



For more information, contact:

Joseph Meyers, Senior Planner, Housing & Land Use
City and Borough of Juneau
155 Heritage Way
Juneau, Alaska 99801
Phone: 907-586-0753 x4209
Email: joseph.meyers@juneau.gov

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. 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, if supporting documentation exceeds 30 pages, only the first 30 pages will be considered. **Please note: a Table of Contents is REQUIRED.** During the review period, applicants may be contacted using the information below to provide missing or additional details. **Requests for additional information will be sent via email to the email address(es) provided below.**

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:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Non-profit | <input type="checkbox"/> LLC |
| <input type="checkbox"/> Public Housing Authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Limited/General Partnership | _____ |
| <input type="checkbox"/> S or C Corporation | _____ |

Applicant Name: _____

Applicant phone: _____

Contact name and title (if different than applicant): _____

Contact email: _____

Contact phone: _____

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

Mailing Address: _____

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 am/we 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. The total application submission length should not exceed 30 pages of supporting documentation, **excluding** the application form and table of contents. If supporting documentation exceeds 30 pages, only the first 30 pages will be considered. Please ensure all applicable items from the list below are provided. All applications are subject to a threshold review to ensure applications are complete. If information is missing, this may delay or disqualify your application from consideration for this round, depending on when the application is submitted. To ensure adequate time to cure any deficiencies, please anticipate applying at least 72 hours before the application deadline on **August 22, 2025, at 4:30pm. Note:** The items identified as Borrower Information must be provided for each applicant. **If separate entities operate and own the real property, both must be applicants/co-borrowers.**

General

- ☐ Table of contents

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** the following:
 - ☐ Housing waiting list information, if applicable
 - ☐ 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, and a site plan that shows all required parking and delineates the location of setbacks.

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 and/or received
- ☐ Credit or loan denial letters

Borrower Information. Provide the information below for any entity operating the project property and/or any entity who will have ownership of 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	
Property complete legal description	
Parcel number(s)	
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 [CBI 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	# ≤ 30% AMI	# ≤ 50% AMI	# ≤ 80% AMI**	Market Rate Units
SRO with private facilities							
SRO without private facilities							
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4+ Bedroom							
Total Units							

****20% of units *must* be affordable for households making 80% AMI or below to receive JAHF funding.**

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 site		
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:

- | | |
|---|---|
| <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) |
-
-
-

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

☐ 10 years ☐ 15 years ☐ 20 years ☐ 30+ years (if more, describe below) _____

FOR RENTAL PROJECTS ONLY

List Rental Rates for each type of unit and describe the process you will use to set and adjust rents. **Please note, 20% of units must be affordable to individuals making 80% AMI or below to be eligible for JAHF funding.** 2024 HUD rental limits are in Appendix B of the JAHF Program Description and Guidelines document, available on the [JAHF website](#).

Unit Type	Rental Rate @ ≤ 30% AMI	Rental Rate @ ≤ 50% AMI	Rental Rate @ ≤ 80% AMI	Market Rate Rental Rate
SRO w/private facilities				
SRO w/shared facilities				
Efficiencies				
1-bedroom				
2-bedroom				
3-bedroom				
4-bedroom or more				
Total Units				

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 Bedrooms			
3 Bedrooms			
4+ Bedrooms (indicate)			
Total Units			

What mechanism will be used to ensure that ownership units will remain affordable? Examples include covenants, deed restrictions, land trusts, other

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: _____

Name(s) of the current property owner(s):

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: _____

What permits have been secured for this project or are pending to date?

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		
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.

8a. FUNDING SOURCES/REVENUES

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received ¹	Amount Requested ²	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME				
	LIHTC				
	SNHG				
	Other				
Other Alaska State Govt.					
Federal Govt.					
Local Govt. (non-JAHF)					
Subsidies					
Bank Loan					
Private Loan					
Private Grant					
Private Investor					
Applicant's Funds					
Other					
Totals		\$	\$		

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 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.

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.

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 1 year)	9e	\$
Project Total		\$
Less Cash provided by owner or borrower	8b	\$
Less Other Financing	8b	\$
JAHF grant or loan requested		\$

9. DETAILED USE OF FUNDS

CAPITAL COSTS. For section 9, **applicants only need to complete the sub-section(s) for which JAHF funding is 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. 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)				
Total Capital Costs				\$

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.