

SECTION 202 CAPITAL ADVANCE
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. If the reviewing discipline discovers that an exhibit or part of an exhibit is missing which was not identified during initial screening, the MHR should be immediately notified. The MHR shall telephone the sponsor and request the missing information to be submitted within 10 days from date of the telephone call. This information is to be requested on the same day by certified mail.

3. Review Disciplines Summary: MHR shall complete the following:

Reviewing Office	Recommendation 1/	
	Acceptable	Not Acceptable
MHR	_____	_____
AE&C	_____	_____
VAL	_____	_____
EMAS	_____	_____
FH&EO	_____	_____
HM	_____	_____
Counsel	_____	_____
CPD	_____	_____

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

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
- MULTIFAMILY HOUSING REPRESENTATIVE (MHR)

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, MHR

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor's Name: _____
Project Location: _____
Project No.: _____

The subject application has been reviewed and the MHR's findings are as follows:

- 1. The proposed facilities and intended occupants are eligible under the Section 202 program.

YES _____ NO _____ If no, the application must be rejected.

COMMENTS: _____

- 2. The Sponsor has previous experience in developing and/or operating housing, medical or other facilities, such as, but not limited to, nursing homes or senior or community centers, and/or the provision of services to the elderly, to persons with disabilities, families or minority groups, preferably, but not necessarily among those in the low- and moderate-income category.

YES _____ NO _____ If no, the application must be rejected.

COMMENTS: _____

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

- 3. The Sponsor/Co-Sponsor submitted a board resolution stating

a specific dollar amount sufficient to cover the required minimum capital investment.

Yes No If no, was a board resolution provided by another organization to furnish these funds or a combination thereof?

Yes No If no, the application must be rejected. If yes, name of organization: _____

Comments: _____

4. The Sponsor submitted properly executed Exhibits including Certifications.

Yes No If no, the application must be rejected.

Comments: _____

NOTE: Any application that must be rejected based on a "no" response in either of the above questions, must be rated. However, the application will not be ranked. The applicant will not be notified of the rejection until technical processing has been completed.

5. In determining the Sponsor's ability to develop and operate the proposed housing on a long-term basis, consider:

(a) The scope, extent and quality of the Sponsor's experience in providing housing or related services to those proposed to be served by the project and the scope of the proposed project (i.e., number of units, services, relocation costs, development, and operation) in relationship to the Sponsor's demonstrated development and management capacity (32 points maximum).

Recommended rating: _____

Comment: _____

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

- (b) 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 Sponsor's demonstrated ability to enlist volunteers and local funds (10 points maximum).

Recommended rating: _____

Comments: _____

6. In determining the adequacy of the provision of supportive services, consider the following: (15 points maximum)

- (a) The extent to which the proposed supportive services meet the identified needs of the residents (8 points maximum).

Recommended rating: _____

Comments: _____

- (b) The extent to which the Sponsor demonstrated that the identified supportive services will be provided on a consistent long-term basis (7 points maximum).

Recommended rating: _____

Comments: _____

In summary, the subject application is acceptable.

Yes _____ No _____

Comments: _____

Signature of MHR

Date

NOTE: ALL OF THE EXHIBITS HAVE BEEN REVIEWED TO DETERMINE THE ABOVE FINDINGS.

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
- ARCHITECTURAL, ENGINEERING, AND COST BRANCH (A&E)

MEMORANDUM FOR: Director, Housing Development Division

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

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor's Name: _____

Project Location: _____

Project No.: _____

No. of Units: _____

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

- 1. In determining adequacy of the provision of supportive services and of the proposed facility, consider:
(10 points maximum)

- (a) The extent to which the proposed design will meet the special physical needs of elderly persons (4 points maximum).

Recommended rating: _____

Comments: _____

- (b) The extent to which the proposed size and unit mix of housing will enable the Sponsor to manage and operate the housing efficiently and ensure that the provision of supportive services will be accomplished in an economical fashion (4 points maximum).

Recommended rating: _____

Comments: _____

(Technical Processing - A&E) - continued

Project No. _____

- (c) Based on the narrative description, the extent to which the proposed design of the housing will accommodate the provision of supportive services that are expected to be needed, initially and over the useful life of the housing, by the category or categories of elderly persons the housing is intended to serve (2 points maximum).

Recommended rating: _____

Comments: _____

The application is acceptable from an Architectural, Engineering and Cost viewpoint.

