

# Urban Redevelopment Authority of Pittsburgh

## For-Sale Development Program (FSDP)

### EXHIBIT B: Application Narrative and Attachment Checklist

#### Contents

<b>I. Eligibility Checklist</b> .....	2
<b>II. Attachment Checklist</b> .....	3
<b>III. Development Team Information (provide for each team member, as applicable)</b> .....	4
<b>IV. Project Information</b> .....	5
<b>V. Project Narratives</b> .....	6
<b>1. Project Background</b> .....	6
<b>2. Sponsorship/Development Team</b> .....	7
<b>3. Sources and Uses</b> .....	11
<b>4. Development Budget</b> .....	12
<b>5. Market Overview and Appraisal</b> .....	12
<b>6. Project Importance</b> .....	14
<b>7. Additional Information (Optional)</b> .....	15
<b>VI. Excel Workbook</b> .....	16

## I. Eligibility Checklist

Check  if statement is true.

Funds will be used for acquisition and/or construction of for-sale housing affordable to households at or below 80% AMI

The development team includes a non-profit applicant

The project will result in no involuntary permanent displacement of existing residents

The property is located in the City of Pittsburgh

The proposed project complies with all existing zoning requirements

The proposed project complies with Environmental and Historic Review requirements to the extent required by the Federal Government, the Commonwealth of Pennsylvania, and the City of Pittsburgh

None of the development team entities will use the property for a personal residence

The development team has site control extending at least 120 days beyond the date of submission and will own the property no later than the FSDP closing

If site control is via option to purchase, the date of option expiration is: \_\_\_\_\_

## II. Attachment Checklist

Attachment No.	Type of Document
1	Lead-based paint assessment (Rehabilitation projects only for properties constructed prior to 1978)
2	Three (3) years of audited financial statements
3	Articles of Incorporation, bylaws, and IRS determination letter confirming 501(c)(3) status
4	Written agreement describing roles and relationship of the Development Lead and Non-Profit Applicant if they are not the same.
5	Commitment letters from all committed sources of funding
6	Proof of clear title (i.e., title report, property report)
7	Project plans, specs, schedule of values, and drawings (preliminary acceptable)
8	Contract with contractor (if any)
9	Appraisal
10	MWBE narrative
11	<a href="#"><u>Affirmative Fair Housing Marketing Plan</u></a>
12	Additional information (if applicable)
13	Site photos
Exhibit D	Excel Workbook

### III. Development Team Information (provide for each team member, as applicable)

Entity	Firm Name	Firm Mailing Address	Firm Website Address	Federal Tax ID #
Non-profit Developer				
For-profit Developer				
Non-profit Applicant (If applicable)				
General Contractor				
Architect				
Development Consultant				
Construction Manager				
Construction Lender				

#### IV. Project Information

**Project Name**

**Project Location**  
*Include Lot and Block if available*

**Total Development Cost**

**Total Program Funding Request**

	Number of Units	Requested Funding Per Unit	Total Requested Funding
Affordable to ≤80% AMI	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this project a rehabilitation or new construction?

Rehabilitation

New Construction

Is this application for a predevelopment loan?

Yes

No

Will a second deferred mortgage be utilized to achieve the level of affordability?

