



**FY2026 Description & Guidelines  
Round 5**

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## About the Fund

The City and Borough of Juneau (CBJ) created the Juneau Affordable Housing Fund (JAHF) to promote the creation of affordable and workforce housing in the Capital City.

In 2025, the CBJ Assembly made \$2,500,000 available for use by for-profit and non-profit organizations, tribal governments, and public and regional housing authorities, interested in the creation of very low, low, and middle-income housing in the City & Borough of Juneau. For information on previous funding rounds, visit the [Juneau Affordable Housing Fund](#).

## Program Goals and Objectives

The primary purpose for establishing the JAHF is to direct financial resources for creation of affordable (0% to 80% area median income (AMI)) and middle-income housing units (80% to 120% AMI) in the City and Borough of Juneau through the following activities:

1. Gap funding for capital costs of rental and ownership housing;
2. Gap funding for capacity-building activities of non-profit housing developers;
3. Leveraging CBJ investments with other fund sources to maximize the number of quality affordable and middle-income housing units that are created or preserved.

## Availability of Funds & Funding Terms

The CBJ Assembly will determine the amount of funding available each year. JAHF funds will be made available for qualifying affordable and middle-income housing projects that meet goals of the CBJ Housing Action Plan or other identified community housing needs.

### **1. Funds will typically be made available in the following forms:**

- a. Qualifying projects are eligible for grants and loans up to \$50,000 per housing unit created and for other eligible uses on a similar per unit basis.
- b. Grants for non-profit organizations and public housing authorities targeting households in the affordable housing range (0% to 80% AMI), and;
- c. Low-interest loans for private developers building affordable or

middle-income housing; and

- d. Long-term rental units, with restrictions on short-term rentals; For profit-developer projects utilizing JAHF funds for middle-income 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.

## **2. Loan terms:**

- a. All loans will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with a single balloon payment of the outstanding loan balance due at 10 years.
- b. The first Certificate of Occupancy (CO) for a project must be obtained within 24 months of contract execution and payments are required to begin the first day of the month, six months after a CO is issued. A longer timeline to obtain a CO may be granted with written justification from the applicant and written permission from the City and Borough of Juneau.
- c. Loan recipients are required to provide an annual report to the grant administrator for review by the Assembly on an annual basis until one year after satisfaction of the loan or one year after project completion, whichever is earliest. Initial reports are due by March 31<sup>st</sup> the year after the loan is issued.

## **3. Grant terms:**

- a. Grants will only be issued to local housing authorities, tribal organizations, and non-profit organizations
- b. Grant recipients are required to provide an annual report to the grant administrator for review by the Assembly on an annual basis until the year after project completion. Initial reports are due by March 31<sup>st</sup> the year after the grant is issued.

## **Eligibility**

### **Threshold Review**

All applicants must be in good standing with the CBJ at the time of application. All projects are subject to a threshold review prior to being sent to the review committee, which includes:

- Review to determine that the applicant is in financial good standing with

the CBJ including payment of all taxes, fines, and fees.

- Review to determine that the proposed project meets the minimum requirements of the land use code.
- Review to determine if the project meets the affordable housing requirement of 20% of units at 80% AMI or less.

Staff will review each application upon receipt to ensure the minimum eligibility threshold requirements are met. If an applicant does not meet these requirements, staff will notify the applicant. The applicant will have three (3) business days from the date that the email is sent to correct the application deficiency. Applications not meeting the minimum requirements of the above will be disqualified and removed from consideration. All information provided in the application will be used to make an award determination. If rent rates, unit counts, or any other project parameters change once a decision is made, this may result in a withdrawal of award.

### **Eligible Applicants**

1. Public and regional housing authorities
2. Non-profit organizations
3. Tribal governments
4. For-profit developers

### **Eligible Uses**

Funding is available for the following uses:

1. For acquisition, construction, rehabilitation, or preservation of affordable housing located within the City and Borough of Juneau, including activities such as:
  - a. Purchase of developable real estate;
  - b. Fees for architects and other professionals;
  - c. Demolition to make way for affordable or middle-income housing;
  - d. Building materials and labor costs; and
  - e. Technical assistance such as development consultants for non-profit organizations

## Priorities for the Juneau Affordable Housing Fund

The following are priorities of the JAHF in line with the priorities of the [CBJ Housing Action Plan](#).

1. ***Use of Capital to Develop Housing Units:*** Funding for capital costs for acquisition, construction, rehabilitation, or preservation of affordable or middle-income housing, senior housing, and possibly homeowner opportunities.
2. ***Long-Term Affordability:*** Units created using JAHF funds that include affordability covenants or that are permanently affordable are preferred.
3. ***Downtown Housing Development:*** Units developed within the boundaries established by the Downtown Juneau Residential Tax Abatement Map, Ordinance 2021-01(c)(am) [Appendix D].

## Application and Review Process

Applications will be posted online upon Assembly determination of funding availability for each round. Potential applicants are encouraged to contact the CBJ Housing and Land Use Specialist with questions about the program and how individual housing projects may utilize the funds. **Please be aware that preliminary review of applications cannot be performed by Staff during the open application period.**

The total application submission length should not exceed 30 pages of supporting documentation, **excluding the application form and table of contents**. To support streamlined review,

- (a) a table of contents is REQUIRED and;
- (b) if supporting documentation exceeds 30 pages, only the first 30 pages will be considered.

*Complete applications* will be reviewed by a committee to include CBJ staff, a public member with direct experience in housing development, and a public member with financing/banking experience.

The review committee will score projects based on the selection criteria and score sheet included in this packet.

The 2025 schedule is as follows:

- **By June 15<sup>th</sup>, 2025:** Assembly will decide on a funding amount for the JAHF.

- **July 21, 2025:** JAHF Program Guidelines and application Posted; application period begins.
- **July 28, 2025:** Public Information Meeting at 3:00pm AKDT
- **August 22, 2025:** Housing Project Proposals due at 4:30 pm AKDT; late submissions are not accepted
- **September 15, 2025 – October 6, 2025: Committee Review and Project Ranking Period**
- **November 3, 2025:** Committee Report to Lands, Housing, and Economic Development Committee
- **December 1, 2025:** Introduction of ordinances for grant and loan applicants at the Assembly Committee of the Whole
- **Between December 15, 2025, and January 2026:** Assembly approval of grant and loan ordinances
- **January to April 2026 (tentatively):** Staff work with awardees to put grant and loan agreements in place.

Proposals must be received by **4:30pm AKDT, Friday, August 22, 2025**. Submit applications via email or in-person at the addresses below:

**In person:** Permit Center Hub, 230 S. Franklin Street, 4th Floor, Marine View Building, Juneau, AK, 99801

**E-mail:** [joseph.meyers@juneau.gov](mailto:joseph.meyers@juneau.gov)

All applications are ultimately approved by the CBJ Assembly in an open public process. Applicants should expect that their submitted project plans, costs and other supporting documentation will be available to the public. The Assembly may impose or modify terms, conditions, and other provisions that clearly protect the public interest.

## Selection Criteria

Projects considered to be ready or feasible will be evaluated with the criteria in the following areas. All information provided in the application will be used to make a funding recommendation to the Assembly. Any information provided should be representative of the project. Any changes made after a recommendation is made that are not in line with the goals of the program may result in loss of award.

### a. Team Experience:

1. Demonstrated experience on projects of similar size and scope;

2. Established development and/or operating partnerships
3. Qualified staff – developer, director, property manager, supportive services;
4. Capacity to maintain/manage project; and
5. Performance history of previous loan or grant from the JAHF.

**b. Population Targeting & JAHF Priority Targeting:**

Use of capital to develop housing units;

1. Long-term or permanent affordability;
2. Affordability at or beyond 10 years;
3. Housing located in Downtown Juneau; and
4. Proximity to a public transportation stop or transit center. Projects will earn up to five points in scoring based on their proximity to public transportation based on the following intervals:

Distance	Points
¼ mile or less	5 points
½ mile or less	3 points
¾ mile or less	1 point
More than ¾ mile	0 points

**c. Project Design and Characteristics: For Capital projects:**

- 1) Plans stamped by appropriate engineer or architect, or professionally qualified staff on the development team; and
- 2) Energy Efficiency: JAHF projects should be energy-efficient and adhere to either the Alaska Building Energy Efficiency Standard (BEES) or HUD’s Energy Star Home Standard.
- 3) **For all projects:** Accessibility Standards: Proposals must comply with the federal Fair Housing Act (42 U.S.C. 3601-3619) and the Americans with Disabilities Act of 1990.

**d. Feasibility and Readiness to Proceed:**

- 1) Ability to secure other financing needed to carry out project;
- 2) Operational feasibility/long-term financial viability; and
- 3) Reasonable and balanced budget with cost controls. The intention for JAHF funds is to assist projects that need gap



financing and have a 100% chance of being successful.

- 4) Leveraging/percentage of total cost with commitments;
- 5) Site ownership or long-term lease. Proof of long-term lease or ownership is required;
- 6) Plans, environmental permitting, estimate complete;
- 7) Construction/operation within following fiscal year;
- 8) Land use and building permits received; and
- 9) In good standing with the CBJ Finance department; including taxes, utilities, fees, etc.

**Score Sheet:** A sample of the score sheet used by the review committee is included in Appendix C.

## Compliance and Monitoring

- a. **Inspection and Monitoring.** The CBJ, at any time, could inspect and monitor the records and work of the proposed project as to performance and compliance with JAHF program rules and loan requirements. **Project information, including rents and tenant income must be submitted annually by March 31<sup>st</sup>, during the affordability period.**
- b. **Termination.** The CBJ City Manager may terminate any agreement if awardees:
  - 1) Fail to comply with the stated project schedule;
  - 2) Allow required permitting to lapse;
  - 3) Make material alterations to the project;
  - 4) Fail to submit a complete and timely annual report;
  - 5) Lose the ability to proceed with the project; or
  - 6) Take no action to claim the funds awarded within 12 months of award.
- c. **Annual Reporting.** All projects that receive funding from the JAHF must submit an annual report to Community Development by March 31<sup>st</sup> the year following award and for the duration of the loan or until the year after a project is completed in the case of a grant.

The report should include:

- i. Project progress reports;
- ii. Details on funds disbursed, JAHF expenses, amount of leveraged

- funds acquired;
- iii. Updates on any required land use permitting;
- iv. Guidance on funding availability for the following year
- v. Summary of rental and occupancy rates

## **Repayment Terms for JAHF Awards**

- 1. Housing Authorities, tribal governments, and not-for-profit developers:**
  - a. In general, not-for-profit developers will receive funds in the form of a grant.
- 2. For-profit developer:**
  - a. Low-interest loan; 0% for the first five years, 2% for the second five years with full repayment required by year ten.
  - b. Term begins at disbursement of funds; and
  - c. Payments start 6 months after receipt of a final Certificate of Occupancy.
  - d. The Manager may add additional terms consistent with the intent of this resolution.

## Appendix A: Glossary of Terms

- **Affordable Housing** – The U.S. Department of Housing and Urban Development (HUD) defines “Affordable” as housing costs no more than 30 percent of a household’s monthly income. This means rent and utilities in an apartment or the monthly mortgage payment and other housing expenses (utilities, home maintenance and repairs) for a homeowner should be less than 30 percent of monthly household income. Affordability under the Juneau Affordable Housing Fund is defined as units offered as affordable for households with incomes at or below 80% AMI.
- **Area Median Income (AMI)** – HUD uses the median income for families to calculate income limits for eligibility in a variety of housing programs. HUD Income Limits by size of household are used by JAHF to determine level of affordability. See Appendix B.
- **Assumable soft debt** – Mortgages or loans that can be taken over by another individual to maintain favorable interest rates or affordability.
- **Capital Funds** – Funding contributed for the development, acquisition, rehabilitation, or new construction of the physical structure.
- **Gap Financing** – Loans or grants used for housing development projects that bridge the gap between available funding sources, usually a combination of raised capital and state or federal housing subsidies.
- **HUD Income Limits:**
  - **Extremely low-income households** – Households with incomes at or below the HUD 30% Limit. See Appendix B.
  - **Very low-income households** – Households with incomes at or below the HUD 50% Limit. See Appendix B.
  - **Low-income households** – Households with incomes that fall below the maximum 80% limit. See Appendix B.
  - **Middle-income housing** – Middle-income housing is not a HUD recognized term. Middle-income housing is generally used here to mean affordable housing for households between 80% and 120% of area median income – typically without attachment to other subsidy or rental assistance.
- **Non-profit Organization** – A corporation or foundation granted exemption from income taxation by the IRS.