Yes _____ No _____

Comments: _____

Signature of Reviewer

Date

NOTE: EXHIBITS 1, 18, 19, 20E AND 20F WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

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: _____
Project Location: _____
Project No: _____

The subject application has been reviewed and Valuation's

comments are as follows:

1. Does the proposed site meet site and neighborhood standards requirements?

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

Comments: _____

2. Is the site located in a floodway, Coastal High Hazard Area, and/or within a designated Coastal Barrier (Coastal Barrier Resources Act P.L. 97-348)?

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

NOTE: Any application that must be rejected based on responses to the above questions, must be rated. However, the application will not be ranked. The applicant will not be notified of the rejection until technical processing has been completed.

3. In determining the suitability of the site consider proximity or accessibility of the site to shopping, medical facilities, transportation, places of worship, recreational facilities, and other necessary services to the intended occupants, adequacy of utilities and streets, freedom of the site from adverse environmental conditions and compliance with site and neighborhood standards.

(10 points maximum)

Recommended rating: _____

Comments: _____

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

4. The following additional findings have been made:

(a) The number of units and bedroom sizes are marketable.

Yes _____ No _____

Comments: _____

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

Yes _____ No _____ If no, the 8-step process (described in 55.20 of 24 CFR Part 55 Proposed Rule) must be initiated.

Comments: _____

NOTE: Six steps of the 8-step process described in 24 CFR Part 55.20 must be completed, if an application is recommended for funding.

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

Yes _____ No _____

Comments: _____

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

Yes _____ No _____ N/A _____

Comments: _____

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

(e) The proposed project meets Environmental Assessment requirements, taking into consideration compliance Findings (including SHPO comments and HUD's historic finding) set forth in attached Form HUD-4128 or 4128.1, as appropriate.

Yes _____ No _____

Comments: _____

(f) If the proposed site is a RTC property, was the Transaction Screen Checklist or Phase I Environmental Site Assessment submitted?

Yes _____ No _____

Comments: _____

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

Yes _____ No _____

Comments: _____

In summary, the subject application is: Acceptable

Not
Acceptable

Explain: _____

(Signature or Appraiser)

Date

Attachment: Form HUD-4128 or 4128.1, as appropriate, with supporting documentation.

NOTE: EXHIBITS 1, 7, 17, 18, 19 AND 20F WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
- ECONOMIC & MARKET ANALYSIS

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Economic &
Market Analysis

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____
Project Location: _____
Project No.: _____

The subject application has been reviewed and EMAS's findings are as follows:

- 1. Taking into consideration the economic and demographic characteristics of the elderly in the housing market area and the current and anticipated market conditions in assisted housing for the elderly, is there sufficient demand for the number and type of units proposed?

Yes No If no, project must be rejected.

Explain basis for the finding: _____

NOTE: Applications rejected on the basis of market are to receive zero (0) points on rating criterion 3(a) below.

- 2. The proposed location is acceptable and desirable for the elderly taking into consideration the proximity or accessibility of public facilities, health care and other necessary services to the intended occupants.

Yes No

Comments: _____

NOTE: EMAS should complete this question only if it has available relevant information on the site and location.

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

- 3. In determining the need for supportive housing for the elderly in the area to be served, rate the extent of the need for the project in the area based on a determination by the Field Office. This determination will be made taking into consideration the Sponsor's evidence of need

in the area based on the guidelines in Section 889.270(b) (17), as well as other economic, demographic and housing market data available, to the Field Office. The data could include the availability of existing Federally assisted housing (HUD and FmHA) (e.g., considering availability and vacancy rates of public housing) for the elderly and current occupancy in such facilities, Federally assisted housing for the elderly under construction or for which fund reservations have been issued, and in accordance with an agreement between HUD and the FmHA, comments from the FmHA on the demand for additional assisted housing and the possible harm to existing projects in the same housing market area. (8 points maximum)

Recommended rating: _____

Unmet Needs Ratio: _____

Comments: _____

Based on the EMAS review, the application is:

Acceptable

Not Acceptable

Explain: _____

(Signature of Economist)

Date

NOTE: EXHIBITS 1, 16,18, 19, AND 20D WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
- FAIR HOUSING & EQUAL OPPORTUNITY (FHEO)

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Fair Housing and Equal Opportunity

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____
Project 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. Based on the application submission, even without the benefit of a site visit, the proposed site meets site and neighborhood standards.

Yes _____ No _____ If no, without proper justification, application is to be rejected.

