

## APPLICATION FORM



**For more information, contact:**

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# Juneau Affordable Housing Fund

## Application Checklist

Check all items that you have included with this application. Total submission length should not exceed 75 pages, including application form and supporting information. A Financial Analysis template is included on the website. Please attempt to utilize this form and provide feedback so we may improve this document for future funding rounds.

**Note: The items identified as Borrower Information must be provided for each applicant. If separate entities will operate and own the real property, both must be applicants/co-borrowers.**

- Property information**
- Copies of deeds, permits, purchase agreement, lease, home inspection reports
- Appraisal (as-is, as proposed if available)
- Location map/site description
  
- Project Information**
- Project Narrative including: Market study information, housing waiting list information, evidence of local support for the project, how the project fits into CBJ plans and housing priorities and a narrative describing the approach to green building and sustainable development
- Blueprints, preliminary design drawings, housing unit floor plans
  
- Financing Information**
- Project budget/pro forma
  - Construction Budget/Bids
  - Operating Budget
  - Support Services Budget, if applicable
- Documentation of financing gap
  - Senior loan terms (loan documents/commitment letters)
  - Documentation of grant commitment letters or loan documents requested/received
  - Credit or loan denial letters, if any
  
- Borrower Information. Provide the information below for any entity operating the project property and/or any entity who will own the project property.**
- JAHF Application for Funding, completed and signed (pg. 3)
- Borrower Financial Statements; balance sheet and current operating statements – **less than 90 days old**
- Board resolution(s) authorizing the application, if required by your organization
- Resumes/Organizational History for Developer, Project Sponsor, Property Manager
- Articles of Incorporation & Bylaws (S & C Corps, including non-profits); Articles of Incorporation & Operating Agreement (LLC); Partnership Agreement (General & Limited Partnerships) for each borrower.
- Current List of Officers & Directors, General/Managing Partners, Authorized Members

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## Application for Funding

**Formatting Note:** All applicants must sign and submit pg. 3. For the other sections, applicants can put information/narrative into their own format –making sure that all details requested are addressed. For sections 8 & 9, applicants can attach their own pro forma to supplement information provided. A sample pro forma is included for reference. Total submission length should not exceed 75 pages, including application form and supporting information. During the review period, applicants may be asked to provide missing or additional details.

**1. APPLICANT IDENTIFICATION – for capital projects, the entity owning the property must be an applicant/co-borrower and sign below.**

*Copy and complete the information below for each applicant/co-borrower.*

Legal Entity:     Non-profit     Public Housing Authority     Limited/General Partnership     S/C Corp  
 LLC     Individual     Other: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: Street/City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Federal I.D. or Social Security Number: \_\_\_\_\_

Contact Person for Award Notification: \_\_\_\_\_

The Juneau Affordable Housing Fund (JAHF) is a program of the City and Borough of Juneau (CBJ). Approval of all grants and loans from the JAHF is a public process and loan files maintained by the CBJ are subject to open government policies and procedures observed by the CBJ. By signing and delivering this application to JAHF, I/we hereby WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Grantee's/Borrower's name; name and location of the project; grant or loan amount and terms; amounts and source of other financing; public purpose of the grant or loan; a description of the project including the number of units and number of units set aside for the public purpose.

I/we, am/are authorized to apply for financing from the City and Borough of Juneau Affordable Housing Fund on behalf of the applicant and certify that the information contained in this application is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

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## 2. PROJECT DESCRIPTION:

Project Name	
Project Address Street/City/Zip	
Property Complete Legal Description	
Site Size	
Current Site Zoning	

Type of project:

- Affordable, low-income, senior, or special needs housing
- Fair market workforce housing
- Downtown housing
- Other: \_\_\_\_\_

Please identify and provide a description of the project. Include a narrative that:

- highlights market study information, population targeted, local support for the project, and fit into CBJ plans and housing priorities;
- includes a location map, and describes the condition of housing nearby; availability of public transportation; location of schools, shopping and employment centers, and other information relevant to the site; and
- Describes how this project addresses green building technologies and encourages sustainable development.

