



AFFORDABLE HOUSING PARTNERSHIP PROGRAM

ONE-STOP APPLICATION FOR FINANCING AFFORDABLE HOUSING

Instructions

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

If you have questions, please contact the Real Estate Finance branch at 703-246-5170/TTY 711 or send a fax to 703-246-5115.

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. For information call 703-246-5101/TTY 711.

Projects Process

- All applications will be subject to preliminary screening by the Department of Housing and Community Development (HCD) for completeness.
- Applicants will be contacted within 15 business days of receipt of the application package with the status of initial review.
- All applications deemed complete will be reviewed and underwritten by HCD.
- Applications that meet the minimum requirements and the minimum threshold score (for Affordable Housing Partnership Fund) and are deemed feasible based on HCD underwriting will be recommended to the Fairfax County Redevelopment and Housing Authority and/or the Board of Supervisors for consideration and approval.
- Applications for both Tier One and Tier Two Predevelopment Funds may be considered jointly.

Required Information

Company or Organization: _____

Signature: _____ Date: _____

(Authorized Representative)

Printed Name: _____ Title: _____

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.

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

Additional Documents to Attach: Required

Check the boxes below to indicate attachments submitted with this application. Use the corresponding attachment letter (as in Attachment A) to label each item submitted. Refer to the Minimum Requirements in the Guidelines to help determine which attachments are required for your application. **All attachments are required for Tier Three AHPF.**

Attachments A through E are required with all applications.

- A. Evidence of Notification to Area Supervisor
- B. Project Location Map
- C. Project Purpose
- D. Project Summary
- E. Evidence of Site Control

Attachments F and G are required for Tier Two and Tier Three AHPF applications

- F. Description of Significant Litigation
- G. Zoning

The following attachments are required for Tier Three AHPF applications. Tier One and Tier Two applications should include any other available documentation.

- H. Architectural Plans and Site Plans (May be schematic or preliminary for Tier One and Tier Two)
- I. Engineering Study
- J. Appraisal
- K. Environmental Reports
- L. Certification by a licensed professional that the project meets the Accessibility Guidelines
- M. Current and Proposed Unit Types/Rents (as required on pages five and six)
- N. Relocation Plan (for Rental Projects)
- O. Proforma (for Rental Projects)
- P. Management Plan (for Rental Projects)
- Q. Development Costs, Financing Sources and Funds Requested (if page seven is not filled out)
- R. Evidence of Financing Commitments and Status of Uncommitted Financing
- S. Sources and Uses Statement
- T. Marketing Study and Marketing Plan
- U. Development Schedule
- V. Applicant Experience and Qualifications
- W. Description of Innovation (To Qualify for Bonus Points)
- X. Detailed Estimate of Development Costs**
- Y. Detailed Estimate of Annual Operating Costs**

** E-mail REFinance@fairfaxcounty.gov for Excel versions of Attachments W and X



Project Name: _____ Borrower's Name: _____

Tier One Predevelopment Funds Requested: \$ _____
(Maximum \$1,000/unit up to \$50,000)

Project Basics: Required

Tier Two Funds Requested: \$ _____
(Maximum \$1,000/unit up to \$50,000)

Tier Three Affordable Housing Partnership Funds Requested: \$ _____

Date Notified Area Supervisor: _____ (**Attachment A:** Enclose letter of support)

(**Attachment B:** Enclose map indicating location) Project Location: _____

Tax Map Number: _____ Magisterial District: _____

Contact Information: Required

Organization Name: _____

Contact: _____ Title: _____

Address: _____ ZIP Code: _____

Phone Number: _____ FAX Number: _____ E-Mail Address: _____

Project Description: Required



Project Purpose (Attachment C: Briefly describe the following):

- Proposed use of Tier One, Tier Two and/or Tier Three AHPF funds
- Proposed beneficiaries
- Impact on the affordable housing stock of Fairfax County and describe if the project addresses the preservation of affordable housing
- How the project addresses needs identified in the county's Consolidated Plan
- How the project addresses needs identified in the AHPP Guidelines County Priorities section (if a Tier Two or Tier Three AHPF applicant)

