



Affordable Communities of Texas

Local Partner Application

Introduction

The Texas State Affordable Housing Corporation (“Corporation”) is seeking local partners for our Affordable Communities of Texas (“ACT”) program. ACT is a statewide initiative to recapture foreclosed housing units to preserve them as affordable housing assets. ACT will secure foreclosed homes through transfers and sale agreements with mortgage lenders, banks and government entities and place them under a land bank/trust model. The Corporation will then work with locally based nonprofits, housing finance corporations, public housing agencies and CDCs to rehabilitate properties, provide homebuyer assistance, and identify homebuyers. The ACT program provides several benefits to our local partners, including:

- ✓ TSAHC provides its local partners exclusive access to foreclosure listings from more than 10 national and regional financial institutions
- ✓ Local partners select properties they want TSAHC to purchase and redevelop, for either affordable homeownership or rental development
- ✓ TSAHC covers up-front costs and all holding costs like taxes and insurance, while local partners rehab or redevelopment the properties.
- ✓ Local partners can now focus on renovating, building and marketing properties to qualified low-income households
- ✓ TSAHC, on a case by case basis, can provide short-term construction financing and demolition funds

The Corporation has applied for \$5 million in Neighborhood Stabilization Program (“NSP-1”) from the State of Texas, has committed its own funds to the program, and is raising additional acquisition and rehab financing through private foundations, in order to increase the reach and effectiveness of the ACT program.

The ACT program is governed by program policies that have been approved by the Corporation’s Board of Directors. Additional limitation on property types, targeted geographies, and redevelopment standards will be in effect when federal or state public funds are utilized.

Application Process

The Corporation will accept Local Partner applications on an ongoing basis. Applicants must download and complete the application pursuant to the guidelines included. At a minimum, applications must be completed in the following manner:

- All applications must be signed and dated as required in the application package;
- One (1) original signed and printed copy of the complete application must be submitted bound in a three ring binder, along with one (1) electronic copy of the application readable using Adobe PDF Reader software; and
- Applications must be typewritten on the application forms provided by the Corporation, as handwritten applications will not be accepted.

Applicants are required to communicate with staff as they assemble this application. Please contact the ACT program specialist by phone at: 512.477.3555, or by email at: ACTinfo@tsahc.org

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Office Use Only

Application #: _____	Application Date: _____	Application Time: _____
Application was submitted in response to:	<input type="checkbox"/> RFP for NSP Funds	<input type="checkbox"/> NCST Pilot
		<input type="checkbox"/> Unsolicited

Applicant Information

Applicants must complete each of the following questions as directed and submit all requested documentation, if any, behind this tab of the application.

Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____	
Contact Name: _____	Email: _____	
Phone: _____	Fax: _____	
Contact #2 Name: _____	Email: _____	
Phone: _____	Fax: _____	

Community Information

Please list the city or county where funds will be utilized. If funds will be used in more than one City or County, please name only the Counties and complete all other questions (population, median income, etc...) for the entire County(ies). Attach demographic data for each County, on a separate page, behind this page of the application.

City: _____	County: _____
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Area Median Income:		Total Population:	
Rate of Unemployment:		Foreclosure Rate:	
Percent of High Cost Mortgages:		Housing Supply in Months	

Note: the Corporation's website has many links to data sources. http://www.tsahc.org/multi/multi_act.php

Zip Codes

The Corporation generally uses zip code information to identify property listings. Please enter each of the zip codes that you would like to focus property searches on. Local Partners should focus on zip codes and neighborhoods where they can identify 20 or more units of foreclosed housing for redevelopment. Local Partners can add or remove zip codes after they have been approved to participate in the program.

Applicant Eligibility

Applicants must be able to affirmatively answer each of the following questions and submit the requested documents behind this page of the application.

The applicant is a:

- Local government Local HFC PHA Nonprofit Entity

Nonprofit entities must submit:

- A copy of the applicant’s filing status with the Texas Secretary of State stating the entity is a domestic nonprofit entity legally active within the State of Texas.
- A current copy of the applicant’s Certificate of good Standing from the Texas Comptroller’s Office.
- A copy of the applicant’s 501(c)(3) or 501(c)(4) determination letter from the Internal Revenue Service. The determination letter must have been granted at least 3 years prior to the submission of this application.

Financial Statements

Nonprofit applicants must submit an electronic copy (scanned or PDF) of their most recent audited financial statements. If an applicant does not have audited financial statements please contact the ACT program manager to discuss alternatives.

Experience of Applicant

Applicants must submit a narrative (250 words or less) behind this page describing their experience in residential construction, property management and affordable housing development. Include specifics about previously completed projects, financing used, affordability requirements and a list of at least three references from financial supporters or compliance agencies that have worked with you in the past.

