



2014 REVOLVING LOAN FUND 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

Local Unit of Government
 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.

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

LAHTF Revolving Loan Fund Request:

\$

Total Project Budget:

\$

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

Yes No

Explain:



2014 REVOLVING LOAN FUND APPLICATION

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 of vacant residential dwellings
- Demolition of blighted residential properties as part of a comprehensive plan
- 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 2014, visit <http://goo.gl/D59ciA>.

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
- # _____ affordable to those at or below 80% of the Area Median Income
- # _____ affordable to those 81% - 110% of the Area Median Income

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

- Elderly (62+)
- Disabled
- Families and children
- Single-parent household
- Homeless
- Veteran
- Other: _____



2014 REVOLVING LOAN FUND APPLICATION

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?

Is the project compliant with city land use? Yes No

If no, please explain timetable for achieving compliance:

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.

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, including loan payback. Indicate the approximate month and year in which the following activities will take place:

- _____ **Acquisition / 100% Site Control Date**
- _____ **Demolition Date**
- _____ **Construction Start Date**
- _____ **Construction End Date**
- _____ **Lease-Up Date (Rental)**
- _____ **Loan Payback Date**

PROJECT DETAILS

Please list five (5) housing transactions 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.

LOAN REPAYMENT PLAN

Describe, in detail, how you will be able to repay the LAHTF loan, in full, within 36 months from the time funds are committed to your organization. Include the sources of repayment funds, timeline, and other relevant descriptors.

**2014 LAHTF REVOLVING LOAN FUND
 SCORING CRITERIA/STRATEGIC PRIORITIES**

Scoring priorities are set annually by the LAHTF Board of Directors, appointed by the Mayor and confirmed by Metro Council. In 2014, the LAHTF will continue funding projects that address vacant and abandoned properties. Priority will be given to projects that meet the following criteria:

<i>Criterion</i>	<i>Maximum Points</i>	<i>Points Received</i>
LAHTF loan payback schedule <ul style="list-style-type: none"> • Applicant proposes 100% repayment to LAHTF within 12 months – 20 pts • Applicant proposes 100% repayment to LAHTF within 24 months – 10 pts • Applicant proposes 100% repayment to LAHTF within 36 months – 5 pts 	20	
Fiscal soundness of project , including detailed and reasonable work plan and budget	15	
Secured funding commitments <ul style="list-style-type: none"> • Applicant has secured commitment for at least 75% of named funding sources and leveraging is higher than 6:1 – 15 pts • Applicant has secured commitment for 50% of named funding sources and leveraging is 6:1 or higher – 10 pts • Applicant has secured commitment for 25% of named funding sources – 5 pts 	15	
Readiness to proceed <ul style="list-style-type: none"> • Applicant has site control (option, contract, deed, or lease) – 10 pts • Project is ready to begin in 0-6 months – 10 pts • Project is ready to begin in 6-12 months – 5 pts 	20	
Community Planning & Impact (cumulative) <ul style="list-style-type: none"> • Project addresses the priorities established by the LAHTF Needs Assessment – 5 pts • Project is consistent with a community/neighborhood plan – 3 pts • Project incorporates green building techniques – 2 pts 	10	
Level of Commitment to Serve Lowest Income Applicant has reasonable plan to secure homeowners or renters and: <ul style="list-style-type: none"> • Greater than 50% of units are affordable to 0-50% AMI households – 10 pts • Greater than 50% of units are affordable to 51-80% AMI households – 5 pts 	10	
Developer Experience <ul style="list-style-type: none"> • Applicant has a successful record of affordable housing projects of similar size and scope and experience use and compliance with similar funds – 10pts 	10	
TOTAL	100	

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 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.
- 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.

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:

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: _____

SUBMIT ELECTRONICALLY TO:

- **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, must be submitted electronically** to LAHTF at info@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

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 certification of good standing (if required to register)
4. Letters of commitment for all named funding sources
5. Photographs of all project properties/sites for which funding is requested
6. Project area map
7. Proof of site control, including evidence of clear title in applicant's name, if applicable
8. Resumes from the development team leaders who will carry out the project described in the application
9. Most recent annual financial statement for your organization
10. Detailed project budget that shows all sources of funding for the project including donated materials and services, and all expenses