Relationship to County Priorities: Proposed project addresses the needs identified in the county's Consolidated Plan (Refer to Guidelines Section X for descriptions of each)

High Priority

Middle Priority

Low Priority

Number of Units by Tenure: Rental _____ Owner _____

Number of Units: Existing _____ Proposed _____

Number of Buildings: Existing _____ Proposed _____

Type of Project: New Construction Acquisition Rehabilitation Acquisition/Rehab

Construction Type: Multifamily Townhouse Single Family Detached

Group Home/Institutional Other (Please describe) _____

Resident Information: Required



Population Served

- Elderly
 Congregate
 Families
 Singles

Commitment to Lease/Sell to:

- Persons aged 55 or older
 Physically disabled
 Special needs (Please describe)
 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: _____

Project Summary (Attachment D: Briefly describe the following):

- Describe the form of ownership
- Provide a brief description of development of the site; if it is a rehabilitation project, include a brief description of the scope of work to be performed
- Describe amenities and/or support services

Requirements: Required



Select one of the appropriate buttons for each question.

1. Do you have site control? (Submit evidence as **Attachment E**) Yes No
2. Is there any litigation pending against your organization or project?
(If yes, describe in **Attachment F**) Yes No Not Required
3. Does the property require rezoning/special use permit to
accommodate proposed use?
(Submit evidence of zoning as **Attachment G**) Yes No Not Required
4. If yes, has approval been received? If anticipated, list the date: _____ Yes No Not Required
5. Are adequate utilities available at the site? Yes No Not Required
6. Do you have architectural plans and a site plan for the
project? (Submit one copy as **Attachment H**) Yes No Not Required
7. Do you have engineering reports detailing property conditions?
(Submit one copy as **Attachment I**) Yes No Not Required
8. Has an appraisal been completed on the project?
(Submit one copy as **Attachment J**) Yes No Not Required
9. If yes, what is the appraised value of the property? \$ _____
10. Has an environmental study of the site been undertaken?
(Submit one copy as **Attachment K**) Yes No Not Required

Occupancy and Rent: Required  *For Rental Projects Only*

Number of Units and Percentage of Units That Serve Low and Moderate Income Households

70% of median and below _____ # _____ %

60% of median and below _____ # _____ %

50% of median and below _____ # _____ %

30% of median and below _____ # _____ %

Total number and percentage serving low- and moderate-income households _____ # _____ %

Current Occupancy and Rent Schedules for Existing Projects (Tier Two and Tier Three AHPF Applications)

Provide as **Attachment M** a spreadsheet that includes:

- The current occupancy of the project
- The number of low income and market rate units by unit type
- Rents (with and without tenant paid utilities) by unit types
- Indicate which standard is being used to define low-income households – 50% of MSA median or 60% of MSA median

Proposed Occupancy and Rent Schedules

In **Attachment M** include a spreadsheet that details:

- The proposed distribution of unit types
- The number of unit types that are market rate and low income and the rents for each unit type (with and without tenant paid utilities)
- Indicate which standard is being used to define low-income households – 50% of MSA median or 60% of MSA median
- Indicate total number and percentage of low-income units

Attachment N: Submit relocation plan, if applicable

Proforma and Management: Required  *For Rental Projects Only*

For Tier Three AHPF Applicants with Rental Projects

Attachment O

Provide projected 15-year cash-flow analysis (proforma) from the first full year of stabilized occupancy along with operating and financing assumptions

Attachment P

Describe your management plan for the project

Occupancy and Rent: For Sale Projects Only

Current Occupancy and Rent Schedules for Existing Projects — If Converting From Rental to Homeownership (Tier Two and Tier Three AHPF Applications)

Provide as **Attachment M** a spreadsheet that details:

- The current occupancy of the project if you are proposing the acquisition and conversion of an existing property
- Include the number of low income and market rates units by unit type
- Include rents (with and without tenant paid utilities) by unit types

Submit Relocation Plan if applicable as **Attachment M**

Proposed Sale Prices

Number of Units	Square Footage	Number of Bedrooms/Baths	Structure Type	Type of Construction	Construction or Rehabilitation Cost/Unit	Sales Price/Unit
					\$	\$
					\$	\$
					\$	\$
					\$	\$
					\$	\$

Number and Percentage of above units that serve low and moderate income households

120% of median & below _____ # _____ %

80% of median & below _____ # _____ %

60% of median and below _____ # _____ %

50% of median and below _____ # _____ %

Total number and percentage serving low- and moderate-income households

_____ # _____ %

Project Costs and Financing: Required



A spreadsheet that includes information on development costs and financing may be substituted as **Attachment Q** and is required for Tier Three funding with a detailed development budget.