Yes

No

## V. Project Narratives

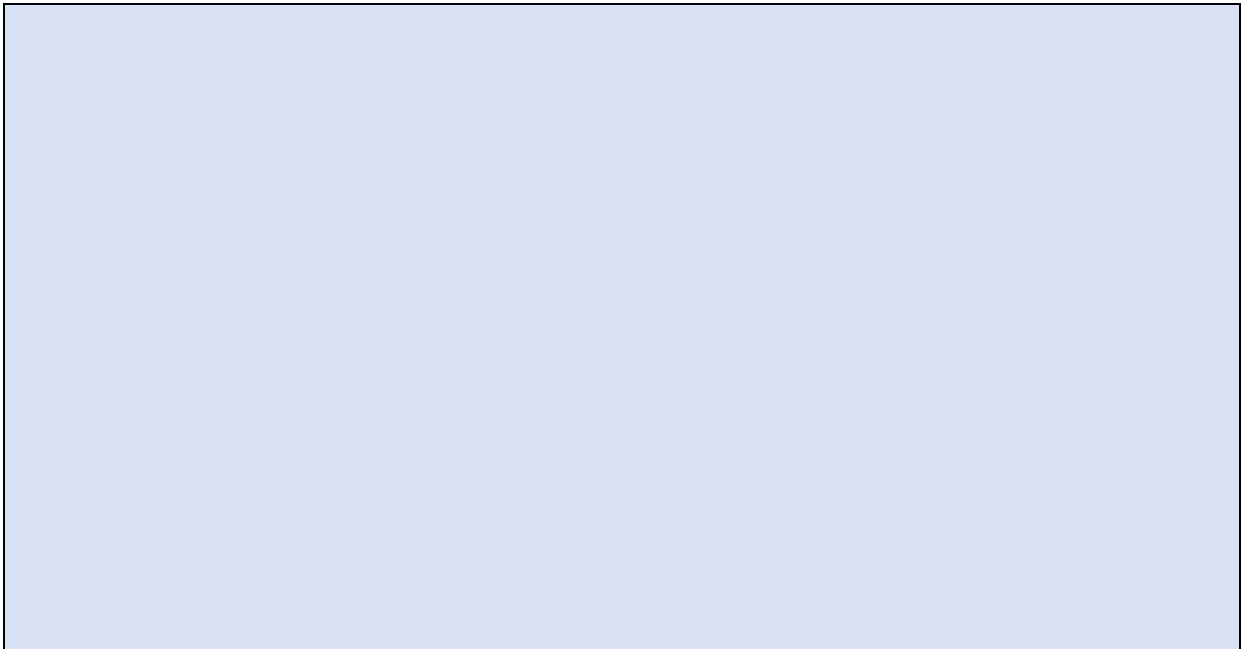
### 1. Project Background

Briefly summarize the nature of the funding request, including the amount, and a brief description of the project. Include the project's history and intended impact.

#### **ATTACHMENT 1 (Rehabilitation Only): Lead-based paint assessment**



What role has the community played in developing this project or project concept?



Are any of the properties occupied? If yes, will there be any temporary relocation?

What is the timeline to begin and complete construction?

## 2. Sponsorship/Development Team

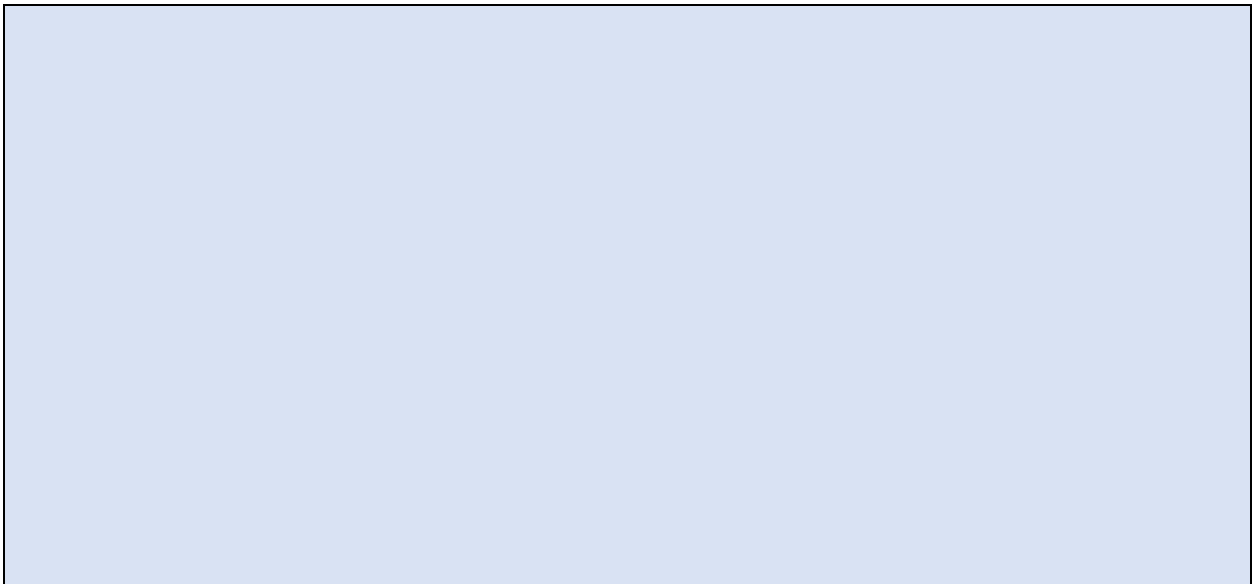
Describe the relationship among the development team members. Which team members have worked together on previous projects? Do any members share identity of interest?

