

APPENDIX 8

SECTION 202 - DIRECT LOAN PROGRAM
SECTION 202 - APPLICATION FOR FUND RESERVATION
TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDA FORMATS

Instructions:

1. The attached contains 8 separate suggested memoranda formats for use by the reviewing disciplines during technical processing at the fund reservation stage. The memoranda formats provide for:
 - the assignment of recommended ranking points by the reviewing discipline for the Section 202 Rating Panel
 - identification of all required findings and applicable program instructions
 - identification of substantive comments by the reviewer.
2. Review Disciplines Summary: MHR shall complete the following:

Reviewing Office	Recommendation 1/	
	Acceptable	Not Acceptable
MHR	_____	_____
Mortgage Credit	_____	_____
Architectural, Engineering and Cost	_____	_____
Valuation	_____	_____
EMAD	_____	_____
FHEO	_____	_____
Management	_____	_____
CPD*	_____	_____

*Application shall be sent to CPD for review only if the property is occupied or will be occupied before commencement of the project.

1/ If an application receives a "not acceptable" recommendation, it should not be considered by the Field Office Rating Panel.

FROM: _____, MHR

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____
Location: _____
Project No: _____

I have reviewed the subject application according to the rating criteria contained in applicable handbooks and notices. I have recommended a rating, as indicated below, of the Sponsor's capacity to carry through to long-term operation a project for housing and related facilities, with a 20-point maximum.

- (a) The scope, extent and quality of the Sponsor's experience in providing housing or related services to the client group proposed to be served by the subject project (10-point maximum).

Recommended rating: _____
Comment: _____

- (b) The scope, extent and quality of the Sponsor's experience in providing housing or related services to elderly lower-income minority persons or families and opportunities for minority business participation (5-point maximum).

Recommended rating: _____ THIS IS ADVISORY ONLY FOR USE BY FHEO.
Comment: _____

- (c) The extent of local community support for the Sponsor's activities, including previous experience in serving the area where the project is to be located, and demonstrated ability to enlist local volunteers and local funds for its efforts (5 points maximum).

Recommended rating: _____
Comment: _____

(Technical Processing - MHR) - continued

Project No. _____

In addition to the above ratings, the proposed site is consistent with any applicable approved Housing Assistance Plan or, if none, the

independent determination of need (as reviewed by EMAS).

Yes _____ No _____ If no, application is to be rejected.

In sum, subject application is acceptable.

Yes _____ No _____

Explain: _____

(Signature of MHR)

Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - Mortgage Credit Branch

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Chief, Mortgage Credit Branch

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Location: _____

Project No: _____

I have reviewed the subject Sponsor's financial capacity and have indicated recommended ratings as follows:

- (a) Financial history and current outlook for the Sponsor (10-point maximum).

Recommended rating: _____

Comments: _____

- (b) The Sponsor's capability and willingness to provide start-up expenses and commit financial resources beyond the initial minimum capital investment (10-point maximum).

Recommended rating: _____

Comments: _____

- (c) The scope of the proposed project in relationship to the financial capacity and commitment of the Sponsor (5-point maximum).

Recommended rating: _____

Comments: _____

(Technical Processing - Mortgage Credit) - continued

Project No. _____

Form HUD-93433 has been reviewed as indicated below:

- (a) The Sponsor is acting on its own behalf and is not, either knowingly or unwittingly, under the influence, control or direction of any party seeking to derive a profit or gain from the project, such as a contractor, landowner, etc.

Yes _____ No _____ If no, application is to be rejected.

Comments: _____

- (b) The Sponsor has continuity and evidences a serious long-range desire to provide housing for the intended client group.

Yes _____ No _____

Comments: _____

- (c) The Sponsor fully understands the responsibilities and obligations that are involved in owning and successfully operating a housing project.

Yes _____ No _____

Comments: _____

- (d) The Sponsor has, by unanimous or majority resolution of its board of directors or trustees, acknowledged the responsibilities and obligations of sponsorship and continuing ownership, and that this position reflects the will of its membership.

