

MULTNOMAH COUNTY
AFFORDABLE HOUSING DEVELOPMENT PROGRAM
APPLICATION

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AFFORDABLE HOUSING DEVELOPMENT PROGRAM INTRODUCTION

Multnomah County is pleased to continue to make properties available to non-profit housing agencies for the creation of affordable housing through the Affordable Housing Development Program (AHDP).

The purpose of the AHDP is to foster the development of healthy, safe and affordable housing serving low income people in Multnomah County. This is achieved by soliciting applications from non-profit housing providers for tax-foreclosed properties that are suitable for development as affordable housing. Applications will be reviewed by the Technical Review Committee who will make recommendations to the Board of County Commissioners for approval and conveyance of the properties.

Eligible uses of AHDP properties are:

- Homeownership for households at no more than 80% of area median family income (MFI) for a minimum of 30 years.
- Rental housing to households living below 60% MFI for a minimum of 60 years.

In addition, the Board of County Commissioners has adopted policy commitments to advance **sustainability, health** and **social equity**. These commitments will be reflected in the policy targets, procedures, and application rating process for AHDP properties. Specifically, applicants will be asked to include the following elements in proposals:

- Green Building
- Active outreach to Minority, Women and Emerging Small Business (MWESB) firms and Disadvantaged Business Enterprises (DBE) to compete for contracting opportunities in the proposal
- Outreach to historically underserved communities.
- Buildings and policies that promote health and/or protect residents from harm

For this application, non-profit sponsors should engage in community building activities and develop local partnerships. Non-profits should seek to make projects appropriate for the community, gather feedback and support from the community, and make the project consistent with the priorities and objectives of the Consolidated Plan and other applicable community plans. Non-profits will not be given preference according to their historical geographic boundaries. We will focus on the type and quality of the project plan proposed for the property, the community linkages created, the support of the neighborhood associations, as well as support of immediate neighbors for the project.

ADMINISTRATIVE ISSUES

The following pages contain information to guide participants through the application process. Included are summaries of priorities, evaluation criteria, and eligible property uses. Except for the nonprofit information form and the financial exhibits, there is no required format although specific page limits apply to certain questions. The only requirement is that the questions should be answered clearly, thoroughly, and succinctly. Please number the application pages.

Please review this information and call Seth Lyon at 503-988-6291 x 26013 or Rose Bak at 503-988-6291 x 28809 with any questions.

Application Submission:

Submit an electronic copy of the completed application to:

Seth.a.lyon@multco.us and rose-ellen.bak@multco.us
Seth Lyon/Rose Bak
Multnomah County
Community Services Division
421 SW Oak Street, Suite 200
Portland, Oregon 97204

Applications must be received at the above captioned address by 5:00 p.m., Monday, 20___. Late or faxed applications will not be accepted.

Evaluation of applications will be completed by 20___. Notifications of awards will be made byXXXXXXX.

PROGRAM ASSUMPTIONS

The primary assumptions of need guiding the purpose of this AHDP application are based on affordable housing needs throughout the County and are as follows:

1. There is a severe and growing housing affordability crisis throughout Multnomah County. This crisis exists for low to moderate-income people, but it is particularly devastating to low-income people living at or below 50% of median family income (MFI).
2. Both the cost of land and the cost of housing in the County are increasing at higher rates than average wages. This adversely affects the ability of low-income families to find safe, adequate housing at a cost that is affordable.
3. Households earning less than 80% MFI are generally unable to purchase homes in the current market.
4. Wages in the region have not risen as quickly as have housing costs, a trend that is expected to continue. The most severely affected are those earning less than 50% of MFI.
5. Access to affordable housing is challenging for all of our residents, particularly those with low-incomes and/or disability issues. Multnomah County is committed to social equity and the reduction of inequities experienced by its residents.
6. The conditions in some of the County's most inexpensive housing stock are not conducive to a healthy living environment due to environmental, structural or other hazards. These conditions are particularly harmful to children and those with health issues. Multnomah County has a commitment to healthy and safe affordable housing.