Have any team members been disbarred? If yes, please explain. \_\_\_ Yes \_\_\_ No

## **DEVELOPER**

- Summarize the qualifications and experience with projects of similar size, type, and financing. List the specific projects the developer has completed which are most comparable.
- Provide an overview of the financial position of the developer. Highlight organizational financial strengths as demonstrated in the financials and address any issues which might arise in review of the financials.

### **ATTACHMENT 2: Three (3) years of audited financial statements**



## **NON-PROFIT APPLICANT**

- What is the non-profit's role in this project?
- Discuss the overall composition of the board (number of members, % within the neighborhood), and names of key board members.
- If the non-profit applicant is not also the developer, a written agreement, signed by both parties, describing the roles and relationship between the entities is required. Is there a written agreement? \_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable

### **ATTACHMENT 3: Articles of Incorporation, bylaws, and IRS determination letter confirming 501(c)3 status.**

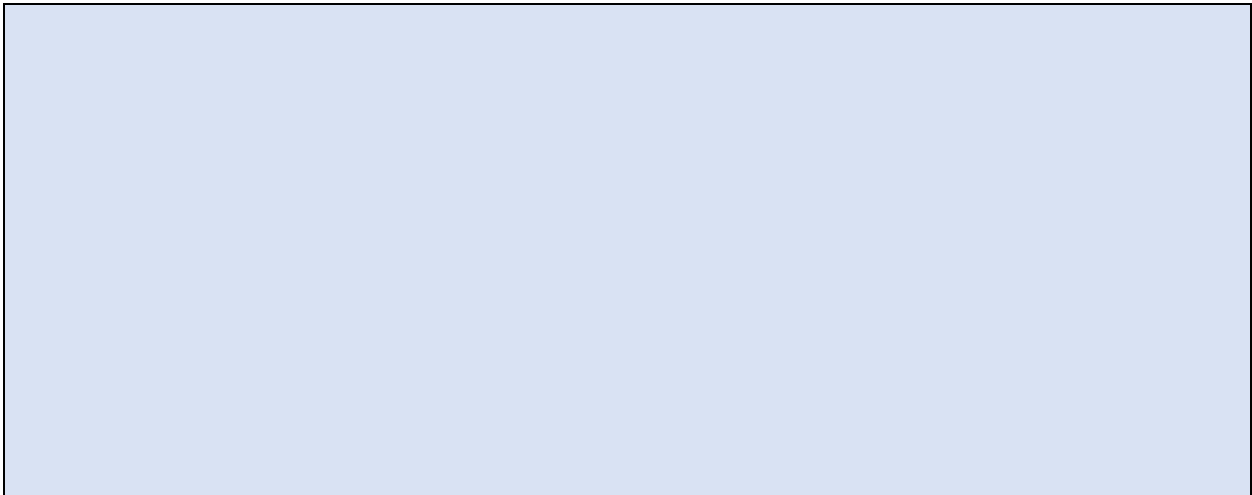


**ATTACHMENT 4 (If applicable): Signed written agreement between non-profit applicant and developer describing the roles and relationship between the entities is required.**



**GENERAL CONTRACTOR**

- Explain the qualifications of the selected or anticipated contractor, including the age of the firm. If not yet selected, explain the selection process: competitive bid, negotiation, RFP, etc.



**ARCHITECT**

- Describe the experience and qualifications of the design firm with emphasis on comparable projects.

**DEVELOPMENT CONSULTANT**

- If used, explain qualifications and experience, as well as the role this individual or firm will play in the project. (Examples of the types of consultants to describe, if used, include development, relocation, and green building.)

