MISSING MIDDLE-INCOME HOMEOWNERSHIP DEVELOPMENT PROGRAM

**General Information & TABLE OF CONTENTS**

For full program details for the Missing Middle-Income Homeownership Development Program please read the complete guidance located [here](https://www.vhfa.org/rentalhousing/developers/missing-middle-homeownership-program).

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| --- | --- |
| Program Activity | Fee |
| Application Fee 1 – 5 homes | $100 |
| Application Fee 5+ homes | $300 |
| Plan Review | $350 per single home and site design.VHFA will set additional plan review fees for projects with multiple designs and/or sites in consultation with 3rd party reviewer |
| Construction Guarantee Fee | 0.25% - 1.50% of Guarantee |
| Legal/Recording Fee | $50 |

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## I. COVER SHEET

ProjectName:

Builder/Developer Name:

Builder/Developer Address:

Telephone Number: E-mail:

Contact Person:

Are you working with a non-profit housing organization in the development of this project?

Organization Name:

Project Address (street number & name, town/city, county):

Construction Financing or Funding:

If VHFA construction financing is needed, fill out [debt financing supplement](https://www.vhfa.org/documents/developers/vhfa_financing_application_supplement_2018.pdf). Otherwise attach a copy of the Construction Lender Term Sheet.

## II. NARRATIVE QUESTIONS

Please provide sufficient narrative responses to provide VHFA an overview of the project. If you have attachments that will provide answers to the questions, please indicate there is an attachment satisfying the question in the provided response field.

1. ORGANIZATIONAL & DEVELOPMENT TEAM INFORMATION
2. Briefly describe the history and purpose of the applicant organization. Include description of previous experience developing for sale housing in Vermont.
3. Describe the financial condition of your organization. Attach most recent financial statements.
4. Identify the person(s) who will be responsible for the following project activities and their qualifications:

Project and organizational financial management:

Attorney:

Construction planning and management:

Architect/Design:

Engineer:

General Contractor/Construction Manager:

Owner’s Representative:

Realtor:

Marketing:

Homebuyer Education (if applicable):

1. BUDGETS
2. Please attach the VHFA development pro forma for the Missing Middle-Income Program.
3. Please submit construction cost estimates.
4. PROJECT DESCRIPTION & BUILDING INFORMATION - Describe the project and proposed building(s). Be sure to include the following narrative descriptions and supporting attachments:
5. Include number and type of units and buildings to be created scattered site, historic, rehab/new construction/manufactured housing/ZEMs. Indicate if the proposed units are part of a larger housing or community development project. If so, describe the entire project.
6. Include discussion of income levels targeted as well as, if applicable, the income diversity within broader neighborhood.
7. If this project involves rehabilitation of an existing building, describe the results of testing for lead paint and other toxic and hazardous materials as well as plans for abatement, if necessary.
8. Submit proposed building plans designed by a qualified professional, which must include elevations, floor plans, and foundation plan. Please keep in mind that funders will need to be informed of any changes to the floor plans, prior to construction.
9. Describe building(s) materials including finishes, flooring, special features, amenities or other on-site improvements. Submission may be made using HUD’s Description of Materials document, or a format that provides the same information: <https://www.hud.gov/sites/dfiles/OCHCO/documents/92005.pdf>
10. Describe how the project will meet the State’s visitability requirements and VHFA’s Universal Design Policy (More information at <http://firesafety.vermont.gov/sites/firesafety/files/act088visit.pdf>)

1. Describe how the project will meet the Efficiency Vermont High Performance Home Standard. Attach the Efficiency Vermont High Performance Home checklist.
2. SITE INFORMATION
3. Describe the location of the site. Attach a site plan.

