



Affordable Housing Predevelopment Loan Program APPLICATION

Please complete all questions in the application. Please provide the attachments that have been requested to provide evidence of commitments and to provide information directly related to the project. Please enclose a check for the \$500 application fee made payable to: Orange County Housing Trust

Part 1 – Applicant Information

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip _____

Mailing Address (if Different): _____

City: _____ State: _____ Zip _____

Contact Person: _____ Title: _____

Telephone: _____ FAX: _____

Email: _____ Web site address: _____

Federal Employer Identification Number: _____

For Profit _____ Non-Profit _____ Date of Federal Exemption _____

Total number of housing projects developed: _____ In past 3 years: _____

Total number of housing units developed: _____ In past 3 years: _____

Type of units developed: _____

Individual or corporate entity that will own the property or development if different than above:

Address: _____

City: _____ State: _____ Zip _____

Mailing Address (if Different): _____

City: _____ State: _____ Zip _____

Contact Person: _____ Title: _____

Telephone: _____ FAX: _____

Email: _____ Web site address: _____

Federal Employer Identification Number: _____

Please attach the following material in Appendix A:

1. A brief history of your organization and its experience in developing housing and commitment to creating quality affordable housing
2. Articles of Incorporation
3. Evidence of tax exemption, if you are a non-profit
4. A list of names and addresses of current members of the Board of Directors
5. CHDO certification, if applicable
6. A Certificate of Good Standing from the California Secretary of State (Within 12 months)

Part 2 –Project Description

Project Location: _____

General Description of Project:

Complete the following table regarding the proposed unit mix of the project:

	Rental			For-Sale		
	New Construction	Rehab	Total	New Construction	Rehab	Total
Market Rate Units:						
<120% AMI Units						
<80% AMI Units						
<60% AMI Units						
<50% AMI Units						
<30% AMI Units						
TOTAL UNITS						

Does the project include accessible units? Yes _____ No _____ If so, how many?

Is this a senior only project? Yes _____ No _____

Does this project include low-income housing tax credit financing? Yes ____ No ____ Unsure ____

If yes, attach a copy of tentative reservation 9% ____ 4% ____

List potential equity providers contacted and telephone numbers:

List of potential mortgage debt lenders contacted and telephone numbers (from private and/or public sectors)

Will the project require government funds? Yes _____ No _____

If so, describe the status of government funds and provide copies of commitments, if any:

Does applicant have partners in this project: Yes _____ No _____

If yes, name of partner: _____

If yes, is partner non-profit _____ for-profit _____

If yes, describe the roles of each partner during and after project completion:

Is any rezoning required? Yes _____ No _____

If yes, when is the final zoning approval expected?

Please attach the following material in Appendix B:

1. Preliminary market information
2. Consistency with the city's Consolidated Plan
3. Any partnership agreements or letters of support from governmental agencies or non-profit organizations
4. Evidence that the proposed project conforms to zoning requirements
5. Map showing project location
6. A copy of the site plan
7. A copy of unit plans for the affordable units
8. Project timetable

Part 3 – Financial Information

The amount of the Predevelopment Loan requested: \$ _____

When are the Predevelopment Loan funds are needed: _____

Number of months loan funds are needed: _____

Proposed financing to repay the Predevelopment Loan:

If loan funds have ben advanced and the project cannot be implemented, how will the loan be repaid? **Please note:** repayment from the eventual financing of the project is not a satisfactory answer to this question. **Please tell us how the borrower will repay the loan if there are not project sources to repay it.**

Proposed Financing Chart

	<i>Amount</i>	<i>Interest Rate</i>	<i>Term</i>	<i>Committed Yes or No</i>	<i>If No Anticipated Commitment Date</i>	<i>Or, If No Anticipated Application Date</i>
Construction Financing						
Permanent Financing						
Cash Equity						
Investor Equity						
Tax Credits						
Subordinate Mortgage						
Grant						
Grant						
Developer Fee						
Other						
Other						
Total Sources						

Please attach the following material in Appendix C:

1. Completed project pro forma (including sources and uses of funds, income and expense calculation, equity calculation (if applicable) and cash flow if applicable)
2. Latest two years of corporate financial statements
3. Evidence of value of proposed security instrument
4. Evidence of financing commitments and approvals
5. Evidence of project insurance coverage

Orange County Affordable Housing Predevelopment Loan Fund

Application Checklist

- ___ Application fee (\$500 payable to Orange County Housing Trust)
- ___ Completed application
- ___ A brief history of your organization and its experience in developing housing and commitment to creating quality affordable housing
- ___ Articles of incorporation
- ___ Evidence of IRS tax exemption, for non-profits
- ___ List of current Board members
- ___ A Certificate of Good Standing from the California Secretary of State (Within 6 months)
- ___ Preliminary market information
- ___ Any partnership agreements or letters of support from governmental agencies or non-profit organizations
- ___ Evidence that the proposed project conforms to zoning requirements
- ___ Map showing project location
- ___ Site and unit plans, if available
- ___ Project timetable
- ___ Completed project pro forma showing sources and uses
- ___ Evidence of financing commitments and approvals
- ___ Latest two years of audited financial statements
- ___ Most recent financial statement (balance sheet and income/expense)
- ___ Evidence of value of proposed security instrument
- ___ Evidence of project insurance coverage
- ___ Certification page