

MARYLAND AFFORDABLE HOUSING TRUST

Application for Funding
7800 Harkins Road, Room 366
Lanham, Maryland 20706

MAHT ID NO.

Forty First Funding Round - Fall 2017
Application Due on August 31, 2017 in Triplicate (no binders please)

PLEASE REVIEW ALL PROGRAM GUIDELINES FOUND ON THE TRUST'S
WEB SITE BEFORE SUBMITTING APPLICATION.
(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED,
APPLICATION MUST BE SIGNED)

1. Applicant Identification - for capital projects, entity owning the property must be an applicant

TYPE: Non-profit For-profit Public Housing Authority Local government
Other (specify):

Applicant:
Address:
City: State Zip:
Phone Email:
Executive Director:
Federal I.D. or Social Security Number:
Contact Person for Award Notification:

I, the (title) of the organization, am authorized to sign for the applicant and
certify that the information contained in this application is correct and accurate.

Signature Date

2. Funding Request

MAHT amount requested: (a)\$ Total project cost (b)\$
(NOT TO EXCEED \$75,000)

ACTIVITY TYPE

Table with 2 columns: Capital (New Construction, Rehabilitation, Preservation, Acquisition) and Non-Capital (Operating Expenses, Capacity Building, Self-Sufficiency/Support Services). Includes note: (MUST BE RELATED TO SPECIFIC PROJECT LISTED IN APPLICATION)

Brief description of the project and the gap that MAHT funds will be filling (limit 250 words)

3. Project Identification

Project name: _____

Address: _____ County: _____

City: _____ State: _____ Zip: _____

State Legislative District Number: _____

Congressional District Number: _____

If multiple sites, provide addresses and legislative districts for site.

- Please attach a location map and site description (ATTACH AS ATTACHMENT A).

4. Housing Units

The project consists of _____ total housing units*,
of which _____ will be funded through MAHT.

Of the MAHT funded units

_____ will be affordable to households with incomes at or
below 30% of the area median income (AMI), and

_____ will be affordable to households with incomes
between 31% and 50% of AMI

Population to be served:

_____ Families with minor children

_____ Single Adults

_____ Other (list) _____

Number of years MAHT units will be committed to serving population above _____
(minimum 15 years)

FOR RENTAL PROJECTS ONLY, List monthly rents per unit by bedroom size

	In the development	Funded by MAHT
0 BR units	_____	_____
1 BR units	_____	_____
2 BR units	_____	_____
3+ BR units	_____	_____
Single Room Occupancy units	_____	_____

FOR HOMEOWNERSHIP PROJECTS ONLY, List sales price of homes

* For SRO, Emergency Shelters, etc, UNITS will be the number of beds funded.

5. Maryland Affordable Housing Trust Budget (MAHT dollars only)

MAHT FUNDS REQUESTED (COMPLETE SECTION 7 ALSO)

	AMOUNT
Operating Assistance	\$ _____
Capacity building	_____
Self-sufficiency / Support services	_____
Pre-Development	_____
Acquisition	_____
New Construction	_____
Rehabilitation	_____
Other (list): _____	_____
_____	_____

TOTAL MAHT FUNDS REQUESTED

(a) \$ _____

(must match total MAHT amount requested in 2(a))

6. Total project development funding

NON-MAHT FUNDS	SOURCE	*COMMITTED	*APPLIED FOR
Other Maryland DHCD funding			
___	Rental Housing	\$ _____	\$ _____
___	LIHTC	_____	_____
___	Transitional	_____	_____
___	Group Home	_____	_____
	(Specify agency or program)		
Other State govt. funds	_____	\$ _____	\$ _____
Federal govt. funds	_____	_____	_____
Local govt. funds and other subsidies	_____	_____	_____
Private grants	_____	_____	_____
Private loans	_____	_____	_____
Applicant's funds	_____	_____	_____
Other: _____	_____	_____	_____
TOTALS		(a)\$ _____	(b)\$ _____

TOTAL Non-MAHT COMMITTED AND APPLIED FOR (a) + (b) above _____

TOTAL MAHT FUNDS REQUESTED from 5(a) or 2(a) + _____

TOTAL PROJECT FUNDING FROM ALL SOURCES \$ _____
 (TOTAL PROJECT COST in 2(b) MUST MATCH TOTAL PROJECT FUNDING ABOVE)

- Please attach documentation verifying non-MAHT funds including the interest rate, repayment period and other terms governing these funds (**Attach as Attachment B**)

7. USE OF FUNDS

FOR SECTION 7, APPLICANTS ONLY NEED TO COMPLETE THE SUB-SECTION or SECTIONS FOR WHICH FUNDING IS BEING REQUESTED
 (i.e., Operating Assistance, Capacity Building, Self-Sufficiency/Support Services, Predevelopment, or Capital)

7A. Operating Assistance request for one (1) year

Operating Assistance for one (1) year	MAHT FUNDS	OTHER FUNDS	TOTAL COST
Advertising and Marketing	_____	_____	_____
Management Fee	_____	_____	_____
Office Supplies	_____	_____	_____
Office Salaries	_____	_____	_____
Legal Expenses (project only)	_____	_____	_____
Auditing Expenses (project only)	_____	_____	_____
Permits, Licenses and Misc. Taxes	_____	_____	_____
Telephone and Answering Services	_____	_____	_____
Accounting Services and Fees	_____	_____	_____
Other _____	_____	_____	_____
ADMINISTRATIVE TOTAL (from categories above)	\$ _____	\$ _____	\$ _____

Exterminating	_____	_____	_____
Heating & Air Conditioning Maintenance	_____	_____	_____
Garbage and Trash Removal	_____	_____	_____
Painting	_____	_____	_____
Electrical Repairs & Supplies	_____	_____	_____
Plumbing Repairs & Supplies	_____	_____	_____
Roof Repairs	_____	_____	_____
Grounds Maintenance			
Contract and Supplies	_____	_____	_____
Janitorial Supplies	_____	_____	_____
Costs associated with lead-paint reduction or maintenance	_____	_____	_____
Misc. Operating and Maintenance Expenses (please specify)	_____	_____	_____
Other _____	_____	_____	_____
MAINTENANCE TOTALS (from categories above)	\$ _____	\$ _____	\$ _____
UTILITIES PAID BY OWNER			
REAL ESTATE TAXES	_____	_____	_____
GROUND RENT	_____	_____	_____
RESERVE FOR REPLACEMENT	_____	_____	_____
OTHER (list) _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____

7B. Capacity Building Request

Capacity Building (MAHT funding must be related to the specific housing project named in this application)

Purpose/use of Funds:	MAHT FUNDS	OTHER FUNDS	TOTAL FUNDS
Total			

7C. Self-sufficiency / Support services request for one (1) year

Check all that apply and enter funding amounts anticipated for salaries and other fees related to providing the services to residents in the specific housing project named in this application:

	MAHT FUNDS	OTHER FUNDS	TOTAL COST
___ Job skills training	\$ _____	\$ _____	\$ _____
___ Job search assistance	_____	_____	_____
___ Educational courses	_____	_____	_____
___ Budget counseling	_____	_____	_____
___ Substance abuse aid	_____	_____	_____
___ Mental health care	_____	_____	_____
___ Other health care	_____	_____	_____
___ Child care	_____	_____	_____

___ Other project-specific costs:

TOTAL _____ \$ _____ \$ _____ \$ _____

The funding requested is for a ___ New Position ___ Current Position

For services not to be provided by applicant, please list service and service provider:

7D. Predevelopment request (list \$ amount requested for each category below)

Predevelopment awards are usually made as zero interest, deferred loans which are expected to be repaid when permanent financing is acquired for the project.

Architect Fee	
Design	
Supervision	
Legal Fees	
Packaging/Processing	
Marketing	
Surveys and Soil Borings	
Appraisal	
Environmental Study	
Market Study	
Other (list) _____	
Total for this section	

7E. Capital requests (Acquisition, New Construction or Rehabilitation)

Capital requests complete Sections 8 and 9 also.

Residential structures	
Nonresidential structures	
On Site improvements	
Off Site improvements	
General requirements	

Contractor Fees			
*Developer's Fee			
Architect Fee			
Design			
Supervision			
Legal Fees			
Packaging/Processing			
Marketing			
Surveys and Soil Borings			
Appraisal			
Environmental Study			
Market Study			
Total For this section			
General requirements:			% of Subtotal
Builder's General Overhead:			% of Subtotal
Builder's Profit:			% of Subtotal
PROJECT COST PER UNIT _____			
*The amount and use of developer's fee will be relevant to the evaluation of the application			

ALL APPLICANTS MUST COMPLETE SECTIONS 8 through 13

8. Project Readiness and Site Information

Identify form of site control: _____

If no site control, please explain: _____

Is site properly zoned for your development? _____

Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

Will you own the property directly _____

If property is to be owned by related entity, please provide name of entity and specify relationship (e.g., subsidiary corporation or partnership of which applicant is general partner)
(name of entity and relationship) _____

PLEASE NOTE: ENTITY OWNING PROPERTY MUST ALSO BE AN APPLICANT

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? _____ If YES, what are they? _____

<u>Have you obtained:</u>	IF NO, WHEN?
Blueprints ¹	_____
Zoning changes	_____
Building permits	_____
Utility hookups	_____
Environmental report	_____
Commitments from service providers	_____

¹ Also attach copies of unit floor plans

Is the construction company bonded? _____

Will the project require any displacement of current occupants? _____

If yes, will you compensate or relocate those who are displaced? _____

Describe your proposed plan for relocation assistance:

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must include a current Home Inspection Report (**Attach as Attachment C**)

9. Work schedule: Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion.

Activity	Anticipated completion date
Financial Commitment	
for funding sources	
Initial closing date	
Location survey complete	
Preliminary site plan complete	
Design, development and pricing	
Site plan approval	
Construction and bid documents	
Engineering plan approval	
Final pricing	
Building permit	
Construction contract	
Start construction	
Substantial completion	
Final completion	

10. Need for MAHT funding (limit of 250 words): Describe the specific need for MAHT funds for the proposed housing project, e.g. why is there a funding gap? Please describe the need for the total project and the existing housing and economic conditions for the project. Explain how the number and type of units to be provided will address the need.

ATTACH: corroborating information, such as: budget and financing information indicating gap in funding, appraisal, market study, waiting list, etc. (ATTACH AS ATTACHMENT D).

11. Site (limit of 250 words): Describe area in which the site is located, including types and condition of housing in the area; availability of public transportation; location of schools, shopping and employment centers, information on crime and other information relevant to the site.

12. Community involvement (limit of 250 words): Explain how long and in what manner the applicant has served the community in which the project will be located. Also describe any support the proposed project has received from local political officials, community groups, potential project residents and residents who live near project site.

ATTACH: - copies of any evidence of local support for the project (ATTACH AS ATTACHMENT E).

13. Applicant ability: 1.) Describe the objective, management structure and staffing of your organization, 2.) Explain your organization's experience and ability to implement and manage low-income housing, 3.) Summarize your prior experience in providing self-sufficiency services for the target population. If a third party will be involved in management or service provision, describe its role.

ATTACH: - financial statements (ATTACH AS ATTACHMENT F)

- organizational documents or partnership agreement (ATTACH AS ATTACHMENT G)

14. Green Building and Sustainable Housing (limit of 250 words)

Describe how this project addresses green building technologies and how your organization encourages sustainable development. Use criteria from Earthcraft, the National Association of Homebuilders Model Green Home Building Guidelines, U.S. Green Building Council (LEED) criteria or criteria from Green Communities Initiative of Enterprise Community Partners when submitting a response to this section.

ATTACH: Documentation will include checklists using criteria from any of the entities above (Attach as Attachment H)

15. Legal Documents

The following forms must be completed and attached to all applications:

- Incumbency Certificate *
- Corporate Resolution *
- MAHT Assurance of Compliance*
- Contract Affidavit*
- Access To Public Records Act Notice And Waiver*

* Instructions and documents are located in file labeled "Round 40 Legal Documents and Instructions" on MAHT's web site.

NOTE: A Certificate of Good Standing will only be required if this application receives funding (see Program Guidelines on web site)

(ATTACH LEGAL DOCUMENTS AS ATTACHMENT I)

MAHT Application For Funding Checklist

Check all items that you have included with this application:

Note: If a subsidiary is an applicant include a second checklist and all applicable attachments relating to the subsidiary. If a subsidiary will own the property, they must be included as an applicant.

- Attachment A:** location map/site description
- Attachment B:** documentation of loan terms
- Attachment C:** deeds, permits, sales agreement, etc., Home Inspection Reports (now required for homeownership rehab or acquisition)
- Attachment D:** appraisal, market study, housing waiting list, etc.
- Attachment E:** evidence of local support for the project
- Attachment F:** financial statements
- Attachment G:** organizational documents (must be submitted) **
 - Bylaws
 - Articles of Incorporation
- Attachment H:** Green Building and Sustainable Housing Communities Criteria
 - First optional checklist selected by applicant
 - Second optional checklist selected by applicant (if necessary)
- Attachment I:** legal documents
 - Board resolution authorizing the application*
 - Contract Affidavit*
 - Incumbency Certificate*
 - MAHT Assurance of Compliance*
 - Access To Public Records Act Notice and Waiver*

* These forms are in a file labeled "Round 41 Legal Documents and Instructions" and can be downloaded from MAHT's web site:

<http://dhcd.maryland.gov/HousingDevelopment/Pages/maht/default.aspx>

** A copy of the organization's By-laws and Articles of Incorporation are required to be submitted with each application.