

**APPLICATION FOR
AFFORDABLE HOUSING TRUST FUND (AHTF)**

Applicant Information

Applicant Name(s): _____
Address: _____
City/State/Zip Code _____
Federal Tax ID #: _____
City of SF Business Reg #: _____
State of NM CRS#: _____
Project Contact: _____
Telephone: _____
Email Address: _____

Amount of Allocation Requested: \$ _____

Type of Applicant (check one):

Partnership Corporation Non-Profit* Other

* Non-profit must provide proof of non-profit status. This proof includes submittal of current registration as charitable organization with the NM Attorney General's Office, covering the most recent Fiscal Year, or proof of exemption. Information can be obtained online at <https://secure.nmag.gov/coros/>. Verification should be in the form of the first page of the "NM Charitable Organization Statement."

Project Name: _____
Project Address (if applicable): _____
City/State/Zip Code: _____

Project Categories

Select one of the categories your project applies to:

Rental Assistance - Provide supported rental vouchers to cover housing costs including rent, rental arrears, utilities, utility arrears, deposits, etc. to renters earning less than 60%AMI;

Emergency Shelters, including permanent supported housing units reserved for formerly homeless renters or other special needs - Construction, rehabilitation and preservation of shelter/permanent supported rental facilities, including infrastructure improvements and operating costs;

Provision of Rental Units to Low-Income (up to 65% AMI) and Extremely Low Income Renters (less than 30% AMI) - Acquisition, conversion, preservation and new construction of tiered income multi-family rental properties; including infrastructure improvements;

Down payment Assistance - Down payment assistance in the form of soft-second mortgage that “buys down” principal amount of loan to lower monthly payment; Acquisition, conversion, preservation and new construction of homeownership housing;

Provision of Homeownership Units - Acquisition, conversion, preservation and new construction of homeownership housing;

Homeowner Rehabilitation Programs, Energy Efficiency Upgrades, Foreclosure Prevention, Accessibility Retrofits – Repair, rehabilitation and preservation of affordable housing that accommodates the needs of current homeowners, improves quality of life, lowers long term housing/energy costs, prevents foreclosure, and supports wealth building through homeownership.

Project Description

Please provide a narrative of your project, demonstrating how it meets the City’s priority of preventing homelessness, ending homelessness and stabilizing the housing situations of those who are at risk of losing their housing. Specifically identify who will be served, how the services will address systemic challenges in the community, which housing needs are addressed, anticipated outcomes, etc. (As needed, continue on a separate sheet.)

1. Funding

How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The City of Santa Fe requires financing from other sources to be committed prior to the release of funds from the AHTF.

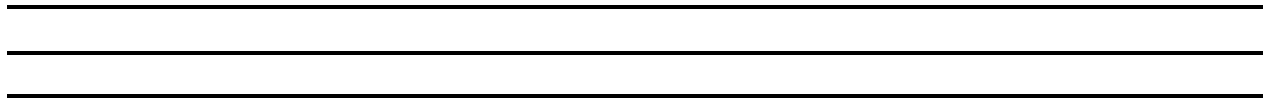
Leveraging/Matching Requirement. For every \$1 allocated through the AHTF, at least \$3 from other sources will be expected (leveraged funds can include long term mortgages, other sources of grants, owner equity, proceeds from Low Income Housing Tax Credits, or the current value of land); organizational resources (in-kind staffing, donated materials, discounted labor) may also be used as match or leverage.

Briefly describe and/or summarize leveraging ratio:

Project Budget and/or Development Pro-Forma: demonstrate use of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project.

Briefly describe budgetary considerations and cost calculations:

Administrative Funding: Briefly describe the amount requested and how the requested administrative funds would be used to support the AHTF activity proposed in this application (See Section IX: Administrative Funding in RFA for reference):



2. Need/Benefit & Project Feasibility

Demonstrate that the proposed project/program and effectively meets identified current and future housing needs, using data-based analysis. Provide narrative and evidence that connects the proposed project with adopted City priority(s).

If this proposed program/activity has received funding from the AHTF in the past, please describe any relevant success stories and the greater impact the funding achieved in the community.

What is the timeline for the project? Applicant must describe proposed timeline for expending funds, either in terms of steps required to deploy funds or schedules for capital project completion.