STATEMENT OF PURPOSE

The following is a listing of principles and strategies that guided the creation of this application and evaluation criteria:

1. Foster the development of affordable housing for low-income persons and families in Multnomah County.
2. Encourage the return of abandoned housing and properties to useful and safe occupancy.
3. Stabilize low-income neighborhoods using housing and community development tools
4. Develop, maintain and preserve housing for those with the greatest needs.
5. Public investment provides long term benefit to the community.
6. Invest in community land trusts and other homeownership models that retain affordability.
7. Invest in innovative types of housing and lower-income populations unable to access the market.
8. As a condition of receiving public subsidy/equity, designated affordable homeless shelter, special needs and rental units should remain affordable for a minimum of 60 years.

9. As a condition of receiving public subsidy/equity, designated affordable homeownership units should remain affordable for a minimum of 30 years using a deed restriction or ground lease resulting in retention of subsidy.
10. AHDP process will encourage communication, accountability, and if necessary mediation and problem solving among neighborhood and business associations, and special needs providers and their clients.
11. Multnomah County is committed to providing equal opportunity and encourages Minority, Women and Emerging Small Business (MWESB) firms and Disadvantaged Business Enterprises (DBE) to compete for contracting opportunities.
12. Multnomah County is committed to sustainability and to improving the environment and quality of life of its citizens.

PROGRAM HISTORY

The Board of County Commissioners (BCC) authorized the Affordable Housing Development Program (AHDP) by consolidating existing ordinances governing the administration and disposition of tax foreclosed properties and creating a new Ordinance 968 on November 8, 2001. County Ordinance 968 allows the no cost transfer of tax-foreclosed properties to non-profit housing sponsors and sets notification, selection and transfer requirements. The Ordinance has been incorporated into the Multnomah County Code in Chapter 7.405-410. The Board of County Commissioners approved the procedures in this application.

Notification and Property Selection Process

After the tax foreclosed properties have been deeded to the County as provided by law, the County's Division of Assessment and Taxation's Special Programs shall at the appropriate time prepare a list of available tax foreclosed properties. The first notice of the available property list will be sent to local governments for evaluation of the properties listed for non-housing purposes. Neighborhood associations receive the list of properties at the same time as governments. During this period, the Greenspace Review Committee (GRC) appointed by Board of County Commissions (BCC) may identify certain properties as environmentally sensitive. The governments will have a thirty-day review during which they may request property transfer. When the government review period has concluded, the remaining properties will be made available to the Affordable Housing Development Program (AHDP). Concurrently with AHDP review, the available properties will be reviewed by the GRC for open spaces, parks or natural areas AKA "greenspaces" uses. Competing committee recommended applications between housing uses and greenspace uses will be decided by the BCC.

The AHDP Technical Review Committee and staff will have 30 days to choose the properties most appropriate for affordable housing development. The list compiled of these screened properties will be mailed to interested public agencies and non-profit housing sponsors. Please call Seth Lyon @ 503/988-6291 x 26013 if you would like to add your organization to the AHDP mailing list. Notice of the AHDP and property

availability will also be published in the Oregonian. The only eligible applicants for the AHDP are public agencies and non-profit housing sponsors.

AWARD PROCEDURES

The mission of the AHDP program is to foster the development of affordable housing for low income persons and families Countywide. This is in accordance with the Five Year Consolidated Plan 2011-2016 (City of Gresham, Multnomah County, and City of Portland) and with the City of Portland Comprehensive Plan.

In this application, Multnomah County is following the lead of the Cities of Portland and Gresham in requiring a long-term affordability period of sixty (60) years for homeless shelter, special needs or rental units. The threshold period of affordability for homeownership is thirty (30) years. The threshold in the income for homeless shelter, special needs, and rental housing is 60% MFI. The threshold for homeownership is 80% MFI.

All other factors being nearly the same, preference will be given to applications serving the lowest income for the longest term. Homeless shelter, special needs and rental projects have tended to serve those with lower incomes for a longer term than homeownership projects. When asked to choose between two strong applications, the technical review committee will choose the project reaching families with lower incomes for a longer term.

For homeownership, a strategy that aims for long-term affordability implies a form of shared or limited equity ownership for the individual purchasing the home. The subsidy provided allows a household that is not currently able to qualify to purchase a house to move into homeownership for less than market value. The value of that subsidy is retained when the home is sold through agreements in the deed or other mechanisms that limit the price at which the home may be resold. This allows another income-qualified family to purchase the home without additional subsidies being required. There are several ownership models that are price restricted in order to preserve future affordability. These include deed-restricted owner occupied housing, community land trust, limited equity condominium, limited equity cooperative, and a mutual housing association.

In the deed-restricted owner occupied housing model, the occupant owns the house and land, but a restrictive covenant in the deed prevents the property from being sold in the speculative market. When the property is sold it must remain affordable to future low-income homebuyers and the amount of the equity that the seller can realize is controlled by a resale formula. Most deed restrictions last for a specific number of years. The non-profit retains the first option to purchase and resell. When intended to provide permanent affordability, the deed restriction runs with the land permanently such as in a community land trust. A community land trust (CLT) is a democratically controlled community based, non-profit organization established for the purpose of removing land permanently from the speculative market and maintaining it as a community resource. The CLT serves as a trustee or steward in perpetuity of the land it

controls. CLT property is separated into two components: the land and the buildings on it. Individuals own the buildings and enter into long-term renewable ground leases, often for ninety-nine (99) years, for the use of the land. Like the deed restriction, the amount of equity distributed to the owner upon sale is controlled by a resale formula. Like the deed restriction model, the CLT retains the first option to purchase and re-sell as an enforcement mechanism.

AHDP will choose homeownership projects that balance the benefit of homebuyers gaining equity with maintaining the public subsidy in a project so subsequent owners will also be low-income.

The following sections provide an outline of the award priorities and evaluation criteria.

Eligible Development Activities

- Projects in Multnomah County meeting threshold criteria established below;
- Projects that create additional affordable housing units either through new construction or renovation of existing housing units;
- Projects that create homeless shelter housing, special needs housing, rental housing or home ownership units;
- Projects that create units for lower income families as defined below;

Non-eligible Development Activities

- Projects with mixed-use components that are not allowed under existing State law and County Ordinance;
- Projects that are not entirely for low-income housing purposes are not allowed.

Qualifying or “Threshold” Criteria for Homeless Shelter, Special Needs and Rental Projects

Projects that do not meet all of the applicable "threshold" criteria will not be considered for funding:

- Projects must meet the affordable housing needs of families in Multnomah County living at or below 60% MFI;
- Projects must be affordable to the target population for the useful life of the unit, or a minimum of sixty (60) years.

Qualifying or “Threshold” Criteria for Home Ownership Projects

Projects that do not meet all of the applicable "threshold" criteria will not be considered for funding:

- Projects must meet the affordable housing needs of families in Multnomah County living at or below 80% MFI;
- Projects must be projected to be affordable to the target population for minimum of thirty (30) years;
- The Sales Price of units must be priced to be affordable to an MFI level 10 percent less than the maximum income being served. For example, if project unit is available to families up to 80% MFI, then the maximum sales price must be affordable to 70% MFI. If the project unit is available to families up to 65% MFI, then the maximum sales price must be affordable to 55% MFI.

Application Period

Eligible applicants shall have 45 days to respond to published property list on an application form provided by the County (See attached). Applicants can apply for up to five properties unless they have the demonstrated capacity to carry out more than five properties in the program year.

A non-refundable application fee of \$50 will be required for each requested property.

The technical review committee may recommend restriction of an applicant's award of properties based on the demonstrated capacity of the sponsor. Only full and complete applications received during the 45-day application period will be considered.

Evaluation Process

A technical review committee has been formed to review applications and make recommendations to the Board of County Commissioners. The review shall be a non-binding recommendation evaluating project merit for the Board of County Commissioners according to adopted criteria. The review committee shall include representatives from the City of Portland, the Commissioners' Offices, County Citizen Involvement Committee, City of Gresham, banking industry, real estate industry, and a philanthropic organization. The review committee will advise the Board on program policy and effectiveness. The review committee shall examine each application and provide a narrative report to the BCC. The technical report shall also include the location of property; taxes owed and costs incurred by the County in managing the property.

An Applicant's proposal must meet all threshold criteria for the type of project identified (as set forth herein) in order to be considered.

Points will be awarded on the basis of the strength of the answers in the ten program priority areas. There are a total of 100 points available.

Maximum points available by project type are as follows. More detailed descriptions of each priority area are listed in the attached application.

