

**City of Waltham Community Preservation Committee
Waltham Community Housing Application Form CPA -2**

Section I Applicant/Developer Information

Contact person and/or primary applicant ⁽¹⁾:

Organization, if applicable: _____

Co-applicant, if applicable: _____

⁽²⁾ Owner of project (if not developer/sponsor):

Mailing address:

Daytime phone: (ie. of Contact/Primary Applicant)

E-mail address: _____

Fax : _____

Developer (if different than applicant): _____

Mailing address:

Daytime phone : _____

E-mail address: _____

Fax : _____

Section II Project Information

Address of Project: _____

Assessor's Parcel ID number: (see www.City.Waltham.MA.US) _____

Project name: _____

Brief project description: _____

Estimated total Development Cost: (\$) _____

Total amount of City funding requested: (\$) _____

City funding source(s) (list the amount requested for all categories):

CDBG/Housing Development: (\$) _____

Purpose: _____

Community Preservation Fund: (\$) _____

Purpose: _____

Other Waltham City funds: _____

Purpose: _____

Type of CPA-funded project (check all that apply): Creation Preservation Support

Type of housing (check /Number (#) all that apply):

Homeownership /#: Single family Condominium Cooperative Other

Rental /#: Individual/family Group home/congregate Other

Targeted population # : Individual/family Special needs/identify needs

Elderly Homeless At risk of Homelessness Other (identify)

| Unit Style | Total # units | # units <= 30% AMI | # units <= 50% AMI | # units <= 80% AMI | # units <= 80-100% AMI | Market Rent(s) | Market Sale Price(s) |
|------------|---------------|--------------------|--------------------|--------------------|------------------------|----------------|----------------------|
| SRO | | | | | | | |
| 1 BR | | | | | | | |
| 2 BR | | | | | | | |
| 3 BR | | | | | | | |
| 4 BR | | | | | | | |
| Other | | | | | | | |

Key: <= is "less than or equal"

Section III Site Information

Lot size (ft²): _____ Zoning district(s): _____ Ward: _____

Assessor's parcel ID number: _____

Do you have site control (e.g. Purchase and Sales Agreement, option to purchase, deed?)

. Yes (check (√) _____) No (check (√) _____)

Note: Community Preservation Fund applicants are required to submit evidence of site control with the application.

Zoning: If applicable, explain what zoning relief is required (e.g. a zoning variance, special permit) and why.

Environmental: Please describe any anticipated environmental issues/concerns with the site. If the site contains known environmental hazards, provide a remediation plan.

How old is the existing building (or buildings), if applicable? _____

Are there (or will there be) children under the age of seven living on the premises?

Yes__ No__

Dislocation: Will the project temporarily or permanently displace or require relocation of existing tenants? If yes, please describe any outreach efforts and/or notifications to residents to date.

Historic: Is the property listed in the National Register of Historic Places, located in a local historic district, National Register Historic District or eligible for listing in the National Register?

Yes __ If yes, identify district(s): _____ No __

Section IV Project Schedule (When? from Appropriation of CPA Funds)

Inform Ward Councillors and immediate abutters of proposed plans: _____

Pre-development (design, zoning, permitting): _____

Acquisition: _____

Rehabilitation/construction: _____

Marketing/outreach: _____

Expected date of project completion: _____

Full Occupancy _____

Other significant "milestones" to implementation _____

Section V Financing and Operating Budget

Project Budget: Submit proforma development and operating budgets. Include all anticipated sources and uses of financing for the project. The operating budget must detail operating income and expenses. Detail the hard and soft costs. Identify contingencies. Applicants may use their own format or any of those used by Massachusetts affordable housing lenders and agencies. Refer to the attached Developer's Checklist which lists all the information required for submission.

Note: Community Preservation Funds may not be used for housing-related maintenance costs. All applicants seeking Community Preservation Funds for community housing must submit a capital needs assessment with their application, unless the project is new construction or substantial rehabilitation.

City of Waltham Assessors Property Appraisal and Data: Applicants must provide an "as is" appraisal of the project building(s) that provides satisfactory evidence that the purchase price of the project building(s) does not exceed fair market value. In addition, all applicants for housing funds must summarize data from the Waltham Assessors Department identifying the assessed value of the project building(s) and comparable properties in the neighborhood and/or City.

