

ATTACHMENT C: Housing Development Trust Fund Application



SALT LAKE CITY
HOUSING DEVELOPMENT
TRUST FUND

451 South State Street, Room 418, PO Box 145518, Salt Lake City, Utah 84114 | 801-535-7240 | www.slcrda.com

The Housing Development Trust Fund ("HDTF") provides low cost financial assistance to incentivize the development and preservation of affordable housing within Salt Lake City municipal boundaries. This Application is the first step in the process to request funding. Prospective applicants are strongly encouraged to read the HDTF Guidelines before beginning the application process.

A: PROJECT SUMMARY

Project Name	Date of Application		
Requested Funding Amount	Total Project Cost		
Estimated Project Start Date	Estimated Project Completion Date		
Project Street Address	City	State	Zip
Contact Name	Contact Phone	Contact Email Address	
Project Type: <input type="checkbox"/> New Construction, Undeveloped Site <input type="checkbox"/> New Construction, Demolition of Existing Structures <input type="checkbox"/> Renovation/Rehabilitation of Existing Housing <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Adaptive Reuse of an Existing Structure <input type="checkbox"/> Other: _____			

B: APPLICANT SUMMARY

Business Name	Tax ID Number		
Street Address	City	State	Zip
Entity Type: <input type="checkbox"/> LLC <input type="checkbox"/> Sole Owner <input type="checkbox"/> 501(c) 3 <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Other: _____			
Ownership - Provide the following information for officers and shareholders owning 10% or more of the entity.			
Name, Title	% Ownership	Role in Proposed Project	
Are there any judgments or liens outstanding against the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No			

C. DEVELOPMENT TEAM OVERVIEW

Development Team: Please provide the following information for each relevant development team member.

Role	Firm/Organization	Contact Name, Email	Years Experience
Developer			
General Partner			
Architect			
Contractor			
Construction Manager			
Legal			
Prop. Manager			
Market Study			
Appraisal			
Environ. Review			
Primary Lender			
Other			
Other			

D. HOUSING & LAND USE OVERVIEW

Total Residential Units:	60% - 40% AMI Units:	40% AMI and Below Units:
Studio: _____	Studio: _____	Studio: _____
1 Bed: _____	1 Bed: _____	1 Bed: _____
2 Bed: _____	2 Bed: _____	2 Bed: _____
3 Bed: _____	3 Bed: _____	3 Bed: _____
4 Bed: _____	4 Bed: _____	4 Bed: _____
Total: _____	Total: _____	Total: _____

Housing/Land Use Type:

- | | |
|--|---|
| <input type="checkbox"/> Multi-family - <20 units | <input type="checkbox"/> Live/work Units |
| <input type="checkbox"/> Multi-family - 21 to 50 units | <input type="checkbox"/> Single-Family Attached/Townhomes |
| <input type="checkbox"/> Multi-family - 51 to 100 units | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Multi-family - 101 to 200 units | |
| <input type="checkbox"/> Multi-family - 200+ units | |

Land Area: _____	Commercial Sq Ft: _____
Building Sq Ft: _____	Parking Ratio: _____

What is the current or proposed zoning and use(s) of the site?

Does the project meet all current zoning, infrastructure, and utility requirements?

- Yes No

If not, please indicate what process(es) will need to be completed in order to move forward, and the status of these process(es).

Note: Projects must be reviewed by Salt Lake City's Development Review Team (DRT). DRT notes must be attached to the application submittal.

E: PROPERTY OVERVIEW

Tax Parcel Identification Number(s): _____

Does the Applicant have site control of the property? Yes No

If the Applicant does not currently have site control, explain how site control will be obtained, including timing:

[Empty text box for site control explanation]

Is the site occupied? Yes No

If Yes, will the proposed project displace residents and/or businesses? Yes No

If residents and/or businesses are anticipated to be displaced, describe how impacts to low-income residents will be resolved:

[Empty text box for displacement resolution description]

Note: To be eligible for funding, projects must comply with Salt Lake City's Residential Demolition Provisions, City Code 18.64.050, and the Federal Uniform Relocation Assistance and Real Property Acquisition Act.

F: PROJECT PRIORITIES

Select the *Growing SLC: A Five Year Housing Plan* Project Priorities that the project aligns with.