Priority Areas	Shelter Project	Homeownership
1.Project Plan	15	15
2.MWESB	10	10
3.Organizational Capacity	15	15
4.Financial Feasibility	10	10
5.Neighborhood Support	5	5
6.Service Plan	5	5
7.Green Building	10	10
8.Low Income Targeting	10	10
9.Special Need Targeting	10	0
10.Underserved Population Targeting	10	15
11.Homeownership Marketing	0	5
Total	100	100

Hearing Process

Following technical review of the applications for transfer, a written report of the transfer recommendations will be prepared and distributed to each member of the Board of County Commissioners. After receiving the report, the Board shall schedule a public hearing to consider the transfer requests. Any transfer requests proposing special needs housing uses for the available properties will be heard by the Board in closed executive session to preserve resident confidentiality. All transfer decisions will be made by the Board at a public hearing. Notice of the scheduled public hearing will be published in the newspaper for two successive weeks. Each applicant will be provided a copy of the findings of the technical review committee and notified of the public hearing by mail. The public hearing for all projects, other than special needs housing proposals, will include the technical review committee report and public testimony. A representative of the technical review committee will attend the public hearing to describe its findings and answer questions. The County always retains the right to refrain from awarding a property to any group should they so decide.

Transfer Process

A \$200 non-refundable transfer fee will be charged for each property awarded through the program.

The successful applicant will receive title to the tax foreclosed property after an Agreement with the County and a lien instrument are executed. Essentially the County is donating the value of the land and structure to an agency and expecting benefit to accrue to low income families in increased affordability. If we accept the premise that encouraging low income housing requires monitoring the progress and successes of agency and non-profit developers, security in the form of encumbering documents is the starting point.

When title is transferred to the successful applicant, the transfer will be conditioned to the development of affordable housing for low-income families. The resulting Agreement will specify a 12-month period by which financing will be obtained, and a total of 24 months for the renovations or new construction described in the application to be completed. After transfer, the property will revert to County ownership should: the non-profit developer be unable to demonstrate that adequate financing for the project has been obtained; the developer does not deliver a completion notice following the 24 month construction term, or the terms of the Agreement are otherwise breached. Annually, during this development or construction phase the applicant will be required to file financial status reports that provide project specific fiscal information as well as corporate financial statements. The technical review committee will track the applicant financial reports and report to the Board if serious problems or inadequacies are presented. The technical review committee may make periodic site inspections of project construction progress to ascertain Agreement compliance. Project completion is initiated by the County upon receipt of completion notice from local building codes jurisdiction. Upon completion of the project, the County shall remove the short-term development conditions from the title.

The structure of enforcement during the development phase of the projects will remain the same whatever the type of housing proposed.

The structure of the longer-term enforcement processes will vary somewhat depending on the type of housing proposed. In all cases, the County and the developer will sign an Agreement, secured by a promissory note and trust deed in the amount of the tax arrears and penalties. The restrictions described in the encumbering documents will ensure affordability at the level pledged for the life of the project (60 years), if rental, homeless shelter, or special needs housing. They will ensure affordability at the level pledged and length pledged (30 years or longer), if homeownership. The total encumbrance would be due and payable only if the terms of the Agreement are breached. Any County interest or restriction in the property would disappear at the end of the affordability pledge through use of a Deed of Reconveyance.

In the case of homeownership, at the time of sale to qualified homebuyer, the County's trust deed would transfer to the homebuyer as a second priority instrument to any financing secured to purchase the property. This County interest against the property would continue to be performance based, enforcing owner occupancy and would run concurrently with deed restriction or ground lease placed on the property. In the event of resale to a qualified buyer, the County's interest would continue against the property for its original term subject to any allowed financing encumbrances. .

If a property is returned to the County because the sponsor has been unable to fulfill their obligations under the AHDP Agreement, the Board of County Commissioners should approve the return and the BCC may in its sole discretion decide to make the property available in the next AHDP awarding phase.

It may be that a property is not recommended for award to a non-profit housing sponsor because no applications for the property were received or approved. In this event, it will be determined whether the property is of significant value to deem it as being required

for housing development. If it has significant value, it may be set aside to be included in the next list of available properties to be processed for low-income housing development. If it has no significant value for low-income, it may be added to the inventory of tax foreclosed properties available for disposition. This recommendation for set aside for the next cycle will be put in front of the BCC at the same time as the Board hears comments concerning transfer of properties which have been recommended for transfer.

MULTNOMAH COUNTY
AFFORDABLE HOUSING DEVELOPMENT PROGRAM
APPLICATION

I. APPLICANT INFORMATION

A. Name : _____

Address: _____

Applicant Status: Non-Profit Organization () Government Sponsored Agency ()

B. Does your organization have 501(c)3 status? Yes () No ()

If yes, enclose a copy of IRS letter 1045.

Enclose a list of the directors of the governing board of your organization.

Enclose copy of corporate Bylaws and Articles of Incorporation.

Contact Person and Phone Number: _____

Federal TIN: _____

Please enclose non-refundable \$50.00 application fee for each property requested.

C. Certification: I certify that to the best of my knowledge, all information in this application is accurate, and that this proposal has been adopted and approved by the organization I represent. If funding is received, this applicant will comply with all applicable program requirements. I understand and acknowledge there will be a \$200 transfer fee for each property awarded under Affordable Housing Development Program.

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

ORGANIZATION: _____

II. PROJECT DESCRIPTION

A. Project Name: _____

B. Property Location: _____

C. Property Tax Account Number: _____

Answer the following questions clearly and concisely noting the maximum pages allowed for each question. Please use a standard 12-point font.

III. THRESHOLD CRITERIA

Outline how project adheres to threshold criteria for the type of project being developed. Include description of site location and how the project meets the affordable housing needs of targeted families. Justify your proposal as the highest and best use of the property, both in terms of the site and beneficiary need. Describe how the value of the donated property will be passed through as a tangible benefit to current and future occupants of the completed housing.

If a rental, describe the strategies to maintain the project's affordability. Proposed housing costs should be limited to no more than 30% of household income.

If in homeownership, please supply a copy of the deed restriction or ground lease that will provide long-term or permanent affordability. Provide a summary of this document showing a relationship between the value of the County subsidy and the sale/resale price. Be clear on what the sales price of the unit will be and on the resale formula that is contained in the document. Proposed housing costs (PITI) should be limited to no more than 30% of household income. Please discuss sales price in relation to the requirement that the sales price of units must be priced to be affordable to an MFI level 10 percent less than the maximum income being served. For example, if project unit is available to families up to 80% MFI, then the maximum sales price must be affordable to 70% MFI.
(2 pages maximum plus supplemental documents)

IV. PROJECT PLAN (15 points)

- Describe the population to be served by the project;
- Describe how the project plan is appropriate for the population to be served (amenities, unit sizes and mix, project design, accessibility, special features, cost to consumer, etc.);
- Sponsor must demonstrate project plan that will result in timely completion and use. Complete the project schedule (Exhibit F); include a construction cost estimate and an analysis of necessary professional and volunteer services.
- Demonstrates an understanding of site specific planning, zoning, and building requirements. If you plan to request any density bonuses or zoning changes, please explain how this will affect your time line and explain the basic premise of your design/zoning review application to the planning bureau;

(3 pages maximum)

V. PLAN TO INCLUDE MINORITY, WOMEN AND EMERGING SMALL BUSINESS (MWESB) FIRMS IN CONSTRUCTION/DEVELOPMENT WORK
(10 points)

Describe agency history of working with MWESB firms in housing development projects. If your agency is a MWESB, describe those qualifications. Describe the plan to include MWESB firms in the development of this project. Describe both current contracts and arrangements and plan to solicit bids from MWESB firms for specific parts of the projects. (2 pages maximum)

VI. ORGANIZATIONAL CAPACITY (15 points)

- Describe the proposed development team and their qualifications and capacity to complete project (consider scale and complexity of project);
- Describe prior project experience;
- Lists all current projects under development;
- Discusses readiness to proceed on this project;
- (Homeless Shelter, Special Needs, and Rental Projects) Demonstrate capacity to develop, operate, manage and maintain housing during the 60-year term of affordability. Describe maintenance plan during the development period. Include insurance costs and physical inspection schedule;
- (Homeownership Projects) Describe how your agency will work with subsequent low income buyers, in the event the property is sold, for a minimum of 30 years.

(2 pages maximum)

VII. FINANCIAL FEASIBILITY (10 points)

Describe the financial assumptions used to determine the total cost of the project (acquisition, development, and construction). Please complete the attached Financial Exhibits A, B1 and B2. The use of standardized financial information forms will assist evaluators in their analysis of the feasibility of the proposed project. Include justification that the amounts listed in the budget line items are appropriately estimated. Letters of verification by third parties of estimates, estimates provided by qualified staff/consultants, budgets from similar projects completed within the last year, and acceptance of figures/estimates as valid by lenders all can be used to verify validity of estimates. List sources of funds that are currently committed, conditional, or tentative and describe strategies to obtain these funds. For homeownership projects, please include marketing, holding, and selling costs where indicated.

