**Texas Housing Impact Fund**



**Application for**

**Revolving Lines of Credit**

The Texas Housing Impact Fund (“Impact Fund”) accepts applications for Revolving Lines of Credit 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 form may only be used for Revolving Lines of Credit to finance the acquisition, construction and/or rehabilitation of single-family homes for sale to households of low and moderate income.

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.

# Tab 1 - Applicant/Borrower Information

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

## Borrower Structure (check all that apply)

|  |  |  |
| --- | --- | --- |
| For Profit Corporation | Non-Profit | Hsg. Authority |
| Sole Proprietor/DBA | Ltd. Partnership | LLC |
|  |  |  |

## General Property Information

|  |  |  |
| --- | --- | --- |
| Name: | | |
| Location / Address: | | |
| City: | County: | Zip Code: |
| Census Tract: |  |  |

Note: If the proposed project includes multiple properties in more than one City, County or Zip Code, please provide information based on the first property to be targeted.

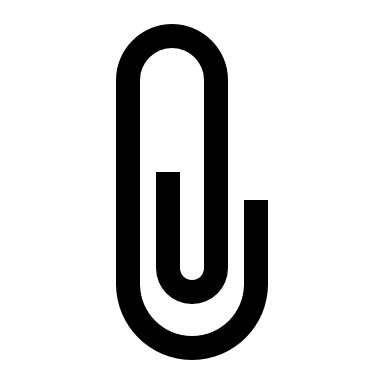
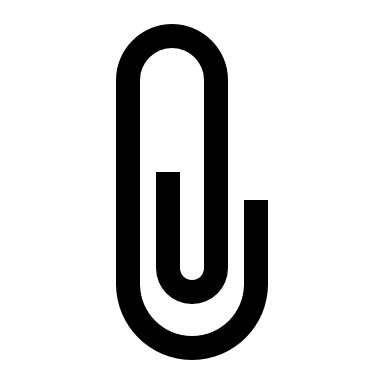
Check all that apply

|  |  |  |
| --- | --- | --- |
| New Construction | Acq. / Rehabilitation | Rehab Only |
| Scattered Site | Subdivision Build Out |  |
| Neighborhood Focus | City Focus | County or Regional Focus |
|  |  |  |

# Tab 2 - Threshold Review

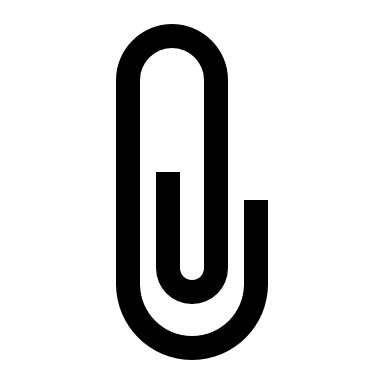
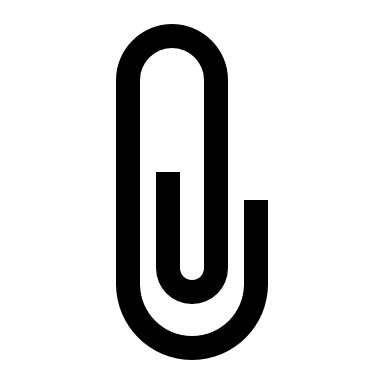
*Each of the following sections must be completed and, where noted, narratives and supporting documents attached and labeled in the PDF version of the application.*

## Applicant Documents:

* Current Certificate of Corporate Status from the Texas Secretary of State and Certificate of Account Status from the Texas Comptroller of Public Accounts 
* Non-profit Applicants must submit a valid and current IRS Determination Letter regarding their status as a 501(c)3 or (c)4 non-profit corporation 

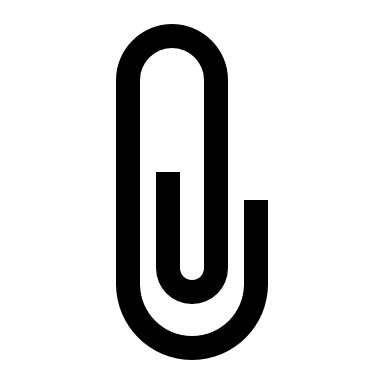
## Financial Strength:

All Applicants to submit either (please check which has been attached):

* The most recent 2-years of income tax statements, audited financial statements, and year-to-date balance sheet statements;  or
* If the Applicant does not conduct an annual corporate audit, 2- years of income tax statements, an Independent Accountants’ Review Report with financial statements for the most recent 2-years, and year-to-date balance sheet and income statement. 

