

TOWN OF CHARLESTOWN
AFFORDABLE HOUSING BOND

Approved November, 2006

Ballot Question
Town Council Resolution
Affordable Housing Land Acquisition Procedures
Non-Profit Initiative Grant Program Procedures
Appendix: Flowcharts

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CHARLESTOWN AFFORDABLE HOUSING BOND 2006-2007
Ballot Question and Town Council Resolution

1. JULY 24, 2006

Town Council approval of ballot question

(ref. Town Council Minutes Book 28 page 283)

"Shall the Town be authorized to borrow up to ONE MILLION DOLLARS (\$1,000,000.00) for the purpose of funding affordable housing initiatives in the Town, consistent with the approved Charlestown affordable housing plan?"

(Approval of this question would authorize the Town to borrow up to ONE MILLION DOLLARS (\$1,000,000.00) to fund various affordable housing initiatives.)"

2. SEPTEMBER 11, 2006 Town Council approval of Recommendation, Charlestown Affordable Housing Commission, Affordable Housing Bond Procedures.

(ref. Town Council Minutes Book 28 page 315)

1. Resolution by the Town Council describes the purpose for the proposed bond expenditures and the procedures for approving those expenditures:

A. Eight hundred thousand dollars (\$800,000) to be used for the acquisition of land suitable for affordable rental housing for the elderly and the work force; Town Council will approve acquisition in accordance with Affordable Housing Land Acquisition Procedures. Any funds remaining after land acquisitions, until the balance remaining is inadequate for land acquisition, may be placed in the Restricted Fund.

B. Two hundred thousand dollars (\$200,000) to be placed in a Restricted Fund for Affordable Housing Initiative Grants, to be established by ordinance; Town Council will approve grants to non-profit agencies not to exceed fifty thousand dollars per project, in accordance with the Affordable Housing Initiative Grant Procedures.

Grant applications will be accepted and reviewed on a quarterly basis by the Affordable Housing Commission and referred to the Town Council with recommendation for Town Council action. Projects must include one or more rental units restricted for at least 30 years, but preferably 99 years, to households of low or moderate income as defined by state and local laws. Approved grants shall be conditioned upon the approval of the comprehensive permit by the Planning Commission.

2. Rationale: *One of the most important housing needs in Charlestown is for safe and affordable year-round rental housing, especially for the elderly and for Town and local workers. This bond issue will address this specific need for affordable rental housing.*

The acquisition of land will position the Town to direct the development of elderly and/or workforce housing in partnership with the Washington County CDC or other non-profit agencies. The grant program will facilitate at least four additional rental housing proposals of a modest size and of a type and location acceptable to the Town. Since the grant applications will be limited to non-profits, all of the rental units produced will be affordable housing units.

Limiting the projects supported by the bond issue to affordable rental units will ensure that the benefit of the housing generated extends to the largest number of residents, and is a renewable housing resource, servicing generations of Charlestown residents.

3. Affordable Housing Land Acquisition Procedures, modeled on the Town's Open Space Acquisition Procedures, to be developed and approved by resolution.

4. Affordable Housing Initiative Grant Procedures to be developed and approved by resolution or adopted as part of the ordinance creating the Restricted Fund.

AFFORDABLE HOUSING LAND ACQUISITION PROCEDURES

Town of Charlestown

Adopted by the Charlestown Town Council on _____

1. A "Confidential Declaration of Interest", which is available at the Town Hall (Planner's Office) and on the Town Website, is filled out. The form requires that the applicant confidentially give a general idea of their interest in an affordable housing project and asks for a main contact. The declaration form is immediately forwarded to the Town Planner, and then the Town Administrator.
2. The full Application form is also available at the Town Hall (Planner's Office) and on the Town Website. The Planner will contact the interested applicant and help them to gather the information necessary to complete the application. The Planner may also ask other staff members (at his/her discretion) for assistance in the information gathering or application process. This process will naturally be confidential.
3. After the information is gathered and the application is complete, the application is forwarded to the Town Council.
4. After an initial review by the Council, the application may go to the Planning Commission, Affordable Housing Commission and/or the Conservation Commission, as deemed appropriate, for an advisory opinion.
5. The project would then be approved or disapproved by the Town Council.