Comments: _____

2. Sponsor is in compliance with civil rights laws and regulations, i.e., there is no pending Department of Justice civil rights suit, or outstanding finding of non-compliance with civil rights statutes, executive orders, or regulations (as a result of formal administrative proceedings), or Secretarial charge under the Fair Housing Act which has not been resolved; and, there has not been a deferral of the processing of applications from the Sponsor.

Yes _____ No _____

Comments: _____

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

3. The Sponsor's Certifications are acceptable in connection with compliance with civil rights laws, regulation, Executive Orders, and equal opportunity requirements. (NOTE: FHEO shall accept the Certifications unless there is documented evidence to the contrary.)

Yes _____ No _____

Comments: _____

NOTE: Any application that would require rejection based on a "no" response in any of the above questions, must be rated. However, the application will not be ranked. The applicant will not be notified of the rejection until technical processing has been completed.

4. In determining the Sponsor's capacity to develop and operate the proposed housing on a long-term basis, consider: (8 points maximum)

(a) The scope, extent and quality of the Sponsor's experience in providing housing or related services to minority persons or families (5 points maximum).

NOTE: If the Sponsor has no previous housing experience, experience in the provision of supportive services to minority persons or families should be examined.

Recommended rating: _____

Comments: _____

(b) The scope, extent and quality of the Sponsor's experience in providing opportunities for minority and women-owned business enterprises participation (3 points maximum)

Recommended rating: _____

Comments: _____

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

5. In determining the need for supportive housing for the elderly in the area to be served and the suitability of the site, evaluate the suitability of the site from the standpoint of promoting a greater choice of housing opportunities for minority elderly persons/families (7

points maximum).

Recommended rating: _____

Comments: _____

6. The following additional findings have been made:

- (a) The project addresses a low participation rate and an identified need for housing for very low income minority elderly persons and families.

Yes _____ No _____

Comments: _____

- (b) Based upon data submitted in Exhibit 9, the Sponsor indicates ties to the minority community.

Yes _____ No _____

Comments: _____

- (c) The Sponsor's project is consistent with the affirmatively furthering fair housing provisions of the jurisdiction's CHAS certification.

Yes _____ No _____

Comments: _____

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

- (d) For projects with relocation indicated, is the information submitted in Exhibit 7 acceptable?

Yes _____ No _____ Not Applicable _____

Comments: _____

(e) The Sponsor submitted the required racial and ethnic data on the persons/businesses to be displaced.

Yes _____ No _____ Not Applicable _____

Comments: _____

The subject application is acceptable from a FHEO viewpoint.

Yes _____ No _____

Explain: _____

(Signature of FHEO Reviewer)

Date

NOTE: EXHIBITS 1, 7, 8, 9, 10, 11, 12, 18, AND 19 WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

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4571.3 REV-1

APPENDIX 10

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: _____
Project Location: _____
Project No.: _____

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

1. In determining the Sponsor's capacity to develop and

operate the proposed housing on a long-term basis, evaluate the scope, extent and quality of the Sponsor's experience in providing housing or related services to the persons proposed to be served by the project and the scope of the proposed project (i.e., number of units, services, relocation costs, development, and operation) in relationship to the Sponsor's demonstrated development and management capacity. (32 points maximum).

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 at least 40 years.

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4571.3 REV-1

APPENDIX 10

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

2. In determining adequacy of the provision of supportive services and of the proposed facility, consider:
(25 points maximum)

(a) The extent to which the proposed design will meet the special physical needs of elderly persons (4 points maximum).

Recommended rating: _____

Comments: _____

(b) The extent to which the proposed size and unit mix of housing will enable the Sponsor to manage and operate the housing efficiently and ensure that the provision of supportive services will be accomplished in an economical fashion (4 points maximum).

Recommended rating: _____

Comments: _____

-
-
- (c) The extent to which the proposed design of the housing will accommodate the provision of supportive services that are expected to be needed, initially and over the useful life of the housing, by the category or categories of elderly persons the housing is intended to serve (2 points maximum).

Recommended rating: _____

Comments: _____

- (d) The extent to which the proposed supportive services meet the identified needs of the residents (8 points maximum).

Recommended rating: _____

Comments: _____

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

- (e) The extent to which the Sponsor has demonstrated that the identified supportive services will be provided on a consistent long-term basis (7 points maximum).

