

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"/> Renovation/Rehabilitation of Existing Housing <input type="checkbox"/> Adaptive Reuse of an Existing Structure <input type="checkbox"/> New Construction, Demolition of Existing Structures <input type="checkbox"/> Addition to 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"/> C Corp	<input type="checkbox"/> Sole Owner <input type="checkbox"/> S Corp	<input type="checkbox"/> 501(c) 3 <input type="checkbox"/> Other:
<input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture			
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:

Studio: _____

1 Bed: _____

2 Bed: _____

3 Bed: _____

4 Bed: _____

Total: _____

60% - 40% AMI Units:

Studio: _____

1 Bed: _____

2 Bed: _____

3 Bed: _____

4 Bed: _____

Total: _____

40% AMI and Below Units:

Studio: _____

1 Bed: _____

2 Bed: _____

3 Bed: _____

4 Bed: _____

Total: _____

Housing/Land Use Type:

☐ Multi-family - <20 units

☐ Multi-family - 21 to 50 units

☐ Multi-family - 51 to 100 units

☐ Multi-family - 101 to 200 units

☐ Multi-family - 200+ units

☐ Live/work Units

☐ Single-Family Attached/Townhomes

☐ Other: _____

Land Area: _____

Building Sq Ft: _____

Commercial 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:

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:

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.

- | | | |
|---|---|---|
| <input type="checkbox"/> Mixed-Income | <input type="checkbox"/> Displacement Prevention | <input type="checkbox"/> RDA Neighborhood Development |
| <input type="checkbox"/> Equity / Geographic Distribution | <input type="checkbox"/> Net New Affordable Units | <input type="checkbox"/> Transit-Oriented Development |
| <input type="checkbox"/> High Opportunity Area | <input type="checkbox"/> Long-Term Affordability | <input type="checkbox"/> Innovative Parking Solutions |
| <input type="checkbox"/> Affordable Housing Preservation | <input type="checkbox"/> Utilize City-Owned Land | <input type="checkbox"/> 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.

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	Provide a summary of how the project aligns with the applicable master plan and other City-adopted plans and objectives. <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>																																									
K: APPLICANT CERTIFICATION	Applicant Certification I/We hereby certify that all statements in this application are true and complete. <table style="width: 100%; margin-top: 20px;"> <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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