(2 pages maximum plus Financial Exhibits)

VIII. COMMUNITY/NEIGHBORHOOD SUPPORT (5 points)

Describe the steps that your corporation has taken to include the community in or inform the community of your project. Include any demonstrated community support for your organization and/or project. Explain how the project is appropriate for the community. Describe how it is consistent with the priorities and objectives of the Consolidated Plan and other community plans that may apply. State whether there are any anticipated community concerns or issues with the proposed project and how the organization plans to address them.

(2 pages maximum)

Note to special needs housing project sponsors:

If you are proposing housing for people with special needs, confidentiality is of paramount importance to the County and more importantly is often required under Federal and State law. Under no circumstances should any community/neighborhood notification disclose any information about the specific type of special needs housing or other information identifying individuals in violation of the Fair Housing Act (42 USC 3601, et seq.), the Americans with Disabilities Act (42 USC 12101, et seq.) or any other applicable Federal or State confidentiality provision. Any community/neighborhood notifications should be made in such a way as to preserve the rights set forth in the Fair Housing Act Amendments, the Americans With Disabilities Act and any applicable Federal and State confidentiality law. Should you need guidance regarding appropriate notification procedures, you may contact the City of Portland Office of Neighborhood Involvement Community Residential Siting Program (CRSP) for guidance. Tel: (503) 823-2030. It is also recommended that you consult your own legal counsel if you have questions regarding confidentiality and disclosure of client–related information.

IX. RESIDENT/HOMEOWNER SERVICE PLAN (5 points)

Provide a narrative description of the linkage to support services that will be available to project residents and/or to the homeowners. Describe the desired outcomes of the services. Describe what services the staff of your organization will offer. Describe the methods used to identify the available services in the community, including efforts to coordinate and collaborate on delivery of these services to recipients. Describe what you will do to ensure ongoing coordination of services. (2 pages maximum)

X. GREEN BUILDING (10 Points)

- Projects that can demonstrate that they will implement significant green building measures including but not limited to site planning, waste management, building envelope and systems, heating and cooling, infiltration/air sealing/ventilation, lighting, appliances, and water heating, air quality, resource efficient building materials, water efficiency and landscaping, solar measures, and buying local will receive five points. (5 points)
- Projects that can demonstrate that they also will achieve Earth Advantage certification will receive an additional five points. (5 points)

(1 page maximum)

XI. **SERVING HOUSEHOLDS WITH VERY LOW INCOMES** (10 Points)

For rental housing projects

Discuss how your project will serve those with the greatest need. Describe the income levels of the households you will serve.

Demonstrate and describe how your project will be affordable to persons at or below 50% MFI. (5 points)

Projects that can demonstrate that they can serve households at 30% MFI will receive an additional 5 points. *These projects will also receive the points for serving less than 50% MF, for a total of 10 points.* Describe how your project will be affordable to households at or below 30% MFI. (5 points)

(2 pages maximum)

For Homeownership Projects

Describe the length of time (minimum 30 years) you will ensure that subsequent owners of the property will be at or below the income level you will target for this project. Describe what those income levels are. Describe the role your agency will play in assisting future buyers of the property within the period of affordability.

Projects with a mechanism to pledge permanent homeownership affordability will receive five points. Sponsors must include the Commitment of Longer Term Affordability with their application to be eligible for these points. Describe the mechanism you will use to ensure permanent affordability and describe the income. (5 points)

Projects that can demonstrate that they can serve households at 65% MFI will receive 5 points. (5 points)

(2 pages maximum)

XII. **TARGETING PERSONS WITH SPECIAL NEEDS - Homeless Shelter, Special Needs, and Rental Projects only: (10 Total Points)**

- Describe aspects of the project that will allow marketing to individuals or families with special needs including specific amenities of the development that will suit the identified special needs population
- Describe the special needs population to be served
- Demonstrate the need for access to affordable housing in this project for the identified special needs population

- Describe any service or service partnerships that will support the identified population
(2 pages maximum)

