



AFFORDABLE HOUSING FINANCING APPLICATION

Instructions

Electronic Submission: Fairfax County Sharefile Program (provided upon request)

Mail Application to: Fairfax County Department of Housing and Community Development
Real Estate Finance
3700 Pender Drive, Suite 300
Fairfax, Virginia 22030-6039

Contact: Email rha@Fairfaxcounty.gov or call 703-246-5170
for Sharefile instructions and with questions

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.

IMPORTANT NOTE: The information in this application is subject to an open records request. Real Estate Finance will protect confidentiality of this information to the extent allowed by law.

Project Basics

Project Name: _____ Borrower Entity: _____
Supervisor District: _____ Date Notified Area Supervisor: _____
Project Address: _____ Tax Map Number: _____
Census Tract: _____ Jurisdiction: _____
Funds Requested: \$ _____

Contact Information

Organization Name: _____

President/CEO Contact: _____

Title: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Project Manager Contact: _____

Title: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Project Description

Number of Units:

Existing: _____

Proposed: _____

Number of Buildings:

Existing: _____

Proposed: _____

Gross square footage of all building(s): _____

Type of Project: New Construction Acquisition Rehabilitation

Acquisition/Rehab

Construction Type: Multifamily Other (Please describe): _____

Do you have Site Control?: Yes No

Form of Site Control: _____

Status of Zoning Approval: _____

Resident Information

Population Served (Check all that apply)

Restricted Senior (aged 55 and older) Persons with intellectual &/or physical disabilities

General Occupancy Other (Please describe)

Leasing Preference to Families on FCRHA Waiting Lists: Yes No

Provision of Three-Bedroom Units or Larger: Yes No

Number of units with three or more bedrooms: _____

Percentage of Total Units: _____

Provision of 504 Accessible Units: Yes No

Number of 504 Accessible Units: _____

Percentage of Total Units: _____

Occupancy and Rent

Units 80% AMI and Below:

Total Number of Units: _____

Percent of Total Units: _____

Market Rate Units:

Total Number of Units: _____

Percent of Total Units: _____

Proposed Units: Breakdown of Affordability

	20% AMI	30% AMI	40% AMI	50% AMI	60% AMI	70% AMI	80% AMI	Market Rate
	# Units							
Studio								
1-bed								
2-bed								
3-bed								
4-bed								
Total								

Proposed Units: Breakdown of Accessible Units

	20% AMI	30% AMI	40% AMI	50% AMI	60% AMI	70% AMI	80% AMI	Market Rate
	# Units							
Studio								
1-bed								
2-bed								
3-bed								
4-bed								
Total								

Management and/or Non-Residential Unit(s): Non-Residential Unit(s):

Project Costs and Financing

Development Costs	Total	Per Unit
Acquisition	\$ _____	\$ _____
Rehabilitation/Construction Costs	\$ _____	\$ _____
Architecture and Engineering	\$ _____	\$ _____
Professional Services	\$ _____	\$ _____
Operating and Carrying Costs	\$ _____	\$ _____
Financing Costs	\$ _____	\$ _____
Legal Fees	\$ _____	\$ _____
Reserves and Escrows	\$ _____	\$ _____
Developer's Fee	\$ _____	\$ _____
Total Development Cost:	\$ _____	\$ _____

Development Sources

Source	Type	Amount	Committed
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes or <input type="checkbox"/> No

Total Financing Sources: \$ _____

Percentage Deferring of Developer Fee: _____%

Will you apply for Low Income Housing Tax Credits? Yes No

LIHTC	Amount of Credits	Equity Pricing	Applicable Fraction	Status of Application
9% LIHTC				
4% LIHTC				
Federal Historic				
State Historic				
Other: _____				

Applicant Experience and Qualifications

Number of years in operation: _____

Total Number of Units

Produced: _____

Rehabilitated: _____

Owned: _____

Managed: _____

Number of Employees

Total: _____

Full time: _____

Part time: _____

Volunteers: _____

Organizational Structure

Is the applicant a Joint Venture? Yes No

Name of Parent Company: _____ Ownership: _____

Name of Parent Company: _____ Ownership: _____

Pending Litigation

Is there any litigation pending against the applicant, any parent company, subsidiary or related entity involved in the project? Yes No

Suspension or Debarment

Has the applicant, any person or firm been suspended or debarred from participating in County, State, or Federal procurement? Yes No

Relocation Information

Describe any current or anticipated project-based federal and/or state subsidies/assistance:

Total number of households anticipated to be temporarily relocated: _____

Total number of households anticipated to be permanently relocated: _____

Total number of households anticipated to be permanently displaced: _____

Authorized Signatory

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.

