



AFFORDABLE HOUSING PARTNERSHIP PROGRAM

ONE-STOP APPLICATION FOR FINANCING AFFORDABLE HOUSING

APPLICATION

INSTRUCTIONS	<p>MAIL APPLICATION TO: Real Estate Finance Branch Fairfax County Department of Housing and Community Development 3700 Pender Drive, Suite 300 Fairfax, Virginia 22030-6039</p> <p>If you have questions, please contact the Real Estate Finance branch at 703-246-5170 or TTY 703-385-3578 or send a fax to 703-246-5115.</p> <p><i>Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Special accommodations will be provided upon request. For information call 703-246-5101 or TTY 703-385-3578.</i></p>
PROJECTS PROCESS	<ul style="list-style-type: none"> • All applications will be subject to preliminary screening by the Department of Housing and Community Development for completeness • Applicants will be contacted within 15 business days of receipt of the application package with the status of initial review • All applications deemed complete will be reviewed and underwritten by DHCD • Applications that meet the minimum requirements and the minimum threshold score (for Affordable Housing Partnership Fund) and are deemed feasible based on DHCD underwriting will be recommended to the Fairfax County Redevelopment and Housing Authority and/or the Board of Supervisors for consideration and approval • Applications for both Tier One and Tier Two Predevelopment Funds may be considered jointly
	<p>IMPORTANT NOTE: The information in this application is subject to an open records request. The Real Estate Finance Branch will protect confidentiality of this information to the extent allowed by law.</p>
★REQUIRED	<p>Company or Organization: _____</p> <p>Signature: _____ Date: _____ (Authorized Representative)</p> <p>Printed Name: _____ Title: _____</p> <p><i>I attest that all information provided in this application (and related exhibits and attachments) is true and accurate to the best of my knowledge and that I am duly authorized to sign this application.</i></p> <p><i>Further, by my signature, I acknowledge that any materially false, fraudulent or misleading statement in this application or the concealment of any material fact related to this application may subject me to criminal penalties under federal or state law.</i></p>



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ADDITIONAL DOCUMENTS TO ATTACH

★ REQUIRED

Check the boxes below to indicate attachments submitted with this application. Use the corresponding attachment letter (as in Attachment A) to label each item submitted. Refer to the Minimum Requirements in the Guidelines to help determine which attachments are required for your application. **All attachments are required for Tier Three AHPF.**

Attachments A through E are required with all applications.

- A. Letter of Support From Area Supervisor
- B. Project Location Map
- C. Project Purpose
- D. Project Summary
- E. Evidence of Site Control

Attachment F is required for Tier Two and Tier Three AHPF applications

- F. Description of Significant Litigation
- G. Zoning

The following attachments are required for Tier Three AHPF applications. Tier One and Tier Two applications should include any other available documentation.

- H. Architectural Plans and Site Plans (May be schematic or preliminary for Tier One and Tier Two)
- I. Engineering Study
- J. Appraisal
- K. Environmental Reports
- L. Current and Proposed Unit Types/Rents (as required on pages five and six)
- M. Relocation Plan (for Rental Projects)
- N. Proforma (for Rental Projects)
- O. Management Plan (for Rental Projects)
- P. Development Costs, Financing Sources and Funds Requested (if page seven is not filled out)
- Q. Evidence of Financing Commitments and Status of Uncommitted Financing
- R. Sources and Uses Statement
- S. Marketing Study and Marketing Plan
- T. Development Schedule
- U. Applicant Experience and Qualifications
- V. Description of Innovation (To Qualify for Bonus Points)
- W. Detailed Estimate of Development Costs**
- X. Detailed Estimate of Annual Operating Costs**




* E-mail REFinance@fairfaxcounty.gov for Excel versions of Attachments W and X



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PROJECT BASICS	★ REQUIRED 	<p>Project Name: _____ Borrower's Name: _____</p> <p>Tier One Predevelopment Funds Requested: \$ _____ (Maximum \$1,000/unit up to \$50,000)</p> <p>Tier Two Funds Requested: \$ _____ (Maximum \$1,000/unit up to \$50,000)</p> <p>Tier Three Affordable Housing Partnership Funds Requested: \$ _____</p> <p>Date Notified Area Supervisor: _____ (Attachment A: Enclose letter of support) (Attachment B: Enclose map indicating location) Project Location: _____</p> <p>Tax Map Number: _____ Magisterial District: _____</p>			
CONTACT INFORMATION	★ REQUIRED 	<p>Organization Name: _____</p> <p>Contact: _____ Title: _____</p> <p>Address: _____</p> <p>ZIP Code: _____ Phone Number: _____ FAX Number: _____</p> <p>E-Mail Address: _____</p>			
PROJECT DESCRIPTION	★ REQUIRED 	<p>Project Purpose (Attachment C: Briefly describe the following):</p> <ul style="list-style-type: none"> • Proposed use of Tier One, Tier Two and/or Tier Three AHPF funds • Proposed beneficiaries • Impact on the affordable housing stock of Fairfax County and describe if the project addresses the preservation of affordable housing • How the project addresses needs identified in the County's Consolidated Plan • How the project addresses needs identified in the AHPP Guidelines County Priorities section (if a Tier Two or Tier Three AHPF applicant) <p>Relationship to County Priorities: Proposed project addresses the needs identified in the county's Consolidated Plan (Refer to Guidelines Section X for descriptions of each)</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">High Priority</td> <td style="text-align: center;">Middle Priority</td> <td style="text-align: center;">Low Priority</td> </tr> </table> <p>Number of Units by Tenure: Rental _____ Owner _____</p> <p>Number of Units: Existing _____ Proposed _____</p> <p>Number of Buildings: Existing _____ Proposed _____</p> <p>Type of Project: New Construction Acquisition Rehabilitation Acquisition/Rehab</p> <p>Construction Type: Multifamily Townhouse Single Family Detached</p> <p style="padding-left: 40px;">Group Home/Institutional Other (Please describe)</p>	High Priority	Middle Priority	Low Priority
High Priority	Middle Priority	Low Priority			



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REQUIREMENTS	 ★ REQUIRED 	<p>Yes No Not Required 6. Do you have engineering reports detailing property conditions? (Submit one copy as Attachment I)</p> <p>Yes No Not Required 7. Has an appraisal been completed on the project? (Submit one copy as Attachment J)</p> <p>\$ _____ 8. If yes, what is the appraised value of the property?</p> <p>Yes No Not Required 9. Has an environmental study of the site been undertaken? (Submit one copy as Attachment K)</p>
OCCUPANCY AND RENT	FOR RENTAL PROJECTS ONLY 	<p>Number of Units and Percentage of Units That Serve Low- and Moderate-Income Households</p> <p>70% of median and below _____ # _____ %</p> <p>60% of median and below _____ # _____ %</p> <p>50% of median and below _____ # _____ %</p> <p>30% of median and below _____ # _____ %</p> <p>Total number and percentage serving low- and moderate-income households _____ # _____ %</p> <p>Current Occupancy and Rent Schedules for Existing Projects (Tier Two and Tier Three AHPF Applications)</p> <p>Provide as Attachment L a spreadsheet that includes:</p> <ul style="list-style-type: none"> • The current occupancy of the project • The number of low income and market rate units by unit type • Rents (with and without tenant paid utilities) by unit types • Indicate which standard is being used to define low-income households – 50% of MSA median or 60% of MSA median <p>Proposed Occupancy and Rent Schedules</p> <p>In Attachment L include a spreadsheet that details:</p> <ul style="list-style-type: none"> • The proposed distribution of unit types • The number of unit types that are market rate and low income and the rents for each unit type (with and without tenant paid utilities) • Indicate which standard is being used to define low-income households – 50% of MSA median or 60% of MSA median • Indicate total number and percentage of low-income units <p>Attachment M Submit relocation plan if applicable</p>



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PROFORMA AND MANAGEMENT	FOR RENTAL PROJECTS ONLY 	<p>For Tier Three AHPF Applicants With Rental Projects Attachment N Provide projected 15-year cash-flow analysis (proforma) from the first full year of stabilized occupancy along with operating and financing assumptions</p> <p>Attachment O Describe your management plan for the project</p>																																										
OCCUPANCY AND RENT	FOR SALE PROJECTS ONLY	<p>Current Occupancy and Rent Schedules for Existing Projects — If Converting From Rental to Homeownership (Tier Two and Tier Three AHPF Applications) Provide as Attachment L a spreadsheet that details:</p> <ul style="list-style-type: none"> • The current occupancy of the project if you are proposing the acquisition and conversion of an existing property • Include the number of low income and market rates units by unit type • Include rents (with and without tenant paid utilities) by unit types <p>Submit Relocation Plan if applicable as Attachment M</p> <p>Proposed Sale Prices</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">Number of Units</th> <th style="padding: 5px;">Square Footage</th> <th style="padding: 5px;">Number of Bedrooms/ Baths</th> <th style="padding: 5px;">Structure Type</th> <th style="padding: 5px;">Type of Construction</th> <th style="padding: 5px;">Construction or Rehabilitation Cost/Unit</th> <th style="padding: 5px;">Sales Price/Unit</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>\$</td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>\$</td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>\$</td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>\$</td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>\$</td><td>\$</td></tr> </tbody> </table> <p>Number and Percentage of above units that serve low and moderate income households</p> <p style="margin-left: 40px;">120% of median & below _____ # _____ %</p> <p style="margin-left: 40px;">80% of median & below _____ # _____ %</p> <p style="margin-left: 40px;">60% of median and below _____ # _____ %</p> <p style="margin-left: 40px;">50% of median and below _____ # _____ %</p> <p>Total number and percentage serving low- and moderate-income households</p> <p style="margin-left: 40px;">_____ # _____ %</p>	Number of Units	Square Footage	Number of Bedrooms/ Baths	Structure Type	Type of Construction	Construction or Rehabilitation Cost/Unit	Sales Price/Unit						\$	\$						\$	\$						\$	\$						\$	\$						\$	\$
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PROJECT COSTS AND FINANCING		★ REQUIRED	<p>A spreadsheet that includes information on development costs and financing may be substituted as Attachment P and is required for Tier Three funding with a detailed development budget.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Development Costs</td> <td style="width: 20%; text-align: center;">Total</td> <td style="width: 20%; text-align: center;">Per Unit</td> </tr> <tr> <td>Acquisition</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Rehabilitation/Construction</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Other (Financing, insurance, legal fees)</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Total Development Cost</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Project Financing</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Tier One Predevelopment Funds</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Tier Two Predevelopment Funds</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Affordable Housing Funds</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Equity</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Loans</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> <tr> <td>Source: _____</td> <td style="text-align: center;">Amount \$ _____</td> <td style="text-align: center;">Committed Yes No</td> </tr> </table> <p>Total Financing Sources \$ _____</p> <ul style="list-style-type: none"> • Provide evidence of financing commitment in Attachment Q • Describe the status of the uncommitted financing described above in Attachment Q • Provide a sources and uses statement as Attachment R • Do you expect to use FCRHA-issued tax-exempt bonds for any part of the financing? Describe. • Do you plan to sell tax credits to raise equity? Yes No Amount: \$ _____ • Status of allocation: _____ 	Development Costs	Total	Per Unit	Acquisition	\$ _____	\$ _____	Rehabilitation/Construction	\$ _____	\$ _____	Other (Financing, insurance, legal fees)	\$ _____	\$ _____	Total Development Cost	\$ _____	\$ _____	Project Financing			Tier One Predevelopment Funds	\$ _____	\$ _____	Tier Two Predevelopment Funds	\$ _____	\$ _____	Affordable Housing Funds	\$ _____	\$ _____	Equity			Source: _____	Amount \$ _____	Committed Yes No	Source: _____	Amount \$ _____	Committed Yes No	Source: _____	Amount \$ _____	Committed Yes No	Loans			Source: _____	Amount \$ _____	Committed Yes No	Source: _____	Amount \$ _____	Committed Yes No	Source: _____	Amount \$ _____	Committed Yes No
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MARKETING	FOR TIER THREE AHPF		<p>Attachment S should include:</p> <ul style="list-style-type: none"> • A market justification or market study for this project • A marketing plan for this project 																																																			
DEVELOPMENT SCHEDULE	★ REQUIRED		<p>Attachment T</p> <p>Provide an implementation schedule</p>																																																			



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APPLICANT EXPERIENCE AND QUALIFICATIONS		<p>Number of years in operation: _____</p> <p>Total Number of Units _____ Number of Employees _____</p> <p>Produced: _____ Total: _____</p> <p>Rehabilitated: _____ Full time: _____</p> <p>Owned: _____ Part time: _____</p> <p>Managed: _____ Volunteers: _____</p> <p>Type of Organization Is the applicant actively involved in the development of housing for low-income households? Yes No</p> <p>If YES, Attachment U should include:</p> <ul style="list-style-type: none"> • A narrative and supporting documentation of the organizations' housing development efforts, (i.e., attach a copy of its state incorporation letter or certificate, bylaws, articles of incorporation, or charter that states among its purposes the provision of decent affordable housing) • The organization's tax exemption ruling (if applicable) under Section 501(c)(3) of the Internal Revenue Code • The organization's history of serving the Fairfax County community, involvement in the community where the project is located • A description of housing and project-related experience <p>If NO, Attachment U should include:</p> <ul style="list-style-type: none"> • A narrative and documentation on how it intends to undertake development activities, and with what resources • A copy of the most recent audit report or financial statement for the organization and any other information the applicant wishes to submit to demonstrate its capacity to undertake the proposed project. • A list of project team members (i.e. architects, engineers, developer, contractor, management agent) • Provide names and experience of senior management, board members, and project partners
	★ REQUIRED	
INNOVATION		<p>Attachment V Projects can qualify for bonus points for innovation. In the attachment, describe how your project might qualify. Examples are: Projects that exhibit an innovative financing option, inventive design, cost/timesaving construction method or acquisition option which results, not only in the production of the proposed project, but can be replicated by others to expand the affordable housing stock</p>



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ATTACHMENT M

DISPLACEMENT ASSISTANCE SUMMARY

If applicable, please fill out this relocation attachment.

Name of Project: _____

Is project in an area of low income or minority concentration? Yes No

If yes, describe further: _____

Describe any federal subsidies/assistance that the project or tenants currently receive or will receive: _____

Range of current rents: _____

Total number of families anticipated to be temporarily displaced: _____

Total number of families anticipated to be permanently displaced: _____

This form must be accompanied by a Relocation Plan that addresses the following:

1. Name address and phone number of contact person in charge of the relocation activity
2. Scope of work, phasing plan and project timetables
3. How the relocation assistance plan will be implemented and by whom
4. Information on relocation payments, advisory services and eligibility requirements for payments and services and follow-up relocation services
5. Description of any families with special needs (elderly, disabled clients)
6. Information on availability of comparable housing in area
7. Anticipated new rents after rehabilitation, if applicable
8. Description of efforts made to minimize displacement and reasons for permanent displacement (overcrowding, reduction of units during rehabilitation etc.)