## 3. TYPE OF FUNDING REQUEST: Choose any of the following activities that describe your request:

- Construction of new housing
- Acquisition of land for new housing construction
- Acquisition of existing housing
- Rehabilitation of existing housing
- Capacity building activities
- Operating expenses
- Supportive services
- Other: \_\_\_\_\_

## 4. ORGANIZATIONAL DEVELOPMENT AND TEAM SUMMARY

Provide details on the organizational capacity and team experience for the project.

Please Attach Resumes and/or organizational references for the Project Development Team Members below

- Project Sponsor
- Developer
- Property Manager

Please discuss:

- the objective, management structure, and staffing of the sponsor organization;
- experience and ability to implement and manage housing projects/complex capital projects, including the organizations fiscal management systems;
- service provision experience, if part of the overall project design; and
- details for extended project development team members such as general contractor, architect, structural and mechanical engineers, attorney, consultant, tax advisor – if available.

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## 5. HOUSING UNITS AND POPULATION TARGETS

List unit details below and describe the total housing units, unit mix, and units anticipated to be funded with JAHF funding.

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit Size	# ≤ 30% HUD Income Limit	# ≤ 50% HUD Income Limit	# ≤ 80% HUD Income Limit	Market Rate Units
SRO							
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
5 Bedroom							
<b>Total Units</b>							

For income limits, see Appendix B of Juneau Affordable Housing Fund Program Description and Application Guidelines or go to HUD User Datasets at [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

Total Residential Square Footage: \_\_\_\_\_

Manager's Unit included?  Yes  No If Yes, describe: \_\_\_\_\_

DEVELOPMENT DESIGN	# Units	# Buildings
Detached Single Family		
Townhouse		
2-, 3-, 4-plex		
Multi-Family		
Scattered Sites		
Tiny Homes		

### OTHER AMENITIES:

Units contain Washer/Dryer Appliances       Units contain Washer/Dryer hook-ups only

Common Laundry with: # \_\_\_\_\_ washers and # \_\_\_\_\_ dryers.

Covered parking spaces: # \_\_\_\_\_

Uncovered parking spaces: # \_\_\_\_\_

Other amenities (describe): \_\_\_\_\_

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**Population to be served:**

Affordable Housing:

- Single adults  
  Families with minor children  
  Chronic homeless  
  Seniors  
 Assisted Living  
  Veterans  
  Survivors of Domestic Violence  
  Middle-income Housing  
 Special needs (describe): \_\_\_\_\_  
 \_\_\_\_\_  
 Other (describe): \_\_\_\_\_  
 \_\_\_\_\_

**Number of years units will be committed to serving the population above:**

- 10 years  
  15 years  
  20 years  
  30 years  
  Other (describe) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR RENTAL PROJECTS ONLY**

List Rental Rates for each type of unit and describe the process you will use to set and adjust rents.

Unit Type	Rental Rate @ ≤ 30% HUD Income Limit	Rental Rate @ ≤ 50% HUD Income Limit	Rental Rate @ ≤ 80% HUD Income Limit	Market Rate Rental Rate
SRO				
Efficiencies				
1 Bedroom				
2 Bedroom				
3 Bedroom				
4 Bedroom				
5 Bedroom				
<b>Total Units</b>				

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**FOR HOMEOWNERSHIP PROJECTS ONLY**

List proposed sales price of all homes in project. Indicate if the project will include affordability covenants, e.g. community land trust.

Unit Type	JAHF Financed Units	Financed by Other Affordable Housing Lenders	Market Price Units
1 Bedroom			
2 Bedroom			
3 Bedroom			
4+ Bedroom			
<b>Total Units</b>			

**6. PROJECT READINESS AND SITE INFORMATION:** Please provide details on site control and project readiness.

How is control of the project property site established?

