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Instructions

This is a consolidated application for the Vermont Housing Finance Agency, the Vermont Community Development Program, and the Vermont Housing & Conservation Board. Use it to apply to one or all of the programs administered by these agencies. This application has been separated into sections, starting with the 'Common Application' form, which consolidates all the common information that existed in previous program-specific applications. Following that are informational 'Program Overviews' and 'Application Supplements' that collect data for each specific agency's program. Complete these sections only as necessary. This new consolidated application reduces many redundancies and should save considerable time.



Note: When you see this icon, it is a reminder that there may be additional attachments required that are not listed on the Checklist(s) of Required Attachments.

How do I fill out this application?

- 1) ALL APPLICANTS must fill out the "Common Application" and submit the Common Application "Required Attachments" that follow.
- 2) Applicants must also complete the "Application Supplements" and "Required Attachments" for each agency to which they are applying for funds. For instance, if you would like to apply for a VHCB HOME loan, VHFA 4% tax credits, and VHFA tax-exempt financing, you will complete all tabs in Parts II, III, V and VI.
- 3) Application packets should be formatted and organized as similarly to the application Table of Contents as possible (it is acceptable to attach large attachments separately and out of order.)

Submitting the Application:

Each funding source requests a completed Common Application with its requisite attachments, as well as its specific Application Supplement. You do not need to submit all sections to each agency. However, all sections of the application should present the project consistently. Please submit finished applications to:

VHFA:

Vermont Housing Finance Agency
164 St. Paul St.
Burlington VT 05401-4634
(802) 652-6432

VHCB:

Vermont Housing and Conservation Board
58 East Street
Montpelier, VT 05602
(802) 828-3250

VCDP:

Agency of Commerce and Community Development
Department of Housing and Community Affairs
National Life Office Building, 6th Floor
Drawer 20
Montpelier, VT 05620-0501
(802) 828-3211

Complete VCDP's on-line application and attach copy of completed common application including VHFA and VHCB supplements if applicable.

COMMON APPLICATION - COVER SHEET
for VCDP, VHCB, HOME, and VHFA

Project Name: _____ Date: _____

Sponsor/Developer Name(s): _____

Sponsor Address (s): _____

Telephone Number: _____ Fax: _____

Contact Person: _____ E-mail: _____

Sponsor Status - please check all that apply:

non-profit 501(c)(3) 501(c)(4) public entity for-profit individual limited
partnership other _____

Project Address (street number, town/city, county, zip): _____

Municipality: _____

For VCDP Applicants: Municipal Applicant Info (name, address, phone #, e-mail address): _____

Is this a scattered sites project? _____ Yes _____ No

Project Information (Check all appropriate)

_____ Row House/ Townhouse	_____ Detached Single Family	_____ Detached Two-family Mobile Home Park Condominium
_____ Apartment Building		
	_____ Elevator # of Stories	_____ Slab on Grade
_____ Full Basement	_____ Partial Basement	_____ Crawl Space

List Accessory Buildings (e.g. parking) _____
List Recreation and/or Common Area Facilities _____
List Commercial Facilities _____
Total Number of Parking Spaces _____
Other Amenities or Important Design Elements _____

Project Type(s) (e.g. multi-family rental, mobile home park, special needs, SRO, homeownership): _____

Total Residential Square Footage _____

Total Units _____

Affordable Units _____

Buildings _____

'Net' New Units _____

'Preservation' Units _____

Mobile Home Lots _____

Accessible Units _____ # Adaptable Units _____

Family Units _____ # Elderly Only Units _____

Rehab _____ # Elderly/Disabled Units _____

Homeless Units _____ # Special Needs Units _____

Note: 'Preservation means preserving existing affordable housing stock (i.e. housing already counted on the State of Vermont's Directory of Affordable Rental Housing (DoARH)); it does not refer to projects performing historic preservation. 'Net' New Units refers to the creation / addition of new rental housing to this stock.

VHCB Policy on Energy Efficiency and Water Conservation in Multi-Family Residential Properties and the VHFA Green Building and Design Standards

Please provide an explanation of any areas that do not meet these standards. Please note that compliance with the Efficiency Vermont Multi-Family Checklist is a component of the VHCB/VHFA Standards.