**CONSTRUCTION MANAGER**

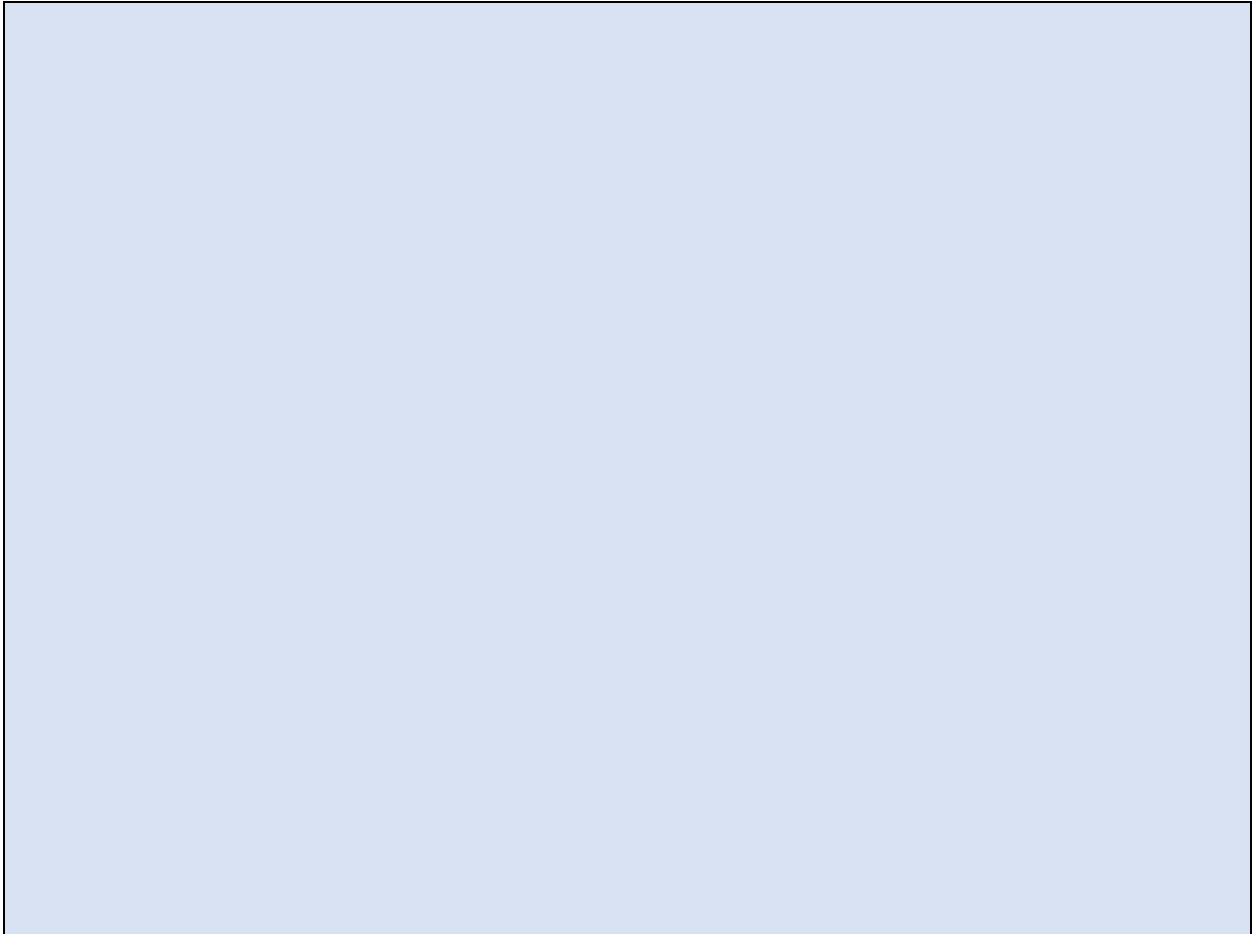
- If any, describe their experience managing this scale and type of construction project.

### 3. Sources and Uses

- Complete the Development Budget tab in the Excel workbook (see Section VI).
- For any potential source applied for but not yet committed, include timeline for commitment and contact information below.
- Describe any existing debt secured by project property, and whether it will remain in place at closing of URA financing.