Recommended rating: _____

Comments: _____

3. 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: _____

4. Is project likely to affect adversely other HUD-insured and assisted housing?

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

Comments: _____

The subject application is acceptable from a Housing Management viewpoint.

Yes _____ No _____

Explain: _____

Signature of HM Reviewer _____ Date _____

NOTE: EXHIBITS 1, 9, 10, 11, 20A, 20B, 20C, 20D, AND 20E WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

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APPENDIX 10

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
FIELD OFFICE COUNSEL

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Field Office Counsel

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____

Project Location: _____

Project No.: _____

The subject application has been reviewed and the Field Office Counsel's comments are as follows:

1. The Sponsor is an eligible private, nonprofit entity, no part of the net earnings of which inures to the benefit of any private party and which is not controlled by or under the direction of persons seeking to derive profit or gain therefrom.

Yes _____ No _____

Comments: _____

2. The Sponsor is not a public body or an instrumentality of a public body.

Yes _____ No _____

Comments: _____

3. The Sponsor has the necessary legal authority to sponsor the project, to assist the Owner and to apply for the capital advance.

Yes _____ No _____

Comments: _____

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

4. The Sponsor has an IRS tax exemption ruling, a blanket exemption with the Sponsor specifically named in the list, or a copy of the letter from the national/parent organization to the IRS requesting that the Sponsor be included under its blanket exemption.

Yes _____ No _____

Comments: _____

5. The Sponsor has submitted documentary evidence of site control, which does not contain restrictive covenants or reverter clauses unacceptable to HUD.

Yes _____ No _____

Comments: _____

6. The Sponsor's board has adopted a resolution which:

- (a) Certifies that no officer or board member of the Sponsor, or of the Owner when formed, has or will be permitted to have any financial interest in any contract or in any firm or corporation that has a contract with the Owner in connection with the construction or operation of the project, procurement of the site or other matters whatsoever. (NOTE: This prohibition, as to the Sponsor's officers or board, does not apply to any management or supportive service contract entered into by the Owner with the Sponsor or its nonprofit affiliate.)

Yes _____ No _____

Comments: _____

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APPENDIX 10

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

- (b) Lists all the Sponsor's duly qualified and sitting officers and directors, their titles, and the beginning and ending date for each of their term of office.

Yes _____ No _____

Comments: _____

NOTE: If the answer to any item is checked "no," Counsel will check "not acceptable" below and the application will be rejected.

RECOMMENDATION:

The subject Application is acceptable.

The subject Application must be rejected for the following reason(s):

(Signature of Field Office Counsel)

Date

NOTE: EXHIBITS 1, 2A, 2B, 2C, 2D, 13, AND 17 WERE REVIEWED TO DETERMINE THE ABOVE FINDINGS.

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APPENDIX 10

TECHNICAL PROCESSING REVIEW AND FINDINGS MEMORANDUM
COMMUNITY PLANNING AND DEVELOPMENT (CPD)
RELOCATION REVIEW

MEMORANDUM FOR: Director, Housing Development Division

FROM: _____, Director, Community
Planning and Development

SUBJECT: Technical Processing Review and Findings Memorandum

Sponsor Name: _____
Project Location: _____
Project No.: _____

The subject application has been reviewed with regard to displacement and acquisition and finds the following:

1. (a) Sponsor has completed the information required by Exhibit 7, Data on Project Occupancy, Displacement and Real Property Acquisition.

Yes

No

- (b) Sponsor has identified persons occupying the property on the date of submission of the Application (or initial site control, if later).

No. not to be
Displaced

No. to be
Displaced

Households (families
and individuals)

Business and Nonprofit
Organizations

Farms	_____	_____
Totals	_____	_____

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APPENDIX 10

(Technical Processing - CPD) continued
 Project No. _____

2. (a) Estimated costs for relocation and real property acquisition, if applicable, are reasonable.

Yes No

(b) The source of funding for such costs has been identified.

Yes No

(c) There is a firm commitment to provide funds for relocation costs (Section 202 funds or other sources).

Yes No

3. Organization to administer relocation has been identified.

Yes No

4. Certification of compliance with Relocation and real property acquisition requirements has been provided.

Yes No

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

Yes _____ No _____ If no, identify the conditions for acceptability.

Conditions, if any, for approval: _____

(Signature of CPD Reviewer)

Date

NOTE: EXHIBITS 1, 7, 18, AND 19 WERE REVIEWED TO DETERMINE THE
ABOVE FINDINGS.