Appendix A: AHTF Application

APPLICATION FOR AFFORDABLE HOUSING TRUST FUND (AHTF)

Applicant Information				
Applicant Name(s):				
Address: _				
City/State/Zip Code _				
Federal Tax ID #:				
City of SF Business Reg #:_				
State of NM CRS#:				
Project Contact: _				
Telephone:				
Email Address: _				
Amount of Allocation Req				
☐ Partnership ☐ Corp	ooration	☐ Non-Profit*	Other	
* Non-profit must provide procurrent registration as charit covering the most recent Fisobtained online at https://seathe-first-page-of-the-"NM Character	able organ scal Year, c cure.nmag.	ization with the NM or proof of exemptic gov/coros/. Verifica	Attorney General's Office on. Information can be ation should be in the form	
Project Name:				
Project Address (if applicabl	e):			
City/State/Zin Code:				

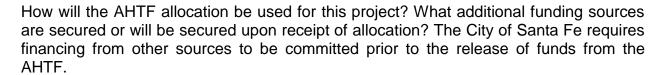
Project Priority

Select one of the categories your project applies to:
☐ Rental Assistance - Provide supported rental vouchers to cover housing costs including rent, rental arrears, utilities, utility arrears, deposits, etc. to renters earning less than 60%AMI;
☐ Emergency Shelters, including permanent supported housing units reserved for formerly homeless renters or other special needs - Construction, rehabilitation and preservation of shelter/permanent supported rental facilities, including infrastructure improvements;
☐ Provision of Rental Units to Low-Income (up to 60% 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;
□ Down payment Assistance - 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;
☐ Provision of Homeownership Units - Acquisition, conversion, preservation and new construction of homeownership housing;
☐ Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Foreclosure Prevention, Accessibility Retrofits — Repair, rehabilitation and preservation of affordable housing that accommodates the needs of current homeowners, improves quality of life, lowers long term housing/energy costs, prevents foreclosure, and supports wealth building through homeownership.

Project Description

Please provide a narrative of your project, demonstrating how it meets the City's priority of preventing homelessness, ending homelessness and stabilizing the housing situations of those who are at risk of losing their housing. Specifically identify who will be served, how the services will address systemic challenges in the community, which housing needs are addressed, anticipated outcomes, etc. (As needed, continue on a separate sheet.)

1. Funding



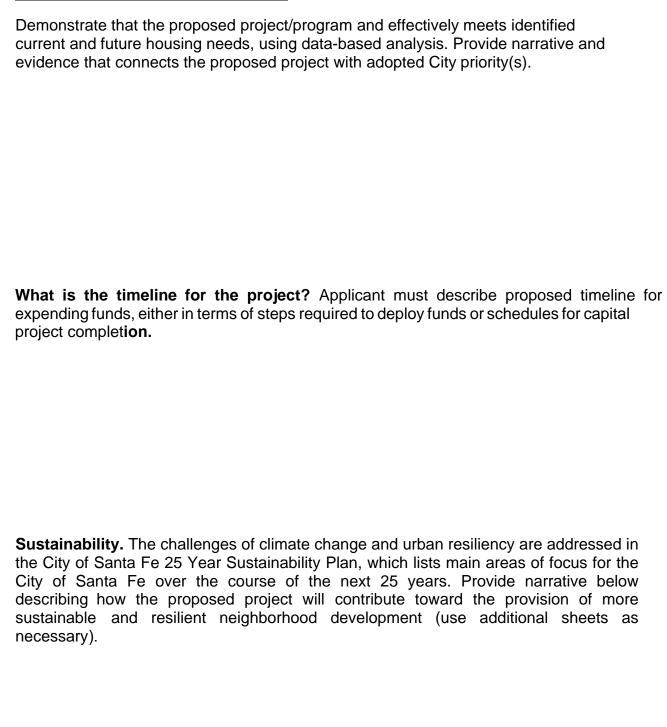
Leveraging/Matching Requirement. For every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources should be used to provide no more than \$1 of the match.

Briefly describe and/or summarize leveraging ratio:

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.

Briefly describe budgetary considerations and cost calculations:

2. Need/Benefit & Project Feasibility



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. If proposed project is recommended for fundible provided before funds are disbursed. Site control is or w	O .				
☐ Deed ☐ Option ☐ Lease (Term Years)	☐ Purchase Con	tract			
Other (explain):					
Expiration Date of Contract, Option, or Lease	(month/yea	ar)			
Site Description/Land Use Status					
Area of Site: acres orsquare feet					
Is site zoned appropriately for your development?	☐ Yes	☐ No			
If no, is site currently in the process of re-zoning?	☐ Yes	☐ No			
What zoning category is required?					
When is zoning issue to be resolved?	(month/year)				
Has the City approved the site plan and/or plat?					
If yes, provide a copy of the site plan/plat.					
Are there any other development reviews and approvals red If Yes, please explain:	quired?	□No			
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?					
If no, which utilities need to be brought to the site?					
Who has responsibility of bringing utilities to site?					