**ATTACHMENT 5: Commitment letters for each committed source**

**ATTACHMENT 6: Proof of clear title (i.e., title report, property report)**



#### 4. Development Budget

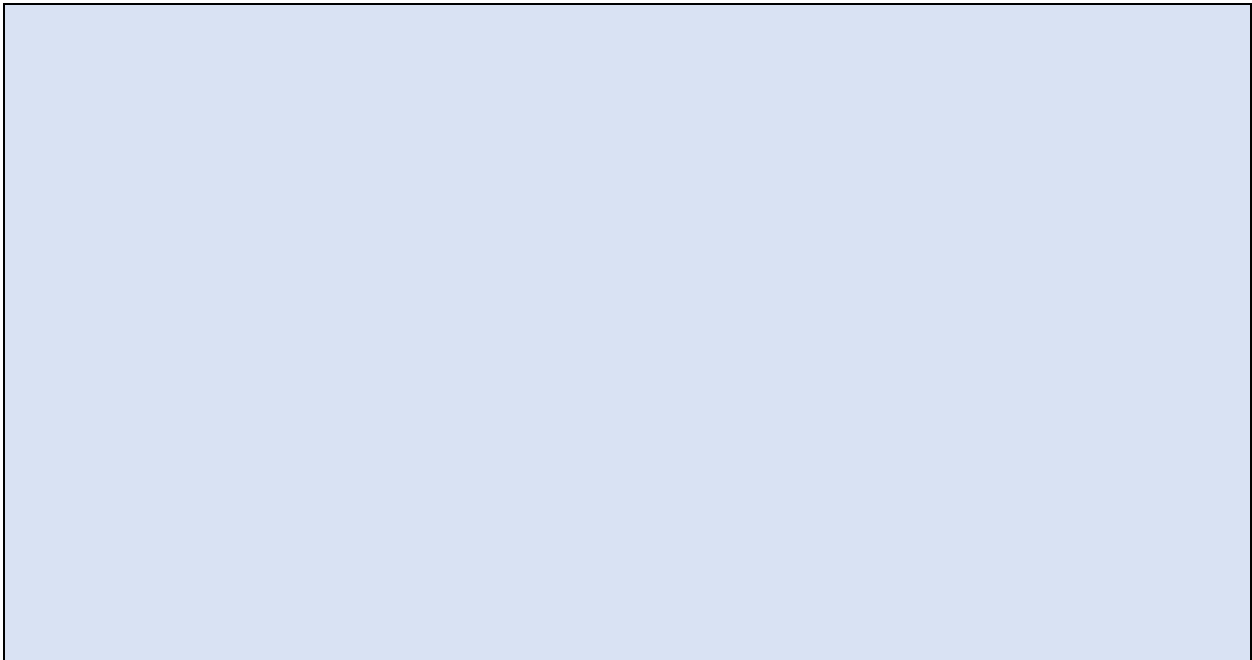
##### **CONSTRUCTION COSTS**

- Describe the construction, including any special features.
- How were the construction costs calculated?
- Is there a contract with a contractor? \_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable

##### **ATTACHMENT 7: Plans and Drawings**

- Signed, sealed and dated construction documents are preferred, however FSDP will accept construction documents at 50% or greater.

##### **ATTACHMENT 8 (If applicable): Contract with contractors**



#### 5. Market Overview and Appraisal

##### **DEMAND**

- Describe the demand for this project.
- What are typical sales prices in the project area for comparable for-sale units housing? Be as detailed as possible about recent transactions/trends.



**APPRAISAL**

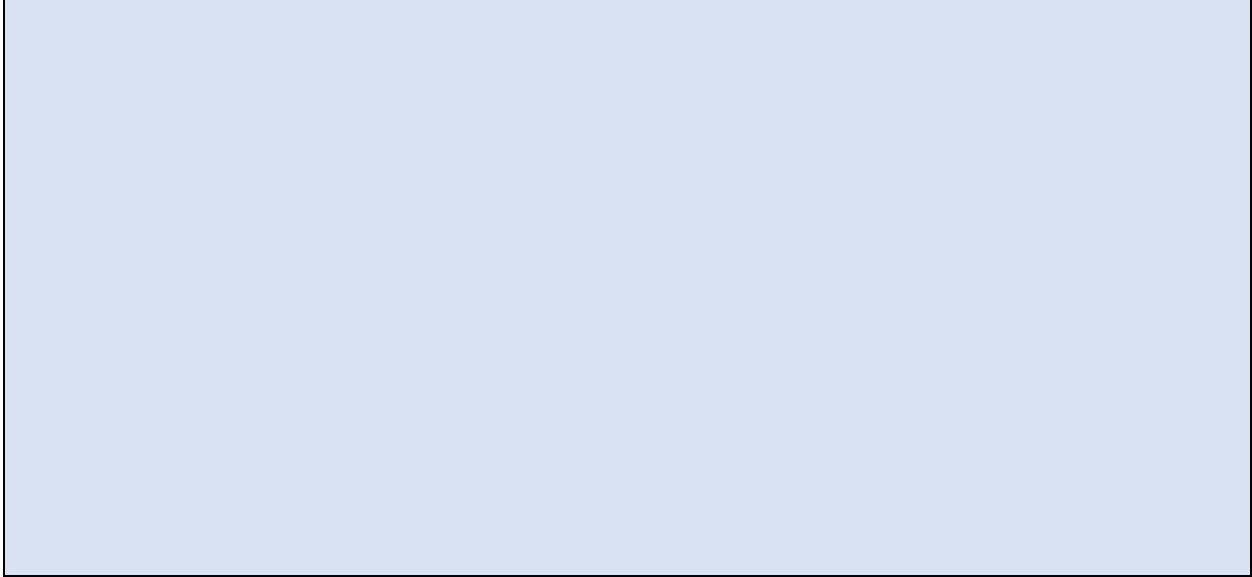
- If the properties are being acquired, or have been acquired within the past 2 years, what are their appraised values?
  
