



## 2023 Grant Application

**For more information, contact:**

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**Application for Funding**

**Formatting Note:** *All applicants must sign and submit this page.* For the other sections, applicants can put information and narrative into their own format – making sure that all details requested are addressed. For sections 8 and 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 25 pages, including all supporting information. If application exceeds 25 pages, only the first 25 pages will be considered in the review process. Please note; a Table of Contents is REQUIRED. During the review period, applicants may be asked to provide missing or additional details.

**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 or C Corporation
- LLC
- 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: \_\_\_\_\_



## Application Checklist

Check all items that you have included with this application. Total submission length should not exceed 25 pages, including supporting information. If application exceeds 25 pages, only the first 25 pages will be considered in the review process. Please note; a Table of Contents is REQUIRED

**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 agreements, leases, home inspection reports
- Appraisal (as-is/as-proposed if available)
- Location map and site description

### Project Information

- Project narrative discussing **all** of the following:
  - Housing waiting list information
  - Evidence of local support for the project
  - How the project fits into CBJ plans and housing priorities
  - Approach to green building and sustainable development
- Blueprints, preliminary design drawings, housing unit floor plans

### Financing Information

- Construction Budget/Bids
- Project budget/pro forma
- 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 (page 3)
- Borrower financial statements; balance sheet and current operating statements – **within last 90 days**
- Board resolution(s) authorizing the application, if required by your organization
- Resumes/Organizational history of 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



**1. 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 population targeted, and local support for the project, and outlines how the project fits into [CBJ Housing Action Plan](#) housing priorities and the [Comprehensive Plan](#);
- 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.

**2. 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
- Other: \_\_\_\_\_

**3. 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:

- Objectives, management structure, and staffing of the sponsor organization;
- Experience and ability to implement and manage housing projects and/or 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, etc. – if available



**4. 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/datasets/il.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 (describe)		

**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): \_\_\_\_\_
- 
- 
-



**Population to be served:**

Affordable Housing:

- |   |   |
|---|---|
| <input type="checkbox"/> Single adults                | <input type="checkbox"/> Veterans                       |
| <input type="checkbox"/> Families with minor children | <input type="checkbox"/> Survivors of domestic violence |
| <input type="checkbox"/> Chronic homelessness         | <input type="checkbox"/> Middle-income housing          |
| <input type="checkbox"/> Seniors                      | <input type="checkbox"/> Special Needs (describe below) |
| <input type="checkbox"/> Assisted living              | <input type="checkbox"/> Other (describe below)         |

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

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

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**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>				

**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. \_\_\_\_\_

\_\_\_\_\_

Have you obtained	Yes/No	If No, when will these be completed? Or N/A
Blueprints		
Zoning changes		
Building permits		
Utility hookups		
Environmental report		



Have you obtained	Yes/No	If No, when will these be completed? Or N/A
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:

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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.





**8a. FUNDING SOURCES/REVENUES**

<b>Funder</b>	<b>Specify Agency/ Program/Investor Name</b>	<b>Amount Committed or Received<sup>1</sup></b>	<b>Amount Requested<sup>2</sup></b>	<b>Date of Application</b>	<b>Anticipated Approval Date</b>
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,

1. Please attach documentation verifying non-JAHF funds including the interest rate, repayment period, and other terms governing committed or received funds.  
 2. 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.



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 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. USE 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				
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>			\$



**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 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>			