



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

Providence Housing Trust
Financing Application

BORROWER INFORMATION			
Name of Borrower:		Type of Organization:	
Mailing Address:		Contact Person:	
Street Address (if different):		Title:	
City:		Telephone:	
County:		Fax:	
State:		Cell:	
Zip Code:		E-mail:	
Tax ID #:		Unique Entity ID (UEI) #:	
Organizational Purpose / Mission Statement:			
Current Projects in Development:			

BORROWER ATTACHMENTS

- Current Financial Documents:
 - Most Recent Statement of Financial Activity / Profit & Loss
 - Statement of Financial Position / Balance Sheet
 - Updated Balances for any Line of Credit
 - Most Recent Two (2) Years of Federal and State Tax Returns
 - Most Recent Audit *(if applicable)*
- Agency's Internal Policies for:
 - Financial Controls
 - Procurement
 - Conflict of Interest
 - Record Keeping
- Organizational Documents:
 - Articles of Incorporation / Other Documentation of Legal Entity
 - Organizational Chart
 - List of Board of Directors with Contact Information *(if any)*
 - Evidence of General Liability & Commercial Property Insurance
- Strategic or Business Plan *(optional)*
- If any information included in the Providence Housing Trust Pre-Application has changed since submission, please explain those changes *(if any)*

PROVIDENCE REDEVELOPMENT AGENCY

JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.8400 | WWW.PROVIDENCERI.GOV/PLANNING

PROJECT INFORMATION			
Request Amount:		Commercial Units (# and use):	
Product Type Requested (Loan or Grant):		On-site services:	
Funding Source Requested (ARPA and/or Bond):			
Lien Position Requested:		Universal design:	
Terms Requested:		Stretch Energy Code-Compliant:	
Project Name:			
Project Location:			
UNIT MIX			
Rental Units:		# of Units between 100- 120% AMI:	
Homeownership Units:		# of Units between 80-99% AMI:	
Total # of Housing Units:		# of Units between 60-79% AMI:	
Total # of Affordable Units:		# of Units between 31-59% AMI:	
		# of Units between 0-30% AMI:	

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PROJECT EXECUTIVE SUMMARY

Please provide a narrative summary of the proposed project, including why Providence Housing Trust is a strong match and how the project will help the City achieve its goal of increasing the availability of equitable, accessible, and sustainable affordable housing.

PROJECT SITE INFORMATION			
Street Address:		Zip:	
Current Use:			
Plat:		Lot:	
Land Size (acres):		Square Feet:	
Current Zoning:		Total Building Square Footage:	
Proposed Zoning:		Square Footage Residential:	
Site Control Status:		Square Footage Commercial (if applicable):	
SITE ATTACHMENTS			
<input type="checkbox"/> PDF/Printout of Parcel Map Showing Plat/Lot and Zoning <input type="checkbox"/> Documentation of Site Control <input type="checkbox"/> Construction Plans/Specifications <i>(optional)</i> <input type="checkbox"/> Any Real Estate Advertisement or Other Description of Property <i>(optional)</i> <input type="checkbox"/> Any Environmental, Feasibility or Other Site-Specific Studies or Reports <i>(optional)</i> <input type="checkbox"/> Any Other Relevant Documentation <i>(optional)</i>			

PROJECT ATTACHMENTS

- Evidence of Other Financing Commitments
 - If applicable, description of any unsecured project funding and timeline for securing.
- Completed Development Sources/Uses and Operating Pro Forma
- For Rental Units –
 - Affirmative Marketing Plan
 - Tenant Selection Plan
 - Property Management Plan
 - Sample Lease
- For Ownership Units –
 - Affirmative Marketing Plan
 - HUD-Certified Homeownership Counseling and Pre-Closing Support Plan
 - Post-Closing Education and Support Plan (Including Asset Management and Foreclosure Prevention)
 - Sample Application
- Partnership Agreements (MOA or Support Letters) *(optional)*

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CERTIFICATIONS

Credit Check Authorization

I hereby grant Providence Redevelopment Agency, as Trustee, of the Providence Housing Trust Fund, permission to obtain credit information and general references, and to contact applicant's accountant.

Initials:

Conflict of Interest

The Providence Redevelopment Agency and Providence Housing Trust are governed by conflict of interest and ethics regulations at R.I. Gen. Laws § 36-14-5. Any matter regarding any potential conflict of interest or appearance of impropriety arising in connection with this Housing Trust application must be disclosed at the time of application or when the conflict is identified. Examples of real or potential conflicts of interest may include, but are not limited to: staff or any paid vendors of the Applicant who are elected officials, relatives of elected officials, relatives of City or PRA staff, team members or vendors who were previously City or PRA employees, and any existing personal or business relations between paid vendors and staff of the Applicant. For questions or concerns relating to your ethical obligations, contact the City's Municipal Integrity Officer at rperry@providenceri.gov for informal, confidential advice. If a potential conflict exists, or an advisory opinion may be required, please disclose:

Certification

I certify that the information on this application and attachments hereto is complete and current to the best of my knowledge. Furthermore, I understand that intentional misrepresentation of facts may be a basis for denial of credit, or an "event of default" as described in the Promissory Note which will evidence this financing request, if approved. The undersigned specifically agrees that the funds requested by this application will be secured by a Mortgage and/or Deed Restriction on the property described herein and that the Providence Redevelopment Agency, its agents, successors and assigns make no representations or warranties, express or implied, to the Applicant regarding the property, the condition of the property or the value of the property.

I understand that false statements herein are subject to the penalties of Rhode Island Law relating to unsworn falsification to authorities.

Signature: _____ Date: _____

Print Name: _____ Title: _____

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