## Experience Threshold:

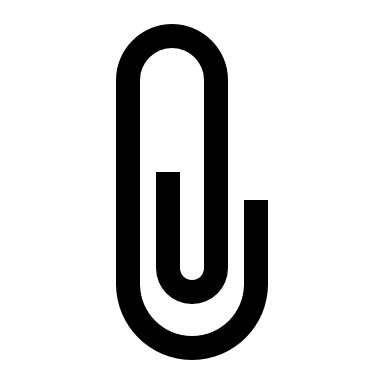
All Applicants must be able to demonstrate sufficient experience in residential construction, the development of infrastructure, and marketing/sale of affordable housing. Proof of experience may be demonstrated through evidence of past completed developments, partnerships with experienced developers, and other development experience as approved by the Corporation. At a minimum, an Applicant must have developed a number of homes or housing units equal to at least one-half (1/2) of the number of units in the Applicant’s application. The Corporation may consider the experience of an Applicant’s staff and board in determining the Applicant’s experience.

* How many homes has Applicant or Applicant’s principals developed?
* Attach a brief narrative explaining the Applicant’s experience, including but not limited to: types of housing completed (i.e. rehab or new construction), location of housing developed, types of government subsidies used, income limits of households served, and partnerships with government entities of non-profits. 

## Affordability Requirement:

TSAHC requires that at least 51% of the homes renovated or constructed using a revolving line of credit will be sold to households earning 80% or less of the area median income (“AMI”) or Statewide Median Income, whichever is greater.

* Enter the Area Median Income for a family of four (4) in the target community:
* What is the target home price the Applicant intends to build and sell?
* Does the Applicant have training or experience in certifying household income?  Yes /  No
* Does the Applicant have access to down payment assistance programs and homebuyer education programs to assist homebuyers?  Yes /  No

Please describe in writing any partnerships with down payment assistance programs and homebuyer education programs that are in place or will be in place prior to home sale. 

* Does the Applicant have a pipeline of income and mortgage eligible buyers?  Yes /  No

How many households have been identified as income eligible and have received mortgage pre-qualification?

## Development Threshold:

To ensure that working families have safe, decent affordable housing, and to ensure long-term affordability and usability, homes must meet the following standards (please check all boxes to affirm your acceptance):

All homes must meet all local building codes for the jurisdiction where they are located. If the Development is located in an area where no building codes are in place or have been adopted, the Development must meet the most recently published International Residential Code, or International Building Code;

New homes and work completed on existing homes, must be compliant with the Federal Fair Housing Act Accessibility Standards, Titles II and III of the Americans with Disabilities Act of 1990, Texas Minimum Construction Standards and §2306.514 (visitability guidelines) of the Texas Government Code. Applicants must submit to the Corporation a certification from the project architect, engineer or other third-party building inspector that the proposed Development will meet or exceed the above listed accessibility requirements;

New homes, and work completed on existing homes, must be compliant with the U.S. Department of Energy’s Energy Star Fund, as confirmed by a certified third-party Home Energy Rating System (“HERS”) inspector or as certified to by the Development’s architect or engineer; and

New homes and work completed on existing homes, must have sidewalks, driveways and streets that are compliant with the Americans with Disabilities Act and Fair Housing Accessibility Standards.

## Environmental Review:

For multi-site or multifamily structures involving the construction of buildings with more than 4-units, Applicants must submit a Phase I Environmental Site Assessment.