Yes _____ No _____

Comments: _____

- (e) The Sponsor is reliable on the basis of its reputation and past performance including that of its principals.

Yes _____ No _____

Comments: _____

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(Technical Processing - Mortgage Credit) - continued

Project No. _____

- (i) Evidence of the Sponsor's local community base and reputation in the neighborhood in which the project will be located was submitted.

Yes _____ No _____

Comments: _____

Credit Investigation (Credit checks may be deferred, but, if selected, the fund reservation will be conditioned upon a satisfactory credit check.)

A credit report on the Sponsor has been received and is satisfactory.

Yes _____ No _____

Comments: _____

A credit report on the Sponsor has been requested to determine basic acceptability of its credit reputation and previous experience.

Yes _____ No _____

Comments: _____

Analyses of Financial Data

- (a) Financial statements have been analyzed for the most current three years of operations and indicate the Sponsor's capacity to carry out its commitments to the project.

Yes _____ No _____

Comments: _____

- (b) The Sponsor has the ability to provide the minimum capital investment which must be escrowed at the initial loan closing.

Yes _____ No _____

Comments: _____

(Technical Processing - Mortgage Credit) - continued

Project No. _____

- (c) The Sponsor has the ability to provide the necessary funds to meet preliminary development costs.

Yes _____ No _____

Comments: _____

- (d) A Section 106(b) loan has been requested.

Yes _____ No _____

Comments: _____

If yes, can start-up expenses be covered without relying on the 106(b) loan?

Yes _____ No _____

Comments: _____

- (e) Multiple applications have been submitted by the sponsoring organization (including affiliated entities) and it has the financial capacity to provide the minimum capital investment and meet preliminary development costs for each application submitted.

Yes _____ No _____

Comments: _____

The Housing Consultant has been evaluated and the following forms have been submitted/requested:

(a) Form HUD-92531A-EH.

Yes _____ No _____

(b) Resume of Experience.

Yes _____ No _____

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(Technical Processing - Mortgage Credit) - continued

Project No. _____

(c) Credit report on Housing Consultant has been requested.

Yes _____ No _____

The Housing Consultant, _____, is approved subject to HUD-2530 procedure approval and a favorable credit report.

Yes _____ No _____

Comments: _____

The Sponsor is acceptable from a Mortgage Credit viewpoint.

Yes _____ No _____

Comments: _____

(Signature of Mortgage Credit Examiner)

Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - Architectural,
Engineering, and Cost Branch

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Chief, Architectural, Engineering and
Cost Branch

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Location: _____

Project No: _____

No. of Units: _____

The subject application has been reviewed and Architectural,
Engineering and Cost's findings are as follows:

NOTE: Higher ratings shall not be awarded to proposals which include
costly features to be paid for by the Sponsor.

Since ranking and selection of proposals address many factors in
addition to cost containment and design, proposals may be selected
even though some design modifications may be required to meet
program objectives. If such a proposal is selected, the
notification of approval letter must be conditioned upon such
changes being made.

If the overall cost containment and modest design rating assigned
to a proposal is zero (0) (i.e., zero for all three categories
-- architectural treatment, typical unit design and amenities and
special spaces and accommodations), the proposal is to be found
unacceptable from a cost containment and modest design standpoint.
Such unacceptable proposals cannot go before the Selection Panel.

1. Reasonableness of the site cost per unit and suitability of the

property for the intended use and adequacy of utilities and streets (i.e., the proposed site development including number of units, location of building(s), parking, drives, service and recreation areas is suitable for the intended occupants) - 5-point maximum.

In rating the above, consideration must be given to cost containment including:

- a. Site configuration, dimensions and topography in regard to siting, circulation and site drainages.

