



2019 FUNDING APPLICATION

APPLICANT INFORMATION SUMMARY

Enter the name and contact information of the legal applicant. Check the certifications and/or categories for which the legal applicant has status.

State-Certified CHDO
 LOCAL CHDO

Not-For-Profit (non-CHDO)
 For-Profit Developer

Public Housing Authority

Legal Applicant:

Tax ID#:

Street Address/ P.O. Box:

City:

State:

Zip:

County:

Phone:

Fax:

Mobile:

Executive Director/CEO e-mail address:

Contact Person (Name and Title):

Contact Person E-mail Address:

Third Parties Involved:

Is Applicant in good standing with Kentucky Secretary of State? Yes (*attach verification*) No

BRIEF PROJECT NARRATIVE

Provide a brief project description, including the reason you selected this project, information about the project location and surrounding neighborhood, characteristics, and other relevant program information.



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PROJECT INFORMATION SUMMARY

A project name will be used to identify the project throughout the application process. Enter the name you have selected for this project. Enter the project address(es) under Project Location. If addresses are not known, enter the nearest street/road intersection.

Project Name:

Project Addresses or Location(s):

Neighborhood(s):

Metro Council district number(s):

Has Applicant secured site control for 100% of the properties for which funding is requested?

Yes No

Is the property currently mortgaged by other lenders? Yes No

If yes, list all current mortgagers and the positions held:

Has the mortgager consented to allow additional debt on the property? Yes No

If yes, provide a copy of the consent.

LAHTF Funding Request:

\$

Anticipated LAHTF Lien Position:



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Total Project Budget:

\$

Has the Applicant secured commitments for at least 50% of the required funding sources?

Yes No

Explain:

Project Type (check all that apply):

- Single-Family Multi-Family
- Rehabilitation of vacant and abandoned residential properties or adaptive re-use of vacant or abandoned commercial properties to residential
- Acquisition, rehabilitation, and re-sale of existing or vacant residential dwellings
- Demolition of blighted residential properties as part of a comprehensive plan to redevelop affordable units.
- Redevelopment of demolished or vacant residential properties

Project Beneficiaries:

All projects using LAHTF funds must be affordable to those at or below 80% or 50% of area median income, as specified in the application. "Affordable" is defined as the cost of housing plus utilities being less than or equal to 30% of the household income. If the intended recipient for the unit size is a family of four, for example, then the cost of the housing plus average utility cost must be less than or equal to 30% of the area median income for that family size. For more information on area median income in 2017, visit <http://goo.gl/D59cjA>.

Total affordable housing units to be constructed with these funds: _____

_____ affordable to those at or below 30% of the Area Median Income

_____ affordable to those at or below 50% of the Area Median Income



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_____ affordable to those at or below 80% of the Area Median Income

_____ affordable to those 81% - 100% of the Area Median Income

If this project will target specific populations, please indicate those populations below:

- | | | | |
|--|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Elderly (62+) | <input type="checkbox"/> % project | <input type="checkbox"/> Single-parent household | <input type="checkbox"/> % project |
| <input type="checkbox"/> Elderly (55+) | <input type="checkbox"/> % project | <input type="checkbox"/> Homeless | <input type="checkbox"/> % project |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> % project | <input type="checkbox"/> Veteran | <input type="checkbox"/> % project |
| <input type="checkbox"/> Families and children | <input type="checkbox"/> % project | <input type="checkbox"/> Other: _____ | |

Describe in detail your plan for identifying home owners or renters for this project that meet the AMI and special population criteria you checked. Do you have a waiting list already? What outreach have you/will you complete? If homeownership, describe how buyers will become qualified for home loans, and your role. What procedures are in place to ensure the end user of the housing meets these criteria?

Does the project require any land-use or zoning changes? Yes No

If yes, please explain:

Are there any known environmental issues that can delay the project? Yes No

If yes, explain the issues and describe your plan in place to address these issues:

List the neighborhood or city plans your proposed project is consistent with, and describe how your project meets the goals of that plan.



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PRELIMINARY PROJECT TIMELINE

The applicant must provide a development schedule that demonstrates the ability to begin construction within 12 months of LAHTF funding approval. All projects must be completed within 36 months from the date of funding approval. Indicate the approximate month and year in which the following activities will take place:

_____ **Acquisition / 100% Site Control Date Explain:** _____

_____ **Demolition Date**

_____ **Construction Start Date**

_____ **Construction End Date**

_____ **Lease-Up Date (Rental)**

_____ **Sale Date (Home Ownership)**

_____ **Loan Payback Date (if applicable)**

PROJECT DETAILS

Please list up to five (5) housing transactions/projects most recently completed by the applicant for a similar project type.

Project Type	Address	Total Construction Costs	Amount and type of subsidy (all sources)	Date completed or sold

*Amount of subsidy: Include all gifts, grants and forgivable loans.



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LOAN REPAYMENT PLAN (If Applicable)

Describe, in detail, how you will be able to repay the LAHTF loan. Include the sources of repayment funds, timeline, and other relevant descriptors. Cash flow/waterfall proposals should be specific as to the percentage of payment to LAHTF. Also identify all lenders that will be involved in the project and their lien position.

Green building techniques checklist

In addition to any applicable requirement listed in the LAHTF Guidelines, the following green building techniques are required for all LAHTF projects:

- Install compact fluorescent light bulbs (CFLs) or LED bulbs throughout the unit.
- Install a programmable thermostat. (Note: if a heat pump is installed in the unit, a programmable thermostat specifically designed for heat pump systems must be utilized.)
- The average flow rate for all lavatory faucets must be ≤ 2.0 gpm.
- The average flow rate for all showers must be ≤ 2.0 gpm.
- Install all toilets that have one or more of the following (counts as one feature):
 - an average flow rate of ≤ 1.3 gallons per flush.
 - are dual-flush and meet the requirements of ASME A112.19.14.
 - meet the U.S. EPA WaterSense specification and be certified and labeled accordingly.

