**Boulder County Housing Authority**

**Special Limited Partnership**

**Development Participation Application Form**

This proposal form consists of three sections that must be completed by the Developer. Applicants should review the policy regarding the evaluation criteria prior to submission.

*Instructions:* Submit the following information and application fee to: bchadevelopment@bouldercounty.gov

1. **Developer Information**

|  |  |
| --- | --- |
| Developer Name: |  |
| Developer Address: |  |
| Project Name: |  |
| Project Address: |  |
| Contact Name: |  |
| Contact Phone Number: |  |
| Contact Email: |  |
| Where is most of your business conducted?  |  |

1. **Project Information**
2. Cover letter to the BCHA Board explaining the reasons for seeking a Special Limited Partnership.
3. Project description: addresses, unit count for rehabilitation or construction, amenities, sustainability features, project phases, and development timeline.
4. Letters of support from the project’s jurisdiction.
5. Evidence of site control.
6. Completed market study, showing needs that support the Developer's proposal.
7. Proposed site plan and conceptual design of the project, including a legal description, proposed structures, parking, landscaping, utility easements, zoning setbacks, and other relevant illustrations to ensure compliance with plans, policies, and regulations.
8. Proposed ownership structure chart, including BCHA’s partnership interest.
9. Resumes of the principals, key employees of the applicant, and any guarantor, with a focus on projects completed in Colorado.
10. List of all project team members, including architects, engineers, contractors, legal, accounting, property management, and financing.
11. Any identified or established Minority or Women Owned (MBE/WBE) goals for team members, as well as employment opportunities in the project for minorities, women, and/or people with low incomes.
12. Evidence of the right to do business and/or good standing in the State of Colorado for the Developer and, if formed, the project owner.
13. Certification that the Developer is not and does not expect to be involved in litigation.
14. Information demonstrating how the project meets the criteria set forth in the BCHA Special Limited Partnership Development Participation Policy.
15. **Project Financing**
16. Project financial model including:
	1. Development sources and uses budget;
	2. Amounts of loans, lien priority, and payment priority;
	3. Unit mix, income restrictions, and rental rates;
	4. First year operating revenues and expenses;
	5. Detailed 15-year operating proforma
17. Summary of the requested property tax exemption, sales and use tax exemption, and special assessment reduction associated with the proposal. Assume a 3% annual operating expense escalation factor.
18. Statement describing Developer compensation from the project, whether Developer Fee, share of cash flow, sale proceeds, or other sources.
19. Schedule numbers and real estate tax assessment for the last two years for the property to be developed.
20. Tax credit preliminary reservation letter.
21. The Developer’s and any guarantor’s financial statements for the preceding three years.
22. Statement demonstrating that the Developer has explored other funding sources or other mechanisms to deepen the affordability, or meet the needs of the property or project, prior to submitting the proposal.