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.

Company or Organization: _____

Signature: _____ Date: _____

(Authorized Representative)

Printed Name: _____ Title: _____

Affordable Housing Finance Application Checklist

Please indicate which of the following items are included in your application by marking an 'X' in the appropriate boxes. Please organize all attachments to this application in accordance with the order of this checklist.

- Signed Application **(Mandatory)**
- Electronic copy of the Microsoft Excel Developer's Proforma Spreadsheet **(Mandatory)**
- Attachment A Evidence of Notification to Area Supervisor **(Mandatory)**
- Attachment B Project Location Map **(Mandatory)**
- Attachment C Project Purpose and Summary **(Mandatory)**
- Attachment D Evidence of Site Control **(Mandatory)**
- Attachment E Applicant Experience and Qualifications **(Mandatory)**
- Attachment F Description of Significant Litigation **(Mandatory, if applicable)**
- Attachment G Proof of Zoning Approval **(Mandatory)**
- Attachment H Schematic Architectural and Site Plans **(Mandatory)**
- Attachment I:
 - New Construction:* Soil Map Confirmation **(Mandatory, if new construction)**
 - Rehab:* Physical Needs Assessment **(Mandatory, if rehab)**
- Attachment J Appraisal **(Mandatory)**
- Attachment K Market Feasibility Study **(Mandatory)**
- Attachment L Phase I Environmental Report **(Mandatory)**
- Attachment M Accessibility Certification, *If Seeking Accessibility Points Mandatory*
- Attachment N Unit Mix and Rents **(Mandatory)**
- Attachment O Detailed Development Costs and Financing Sources **(Mandatory)**
- Attachment P Detailed Construction Costs **(Mandatory)**
- Attachment Q 15 Year Cash Flow Analysis **(Mandatory)**
- Attachment R Evidence of Financing Commitments **(Mandatory)**
- Attachment S Development Schedule **(Mandatory)**
- Attachment T Detailed Estimate of Annual Operating Expenses **(Mandatory)**
- Attachment U Relocation Plan **(Mandatory, if applicable)**
- Attachment V Marketing Plan **(Mandatory)**
- Attachment W Management Plan **(Mandatory)**
- Attachment X Any Additional Information or Materials to Provide

Appendix A: Attachment Guidance

Attachment A: Evidence of Notification to Area Supervisor (Mandatory)

Enclose a copy of the letter sent to the District Supervisor. If a response was provided by the District Supervisor, include that as well.

Attachment B: Project Location Map (Mandatory)

Enclose a map clearly indicating the location of the project.

Attachment C: Project Purpose and Summary (Mandatory)

Briefly Describe the following in narrative form:

- Provide an overall description of the proposed site development including a description of the proposed scope of work for rehabilitation projects;
- If state or federal historic tax credits are part of the financing package, include a narrative regarding the status of the Part I and Part II applications;
- Proposed use of funds;
- Proposed beneficiaries;
- Contribution to the affordable housing stock or preservation of affordable housing in Fairfax County and the Fairfax County goals of 5,000 new units of committed affordable housing in 15 years and/or no net loss of existing affordable housing;
- Describe the form of ownership;
- Describe amenities and/or resident services that will be provided;
- Explain the project's connection to the Fairfax County One Fairfax Policy; and
- Innovative elements including but not limited to innovative financing options, design, cost/time-saving construction method or acquisition etc.

Attachment D: Evidence of Site Control (Mandatory)

Provide acceptable evidence of site control including:

- a) Deed to property demonstrating fee simple ownership;
- b) Ground lease with a term that is no less than 60 years; or
- c) Contract to purchase or ground lease with a minimum 12-month term beyond the date of the application; and
- d) Site control should clearly identify all parcels in the development.

Attachment E: Applicant Experience and Qualifications (Mandatory)

In this section include the following for all parent entities involved with the application:

- a) Include copies of:
 - State Incorporation Letter or Certificate;
 - Bylaws;
 - Articles of Incorporation and/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; and

- Copies of the three most recent annual audit reports or, if applicable, financial statements for the organization and any other information the applicant wishes to submit to demonstrate its capacity to undertake the proposed project.
- b) A narrative describing:
 - The organization's history serving the Fairfax County community and involvement in the community where the project is located.
 - Housing and project-related experience
- c) Provide names and experience of senior management, board members, and project partners.
- d) A list of project team members (i.e. architects, engineers, developer, contractor, management agent).

Attachment F: Description of Litigation (Mandatory, if applicable)

If there is litigation against any parent entity, affiliate or subsidiary, provide the details surrounding the circumstances.