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(Technical Processing - Architectural, Engineering and Cost) - continued

Project No. _____

- b. Special facilities, i.e., storm channel improvements, extensive slope stabilization or erosion control improvements or maintenance, sewerage lift stations or ejection pumps, retaining walls, etc.
- c. Private vs. public utilities in areas where public utilities are available, extent of project utility lines, site area covered by retention ponds, etc.
- d. Extent of access and service drives, parking, pedestrian walk-ways and other paving.
- e. Extent of outdoor recreational facilities and landscaping.

NOTE: Special attention must be given to the estimated cost of site and whether number of units proposed will be cost effective.

Recommended rating: _____

Comments: _____

- 2. In determining compliance with modest design and cost containment objectives, the following factors are to be considered:
 - a. Architectural Treatment - The overall building design concept is modest and will result in a project which will be economical to construct and efficient to operate after completion (10-point maximum).

In rating (a) above, consideration must be given to the following cost containment concerns:

- (1) Suitability of the structure type and building height vs. ground coverage proposed (i.e., single-story row vs.

two-story walk-up, etc.) in relation to the general land costs and project needs.

- (2) Adaptation of the structure to the site in order to minimize costs.
- (3) Building configuration, exterior recesses and projections.
- (4) Efficiency of circulation space, such as straight-line double loaded corridors ending in emergency exits in lieu of single loaded corridors or other concepts.

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(Technical Processing - Architectural, Engineering and Cost) - continued

Project No. _____

- (5) Cost effectiveness of the structural system and subsystems proposed in relation to others used in the area.

Recommended rating: _____

Comments: _____

- b. Typical Unit Design - The proposed floor layouts and unit designs reflect economical and efficient use of space suitable for intended occupants. Other factors to consider include circulation, spatial relationships, natural light/ventilation and design for elderly/handicapped (10-point maximum).

In rating (b) above, consideration must be given to the following cost containment concerns:

- (1) Suitability of dwelling unit width to depth ratio for the structure type and system and minimized exterior walls and corridors.
- (2) Extent of perimeter wall projections or irregularities and excessive mechanical chases.
- (3) Relative location of interior spaces and mechanical systems to minimize water distribution and DWV piping, and space conditioning ducting, and piping where applicable. (Space conditioning systems used must be the most cost effective based on a life-cycle cost analysis and considering all available sources of energy).
- (4) Design of units where necessary to fit around elevators, fire exit stairs, etc., to minimize exterior building wall and gross floor areas to net rentable floor area ratios.

- (5) Functionally arranged and reasonably sized spaces for food preparation, dining, living, sleeping, sanitation and storage vs. adding area just to reach threshold maximums.
- (6) Kitchens, kitchen work areas and kitchen equipment sized for the intended number and type of occupants.
- (7) Reasonably dimensioned closets and storage to avoid excessive depth and similar wasted space.

Recommended rating: _____

Comments: _____

(Technical Processing - Architectural, Engineering and Cost) - continued

Project No. _____

- c. Amenities and Special Spaces and Accommodations - Items proposed are needed and are suitable for the intended occupants, and are modest in concept (5-point maximum).

In rating (c) above, consideration must be given to the following cost containment concerns:

- (1) Multipurpose use of common space (i.e., recreation and dining) sized to occupant needs in lieu of separate spaces for each function.
- (2) Service and necessary spaces located to complement each other, i.e., laundry next to lounge or community room, in lieu of a lounge in the laundry room.
- (3) Common laundry facilities in lieu of space and hook-up in dwelling units.
- (4) Number of elevators based on actual transportation need.
- (5) Elevators oriented to corridors and fire exit stairs located in corridor ends within building lines to minimize gross floor and exterior wall areas to net rentable area ratios.
- (6) Excessive roof overhangs, parapets and unnecessary decorative details, i.e., cornices, corbels, quoins, recessed panels, arched doors and windows, etc.

Comments: _____

NOTE: Amenities and Special Spaces and Accommodations that are proposed

by the Sponsor in excess of items allowed by our cost containment guidelines, may be included only if the Sponsor can demonstrate its ability to pay for such items outside of loan proceeds and provided such amenities meet programmatic requirements. Such incremental increases in development cost for any excess amenities must be paid by the Sponsor "up-front" at initial closing. Also, any amenities or special spaces and accommodations (dishwashers, greenhouses, excess common areas, etc.) that will have an adverse impact on maintenance/operating expenses may not be approved, unless the Sponsor also provides funds to cover additional operating expenses from nonproject revenues.