XIII. UNDERSERVED POPULATIONS – 10 Total Points (Homeless Shelter, Special Needs, and Rental Projects) or 15 Total Points (Homeownership Projects)

If Homeless Shelter, Special Needs, and Rental Project:

- Describe the underserved population the project will target, how they are proven to be underserved and the gap this project will fill for that population
- Describe the marketing plan for targeting the underserved population
- Describe how this project will be designed to be suitable for the targeted underserved population
- Describe how this project will address health inequities experienced by the underserved population

If Homeownership:

- Describe the underserved population the project will target, how they are proven to be underserved and the gap this project will fill for that population
- Describe the marketing plan for targeting the underserved population
- Describe how this project will be designed to be suitable for the targeted underserved population
- Describe the services the project or a project partner will provide to assist buyer(s) in accessing appropriate lending opportunities

XIV. HOMEOWNERSHIP MARKETING PLAN Homeownership Projects - (5 points)

Describe your capacity to develop and implement a successful marketing plan. Describe past experience in marketing homeownership projects. Describe basic marketing approach including integration of homeowner education. Describe sponsor's role in event that first homeowner decides to sell. Describe sponsor's role in delinquency counseling (foreclosure prevention).

(2 pages maximum)

- **COMMITMENT OF LONGER TERM AFFORDABILITY
FOR HOMEOWNERSHIP**

The undersigned is the sponsor for the housing affordability project proposed for the property located at

We are hereby applying for points based on our commitment to hold the project permanently affordable.

We have supplied a copy of our ground lease that will provide permanent affordability. Within our AHDP application there is a summary of this document; a discussion showing the relationship between the value of the County subsidy and the sale/resale price; a discussion of our marketing plan; and evidence that a family of with an income equal to or less than _____ % MFI will spend no more than 30% of their household income for housing costs. The project unit(s) will be sold to households with a maximum income of no more than _____% MFI.

- **COMMITMENT OF GREEN BUILDING PRACTICES**
DRAFT LANGUAGE

The undersigned is the sponsor for the housing affordability project proposed for the property located at

We are hereby applying for points based on our commitment to implementing sustainable green building practices.

We have supplied either a copy of our commitment to achieve Earth Advantage certification or a detailed list of green building measures that we will implement.

**AHDP Funding Application
Financial Exhibit B.1.**

Uses of Financing

Project Name:

	COST	SUBTOTAL
<u>Acquisition Costs</u>		
Purchase Price	\$	
Liens and Other Taxes	\$	
Closing/Recording Costs	\$	
Off-site Costs/Improvements	\$	
Other	\$	
Subtotal	\$	
 <u>Development Costs</u>		
Land Use Approvals	\$	
Building Permits/Fees	\$	
System Development Charges	\$	
Environmental Report (typically a Level 1)	\$	
Soils/Survey Report (Geotechnical)	\$	
Architectural/Engineering Fees	\$	
Legal/Accounting Fees	\$	
Cost Certification Fee	\$	
Appraisals	\$	
Lender Inspections	\$	
Lender Title Insurance	\$	
Construction Loan Fee	\$	
Permanent Loan Fee	\$	
Construction Period Interest/Taxes	\$	
Construction Period Insurance	\$	
Tax Credit Fees	\$	
Bridge Loan Interest	\$	
Closing Fees	\$	
Marketing/Selling Costs	\$	
Lease Up/Operating Reserves/Holding Costs	\$	
Developer Fee	\$	
Consultant Fee	\$	
Development Contingency	\$	
Tenant Relocation	\$	
Other	\$	
Subtotal	\$	
 <u>Construction Costs</u>		
On-site Work	\$	
Hazardous Materials Abatement	\$	
Residential Building Construction	\$	
Commercial Building Construction	\$	
Common Use Facilities	\$	
Laundry Facilities	\$	
Storage/Garages	\$	
Landscaping	\$	
Construction Contingency	\$	
Other	\$	
Subtotal	\$	

TOTAL PROJECT COST

\$ _____

**AHDP Funding Application
Financial Exhibit B.2.**

Uses of Financing

Project Name:

Please identify how you arrived at the cost estimates itemized in Financial Exhibit B.1.
Verification documents may be included.

