



## **Rental Housing Works (RHW) Application**

### **Revised 8/1/2013**

This application is for RHW funding only. A separate application for Multifamily Bond Program (MBP), LIHTC and any other DHCD funding must be completed using the Department's standard Application Submission Package, a copy of which is available at the following website, and must have been submitted in advance or at the same time as this RHW application:

[dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx](http://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx)

All requests for RHW funding must complete the checklist below and provide the requested documentation.

- ☐ **CDA Form 202** – attach a completed CDA Form 202. The requested RHW funds must be clearly identified and must conform to the RHW limitations on funding as described below. The CDA Form 202 can be downloaded from the following website:

[dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx](http://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx)

- ☐ **RHW Loan Limitation**: applications are subject to an overall maximum loan amount per project of \$2.5 million. Notwithstanding the foregoing, in no event shall RHW funding be provided in excess of an amount necessary to make a project financially feasible and viable as determined by the Department and in accordance with Section 42 of the Internal Revenue Code.
- ☐ **Zoning**- attach written documentation showing that the required zoning for use and density of the development is in place at the time of application. A letter from the local zoning office is proper documentation. An approved PUD resolution or a local jurisdiction's equivalent to a PUD resolution satisfies this requirement. Development or site plan approval is not required at application. Conditional use or special exception approval also is not required at threshold and is up to the developer to obtain before closing.
- ☐ **Other Competitive Funding**- by submitting this application, the applicant is certifying that the award of any competitive sources of public and private funding necessary for the project's financial feasibility has been made.
- ☐ **FTE Job Calculator** – attach a completed FTE Job Calculator to provide an estimate of the full-time equivalent (FTE) jobs to be created as a result of the proposed project. An FTE equals 2,080 hours per year. The FTE Job Calculator can be downloaded from the following website:

[dhcd.maryland.gov/HousingDevelopment/Pages/rhw/default.aspx](http://dhcd.maryland.gov/HousingDevelopment/Pages/rhw/default.aspx)

- ☐ **Certification to RHW Application Submission Package** – Applicants must complete the attached certification.

**ACCESS TO PUBLIC RECORDS ACT NOTICE AND WAIVER**

Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Maryland Access to Public Records Act, State Government Article, Part III, §§10-611 through 10-628 of the Annotated Code of Maryland. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that party.

This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with the administration of the programs for which its use is intended. Such information may be shared with State, Federal or local government agencies that have a financial role on the project.

The Department intends to make available to the public certain information regarding projects recommended for reservation of funds by the Department. Some of this information may not be disclosed under Maryland's Access to Public Records Act. By signing and delivering this application to the Department, you hereby AGREE TO WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Borrower's name; name and location of the project; grant, loan or tax credit amount and terms; amounts and source of other financing; public purpose of the grant, loan or tax credit; a description of the project including the number of units and number of units set aside for the public purpose.

The undersigned hereby certify that the information contained herein is accurate, and understand that he/she may be requested to provide additional documentation and that false or misleading information will disqualify the project from receipt of funding.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Full legal name of sponsor)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed