

Louisville CARES Application Instructions

The following chart identifies where documents and resources that are needed to complete the application are located on the Louisville CARES website.

Document Name	Link on Louisville CARES website
Louisville CARES Application	Application and Application Instructions
Application Attachment Checklist	Application Attachments
Applicant Certification and Credit Report Authorization	Application Attachments
Project Scoring Workbook	Application Attachments
Underwriting Model	Application Attachments
Employment Center Map/TARC Bus Line Map	Application Resources
Flood Determination	Application Resources
Human Relations Commission	Application Resources
MSD Green Infrastructure Incentive Program	Application Resources
Office of Sustainability Green Infrastructure Incentive Program	Application Resources
Property Maintenance Code	Application Resources
Percentage of Total Public Housing and Section 8 Units by Metro Council District	Application Resources
Jefferson County Utility Allowances	Underwriting Model Resources
Louisville CARES Rent Limits	Underwriting Model Resources

The application instructions follow the order of documents listed on the Louisville CARES Application Checklist.

Louisville CARES Application Checklist

Please include as part of your application package. The instructions are self-explanatory.

Louisville CARES Application

Please answer every question on the application. Most questions are self-explanatory. However, additional information is provided below for the following questions.

Q. Will units feature universal design?

A. Universal design is a practice of designing spaces to be useable by the widest range of people possible. It incorporates a large percentage of the requirements for Accessible Design. See <http://www.universaldesign.com/about-universal-design.html>.

Q. Will residents be provided training on how to be a successful renter as a prequalification to renting?

A. Some housing counseling agencies provide this service. It is similar to housing counseling. The Applicant must provide a letter of support from a qualified organization that will conduct resident training on behalf of the Applicant.

Q. Will the property participate in a credit building rent reporting program and offer it as an optional amenity at no cost to the residents?

A. Credit building rent reporting is a tool that allows low-income renters to use their timely rent payments to build their credit history. Credit Builders Alliance has established a relationship with the three credit reporting agencies to report tenant rental payments. More information can be found at <http://creditbuildersalliance.org/>.

Q. Please describe the source of proposed collateral.

A. In most cases, the proposed development will be the collateral. However, exceptions can be made. Collateral is defined as real estate, where total liens, including Louisville Metro's, do not exceed 90% of the appraised/assessed value or current cost, whichever is less; marketable securities in an amount not less than 75% of the loan amount; certificates of deposit or life insurance where cash values are not less than 100% of the loan amount; and other assets with a loan to value ratio to be established on a case-by-case basis. In all cases, each Louisville CARES loan must be fully collateralized.

Q. What is the distance to the nearest employment center?

A. Utilize the "Employment Center Map/TARC Bus Line Map" located under the Application Resources to measure the distance from the proposed development to the nearest employment center. Enter the address on the map, click on the measurement tool, and measure the distance between the proposed development and the center of the nearest employment center. Enter the distance in the application.

Q. What is the distance to the nearest TARC bus stop?

A. Utilize the “Employment Center Map/TARC Bus Line Map” located under the Application Resources to measure the distance from the proposed development to the nearest TARC bus stop. Enter the address on the map. Orange dots will show up along the roads. These are the TARC bus stops. Click on the measurement tool and measure the distance between the proposed development and the nearest TARC bus stop. Enter the distance in the application.

Q. Is a continuous sidewalk present between the development site and the TARC stop?

A. Utilize the “Employment Center Map/TARC Bus Line Map” located under the Application Resources to identify the sidewalks. Enter the address on the map. The map will zoom in and the streets around the proposed project will become visible. The sidewalks will show up as black lines along the side of the roads. If there is a break in the black line, that means there is a break in the sidewalk.

Q. List the proximity for amenities nearby the development measured in ¼ mile increments.

A. Most of these are self-explanatory. However, grocery stores as defined by the North American Industry Classification System (NAICS) code 44511 include establishments generally known as supermarkets and smaller grocery stores primarily engaged in retailing a general line of food, such as canned and frozen foods; fresh fruits and vegetables; and fresh and prepared meats, fish, and poultry. Included in this industry are delicatessen-type establishments primarily engaged in retailing a general line of food. Convenience stores, with or without gasoline sales, are excluded. Large general merchandise stores that also retail food, such as supercenters and warehouse club stores, are excluded.

Underwriting Model

The Underwriting Model has been modified from Kentucky Housing Corporation’s underwriting model to include the option to add Louisville CARES financing. There are detailed instructions in the underwriting model. Please check to make sure that the proposed affordable units do not exceed the Louisville CARES Rent Limits.

Project Scoring Workbook

You are required to self-score your application. This is not a competitive application process. However, a minimum score of 60 is required for the application to be reviewed.

Applicant Certification and Credit Report Authorization, or Credit Report pulled by another capital provider within the past 30 days

A credit report is required of all principals. Please either sign the Applicant Certification and Credit Report Authorization so that we may pull the credit report(s), or provide a credit report(s) pulled by another capital provider within the past 30 days.

Plans and Specifications

Please submit with the application if complete. If they are not complete at the time of application, the Loan Commitment may be conditioned upon receipt of complete plans and specifications.

Market Study

Please submit with the application if complete. If the market study is not complete at the time of application, the Loan Commitment may be conditioned upon receipt of the market study.

Appraisal

Please submit with the application if complete. If the appraisal is not complete at the time of application, the Loan Commitment may be conditioned upon receipt of the appraisal.

Environmental Reports

Please submit the Phase I and any additional environmental reports with the application if complete. If environmental reports are not complete at the time of application, the Loan Commitment may be conditioned upon receipt of the environmental reports.

The following items are self-explanatory, or have been explained under the Louisville CARES Application instructions above.

Deed, Purchase Contract or Lease Agreement

Firm Commitments or Status of Outstanding Applications

Pay-in Schedule

Collateral (if other than subject property)

Project Timeline

Development Team Organizational Chart

Tax Returns for 3 Previous Years – Principals

Tax Returns for 3 Previous years – Guarantor (if applicable)

Development Team Resumes

Principals

Consultant

General Partner

Architectural Firm

General Contractor

Management Company

Flood Determination Letter

A Flood Determination Letter is required with the application. This could take a few days to receive. Click on “Flood Determination” located under Application Resources to be directed to MSD’s Online Floodplain Determination Application.

The following items are not required at the time of application submission. However, if they have not been received by the time the Loan Review Committee meets, assuming the Committee votes to approve the project, the Loan Commitment will be conditionally approved until the documentation is received. The loan will not close until all items have been received.

Documentation of Good Standing with Human Relations Commission

Provide evidence that the applicant is in good standing with the Louisville Metro Human Relations Commission. Click on the link titled “Human Relations Commission” located under Application Resources. Follow the instructions in the PowerPoint presentation. You will receive the results of the review within a few business days and will need to upload the documentation to our online application.

Documentation that there are no Unresolved Violations Under Louisville Metro Government’s Property Maintenance Code

Provide evidence that the Applicant, and other owners, officers, partners, and guarantors, and any affiliates, sister organizations or other businesses, whether for-profit or non-profit do not have unresolved violations under Louisville Metro Government’s Property Maintenance Code on any properties owned by the individuals or organizations. Click the link titled “Property Maintenance Code” located under Application Resources. Check the block for “property maintenance cases” and put in your address (note, put the street numbers in both boxes). Then click on “search on address.” If it says, “No results found! Please try another search,” there are no open cases on the property. Print the screen and forward the document.

Application Fee

A \$500 non-refundable application fee is required. Please mail to:

Metro Government Center
Attn: Heather Hairgrove
444 South 5th Street, Suite 600
Louisville, KY 40202

How to Submit Your Application

Please email LouisvilleCARES@louisvilleky.gov and request access to MetroSFT. MetroSFT is Louisville Metro Government’s secure email service provider. Once access has been granted, all documents can be attached to one email and emailed to LouisvilleCARES@louisvilleky.gov.

Questions

If you have questions, please contact Heather Hairgrove at 502-574-3733. Or email Heather.Hairgrove@LouisvilleKY.gov.