Breaking Ground

AHP Owner-Occupied Application Guide

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Sample Application

Application ID: 2016A001455

Sponsor Information

Organization Name	Holiday Homebuilders		
Address	1234 Main Street		
City	Dallas	State	TX
Zip Code	75063		
What is the sponsors organization type?		501(c)3	
What is the sponsor's involvement in the project?		Control Over Planning Management of Development Qualifying Borrowers Arranging or Providing Financing	
Name	Justin Case	Job Title	Executive Director
Phone	214-555-8673	Fax	214-555-8577
Email	ahp@fhlb.com		

Member Information

Organization Name	Member Bank		
Name	Bea Goode	Job Title	Vice President
Phone	800-362-2944	Fax	214-555-8577
Email	bea.goode@bank.com		

Project Location

Physical Address	Scattered Sites		
City	City where most hms locat	State	LA
Zip Code	70814	County	East Baton Rouge Parish
Census Tract Number	0035.06		
Metropolitan Statistical Area(MSA)		Baton Rouge, LA HUD Metro FMR Area	
Are any of the units located in rural communities?		Yes	
Will the project have more than one location?		Yes	
Are any of the units located on tribal land?		No	

Project Information

Specify a Name for your project	2016 Homeownership Project
Type of Application	Owner
Median Income Source	HUD
Unit Type	SingleFamily
Is this a lease to purchase project?	No
Is there more than 1 member involved in the project?	No

Please provide a detailed description of your project.

Your Project Description Should Include the Following
* The kind of project or program and the type of activities planned (down payment/ closing cost assistance,
construction, rehabilitation)
* Other funding sources being leveraged such permanent mortgages, CDBG dollars, HOME funds, etc.
* What is your target area location, characteristics and the specific population served.
* Describe how your project/program will result in creating or preserving affordable homeownership units.
* Describe the home selection guidelines, including the type(s) and costs of typical properties that homebuyers will
purchase for acquisition. Description selection criteria for home rehabilitation such as minimum repairs, habitability
and typical properties for homeowners.
* State the maximum purchase price of the homes, and the minimum property standards that homes must meet
before acquisition, or before occupancy if rehab will be required.
* If this is a development (construction and/or rehab) project, describe the property location, neighborhood,
transportation, local services, etc.
* Describe the targeted neighborhood(s) or area(s) where assisted households will be purchasing homes or having
their home rehabilitated.

Use of AHP Funds ONLY (Check all that apply)	Acquisition Downpayment Assistance Closing Costs Financial Literacy/Homebuyer Counseling Costs
Project Total Units: 10	Project Total Costs: $900,000.00

Direct Grant Amount $100,000.00

If your cost per unit exceeds our guidelines, please explain.

Sponsor Capacity

Please describe the sponsor's experience with this type of project. If this is the sponsor's first project of this type, provide evidence of ability to complete the project. If there is a consultant on the project, please address the sponsor's capacity to respond to financial and operational questions on an ongoing basis throughout the compliance period.

Holiday Homebuilders is a non-profit organization, which serves as an entity for community-based leadership to revitalize
and re-develop the East Neighborhood of City of XYZ. The organization was incorporated in 1989 and is governed
by a 16 member Board of Directors. The staff includes an Executive Director, Deputy Director/Director of Housing,
Finance Director and Director of Human Services. Other staff includes a Housing Specialist/Home Owner Trainer
and Community Outreach Manager.
Holiday Homebuilders housing development program incorporates several facets designed to serve the varied housing needs of
the community. In an effort to further the availability of quality affordable housing in East Neighborhood of City of
XYZ, the following projects have been accomplished or under way.
* 59 single family homes have been renovated for first time homebuyers using CDBG funds
* 15 new single family homes were constructed and sold to first time home buyers in Freeport Crossing.
* 35 new single family homes are under development in the Swans Crossing area
* 3 new construction and 14 rehabilitated homes in the Washington Addition Area
The Home Buyer Education Program (HBEP) has served over 500 families through housing counseling and the
home buying process. The HBEP provides eligible home buyer with financial assistance to help with closing cost,
down payment and principal reduction. The assistance enhances the affordability of homes to low income home
buyers.
Justin Case, Executive Director, has more than twenty-five (25) years experience in housing and community
development. He established the first Home Buyer Program, home rehabilitation services and counseling and
education program over 17 years ago.
John Smith is the Director of Housing. John has over 22 years experience in community development. He was
recently employed with the Affordable Housing Program builders where he managed planning, implementation and

operations of community-based transportation projects throughout Illinois. Mr. Smith has 11 years
of direct community development experience with the City of FHLB where he assisted in the development and
administration of community development projects involving housing rehabilitation, streets, drainage, parks and
building construction/renovation, public service and economic development activities.

Has the sponsor had projects previously awarded through other FHLBanks? If yes, please provide the name of the FHLBanks along with the project number(s).

Indicate any projects with FHLB Dallas or any FHLB -

Please include project numbers.

Has the sponsor, owner, or developer ever had a project in default, foreclosure or had subsidy recaptured involuntarily? If yes, provide the facts and circumstances surrounding the default or foreclosure.

If the project involved an AHP subsidy please indicate the project name, project number, amount of funds recaptured and the FHLB.

Have the project sponsor and project owner filed all required federal and state tax returns and paid all federal, state and other material taxes?
If no, provide the facts and circumstances.

Please enter a detailed response for "Delinquency".

Are there any legal actions pending against the project sponsor, project owner or project itself?
If yes, provide the facts and circumstances.

Please enter a response for "Legal Actions".

Describe the qualifications of the personnel involved in this project or attach resumes. Please include names, titles, and experience.

BIO OF JUSTIN CASE:
Mr. Justin Case is the Executive Director of Holiday Homebuilders. He has held this position since 2001. Mr. Case has more than 15 years experience in the development, financing, and management of affordable rental housing projects. Prior to joining Holiday Homebuilders, Mr. Case was Finance Director for AAA Development, a position he held for six years.
Projects developed by Mr. Case include the following:
ABC Apartments, 45 unit senior project located at 12 X Street, New Orleans, Louisiana that was completed and fully rented in 2004. Mr. Case led the project team

on behalf of Holiday Homebuilders, with complete day-to-day responsibility for project success.
Saints Homes, 8 single family homes sold to qualified low-income buyers. Project completed and sold out in 2002. Mr. Case led the project team on behalf of Holiday Homebuilders.
John's Place, 16 unit rental project targeted to single parents with children that provide on-site after-school program for resident children located Iberia, Louisiana. Project was purchased from the City of Iberville and substantially
rehabilitated, including full ADA compliance on three units. Mr. Case managed the financial aspects of this project, including construction draw requests, compliance monitoring, tenant selection and underwriting, and permanent financing.
Mr. Case is a member of the XXX Neighborhood Association and is a past Secretary of the Board.
BIO OF JANE DOE:
Jane Doe is the Assistant Executive Director of Holiday Homebuilders, in the capacity of providing executive leadership in the development and administration of all programs and policies. She has served as
Assistant Executive Director since 2005. Ms. Doe serves on the National Team of Affordable Homes for America as a member of the Board of Directors.
Jane served as a founding member of a Homeownership Education and Counseling Center. In 1990, Ms. Doe joined Town Affordable Housing as a Development Manager and subsequently rose to the position of Development
Director. In November, 1997, the Board of Directors appointed her has Executive Director of Town Affordable Housing. She has overseen the issuance of approximately $1.6 billion in development as well as the launch of programs aimed at assisting low and moderate income families obtain housing. Since assuming the role of Assistant Executive Director, Ms. Doe has directed the growth of affordable housing and rehabilitation programs from four to fifteen.

Construction Information

Does the project involve new construction of a home?	Yes
Living Area Square Footage	1250
Is there a Garage?	Yes
Garage Square Footage	120
Is there a Covered Porch?	Yes
Is there an Enclosed Porch?	No
Porch Square Footage	60
Land Cost per Home	$5,000.00
Construction Cost per Home	$80,000.00
Development Soft Cost per Home	$5,000.00
Total Development Cost per Home	$90,000.00
Average Proposed Sales Price per Home	$90,000.00
Total Project Development Cost	$900,000.00

Site Control and Zoning

Zoning Designation

Have the site(s) been zoned for the proposed use?	Yes

Control & Acquisition Information

Does the sponsor have control of the site(s)?	Yes
Site Control is via:	Warranty Deed

Project History

Does the member have any past or present financial or ownership interest in any portion of this project?	Yes

Please explain the member financial or ownership interest.

Answer "Yes" if the member was or is financially involved with the purchase of land, homes or even providing a line
of credit for home/land purchases.

Is the property for this project being acquired from a related party?	Yes

Please explain the related party acquisition.

An entity related to or affiliated with the member, project sponsor or project owner through ownership or control

Have funds for this project been requested from any other Federal Home Loan Bank?	No

Target Groups

Income Targeting	
Very Low Income	4
Low Income	3
Moderate Income	3
Total Number of Units in Project	10
Number of Units	
Single Room Occupancy(SRO)	0
Group Beds	0
Households at or below 30% of Median Income	1
Other Targeting	
Special Needs	6
Homeless	0
Does your project involve Non-Housing Space?	No
Does your project involve Commercial Space?	No

Project Timeline

Commence AHP Funds Draw Down	08/01/2016
Site or Home Acquisition	03/04/2017
Construction/Rehabilitation Begins	05/06/2017
Construction/Rehabilitation Completed	10/07/2017
Unit Sales Start	11/04/2017
All Units Sold	03/03/2018
Date AHP Funds Drawn Down	08/01/2017
Project Completed	08/01/2019

Source of Funds

Name of Funding Source	Permanent Sources Amount	Interim Sources Amount	Type	Descr Code	Rate (%)	Term (Months	Amort Term (Months)	Soft Debt?	Annual Payment	Status
AHP Grant	$100,000.00	$0.00	Grant	20	0	0	0	No	$0.00	Request
Member Bank Permanent Mtg Lns	$700,000.00	$0.00	Loan	15a	5.5	360	360	No	$47,694.2	Commit
State Homeowner Grant	$100,000.00	$0.00	Grant	23	0	60	60	No	$0.00	Commit
TOTAL Sources of Funds	$900,000.00	$0.00								

1. Loans - Sources other than Member
   a. 1st Mortgage
   b. 2nd Mortgage
2. Low Income Housing Tax Credits
3. Other Finances
   a. 1st Mortgage
   b. 2nd Mortgage

7. Foundations
8. Preservation Tax Credits
9. CDBG
11. HOME
12. Owner Equity
13. Section 8
14. Other (Please explain below)

15. Member Financing - Permanent Loan
   a. 1st Mortgage
   b. 2nd Mortgage
16. Member Financing - Construction
17. Member Financing - Bridge Loan
18. Member Financing - Tax Credits
20. AHP Grant
22. Federal Housing Programs

23. State Subsidy
24. Local Subsidy
25. FHA
26. Member Contribution through Grant or In-Kind Service
27. Charitable
28. Reduced Closing Costs
29. Tax-Exempt Revenue Bonds

Donated Property

Does this project involve any donated property? No

Use of Funds

Usage	AHP($)	Other Source($)	Total($)
Acquisition	$95,000.00	$800,000.00	$895,000.00
Predevelopment/Infrastructure	$0.00	$0.00	$0.00
Architect/Engineering	$0.00	$0.00	$0.00
Construction	$0.00	$0.00	$0.00
Rehabilitation	$0.00	$0.00	$0.00
Developer Fee	$0.00	$0.00	$0.00
Consultant Fee	$0.00	$0.00	$0.00
Interim Financing Costs	$0.00	$0.00	$0.00
Homebuyer Counseling	$5,000.00	$0.00	$5,000.00
Reserves	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00
Total Costs	$100,000.00	$800,000.00	$900,000.00

Please explain how you determined the estimated dollar amount for each category. (i.e. Purchase and Sale Contract, Construction Contract, etc.)

Provide a description on you determined a development cost of $90,000.00 per unit. This is an example of a project involving the construction of new homes where the AHP grant is for downpayment/closing cost assistance.

Empowerment

No	Employment/Workforce Development
Yes	Homebuyer Counseling/Homeowner Training
No	On-Site Daycare Services
No	After School or Out-of-School Services
No	Sweat Equity (minimum of 300 hours)

Service Providers

Is the sponsor providing ALL of the selected services on the empowerment page? No

Service Provided	Name	Address	Phone
Homebuyer Counseling	Name of Organization or Agency	Address of Organization or Agency,City of Organization,LA,70180	214-441-8673

First District Priority

First-Time Homebuyer Units	
How many units will be first-time homebuyers?	10
Special Needs Units	
% Units reserved for special needs households:	60.00%
Elderly:	Yes
Disabled:	Yes
Recovering from Physical Abuse:	No
Recovering from Substance Abuse:	No
HIV/AIDS Positive:	No
Economic Diversity	
Note: The intent of economic diversity is to encourage the creation/retention of housing of lower income households in higher income areas.	
Is your project located in a census tract where the median income in that census tract is at least 100% of the Metropolitan Statistical Area (MSA) median income, and at least 20% of the project's units are reserved for very low-, low- or moderate-income households?	Yes
Please provide the qualified census tract(s):	
0035.01 - Tract number from researching FFIEC.gov. Note, please indicate multiple census tracts for scattered site projects that has a Tract Median Income % greater than 100% per FFIEC.gov	
In-District	
How many units are located in the states of Arkansas, Louisiana, Mississippi, New Mexico or Texas (Bank's District)?	10
Rural Units	
How many units are in rural areas?	8
Please provide the rural town(s) or cities where these units are targeted	
Name the Small city, Tiny city and Rural town with populations less than 25,000 or are Rural "eligible" per USDA Eligibilty website.	

Community Stability

Stability	
Does this project involve rehabilitating or converting an existing non-housing structure into housing (adaptive reuse)?	No
Does this project involve rehabilitating at least 20% of the project's units where the existing structure(s) are vacant, abandoned or foreclosed properties?	No
Does this project involve demolition of vacant, abandoned or foreclosed properties where at least 20% of the proposed units in the project shall be newly constructed in place of the demolished structures?	Yes
Indicate how many units will meet the above criterion and whether or not they have been identified and acquired. In addition, please explain the scope and nature of the demolition and new construction.	
Holiday Homebuilders has site control of land and demolished existing structures - provide pictures, permits, etc.	
Does this project involve 100% new construction?	Yes
Does 100% of this project have access to a public transportation stop or location within ½ mile of the development?	No
Is 100% of this project located in a neighborhood stabilization, redevelopment or revitalization area as officially defined by a local governmental entity?	Yes
Are 100% of the rehabilitation units in this project in a substandard condition but suitable for rehabilitation as defined and assessed by the local jurisdiction in which this project is located and at least 20% of the units in this entire project will be rehabilitated?	No
Preservation	
Does this project face expiring HUD Section 8 project-based rental assistance contracts, reach the end of a tax credit compliance period, or face expiring USDA-RD515 rental assistance contracts within two years after the AHP application deadline or is the project a Public Housing Development facing the loss of a HUD development based operating subsidy unless the Public Housing Authority replaces the functionally obsolete units with new units in no less than a 1:1 exchange with the new project?	No
Does the project commit to preserve all of the affordable rental units after the expiration of such contract or the end of the tax credit compliance period?	No

Disclosure

Long Term Retention:

Legally recorded documents that insure the long term retention of all units assisted with AHP funds are a requirement of the Affordable Housing Program. Owner-occupied housing must be retained as affordable for 5 years, and rental housing must be maintained as affordable for 15 years. If your project is approved, the Bank will work with applicants and sponsors to insure that the appropriate regulatory language is used.

Monitoring:

All member institutions and project sponsors are required to maintain records demonstrating the use of AHP funds, and, in the case of rental projects, information concerning the ongoing operations of projects through the end of the 15 year retention period. Projects will be monitored by the Federal Home Loan Bank of Dallas to insure program and application compliance.

Reporting:

Member institutions and sponsors are required to file periodic status reports about the project.

Recapture:

Member institution and sponsor certify that any proceeds of the direct grant and/or subsidized advance, which will not be, or cease to be, used for the purpose approved by the Federal Home Loan Bank of Dallas and the Federal Housing Finance Agency will be recaptured and the unused or improperly used funds will be returned to the Federal Home Loan Bank of Dallas.

Certifications:

Member institution and sponsor certify that the information in the application is correct and that the grant received for this project will only be used for the purposes listed in the application. Any changes regarding the terms and conditions outlined in this application must be provided to the Bank in writing, and approved by the Bank prior to implementation.

Required Documents

Required documents must be received by FHLB of Dallas by the end of day **Friday, March 25, 2016. If the documents are not received within the stated timeframe, your application will be disqualified.** Faxes will not be accepted. Please reference your application number and project name on all

Mailing Information

Please send documentation to one of the following:

Address:
Federal Home Loan Bank of Dallas
Attn: AHP Department
8500 Freeport Parkway South, Suite 600
Irving, Texas 75063-2547

E-Mail Address:AHP@fhlb.com. Multiple emails should be sent if the email file size exceeds 10MB. Please reference the application number and number of emails being sent in the subject line. (For example: 2016AXXXXX Email 1 of 7, 2016AXXXXX Email 2 of 7, etc.)

Required Documents

The detailed list of required documents can be located at the appropriate link on the "Welcome to AHP" page.
If you are submitting a Rental Project, please select the "Required Documents – Rental Project" link.
If you are submitting an Owner occupied or Habitat project, please select the "Required Documents – Owner Occupied Project" link.

Qualifying Statements

Ownership application

In order to be eligible for an Affordable Housing Grant, you must agree and adhere to the following requirements.

- Requested AHP Grant funds do not exceed $500,000.
- Family income, adjusted for family size, does not exceed more than 80% of the area median income.
- Fair Housing - The project, as proposed, must comply with applicable federal and state laws on fair housing and housing accessibility, including, but not limited to, the Fair Housing Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Architectural Barriers Act of 1969, and must demonstrate how the project will be affirmatively marketed.
- The AHP funds will likely be either drawn down or used to obtain other funding within 12 months of approval.
- The project must be completed within 3 years of approval, except Native American projects which must be completed within 5 years of approval.
- You have in place a legally enforceable mechanism to ensure this project will be affordable to families with incomes at or below 80% of the area median income for a period of 5 years. (i.e. deed restriction or soft second mortgage)
- The project may use AHP subsidies to refinance an existing mortgage loan, provided that the refinancing produces equity proceeds and such equity proceeds up to the amount of the AHP subsidy in the project shall be used only for the purchase, construction or rehabilitation of housing units.

Application Summary

Member		**Sponsor Information**	
Member Name:	Member Bank	Sponsor Name:	Holiday Homebuilders
State:	LA	State:	TX
Contact Name:	Bea Goode	Contact Name:	Justin Case
Phone Number:	800-362-2944	Phone Number:	214-555-8673

Project Information

Project Name:	2015 Homeownership Project
Project Location:	Scattered Sites
Description:	Your Project Description Should Include the Following * The kind of project or program and the type of activities planned (down payment/closing cost assistance, construction, rehabilitation) * Other funding sources being leveraged such permanent mortgages, CDBG dollars, HOME funds, etc. * What is your target area location, characteristics and the specific population served. * Describe how your project/program will result in creating or preserving affordable homeownership units. * Describe the home selection guidelines, including the type(s) and costs of typical properties that homebuyers will purchase for acquisition. Description selection criteria for home rehabilitation such as minimum repairs, habitability and typical properties for homeowners. * State the maximum purchase price of the homes, and the minimum property standards that homes must meet before acquisition, or before occupancy if rehab will be required. * If this is a development (construction and/or rehab) project, describe the property location, neighborhood, transportation, local services, etc. * Describe the targeted neighborhood(s) or area(s) where assisted households will be purchasing homes or having their home rehabilitated.
AHP Amount Requested:	$100,000.00
Type of Subsidy:	Direct Grant
Project Type:	Owner
Median Income Source:	HUD
Project Categories:	Acquisition Downpayment Assistance Closing Costs Financial Literacy/Homebuyer Counseling Costs

Scoring Information

Question	**Answer**	**Score**
Donated Property		**0**

Does the project involve donated property?	No	
Sponsor Type		**5**
Ownership Interest (100%):	No	
For Profit:	No	
501(c)3:	Yes	
Tribal Authority:	No	
State or Local Agency:	No	
Housing Authority:	No	
Targeted Units		**16**
Very Low Income:	4	
Low Income:	3	
Moderate:	3	
Total:	10	
Empowerment		**3**
Employment/Workforce Development	No	
Homebuyer Counseling/Homeowner Training	Yes	
On-Site Daycare Services	No	
After School or Out-of-School Services	No	
Sweat Equity (minimum of 300 hours)	No	
Community Stability		**9**
Does this project involve rehabilitating or converting an existing non-housing structure into housing (adaptive reuse)?	No	
Does this project involve rehabilitating at least 20% of the project's units where the existing structure(s) are vacant, abandoned or foreclosed properties?	No	
Will the renovations result in those buildings meeting or exceeding local building codes or the International Code Council (ICC) standards?	No	
Does this project involve demolition of vacant, abandoned or foreclosed properties where at least 20% of the proposed units in the project shall be newly constructed in place of the demolished structures?	Yes	
Indicate how many units will meet the above criterion and whether or not they have been identified and acquired. In addition, please explain the scope and nature of the demolition and new construction.		
Holiday Homebuilders has site control of land and demolished existing structures - provide pictures, permits, etc.		
Does this project involve 100% new construction?	Yes	