(Ref. Appendix, Diagram 1: FLOWCHART, AFFORDABLE HOUSING LAND ACQUISITION PROCEDURES)

NOTE: *If the Town approves the project the following documentation will also be required. This documentation may include but need not be limited to:*

1. ***Appraisal.*** *An appraisal of the fair market value of the property and/or the housing restriction interest, prepared by a certified appraiser.*
2. ***Title Affidavit.*** *Legal description of the property or the housing restriction interest to be conveyed and evidence of a clear, marketable, insurable title to the property prepared by a licensed attorney or by an approved title company.*
3. ***Survey.*** *A Class 1 survey prepared according to the minimum standards of the R.I. Board of Professional Land Surveyors. This plan shall identify all areas which are to be restricted for affordable housing purposes.*
4. ***Payment of Taxes.*** *Evidence of full payment of all taxes owed to the Town, unless specifically waived by the Town Council.*
5. ***Environmental Assessment.*** *An examination of the subject property to determine any places or areas from or at which a release of oil or hazardous materials has occurred or where a threat of such a release exists.*

STRICTLY CONFIDENTIAL

Application No. _____
Date Rec'd. ___/___/___

AFFORDABLE HOUSING LAND ACQUISITION
Town of Charlestown
AFFORDABLE HOUSING LAND INQUIRY
CONFIDENTIAL DECLARATION OF INTEREST

(Return to Town Clerk in a sealed envelope labeled "AFFORDABLE HOUSING INQUIRY: CONFIDENTIAL DECLARATION OF INTEREST")

Name and Address of interested party:

Name: _____

Address: _____

Telephone: _____(days)/_____ (evenings)

Is the above party the owner of record of the subject property? ___YES ___NO
If not, the owner of record must also sign below.

Will the above party be the main contact on the application? ___YES ___NO
If not, the person authorized to discuss the application is:

Name: _____ Telephone: _____

Type of Project (check all that apply – if known):

- Sale of Property
- Donation of Property
- Sale or Donation of Portion of Property for affordable housing
- Purchase of land for an affordable housing construction project
- Other: _____
- Sale of Housing Restriction
- Donation of Housing Restriction

Subject Property:

Area of parcel: _____
T.A. Map: _____ Lot(s): _____
Location/Description: _____

Signatures:

Owner of record: _____ Date: _____

Applicant (if not owner): _____ Date: _____

To the Applicant: You will be contacted by the Town Planner. He/She can help you to provide more detailed information about the proposal (see application) and assist you in presenting the information to the Town. If you wish to track the progress of application, you may call the Planning Department at 364-1225.

STRICTLY CONFIDENTIAL

Application No. _____
Date Rec'd. ___/___/___

AFFORDABLE HOUSING LAND ACQUISITION
Town of Charlestown
AFFORDABLE HOUSING PROJECT APPLICATION

Name and Address of Applicant:

Name: _____

Address: _____

Telephone: _____(days)/_____ (evenings)

Will the above party be the main contact on the application? ___YES ___NO

If not, the person authorized to discuss the application is:

Name: _____ Telephone: _____

Type of Project (check all that apply – if known):

- Sale of Property
- Donation of Property
- Sale or Donation of Portion of Property for affordable housing
- Purchase of land for an affordable housing construction project by not-for-profit housing entity (*complete item #7.*)
- Other: _____
- Sale of Housing Restriction
- Donation of Housing Restriction

Property Data:

Area of Parcel: _____

Location/Description: _____

T.A. Map: _____ **Lot(s):** _____

(Attach Tax Assessor’s Map, highlighting subject parcel(s).)

Existing Buildings (if any): _____

(Attach Tax Assessor’s Field Data records.)

1. General Suitability for Construction:

a) Zoning Designation, including Overlay Districts: _____

b) Flood Zone Designation, if applicable: _____

c) CRMC applicability: If coastal feature or SAM-plan designation subjects parcel to CRMC review, please describe feature or state if SAM-Plan designation is Self-Sustaining, Critical Concern, Built Beyond Carrying Capacity: _____

d) Topography: Describe briefly the general topography of the subject property (attach contour map, e.g. USGS quadrangle): _____

e) Wetlands: Does the property include areas of freshwater wetlands subject to D.E.M. control? Please describe the wetland area, including approximate location and area.

f) Soil Types: Please attach a copy of the soils map from the Rhode Island Soil Survey for the subject property, and a general analysis of soil types present and their suitability for construction.

g) Existing Vegetation: Please describe briefly the existing vegetative cover on the subject property. _____

h) Groundwater: Have any water table/percolation tests been performed on the subject property? If yes, please attach copies of test results. _____

_____ Is there an existing well on the property? If yes, please describe the well type, depth, flow, and attach any reports pertaining to the well or to the water quality of well water.

i) Other: Please describe any other features of the subject parcel that impact favorably or unfavorably on its suitability for construction (other than those described in items #3-6 below): _____

2. Base Potential for Housing Development: The subject parcel, if developed in accordance with existing zoning and subdivision regulations, would generate approximately _____ conventional dwelling units. (Please attach a yield plan that supports this statement.)