Proof of Financial Commitment (including commitments for housing subsidies): If the Applicant does not have financing, describe what sources of financing are planned and the timeframe that funds are expected to be available, with conditions, deadlines, limitations, and any and all restrictions related to the commitment of non-City sources of funding. If receiving housing subsidies, submit commitment letters or explain when the applicant will seek housing subsidies and from what source(s).

Section VI Project Description

Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

Goals: What are the goals of the proposed project?

Community Need: Why is this project needed? Does it address needs in existing City plans?

Community Support: What is the nature and level of support for this project? Include letters of Support and any petitions. Is a neighborhood outreach program planned?

Credentials: In Section IV, some critical steps to completion and success of the project were estimated. How will the experiences of the Applicant(s) contribute to the success of this project?

Success Factors: How will the success of this project be measured? Be specific.

Maintenance: If ongoing maintenance is required for your project, how will it be funded? (Note that CPA Funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

Additional Information: Provide the following additional information, as applicable.

Other City Agencies: If actions for acceptance or approval are required from other City Departments, Boards, Commissions, Committees or others, include the reference (s) or proof of the status of their actions. If plans or documents are available from those agencies, provide a reference copy or public location for CPA review.

Combination Community Housing/Community Preservation Projects: If seeking Community Preservation Funds for a project combining community housing with any other Community Preservation categories (historic preservation, open space, recreation), also submit a complete Waltham **Application for Community Preservation Funding Form CPA-1** for each category. Items which are common to both Forms can be filled by reference to "CPA-1".

Leveraged Additional Benefits: Provide information indicating how this project can be used to achieve additional community benefits.

Superscripted Notes:

⁽¹⁾ **City Property:** If the proposal is located on City-owned land, either the Primary Applicant or Co-Applicant must be the City Board, Commission or Department that has custody of the land.

⁽²⁾ **Appraisals:** If the requested funds are for a real estate acquisition, an independent appraisal will be required which the non-City Applicant, if applicable, will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.

Applicant signature and date: _____

I verify that all information stated in this application is true and accurate.

City of Waltham Community Preservation Committee

Waltham Community Housing Application Form CPA-2

DEVELOPER CHECKLIST

Submit the information required for **Waltham Community Housing Application Form CPA-2** and if necessary **Waltham Application for Community Preservation funding Form CPA-1**. Applications for CPA funding should be submitted to:

Community Preservation Committee (CPC)
C/O Community Preservation Act Program Manager
Waltham City Hall
610 Main St.
Waltham, MA 02452

Or in person, with an appointment, to the Community Preservation Act Program Manager at 11 Carter St..
Telephone: 781-314-3117

Required for all Housing projects:

Completed CPA-2 funding requires: Six (6) bound copies, one unbound copy for reproductions, and one electronic copy (CD or thumb drive not in Read-Only status).

Development pro forma and operating budgets

Preliminary site plan locating existing buildings and parking.

Letters of community support, if available.

Site approval (eligibility) letter if project requires City applicant or co-applicant.

Remediation plan approved by the Conservation Commission if site contains known environmental hazards.

Appraisal of the property (required for acquisition only).

Commitment letter for housing subsidies or explanation when applicant will seek housing subsidies and from what source(s).

Plan to cultivate community support.

Proof of hazard insurance (required at closing).

Required for Community Housing projects requesting Community Preservation Funds:

Evidence of site control.

Capital needs assessment if applicant is applying for funds to create community housing, unless the project is new construction or substantial rehabilitation.

▣ Description of project involving other Community Preservation categories (historic preservation, open space, recreation).

▣ **Funding Terms**

▣ Community Preservation Funds:

- Deferred loans.
- Deed restrictions.

Note: Terms acceptable to the CPC, City Mayor and City Council may vary widely and have not been determined for FY 2007-08 at this time.

▣ Housing Development Funds:

- Deferred loans
- Deed restrictions

▣ Housing Rehabilitation Funds:

- Direct loans limited to funding construction.
- Grants for lead paint, asbestos, and other hazard remediation; and removal of architectural barriers for the disabled.

Note: For informational purposes only. Terms are subject to change without notice.