- What is the date of the appraisal?

**ATTACHMENT 9: Appraisal**



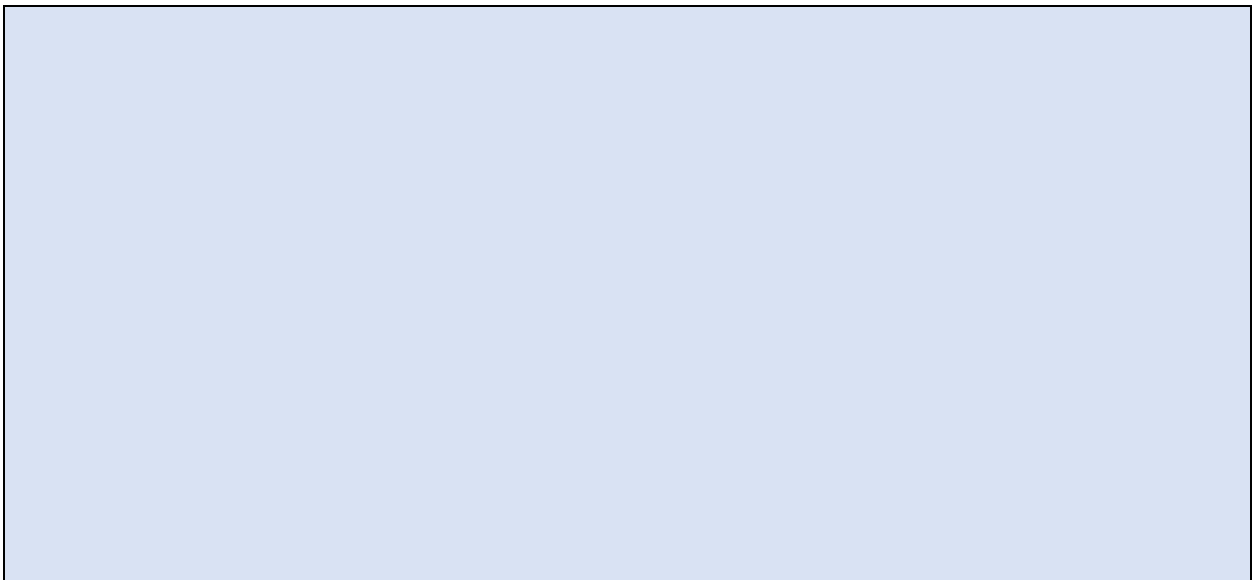
## 6. Project Importance

Discuss the importance of the transaction to the applicant, the neighborhood, and the City.