Net Effective Gross Income: _____ \$ \$ \$

*Net Monthly Rent Per Unit = Gross Monthly Rent Per Unit – Tenant Paid Utility Allow

**AHDP Funding Application
Financial Exhibit D**

Utility Allowance information

Project Name:

TYPE OF UTILITY (Gas, Elec, Oil, etc.)	OWNER UTILITIES	TENANT PAYS	1 BDRM	2 BDRM	3 BDRM	4 BDRM
Heating			\$	\$	\$	\$
Lighting			\$	\$	\$	\$
Air Conditioning			\$	\$	\$	\$
Cooking			\$	\$	\$	\$
Hot Water			\$	\$	\$	\$
Water			\$	\$	\$	\$
Sewer			\$	\$	\$	\$
Trash Removal			\$	\$	\$	\$
TOTAL UTILITY ALLOWANCE			\$	\$	\$	\$

If allowances are calculated by other methods, attach the appropriate schedule and include unit rents, number of bedrooms, and allowances.

Source of Utility Allowance Calculation:

Name:

- ☐ Local Housing Authority
☐ Utility Company
☐ Other

AHDP Funding Application
Financial Exhibit E.1.
Housing Operating Budget - EXPENSES

Project Name: _____

Annual Inflation Rate Factor: 4 %

<u>Annual Operating Expenses</u>	<u>Annual per Unit</u>	<u>1st full Year</u>	<u>Project Year 5</u>	<u>Project Year 10</u>
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Utilities:(common areas)_				
Gas/Oil	\$ _____	\$ _____	\$ _____	\$ _____
Electric	\$ _____	\$ _____	\$ _____	\$ _____
Water & Sewer	\$ _____	\$ _____	\$ _____	\$ _____
Garbage Removal	\$ _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____	\$ _____
Repairs	\$ _____	\$ _____	\$ _____	\$ _____
General Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Landscape Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Replacement Reserve	\$ _____	\$ _____	\$ _____	\$ _____
Property Management:				
On-site	\$ _____	\$ _____	\$ _____	\$ _____
Contracted (Off-Site)	\$ _____	\$ _____	\$ _____	\$ _____
Professional Services:				
Resident Services	\$ _____	\$ _____	\$ _____	\$ _____
Case Management	\$ _____	\$ _____	\$ _____	\$ _____
Legal	\$ _____	\$ _____	\$ _____	\$ _____
Accounting	\$ _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____	\$ _____
Office & Administration	\$ _____	\$ _____	\$ _____	\$ _____
Advertising/Marketing & Promotion	\$ _____	\$ _____	\$ _____	\$ _____
Unit Turnover	\$ _____	\$ _____	\$ _____	\$ _____
Taxes(non-real estate)_____	\$ _____	\$ _____	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Total Annual Operating Expenses</u>	\$ _____	\$ _____	\$ _____	\$ _____
<u>Net Operating Income</u>	\$ _____	\$ _____	\$ _____	\$ _____
Less Debt Service:				
_____% on \$ _____ for _____ years	\$ _____	\$ _____	\$ _____	\$ _____
_____% on \$ _____ for _____ years	\$ _____	\$ _____	\$ _____	\$ _____
_____% on \$ _____ for _____ years	\$ _____	\$ _____	\$ _____	\$ _____
<u>Total Debt Service</u>	\$ _____	\$ _____	\$ _____	\$ _____
<u>Cash Flow Per Year</u>	\$ _____	\$ _____	\$ _____	

**AHDP Funding Application
Financial Exhibit E.2.**

Housing Operating Budget - EXPENSES

Project Name:

Please identify how you arrived at the cost estimates itemized in Financial Exhibit E.1.
Verification documents may be included.

AHDP Funding Application Financial Exhibit F

Project Schedule

Project Name:

ACTIVITY	PROPOSED DATE (month/year)
SITE	
Option/Contract	
Site Acquisition	
Zoning Approval	
Site Analysis	
Building Permits & Fees	
Off-Site Improvements	
PRE-DEVELOPMENT	
Plans Completed	
Final Bids	
Contractor Selected	
FINANCING	
Construction Loan:	
Proposal	
Firm Commitment	
Permanent Loan:	
Proposal	
Firm Commitment	
SYNDICATION AGREEMENT (LIHTC)	
CONSTRUCTION BEGINS	
CONSTRUCTION COMPLETED	
CERTIFICATE OF OCCUPANCY	
LEASE UP	