Sustainability. The challenges of climate change and urban resiliency are addressed in the City of Santa Fe 25 Year Sustainability Plan, which lists main areas of focus for the City of Santa Fe over the course of the next 25 years. Provide narrative below describing how the proposed project will contribute toward the provision of more sustainable and resilient neighborhood development (use additional sheets as necessary):

Site Information (if applicable)

If your proposed project include acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

Site Control. If proposed project is recommended for funding, proof of site control must be provided before funds are disbursed. Site control is or will be in the form of:

Deed Option Lease (Term ____ Years) Purchase Contract

Other (explain): _____

Expiration Date of Contract, Option, or Lease _____ (month/year)

Site Description/Land Use Status

Area of Site: _____ acres or _____ square feet

Is site zoned appropriately for your development? Yes No

If no, is site currently in the process of re-zoning? Yes No

What zoning category is required? _____

When is zoning issue to be resolved? _____ (month/year)

Has the City approved the site plan and/or plat? Yes No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required? Yes No

If Yes, please explain: _____

List any required reports or studies underway or completed (such as soils report, environmental assessment, traffic study):

Has the City issued the building permit? Yes No

Are all utilities presently available to the site? Yes No

If no, which utilities need to be brought to the site? _____

Who has responsibility of bringing utilities to site? _____

3. Affordability

As per the NM Affordable Housing Act, the City's Affordable Housing Trust Fund ordinance limits financial assistance to households earning no more than 120% of HUD's Area Median Income (AMI) for Santa Fe, (see table below).

2023 AMI*	Family Size							
	1	2	3	4	5	6	7	8
30%	17,950	20,500	23,050	25,650	27,650	29,700	31,750	33,800
50%	29,900	34,150	38,400	42,650	46,100	49,500	52,900	56,300
60%	32,890	37,565	42,240	46,915	50,710	54,450	58,190	61,930
65%	38,850	44,350	49,900	55,450	59,950	64,350	68,750	73,200
80%	47,800	54,600	61,450	68,250	73,750	79,200	84,650	90,100
100%	59,750	68,250	76,800	85,300	92,200	99,000	105,800	112,650
120%	71,700	81,900	92,150	102,350	110,650	118,800	126,950	135,200

*2024 AMI data is not available at the time of this RFA. Please use 2024 AMI limits when available.

Fill out table, indicating which AMI percentiles will be served by the proposed project and how many beneficiaries per tier are expected to receive assistance. (Note: if project is funded, this proposed number will be used to draft the scope of work in the professional services agreement with the City.)

AMI	Proposed #s to be Served
100% - 120%	
80% - 100%	
65% - 80%	
50% - 65%	
30% - 50%	
Less than 30%AMI	

What is the proposed affordability period for the project, based on the minimum terms provided below?

- 5 years (total amount of funds requested = \$14,999 or below)
- 10 years (total amount of funds requested = \$15,000 to \$40,000)
- 15 years (total amount of funds requested = \$40,001 to \$100,000)
- 20 years (total amount of funds requested = over \$100,001)

Other (please explain): _____

How will the affordability period be enforced and monitored over time for compliance?

If funds are granted directly to income-certified beneficiaries for the purposes of preventing homelessness or stabilizing housing situations, please describe the longer term means of ensuring that a housing situation is stabilized: _____

4. Demonstrated Capability/Organizational Capacity/Partnerships

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding. Use attached page if necessary:

Describe your staffing and attach resumes of key personnel (use additional pages as needed):

Describe community partnerships and collaborations that will be achieved as direct result of this project and how they will strengthen community networking ties and expand and deepen access to the housing/services offered through the project.

REQUIRED ATTACHMENTS to APPLICATION

In addition to the submittal requirements described in the body of the RFP, the following attachments may apply to your application:

- _____ Project Budget or Development Proforma (required)
- _____ Leverage Calculations (required, see Exhibit 1)
- _____ Copy of site plan or plat if project is currently approved by City (not applicable to non-construction projects)
- _____ Work samples, illustrations of past projects, other documentation of community projects and partnerships (optional)

EXHIBIT 1: Leverage/Match Requirement. The City requires that AHTF funds are matched or leveraged at a \$1:\$3 ratio. This means that for every AHTF dollar provided by the City, \$3 of either organizational resources (in-kind services) or funds leveraged from an additional resource are provided. To calculate this ratio, please fill out the sources of funding below.

Type of funding		Source/ Amount	Source/ Amount	Source/ Amount	Totals
AHTF Amount Applied for:					\$
General Fund Amount Applied for (Administrative costs):					\$
1	Subrecipient Match (includes in-kind)				\$
2	Other HUD funds (i.e. HOME, ESG, CoC, Sect 8)				\$
3	Other Federal Subsidy (LIHTC, etc.), Relief Funds				\$
4	City Funding (i.e. Youth and Family, Human Services Divisions)				\$
5	State funds (i.e. MFA, DFA)				\$
6	Other Organizational resource (includes in-kind), philanthropic				\$
7	Private funds (includes out of pocket costs of beneficiary)				\$
Total of all funding sources (not including AHTF of General Fund)					\$

Table 1-A: Sources of Funding

Leverage/Match Requirement. On the table below, indicate how this ratio is met by dividing “AHTF Amount Applied For” by the Total (Leverage and Match). The amount in Row B must be 3X greater than the amount in Row A.

A:	AHTF Amount Applied for:	\$	Ratio*
	Subrecipient Match (enter total amount in Row 1)	\$	
	Total Leveraged (Sum of Total for Rows 2+3+4+5+6+7)	\$	
B:	Total Match + Leverage	\$	

Table 1-B: Leverage/Match Ratio