing Funds						
PILOT Payments (County)						
HOME (County)						
<i>Total Cash Flow Debt</i>						
Remaining Cash Flow						
Debt Coverage Ratio						

PRINCE GEORGE'S COUNTY DHCD

20-YEAR OPERATING PRO FORMA:

Income	<i>Year 17</i>	<i>Year 18</i>	<i>Year 19</i>	<i>Year 20</i>
Low Income Units				
HITF Units				
Market Rate Units				
Nonresidential				
Gross Project Income				
Vacancy Allowance				
Effective Gross Income				

Expenses

Administrative				
Management Fee				
Utilities				
Maintenance				
Taxes and Insurance				
Replacement Reserve				
Total Expenses				
Net Operating Income				

Debt Service Financing - Must be listed in the order of payment

Taxable Bonds				
Tax-exempt Bonds (Long Term Only)				
Private Loan				
Rental Housing Program Funds				
Other				
<i>Total Debt Service</i>				
Cash Flow				
Debt Coverage Ratio				

Cash Flow Financing - Must be listed in the order of payment

Housing Investment Trust Fund				
Developer's Equity (Deferred Developer's Fee)				
Rental Housing Funds				
PILOT Payments (County)				
HOME (County)				
<i>Total Cash Flow Debt</i>				
Remaining Cash Flow				
Debt Coverage Ratio				

Current Financing Information

Date: 0

Existing Debt on the Property:

[illegible]**Total Existing Debt:**

\$

CERTIFICATIONS

The undersigned applicant hereby makes application to the Prince George's County, Department of Housing and Community Development for a loan in the amount of \$ _____ for a term of _____ years pursuant to the regulations of the HOME program. The undersigned acknowledges that if the HOME loan is approved it will be secured by a lien on the property herein described and evidenced by a promissory note. Applicant acknowledges that the HOME loan will be subject to certain restrictive covenants.

Applicant certifies that the purpose of the HOME loan is to () acquire, () construct, () rehabilitate housing for occupancy by lower income households for _____ % of the dwelling units in the development. The undersigned certifies that housing produced with the proceeds of the HOME loan will be () rented or () sold to income eligible households within the income limits set by the county for the specific program for a specified period.

LOAN REQUIREMENTS

The undersigned acknowledges the loan may be secured by the lien on the property herein described and evidenced by a promissory note. The undersigned certifies that housing produced with the proceeds of the loan will be rented to income eligible households within the income limits set by the Department for the specific period.

EQUAL OPPORTUNITY

The applicant agrees that it will not discriminate on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, physical or mental disability, or age, except with regard to age as permitted under the federal Housing for Older Persons Act, as amended from time to time or other similar federal laws, in the leasing of or otherwise providing dwelling accommodations at the property or in any other aspect of the development, administration, operation, construction, repair or maintenance of the property or in any aspect of employment by the applicant.

The applicant agrees that it will comply with all applicable provisions of federal, State and local laws and the Department of Housing and Community Development policies regarding discrimination, equal opportunity in employment, housing and credit practices, and drug and alcohol free workplaces including, but not limited to: Title VI and VII of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968, as amended; the Fair Housing Act Amendments of 1988, as amended; Title 20 of the State Government Article of the Annotated Code of Maryland, as amended; State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces; the Secretary's Minority Business Enterprise Program, as amended; and the Americans with Disabilities Act of 1990, as amended.

TENANT RELOCATION

Applicant certifies that no tenant living in any residential unit in the property to be rehabilitated with the proceeds of a HOME loan has been forced to move by the applicant without cause in the twelve month period preceding the submission of this application, and that no tenants will be forced to move without cause prior to loan closing except to rehabilitate the project in compliance with an approved relocation plan. Applicant further agrees to comply with the relocation requirements of the County if any residential tenant is required to be temporarily or permanently displaced as a result of the rehabilitation undertaken pursuant to this loan application.

ACCESS TO PUBLIC ACT NOTICE AND WAIVER

Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Maryland Public Information Act, State General Provisions Article, Title 4 of the Annotated Code of Maryland. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that third party.

The information in this application will be disclosed to appropriate staff of the Department or the public officials for purposes directly connected with the administration of the programs for which its use is intended. Such information may be shared with State, Federal, or local government agencies that have a financial role on the project.

