

# TOWN OF SOUTH KINGSTOWN

## Affordable Housing Collaborative Committee

### Affordable Housing Fund Description & Instructions

The South Kingstown Affordable Housing Fund (the “Fund”) was established by ordinance by the South Kingstown Town Council ([see Town Code § 14-2](#)) to encourage a range of affordable housing choices to support a mix of people with a wide variety of income levels. The purpose of the Fund is to:

- Act as a source for funding for affordable housing development;
- Increase resources to create and preserve affordable housing to meet the state's goal that ten (10) percent of the town's housing meets the housing affordability requirements of the Rhode Island Low and Moderate Income Housing Act, G.L. § 45-53-3(4);
- Revitalize South Kingstown's neighborhoods;
- Implement the town's Comprehensive Plan and its affordable housing production plan; and to
- Leverage outside resources that may be used to provide affordable housing.

All applications to the Fund are reviewed by the South Kingstown Affordable Housing Collaborative Committee. The committee acts in an advisory capacity providing recommendations on all project applications to the town manager. Upon receiving the committee’s review and recommendation, the town manager may then recommend action on the application to the town council. The town council will make all final funding decisions and disposition of fund assets, except for applications for predevelopment funds of seven thousand five hundred dollars (\$7,500.00) or less, which may be awarded by the town manager. Under Section 14-2(h) the AHCC is required to consider the following factors in making its recommendations:

- The project’s consistency with the goals and policies of the housing element of the town's Comprehensive Plan, specifically those sections addressing the production of affordable housing;
- The amount sought relative to: the financial status of the Fund, the overall cost of the project; and the number of LMI housing units to be created;
- The experience of the developer in building affordable housing projects relative to the size and complexity of the proposed project;
- Whether competing project proposals would make better use of Fund resources;
- Project location relative to walkable public transit, stores, services, employment and amenities;
- The needs of the town in terms of affordable rental units and ownership units;
- The degree to which a project is benefitting from or could benefit from other LMI housing programs;
- Such other specific considerations as the Affordable Housing Collaborative deems relevant to the furtherance of the town's goals and policies pertaining to the production of affordable housing.

BEFORE APPLYING - All applicants for Fund support should review [Section 14-2](#) of the South Kingstown Town Code for the specific requirements and limitations of the Fund.

Pursuant to Section 14-2(g), all applications are required to include:

- A fully completed application form along with all supplemental materials referenced therein;
- An attestation from the applicant (supported by pertinent documentation) that the project would not otherwise be able to proceed without the requested support; and
- In the case of for-profit development projects, evidence that the award will create more affordable housing than would otherwise be required under the town’s Inclusionary Zoning Ordinance (S.K. Town Code § 502.6) or the state’s Comprehensive Permit procedures (RIGL § 45-53-4)

NOTE - All applications are subject to the availability of assets in the Fund account at the time of application and all decisions regarding the awarding of grants are at the discretion of the South Kingstown Town Council

**TOWN OF SOUTH KINGSTOWN**  
**Affordable Housing Collaborative Committee**  
Application for Affordable Housing Fund Support  
*(Link to S.K. Town Code §14-2)*

Pre-Application Meeting                       Full Application

**A. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Not for Profit Developer     For-Profit Developer     Public/Gov't Developer

**B. PROPERTY INFORMATION**

Address:				
Assessor's Map:	Lot:	Lot Area (ft <sup>2</sup> ):		
Zoning District:	Assessor's Valuation:	Valuation Date:		

**C. DEVELOPMENT DESCRIPTION** *(Check all that apply.)*

<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation/Rehab	<input type="checkbox"/> Single-Family
<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Family (3+ Units)	<input type="checkbox"/> Accessory Dwelling (ADU)
<input type="checkbox"/> Rental Units	<input type="checkbox"/> Home Ownership Units	<input type="checkbox"/> Family Housing
<input type="checkbox"/> Elderly Housing	<input type="checkbox"/> Special Needs Housing	<input type="checkbox"/> Other <i>(Describe in Narrative)</i>

Total No. Units Proposed:	No. of New LMI Units	Avg. No. of LMI Bedrooms/Unit
AMI %	Est. Project Start Date	Est. Project Comp. Date
Walk. Dist. to Pub. Transit	Walk. Dist. to Pub. Rec.	Walk. Dist. to Groceries
Existing No. Lots	Proposed No. Lots	Length of Deed Restriction

**D. REQUIRED DEVELOPMENT APPROVALS** (Check all that apply.)

<input type="checkbox"/>	Minor Land Devel.	<input type="checkbox"/>	Major Land Devel.	<input type="checkbox"/>	Development Plan Rev. (DPR)
<input type="checkbox"/>	Minor Subdivision	<input type="checkbox"/>	Major Subdivision	<input type="checkbox"/>	Comprehensive Permit
<input type="checkbox"/>	Inclusionary Zoning	<input type="checkbox"/>	Planning Waivers Req'd (Describe in Narrative)	<input type="checkbox"/>	Zoning Variances Req'd (Describe in Narrative)
<input type="checkbox"/>	CRMC Approvals (Describe in Narrative)	<input type="checkbox"/>	DEM Approvals (Describe in Narrative)	<input type="checkbox"/>	Other Req'd Approvals (Describe in Narrative)

**E. PROJECT NARRATIVE**

Pre-Application Narratives should include a brief description of existing site conditions and a general vision for the project, including: structure types, types and numbers of dwelling units, types and numbers of affordable units and how the chosen location and design of the project is supportive of low/moderate income residents. The Pre-Application Narrative should also include a description or CV of the developer’s experience building similar types of development.

Full Application Narratives should include expanded detail on the elements discussed in the pre-application narrative, as well as additional information including: physical layout, occupancy types (e.g. rent vs. own), available utilities, required permitting approvals, and accessibility to public transportation, amenities, essential goods & services and other resources. The Application Narrative should also include any additional information pertinent to the criteria in the “Scoring Rubric.”

**F. FUNDING REQUEST**

Total Estimated Project Cost	\$	Developer Investment	\$
Amount Requested from AHF	\$	Other Financial Assistance	\$

Please attach a description (along with any supporting documentation) identifying the source(s) of funding for the development; anticipated expenses per structure, per dwelling unit and for the overall development; and anticipated profit per structure, per dwelling unit and for the overall development.

**G. MONITORING AGENT** (May be ‘TBD’ on Pre-Application)

Organization:			
Contact Person:			
Address:			
E-Mail:			
Tel:		Mobile:	

Applicant Signature:

\_\_\_\_\_  
 Name:  
 Title:  
 Date: