

**Santa Fe Homes Program
AFFORDABLE HOUSING PROPOSAL WORKSHEET**

Instructions

Please read through the document and fill in text where it is indicated by either a red font or an orange highlighted cell. Also, please note that when you fill out line 1 of the Compute Santa Fe Homes Requirement table, it will automatically calculate the bedroom mix on the "# of bedrooms" page, which is its own tab at the bottom of this excel document. These numbers can then be used to fill out the Santa Fe Housing Program Units - Bedroom Mix & Unit Size table.

Overview

The purpose of these guidelines is to outline the topics that must be addressed in the Affordable Housing Proposal. The Office of Affordable Housing will rely upon the applicant’s description of how the requirements of Section 14-8.11 SANTA FE HOMES PROGRAM will be met. It is important to understand that this proposal must address the Santa Fe Homes Program requirements and that the proposal will be reviewed and approved by the Office of Affordable Housing (OAH). The proposal must be approved by the OAH prior to submission to the Planning Commission or the appropriate committees. This proposal will become the basis for executing the final Santa Fe Homes Program Agreement.

Definitions

For the purpose of this Affordable Housing Proposal, the definitions used in the City of Santa Fe Administrative Guidelines for the Santa Fe Homes Program shall be the same definitions for the terms, phrases, words and clauses used in this proposal.

Project Description

Please provide:

1. Proposed Name of Development
2. Location - physical address and/or legal lot of record description
3. Contact Information
4. Current Development Plan that shows the affordable units integrated throughout the development.
5. A brief description of the proposed development that includes the total proposed number of residential units, unit type(s), proposed bedroom mix and any special features of the development that will assist the Office of Affordable Housing in evaluating this proposal. This should be a general description of the proposed development that includes the an overview of the proposed design and building type(s) and any special features, such as green design and building materials, ADA accessible units, etc.

Description of Homes

Please complete the following table. Put in the proposed number of market rate units by bedroom configuration and square footage of units. Then complete the section with information on your proposed Santa Fe Homes Program Units. This will help us to make sure your Santa Fe Homes Program proposal is in compliance with the program requirements. Please complete a chart that contains the following information.

Market Rate – Proposed					
Attached	Studios	1BR	2BR	3BR	4BR
# of Units					
Size Range (SF)					
Detached	Studios	1BR	2BR	3BR	4BR
# of Units					
Size Range (SF)					
% OF TOTAL					

The project is proposing _____ homes or manufactured home lots.

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The following chart outlines how to compute the Santa Fe Homes Program Requirement. Please complete this or a similar chart to indicate how the SFHP requirements were computed.

Compute Santa Fe Homes Program Requirement	
1. Total number of all units to be built in development (fill in)	51
2. Multiply number from line 1 by 30%	15.30
3. Enter whole number result of line 2 calculation. This is the total number of SFHP units that must be built in the development	15
4. Determine how many units are required in each applicable Income Range. Divide number from Line 3 by 3. Enter the whole number result in each of the following Income Ranges:	5.00
4a. Income Range 2:	5
4b. Income Range 3:	5
4c. Income Range 4:	5
5. If the total of lines 4a, 4b and 4c does not equal the total required from line 3, add one unit to the requirement for Income Range 3 (line 4b). If the new total still does not equal the total required from line 3, add one unit to the requirement for Income Range 2 (line 4a). Enter new totals on lines 5a, 5b and 5c. The total of lines 5a, 5b, and 5c must equal the total from line 3. This is the total number of SFHP units that must be provided in each Income Range.	15
5a. Income Range 2:	5
5b. Income Range 3:	5
5c. Income Range 4:	5
6. Determine fractional fee. Enter the remaining fraction resulting from the calculation in line 2:	0.30
7. Multiply the fraction from line 6 by \$59,125 ¹ . This is the total fractional fee that is owed:	\$ 17,737

¹ The base fractional fee is updated when the AMI is updated and is equal to one-half the price of a 3 bedroom home for Income Range 2.

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Unit Mix and Bedroom Configuration

Please describe the proposed unit mix and bedroom configuration for each of the homes to be provided under the SFHP. This should include the number of units by bedroom type and size(s) of the proposed SFHP homes. Please click the "# of bedrooms" tab within this spreadsheet. The bedroom mix (# of units) should be automatically calculated for you on that page.

Santa Fe Housing Program Units – Bedroom Mix and Unit Size					
Attached	Studios	1BR	2BR	3BR	4BR
# of Units					
Size Range (SF)					
Detached	Studios	1BR	2BR	3BR	4BR
# of Units					
Size Range (SF)					
% of TOTAL					
Required Distribution ²	25%	25%	25%	50%	25%

² The SFHP requires that 25% of the affordable units be studios/one/two-bedrooms; 50% are two-bedrooms; and, 25% are four-bedrooms. However, a if the project will consist solely of one or two bedroom types then the affordable units by bedroom configuration must be built in proportion to the market rate units by bedrooms. For example, if market rate units will be 50% one-bedroom and 50% two-bedroom units, then 50% of the affordable units must be one bedroom and 50% must be two-bedroom units.

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Sales Prices

Please describe the proposed maximum sales price for Santa Fe Homes Program Units. This should include the proposed number of homes to be sold in these price ranges by bedroom configuration.

Santa Fe Housing Program Units - Pricing										
Proposed Pricing	Studios		1BR		2BR		3BR		4BR	
<i>Attached</i>	Price	#	Price	#	Price	#	Price	#	Price	#
Income Range 1										
Income Range 2										
Income Range 3										
Income Range 4										
<i>Detached</i>										
Income Range 1										
Income Range 2										
Income Range 3										
Income Range 4										

Phasing

Please describe the proposed phasing, if any for this development. This should include a description of how affordable units will be constructed and sold in proportion to market rate homes.

Home Owners Association (HOA)

Describe the Homeowners Association, if any, including the proposed monthly dues and what these fees are expected to cover (exterior maintenance, insurance, trash collection, etc.). The monthly amount of the HOA fees must be included in the calculation of the monthly affordable home price.

Incentives

The SFHP provides several incentives that offset the cost of meeting the affordable housing requirements. Incentives include a 15% density bonus and a reduction in the amount of submittal fees for development review applications, waivers of the building permit fees, capital impact fees, sewer extension fees proportional to the number of SFHP units, a reduction to the water utility extension fee and an exemption from the retrofit and consumptive water rights requirements for the SFHP units. Please indicate which incentives, if any, will be requested for this development:

- Up to a 15% increase in density
- Fee Waivers for Affordable Units
- Water retrofit credits for Affordable Units

Recommendations and Approvals

The Office of Affordable Housing will review the proposal provided by the developer/builder for compliance with the requirements of the SFHP. Upon acceptance of this proposal, OAH Staff will prepare a proposal agreement which outlines the proposal requirements and agreements.

The Builder will ensure all Households seeking to purchase a SFHP home have their income certified by either Homewise or the Santa Fe Community Housing Trust. These two non-profit organizations are under contract with the City of Santa Fe to provide this service, as well as homeownership counseling. They work with buyers to locate suitable and appropriate financing and also ensure that the Shared Appreciation Agreement and Deed of Trust is recorded. These two documents ensure that the home will remain affordable in perpetuity or that if, in the future, the home is sold to a market rate buyer that any net proceeds are placed into a fund that can only be used to increase the supply of affordable housing units in the City of Santa Fe. All of the specific requirements outlined in the City's Community Housing Guidelines for income, co-ownership and co-signing, occupancy, and leave of absence must be met.