- **Ownership housing** – Housing for which the sales price minus the sum of grants and deferred loans provided to the borrower results in a monthly payment which qualifies a low-income household for a mortgage loan under standard lender underwriting standards.
- **Short-term rental (STR)** – Short-term rental means a dwelling unit that is rented, leased, or otherwise advertised for occupancy for a period of less than 30 days.
- **Unit** – means a residential use consisting of a building or portion thereof, providing independent and complete cooking, living, sleeping and toilet facilities for one household, and used exclusively for human habitation.
- **Low-interest loans** – Low-interest loans through the Juneau Affordable Housing Fund will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with a single balloon payment of the outstanding loan balance due at 10 years.

## Appendix B: FY2025 Income Limits and Rental Limits

### City and Borough of Juneau Income Limits for 2025 (effective 4/1/25)

4-person AMI: \$128,700

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$27,030	\$30,900	\$34,740	\$38,610	\$41,700	\$44,790	\$47,880	\$50,970
60% AMI	\$54,060	\$61,800	\$69,480	\$77,220	\$83,400	\$89,580	\$95,760	\$101,940
80% AMI	\$72,080	\$82,400	\$92,640	\$102,960	\$111,200	\$119,400	\$127,600	\$135,920
100% AMI	\$90,100	\$103,000	\$115,800	\$128,700	\$139,000	\$149,300	\$159,600	\$169,900
120% AMI	\$108,120	\$123,600	\$138,960	\$154,440	\$166,800	\$179,160	\$191,520	\$203,880

Source: HUD User Datasets:

[https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

### City and Borough of Juneau Rental Limits for 2025 (effective 4/1/25)

Bedrooms (People)	Fair Market Rent	30% AMI	60% AMI	80% AMI	100% AMI	120% AMI
Efficiency	\$1,202	\$675	\$1,351	\$1,802	\$2,252	\$2,703
1 Bedroom	\$1,336	\$724	\$1,448	\$1,931	\$2,412	\$2,896
2 Bedrooms	\$1,753	\$868	\$1,737	\$2,316	\$2,894	\$3,474
3 Bedrooms	\$2,456	\$1,003	\$2,007	\$2,677	\$3,346	\$4,015
4 Bedrooms	\$2,544	\$1,119	\$2,239	\$2,986	\$3,732	\$4,479

Source: HUD User Datasets: [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

## Appendix C: Score Sheet

2025 Juneau Affordable Housing Fund Score Sheet				
<b>Program Name:</b>				
<b>Evaluation Criterion</b>				
<i>Outstanding (5 points), Good (4 points), Average (3 points), Marginal (1-2 points), Unacceptable (0 points); Each question is worth a maximum of 5 points</i>		<b>INPUT POINTS HERE</b>	<b>Possible Points</b>	<b>Score</b>
<b>Questions and Comments</b>				
<b>Section 1: Team Experience</b>				
Demonstrated experience on projects of similar scope and nature		25	0	
Established development and/or operating partnerships, including support services				
Qualified staff: developer, director, property manager, supportive services				
Capacity to maintain/manage the project				
Performance history of previous loan or grant from the JAHF				
		<b>Section 1 Subtotal</b>		
<b>Section 2: Juneau Affordable Housing Fund Priorities and Population Targeting</b>				
Capital projects to develop housing		20	0	
Long-term or permanent affordability				
Downtown housing				
Proximity to public transportation stop or transit center				
		<b>Section 2 Subtotal</b>		
<b>Section 3: Project Design and Characteristics</b>				
Stamped plans by appropriate engineer or architect, or staff on development team		15	0	
Energy efficiency				
Accessibility				
		<b>Section 3 Subtotal</b>		
<b>Section 4: Feasibility</b>				
Ability to secure other financing needed to carry out the project		15	0	
Operational feasibility/long-term financial viability				
Reasonable and balanced budget with cost controls				
		<b>Section 4 Subtotal</b>		
<b>Section 5: Readiness to Proceed</b>				
Leveraging/percentage of total costs with commitments		20	0	
Site control; (purchase agreement with timeline, ownership, or long-term lease required)				
Plans, environmental permitting, estimate complete				
Construction/operation within the fiscal year				
		<b>Section 5 Subtotal</b>		
		<b>Points Possible</b>	<b>95</b>	<--- total points possible
		<b>Total Points</b>	<b>0</b>	<--- points earned
		<b>Score:</b>	<b>0%</b>	<--- total score

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Juneau Affordable Housing Fund – Program Description and Application Guidelines

Appendix D: Downtown Juneau Residential Tax Abatement Map