3. Proximity to Arterial Roads/ Village Centers/ Employment Centers: Please describe the subject parcel's suitability in this regard. _____

4. Proximity to Protected Land or to Surface Water Bodies: Does the property abut surface water bodies or areas protected from future development by public or private organizations? ___YES ___NO If YES, please identify plat and lot and describe protection and organization. _____

5. Ecologically Significant Habitat: Does the property in question support such habitat?
___YES ___NO If YES, please describe: _____

6. Historic/cultural/scenic qualities: Please describe historic/cultural/scenic qualities of the site. _____

7. Construction Project Overview: If land is to be purchased as part of an affordable housing construction project, please attach a brief project description and development pro forma for sources and uses.

SUBMITTED this _____ day of _____, 20_____.

Applicant: _____

(Print name): _____

Affordable Housing Commission Town of Charlestown
Non-Profit Initiative Grant Program Procedures
Adopted by the Charlestown Town Council on _____

1. A "Confidential Declaration of Interest", which is available at the Town Hall (Planner's Office) and on the Town Website, is filled out. The form requires that the applicant confidentially give a general idea of their interest in an affordable housing project and provide a contact information. The declaration form is immediately forwarded to the Town Planner.
2. The full Application form is also available at the Town Hall (Planner's Office) and on the Town Website. The Planner will contact the interested applicant and will serve as the contact person throughout the information gathering process. This process will naturally be confidential.
3. After the information is gathered and the application is complete, the application is forwarded to the Town Administrator and becomes a public record.
4. After the initial review by the Planner and Town Administrator, the application will be referred to the Affordable Housing Commission for an advisory opinion.
5. The grant application and advisory opinions will then be submitted to the Town Council for consideration.
6. Applications will be accepted on a continual basis and will normally be reviewed within sixty (60) days of receipt of a completed application and all required documentation. If, at any point in time, the total of the grant requests in pending applications exceeds fifty per cent (50%) of the available funds, the Town reserves the right to consider applications in a competitive review process.
7. Applications must be from non-profit organizations and must include rental unit development. They will be reviewed according to the following criteria:
 - Verifiable value of proposed property and feasibility of financing
 - Suitability of land or properties identified for acquisition and development in the proposal
 - Likelihood of applicant to proceed quickly to construction
 - Applicant's capacity to undertake the project
 - Cost-effectiveness of project
 - Length of term of affordability restrictions
 - Ratio of low and moderate income units to total units
 - Diversity of units and households to be served
 - Such other criteria as may be developed to better fulfill the goals of the Town's approved Affordable Housing Plan
8. The Town Council will have the sole authority to reject or to approve the grant application, subject to the availability of funds. If approved, the Town Council will issue a commitment letter which includes all of the conditions to be met before the disbursement of the grant funds.

(Ref. Appendix, Diagram 2: FLOWCHART, AFFORDABLE HOUSING NON-PROFIT INITIATIVE GRANTS)

STRICTLY CONFIDENTIAL

Application No. _____
Date Rec'd. ___/___/_____

Affordable Housing Commission Town of Charlestown
Non-Profit Initiative Grant Program

CONFIDENTIAL DECLARATION OF INTEREST

(Return to Town Clerk in a sealed envelope labeled "AFFORDABLE HOUSING GRANT INQUIRY: CONFIDENTIAL DECLARATION OF INTEREST")

Name and address of eligible non-profit:

Name: _____

Address: _____

Telephone: _____(days)/_____ (evenings)

Email: _____

Is the above party the owner of record of the subject property? ___YES ___NO
If not, the owner of record must also sign below.

Will the above party be the main contact on the application? ___YES ___NO
If not, the person authorized to discuss the application is:

Name: _____ Telephone: _____

Type of Project (check all that apply – if known):

- All low-mod housing Some low-mod housing
- All rental housing Some rental, some home ownership
- Elderly housing Special Needs Housing
- Other (Describe): _____

Subject Property:

Area of parcel: _____

T.A. Map: _____ Lot(s): _____

Location/Description: _____

Signatures:

Owner of record: _____ Date: _____

Applicant (if not owner): _____ Date: _____

To the Applicant: You will be contacted by the Town Planner. He/She can help you to provide more detailed information about the proposal (see application) and assist you in presenting the information to the Town. If you wish to track the progress of application, you may call the Planning Department at 364-1225.

