

Program Overview

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Case Id: 30006

Name: NBLY Test Build - 2022

Address: *No Address Assigned

Program Overview

Please provide the following information.



City of Malden Affordable Housing Development Program

Kristina Tseng
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Community Development
215 Pleasant Street, Third Floor
Malden, MA 02148
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The City of Malden and the North Suburban Consortium (NSC) are accepting applications for funding for affordable housing development projects on a rolling basis. This application is used to apply for funds from the City of Malden (for projects located within Malden), and for the NSC's HOME funds (for projects located within the NSC communities of Malden, Arlington, Chelsea, Everett, Medford, Melrose, Revere, and Winthrop). The City of Malden's funding sources include the Affordable Housing Trust Fund, the Community Development Block Grant program, and American Rescue Plan Act funds allocated to affordable housing. City staff will review submitted applications and propose a funding package where appropriate. Additional information may be required prior to a decision being made. Final decisions on funding will be made consistent with the policies and practices governing the respective funds and are subject to funding availability. Successful applicants will be required to comply with all applicable rules and regulations related to the funds they are awarded. Applicants are strongly encouraged to contact OSPCD staff prior to submitting an application.

NSC HOME PROGRAM

HOME funds may be used for affordable housing projects in any of the eight NSC communities. For communities other than Malden, the developer must meet with the NSC HOME Director and the NSC board member from the community their project is located in. A letter of support from the chief executive of that community must be secured and submitted as a part of this application.

Any grant or loan of HOME funds is subject to approval by the NSC Board and the approval and release of funds by the U.S. Department of Housing and Urban Development (HUD). Release of payments will be subject to documenting compliance with all requirements listed in a Grant or Loan Agreement to be executed with NSC. Implementation of any project funded in full or in part with HOME Program Grant or Loan funds may not proceed without full execution of a HOME Project Agreement with NSC. The NSC will not be responsible for any project costs incurred prior to the full execution of a Grant or Loan Agreement, unless specifically authorized and noted in the executed Grant or Loan Agreement. All projects must be located in the North Suburban Consortium which consists of the following eight contiguous municipalities: Malden, Arlington, Chelsea, Everett, Medford, Melrose, Revere, and Winthrop.

A. Contact Information

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A. Contact Information

Please provide the following information.

AGENCY INFORMATION

A.1. Organization Name:

A.2. Mailing Address:

A.3. UEI Number:

A.4. Organization Website:

A.5. Organization Mission Statement:

A.6. Organization Type (check all that apply):

- Community Housing Development Organization (CHDO)
- Community Development Corporation (not a CHDO)
- Regional Non-Profit Housing Developer
- Private For-Profit Development Corporation/Individual
- Housing Authority
- Local Government
- Other

Please Explain:

EXECUTIVE DIRECTOR

A.7. Executive Director First Name:

A.8. Executive Director Last Name:

A.9. Phone Number:

A.10. Email:

A.11. Is there a contact person outside of the Executive Director?

A.12. Project Contact First Name:

A.13. Project Contact Last Name:

A.14. Contact Organization:

A.15. Phone Number:

A.16. Email:

B. Project Description

Last modified by sandy.macenat@neighborlysoftware.com on 8/12/2022 2:29 PM

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B. Project Description

Please provide the following information.

B.1. Project Name:

B.2. Provide a description of the project, including its purpose and neighborhood context (current conditions, demographics, and anticipated impact), population to be served, challenges and opportunities; color pictures of the project site, preliminary architectural plans etc.

B.3. Project Address or Location:

B.4. Project Type: (Check all that apply)

Homeownership

Rental

Mixed-Use

Other

Please specify:

Commercial:

Specify Uses:

B.5. Project Activities (check all that apply):

Acquisition

Rehabilitation (Single or 2-Family)

Rehabilitation (Multi-Family)

- New Construction (Single Family)
- New Construction (Multi-Family)
- Other

Please Explain:

B.6. Number of Units:

B.7. Is this amount more than 26 units/rentals?

Has a capital needs assessment been completed (required for rehab of rental projects more than 26 units)?