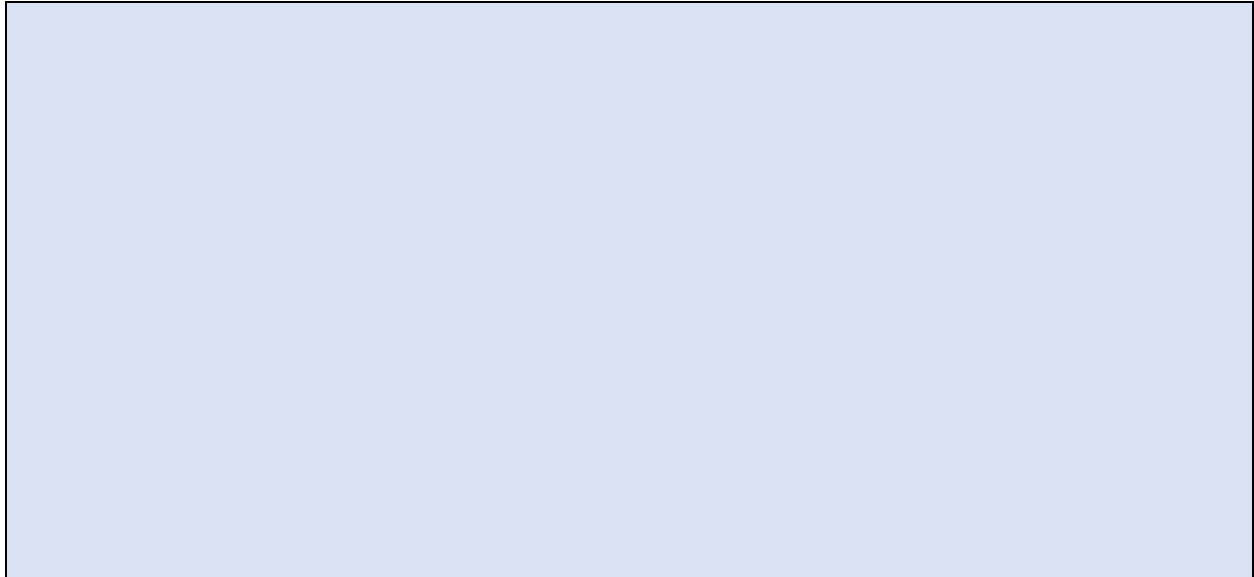
A large, empty rectangular box with a light blue background and a black border, intended for the applicant to discuss the project's importance.

Explain how the development aids the City of Pittsburgh's efforts to affirmatively further fair housing. Include a completed [Affirmative Fair Housing Marketing Plan](#).

### **ATTACHMENT 11: Affirmative Fair Housing Marketing Plan**

A large, empty rectangular box with a light blue background and a black border, intended for the applicant to provide the Affirmative Fair Housing Marketing Plan.

Explain the ways in which the project will achieve energy efficiency above expected baseline. Include information about building materials, building systems, appliances, and if any energy efficiency certifications are being sought for the project (i.e. Enterprise Green Communities, LEED, WELL, DOE Zero Energy Homes, etc.).

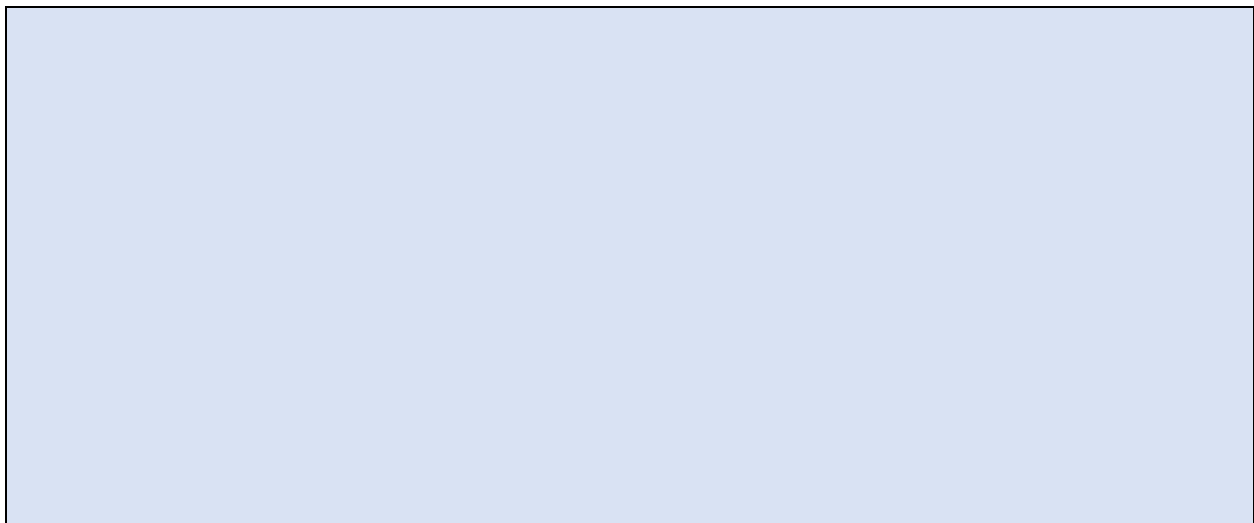


#### 7. Additional Information (Optional)

If there is any additional information about the project that the respondent believes is significant to this proposal, please use the section below to provide such information, and/or supply additional attachments if necessary.

**ATTACHMENT 12: Addition Information**

Attach as separate document if in need of additional space.



## VI. Excel Workbook

Complete the Excel workbook portion of the application and include as **Exhibit D**.