|  |
| --- |
| 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 |

Please describe your supportive housing services plan. Include a summary of program goals, services, evaluation tools, activities and target population.

|  |
| --- |
| REQUEST 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):**

**Is applicant a certified provider for the service plan outlined on the previous page?**

Yes  No  If no, name of provider**:**

**LAHTF Funding Request:**

$

**Total Project Budget:**

$

**Do you have other commitments to support this plan?**Yes  No

Explain:

**Project Type (check all that apply):** Programs to provide HUD approved housing counseling and education programs

Programs to provide workforce/skills training

Programs that increase household financial stability

Other services, please explain:

**Project Beneficiaries:**

All programs supported by LAHTF funds are targeted to serve those households at or below 80% or 50% of area median income, as specified in the application. For more information on area median income in 2016, visit <http://goo.gl/D59cjA>.

**Please explain how many households in each category you plan to service with LAHTF grant funds.**

**Targeted Household AMI**:

#       Those at or below 30% of the Area Median Income

#       Those at or below 50% of the Area Median Income

#       Those at or below 80% of the Area Median Income

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

Elderly (62+)  % project

Elderly (55+)  % project

Disabled  % project

Families and children  % project

Single-parent household  % project

Homeless  % project

Veteran  % project

Other:

|  |
| --- |
| ORGANIZATIONAL CAPACITY |

Describe the expertise of staff 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: |

|  |
| --- |
| 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 in the same month. Applications received after the 10th will be considered in the following month.
* **Applications, including all required attachments, are encouraged to be submitted electronically** to LAHTF at [info@loutrustfund.org](mailto:info@loutrustfund.org). Typed, legible applications should be submitted 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. Most recent annual financial statement for your organization.

\_\_\_\_\_\_\_ 7. Detailed project budget that shows all sources of funding for the project

including donated materials and services, and all expenses.

\_\_\_\_\_\_\_ 8. Proposed service plan.

\_\_\_\_\_\_\_ 9. Needs Analysis supporting service plan.