Proposed Funding (List All Sources & Specify Payment Terms for Each Source):

	\$ Amount	Terms (Years, <u>Deferred/Amortizing</u>)	<u>Approved?</u> Rate	Grant or <u>Loan</u>
VHCB	\$ _____	_____	Y / N _____	_____
Lead Paint Reduction	\$ _____	_____	Y / N _____	_____
HOME	\$ _____	_____	Y / N _____	_____
VHFA-Permanent Debt	\$ _____	_____	Y / N _____	_____
VCDP	\$ _____	_____	Y / N _____	_____
Tax Credit Equity*	\$ _____	_____	Y / N _____	_____
FHLB - AHP	\$ _____	_____	Y / N _____	_____
Rural Development	\$ _____	_____	Y / N _____	_____
Existing Deferred Debt**	\$ _____	_____	Y / N _____	_____
Other _____	\$ _____	_____	Y / N _____	_____
TOTAL SOURCES	\$ _____	_____	Y / N _____	_____

Total Development Cost of Project \$ _____ (should equal "TOTAL SOURCES" listed above)

Total Development Cost without cash accounts and reserves: \$ _____

Construction Financing Needed (source, amount, term, rate): _____

* Itemize Housing Credit equity, state, historic, downtown, federal, other

** This represents prior debt being 'carried over' into this financing and assumed by the new owner. Itemize by amount, lender, and original loan date; include all existing deferred debts.



Please attach a pro forma development budget (capital budget and operating budget) in VHFA / VHCB boilerplate spreadsheet format. (Template found at <http://www.vhfa.org/rentalhousing/application-materials>)

NARRATIVE SUMMARY SHEET
for VCDP, VHCB, HOME , and VHFA

Project Name: _____ Date: _____

Please provide a brief summary of the project. Limit your description to one page whenever possible. Name the entity(s) that will be involved and describe their roles in the project. State when the project will begin and when the project will be completed. Summarize the important goals of the project. Describe how the goals of the Consolidated Plan priorities will be met. (The Consolidated Plan can be found at: http://accd.vermont.gov/strong_communities/housing/planning/consolidated_plan). Describe any other important project attributes.

Include a description of the type of housing, any special populations to be served, the number of buildings and the number of units. If the project involves the acquisition and/or rehabilitation of existing structures, please indicate by building the year of original construction and the year of most recent significant capital improvement. If this is a service-supported housing development, please describe the services to be provided and the entity that will provide them.

For homeownership projects include number and type of units and buildings to be created, and projected sales price. Indicate if the proposed units are part of a larger housing or community development project, and if so, describe the entire project. (If so, narrative need not be limited to one page).

DEVELOPMENT TEAM INFORMATION
for VCDP, VHCB, HOME, and VHFA

PROJECT SPONSOR / DEVELOPER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
PROJECT SPONSOR / DEVELOPER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
ARCHITECT:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
REAL ESTATE ATTORNEY:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
DEVELOPMENT CONSULTANT:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
GENERAL CONTRACTOR / CONSTRUCTION MANAGER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
PROPERTY MANAGER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
OTHER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
OTHER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
OTHER:		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
Other Vendors/Professionals (i.e., tax attorney, engineers, homebuyer education/selection entity, service provider, etc.; if known at this time, include the names of the partnership and general partners):		

Please attach resumes and describe any affordable housing experience for the development team members listed above who have not, in the last two years, worked on any developments funded by these agencies. For homeownership applications, describe the organization's experience with developing for-sale homes, stewarding homeownership units, and educating potential homebuyers.