ACCESSIBLE UNITS:

Mobility Accessible Units

B.8. Number Existing:

B.9. Number Proposed:

Sensory Accessible Units

B.10. Number Existing:

B.11. Number Proposed:

B.12. Please describe if there are any other:

OCCUPANCY TARGETING

B.13. Special Populations:

- Elderly
- Disabled
- Formerly homeless
- Veteran

Other

Please specify:

B.14. Please enter the Number & Percentage of Units that will serve Low and Moderate Income Households

Household Types	Number	Percentage
30% of median and below	0	0.00 %
31-50% of median	0	0.00 %
51-60% of median	0	0.00 %
61-80% of median	0	0.00 %
Market Rate Units	0	0.00 %
On-site Units	0	0.00 %
TOTAL UNITS	0	0.00 %

Check all utilities to be paid by the tenant:

Household Electric

Air Conditioning

Cooking

Heat

Hot Water

Other

Please Explain:

Check all utilities to be paid by the owner:

Household Electric

Air Conditioning

Cooking

Heat

Hot Water

Other

Please Explain:

BUILDING INFORMATION

B.15. Lot Size:

B.16. Number of parking spaces:

B.17. Gross Square Footage:

Areas	Square Foot
TOTAL Gross Sq. Ft. Residential Area	

EXISTING BUILDING INFORMATION:

B.18. Year Built:

B.19. Are units currently occupied?

If yes, how many occupied?

0.00 %

Describe any space used for Commercial use within the Project:

(Note: City and NSC funds cannot be used for commercial space)

B.20. Proposed Number of Units per Bedroom Count and Income

% Median	Studio	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
TOTAL	0	0	0	0	0	0

C. Funding Sources

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C. Funding Sources and Total Development Cost

Please submit a detailed development budget (specify sources of funds and uses) including acquisition, soft, and hard costs. Include a 10% contingency. Applicant can submit copy of the ONE STOP Application to satisfy this requirement.

C.1. Please add as many rows needed to satisfy this requirement

SOURCES	Amount	USES	Amount
TOTAL SOURCES:	\$0.00	TOTAL USES:	\$0.00

C.2. Please submit a 15 year (Or Period of Affordability) Pro-Forma

Pro-Forma ***Required**

***No files uploaded*

C.3. Please attach an appraisal report for the property.

Property Appraisal ***Required**

***No files uploaded*

C.4. How do you propose the requested funds will be returned to the City and/ or the NSC?

Please Describe:

D. Site/Project Readiness

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D. Site/Project Readiness

Please provide the following information.

D.1. Provide a description of the proposed or actual site, and discuss any issues of site control, zoning, special permits, environmental hazards and how they can be resolved in a timely manner. Please identify and/or include the following:

Current Status of

- Site Control
- Architectural plans
- Financing

D.2. Please upload the following document:

Site Control Documentation ***Required**

***No files uploaded*

D.3. Is the project a new construction or is seeking substantial rehabilitation?

Please upload the following document:

Zoning & Local Approval Letter ***Required**

***No files uploaded*

Provide Market Analysis for the proposed project: Define Market Area, target population, demand for rental/homeownership, current supply and cost.

Zoning for the site and if the proposed project is consistent with existing zoning requirements. If relief is needed, describe what is needed and a timeline.

D.4. Issues or hazards, man-made or natural, associated with the site that will affect its development and/or use for housing. Include a discussion of any recommendations for mitigation of existing conditions noted in the Phase I Environmental Assessment (if available). For projects that include rehabilitation, discuss any recommendations for abatement of asbestos, lead paint, or mold noted in the Hazardous Material Survey.

D.5. Include a Phase I Environmental Survey Executive Summary (if available)

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Phase I EA

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D.6. Is the property historic or located in a historic district?

Describe the process and timeline for getting approvals.

D.7. Area Map and Site Pictures: Provide the project area map and related site pictures in color.

If any of the following are located within 2,000 feet of this project, please indicate location and identify on project area map:

- a) major road/highway,
- b) railroad track,
- c) airport (within one mile),
- d) building or structure 50 years old or older (please include photographs),
- e) waterways,
- f) storage tanks (e.g., propane, grain silo, agri-chemicals (please include photographs),
- g) known hazardous waste site,
- h) explosive or flammable operation (within one mile),
- i) Flood Plain and any other applicable environmental hazard

Please upload the following items:

Area Map ***Required**

***No files uploaded*

Photos of Project Site ***Required**

***No files uploaded*

CONSISTENCY WITH FEDERAL/LOCAL FUNDING REQUIREMENTS

Describe and document the project's consistency with local plans and programs. Address consistency with the following:

[2020-2024 Consolidated Plan](#)

[Malden Affordable Housing Trust Fund Action Plan](#)

Other local housing plans or programs, if applicable

Please upload the following documents:

DO NOT attach copies of the plan documents

Affirmative Marketing Plan Selection

***No files uploaded*

D.8. Is this project located within the City of Malden?

Please upload the following document:

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Municipal Letter of Support (Required if project is not located in Malden) *Required

***No files uploaded*

E. Project Schedule

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E. Project Schedule

Please provide the following information.

Include a detailed timeline for completion of major activities related to the project. Identify all key aspects of the proposal as well as the dates when all funding sources will be secured.