Does 100% of this project have access to a public transportation stop or location within ½ mile of the development?	No	
Is 100% of this project located in a neighborhood stabilization, redevelopment or revitalization area as officially defined by a local governmental entity?	Yes	
Are 100% of the rehabilitation units in this project in a substandard condition but suitable for rehabilitation as defined and assessed by the local jurisdiction in which this project is located and at least 20% of the units in this entire project will be rehabilitated?	No	
Does this project face expiring HUD Section 8 project-based rental assistance contracts, reach the end of a tax credit compliance period, or face expiring USDA-RD515 rental assistance contracts within two years after the AHP application deadline or is the project a Public Housing Development facing the loss of a HUD development based operating subsidy unless the Public Housing Authority replaces the functionally obsolete units with new units in no less than a 1:1 exchange with the new project?	No	
Does the project commit to preserve all of the affordable rental units after the expiration of such contract or the end of the tax credit compliance period?	No	
First District Priority		**24**
First-time Homebuyer Units:	10	
Special Needs Units %:	60.00%	
Elderly:	Yes	
Disabled:	Yes	
Recovering from Physical Abuse:	No	
Recovering from Substance Abuse:	No	
HIV/AIDS Positive:	No	
Is your project located in a census tract where the median income in that census tract is at least 100% of the Metropolitan Statistical Area (MSA) median income, and at least 20% of the project's units are reserved for very low-, low- or moderate-income	Yes	

households?		
How many units are located in the states of Arkansas, Louisiana, Mississippi, New Mexico or Texas (Bank's District)?	10	
How many units are in rural areas?	8	
Please provide the rural town(s) or cities where these units are targeted		
Name the Small city, Tiny city and Rural town with populations less than 25,000 or are Rural "eligible" per USDA Eligibilty website.		
Second District Priority		**0**
Rental Units:	0	
AHP Subsidy per Unit		**7**
AHP Grant amount per unit:	$10,000.00	
Homeless Housing		**0**
Total units reserved for homeless housing plus 6 months transition period:	0	
Total Score		**64**

*This score is provided as a preliminary score only, and is subject to review and modification by the staff of the Federal Home Loan Bank of Dallas. Applicants may not rely on this score. It is meant wholly to provide preliminary guidance as to the merit of the application for the convenience of the applicant.

Explanations for Application Values Outside of the Limits

Audit Information

Date Changed	Page Name	User	Field Name	Previous Value	New Value

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Project Summary/Description

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Key Issues To Address In The Project Description:

- The kind of project or program and the type of activities planned (down payment/closing cost assistance, construction, rehabilitation)
- Other funding sources being leveraged such permanent mortgages, CDBG dollars, HOME funds, etc.
- What is your target area location, characteristics and the specific population served.
- Describe how your project/program will result in creating or preserving affordable homeownership units.
- Describe the home selection guidelines, including the type(s) and costs of typical properties that homebuyers will purchase for acquisition. Description selection criteria for home rehabilitation such as minimum repairs, habitability and typical properties for homeowners.
- State the maximum purchase price of the homes, and the minimum property standards that homes must meet before acquisition, or before occupancy if rehab will be required.
- If this is a development (construction and/or rehab) project, describe the property location, neighborhood, transportation, local services, etc.
- Describe the targeted neighborhood(s) or area(s) where assisted households will be purchasing homes or having their home rehabilitated.

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Project Description Example

The 2015 Homeownership Project is Phase 1 of an affordable housing development by Holiday Homebuilders CDC, which will develop 10 single family homes on 2 contiguous blocks in Irving, Texas. Each home will be roughly 1320 square feet with 3 bedrooms and 2 full baths. All 10 homes will be sold to first-time homebuyers with incomes at or below 80% of the area median income. The total project cost will be $900,000.00. FHLB funds will be used for down payment/closing cost assistance which is one of the major impediments to homeownership for the income groups targeted. Other funding sources will be leveraged as needed to make the homes affordable for individuals below 60% of AMI. The project will be 100% new construction located in the South Side neighborhood of Irving, Texas. The area has had no new development in over 20 years and this project will improve the housing stock of area as well as provide much needed affordable housing. The homes will be located within a 1 block radius of a bus stop situated along a major North-South arterial street. The bus stop is serviced by 3 different bus routes that run through the downtown area and a major medical district. The South Side neighborhood is also located in a Midtown Redevelopment Plan "designated redevelopment area" that was adopted by the City in May 2014.

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Empowerment Services

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Evidence of Empowerment Services
(Mandatory Homebuyer Counseling)

1. **What topics will be covered in class?**

   Classes cover a variety of subjects ranging from debt management; first time buyer education, credit awareness, budgeting to save, home upkeep, and bills associated with owning a home.

2. **Who will teach the classes?**

   Classes are taught by staff that has been certified by NeighborWorks and HUD, guest speakers, and consultants with over 20 years experience in credit related issues.

3. **Where are the classes held?**

   Classes are held every second Saturday of the month at XYZ CDC's offices. The classes last for approximately 6 hours.

4. **How are individuals notified of the classes?**

   Each applicant is notified at the time of application processing which level of class they will begin in and when their classes are held. Attendance is mandatory.

5. **What qualifications/certifications do the instructors have?**

   Each of XYZ CDC's staff instructors have successfully completed instruction courses offered by HUD and NeighborWorks (certificates attached). Our staff instructors have been teaching the courses for over 6 years. Our guest speakers and consultants have worked in their respective fields for a minimum of ten years. The fields range from consulting, mortgage, banking, construction, real estate and affordable housing.

Housing Counseling Program - Example

ABC Housing provides a comprehensive housing counseling service to assist low and moderate income families in obtaining mortgages and home improvement loans. This program includes individual financial counseling, credit counseling, consumer education, delinquency counseling, and community meetings.

The program provides the following services:

1. Identify low and moderate income eligible purchasers of single family, small multi-family, cooperative unit, and condominium unit properties.
2. Assist purchasers in identifying potential properties for purchase.
3. Prepare potential purchasers in making application at the bank, by reviewing income, employment history, debts, credit history, projected housing payments, estimated settlement costs, and purchase documents.
4. Provide a regular program of Credit and Budgeting Classes, to assist people with credit problems or people without enough savings for downpayment and settlement costs.
5. Provide a longer term, individualized plan for people with credit problems to re-establish their credit.
6. Sponsor one ABC Housing Bank Fair each year to educate interested low and moderate income people about the services provided by banks and opportunities available.
7. Sponsor a Housing Fair to link up interested buyers with properties for sale.
8. Sponsor community meetings to inform low and moderate income people about the homebuying process and the opportunities in the ABC Housing program.
9. Provide an aggressive marketing program aimed at minority and low to moderate income buyers.
10. Provide delinquency counseling to any ABC Housing referred families who have problems with late payment of their mortgage.

The Housing Counseling Service

New clients will enter the program in a group intake session, where they will learn the basics of homeownership and a survey of available programs to match their needs. They will turn in basic financial information and the housing counselor will create a file for each client. After the group intake, the counselor will pull up a credit report, do a financial review of the file, and then set up a one-on-one interview. There is a twenty dollar charge for a credit report.

With the client, the ABC Housing's counselor will review the client's sources of income and establish whether they are adequate to support home purchase and how much house payment the

family can afford. If the income is inadequate, ABC Housing will work with the client to get cosigners to increase available household income, or to locate a more affordable property.

The counselor will review the client's total debt to determine if the client will be overextending him or herself. If the debt exceeds normal lending limits, ABC Housing will work with the people to pay off debts, refinance loans, or increase household income.

The counselor will do a credit review of the client, based on the credit report and information the client provides. Each ABC Housing office pulls a "triple merged" credit report. For people with credit problems, the counselor will work with them on establishing good credit, payment plans, negotiating with creditors, and writing letters of explanation. All people with credit problems or who need to save funds for downpayment and settlement costs will attend the Credit and Budgeting classes. The classes are organized around the actual budgets of the participating families. The classes will assist the family in setting realistic financial goals, developing savings and repayment plans, and establishing a solid understanding of credit responsibilities.

In the interview, each family will get a personalized financial plan from the housing counselor, which will consist of a few achievable goals to move them toward home ownership. ABC Housing has experience documenting unconventional income sources, such as self-employment, part-time work, and "off the books" income. ABC Housing has developed the standard on "cash on hand" or funds saved at home, often the result of the absence of bank branches in lower income neighborhoods.

The counselor will calculate the monthly loan payment, including taxes and homeowners insurance, and apply the appropriate income and debt ratios. If the real estate agent has not already done so, the counselor will figure out the settlement costs for the future homebuyer. ABC Housing seeks out downpayment and settlement cost assistance grants for low income buyers through local Community Development Block Grant programs, the Affordable Housing Program of the Federal Home Loan Bank, and other sources. Some buyers may be able to finance some of these costs through a personal loan.

Once the client's financial package is in order, ABC Housing will make a loan referral to a lender. The counselor will familiarize the applicant with the loan terminology needed to understand the bank loan process. Each client signs a confidentiality waiver form which permits ABC Housing representatives to discuss the client's finances and credit with the bank. Finally, the counselor will detail what documents the client needs to bring for the loan application interview with the lender. Typically, loan applications are taken at the ABC Housing office.

Once the client has been qualified for mortgage, ABC Housing will begin marketing program houses to the future homebuyer and will enter into a purchase agreement with the homebuyer. ABC Housing will tailor home payments to the needs of the buyer, using available downpayment grants and other subsidies to make the home as affordable as possible for the buyer.

If an application runs into trouble, the housing counselor will intercede with the loan underwriter and see what can be done to straighten out the problem. Counselors will discuss complex or unusual cases with underwriters to determine documentation requirements, structuring of loans, and appropriateness of particular deals.

Finally, after a deal has been approved and closed, ABC Housing will maintain a relationship and will provide post-purchase or delinquency counseling if it is ever needed. ABC Housing relies on lenders to code ABC Housing loans separately, to keep track of any delinquencies and provide monthly reports of any late payments. ABC Housing clients give written permission for disclosing this information to ABC Housing.

Program Marketing

Good housing counseling programs succeed not just on the basis of the counseling, but also on the skill of getting people to use the program. ABC Housing Corporation recruits potential buyers through the following means:

Home Buyers Show: ABC Housing will get potential buyers together with real estate agents, bankers, and housing counselors at the Home Buyers Show. This is a neighborhood event, held in a church or community center, where interested people can look at lists of available properties, participate in a homebuying workshop run by lenders, a real estate attorney, and ABC Housing counselors, figure out if they are ready for homebuying, and get started in the ABC Housing program.

ABC HOUSING Bank Fair: Each year, ABC Housing cosponsors the ABC HOUSING Bank Fair. The program will involve major local banks and the agenda will include workshops on such topics as Getting a Mortgage, Home Improvement Loans, Small Business Loans, Credit and Credit Problems, and Homeownership Opportunities. The ABC HOUSING Bank Fair is usually the largest low and moderate income banking event in the city.

Real Estate Brokers: ABC Housing works closely with real estate companies and property managers who work in the low and moderate income and minority markets. ABC Housing will do mailings, office visits, and real estate breakfasts to bring in participating agents to the program.

Community Meetings: ABC Housing works with community groups in low income and minority neighborhoods. These groups will sponsor community forums to inform residents about the lending opportunities. These meetings, run by community leaders and held in churches, schools, and community centers, are publicized through flyers and the ABC Housing telephone networks.

Public Service Announcements: ABC Housing runs public service announcements in community newspapers and on widely listened to radio stations at least three times a year.

Targeted Outreach: ABC Housing works with individual lenders on targeted marketing efforts, often linked to housing opportunities through real estate agents, or nonprofit developers. These campaigns may involve targeted mailings, flyering efforts, or advertising, designed to take advantage of housing opportunities and to generate loan activity.

Partnership Referrals: ABC Housing works closely with local government, HUD, Fannie Mae and may large lenders in the communities in which we work. These partnerships generate referrals to our programs of people who call these institutions for assistance.

ABC Housing is known for its aggressive marketing. To publicize events, ABC Housing will help distribute 20,000 to 100,000 flyers, through local churches, community businesses, schools, and community groups.

Education is closely linked to marketing. Many first time buyers need to understand the process and feel comfortable. The mortgage process is mystifying to all first time homebuyers, not just low income ones. ABC Housing events are conducted by leaders from the community and ABC Housing counselors who can translate the banker talk into plain English and useful information.

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OWNER OCCUPIED EMPOWERMENT SERVICES

Employment/Workforce Development
Services should include services such as vocational training, or employment/career counseling and job placement, or adult-accredited education programs that include English as a second language, GED or other certifications.

Homebuyer Counseling (Owner-Occupied Purchase/Construction Projects only)
Services should include subject matters such as credit counseling, budgeting, money management, maintaining good credit and predatory lending prevention. This is mandatory for first time homebuyers.

Homeowner Maintenance & Counseling (Rehabilitation Projects only)
Should include subject matters such as budgeting, money management, maintenance, repairs and improvements

After School or out-of-school services:
Program may serve as a substitute for child care, enabling parents or guardians to find or sustain employment. Program is for school age children or youth ranging in age from 5 to 17 years old. This program is distinct from an on-site child care daycare program provided and described above.

Sweat Equity
Activities required of the homebuyers or their families directly related to the construction of their home. A minimum of 300 hours is required. In order to receive sweat equity points, the sweat equity requirement must apply to all homes within the project.

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Sponsor Capacity

Christopher J. Smith

Qualification Summary
Extensive knowledge of principles and practices of property management and applicable federal, state, and local laws and regulations relating to housing. Skilled in effective communication as well as solid organizational skills.

Skills
Compliance Monitoring, Contract Administration, Market Feasibility Studies
Subcontractor Selection, Owner Relationship Management, Outstanding Leadership Skills
Excel, YARDI, LIHTC, Tax Credit, Housing Choice Voucher, Distressed Property Stabilization

WORK HISTORY

2007-Present Property Manager
ABC Properties

• Overall responsibilities of 10 buildings on a 5 acre site
• Ensure tax credit program guidelines met on all units
• Responsible for all site issue resolution, collections and all legal matters.
• Solicit and evaluate all contract services.
• Stabilized property for transfer of ownership

2006-2007 Regional Asset Manager
ABC Realty Management

• Multi state LIHTC portfolio consisting of 25+ communities with 3500+ units
• Ensure compliance with company policies and procedures
• Ensure all properties are in compliance with all local, state and Federal laws and regulatory matters
• Managed staff of 25 and site budgets

- **2003-2006 Assistant Director of Housing Operations**
  ABC Housing Authority

  • Direct and supervise the operations of 12 apartment communities consisting of 700 senior, subsidized and LIHTC units.
  • Supervised the operations of a 2000 + unit portfolio containing Moderate Rehab properties and Housing Choice Vouchers.
  • Implemented organizational changes, which ensured HUD status designation,

change from Troubled Agency to Standard performer.

2001-2003 Consultant
ABC Real Estate Management

• Acquisition projects encompassed commercial, affordable, and multi-family
• Establishment of leasing parameters, policies and procedures
• Due diligence, feasibility studies, marketability plans,
• Conduct quality control and risk management reviews

1998-2001 Director of Section 8
ABC Housing Authority of the City of ABC

• Overall responsibility of the Department's operations and administration.
• Directed the financial management of a 3 million dollar budget
• Contract Administrator of a 60 unit HUD subsidized project
• Supervised a 800+ unit sized portfolio with an average lease-up of 99%

ACCREDITATIONS
NAHRO certified Section 8 HCV Housing Manager
NMA University Section 8 HCV Executive Management
Uniform Physical Conditions Standards Inspector
Housing Quality Standards Inspector

Company Resume

For nearly 40 years, Christopher Community has dedicated itself to meeting the housing needs of low- and moderate-income individuals and families, many of whom are elderly or have disabilities. Christopher Community has developed a variety of safe and affordable housing alternatives from single family to multi-unit buildings across Texas. We currently manage nearly 3,000 units in over 104 buildings. In addition, Christopher Community administers the county-wide Section 8 rental assistance program in several counties serving over 600 households.

Christopher Community employs a professional staff skilled in all phases of development and management such as governmental reporting, building operations, construction, the provision of social services to residents, accounting, leasing and personnel. Christopher Community works actively and successfully with the U.S. Department of Housing and Urban Development and the U.S. Department of Agriculture's Rural Development Office, Texas State Department of Social Services and the Texas Department of Housing and Community Renewal. Christopher Community has established successful working relationships with local governments and not-for- profits to develop new projects and provide services for existing residents.

Development

Since the beginning, Christopher Community has coordinated or assisted in developing a multitude of facilities in Texas. We use a wide variety of funding sources including HUD 202, Rural Housing Development, low income housing tax credits, state funded projects and many local and private sources. Many of these facilities are currently being managed by Christopher Community.

Some of the development activities include:

- Research potential site locations
- Assess market demand
- Identify potential funding sources
- Work with design professionals as well as existing residents to create an attractive building that meets the needs of potential residents and the neighboring community
- Secure project financing and commitments
- Oversee the construction process
- Coordinate the legal and financial aspects of the project

Housing Management

To manage our buildings in a way that best fits our mission and values, Christopher Community uses a resident-centered approach. Emphasis is placed on assuring that residents' needs are met, financial records are accurate, and the properties are well maintained. Christopher Community's portfolio includes over 2,400 senior apartments.

Christopher Community has consistently received very high ratings both from government and private entities for our management.

Some of our property management activities include:

- Developing an affirmative marketing plan which is used to generate interest by potential applicants.
- Processing every potential applicant to ensure compliance with all housing regulations.
- Maintaining each property including day-to-day activities and major capital improvements.
- Staffing each facility with an on-site manager and a live-in superintendent.
- Managing all bank accounts and finances for each property. Collecting all rents. Completing all required government and project reports.
- Providing support and training to ensure that on-site staff is up to date on all government directives, policies and procedures.
- Supporting residents in their efforts to develop onsite recreation and program activities. Working with residents and staff to provide human service needs such as access to health care, nutrition programs and transportation.

Rental Assistance

Since 1977, Christopher Community has administered the county-wide rental assistance program for the Counties of Wise and Collin (Section 8 "Existing Housing Program"). Over 600 rent subsidies are dispersed to elderly, disabled and low income families located throughout those counties. In addition to the need for rental assistance, many of these families are in need of social service programs. When necessary, these families are directed to the appropriate agency, or contact is made for them.

Recent Accomplishments

- **Near Westside Townhouse I** - Completed in July, 2010, Christopher Community created 14 affordable one- and two-unit houses for low-income families in the near Westside neighborhood of Irving. The project included the renovation of one historic house and new construction of 13 affordable housing units. Funding was provided by the Division of Housing and Community Renewal and the City of Irving.

- **Near Westside Townhouse II -** The first project was so successful that funding for a Phase II was recently awarded. Phase II of the project will include the development of an additional 20 affordable rental housing units at scattered sites in the near Westside. Construction started in January, 2013.
- **O'Brien Road Senior Housing** – The facility opened in April 2011. The building has 39 one-bedroom apartments that are all handicap accessible. This project is a partnership with the City of Austin which runs the PACE program. The program provides all inclusive care for the elderly which allow the residents to stay in place longer than conventional housing.
- **Property Refinancing -** Christopher Community refinanced the HUD 202 mortgages on four of our senior housing facilities at lower interest rates. The refinance provided equity money for improvements on the properties including, windows, roofs, and other major systems. The money that is saved on the interest each month is put into a debt service savings account and can be drawn from for resident programs and services as well as improvements to the facility that benefit the residents. The annual savings will continue for the duration of the loan. Christopher Community plans to refinance additional properties for this same benefit. Four additional properties are underway for 2013.
- **Salina School -** Christopher Community recently received a $2.9 million grant from the Division of Housing and Community Renewal to rehabilitate Salina School, a 37-unit facility for persons age 55 and older with low-to-moderate incomes. A number of improvements will be made to the building including a new roof, carpeting, flooring and a new parking lot. Work will start in the spring of 2014.
- **Providence House** – The building was awarded a $1.5 million Green Retrofit grant from the federal government to improve the energy efficiency and comfort of the residence. The 101-unit senior building is currently an all-electric facility and very expensive to operate.

Executive Staff

Douglas Reicher	President
Cindy Bird	Vice-President – Property Management
David R. Filipski	Vice-President – Finance
Robert Weismore	Director – Rental Assistance Program
Fredrick Zolna	Vice-President – Development

Company Profile Bio

John Doe, Principal
John Doe is the managing partner in the Any town office of ABC Company. He has more than 25 years experience specializing in affordable housing and community development. Mr. Doe's focus is in real estate taxation and syndication. Mr. Doe serves on the executive committee of the ABC Advisory Group and the boards of directors of the ABC Coalition and the NMTC Coalition. He was a member of the ABC State Housing Advisory Board, as well as a board member of the Affordable Housing Development Foundation.

John Smith, Director
John Doe is the Director in the Any town office of ABC Company. He specializes in real estate development and management of properties. Prior to joining ABC Company, he was a housing development director with ABC Affordable Housing Properties. Mr. Smith is a member of the executive committee.

Chris Doe, Deputy Director
Chris Doe joined the Any town office of ABC Company in 2002. Prior to joining ABC Company, Mr. Doe was a development manager with BBB Development where he spent five years directing financing and site evaluation. Mr. Doe is a member of the "Property Search and Financing" committee.

Joe Anybody, Property Manager
Joe Anybody is Property Manager ABC Company in 2002. Mr. Anybody has extensive knowledge of real estate including affordable housing, and federal governmental auditing requirements; this includes U.S. Department of Housing and Urban Development (HUD) and Rural Housing Service (RHS) programs. He serves as the Property Manager of ABC's 30,000 unit portfolio

BIO OF JOHN DOE:

Mr. John Doe is the Executive Director of SAMPLE CDC. She has held this position since 2001. Mr. Doe has more than 15 years experience in the development, financing, and management of affordable rental housing projects. Prior to joining SAMPLE CDC, Mr. Doe was Finance Director for AAA Development, a position he held for six years.

Projects developed by Mr. Doe include the following:
ABC Apartments, 45 unit senior project located at 12 X Street, Longview, Texas that was completed and fully rented in 2012. Mr. Doe led the project team on behalf of SAMPLE CDC, with complete day-to-day responsibility for project success.

Doe Homes, 8 single family homes sold to qualified low-income buyers. Project completed and sold out in 2012. Mr. Doe led the project team on behalf of SAMPLE CD

John's Place, 16 unit rental project targeted to single parents with children that provide on-site after-school program for resident children located Tyler, Texas. Project was purchased from the City of Tyler and substantially rehabilitated, including full ADA compliance on three units. Mr. Doe managed the financial aspects of this project, including construction draw requests, compliance monitoring, tenant selection and underwriting, and permanent financing.

Mr. Doe is a member of the XXX Neighborhood Association and is a past Secretary of the Board.

BIO OF JANE DOE:

Jane Doe is the Executive Director of ABC Affordable Homes Development Corporation, in which capacity she provides executive leadership in the development and administration of all programs and policies. She has served as Executive Director since 2005. Ms. Doe serves on the National Team of Affordable Homes for America as a member of the Board of Directors

Jane served as a founding member of a Homeownership Education and Counseling Center. In 2005, Ms. Doe joined Town Affordable Housing as a Development Manager and subsequently rose to the position of Development Director. In November, 2011, the Board of Directors appointed her has Executive Director of Town Affordable Housing. She has overseen the issuance of approximately $1.6 billion in development as well as the launch of programs aimed at assisting low and moderate income families obtain housing. Since assuming the role of Executive Director, Ms. Doe has directed the growth of affordable housing and rehabilitation programs from four to fifteen.

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Architect Sponsor Capacity Description Example

ABC Architects in **Anytown, TX** projects include senior living, affordable housing, adaptive re-use and houses of worship. This well rounded experience enhances creativity and provides new perspectives for different building typologies. Our work often includes master planning, building code studies, and accessibility studies. The staff's technical understanding of construction enables us to provide high quality design services for the construction of new buildings and the renovation of existing structures. The firm has extensive experience with existing building assessments for code compliance, feasibility studies, and renovations. The firm also has 2 LEED accredited professionals on staff to help implement green technology and concepts in our projects.

Affordable housing is a special interest of the firm which has experience with several types of affordable housing projects and is now completing the second of two projects Happytown, Texas. The first project was a complete renovation of a forty-unit affordable housing complex named Irving Oaks with a 1000 sq. ft. community building. The firm can provide reviews of existing affordable housing complexes under the US Department of Agriculture Rural Development (USDA RD) Capital Needs Assessment (CNA) guidelines. CNAs provide a standard format for reviewing facilities and estimating future costs of maintenance and renovation.

The firm also volunteers design services for the Happytown Habitat for Humanity. Staff personally volunteered as the Build Team Coordinators for a blitz build in East Mansfield and was responsible for design, scheduling, ordering materials, and overseeing construction. The following projects were completed by the firm:

- **Smile Home** - Project included the adaptive re-use of an abandoned school building into 28 units of affordable housing and involved over $4M in tax credits.
- **Small Town –** Project was a scattered site in-fill new construction rental housing project encompassing 32 two family homes for a total of 64 units of housing. This project involved over $8M in tax credits and encompasses a 5 block area.
- **Supportive Housing Community -** This project involved the new construction of a multifamily structure with 16 units of supportive housing for single individuals. The project also included a case management office, a social hall and work space.
- **Supportive Living -** This project involved the acquisition of an existing 2 family home on Clerk Street for conversion into 6 congregate living units for special needs individuals.
- **Transitional Housing -** This project involved the new construction of a multifamily structure with 6 units of supportive housing for families.

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Homeownership Sponsor Capacity Description Example

The FHLB CDC is a non-profit organization, which serves as an entity for community-based leadership to revitalize and re-develop the East Neighborhood of City of XYZ. The organization was incorporated in 1989 and is governed by a 16 member Board of Directors. The staff includes an Executive Director, Deputy Director/Director of Housing, Finance Director and Director of Human Services. Other staff includes a Housing Specialist/Home Owner Trainer and Community Outreach Manager.

FHLB CDC housing development program incorporates several facets designed to serve the varied housing needs of the community. In an effort to further the availability of quality affordable housing in East Neighborhood of City of XYZ, the following projects have been accomplished or under way.

* 59 single family homes have been renovated for first time homebuyers using CDBG funds
* 15 new single family homes were constructed and sold to first time home buyers in Freeport Crossing.
* 35 new single family homes are under development in the Swans Crossing area
* 3 new construction and 14 rehabilitated homes in the Washington Addition Area

The Home Buyer Education Program (**HBEP**) has served over 500 families through housing counseling and the home buying process. The **HBEP** provides eligible home buyer with financial assistance to help with closing cost, down payment and principal reduction. The assistance enhances the affordability of homes to low income home buyers.

Jane Doe, Executive Director, has more than twenty-five (25) years experience in housing and community development. She established the first Home Buyer Program, home rehabilitation services and counseling and education program over 17 years ago.

John Mayberry is the Director of Housing. John has over 22 years experience in community development. He was recently employed with the Affordable Housing Program builders where he managed planning, implementation and operations of community-based transportation projects throughout Illinois. Mr. Mayberry has 11 years of direct community development experience with the City of FHLB where he assisted in the development and administration of community development projects involving housing rehabilitation, streets, drainage, parks and building construction/renovation, public service and economic development activities.

Joe Contractor is the Construction Manager. He is a licensed contractor and directs FHLB CDC's construction activities. Joe has been employed with FHLB CDC for 10 years and also serves as construction trainer for FHLB CDC’s Youthbuild Program which involves the training of disadvantaged young adults ages 16-24 in the construction trades.

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Project Budgets

Estimated Costs per Item for New Home Construction
Estimate for a 3-bedroom, 1.75 bath house of 1145 sq. ft.