Development Costs

	Total	Per Unit
Acquisition	\$ _____	\$ _____
Rehabilitation/Construction	\$ _____	\$ _____
Other (Financing, insurance, legal fees)	\$ _____	\$ _____
Total Development Cost	\$ _____	\$ _____

Project Financing

Tier One Predevelopment Funds	\$ _____	\$ _____
Tier Two Predevelopment Funds	\$ _____	\$ _____
Affordable Housing Funds	\$ _____	\$ _____

Equity

Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Loans

Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Source: _____	Amount \$ _____	Committed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Total Financing Sources \$ _____

- Provide evidence of financing commitment in **Attachment R**
- Describe the status of the uncommitted financing described above in **Attachment R**
- Provide a sources and uses statement as **Attachment S**
- Do you expect to use FCRHA-issued tax-exempt bonds for any part of the financing? Describe.
- Do you plan to sell tax credits to raise equity? Yes No Amount: \$ _____
- Status of allocation: _____

Marketing: For Tier Three AHFP



Attachment T should include:

- A market justification or market study for this project
- A marketing plan for this project

Development Schedule: Required



Attachment U

Provide an implementation schedule

Applicant Experience and Qualifications: Required



Number of years in operation: _____

Total Number of Units

Produced: _____

Rehabilitated: _____

Owned: _____

Managed: _____

Number of Employees

Total: _____

Full time: _____

Part time: _____

Volunteers: _____

Type of Organization

Is the applicant actively involved in the development of housing for low-income households? Yes No

If YES, Attachment V should include:

- A narrative and supporting documentation of the organizations' housing development efforts, (i.e., attach a copy of its state incorporation letter or certificate, bylaws, articles of incorporation, 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
- The organization's history of serving the Fairfax County community, involvement in the community where the project is located
- A description of housing and project-related experience

If NO, Attachment V should include:

- A narrative and documentation on how it intends to undertake development activities, and with what resources
- A copy of the most recent audit report or financial statement for the organization and any other information the applicant wishes to submit to demonstrate its capacity to undertake the proposed project.
- A list of project team members (i.e. architects, engineers, developer, contractor, management agent)
- Provide names and experience of senior management, board members, and project partners

Innovation



Attachment W

- A. Projects can qualify for bonus points for innovation. In the attachment, describe how your project might qualify. Examples are: Projects that exhibit an innovative financing option, inventive design, cost/timesaving construction method or acquisition option which results, not only in the production of the proposed project, but can be replicated by others to expand the affordable housing stock.
- B. Projects can qualify for bonus points by exceeding the Universal Design Concept Principles required in the Accessibility Guidelines. See the AHPP Guidelines for the Accessibility Guidelines. In the attachment, describe how your project might qualify.

Attachment M: Displacement Assistance Summary



If applicable, please fill out this relocation attachment.

Name of Project: _____

Is project in an area of low income or minority concentration? Yes No

If yes, describe further: _____

Describe any federal subsidies/assistance that the project or tenants currently receive or will receive: _____

Range of current rents: _____

Total number of families anticipated to be temporarily displaced: _____

Total number of families anticipated to be permanently displaced: _____

This form must be accompanied by a Relocation Plan that addresses the following:

1. Name address and phone number of contact person in charge of the relocation activity
2. Scope of work, phasing plan and project timetables
3. How the relocation assistance plan will be implemented and by whom
4. Information on relocation payments, advisory services and eligibility requirements for payments and services and follow-up relocation services
5. Description of any families with special needs (elderly, disabled clients)
6. Information on availability of comparable housing in area
7. Anticipated new rents after rehabilitation, if applicable
8. Description of efforts made to minimize displacement and reasons for permanent displacement (overcrowding, reduction of units during rehabilitation etc.)