Attachment G: Proof of Zoning Approval (Mandatory)

Include proof of approval of proposed project as presented in the application by the Department of Planning and Development (DPD). This is mandatory; however, flexibility for projects using public land or using the Tysons Housing Trust Fund, may be considered on a case-by-case basis

Attachment H: Schematic Architectural and Site plans (Mandatory)

The following includes the minimum requirements for all property types (new construction, rehab and adaptive reuse).

1. A location map with the property clearly defined on the plans.
2. A site plan showing locations of all building(s) and major site elements (e.g., parking lots and location of existing utilities and water, sewer, electric, gas in the streets adjacent to the site).
3. Sketch plans of main building(s) reflecting overall dimensions.
4. Typical floor plan(s) showing apartment types and placement.
5. Ground floor plan(s) showing common areas.
6. Sketch floor plan(s) of typical dwelling unit(s).
7. Typical elevations.
8. Rehab projects with varied in-unit scope of work must include a unit-by-unit work write up.

Attachment I: Soil Confirmation or Physical Needs Assessment (Mandatory)

New Construction: Soil Map Confirmation

- All new construction must verify the soils utilizing the Fairfax County Soil Map Tool and include a printout of the map in this tab.
- If the soil condition necessitates further study, include a Geotechnical Study

Rehab/Renovation: Physical Needs Assessment

- Provide a physical needs assessment of the property

Attachment J: Appraisal (Mandatory)

Provide a copy of an appraisal completed within the last six months for the site indicating FCRHA is an authorized user of the report.

Attachment K: Market Feasibility Study (Mandatory)

Provide a market feasibility study completed within the last six months for this project FCRHA is an authorized user of the report.

Attachment L: Phase I Environmental Report (Mandatory)

Provide a Phase I report for the site and/or the existing building(s). Include a Phase II, if necessitated by the Phase I findings. If the Phase II is in process, note this in the tab.

Attachment M: *If Seeking Accessibility Points: Accessibility Certification by a professional*

If the project is seeking additional points for providing 5% or 10% of the total units as accessible, include a certification from a licensed professional that the project design meets the 504 accessibility guidelines. Licensed professional can include certification by the project architect.

Attachment N: Unit Mix and Rents (Mandatory)

Provide a spreadsheet detailing the current unit types and rent for any existing residential buildings on the site. Include a spreadsheet specifying all the proposed unit types and rents for all units in the project.

- Current Unit Types and Rents, if applicable should include:
 - The current occupancy of the project
 - The total number of low income and market rate units by unit type
 - The breakdown of unit sizes/types, number of accessible units by size and type, AMI of each unit type, the rent and the utility allowance
- Proposed Unit Types and Rents
 - The proposed distribution of unit types
 - The total number of low income and market rate units by unit type
 - The breakdown of unit sizes/types, number of accessible units by size and type, AMI of each unit type, the rent and the utility allowance

Information can be displayed in any desired format

Attachment O: Detailed Development Costs and Financing Sources (Mandatory)

Include a detailed developer's proforma in Excel with working formulas detailing the development costs, sources and uses.

Attachment P: Detailed Construction Costs (Mandatory)

Include a detailed breakdown of construction costs by trade.

Attachment Q: 15 Year Cash Flow Analysis (Mandatory)

Provide projected 15-year cash-flow analysis in Excel with working formulas from the first full year of stabilized occupancy along with operating and financing assumptions with formulas in excel format. Include all appropriate FCRHA fees.

Attachment R: Evidence of Financing Commitments (Mandatory)

Provide status of any committed and uncommitted financing along with copies of any available commitment letters or interest letters.

Attachment S: Development Schedule (Mandatory)

Provide a detailed development schedule for the project as presented in the application.

Attachment T: Detailed Estimate of Annual Operating Expenses (Mandatory)

Provide detailed projected operating expenses (OPEX) for the property.

Attachment U: Relocation Plan (Mandatory, if applicable)

Include a property-specific draft relocation plan, if applicable. Relocation Plan must comply with the [Fairfax County Relocation Guidelines](#). If appropriate, the Relocation Plan must also comply with the Virginia Housing Relocation Guidelines and/or the Federal Uniform Relocation Act. If construction is planned to take place with residents occupying units, a Relocation Plan is still required. At a minimum, the relocation plan must include the minimum information specified in the Fairfax County Relocation Guidelines.

Attachment V: Marketing Plan (Mandatory)

Provide a property-specific Marketing Plan.

Attachment W: Management Plan (Mandatory)

Provide a property-specific Management Plan.

Attachment X: Any Additional Information or Materials to Provide

Please include any information or materials that would be useful in the evaluation of the application.