Applicants **must** select at least two (2) from the following green building techniques checklist for units to be produced in this project. Check all that apply:

- All adhesives, sealants and primers used on the interior of the building shall comply with South Coast Air Quality Management District Rule #1168. Acceptable volatile organic compound (VOC) limits are listed in the table provided at the following web address: <http://www.arb.ca.gov/DRDB/SC/CURHTML/R1168.PDF>
- Use of fifty percent (50%) of wood based materials and products which are certified in accordance with the Forest Stewardship Council's (FSC) Principles and Criteria for wood building components.
- Open space – provide vegetated open space area equal to: 1) 20 percent of the project site area, or 2) equal to the building foot print. Vegetated open space is defined as gardens, plant beds, and fish ponds with plants, shrubs or trees.
- Provide an easily accessible area dedicated to the collection and storage of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics and metals. Homeowner is responsible for ensuring the proper disposal and removal of the recyclables.
- Utilize rapidly renewable floor materials such as bamboo, cork or eucalyptus.
- Develop and implement a construction waste management plan that recycles or salvages at least fifty percent (50%) of non-hazardous construction and demolition debris.
- Install a tankless water heater. (Note: proper installation requires that the heating unit satisfies demand capacity and that the manufacturer's energy requirements be strictly followed.)
- Use recycled, salvaged, refurbished or reused materials such that the sum of these materials constitutes at least ten percent (10%) of the total value of materials on the project.
- Use building materials which have been extracted, harvested, recovered or manufactured within five hundred (500) miles of the project site for a minimum of ten percent (10%) of the total material costs.
- Central hot water manifold trunk no more than 6 feet, insulated to R-4, with no branch line exceeding 20 feet.
- Compact hot water supply line design with no run over 20 feet from water heater.
- Use carpeting which meets the product testing requirements of the Carpet and Rug Institute's Green Label Plus program.
- All domestic hot water piping that is exposed shall have R-4 insulation. Insulation shall be properly installed on all piping elbows to adequately insulate the 90-degree bend.



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- Prior to construction, create detailed framing plans or scopes of work and accompanying architectural details for use on the job site. Indicate the specific locations, spacing, and sizes of all framing members in the floors, walls, roof and ceiling (if different from the roof).
- Prior to construction, create a detailed cut list in lumber order that corresponds directly to the framing plans and/or scopes of work.

ORGANIZATIONAL CAPACITY

Describe the expertise of staff and contractors that will be working on this proposed project.

Please indicate their role and qualifications.

Name:
Role:
Experience:

Name:
Role:
Experience:

Name:
Role:
Experience:

Name:
Role:
Experience:

Name:
Role:
Experience:



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CONFLICTS OF INTEREST

Potential conflicts of interest may arise from many situations. During application submission, all LAHTF applicants must disclose conflicts of interest, whether real or perceived, to the LAHTF.

CERTIFICATION

To the best of my knowledge and belief, the information provided in this pre-application is true and correct, including any commitment of local or other funding resources. The applicant will comply with all federal and state requirements governing the use of LAHTF funds. If applicable, the governing body of the applicant has duly authorized this application.

Signature: _____

Name and Title: _____

Date Signed: _____

- **The LAHTF maintains a rolling deadline.** Applications received on or before the 10th of the month will be evaluated for funding within 60 days of receipt of the application. Applications received after the 10th will be considered within 90 days of receipt of the application.
- **Applications, including all required attachments, are required to be submitted electronically, in the appropriate stacking order,** to LAHTF at info@loutrustfund.org
- The application fee must also be received, via hand delivery or mail, by the **LAHTF within five (5) days of application submission.** Send applicable application fee to: LOUISVILLE METRO AFFORDABLE HOUSING TRUST FUND, **1469 South Fourth Street, Louisville, KY 40208.**

REQUIRED ATTACHMENTS

This checklist and all applicable attachments must be included with the application (indicate which items are not applicable) in the stacking order listed below. A cover sheet labeling each file name appropriately must be included.

- _____ 1. Completed funding application.
- _____ 2. IRS 501(c)(3) letter (nonprofit organizations only).
- _____ 3. Kentucky Secretary of State certification of good standing.
- _____ 4. Louisville Metro Revenue Commission certification of good standing (if required to register).
- _____ 5. Letters of commitment for all named funding sources.
- _____ 6. Four photographs of all project properties/sites for which funding is requested. This includes front, back and side photos of existing structures. If vacant lot, various sight lines of the lot must be included).
- _____ 7. Project area map demonstrating current zoning (go to www.lojic.org).
- _____ 8. Proof of site control, including evidence of clear title in applicant's name, if applicable.
- _____ 9. Resumes from the development team leaders who will carry out the project described in the application.
- _____ 10. Most recent annual financial statement for your organization.
- _____ 11. Detailed project budget that shows all sources of funding for the project including donated materials and services, and all expenses. (Single family projects MUST use the LAHTF form provided).
- _____ 12. Scope of work (Single family projects MUST use the LAHTF form provided).
- _____ 13. A projected 15-year proforma demonstrating a 1.15 DCR for all multi-family project.



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- _____ 14. An affordability analysis showing the household income level and corresponding proposed rents. (Can be outlined within the project proforma).

- _____ 15. Proposed marketing plan.

- _____ 16. If applicable, service plans for projects proposing supportive housing and/or targeting populations with special needs.