1. If the project is located within one of the State designations program, please indicate which or provide distance to the nearest designated area.
2. What is the present use of the site?
3. Describe neighborhood amenities within proximity to the site including but not limited to public transportation, restaurants, shops, professional offices, emergency services, schools, hospital, post office, etc.
4. Describe the proposed water system for this project. If the project will not be connected to a public water system, explain how we can be assured that the system will provide a sufficient quantity and a satisfactory quality of water. Is the existing system sufficient to serve the new homes? Does it require an upgrade?
5. Describe the proposed wastewater disposal system for this project. If the project will not be connected to a public wastewater system, explain how we can be assured of the legality and long-term viability of the proposed system. Is the existing system sufficient to serve the new homes? Does it require an upgrade?
6. Is any portion of the site in the floodplain? Contact Town Clerk or Agency of Natural Resources at 241-3770. Attach a flood plain map and identify site location on it.
7. Are there any deed restrictions on the use of the property or impediments to clear title? Answer this question by reviewing town records or by conducting a title search.
8. MARKET NEED
9. Submit a market study.
10. Describe the target population, the need for the project and how the need was determined.
11. Submit the project marketing plan. Include how presale estimates and sales projects are derived.
12. Submit an Affirmative Fair Housing Marketing Plan. Include description/copies of marketing materials specifically for targeted populations.
13. TIMETABLE
14. What is the timetable proposed for development of the project? Give dates for the following:
15. Funding commitments
16. Closing date
	1. construction start date
	2. construction completion date
	3. Certificate of Occupancy date
	4. date of initial occupancy (attach a sales schedule if necessary)
	5. any other relevant development milestones
17. PLANNING

*If the project has already received approval by local or state zoning/permitting authorities, attach approvals.*

1. Is the project in conformance with adopted or proposed local and regional plans and zoning? If yes, how? If not, what is being done to assure conformance?
2. How is the site zoned and what density does it allow?

3. What local and state permits are required?

If applicable, describe approval status of both the local and the state permit process, including but not limited to Act 250? Will the project need a conditional use permit or variance? What steps or obstacles remain before these approvals?

G. APPRAISAL

 Please submit a copy of an appraisal that meets the Missing Middle-Income Guidelines or other program guidelines. Appraisals should address the 1.) value of the land if land acquisition is part of the cost of development 2.) the “as complete” values of home(s) proposing to receive subsidy.

H. PURCHASE AND SALE AGREEMENT

 Attach an executed Purchase & Sale Agreement for the property. Describe any special circumstances that surround the purchase of the property. Purchase agreements must include: the purchase price, the term of the contract, and appropriate contingencies.

## III. MISSING MIDDLE-INCOME SUBSIDY ELECTION

1. Construction Guarantee
	1. Construction Lender:
	2. Lender’s Address:
	3. Contact Person:
	4. Lender’s Attorney:
	5. Amount: (cannot exceed 15% of Construction Cost)
	6. Type of Construction Guarantee Requested:
		* Certificate of Guarantee
		* Deposit Access
		* Draft Access
2. Development Subsidy
	1. Affordability Election (List Election and Number of Homes at that election)
	Election: Number of Homes:
	Election: Number of Homes:
	Election: Number of Homes:
	2. Subsidy Retention (Select method & attach a sample housing subsidy covenant)
		* Missing Middle Housing Subsidy Covenant
		* Shared Equity
		* Other: Describe method to create and preserve affordability for homebuyers.
	3. Amount of Developer Subsidy Requested: (cannot exceed 35% of Total Development Cost)

## IV. CHECKLIST

1. Application
2. VHFA Debt Financing Supplement or Construction Lender Term Sheet
3. Most recent financial statements for your organization
4. Efficiency Vermont High Performance Home checklist
5. Proposed building elevations and floor plans
6. Site plan(s)
7. Floodplain map
8. Results of any tests for hazardous materials for the proposed site (only needed if there is a specific reason for
9. concern)
10. Market study
11. Marketing plan
12. Affirmative Fair Housing Marketing Plan
13. Zoning/Permitting Approval(s)
14. Appraisal for site purchased for the project, performed within the last six months.
15. Purchase and Sale Agreement for the site
16. Development Pro Forma
17. Construction cost estimates – please identify the person who prepared the cost estimates and their qualifications
18. Sample housing subsidy covenant
19. Exceptions to occupancy restrictions