Ownership  Purchase Agreement  Purchase Option  Lease  Other (describe): \_\_\_\_\_

If no site control exists, describe plans to acquire the project property: \_\_\_\_\_

Current property owner's name: \_\_\_\_\_

Is the site properly zoned for your development? \_\_\_\_\_

- Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

Does the project operator plan to own the property directly? \_\_\_\_\_

If property is to be owned by related entity, please provide name of entity and specify relationship (e.g., subsidiary corporation or partnership of which applicant is general partner)

Name of entity: \_\_\_\_\_

Relationship: \_\_\_\_\_

**PLEASE NOTE: Entity proposed to own the property must be co-applicant and co-borrower for any JAHF Financing.**

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? If yes, please describe amount due, date due, nature of obligation and cost of clearing title. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Have you obtained	Yes/No	If No, when will these be completed?
Blueprints		
Zoning changes		
Building permits		
Utility hookups		
Environmental report		
Commitments from service providers		

Will the project require any displacement of current occupants? \_\_\_\_\_  
 If yes, will you compensate or relocate those who are displaced? Describe your proposed plan for relocation assistance:

\_\_\_\_\_

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must include a current Home Inspection Report.

**7. PROJECT TIMELINE:** Please provide a project timeline. Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion. Include the following items on the timeline, as it may apply:

- Financial Commitment for funding sources
- Initial closing date
- Location survey complete
- Preliminary site plan complete
- Design, development and pricing
- Site plan approval
- Construction and bid documents
- Engineering plan approval
- Final pricing
- Building permit
- Construction contract executed
- Start construction
- Substantial completion
- Final completion/Certificate of Occupancy

**8. PROJECT COSTS AND RESOURCES**

The rest of the application will focus on funding use and financial feasibility.

- Please provide a narrative explaining the need for JAHF funding.
- In the section below, provide the expected use of funds for your project and provide the JAHF grant or loan amount requested.



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## 8a. FUNDING SOURCES/REVENUES

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received <sup>1</sup>	Amount Requested <sup>2</sup>	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME LIHTC SNHG Other:				
Other Alaska State Govt.					
Federal Govt.					
Local Govt. (not JAHF)					
Subsidies					
Bank Loan					
Private Loan					
Private Grant					
Private Investor					
Applicant's Funds					
Other					
<b>Totals</b>		<b>\$</b>	<b>\$</b>		

**Total non-JAHF funds committed and requested above:** + \_\_\_\_\_

**Total JAHF grant/loan requested from 8a above** + \_\_\_\_\_

**Total project funding from all sources. Total project cost must match total project funding in 8a. Above.** = \_\_\_\_\_

Reminder:

- Qualifying projects are eligible for grants and loans up to \$50,000 per affordable or workforce housing unit created, or for other eligible uses on a similar per unit basis.
- For profit-developer projects utilizing JAHF funds for workforce housing must reserve at least 20% of units

<sup>1</sup> Please attach documentation verifying non-JAHF funds including the interest rate, repayment period, and other terms governing committed or received funds.

<sup>2</sup> Please list amounts applied for which are pending approval here. Do not show any requests which have been declined or any unfunded portion of an application which was committed for less than the amount requested.

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for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.

Your grant/loan may be approved for an amount less than requested.

## 8b. USES OF FUNDS

Purpose	Sections Required if funding requested for these purposes	Amount
Acquisition, Construction, Rehabilitation	9a	\$
Pre-Development Costs	9b	\$
Operating Assistance (max one year)	9c	\$
Capacity Building	9d	\$
Self-Sufficiency/Support Services (max one year)	9e	\$
<b>Project Total</b>		<b>\$</b>
Less Cash provided by owner or borrower	8b	\$
Less Other Financing	8b	\$
<b>JAHF grant or loan requested</b>		<b>\$</b>

## 9. DETAILED USE OF FUNDS

For section 9, **applicants only need to complete the sub-section(s) for which JAHF funding is being requested.** (See 8b) The total JAHF funds requested and the total of funds provided by others should match the total in Section 8a and 8b.

**9a. CAPITAL COSTS.** Fill in this section if funding is being requested for **capital costs** – if not please skip to section 9b. Please include below the total project cost for each type of capital cost (Acquisition, New Construction, or Rehabilitation) regardless of funding source.

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Land				
Residential structures				
Nonresidential structures				
On Site improvements				
Off Site improvements				
Remove, Refinance Liens/ Encumbrances				
General requirements				
Contractor Fees				
*Developer's Fee				
Architect Fee				
Design				
Supervision				

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Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Legal Fees				
Packaging/Processing				
Other (describe)				
Other (describe)				
<b>Total Capital Costs</b>				\$

General requirements: % of 9a Total	
Builder's General Overhead: % 9a Total	
Builder's Profit: % of 9a Total	

PROJECT COST PER UNIT \$ \_\_\_\_\_

\*The amount and use of developer's fee will be relevant to the evaluation of the application.

### 9b. PREDEVELOPMENT COSTS (list cost of each item below)

Fill in this section if funding is being requested for **predevelopment costs** – if not please skip to section 9c.

Predevelopment Costs	JAHF Funds	Other Funds	Total Cost
Architect Fee			
Design			
Supervision			
Legal Fees			
Packaging/Processing			
Surveys and Soil Borings			
Appraisal			
Environmental Study			
Market Study			
Other (describe)			
Other (describe)			
<b>Total Predevelopment Costs</b>			\$

### 9c. OPERATING ASSISTANCE request for one (1) year

Fill in this section if funding is being requested for **operating assistance** – if not please skip to section 9d.

Operating Costs (Annual)	JAHF Funds	Other Funds	Total Cost
Salaries – Office & Admin			
Advertising and Marketing			
Management Fees			
Accounting Services and Fees			
Auditing Expenses (project only)			
Insurance			
Legal Expenses (project only)			

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Operating Costs (Annual)	JAHF Funds	Other Funds	Total Cost
Office Supplies, Postage, etc.			
Permits, Licenses and Misc. Taxes			
Telephone and Answering Services			
Other			
Other			
<b>ADMINISTRATIVE Subtotal(A)</b>			
Salaries – Maintenance & Janitorial			
Exterminating			
Costs associated with lead-paint reduction			
Electrical Repairs & Supplies			
Garbage and Trash Removal			
Grounds Maintenance Contract and Supplies			
Heating & Air Conditioning Maintenance			
Janitorial Supplies			
Painting			
Plumbing Repairs & Supplies			
Rental Equipment/Small Tools			
Roof Repairs			
Other			
Other			
<b>MAINTENANCE &amp; REPAIRS Subtotal (B)</b>			
<i>UTILITIES PAID BY OWNER</i>			
<i>REAL ESTATE TAXES</i>			
<i>GROUND RENT</i>			
<i>RESERVE FOR REPLACEMENT</i>			
Other (describe)			
Other (describe)			
<b>Total Operating Costs (A + B + this subsection)</b>			

**Revenues Earned Year 1:**

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Year 1
Unit Rentals					
Fees/Other					
<b>Total</b>					

**9d. CAPACITY BUILDING COSTS must be directly related to the specific housing project covered by this application.** General organizational development or broad-based client needs assessments will not be funded. Examples of capacity building include training for on-site property manager or maintenance staff, acquisition of software for facility

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management, website development for rental information, etc. Fill in this section if funding is being requested for **capacity building costs** – if not please skip to section 9e.

Purpose/Use of Funds (list)	JAHF Funds	Other Funds	Total Cost
<b>Total Capacity Building Costs</b>			

**9e. SELF-SUFFICIENCY / SUPPORTIVE SERVICES**

Fill in this section if funding is being requested for **self-sufficiency/supportive services** – if not please skip to the next section. Enter funding amounts anticipated for salaries and other expenses related to providing the services offered to residents in the specific housing project named in this application:

Purpose/Use of Funds (list)	Y/N	JAHF Funds	Other Funds	Total Cost
Rental/Down Payment Assistance				
Job Skills Training				
Educational Courses				
Budget Counseling/Financial Literacy				
Substance Abuse Aid				
Mental Health Care				
Other Health Care				
Child Care				
Other Project-Specific Costs:				
<b>Total</b>				

The funding requested is for a  new position  current position

For services not to be provided by applicant, please list service(s) and service provider(s): \_\_\_\_\_

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