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(Technical Processing - Architectural, Engineering and Cost) - continued

Project No. _____

Recommended rating: _____

Comments: _____

(Signature of A&E Reviewer)

Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - Valuation Branch

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Chief Appraiser, Valuation Branch

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Location: _____

Project No: _____

I have reviewed the subject application and have rated the desirability of the location as follows:

- (a) Proximity or accessibility to shopping, medical facilities, transportation, churches, recreational facilities, and other necessary services for the intended occupants. (5-point maximum)

Recommended rating: _____

Comments: _____

- (b) Freedom from adverse environmental conditions (i.e., instability, flooding, mudslides, harmful air pollution, excessive noise or fire hazards). (5-point maximum)

Recommended rating: _____

Comments: _____

- (c) Reasonableness of the site cost per unit and suitability of the property for the intended use and adequacy of utilities and streets (i.e., the proposed site development including number of units, location of building(s), parking, drives, service and recreation areas is suitable for the intended occupants and is cost effective). (5-point maximum)

NOTE: Give special attention to estimated site cost and whether the number of units proposed will be cost effective.

Recommended rating: _____

Comments: _____

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(Technical Processing - Valuation) - continued

Project No. _____

The following additional findings have been made:

- (a) The site(s) meet Site and Neighborhood Standards.

Yes _____ No _____

Comments: _____

- (b) The number of assisted units and bedroom sizes are marketable.

Yes _____ No _____

Comments: _____

NOTE: Headquarters' approval is required if less than 100% assisted.

(c) The proposed site is located outside the 100-year floodplain.

Yes _____ No _____ If no, the 8-step process must be initiated.

Comments: _____

NOTE: Six steps of the 8-step process identified in 24 CFR Part 50.4 must be completed, if an application is recommended for funding.

(d) The Form HUD-92013-E has been reviewed and is acceptable.

Yes _____ No _____

Comments: _____

(e) The proposed congregate dining facility will be financially viable.

Yes _____ No _____ N/A _____

Comments: _____

(Technical Processing - Valuation) - continued

Project No. _____

(f) The proposed project meets Environmental Assessment requirements, including Compliance Findings set forth in attached Form HUD-4128 or 4128.1, as appropriate.

Yes _____ No _____

Comments: _____

(g) The proposed construction or rehabilitation is permissible under applicable zoning ordinances or regulations.

Yes _____ No _____

Comments: _____

2. The rental vacancy rate for the market area in which the project is to be located is _____ percent (based on 1980 Census data).
3. The current overall rental vacancy rate for the market area in which the project is to be located is _____ percent (based on local data submitted by the Sponsor).
4. The local source data provided by the Sponsor adequately support and justify the estimated current overall vacancy rate for the jurisdiction: Yes No

Comments: _____

5. The vacancy rate priority sub-category for the proposed project has been determined to be: 1 (5% or less) 2 (more than 5%)

Comments: _____

(Technical Processing - EMAS) - continued

Project No. _____

Part II. HAP Consistency or Determination of Need and Review of Local Government Comments

The following findings have been made in accordance with 24 CFR 791, Subpart B or C, as applicable:

1. Independent HUD Determination

- a. The proposal is to be in a locality with an approved HAP and is:

consistent with the HAP

inconsistent with the HAP because it:

exceeds the 3-year goals by household type

is not within the general location(s)

Other (explain)

- b. The proposal is to be located in a non-HAP locality and, in accordance with 791.302, a review indicates that there is a need for the proposed housing. Yes No

Comments: _____

2. Local Government Comments

- a. The local government submitted written comments within the comment period.

