



# CommunityWorks

CAROLINA

## Community Loans Program

### SECTION 1: LOAN SUMMARY

#### 1. LOAN TYPE

Predevelopment  Bridge  Gap

#### 2. ACTIVITY TYPE (Select All that Apply)

Acquisition  Infrastructure  Construction/  
Redevelopment  Rehabilitation

#### 3. UNIT TYPE (Select All that Apply)

Homeownership  Rental  Homeownership  
Single Family  Multi Family  And Rental  Transitional   
Mixed Use  Mixed Income

#### 4. PROJECT COST

TOTAL PROJECT COST:

\_\_\_\_\_

#### 5. LOAN TERMS

Amount Requested: \_\_\_\_\_

Loan Term Requested: \_\_\_\_\_

When do you need the funds? \_\_\_\_\_

How will you repay the CWC loan? Construction  
Financing  Permanent  
Financing

Source of Committed Funds \_\_\_\_\_

What collateral is offered? \_\_\_\_\_ Valuation of collateral: \_\_\_\_\_ Less prior liens: \_\_\_\_\_

### SECTION 2B SUBSIDY SECTION (IF AVAILABLE\*)

Amount Requested: \_\_\_\_\_

When do you need the funds? \_\_\_\_\_

Why do you need subsidy funds? \_\_\_\_\_

\_\_\_\_\_

**SECTION 2: ORGANIZATION SUMMARY**

**1. APPLICANT INFORMATION (IF MORE THAN ONE APPLICANT, FILL OUT SECTION 3 FOR EACH APPLICANT AND INCLUDE ATTACHMENTS)**

Applicant Name: \_\_\_\_\_

Contact Name And Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City And State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_

Developer Status:	Non-Profit	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>
	For Profit	<input type="checkbox"/>	Government Entity	<input type="checkbox"/>

**2. ORGANIZATIONAL CAPACITY**

Please provide a brief history of the applicant, related experience, and a description of previous projects successfully completed. If the applicant is not the developer, provide this information for both the applicant and the developer.

\_\_\_\_\_

**3. REFERENCES**

1) Name	Email Address
_____	_____

Address

Telephone Number

Prior Project(s) in which reference has participated:

2) Name

Email Address

Address

Telephone Number

Prior Project(s) in which reference has participated:

3) Name

Email Address

Address

Telephone Number

Prior Project(s) in which reference has participated:

**SECTION 3: PROJECT SUMMARY**

**1. PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

TMS Number: \_\_\_\_\_

Census Tract: \_\_\_\_\_

Legislative District Number:                      SC Senate                      \_\_\_\_\_                      SC House                      \_\_\_\_\_                      US Congress                      \_\_\_\_\_

**2. PROJECT DISCUSSION**

Include a brief discussion of the project for which you are seeking funding. Your discussion should incorporate, but not be limited to: a description of the activity, size and scope of the project; the project location and why it is appropriate; the impact of the project on the neighborhood; anticipated funding sources; when the project construction will begin and when it will be completed. Include other relevant issues not discussed elsewhere in the application.

\_\_\_\_\_

**3. HOUSING UNITS**

The Recipient shall create (number) \_\_\_\_\_ housing units,

of which (number) \_\_\_\_\_ will be affordable to very low income households, (50% of median and below)

(number) \_\_\_\_\_ will be affordable to low income households, (51% to 80% of median)

(number) \_\_\_\_\_ will be affordable to moderate income households, (81% to 120% of median)

and (number) \_\_\_\_\_ will be market rate.

**4. CWC FINANCED UNITS**

CWC will finance \_\_\_\_\_ housing units,

of which (number) \_\_\_\_\_ will be affordable to very low income households, (50% of median and below)

(number) \_\_\_\_\_ will be affordable to low income households, (51% to 80% of median)

(number) \_\_\_\_\_ will be affordable to moderate income households, (81% to 120% of median)

**5. UNIT DESCRIPTIONS**

# Units	# Bedrms/Baths	Sq. Ft.	Sales/Rental Price	Moderate, Low, or Very Low

**SECTION 4: DEVELOPMENT TEAM**

**1. DEVELOPER**

Please identify the project developer(s) and other members of the development team. If more than one firm or individual is being identified, please indicate for what portion or phase of the project they will be responsible.

Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____
Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____
Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____

**2. CONTRACTOR/BUILDER**

Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____

City, State, Zip Code	_____	Responsibility	_____
-----------------------	-------	----------------	-------

**3. ARCHITECT**

Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____

**4. CONSULTANT/PLANNER**

Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____

**5. PROJECT COORDINATOR**

Organization	_____	Contact Person	_____
Address	_____	Telephone Number & Email Address	_____
City, State, Zip Code	_____	Responsibility	_____

**6. ATTORNEY**

Organization

Contact Person

Address

Telephone Number & Email  
Address

City, State, Zip Code

Responsibility

**7. TAX CREDIT SYNDICATOR**

Organization

Contact Person

Address

Telephone Number & Email  
Address

City, State, Zip Code

Responsibility



**SECTION 5: PROJECT TIMETABLE AND READINESS TO PROCEED**

**1. CONSTRUCTION DATES**

Anticipated length of construction, acquisition, or rehabilitation:

Start Date

End Date

\_\_\_\_\_

\_\_\_\_\_

**2. SITE INFORMATION**

- a. Do you have site control? YES  NO
- b. If yes, identify form of control. Deed  Title   
Purchase Agreement  Option   
Other

c. Are there any deed restrictions on the property?  
NO  YES  If yes, provide a copy of the restriction(s).

d. Is there sewer and water at the site?  
NO  YES  If no, what is the estimated cost of bringing water and sewer to the site?

e. Is asbestos removal required?  
NO  YES  If yes, provide a copy of the study if available (executive summary and/or conclusions ONLY).

f. Is lead paint removal required?  
NO  YES  If yes, provide a copy of the study if available (executive summary and/or conclusions ONLY).

g. What was the prior use of this site?  
\_\_\_\_\_

h. Have any environmental or soils surveys been done on this site  
NO  YES  If yes, provide a copy of the study if available (executive summary and/or conclusions ONLY.)

**3. LOCAL APPROVALS**

a. Is the site zoned to permit the proposed use?  
NO  YES  If no, what variances are needed and how long will it take?

b. What variances have been acquired? \_\_\_\_\_

c. Is site plan approval required?  
 NO  YES  If yes, what is the status/timing?  
 \_\_\_\_\_  
 If scattered sites, or a phased project, give information on each.

d. Are property taxes current?  
 NO  YES  If no, what is the status/timing?  
 \_\_\_\_\_

**4. ADDITIONAL APPROVALS**

List all additional local, county, and state approvals needed and status:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. ARCHITECTURAL AND SITE PLANS (If Available)**

Status of Site Plans	Conceptual Only	<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Final	<input type="checkbox"/>
Status of Architectural Plans	Conceptual Only	<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Final	<input type="checkbox"/>

**SECTION 6: ENERGY EFFICIENCY, ENVIROMENTALLY FRIENDLY STRATEGIES**

**1. Check all of the following certifications you are seeking to obtain for your project and explain each checked item.**

- LEED
- Earth Craft
- Energy Star
- Green Communities
- NAHB

**2. Check all of the following strategies you have incorporated into your project and explain each checked item.**

- Use durable materials to minimize maintenance cost, e.g. long lasting exterior finish materials.  
Increase energy and water efficiency by using:
  - Properly sized high efficiency *Energy Star*-compliant heating, cooling, and hot water equipment
  - Fully sealed duct system, insulated pipes, water heater jackets
  - Passive solar Strategies
  - Low e/ low-solar-gain windows
  - Water efficient shower heads and toilets
  - Energy Star*-compliant appliances
  - Energy efficient lighting using day lighting when possible and *Energy Star* compliant lighting fixtures
  - Home Energy Rating System (HERS) testing
  - Other:  
Increase health and safety with:
    - Low toxicity interior paints, finishes, carpets
    - Effective mechanical ventilation
    - Other:

**3. Explain each checked item above.**


## SECTION 7: MARKET/NEEDS ASSESSMENT

### 1. INTENDED POPULATION

What is the population that you intend to serve with this project? Check all that apply

#### Income Level

<input type="checkbox"/>	Extremely Low Income Household (30% and below of AMI)	<input type="checkbox"/>	Low Income Household (51% to 80% of AMI)
<input type="checkbox"/>	Very Low Income Household (31% to 50% of AMI)	<input type="checkbox"/>	Moderate Income Household (81% to 120% of AMI)

#### Household Information

<input type="checkbox"/>	Single Parent Household	<input type="checkbox"/>	Female Head of Household
<input type="checkbox"/>	Senior Head of Household (Age 62 or older)	<input type="checkbox"/>	Dual Income Household
<input type="checkbox"/>	Disabled Household Member	<input type="checkbox"/>	Homeless

### 2. SITE SELECTION

Why did you select this site for your project?

### 3. OCCUPANTS

From what geographic area do you anticipate drawing occupants for this project?

### 4. SALES/RENTS OF SIMILAR UNITS IN THE AREA

# of Bedrooms	# of Bathrooms	Market Price or Rent	Your Proposed Sale Price or Rent

What methodology did you use for determining the values listed above?

### 5. SOURCES OF INFORMATION

Sources of Evidence of Project Need in Neighborhood

Check all that apply. Provide contact person name where appropriate.

Area Realtors

Neighborhood Groups, Churches, Other Developers

Waiting List Data from Municipal or County Housing Authority

Waiting List Data from Section 8 Program

Waiting List Data from Other Affordable Housing Developments

Census Data

Other Source of Information \_\_\_\_\_ (please specify)

Market Assessment/Analysis \_\_\_\_\_ (please specify)

**6. NEIGHBORHOOD DESCRIPTION**

How would you describe the neighborhood? Check all that apply.

Severely Blighted

Gentrifying

Urban

Blighted

Well Kept

Rural

**SECTION 8: CERTIFICATION**

The undersigned hereby represents that all of the information contained in this application and any additional information given to CWC is true, complete, and correct. The person whose name, title and signature appears below is authorized to sign the application and that they or their successor in said title are authorized to sign the contract and any other documents necessary in connection therewith:

SIGNED \_\_\_\_\_

NAME

---

TITLE

---

DATE

## ATTACHMENTS CHECKLIST

Complete and submit forms for all sections of the application. All attachments are required except those listed as “if applicable”. Place attachments at the end of the application in the following order. Label each attachment with the section and title that identifies it in the application. Check all attachments you are submitting. Application is complete when all sections are filled out and all appropriate attachments are included along with an application fee. Only complete applications will be considered.

<b>SECTION 1</b>	<b>LOAN SUMMARY</b>
	<ul style="list-style-type: none"> <li>€ Development Budget Worksheet</li> <li>€ Operating Pro Forma Worksheet</li> <li>€ Sources and Uses Worksheet</li> <li>€ Affordability Worksheet</li> </ul>
<b>SECTION 2</b>	<b>ORGANIZATION SUMMARY (IF MORE THAN ONE APPLICANT, FILL OUT SECTION 2 FOR EACH APPLICANT AND INCLUDE ATTACHMENTS)</b>
	<ul style="list-style-type: none"> <li>€ Copy of 501(c)(3) Designation Letter (if applicable) Copy of Articles of Incorporation (if applicable) Certificate of Good Standing from the SC Secretary of State</li> <li>€ If developer is a 501(c)(3) non-profit corporation attach list of the Board of Directors and the staff</li> <li>€ W-9 Request for Taxpayer Identification Number and Certification</li> <li>€ Copy of Annual Report (if applicable)</li> <li>€ Copy of Most Recent Audited Financial Statement (if applicable)</li> <li>€ Dunn &amp; Bradstreet Report and Scored Credit Report on all principals</li> <li>€ Status of other Projects</li> <li>€ Three years of Tax Returns and Current Year to Date Financial Statements</li> <li>€ List any litigation the company or its principals are involved in or litigation on the project and the disposition of this litigation</li> </ul>
<b>SECTION 3</b>	<b>PROJECT SUMMARY</b>
	<ul style="list-style-type: none"> <li>€ Attach maps of the neighborhood that clearly show the project site and the project’s location within the municipality</li> <li>€ Attach photographs of the site and structures, if available, and the adjacent properties</li> <li>€ Directions to project site</li> </ul>
<b>SECTION 4</b>	<b>DEVELOPMENT TEAM</b>
	<ul style="list-style-type: none"> <li>€ Resumes and relevant experience of the developer, contractor/builder, and the consultant/ planner (if applicable.)</li> <li>€</li> </ul>
<b>SECTION 5</b>	<b>PROJECT TIMETABLE</b>
	<ul style="list-style-type: none"> <li>€ Attach copies of all available documents referenced in this section:</li> <li>€ A copy of site control documentation and deed restrictions Title (if applicable)</li> <li>€ A copy of the executive summary and/or conclusions of asbestos removal, paint removal, and/or environmental or soil surveys</li> <li>€ Copies of additional approvals</li> <li>€ For new construction, attach conceptual plans</li> <li>€ For rehabilitation or adaptive reuse of a vacant building, attach work write-up(s) and cost estimate and attach certification from a licensed architect or engineer that the building is structurally sound and appropriate for the intended use and that the reconstruction is achievable or within the cost structure proposed in this application</li> <li>€ Supplement this information to the greatest extent possible with site plans, floor plans and architects and/or engineer report</li> <li>€ For Acquisition and Pre-development: Sales contract, site information</li> </ul>
<b>SECTION 6</b>	<b>ENERGY EFFICIENCY</b>
<b>SECTION 7</b>	<b>MARKET NEEDS ASSESSMENT</b>
<b>SECTION 8</b>	<b>CERTIFICATION</b>