PRINCE GEORGE'S COUNTY DHCD

The Department intends to make available to the public certain information regarding projects submitting applications regardless of whether or not the project is recommended for reservation of funds by the Department. Some of this information may not be disclosed under Maryland's Access to Public Records Act. By signing and delivering this application to the Department, you hereby AGREE TO WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: applicant's and sponsor names; name and address of the project; loan and /or tax credit amounts and terms (requested and/or approved); amounts and sources of other financing; total project cost; waivers (requested and/or received); explanation of amount and reason for State Bonus Points received (if any); total number of units; population served (elderly or family); and number of units reserved for persons with disabilities or special needs.

GENERAL

The undersigned hereby certifies that the development proposed in this application can be developed in accordance with the development budget set forth herein and operated in accordance with the operating budget set forth herein and further certifies that the information set forth herein and in any attachments in support hereof is true, correct, and complete to the best of his/ her knowledge and belief. The undersigned authorizes the Department to obtain credit information for the purpose of evaluating this application.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name of this

_____ day of _____, 20_____.

(Full legal name of sponsor)

Signature: _____

Name: _____

Title: _____

APPLICATION CHECKLIST

All applicants are required to submit the attachments listed below, as applicable to the proposed project (check if applicable).

<input type="checkbox"/>	Attachment: A	HOME Application Form
<input type="checkbox"/>	Attachment: B	CDA Form 202 – Multifamily Rental Financing Application (form provided on MD DHCD website)
<input type="checkbox"/>	Attachment: C	Project Narrative
<input type="checkbox"/>	Attachment: D	Evidence of other funding (application(s) to lenders, conditional commitment(s), etc.)
<input type="checkbox"/>	Attachment: E	Cash Flow Analysis (Homebuyer Projects)
<input type="checkbox"/>	Attachment: F	Spreadsheet of Unit Types, Sale Prices, Closing Costs, etc (Homeowner Projects)
<input type="checkbox"/>	Attachment: G	Description of Applicant/Owner/Borrower (with organizational documents and evidence of Good Standing with SDAT, Audited Financial Statements for the last three (3) years, copy of most recent Dunn & Bradstreet profile and, if applicable, current CHDO certification)
<input type="checkbox"/>	Attachment: H	Evidence of Partnerships with other Non-profits or Community Housing Development Orgs
<input type="checkbox"/>	Attachment: I	Background and Experience of Development Team-Summary of Projects last 10 years (Identify minority/women business partners and Section 3 business engaged)
<input type="checkbox"/>	Attachment: J	Market Feasibility Study
<input type="checkbox"/>	Attachment: K	Evidence of Site Control: () Deed () Purchase Option () Contract of Sale () Other_____
<input type="checkbox"/>	Attachment: L	Evidence of Zoning/land use approval (if pending, submit evidence of application & status)
<input type="checkbox"/>	Attachment: M	Preliminary Plans/Site Plan/Scope of Work (and Physical Needs Assessment if rehabilitation)
<input type="checkbox"/>	Attachment: N	Section 3 Business Plan
<input type="checkbox"/>	Attachment: O	Letters of Support from Community Stakeholders
<input type="checkbox"/>	Attachment: P	Management Plan and Marketing Plan for Affordable Housing Component
<input type="checkbox"/>	Attachment: Q	Identification of Supportive Services and/or Tenant Services Plan
<input type="checkbox"/>	Attachment: R	Relocation Plan
<input type="checkbox"/>	Attachment: S	Certification and Agreement (attachment provided in Section X of this Application)

ADDITIONAL ATTACHMENTS REQUIRED BY "THE DEVELOPMENT TEAM" SECTION OF THE APPLICATION

(check if applicable)

<input type="checkbox"/>	Attachment: T	Awards of Federal Funds
<input type="checkbox"/>	Attachment: U	Previous HOME funds - loan defaults or waivers
<input type="checkbox"/>	Attachment: V	Debarment or Suspension
<input type="checkbox"/>	Attachment: W	Lawsuits pending
<input type="checkbox"/>	Attachment: X	Federal or State audit

NOTE: Additional documentation that must be submitted prior to any commitment and/or loan approval will include, but not be limited to:

Final Architectural Plans/Site Plan/Scope of Work, Environmental Assessment; Evidence of Firm Financing Commitments; Building Permit; Appraisal; Affirmative Marketing Plan; Updated Certificates of Good Standing; Certificates of Hazard; Liability and Workman's Comp. Insurance; Commitment for Title Insurance on any HOME loan; Operating Agreements and/or Management Agreements; Loan Documents for superior lien holders; Evidence of Adequate Utilities, etc. (All financial statements and Dunn & Bradstreet profiles will be handled confidentially.)