If this is a turnkey project, please describe the agreement between your organization and the developer. _____

Are there any direct or indirect financial or other interests whom a member of the development team may have with any other member of the development team? Yes No

If "Yes," please describe: _____

Building(s) acquired or to be acquired from:

_____ Related Party

_____ Unrelated Party

BUILDING, APARTMENT AND UTILITY INFORMATION
for VCDP, VHCB, HOME, and VHFA

Appliances/ Equipment included with Unit

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Range | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Laundry Facilities
(On site) | <input type="checkbox"/> Washer & Dryer
Hook-up | <input type="checkbox"/> Other _____ |

If there are any differences between the appliances or amenities between the income restricted units and any other units, please describe: _____

Monthly Utility Allowance Calculations (complete for rental housing applications only):

Utilities	Utility Type (Gas, Oil Electric, other)	Utilities paid by:	Utility Allowance for each BR size (only for utilities paid by tenants)				
			0-BR	1-BR	2-BR	3-BR	_ -BR
Heating	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Hot Water	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Cooking	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Lighting	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Other (_____)	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Water	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Sewer	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Trash	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Total Utility Allowance for units			_____	_____	_____	_____	_____

Source of data for Utility Allowance Calculation (check as appropriate):

- Vermont State Housing Authority
- Local Public Housing Authority (identify) _____
- Utility Company _____
- HUD Utility Allowance Calculator
- Other _____

Adequacy of Utility Systems (Existing Developments Only):

Are the following utility systems currently available and adequate for the project for the duration of the loan?
(For new construction, check "N/A.")

- | | | | | |
|---|------------------------------|-----------------------------|------------------------------|------------------------------|
| Municipal Sanitary Sewer | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-Site Storm Sewer (if appl., e.g. MHPs) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Municipal Water System | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Electricity | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Gas | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-site Septic | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-site Well | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |

How and when was the assessment of the system adequacy done, and by whom? _____
Please refer to the Green Building and Design Standards / Multifamily Energy Standards adopted by VHFA, VHCB, and DHCA. Are you doing anything unique (including renewables) that exceeds the funders' energy standards that bears special explanation? _____

SITE INFORMATION
for VCDP, VHCB, HOME, & VHFA

Site Control

Please complete for *each* property:

Form of site control (check one):

<input type="checkbox"/> Deed (Date acquired __/__/__)	<input type="checkbox"/> Option or Purchase & Sale Contract (Expires __/__/__)
Acquisition Price:	Contract Price:



Please attach evidence of site control. NOTE: If certain Federal funds are to be used an Environmental Review must be done prior to any choice-limiting actions (including the execution of a Purchase and Sales Contract).

Appraised Value _____

Date of Appraisal ____/____/____



Please attach copy of appraisal.

Are there any special circumstances that surround the purchase of the property, including but not limited to: deed restrictions on the use of the property, impediments to clear title, or the necessity to acquire easements or voter approval?

Site Information

Briefly describe the site including size, adjacent uses, existing buildings, archeological sites, the presence of prime agricultural soils or soils of statewide significance, proximity to or presence of brownfields, and other significant features.

Please describe the proximity to services (e.g. grocery store, health services, schools, public transportation, etc.).

Is the site located in or within walking distance to a designated downtown or village center as determined by the Downtown Development Board? ____yes ____no



(If yes please attach documentation)

Is the site located in or within walking distance to a growth center as determined by the Downtown Development Board? ____yes ____no



(If yes please attach documentation)

Is the proposed development planned to maintain the historic settlement pattern of the town/city? (See VHFA Qualified Allocation Plan for definition.) _____ yes _____ no

Is the site ___ eligible for or ___ on the National Register of Historic Places? (check either if applicable)
Is it within a National Register historic district? ___yes ___no

Is the site ___ eligible for or ___ on the State Register of Historic Sites? (check either if applicable)
Is it within a State historic district? ___yes ___no

Is any portion of the site in the 100 year or 500 year floodplain? ___yes ___no.
Please elaborate including a description of any flood resiliency measures being taken or proposed: _____



Please submit a floodplain map and identify site boundaries on it.

(for VCDP and HOME applicants only: If yes, also see the Environmental Review Guide “8 Step Process for Flood Plain Management” on the VCDP website

<http://portal.hud.gov/hudportal/documents/huddoc?id=comp8-stepsprocess.pdf> under Environmental Review or contact the DHCD Environmental Officer Kate Fournier at Kate.Fournier@state.vt.us.)

Please describe the water and wastewater disposal system of this project including the distribution system? Are there any deficiencies that have been identified with either of these systems? For on site systems and distribution systems, please describe the age and condition. For public systems, please state who owns the on-site distribution system.

For sites with existing roads please describe the condition, ownership, and any plans to upgrade. If new roads will be constructed, to what standard will they be built and who will be the ultimate owner?

For sites with other existing infrastructure (e.g., stormwater, electrical distribution systems in a mobile home park) please describe the condition, ownership, and any plans to upgrade.

Is any portion of the site at risk of erosion, landslides, unstable soils, or other similar hazards? (Consult ANR for tools and resources.)



Please submit site plans indicating planned housing sites, open space, floodplain boundaries, and significant natural resource and archeological features.



Please submit a site location map clearly indicating the location of the building(s).



Please submit the Environmental Review (ER) worksheet.

PERMITS INFORMATION
for VCDP, VHCB, HOME, and VHFA

Local permits and approvals required:

Yes No

If yes, please list the names of the permits and approvals required and the dates you expect these to be issued by the municipality.

Please identify any issues and/or obstacles you foresee in obtaining the local permits and approvals and strategies for resolution.

Is the proposed project in conformance with adopted or proposed local and regional plans and zoning?



If yes: please attach documentation. (Either copy at attach relevant pages from local and regional plans, or copy excerpts of the relevant language into the explanation.)

If no: what is being done to assure conformance?

If applicable, how is the site zoned and what density does it allow?

State permits required (including but not limited to Act 250):

Yes No



Attach a completed Project Review Sheet from the Department of Environmental Conservation (DEC). Download the most current form from the following address:

www.anr.state.vt.us/dec/permit_hb/prs699gen.pdf. A list of contact information for the regional DEC offices can be found at www.nrb.state.vt.us/lup/commission_members.htm

Please identify any issues and/or obstacles you foresee in obtaining the state permits and strategies for resolution and the dates you expect these to be issued.

TARGET POPULATION, MARKET, AND REGIONAL DATA
for VCDP, VHCB , HOME, and VHFA

Please describe the target population, the need for the project, the urgency of that need, and how the need was determined. Please cite specific demographic data and submit any market studies and/or waiting list information.

1. If applying for Housing Credits, please refer to VHFA’s Market Study Standards at www.vhfa.org/documents/developers/market_study_standards.pdf

2. If applying for VCDP or HOME funds, please refer to the Regional Housing Needs Chart from Consolidated Plan Housing Needs Assessment: http://accd.vermont.gov/strong_communities/housing/planning/needs_assessment

Describe why this proposal is the best approach to meet the need described above, and how the proposal will meet this need. Identify other approaches that were considered and explain why they were not pursued.

Describe the project’s marketing plan.

For homeownership developments: How are pre-sales estimates or sales projections derived?



Note: For all homeownership applications a market study *is* required.

Services

What services will the project provide (e.g. parking, laundry, storage, snow removal, air conditioning, electric surcharge, health/recreation club membership)? Please indicate in the following chart the specific service to be provided, whether it is optional or included, and if optional, what the monthly cost is (if services are required, they must be included in gross rent and cannot be charged for separately). For projects that meet the special needs definition as stated in the Allocation Plan, please instead submit a service plan (with cost information) with your application.

Type of Service (please be specific)	Optional (yes/no)	If optional, monthly cost per unit

MUNICIPAL AND COMMUNITY SUPPORT
for VCDP, VHCB , HOME, and VHFA

Describe how the municipality and broader community has supported the project. Were both public and private community members and groups contacted about the project and involved in planning it?

Has the project been presented at one or more local hearings or public meetings?



(Please attach documentation.)

_____ Yes _____ No

If yes, type of meeting: _____ Date: _____

COMMON APPLICATION

Project Characteristics

Please indicate which of the following characteristics the project demonstrates based on the definitions provided. Provide documentation as needed.

Access to Public Transportation

Yes No

Project is within 0.5 miles of a stop for public transportation, that operates at regular times on fixed routes and are used by the general public.

Dense Infill Location

Yes No

Sites not already in a designated downtown or village center that are intended to provide convenient neighborhood and city-wide oriented goods and services and employment opportunities within walking or biking distance of many of the city's or town's residential areas.

Downtown Revitalization

Yes No

Promote projects in Designated Downtowns, Village Centers, Growth Centers, Vermont Neighborhoods and New Town Centers that are also area-wide low and moderate income benefit communities with façade, streetscape and other infrastructure improvements.

Energy Star or LEED Certified

Yes No

Project is designed and built to a level of energy efficiency that meets or exceeds the levels required to qualify for the Energy Star label. LEED-H: A standard of construction promoted and maintained by the US Green Building Council to encourage green building practices. LEED-H (also known as LEED for Homes) is an abbreviation for Leadership in Energy and Environmental Design – Homes.

Federally Subsidized and At Risk

Yes No

Any development currently occupied by low-income households that faces, within the next five years: 1) a loss of deep rental assistance or other operating subsidy; and 2) faces prepayment of its mortgage or other action by its owner that would terminate federal low income use restrictions.

Leveraging of Funding from Outside Vermont

Yes No

Projects with other non-federal funding sources for leveraging the HOME funds to ensure the overall HOME Program meets the 25% Match Requirement. Projects must demonstrate leverage of resources and cost-effectiveness, including density bonuses, building weatherization, energy efficiency, and fuel switching available from private and public programs, and lead paint hazard abatement. Historically, a majority of the Vermont Housing Conservation Board (VHCB) State appropriation for housing is matched to the HOME Program funds.

New Rental Assistance

Yes No

Project receives new HAP contract from PRAC, RD Rental Assistance, or comparable Federal or State assistance.

Public Housing

Yes No

Project serves families currently on public housing (State or local) waiting lists.

Rehab or New with Vacancy < 3.5%

Yes No

Project is the creation of new rental housing through new construction or adaptive reuse in a town or city with a vacancy rate of 3.5% or less, as evidenced by a regional market study OR a rehabilitation of an existing residential building.

Removal of Blight

Yes No

A condition that exists when a significant portion of a building or site is uninhabitable or unusable due to neglect, condemnation, or damage from fire or other natural disaster. This definition may be met by: a project in which there is one building which is in a blighted condition (whether it's a project having only 1 building, or if there is at least 1 building within a multi-building scattered site project); or a project which involves the clean-up of a brownfield; or a project which may involve the demolition of unused non-housing structures which may be in a blighted condition or a condition of disrepair which has an adverse effect on the surrounding community, in order to develop a site into affordable housing.

Universal Design

Yes No

A set of design practices intended to make space usable by many people, to the greatest extent possible, at little or no extra cost. Some universal design features include: entrances which do not involve steps; wide doorways; and light switches located at a height more reachable by all (including children and the elderly).

ENVIRONMENTAL SITE REVIEW CHECKLIST

In completing this checklist, at a minimum, you should visit the property, check the town records, and talk to neighbors and the property owner. If you answer "yes" to one or more of questions #1-16, you should contract with an environmental engineering firm for a Level I and/or II environmental assessment. A Phase I ESA may be submitted in lieu of this checklist. A flowchart for navigating the HUD ER process can be found at <http://www.vhcb.org/xxxxxxxxxxx>.

Date of Review _____ Completed by _____

Present Owner and Address of Property : _____

VHCB Applicant: _____

Proposed Use of Property: _____

Age of Building(s): _____

1. Does the building contain any of the following high-risk construction materials?

Asbestos _____ Lead _____ Urea formaldehyde _____ Other _____

2. Is there an on-site water supply? _____ Yes _____ No

3. What is the distance of the water source from any high risk activity sites as identified on the reverse side?

4. Is the property in a neighborhood that is/was zoned for industrial use? _____ Yes _____ No

5. Does the property show any of the following signs?

Yes	No		Yes	No	
_____	_____	absence of, or stressed vegetation	_____	_____	oil staining of soils
_____	_____	leaking tank(s)	_____	_____	junked vehicles
_____	_____	leaking septic system	_____	_____	sheen on surface waters
_____	_____	unusual colored or smelling seeps	_____	_____	a buried oil tank

6. Within the property, or on adjacent property, have any of the following materials ever been stored: heating oil, gasoline, diesel, kerosene, waste oils, solvents, chemicals, other (explain)? Please describe the location of the storage unit(s), the material stored, and the condition and status.

