

COUNTY OF SUFFOLK



OFFICE OF THE COUNTY EXECUTIVE

**WORKFORCE & AFFORDABLE HOUSING OPPORTUNITY PROGRAM
INFRASTRUCTURE, SOAR & LAND ACQUISITION SUBSIDY APPLICATION**

Date: _____ Applicant's Name: _____

Company: _____ Title: _____

Mailing Address: _____

Contact Information

Email Address: _____ Telephone Number: _____

Site Characteristics

Project Name: _____

Suffolk County Tax Map Number(s): _____

Current Owner: _____

\$ _____ Infrastructure Request

\$ _____ Land Acquisition Request

\$ _____ SOAR (I/DD unit) Request

Unit Affordability:*

Total Quantity of Proposed Affordable Units: _____

Total Quantity of All Proposed Units: _____

AMI Range: _____

*Please note, the County only funds affordable units that are at 80% AMI or lower and does not fund superintendent units.

Type of Unit: Owner Occupied Rental

SOAR, Infrastructure & Land Acquisition Subsidy Application Instructions

It is requested that an application to obtain financing from the County of Suffolk to assist in the construction or rehabilitation of affordable housing, as defined in §36-2D of the Suffolk County Administrative Code, be submitted as an electronic copy, with all documents appropriately labeled. Applications should be submitted to the Director of Community Development & Affordable Housing in the Department of Economic Development and Planning. To assist in completing the application, please see the Application Checklist below. It is advised you review the County's term sheets for funding and schedule a pre-application call with the Department prior to submission.

There is no fee required to submit an application. Submission of an application does not in any way assure County funding or a commitment to any particular project. The County can make no representation that funding will be released until action by the Legislature, approval by the County Executive, and achievement of certain performance guidelines. The County may elect not to commence or continue the Workforce Housing Infrastructure or Acquisition Program and no assurances can be made that funding will be available in this or future years.

Please review §36 of the Suffolk County Administrative Code prior to submitting an application. Please note, any new dwelling unit that is to be designed and/or constructed with the assistance of the Workforce and Affordable Housing Opportunities Program shall comply with the design and construction requirements set forth in §36-3 of the Suffolk County Administrative Code.*

*Important recent changes to the Suffolk County Administrative Code for projects requesting County subsidies:

- Any project of more than 34 units is required to have a superintendent unit
- County funding will be structured as a low-interest loan with annual interest-only installment payments, and full balance due in the last year of affordability
- Projects must have at least 5 units for individuals with intellectual or developmental disabilities, 5 units for individuals with physical disabilities, and 5 units for veterans, whose total is no more than 10% of the total affordable units
- Percentage of units required to be affordable in perpetuity is equivalent to the percentage of funding the County is providing as part of the total development cost

Stephanie Rosen
Director of Community Development and Affordable Housing
Economic Development and Planning
100 Veterans Memorial Highway, 2nd Floor
Hauppauge, New York 11788

Stephanie.Rosen@suffolkcountyny.gov

(631) 853-4831

Application Checklist

Developer Information

- Description of Ownership Entity.*
- Organizational Chart and Certificate of Incorporation, if available.
- 501(c) (3) Determination Letter, if applicable.

Project Information

- Project Description (see “Guidelines for Project Descriptions”).*
- Unit Distribution and Projected Rent.*
- Renderings, if available.
- Site Survey and Legal Description, if available.
- Evidence or estimation of Real Estate Taxes from Town Assessor and/or requested PILOT payment from applicable IDA, if available.
- Letter of support from the Town or Village in which the project is located, if available.

Financial Information

- Detailed Itemized Cost Development Budget.*
- Summarized Statement of Sources and Uses of Funds.*
- Operating Pro forma for at least a 15 year period.*
- Utility Allowance Schedule, including source of allowance estimates.*
- Financial Statements for the most recent 3 year period, if an existing operating real estate entity.
- Low Income Housing Tax Credit Worksheet, if applicable.
- Letter of Interest/Term Sheet from Subordinate Lenders and/or Grant Providers if applicable.

Third Party Reports (if available and/or applicable)

- Appraisal Report as ordered by Lender. Please note that, if the applicant is requesting Acquisition funds, this appraisal will not eliminate the need for an appraisal to be completed by the County of Suffolk.
- Physical Needs Assessment for rehabilitation projects.
- Preliminary Construction/Rehabilitation Drawings and Specifications certified by the Architect of Record indicating the location of the Affordable Units.
- Determination Letter from State Environment Quality Review.
- Contractors Preliminary Trade Cost Breakdown with an accompanying construction schedule.

Development Team

- List of development team and key members (Attorney, Municipal Partner, Architect, Builder, Engineer, etc.). Include Contact information for each member, name, title, address, telephone and email. Indicate if any members are an affiliate of the borrower, developer, or sponsor.*

**Please include any additional documentation that will support the request.
(*Required Documents)**

Guidelines for Project Description

Summarize the Project using the following as a guideline of what may be included. Any additional and relevant information is encouraged.

Project Information

Describe the type of project (target residents, multifamily, mixed use, transit oriented development, etc.).
Description of the building – how many buildings, floors, square footage, etc.
Description of any accommodations and amenities - laundry facilities, community room, storage facilities, other services.
Type of utilities provided and any access to municipal facilities.
Description of parking available to the Project.
Description of commercial space, if applicable.
Anticipated Construction/Rehabilitation Period.
What is the proposed term of affordability?

Project Design and Use Information

Description of building(s) - shape, type of building material, etc.
Description of the grounds - seating areas, open space, foliage, etc.
Energy Efficiency Project - green elements, energy star appliances, etc.

Land Information

Acreage of property.
Description of current use of land, existing buildings on site, ownership and site control.
Description of existing land and environmental issues, (i.e.: easements).
Description of zoning requirements and status of local approvals.

Project Location and Market Information

Address or name of street fronting property.
Description of Project area - major services, transportation, health care facilities, etc.
Internal or external services available to target residents, if applicable.
Provide a brief overview of market conditions, as it pertains to the project (i.e.: public housing, existing affordable housing, Section 8, etc.).
Distance to the nearest Railroad Station.

Project Financing Information

Description and status of subsidy financing (i.e.: grants, loans, providers).
Description and status of real estate tax abatement, PILOT Agreement and/or exemption.
Is the project required to pay the prevailing rate of wage?
Will there be a request to have the subsidy forgiven?

Developer Information

Provide a brief overview of developer's current and completed projects.