Yes Date: _____

No Date comment period expires: _____

- b. The local government comments indicated:

Objection on grounds of inconsistency with HAP because the project:

_____ - exceeds the 3-year goal by household type

_____ - is not within the general location(s)

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(Technical Processing EMAS) - continued

Project No. _____

Objection for other reasons. Explain: _____

No objection/general support.

Support for exceeding HAP goals.

- c. The local government's comments of support for the proposal which exceeds the HAP goals included:

(1) A written statement validly indicating and documenting the need for the assistance, availability of services and facilities, and its approval of the proposal pursuant to Section 791.206(a) of the Regulations: Yes No

(2) Submission of an amendment to the HAP pursuant to 791.206(b):

Yes No

and amendment has been approved:

Yes Date: _____ No

Comments: _____

3. Final Determination of HAP Consistency or Need.

Based on the independent HUD determination and the local government comments, the proposal is found to be

Consistent _____ Inconsistent _____
(If inconsistent, project is not approvable and EMAS must provide specific reasons.)

Comments: _____

Part III. Site and Neighborhood Standards Review

- 1. In accordance with Section 880.206(d) or 881.206(c), Site and Neighborhood Standards, the proposed site meets the requirements for avoiding undue concentration of assisted persons in an area having a high portion of low-income persons.

Yes No If no, project is not approvable and EMAS must provide specific reasons.

(Technical Processing - EMAS) - continued

Project No. _____

- 2. EMAS has reviewed the acceptability and desirability of the proposed location for the elderly and freedom from overconcentration of lower-income and assisted families and potential adverse affect on HUD-insured and assisted housing (5-point maximum).

Recommended rating: _____

Comments: _____

Part IV. Determination of Market and Market Conditions

Taking into consideration the current and anticipated market conditions in assisted housing for the elderly in the housing market area, there is a demand (sufficient market) for the number and type of units proposed.

Yes No (If no, project must be rejected.)

Comments: _____

Part V. Final Application Approval

Based on the findings in Parts I through IV above, the application is:

Acceptable

Not Acceptable

Explain: _____

(Signature of Economist)

Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - FHEO

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Fair Housing and Equal Opportunity

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Location: _____

Project No: _____

The Office of Fair Housing and Equal Opportunity (FHEO) has reviewed the subject application in accordance with the rating criteria as outlined in this Handbook and applicable notices and in accordance with applicable civil rights requirements. FHEO's recommended ratings and comments on the acceptability of the application are as follows:

1. Scope, extent and quality of the Sponsor's experience in providing housing or related services to elderly lower-income minority persons or families and opportunities for minority business participation. When rating applications, more favorable consideration should be given to projects which address a low participation and an identified need for housing of elderly lower-income minority persons and families and opportunities for minority business participation (5-point maximum).

NOTE: Where the Sponsor has previously done business with HUD, the Sponsor's previous participation records (Form HUD 2530, Exhibit 8) should be reviewed. If the Sponsor has no previous housing experience, all relevant experience including, housing counseling, nutrition and food services, special housing referral, etc., should be examined.

Recommended rating: _____

Comments: _____

2. Suitability from the standpoint of compliance with civil rights laws, minority concentration considerations, the impact of displacement and the promotion of housing opportunities. If the application proposes new construction, the site shall be evaluated in accordance with the Site and Neighborhood Standards (5-point maximum).

Recommended rating: _____

Comments: _____

(Technical Processing - FHEO) - continued

Project No. _____

The following additional findings have been made:

- (a) As a result of formal administrative procedures, there are outstanding findings of non-compliance with civil rights statutes, Executive Orders or regulations which has not been satisfied.

Yes _____ No _____

Comments: _____

- (b) The Sponsor is on HUD's list of ineligible participants.

Yes _____ No _____ If yes, application must be rejected.

Comments: _____

- (c) There is a pending civil rights lawsuit against the Sponsor brought by the Department of Justice.