Establishment of Boundaries

Each applicant must establish a geographic boundary where the properties they anticipate purchasing properties will be located. Applicants may include an entire City or County as their geographic boundary, but should be aware that federal funds from NSP will be limited to tighter geographic locations. Additionally, Local Partners utilizing NSP funds will be required to demonstrate that funds will be using in areas (Zip Code or census tract) with 30 or more available foreclosed housing units. The Corporation requires all applicants to contact the ACT program specialist by phone at: 512.477.3555, or by email at: ACTinfo@tsahc.org to assist in setting an appropriate geographic boundary. Each applicant will submit a map or maps that highlight the boundaries to be established and a list of the Zip codes included in their established boundary.

Estimate of Outputs and Costs

Each applicant must estimate the number of properties they will be able to acquire and redevelop (rehab or construct new) within their geographic boundary. Complete the following questions to the best of your ability.

# of Units Applicant Completes Each Year:	
# of Properties/Units Available in Boundary:	
Estimate of Acquisition Cost per Property/Unit:	
Estimate of Rehab/Construction Cost per Unit:	

Description of Need and Activities

Applicants must submit the following information and narratives with this application

- ❶ Description of Need. Applicants must submit a brief narrative (500 words or less) that describes local needs related to foreclosed properties, how foreclosed properties are impacting local property values, and information on the demand for affordable housing in their community. This section should include any data or information that will support the applicant's claims that vacant properties are having on local housing markets. Applicants may include news articles, real estate data or other documentation regarding the impact of vacant properties.

- ❷ Description of Activities. Applicants must submit a brief narrative (500 words or less) that describes how properties acquired will be redeveloped by the applicant, what benefits the program will have for their community and housing affordability goals that the applicant has for this project. Includes details on the projects location, targeted income groups, development size, and any participatory process that will allow for neighborhood or community input in the redevelopment plan.

- ❸ Advancement of Fair Housing. Applicants must submit a copy of their Fair Housing Action Plan, which describes their process and strategy to further advance the goals of the Federal Fair Housing ACT. The plan must have been adopted by the Applicant's governing board, and proof of adoption must be submitted. Applicant's that have not adopted a Fair Housing Action Plan, should state so in the narrative, and be prepared to adopt a plan prior to any contract execution.

- ❹ Financing Overview. Applicants must provide a narrative (250 words or less) outlining the anticipated financial structure of the development. The narrative should include details regarding the timing of interim and permanent financing, level of commitment from subordinate lenders, if any, and any other pertinent details relating to the financing of the proposed development. Include copies of commitment letters, letters of intent or other proof of financial support for the proposed project, if any.

- ❺ Community Support. Applicants must provide a narrative (250 words or less) detailing their efforts to build community support for the proposed Development. Include details of any public hearings, meetings or discussions with community organizations, local governments or stakeholder groups. ❶ Applicants must also submit at least one letter of support from a political officers or government body from the following list: School Board; City Council; County Commission; Neighborhood Association; State Representative; State Senator; or U.S. representative. Attach the narrative and letters of support behind this page.

- ❷ Resolution. Applicants are required to submit a resolution from the applicant's board of directors that includes:
 1. The name or position of persons authorized to execute any partnership agreements and documents on behalf of the applicant; and
 2. A statement certifying that the applicant does not have an operating deficit.

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Certifications

- Applicant and Applicant’s principal(s) shall be held to all representations made in this application.
- Applicant and Applicant’s principal(s) certify to the best of their knowledge that all previously owned and/or developed affordable housing properties are compliant with all applicable bond, tax credit, HOME, or other federal, state, or local affordable housing program(s) from which the properties received funding.
- Applicant and Applicant’s principal(s) certify that they have read and understand the Corporation’s policies for the Affordable Communities of Texas program and shall adhere to all thresholds, standards and requirements of the Corporation’s policies.
- Applicant and Applicant’s principal(s) understands that this application does not represent a commitment on behalf of the Corporation to participate, fund or loan financial resources to the Applicant or Applicant’s principal(s). Rather, this application is an indication that the Corporation will review and consider the Applicant’s (1) readiness to proceed, (2) compliance with the Corporation’s policies, (3) cooperation in providing any and all requested information to the Corporation, and (4) approval of a Local Partner agreement by the Corporation’s Board of Directors.
- Applicant and Applicant’s principal(s) certify that they understand that any preliminary official action of the Corporation, commitment, award or Local Partner agreement executed by the Corporation may be terminated by the Corporation or the Applicant by written notice at any time.
- Applicant and Applicant’s principal(s) certify that they have adopted an Affirmative Marketing Plan to ensure that all housing acquired, rehabilitated or developed as a result of the ACT program will meet all Fair Housing Act requirements and be made available to any and all qualified households seeking housing from the Applicant.
- Applicant and Applicant’s principal(s) certify that they will be responsible for retaining all records associated with the redevelopment of properties acquired on their behalf by the Corporation in relation to, or as a result of this application or in relation to the Affordable Communities of Texas program, and that all such records shall be available to the Corporation, its Auditors and any Federal or State entity requesting to review all retained documents.
- Applicant and Applicant’s principal(s) certify that the signature below was provided by a person authorized by the Applicant and Applicant’s principal(s) to sign and submit this application.

By: (print name of authorized representative)

Signature:

Date: