**Texas Housing Impact Fund**



**Application for**

**Multifamily Rental Projects**

The Texas Housing Impact Fund (“Impact Fund”) accepts applications for loans on an ongoing basis. All housing financed through the Impact Fund must support our charitable mission to promote equal access to safe, decent, and affordable housing. This application should be used for loans related to multifamily rental projects that propose to:

* Provide short-term financing (1 to 2 years) to assist with property acquisition;
* Construct new or rehabilitate existing properties;
* Provide permanent financing; or
* Provide temporary financing (2 to 5 years) to stabilize and/or bridge to permanent financing

Each loan type has specific affordability and construction standards. Applicants are required to read the program policies and guidelines prior to submitting an application and to certify that they have read and understand the Corporation’s policies.

Applications will only be accepted when funds are available. Applicants are required to contact program staff before beginning their application and submitting a complete package in order to ensure that funding is available and to determine if the proposed project meets the Impact Fund’s threshold requirements. In the event funds are not available at the time an application is received, the applicant will be notified in writing and all application fees will be refunded.

## Office Use Only

|  |  |
| --- | --- |
| Application #: | Application Date: |

# Applicant Information

|  |  |
| --- | --- |
| Applicant/Borrower (legal name): | |
| Borrower’s Address (Street, City, State & Zip): | |
| Contact Person: | Contact Email: |
| Signatory Name: |  |
| Contact’s Phone: | Fax: |

## Applicant Structure (check one)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For Profit | Non-Profit | | Municipal | | Hsg. Authority |
|  | |  | |  | |

# Loan Request

|  |  |
| --- | --- |
| Loan Amount: | Use of Funds: |
| Interest Rate: | Term (Yrs.): |
| Amort (Yrs.): |  |
| Lien Position: | % of Total Dev Costs:      % |
| Anticipated Closing Date: | Construction Term (Mo.): |

# Property Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Property Name: | | | | | | |
| Location / Street Address: | | | | | | |
| City: | County: | | | Zip: | | |
| Census Tract: (use 11 digit form) | | LMI Tract: | | | Rural: | |
| Project Type: | | | Target Population: | | |
| Number of Units: | | | Year Built/Completed: | | | |
| Min Affordability: | | |  | |  | |
| Site Control: | | |  | |  | |

**Unit Mix:**

|  |  |  |  |
| --- | --- | --- | --- |
| <30% AMI: | <50% AMI: | <60% AMI: | <80% AMI: |
| Market Rate: | Accessible Units: |  |  |

# Narratives & Attachments

Applicants must provide each of the following narratives and attachments divided by tabs and numbered in the following manner.

1. Experience of Applicant - Applicants must provide:
   * A narrative describing their experience in residential construction, land development and affordable housing development. Include specifics about previously completed projects, financing used, and affordability requirements;
   * A list of at least three references, with contact information (email, phone, etc.), from compliance agencies or financial institutions the Applicant has worked with on past projects; and
   * Provide a list, with contact information, of all parties to be involved in the development, construction and ownership of the project.
2. Financial Strength of Applicant – Applicants must provide as applicable:
   * From Non-Profit Borrowers with annual expenditures greater than $750,000 the most recent 2-years of audited financial statements, and year-to-date balance sheet and income statements;
   * From Non-Profit Borrowers with annual expenditures less than $750,000 the most recent 2-years of financial statements that include an Independent Accountants' Review Report, and year-to-date balance sheet and income statements;
   * From For-Profit Borrowers the most recent 2-years of income tax statements, audited financial statements, and year-to-date balance sheet statements. If the Borrower does not conduct an annual corporate audit, an Independent Accountants' Review Report with financial statements for the most recent 2-years, and year-to-date balance sheet and income statement will be acceptable.

Based on the Corporation's review of the financial statements, Borrowers may be required to provide a personal guarantee or letter of credit to meet the Corporation's financial strength requirements.

1. Project Description – A narrative of the planned Development that includes the number of units, target population, and description of design features. Additionally, please attach evidence of proper zoning for the proposed project and flood map certification clearly identifying the location of the Development site. Applicants may also submit site plans, renderings and building specifications for the planned Development.

For loan requests related to property acquisition, please attach sy00871_ any available purchase agreement(s), appraisal(s) preferably not more than 6 months old, Phase I ESA Report for multifamily sites or multi-unit sites that includes four units or more, title commitment(s), survey, evidence of zoning compliance, evidence of utility availability, and confirmation/explanation of any variances projected for the planned Development. Please describe the anticipated repayment source for the TSAHC loan and provide evidence of other funding commitments secured for the planned Development.

1. Project Proforma – Applicants should have proforma underwriting information that includes:
   * A table showing unit types (# of bed/bath), unit size, count by unit type, planned rents and utility allowances.
   * A clear accounting of operating expenses on an annual basis;
   * A summary table of Development costs that, at a minimum, breaks out costs for acquisition, site work, hard costs, Contractor profit and general conditions, soft costs, financing costs, reserves and Developer fees; and
   * A list of funding sources, which includes the rates, terms, amortization and lien position of each source.

The information requested in this tab may be provided on forms from the Texas Department of Housing and Community Affairs’ application materials, or the Applicant’s own model. TSAHC may require an Applicant to use TSAHC’s forms, at the sole discretion of TSAHC.

1. Project Ownership – Provide a diagram or flow chart sy00871_ that includes each entity involved in the ownership of the Development. The diagram should include the names of any person or entity that has an ownership interest in one or more of Owner/Borrower entity, the percentage of ownership of each sub-entity and board members of non-profit entities. Please provide contract information (email and phone) for each entity or person listed in this section.
2. Community Support - Applicants must provide a narrative sy00871_ 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. For projects to be built or acquired by the Applicant, TSAHC requires the submission sy00871_ of two (2) letters of support from political officers or political bodies (i.e. school boards, city councils, county commissions, neighborhood associations, etc…), or neighborhood/resident’s counsel where the Development is located.

# 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 federal, state, or local affordable housing program(s) from which their Developments received funding.
* Applicant and Applicant’s principal(s) certify that they have read and fully understand the Corporation’s loan policies, and that all Development(s) financed by the Corporation will be required to meet the Corporation’s Development standards.
* Applicant and Applicant’s principal(s) certify that it will be responsible for all fees and expenses in connection with this application and any future applications or approvals of any loans associated with this application.
* Applicant and Applicant’s principal(s) understand that this application does not represent a commitment on behalf of the Corporation to participate, fund or loan financial resources to any proposed Development(s). Rather, this is an indication that the Corporation will review and consider the proposed Development(s) for financing subject to the Applicant’s (1) readiness to proceed, (2) compliance with the Corporation’s policies, (3) cooperation in providing any and all requested information, and (4) execution of a final loan commitment by the Corporation.
* Applicant and Applicant’s principal(s) certify that they understand that any preliminary official action of the Corporation, commitment, or award by the Corporation may be terminated by the Corporation by written notice at any time.
* 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: |

# Application Fee

*Nonprofit Applicants may check this box to request a waiver of the application fee, pursuant to section 14(a) of the THIF policies.*

The Corporation requires an application fee of $500. Please make checks payable to the **Texas State Affordable Housing Corporation** and include the development name in the memo section. Applications will not be accepted for review without an application fee payment.