



2014 HOMEbuyer Program 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

Not-For-Profit (non-CHDO)

Local Unit of Government

Local CHDO

For-Profit Developer

Public Housing Authority

Legal applicant:

Tax ID#:

Street address/ P.O. Box:

City:

State:

ZIP:

County:

Phone:

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

Louisville Metro Revenue Commission

Yes (attach verification) No

Louisville Human Relations Commission

Yes 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, number of units, size, cost and sale price of units, incomes to be served, use of LAHTF funds, affordability of completed units to assisted households, sample permanent financing structure 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 any identified project address(es) under Project Location. If addresses are not known, enter the nearest street/road intersection of anticipated project.

Project name:

Project addresses or location(s):

Neighborhood(s):

Metro Council district number(s):

What level of site control is secured for properties for which funding is requested?

100% 75% 50% less than 50%

LAHTF HOMEbuyer fund request:

\$ *Maximum request shall not exceed \$500,000/applicant*

Total project budget (Sources and Uses Form attached):

\$

Percentage of secured commitments for required funding sources listed?

75% 50% less than 50%

Explain:

Down payment/closing costs: Describe mortgage design and down payment/closing costs needed for the affordability gap for various income levels served by your proposal.

Estimated total amount needed:

Description:

Development subsidy: Describe why you need development subsidy (difference between total development costs and appraisal) and the average amount needed per home.

Estimated total amount of development subsidy needed:

Description:



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Project type (check all that apply):

- Single-family home Multi-family housing homeownership
 Acquisition, rehabilitation, and re-sale of existing vacant residential dwellings
 New construction

Total housing units that are rehabilitation of vacant/abandoned property: _____

Does your project propose homes in areas with low concentrations of low-income households? Points are awarded based on the percentage of homes that are in census tracts that are *not* “Qualified Census Tracts” according the Low-Income Housing Tax Credit Program (www.qct.huduser.org). **How many units do you propose that will meet this criteria?** _____

Does the project comply with Land Development Codes (www.louisvilleky.gov/PlanningDesign/ldc/)? Yes No

If yes, please explain:

If no, please explain timetable for achieving compliance:

List the Metro Council adopted neighborhood plan and/or Metro Commissioned planning study (www.louisvilleky.gov/PlanningDesign/Neighborhood+Plans) your proposed project is consistent with, and describe how your project meets the goals of the Assessment of Affordable Housing Needs in Louisville which can be found on the LAHTF webpage at (www.louisvilleky.gov/lahtf.htm).

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

A HUD Environmental Review will be required and no newly purchased property (effective 10/1/14) can be purchased prior to this being completed. If yes, explain the issues and describe your plan in place to address these issues:

Project Beneficiaries

All projects using LAHTF funds must be affordable to those at or below 80% of area median income and 50% of LAHTF funds must go to those at or below 50% of area median income, as specified in the application packet. “Affordable” is defined as the cost of housing plus utilities being less than or equal to 30% of the household income. For more information on area



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median income in 2014, visit <http://goo.gl/D59cjA>.

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

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

_____ affordable to those at or below 65% of the Area Median Income

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

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

Elderly (62+)

Homeless

Disabled

Veteran

Families and children

Other: _____

Single-parent household

Describe in detail your plan for identifying home owners 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? 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?

Waiting List for HOMEbuyer Program

of potential homebuyers in housing counseling program

of homebuyers which are pre-qualified for mortgage financing

of homebuyers who have expressed interested in proposed homes

of pre-qualified homebuyers who have expressed interest in proposed homes

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.

List the name of the person and describe the conflict of interest, if any:

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PRELIMINARY PROJECT TIMELINE

LAHTF HOMEbuyer Program is designed as a 12 month project. The applicant should be applying for projects which should be completed within 2015. Applicant must provide a development schedule that demonstrates the ability to begin construction within 9 months of LAHTF funding approval. All projects should be completed within 12 months from the date of funding approval, and must be completed within 18 months. Project completion includes loan closing and Project Completion Report. LAHTF reserves the right to reallocate funds for projects that fall behind projected schedule. Indicate the approximate month and year in which the following activities will take place for each unit. (Use “SC” for site control date, “PS” for project set-up, “B” for begins construction, “E” for end construction “LC” for loan closing, “PC” for project completion.)

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Example	1SC		1PS	1B	1PS	1B	1LC	2B	1PC	1E	1E/	1PC
4 homes			1SC			1E 2SC	1PC 2PS	1E 1LC	2B		2LC/1PC	
2015												
2016												

DEVELOPER EXPERIENCE/ORGANIZATIONAL CAPACITY

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

Project type	Address	Income level served	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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Describe the expertise of staff and contractors that will be working on this proposed project.

Please indicate their role and qualifications.

Name:
Role:
Experience:
Years of Experience:

Name:
Role:
Experience:
Years of Experience:

Name:
Role:
Experience:
Years of Experience:

Name:
Role:
Experience:
Years of Experience:

Name:
Role:
Experience:
Years of Experience:

GREEN BUILDING TECHNIQUES CHECKLIST

To receive points for use of green building techniques, applicants must select at least (7) 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.
- Install compact fluorescent light bulbs (CFLs) throughout the unit.
- 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.
- 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.)
- 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 an Energy Star rated 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.
- 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.
- All domestic hot water piping shall have R-4 insulation. Insulation shall be properly installed on all piping elbows to adequately insulate the 90-degree bend.
- 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.

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APPLICATION & PROGRAM ADMINISTRATIVE CERTIFICATION

The Applicant hereby assures and certifies that they possess legal authority to apply for LAHTF funds and to execute the proposed program and the governing body has duly adopted or passed an official act of a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the Applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.

The Applicant further certifies that if they are the Recipient of an allocation of LAHTF HOMEbuyer Funds, they will administer the program according to the following HOME guidelines and requirements and **further certifies that as an Applicant for LAHTF HOMEbuyer funds, understands that:**

1. All aspects of this program must comply with the HOME regulations as cited in 24 CFR Part 92 (<http://hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/finalrule.pdf>) or KRS 192 A (as applicable), the Consolidated Plan (<http://www.louisvilleky.gov/NR/rdonlyres/B1BF0A0E-0BB9-44D8-A180-ED4324AA238C/0/ComprehensiveHousingStrategyFINAL.pdf>), the Action Plan and any other local, state and/or federal rules and regulations that are applicable.
2. The applicant will comply with 12 CFR Part 202 regarding Equal Credit Opportunity (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title12/12cfr202_main_02.tpl) .
3. The applicant must ensure that the project promotes fair housing and work to affirmatively further fair housing. If applicant is planning on assisting five or more homebuyers in calendar year, they will need to complete the Affirmative Fair Housing Marketing Plan – Single Family Housing (<http://portal.hud.gov/hudportal/documents/huddoc?id=935-2b.pdf>).
4. All projects must comply with CFR 24 Part 58 Environmental Regulations regarding activity within a floodplain.
5. LAHTF assigns to Recipient the responsibilities of 24 CFR Part 35 and Recipient is the designated party for all lead-based paint compliance issues (http://www.hud.gov/offices/lead/library/enforcement/24CFR35_SubpartA.pdf).
6. The Recipient must comply with 31 CFR Part 285 regarding the debarment of delinquent debtors from obtaining federal loans or loan insurance or guarantees.
7. Applicants must comply with Section 3 and will make every effort to hire low-income individuals from the community (<https://www.hudexchange.info/resources/documents/NSPSection3ModelGuide.pdf>).

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8. Applicants must immediately report to LAHTF any real, potential or perceived conflict of interest as outlined in 24 CFR Part 35 and 24 CFR Part 84 and or 85, as applicable, regarding the receipt of, assistance provided with, or expenditure of LAHTF funds.
9. Applicants are responsible for retaining legal counsel on any legal matter pertaining to the administration of the project, if needed.
10. All households assisted must be income-eligible based on the anticipated gross income as determined by a HUD approved method of income qualification which includes income and assets verification.
11. Applicants must use LAHTF's security instruments, including Note, Mortgage and Deed Restriction.
12. Applicants are responsible for ensuring that all units are properly insured during the construction/rehab process and throughout the term of affordability.
13. All new construction and rehabilitation/reconstruction plans and specifications must be approved by LAHTF.
14. Applicant possesses legal authority to apply for LAHTF funds and execute the proposed program.
15. The work performed with these funds will meet all state and local building code requirements and Metro Louisville's **REHABILITATION STANDARDS FOR RESIDENTIAL STRUCTURES**, as applicable.
16. All units must be secured by a promissory note and mortgage for the applicable Affordability Period.
17. If any very low income persons are displaced as a result of the proposed project, the applicant must cover all relocation costs in accordance with Uniform Relocation Act. If any other persons are displaced, the applicant must submit a plan on how these persons will be assisted (plan must be approved by LAHTF).
18. Applicant possesses legal authority to apply for LAHTF funds and execute the proposed program.

The undersigned hereby represent and certify that the foregoing information is true, complete and accurate to the best of his or her knowledge and belief. The undersigned further certifies that he or she is duly authorized to execute this instrument on behalf of the recipient.

Failure to provide complete and accurate information during the application process and/or failure to comply with attributes pledged on the application or in any other LAHTF program may result in rejection of the application and Applicant being barred from further participation in the LAHTF programs and recapture of LAHTF HOMEbuyer Program funds.

The undersigned hereby makes application to Louisville Affordable Housing Trust Fund for funds. The undersigned agrees that LAHTF and any of its directors, officers, employees or agents will be



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indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever in nature or type directly or indirectly resulting from, arising out of or related to acceptance, consideration and approval or disapproval of such application.

The undersigned certifies that they and all members of the development team are in good standing and neither they nor any member of the development team are named on any suspended or debarred lists with any state or federal agency.

The undersigned understands that LAHTF, in order to effectively administer the Program, may require additional information and/or documents from time to time throughout the application, construction and affordability periods. LAHTF may also inspect the properties to monitor compliance with all state building codes. The undersigned agrees that, upon receipt of a reasonable request, such additional information and/or documents will be promptly sent to LAHTF. The undersigned further agrees that upon receipt of a reasonable request, representatives of LAHTF will be permitted to enter the project premises to conduct inspections.

The undersigned understands that LAHTF, may, at its discretion, award an amount of funds less than that requested by the Applicant, reduce or limit professional fees, and/or recapture funds if applicable deadlines are not met by recipient or if LAHTF determines that the recipient is not making timely progress on the project.

The undersigned acknowledges that the undersigned Applicant has read and understands the provisions of the LAHTF HOMEbuyer Program as outlined above and contained in the application guidelines, and as detailed by the federal and state regulations governing the programs, and agrees that the proposed project will be performed in compliance with the same. The undersigned further certifies that he or she is duly authorized to execute this instrument.

Legal Name of Applicant/Organization

Authorized Signature

Title

Date

Name of Application Preparer

Signature of Application Preparer

Title

Date

REQUIRED ATTACHMENTS

This checklist and all applicable attachments should be included with the application (indicate which items are not applicable). Please label each file name appropriately.

1. IRS 501(c)(3) letter (nonprofit organizations only)
2. Kentucky Secretary of State certification of good standing
3. Louisville Metro Revenue Commission – email verification of good standing
4. Letters of commitment for all named and committed funding sources
5. Photographs of all identified project properties/sites for which funding is requested
6. Proof of site control, including evidence of clear title in applicant's name, if applicable on sites listed as under applicant's control
7. Resumes from the development team leaders who will carry out the project described in the application
8. Most recent annual financial statement for your organization
9. Detailed project budget that shows all sources of funding for the project including donated materials and services, and all expenses
10. Sources and Uses Form/Property and Budget/Ready to Proceed (LAHTF attachment)
11. Plans, specifications, cost estimates and work write-ups for all identified sites
12. Administrative Certification

SUBMIT ELECTRONICALLY TO:

- Applications received on or before Dec 5, 2014 by 5:00 pm will be evaluated.
- **Applications, including all required attachments, must be submitted electronically to LAHTF at program@louisvilleahtf.org. No hard copies are accepted.**
- The application fee must also be received, via hand delivery or mail, by the LAHTF at the time of application submission. Send application fee to: **LOUISVILLE METRO AFFORDABLE HOUSING TRUST FUND**, 1469 South Fourth Street, Third Floor, Louisville, KY 40208.