List each task for the project in chronological order and enter a projected completion date and responsible party for each task. At a minimum, show projected dates for commitment of all funding sources, any land use approvals, and milestones for property acquisition and construction.

E.1. SCOPE OF WORK

Task	Projected Completion Date	Responsible Party
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E.2. Describe any aspects of the project that may lead to delays (e.g., zoning, siting and how the schedule will be adapted to respond.

F. Tenant Relocation

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F. Tenant Relocation

Any project that is currently occupied, even partially, will be required to provide relocation benefits to existing tenants as a result of using HOME, CDBG, or ARPA funds. Relocation benefits are triggered by the use of certain federal funds under the Uniform Relocation Act (URA) when an existing tenant, either residential or commercial, is displaced permanently or temporarily as a result of the proposed project. In cases in which a proposed development site is either partially or fully occupied, relocation information must be completed and submitted concurrently with the application and the applicant is required to contact OSPCD and the North Suburban Consortium for instructions BEFORE PROCEEDING WITH AN APPLICATION. Failure to do so may result in the project being ineligible.

F.1. Will any tenants be displaced as a result of the proposed project?

If no, you may skip this section.

F.2. Does project require permanent relocation of tenants?

Describe the process to be used for relocation, and how these activities will be funded.

Note the availability of comparable replacement units.

Include a budget for relocation showing estimates of staff time and using the maximum benefits allowed to people being displaced.

Show how the relocation plan is consistent with the relocation requirements of any of the fund sources anticipated for the project.

F.3. Does project require temporary relocation of tenants?

Describe the process to be used for relocation, and how these activities will be funded.

Note the availability of comparable replacement units.

Include a budget for relocation showing estimates of staff time and using the maximum benefits allowed to people being displaced.

Show how the relocation plan is consistent with the relocation requirements of any of the fund sources anticipated for the project.

Have tenants been properly notified consistent with the URA?

Please describe how you will comply with URA regarding this proposed project.

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IF YOU ANSWERED NO TO ANY OF THESE QUESTIONS, YOU ARE NOT ELIGIBLE FOR THE CITY OF NEIGHBORLY ASSISTANCE.

G. Organization Experience

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G. Organization Experience

The applicant must demonstrate that the skills and experience of the development team are appropriate to the size and complexity of the project.

G.1. Describe your organization's experience and capacity to develop the type of housing you are proposing.

G.2. Describe the applicant's experience with public funds (federal, state, local, or others). *Please specify if others.

G.3. List key development team staff, including key consultants such as legal counsel, architects, engineers, planners, etc., and their qualifications and attach resumes. Describe their roles.

Please attach resumes here:

Resumes of development team members ***Required**

***No files uploaded*

G.4. Identify the person or persons with the authority to represent and make legal binding commitments on behalf of the applicant.

G.5. Identify any legal action, bankruptcies, or lawsuits currently involving your organization.

PROJECTS COMPLETED, UNDER DEVELOPMENT AND PROPERTIES OWNED

G.6. COMPLETED PROJECTS

Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Funding
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G.7. PROJECTS UNDER DEVELOPMENT (Include all projects currently under construction or projects for which you plan to seek funding in the next 6 months or have received at least one funding commitment)

Name	Location	# of Units	Funding Status	Begin Construction	Complete Construction	Key Staff
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G.8. OTHER COMMERCIAL/RENTAL PROPERTIES OWNED

Include all commercial and rental properties owned within the eight NSC communities, by your company and all primary principals, owners, board members and/or development consultants of your agency (attach additional pages if necessary).

Name	Location	# of Units	Management Agency/Name
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G.9. Has the applicant, sponsor or ownership entity ever been awarded HOME funds? If yes, please describe.

G.10. Have you or any entity in which you have an ownership interest defaulted on any loan?

Please upload default loan document here:

Default Loan Document ***Required**

***No files uploaded*

Please Explain:

G.11. Have you or any entity in which you have an ownership interest ever requested a loan repayment waiver, for any reason, under the HOME Program?

Was the waiver granted?

Please Explain:

Submit

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Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

I/We understand that the information on this application is to be used to determine eligibility for local and federal funds for affordable housing development. I/We certify that the statements are true and complete to the best of my/our knowledge. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

Signature:

***Not signed*

IDIS Setup

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IDIS Setup

Please provide the following information.

Project Name

National Objective

Activity Number ID

HUD Matrix Code

Project Description

Accomplishment Type

Service Area

Admin Documents

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Admin Documents

Please provide the following information.

Documentation

Environmental Review *Required

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Fully Executed Agreement *Required

**No files uploaded

Purchase Order *Required

**No files uploaded

Other Documentation *Required

**No files uploaded