**Affordable Housing Commission Town of Charlestown
Non-Profit Initiative Grant Program**

APPLICANT INFORMATION

Name of Organization: _____

Contact Person: _____

Address: _____

City/Town,State,Zip: _____

Phone: _____ Fax: _____

Email: _____ Tax ID#: _____

Amount Requested (not to exceed \$50,000): \$ _____

Total Project Cost: \$ _____

Current Property Information:

Address of Site: _____

Plat(s)#: _____ Lot(s)#: _____ Census Tract: _____

Current Owner: _____

Property: Existing Property _____ Undeveloped Land _____

1 Unit __ 2 Unit __ 3 Unit __ 4 Unit or more __

If existing: Single structure: ___Y ___N No. Buildings: _____

Current estimate of Value (Total): \$ _____

TYPE OF HUSING PROPOSED (must include rental):

Low Income: _____ % Total Units

Elderly Housing: _____ % Total Units

Special Needs: _____ % Total Units – describe _____

Other Housing: _____ % Total Units – describe _____

Low Income: _____ % Total Units

Total Number of Tenants: _____

Will the proposed development displace current residents? _____

If so, how many households will be displaced? _____

Briefly describe efforts planned to relocate these families:

PROPOSED DEVELOPMENT CHARACTERISTICS

Total Number of Units: _____ Single Structure: ___Y ___N

Number of structures to be used as Housing: _____

Total square footage of each existing or proposed building:

Building 1: _____ Building 2: _____ Building 3: _____

(If more information is warranted please use additional page to describe)

Total land square footage of project: _____

Identify each lot size: Lot 1: _____ Lot 2: _____ Lot 3: _____

(If more lots are involved, please include map)

Are further actions necessary to comply with zoning and environmental regulations?

Zoning:	Y__ N__	Building Restriction Use:	Y__ N__
Subdivision:	Y__ N__	Flood Plain:	Y__ N__
ISDS Approval:	Y__ N__	CRMC:	Y__ N__
Site Plan Review:	Y__ N__	Hazardous Substances:	Y__ N__

If yes to any above, describe actions to be taken to comply with regulations:

Note: For properties with existing ISDS, attach documentation of ISDS approval.)

If existing structures, are there any known lead issues? Y__ N__

Financial Information and Development Cost Outline:

Proposed Income:

Number of tenants with income less than 50% median income: _____

Number of tenants with income less than 50%-60% median income: _____

Number of tenants with income less than 60%-80% median income: _____

Total number of tenants: _____

Proposed Income and Expenses (for proposed rental developments only)

Type of Unit	# Units	Rent/Unit	Total rent/month
0 Bedroom	_____	_____	_____
1 Bedroom	_____	_____	_____

Type of Unit	# Units	Rent/Unit	Total rent/month
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____
Other _____	_____	_____	_____
Totals:	_____	_____	_____
	Less Vacancy Rate at 5%		_____
	Plus Other Income		_____
	Effective Gross Income		_____
	Less Annual Operating Expenses		_____
	Net Operating Income		_____
	Income Available for Debt Service		_____

Proposed Financing

SOURCE	AMOUNT	INTEREST RATE	TERM	PAYMENT
	\$ _____			
	\$ _____			
	\$ _____			
	\$ _____			
	\$ _____			
	\$ _____			

Total Estimated Cost: \$ _____

Estimated Cost of Development

- 1. Site Acquisition \$ _____
 - 2. Construction/Rehab \$ _____
 - 3. Non-Construction \$ _____
- Development Costs

TOTAL COSTS: \$ _____

Additional Information:

ATTACHMENTS: ALL OF THE FOLLOWING ARE REQUIRED

Resume of Sponsor to include:

1. Brief statement of purpose/history of organization
2. Brief description of track record and impact on the community
3. Staff capacity to accomplish the project
4. Confirmation of 501(c)(3) IRS status for non-profit corporations
5. Financial statement of sponsor

Narrative description of the proposed project describing:

1. Current ownership and condition of property
2. Current occupancy
3. Project objectives and beneficiaries of the proposal
4. Length of affordability and term and method of assuring affordability

Location map of the site to include at least the surrounding 1 mile showing the locations of schools, shopping centers, parks and other prominent land uses.