- Mixed-Income
- Displacement Prevention
- RDA Neighborhood Development
- Equity / Geographic Distribution
- Net New Affordable Units
- Transit-Oriented Development
- High Opportunity Area
- Long-Term Affordability
- Innovative Parking Solutions
- Affordable Housing Preservation
- Utilize City-Owned Land
- High-Quality Design & Construction

Note: Refer to the HDTF Guidelines Project Priority benchmark requirements.

Describe how the project will meet the Benchmark(s) for each of the selected Project Priorities.

[Empty text box for project priority description]

G. PROJECT DESCRIPTION

Provide additional detail on the project concept, amenities, and design, (i.e. transit-oriented development, public space, historic preservation, sustainability features, supportive services, etc.). A separate attachment may be included.

H. APPLICANT EXPERIENCE

Provide additional detail on the Applicant's experience and capacity in developing and managing affordable housing projects for the long-term. A separate attachment may be included.

I. FINANCIALS

Provide the proposed term, interest rate, amortization schedule, and repayment schedule of RDA funds being applied for. In addition, provide a summary and status of other sources of financing. A separate attachment may be included.

Is the project anticipated to use Low Income Housing Tax Credits as a source of financing?

- Yes, 4% Yes, 9% No

If Yes, are Low Income Housing Tax Credits already awarded to the project?

- Yes, 4% Yes, 9% No

J: POLICY ALIGNMENT	<p>Provide a summary of how the project aligns with the applicable master plan and other City-adopted plans and objectives.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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K: APPLICANT CERTIFICATION	<p>Applicant Certification I/We hereby certify that all statements in this application are true and complete.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Applicant (print)</td> <td style="width: 50%; border-bottom: 1px solid black;">By (signature)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Applicant (print)</td> <td style="border-bottom: 1px solid black;">By (signature)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Applicant (print)	By (signature)	Title	Date	Applicant (print)	By (signature)	Title	Date
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ATTACHMENT CHECKLIST	<p>For an application to be considered complete the following sections must be completed in full:</p> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <td style="width: 80%;">1. Application Form (this form)</td> <td style="text-align: right;">Check if Complete</td> </tr> <tr> <td>A. Project summary.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>B. Applicant summary.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>C. Development team overview.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>D. Housing and land use overview.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>E. Property overview.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>F. Project priorities.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>G. Project description.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>H. Applicant experience.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>I. Financials.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>J. Policy Alignment.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>K. Applicant certification.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>L. Additional applicant attachments (if applicable).</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr style="background-color: #f2f2f2;"> <td>2. Attachments</td> <td style="text-align: right;">Check if Complete</td> </tr> <tr> <td>A. Preliminary project drawings, including a conceptual site plan (including the context of the area), elevation drawings, and architectural renderings (if available).</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>B. Sources and uses.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>C. Financing term sheets (if available).</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>C. Operating proforma.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>D. Project timeline, including significant project milestones.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>E. Notes from a Salt Lake City Development Review Team (DRT) meeting (if available).</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	1. Application Form (this form)	Check if Complete	A. Project summary.	<input type="checkbox"/>	B. Applicant summary.	<input type="checkbox"/>	C. Development team overview.	<input type="checkbox"/>	D. Housing and land use overview.	<input type="checkbox"/>	E. Property overview.	<input type="checkbox"/>	F. Project priorities.	<input type="checkbox"/>	G. Project description.	<input type="checkbox"/>	H. Applicant experience.	<input type="checkbox"/>	I. Financials.	<input type="checkbox"/>	J. Policy Alignment.	<input type="checkbox"/>	K. Applicant certification.	<input type="checkbox"/>	L. Additional applicant attachments (if applicable).	<input type="checkbox"/>	2. Attachments	Check if Complete	A. Preliminary project drawings, including a conceptual site plan (including the context of the area), elevation drawings, and architectural renderings (if available).	<input type="checkbox"/>	B. Sources and uses.	<input type="checkbox"/>	C. Financing term sheets (if available).	<input type="checkbox"/>	C. Operating proforma.	<input type="checkbox"/>	D. Project timeline, including significant project milestones.	<input type="checkbox"/>	E. Notes from a Salt Lake City Development Review Team (DRT) meeting (if available).	<input type="checkbox"/>
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