7. Is the property within one half mile of any state or federal hazardous waste sites?

8. Has there ever been any problem with the septic system backing up or seeping out?

9. Have there ever been any chemical septic system cleaners used at this site?

10. Is there on-site discharge of wastewater to waterbodies?

11. Has there ever been any area within the property, or on adjacent property that has been used as a dumping ground for materials, including:

- | | |
|--|---|
| <input type="checkbox"/> automobiles | <input type="checkbox"/> industrial cleaners or solvents |
| <input type="checkbox"/> PCBs | <input type="checkbox"/> industrial, commercial, or household trash |
| <input type="checkbox"/> waste oils | <input type="checkbox"/> agricultural chemicals |
| <input type="checkbox"/> asbestos | <input type="checkbox"/> batteries |
| <input type="checkbox"/> other (explain) | _____ |

12. SITE HISTORY: Has the property or adjacent property ever been used for any of the following "high risk" activities?

Site	Adjacent Site	Site	Adjacent Site
<input type="checkbox"/>	<input type="checkbox"/> service station	<input type="checkbox"/>	<input type="checkbox"/> battery storage
<input type="checkbox"/>	<input type="checkbox"/> industrial cleaning	<input type="checkbox"/>	<input type="checkbox"/> medical laboratories
<input type="checkbox"/>	<input type="checkbox"/> pest control	<input type="checkbox"/>	<input type="checkbox"/> septic system cleaner
<input type="checkbox"/>	<input type="checkbox"/> dry cleaners	<input type="checkbox"/>	<input type="checkbox"/> lubricant mfg/sales
<input type="checkbox"/>	<input type="checkbox"/> wood manufacturing	<input type="checkbox"/>	<input type="checkbox"/> junk/salvage yard
<input type="checkbox"/>	<input type="checkbox"/> paint removal	<input type="checkbox"/>	<input type="checkbox"/> printing
<input type="checkbox"/>	<input type="checkbox"/> wool processing	<input type="checkbox"/>	<input type="checkbox"/> ag. supplies/operations
<input type="checkbox"/>	<input type="checkbox"/> testing laboratories	<input type="checkbox"/>	<input type="checkbox"/> paper processing
<input type="checkbox"/>	<input type="checkbox"/> plastics	<input type="checkbox"/>	<input type="checkbox"/> chemical/solvent use
<input type="checkbox"/>	<input type="checkbox"/> metal plating	<input type="checkbox"/>	<input type="checkbox"/> roofing
<input type="checkbox"/>	<input type="checkbox"/> fuel oil dealer	<input type="checkbox"/>	<input type="checkbox"/> equipment rental
<input type="checkbox"/>	<input type="checkbox"/> adhesive and sealant production	<input type="checkbox"/>	<input type="checkbox"/> waste disposal/removal
<input type="checkbox"/>	<input type="checkbox"/> hog farming	<input type="checkbox"/>	<input type="checkbox"/> computer industry
<input type="checkbox"/>	<input type="checkbox"/> tire repair	<input type="checkbox"/>	<input type="checkbox"/> leather tanning
<input type="checkbox"/>	<input type="checkbox"/> sandblasting/stonecutting	<input type="checkbox"/>	<input type="checkbox"/> textile manufacturing
<input type="checkbox"/>	<input type="checkbox"/> automotive repair	<input type="checkbox"/>	<input type="checkbox"/> railroad
<input type="checkbox"/>	<input type="checkbox"/> electrical transformers	<input type="checkbox"/>	<input type="checkbox"/> boat yard
<input type="checkbox"/>	<input type="checkbox"/> paint or stain mfg.	<input type="checkbox"/>	<input type="checkbox"/> hospital
<input type="checkbox"/>	<input type="checkbox"/> film/photo processing		

13. Do you have any other comments or remarks on this property?

14. Do you intend to have a professional phase I or II study completed?

15. Please describe the process you went through to complete this survey.

Combined VHFA, VHCB, VCDP Checklist
(includes required attachments)

	VHFA		VHCB		VCDP
	Rental	Homeownership	Rental	Homeownership	Rental/ Homeownership
Common Application Form					
VHFA Application Supplement					
VHCB Application Supplement					
VCDP Application Supplement					
Construction Cost Estimate (by AIA Divisions, including contingency) including date prepared and name of independent architect or cost estimator					
Pro Forma Development Budget					
Site Plans					
Site Location Map					
Floodplain Map					
Preliminary Floor Plans					
Building Elevations					
One Original Set of Color Photographs (or color photocopies)					
Current Appraisal (include sample unit appraisals with for-sale housing developments)					
Evidence of Site Control (e.g. deed, option, purchase and sales agreement)					
ANR / Act 250 Project Review Sheet (if applicable)					
Resumes of Development Team (for team members who have done no affordable housing projects in the last two years)					
Evidence of Other Funding Commitments					
Summary of Results of Any Tests for Lead-Based Paint or Other Hazardous Materials (on all applicable existing structures as required)					

Capital Needs Assessment (for moderate rehab projects; this may be waived if the scope of work incorporates an assessment of capital needs by the architect)					
Market Demand Data (full independent market study if units are being added)					
VHFA					
Independently-prepared Market Study meeting VHFA Standards					
Letter from Town Administrator regarding zoning and permitted density					
Full Plans and Specifications					
Current Personal and Corporate Financial Statements					
List of Developments Completed within the Last Five Years and In-Process Developments (That demonstrate experience and capacity to complete the proposed project)					
Attach a Description of “Why this Loan is Being Requested from VHFA, and How the Project Will Benefit from this Loan”					
Attach a Description of the “Specific Neighborhood and Community Benefits” of the Project					
Unit Price Schedule, Including Unit Types and Designs					
Application Fee (\$250)					
HOUSING CREDIT APPLICANTS					
Documentation of location relative to designated downtown or village center, if applicable					
Documentation of local public hearing / meeting					
Documentation that project is part of a concerted Community Revitalization Plan, if applicable					
Documentation that project serves tenants on Section 8 waiting lists, if applicable					
ALL VHFA FINANCING					
Phase I Environmental Site Assessment					
Month by Month sources and uses / construction draw schedule (if applying for construction financing)					
VHFA TAX EXEMPT BOND FINANCING					
TEFRA Notice Information Sheet					

NONPROFIT APPLICANTS				
IRS 501(c) Designation				
Most Recent Audited Financial Statement				
Articles of Association				
Bylaws				
Most Recent 990 Filing				
Note: audited financials needed from all applicants; other items only needed from “new” nonprofit applicants.				
ER, Phase I, or Environmental Site Review Checklist				
VHCB/HOME				
Copies of State/Local/Regional contact letters and any responses				
HOME Program Income Verification Form and Third Party Verification (occupied units)				
URA General Info Notices and Return Receipts (for existing tenants)				
Current List of Board of Directors, Addresses, and Affiliations				
VCDP				
VCDP Additional Narrative Questions				
Resolution for VCDP Grant Application Authority (Form E or E2)				
Notice of Public Hearing (Form F)				
Certification of Program Income / Unrestricted Revenue Available (Form G)				
Housing Enhancements Options Cost Chart (Form H)				

Note: The VCDP application is on-line and the attachments required are outlined on this checklist and on the VCDP on-line application site.

Note: **HOME Applicants:** Please see the “Process Checklist for HOME Projects” in the HOME Handbook <http://www.vhcb.org/pdfs/homehandbook/2c.pdf> for helpful information on the HOME requirements throughout the application and development process. This checklist is used internally at VHCB by HOME staff to track project compliance. If applying for CHDO Reserve HOME Funds, updated CHDO Compliance documentation (including a CHDO Certification Checklist) must be submitted. Please contact HOME staff with questions.