3. Affordability

As per the NM Affordable Housing Act, the City's Affordable Housing Trust Fund ordinance limits financial assistance to households earning no more than 120% of HUD's Area Median Income (AMI) for Santa Fe, (see table below).

2021	2021 Family Size					
AMI	1	2	3	4	5	6
30%	15,350	17,550	21,960	26,500	31,040	35,580
50%	25,550	29,200	32,850	36,500	39,450	42,350
65%	33,250	38,000	42,750	47,450	51,300	55,050
80%	40,900	46,750	52,600	58,400	63,100	67,750
100%	51,150	58,450	65,750	73,000	78,900	84,700
120%	61,400	70,150	78,900	87,600	94,700	101,650

Fill out table, indicating which AMI percentiles will be served by the proposed project and how many beneficiaries per tier are expected to receive assistance. (Note: if project is funded, this proposed number will be used to draft the scope of work in the professional services agreement with the City.)

AMI	be Served
100% - 120%	
80% - 100%	
65% - 80%	
50% – 65%	
30% - 50%	
Less than 30%AMI	

Proposed #s to

What is the proposed affordability period for the project, based on the minimum terms provided below?

Funding Amount	Affordability Term
Up to \$14,999 \$15,000 to \$40,000 \$40,001-\$100,000 Over \$100,000	5 years 10 years 15 years 20 years
Other (please explain)	١.

Other (please explain):

How will the affordability period be enforced and monitored over time for compliance?

If funds are granted directly to income-certified beneficiaries for the purposes of preventing homelessness or stabilizing housing situations, please describe the longer term means of securing the equity or steps taken to ensure that a housing situation is stabilized:

4. Demonstrated Capability/Organizational Capacity/Partnerships

Describe your staffing and attach resumes of key personnel (use additional pages as needed): Describe community partnerships and collaborations that will be achieved as direct result of this project and how they will strengthen community networking ties and expand and deepen access to the housing/services offered through the project.	Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding. Use attached page if necessary:
of this project and how they will strengthen community networking ties and expand and	
	of this project and how they will strengthen community networking ties and expand and

REQUIRED ATTACHMENTS to APPLICATION

In addition to the submittal requirements described in the body of the RFP, the following attachments may apply to your application:
Project Budget or Development ProForma (required)
Leverage Calculations (required, see Exhibit 1)
Copy of site plan or plat if project is currently approved by City or in the process of being entitled (not applicable to non-construction projects)
Work samples, illustrations of past projects, other documentation of community projects and partnerships (optional)

SAMPLE MATCHING AND LEVERAGING

Sample Calculation #1

Funding Sources	Cost per beneficiary	Project Budget for 10 homebuyers	Source of funds
First Mortgage	\$175,000	\$1,750,000	Leverage
Sub-recipient's Amortizing Second	\$40,000	\$400,000	Org. Match
Mortgage			
Buyer's Cash Contribution	\$6,500	\$65,000	Leverage
Down Payment Assistance Loan	\$10,000	\$100,000	AHTF
Total Home Purchase Financing	\$231,500	\$2,315,000	

AHTF Grant Request	\$100,000	Ratio
Total Leverage (1st mortgage + buyer's contribution)	\$1,815,000	\$18 to \$1
Total Sub-recipient Match	\$400,000	\$4 to \$1

Sample Calculation #2

Per unit/renter (avg.)	Project Budget for 10 units/renters	Source of fund
Renter's cash contribution (1/3	\$150 X 10 = \$1,500 X 12mo =	Leverage
income) = \$150/mo.	\$18,000	
\$550/mo. (rental assistance)	\$550 X 10 = \$5,500 X 12mo =	AHTF
	\$66,000	
Support Services (funded from	\$2,000 X 10 = \$20,000 X 12mo	Leverage
another source) = 100 hrs. counseling	= \$240,000	
& case mgt. $(@20/hr) = $2,000/mo$		
40 hrs staff time (@20/hr) = $\$800$	\$1,300 X 10 = \$13,000 X 12 =	Match
10% of facility used for this program	\$156,000	
= \$5,000/mo facility cost (\$500/mo)		
= \$1,300		
Total cost per renter = $$2,550$	Total Project Cost = \$480,000	

AHTF Grant Request	\$66,000	Ratio
Total Leverage (renter's contribution	\$258,000	\$3.90 to \$1
+ support services)		
Total Sub-recipient Match	\$156,000	\$2.36 to \$1