Yes _____ No _____

Comments: _____

- (d) The Regional Administrator has directed the deferral of

applications during the pendency of procedures for effecting compliance with Title VI of the Civil Rights Act of 1964 pursuant to the Attorney General's Guidelines, 28 CFR 50.3, and the HUD Title VI Regulations, 24 CFR 1.8 Regulations.

Yes _____ No _____ Not Applicable _____ or

The Sponsor is in compliance with the conciliation agreement(s) reached pursuant to Title VIII of the Civil Rights Act of 1968, if any.

Yes _____ No _____

Comments: _____

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(Technical Processing - FHEO) - continued

Project No. _____

(e) For projects with relocation indicated, the submitted information has been reviewed in accordance with outstanding instructions and is acceptable.

Yes _____ No _____ Not Applicable _____

Comments: _____

I also have reviewed information related to the Sponsor's past actions relative to participation of minority business firms in programs or services, and I have determined that the Sponsor has:

No prior experience

Minimal experience

Significant experience

Comments: _____

The subject application is acceptable from a FHEO viewpoint.

Yes _____ No _____

Explain: _____

(Signature of FHEO Reviewer)

Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - Management

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Housing Management Division

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Location: _____

Project No: _____

The Housing Management Division has reviewed the subject application according to outstanding instructions and the findings are as follows:

- (a) The scope, extent and quality of the Sponsor's experience in providing housing or related services to the elderly. (10-point maximum)

Recommended rating: _____

Comments: _____

- (b) The scope, extent and quality of the Sponsor's experience in providing housing or related services to elderly lower-income minority persons or families and opportunities for minority business participation. (5-point maximum) THIS IS ADVISORY ONLY FOR USE BY FHEO.

Recommended rating: _____

Comments: _____

NOTE: In arriving at recommended ratings, consideration must be given to evidence provided by the Sponsor that it has organizational continuity and will be able to continue its support to the project for the life of the loan.

I recommend rating the desirability of the location (site and neighborhood) as follows:

- (c) Freedom from overconcentration of low-income or assisted families and from potential adverse effect on HUD-insured and HUD-assisted projects in the area. (5-point maximum)

Recommended rating: _____

Comments: _____

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(Technical Processing - HM) - continued
Project No. _____

The following additional findings have been made:

- (a) Housing Management's experience with the Sponsor has been satisfactory, if self-management or identity of interest management is proposed.

Yes _____ No _____ Not Applicable _____

Comments: _____

- (b) Housing Management's experience with the management agent has been satisfactory, if the Sponsor identifies a management agent.

Yes _____ No _____ Not Applicable _____

Comments: _____

- (c) Information furnished by Sponsor indicates acceptable management and maintenance will be provided, even though neither the Sponsor nor the proposed management agent has had previous HUD experience.

Yes _____ No _____ Not Applicable _____

Comments: _____

- (d) Is project likely to affect adversely other subsidized housing?

Yes _____ No _____ If yes, application must be rejected.

Comments: _____

- (e) Form HUD-2530 reveals the Sponsor has done business with HUD.

Yes _____ No _____ If yes, send comments to Chief, Mortgage Credit Br.

Comments: _____

The subject application is acceptable from a Housing Management

viewpoint.

Yes _____ No _____

Explain: _____

(Signature of HM Reviewer) Date

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TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM - CPD

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Community Planning and Development

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____
Location: _____
Project No: _____

Community Planning and Development has reviewed the subject application with regard to displacement and finds the following:

1.a. Sponsor has identified all persons occupying the property on the date of submission of the application. Yes No

b. Persons occupying property.

	No. not to be Displaced	No. to be Displaced
Households (families and individuals)	_____	_____
Businesses and Nonprofit Organizations	_____	_____
Total	_____	_____

2. Budget amounts for relocation payments and other services appears adequate. Yes No

3. Organization to provide relocation advisory services has been identified. Yes No

4. Assurance of compliance with URA has been provided. Yes No

In view of the above, the proposal is acceptable to Community Planning and Development.

Yes _____ No _____ If no, the application must be rejected.

Comments: _____

(Signature of CPD Reviewer)

Date