

**2018-2019 AHTF APPLICATION**

**General Information**

Applicant Name(s): Santa Fe Habitat for Humanity  
Address: 2520 Camino Entrada Ste. A  
Santa Fe, NM 87507  
Federal Tax ID #: 85-0355135  
City Business Lic#: 17-0008813  
NM CRS#: 02-070960-00-9  
City/State/Zip Code: Santa Fe, NM 87507  
Telephone: 505 986 5880  
Project Contact: Ted Swisher  
Email Address: ted@sfhfh.org

**Amount Requested:** \$ 40,000.00

**Type of Applicant:**

Partnership     Corporation     Non-Profit\*     Other

\* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

---

Project Name: Habitat Down Payment Assistance  
Project Address (if applicable): \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

### **Priority Project**

Select one of the categories your project falls under:

- Rental Vouchers** - Provide supported rental vouchers (includes access to counseling, health services, case management, and other services) to renters earning less than 50%AMI;
- Emergency Shelters including permanent supported shelter housing** - Development, construction, and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;
- Provision of Rental Units and Support Services for Low Income (up to 50% AMI) and Extremely Low Income Renters (less than 30% AMI)** - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure or one-time emergency rental assistance;
- Downpayment Assistance/Increase of Ownership Opportunities** - Down payment assistance in the form of soft-second mortgage that "buys down" principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;
- Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Accessibility Retrofits** - Acquisition, conversion, and preservation of affordable housing that accommodates needs of current householders.

### **Project Description:**

**Please provide a narrative of your project. Specifically who will be served, anticipated outcomes, etc. (If needed continue on a separate sheet)**

SEE ATTACHED

---

## PROJECT DESCRIPTION

Santa Fe Habitat for Humanity (SFHFH) has received 2 lots donated by Pulte Homes as a part of Pulte's affordable housing agreement with the City. SFHFH will build 2 homes on these lots for households at or below 65% of the Area Median Income. While the final choice of clients could change within the next 12 months, current plans are to build one home for a disabled army veteran (PTSD) and one home for a disabled single man. As with all SFHFH homes, the clients will receive a 0% interest mortgage and a majority of the construction will be accomplished by volunteers – thus keeping the costs down and the home affordable for very low-income households.

**1. Funding:**

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

See Attached

---

**Leveraging/Matching Requirement:**

**\$3 to \$1 Leveraging:** for every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide \$1 of match (See Exhibit A for example) Briefly Describe:

See Attached

---

**Project Budget and/or Development Pro-Forma:** demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project (please attach documents as well as give brief overview below):

See Attached

---

**2. Need/Benefit & Project Feasibility:**

Demonstrate, using data-based analysis, that there is a clear connection between the proposed project/program and adopted Priority(s), and evidence that the proposed project/program meets current and future market demands. Provide narrative below (use additional sheets as necessary):

See Attached Sheet

---

**What is the timeline for the project?**

SFHFH will start construction of both houses in the first half of FY 2018-2019 and complete construction by June 30, 2019.

---

## **1. Funding**

The AHTF allocation will be used for down payment assistance. This will total \$40,000 with the balance of the \$340,000 needed to build the homes coming from Habitat's private sources - including individual donations. These additional funds will be secured prior to receipt of the allocation since the AHTF funds will be provided at closing, SFHFH will have to provide the balance of the funds before closing in order to complete the construction of the home.

### **Leveraging/Matching Requirement**

This project will have leverage ratio of more than 8 to 1. SFHFH will provide \$340,000 to complete the construction with the AHTF supply only \$40,000 in Down Payment Assistance. In addition to AHTF funding, SFHFH will obtain approximately \$20,000 in donated materials, donated labor, \$100,000 from the ReStore revenue, and \$80,000 in private donations.

### **Project Budget and/or Development Pro-Forma:**

As the attached budget illustrates, the AHTF allocation will be 10% of the project cost. All other funds will come from Habitat's own resources, donations from individuals, corporations, and foundations, and the donation of land from Pulte Homes.

**Funding Sources****Project Budget for 2 Home Buyers**

First Mortgage	\$150,000	\$300,000	Leverage
Sub-recipients	\$50,000	\$100,000	Sub-recipient Match
Buyers Cash Contribution	\$9,300	\$18,600	Leverage
Down Payment Assistance Loan	\$20,000	\$40,000	AHTF
Total Home Purchase Financing	\$229,300	\$458,600	
AHTF Grant Request	\$40,000	Ratio	
Total Leverage	\$318,600	8to 1	

**Santa Fe Habitat for Humanity's AHTF Budget - 2 homes**

<b>Expenses</b>	
Land	\$180,000
Construction Materials	\$120,000
Construction Sub-Contracts	\$80,000
<b>Total</b>	<b>\$380,000</b>
<b>Income</b>	
AHTF	\$40,000
Donation of 2 lots	\$180,000
Donation of Materials	\$20,000
ReStore Revenue	\$100,000
Private donations	\$80,000
<b>Total</b>	<b>\$380,000</b>

## **2. Benefit and Project Feasibility**

While in recent years, there has been an increasing need for affordable rental property in Santa Fe, the essence of the work force housing issue is affordability. Habitat provides home ownership opportunities for house holds below 65% of the Area Median Income by enlisting volunteers in the construction and providing 0% interest mortgages to the home purchasers. This means that a typical Habitat homeowner will have a housing payment of \$600 - \$800 and this amount includes principle, insurance, taxes and HOA fees. Therefore, Habitat is able to provide home ownership opportunities at or below the cost of rental units.

Habitat requires only a \$1300 down payment and while the organizations considers the prospective buyers credit report, Habitat is flexible recording credit scores.

Habitat establishes the term of the no-interest mortgage and provides a due upon sale soft second mortgage to ensure that no home purchaser pays more than 30% of their income for housing.

Habitat builds high quality, energy efficient homes. The 2 homes proposed in the application will have solar electric panels and current Habitat homes with solar panels have achieved a HERS rating of 15-18. This means that they use 15-18% of the energy consumed by a typical modern home.

The City's most recent needs assessment documents the on-going need for affordable home ownership units. The study reported that:

- Among those who do not own a home in the City of Santa Fe, affordability was the reason cited by the greatest proportion of respondents.
- After affordability, a lack of down payment or an inability to obtain a mortgage were the factors noted by renters.
- With respect to homeownership programs, about two in five renters would consider buying a deed-restricted property and 65 percent would consider down payment assistance.
- Among the many factors associated with choosing a home, the overall quality and condition was most important to homeowners and renters, followed by energy efficiency.
- The number of cost burdened households (those spending 30% or more of their income on housing) increased by 67 percent between 2000 and 2010. Nearly half of all Santa Fe households are cost-burdened.



**Site Information (if applicable)**

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site control is or will be in the form of\*:  Deed     Option  
 Lease (Term \_\_\_\_ Years)     Purchase Contract     Other (explain)

---

\* If project is recommended for funding, proof of site control must be provided before funds are disbursed.

Expiration Date of Contract, Option, or Lease N/A (month/year)

**Site Description:**

Area of Site: .2 acres or \_\_\_\_\_ square feet

Is site zoned for your development?     Yes     No    Zoning \_\_\_\_\_

If no, is site currently in the process of re-zoning?  
 Yes     No Re-Zoning \_\_\_\_\_

When is zoning issue to be resolved? \_\_\_\_\_ (month/year)

Has the City approved the site plan and/or plat?  Yes     No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required?  Yes  No

If yes, explain:

---

List any required reports or studies underway or completed such as soils report, environmental assessment, traffic study)

---

Has the City issued the building permit?     Yes     No

Are all utilities presently available to the site?     Yes     No

If no, which utilities need to be brought to the site? \_\_\_\_\_

Who has responsibility of bringing utilities to site? \_\_\_\_\_

Describe briefly how the project will meet the City of Santa Fe's green code, what the anticipated HERS will be for newly constructed/renovated dwellings and/or how other green building criteria will be met. If relevant, describe how the project is consistent with other priorities such as access to opportunity and employment areas, transportation routes, walkability, redevelopment and infill.  
See Attached

---

### **3. Affordability:**

Outline the affordability time period for this project based on the following: (i.e. loans to \$14,999 – 5 years, \$15,000 to \$40,000 – 10 years, 40,001-\$100,000 – 15 years and over \$100,000 – 20 years). Describe any efforts to deepen affordability so that the project can serve a wider diversity of income earners.

---

See Attached

### **4. Demonstrated Capability/Organizational Capacity/Partnerships & Collaboration**

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding. Also, include any partnerships and/or collaboration with other organizations that will expand and deepen access to the housing/services offered through the project:

See Attached

---

Describe your staffing and attach resumes of key personnel:

Habitat has an experienced yet lean staff as demonstrated by the attached organizational chart and resumes. Habitat is able to stretch the donated dollar by utilizing volunteers in all aspects of its operation.

---

**Demonstrate Financial Soundness.** Please submit the following documentation:

- Audited Financial Statements for 2016 and 2015.
- Current Statement of Assets & Liability

### **Green Code**

Santa Fe Habitat for Humanity (SFHFH) has been building according to the City's Green Building Code since the Code was first instituted. Prior to the past 6 months we have been exceeding the code with HERS ratings in the mid-50's. SFHFH recently decided to install solar electric panels on all new homes. Since this decision has been implemented, HERS ratings have dropped into the teens. The homes will be built in Los Soleras which is in close proximity to both Richards Ave. and Cerrillos Rd. Homeowners will be close to the new Pres. Hospital, the Community College, and shopping.

### **3. Affordability**

The affordability period for these homes will be 10 years for the AHTF down payment assistance, but SFHFH will have a soft second mortgage that will be in-force for the full term (30 years) of the first mortgage. This soft second will deepen the affordability as much as necessary to ensure that the home purchasers pay no more than 30% of their income for housing.

### **4. Organizational Capacity**

SFHFH has built over 111 homes in Santa Fe County with more than half of these located in the city. SFHFH has entered into numerous contracts with the city and has always fulfilled its commitments. SFHFH has partnerships with 2 different Youth Works/Youth Build organizations and engages at risk youth at the construction sites. Habitat also partners with local high schools, churches and the Community College.

## **Santa Fe Habitat for Humanity Development Team Resumes**

**Ted Swisher, Executive Director:** Oversees the day-to-day running of the affiliate. His responsibilities range from fundraising to construction management. He has a B.S. degree from Princeton University and has 41 years of non-profit, affordable housing experience and most of his career has been with Habitat for Humanity's national office in Georgia, however Ted has also worked for Centex Homes and the City of Santa Fe's Office of Affordable Housing.

**Stan Hulse, Controller:** Over 30 years' experience in accounting and bookkeeping. Full-charge bookkeeping and accounting of all financial activity for the organization; servicing of over 48 affiliate-held mortgages; preparing and interpreting monthly financial reports for the staff, finance committee and board of directors; annual reporting to Attorney General's office and the NM Public Regulation Commission; working closely with auditors to prepare year end audited financial reports; writing applications and preparing audit binders for various government funding sources.

**Rob Lochner,** Rob is a licensed contractor with over 21 years experience in the construction industry having worked for custom home builders in Santa Fe, Homewise, and now SF Habitat for Humanity.

Santa Fe Habitat for Humanity will serve as the Developer and Contractor.