* Phase I Environmental Site Assessment: is attached  or Is not required:

# Tab 3 – Funding Request

*Applicant’s must complete the following entries and may attach a narrative with additional information on the structure and type of financing they are requesting.*

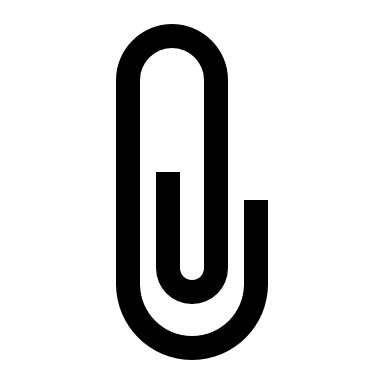
* Loan Amount Requested: $

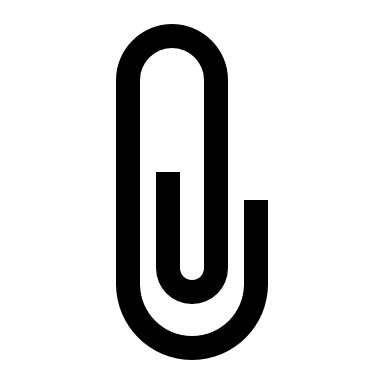
*Check each of the following to affirm you have read and understand:*

* The standard length of loan agreements will be 24-months from the date of closing (“Term”). Full repayment of the line of credit will be due on the first day of the month following the end of the loan Term (Maturity Date”).

* Revolving lines of credit generally require payments of interest on a monthly basis, with all accrued interest, if any, and principal due upon sale of the home. Interest payments will be calculated on the principal balance of the loan outstanding from time to time and based upon the actual number of days elapsed divided by 360.
* An Origination Fee of $250 for each property added to the revolving deed of trust will be due at each closing of a new property. TSAHC will determine an appropriate Commitment Fee, due at the first loan closing, equal to one-percent of the approved loan amount, or less in cases where the sum of the Commitment Fee and projected Origination Fees is equal to or greater than one-percent of the approved loan amount.

# Tab 4 - **Project Budget/Financing**

Applicant must submit a budget or proforma, that clearly identifies all current or planned sources and uses of funding for the project. Include any funding that has been applied for and/or committed by other funders and the amount of cash equity, if any, being provided by the Applicant directly. 

Please attach a detailed estimate of total development costs including site acquisition, infrastructure, engineering, hard costs for construction, sales projections, etc. If the project involves multiple homes, please provide development costs by unit type or home model if this varies. 

Does the Applicant currently have site control?  Yes /  No

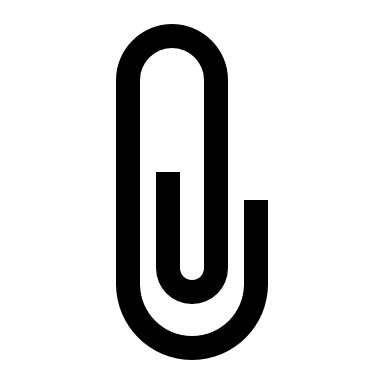
If yes, what is the form of site control? (check one):

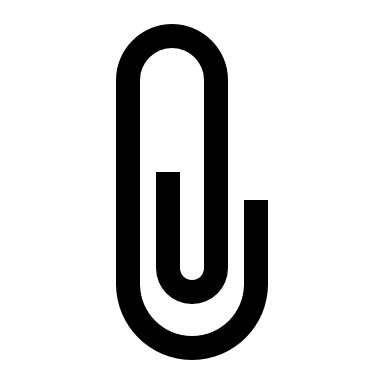
Earnest Money Contract

Applicant currently owns property

Applicant has access to property through local land bank

# **Tab 5 - Community Support**

Applicant must provide a narrative 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. 

Applicant should also be prepared to submit two letters of support from political officers or political bodies (i.e. school boards, city councils, county commissions, neighborhood associations, etc…) 

# 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 the proposed Development will:
  + Reserve for-sale housing units for a minimum number of households earning 80% or less than the AMI (“Qualified Households”) based on the percentage of funds provided by the Corporation, the nature of the investment, and any other factors the Corporation deems necessary (the “Affordability Requirements”).
  + All housing developed, regardless whether the buyer is a Qualified Household or not, must be financed with fixed rate loans. No homes may be sold with the use of non-profit or developer grants or down payment assistance that exceeds 5% of the appraised value of the home, unless otherwise approved in writing by the Corporation. Applicants that do not fulfill Affordability Requirements will be subject to additional fees, fines or payments as determined by the loan agreement.
* 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 they 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

*Non-profit 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 “THIF RLOC Application” in the memo section. Applications will not be accepted for review without an application fee payment.