Evidence of site control (option contract or deed) or of a preliminary discussion with the owner of the site that the site is available at an established price.

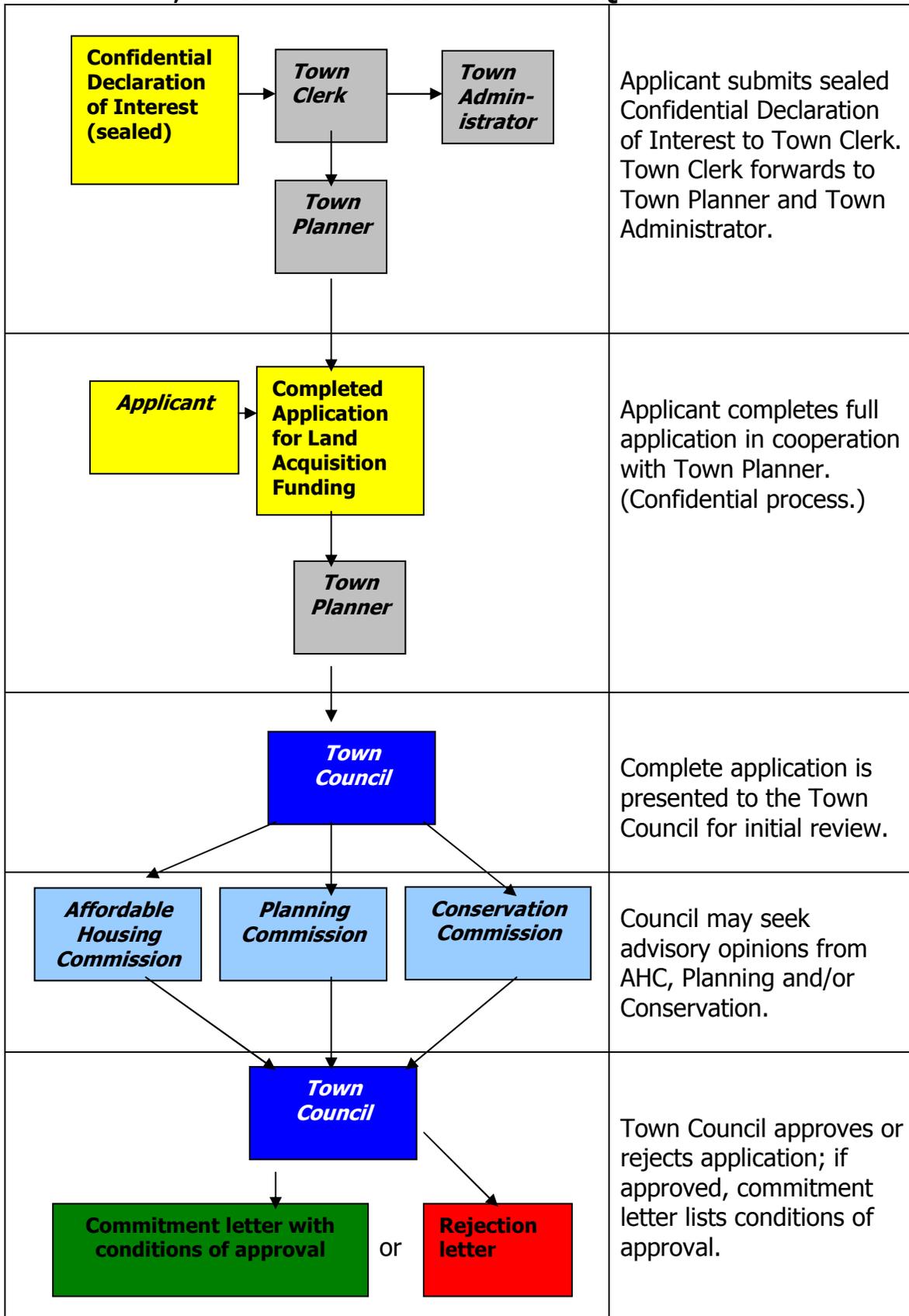
Review will not be initiated until all required information is received. The Town of Charlestown reserves the right to require any additional information under the regulations in order to process applications under this program.

I verify that the information in this application is true and correct. I understand that false statements herein are subject to the penalties of Rhode Island Law relating to unsworn falsification to authorities.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

FLOWCHART, AFFORDABLE HOUSING LAND ACQUISITION PROCEDURES



FLOWCHART, AFFORDABLE HOUSING NON-PROFIT INITIATIVE GRANTS