Item	1145 sq ft
Land	2,490.00
Total Land Costs	**2,490.00**
Appliances	1,500.00
Foundation (contracted labor and materials)	7,650.00
Framing Lumber & trusses	5,135.00
HVAC (contracted labor and materials)	4,800.00
Insulation	3,500.00
Interior finish	800.00
Landscape & grass	600.00
Site preparation	5,136.00
other-nails, screws, etc	530.00
Paint & caulk	1,285.00
Survey/Appraisal	600.00
Plumbing (contracted labor and materials)	5,700.00
Roofing materials & labor	2,200.00
Storage shed	1,000.00
Sidewalk, curb & driveway	3,500.00
siding	3,600.00
Utilities, storage, toilet, rolloff	1,450.00
Cabinets	2,000.00
Doors, Windows & hardware	3,000.00
Drywall (contracted labor and materials)	2,500.00
Electrical	2,500.00
Exterior finish	800.00
Flooring	1,900.00
insurance	963.00
slab engineering	500.00
permits, utility hookups, etc.	500.00
Construction and Project Supervision	6,900.00
volunteer labor	1,350.00
Developers fee	2,140.00
administration/overhead	3,210.00
closing costs	1,250.00
Total direct construction costs	**78,499.00**

grand total	**80,989.00**

Building Repair Estimate

Homeowner: John Q. Smith	Date: 12/1/10			Page 1 Of 1		
Address: 123 Main St.						
City: Anywhere ST: Anystate Zip: 00010	Unit Cost or Material Price Only			Labor Price Only		
Description of Item	Unit Cost Sq Ft/Ea	Unit Price	Total A	Hours	Rate	Total B
Install 400 sq ft of 1/2" sheetrock on bath walls,	400	$0.44	$176.00	9.6	$51.47	$494.11
includes tape and finish, ***Walls are molded***			$0.00			$0.00
due to water leakage from damaged roof			$0.00			$0.00
Paint walls, roller, smooth finish			$0.00			$0.00
1 coat sealer/2.1 gal	600	$0.07	$42.00	4.2	$51.24	$215.21
2 coats latex flat/2.1 gal	600	$0.19	$114.00	7.2	$51.24	$368.93
			$0.00			$0.00
Roof is severely rotted and will not provide			$0.00			$0.00
adequate protection from elements much longer			$0.00			$0.00
Remove existing sheathing, felt, shingles	1240	$0.25	$310.00	4	$8.00	$32.00
Install 1125 sq ft of 3/4" plywood	1240	$0.88	$1,091.20	7	$8.00	$56.00
Install 15# felt			$0.00			$0.00
Install 35 yr comp shingles (3 tab)	1240	$0.75	$930.00	16	$36.09	$577.44
			$0.00			$0.00
NOTE: An explanation as to why the repairs			$0.00			$0.00
are needed must accompany your estimate.			$0.00			$0.00
Only repairs addressing health & safety issues			$0.00			$0.00
are allowed.			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
Totals			$2,663.20			$1,743.69
The undersigned agrees to complete and guarantee repairs at a total of $					**Total Column A**	$2,663.20
Contractor					**Total Column B**	$1,743.69
Street					**Total Column A & B**	$4,406.89
City Ph.						
By					**Sub-Total**	$4,406.89
Homeowner Signature					10% Profit	$440.69
Contractor Signature					**Grand Total**	$4,847.58

Estimated Costs per Item New Home Construction
3 Bedroom, 1.5 Bath (1,145 Sq. Ft.)

Item	1145 Sq Ft
Land	2,490.00
Total Land Costs	**2,490.00**
Appliances	1,500.00
Foundation (contracted labor & materials)	7,650.00
Framing Lumber & Trusses	5,135.00
HVAC (contracted labor & materials)	4,800.00
Insulation	3,500.00
Interior Finish	800.00
Landscape & Grass	600.00
Site Preparation	5,136.00
Other – Nails, Screws, etc	530.00
Paint & Caulk	1,285.00
Survey/Appraisal	600.00
Plumbing (contracted labor & materials)	5,700.00
Roofing Materials & Labor	2,200.00
Storage Shed	1,000.00
Sidewalk, Curb & Driveway	3,500.00
Siding	3,600.00
Utilities, Storage, Toilet, Roll-off	1,450.00
Cabinets	2,000.00
Doors, Windows & Hardware	3,000.00
Drywall (contracted labor & materials)	2,500.00
Electrical	2,500.00
Exterior Finish	800.00
Flooring	1,900.00
Insurance	963.00
Slab Engineering	500.00
Permits, Utility Hookups, etc.	500.00
Construction & Project Supervision	6,900.00
Volunteer Labor	0.00
Sub-Total	**70,549.00**
Developers Fee	2,140.00
Administration/Overhead	1,500.00
Contingency	5,500.00
Total Direct Construction Costs	79,689.00
Grand Total	**82,179.00**

Building Repair Estimate

Homeowner: John Q. Smith	Date: 12/01/2015			Page **1** Of **1**		
Address: 123 Main St.						
City: Anywhere ST: Anystate Zip: 00010	**Unit Cost or Material Price Only**			**Labor Price Only**		
Description of Item	Unit Cost Sq Ft/Ea	Unit Price	Total A	Hours	Rate	Total B
Install 400 sq ft of 1/2" sheetrock on bath walls,	400	$0.44	$176.00	9.6	$51.47	$494.11
includes tape and finish, ***Walls are molded***			$0.00			$0.00
due to water leakage from damaged roof			$0.00			$0.00
Paint walls, roller, smooth finish			$0.00			$0.00
1 coat sealer/2.1 gal	600	$0.07	$42.00	4.2	$51.24	$215.21
2 coats latex flat/2.1 gal	600	$0.19	$114.00	7.2	$51.24	$368.93
			$0.00			$0.00
Roof is severely rotted and will not provide			$0.00			$0.00
adequate protection from elements much longer			$0.00			$0.00
Remove existing sheathing, felt, shingles	1240	$0.25	$310.00	4	$8.00	$32.00
Install 1125 sq ft of 3/4" plywood	1240	$0.88	$1,091.20	7	$8.00	$56.00
Install 15# felt			$0.00			$0.00
Install 35 yr comp shingles (3 tab)	1240	$0.75	$930.00	16	$36.09	$577.44
			$0.00			$0.00
NOTE: An explanation as to why the repairs			$0.00			$0.00
are needed must accompany your estimate.			$0.00			$0.00
Only repairs addressing health & safety issues			$0.00			$0.00
are allowed.			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
Totals			$2,663.20			$1,743.69
The undersigned agrees to complete and guarantee repairs at a total of **$**					**Total Column A**	$2,663.20
Contractor: Bob Robertson Repairs, Inc.					**Total Column B**	$1,743.69
Street: 1234 Main Street					**Total Column A & B**	$4,406.89
City: Anytown, ST Ph: 870-999-9999						
By: Bob Robertson					**Sub-Total**	$4,406.89
Homeowner Signature						
Contractor Signature					**Grand Total**	$4,406.89

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Marketing Plan

Affirmative Fair Housing Marketing (AFHM) Plan - Single Family Housing

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp. 1/31/2010)

1a. Applicant's Name, Address (including City, State & Zip code) & Phone Number	1c. Development Number	1d. Number of Units
	1e. Price Range From $ To $	1f. Type of Housing ☐ Development ☐ Scattered Site
	1g. Approximate Starting Dates (mm/dd/yyyy) Advertising Occupancy	

1b. Development's Name, Location (including City, State and Zip code)	1h. Housing Market Area	1i. Census Tract
	1j. Sales Agent's Name & Address (including City, State and Zip Code)	

2. **Type of Affirmative Marketing Area** (check all that apply)

___ White (non-minority) Area

___ Minority Area

___ Mixed Area (with _____ % minority residents)

3. **Direction of Marketing Activity** (Indicate which group(s) in the housing market area are **least** likely to apply for the housing because of its location and other factors without special outreach efforts)

☐ White ☐ American Indian or Alaskan Native ☐ Asian
☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☐ Persons with Disabilities ☐ Families with Children
☐ Other _____ Specify _____
(e.g. specific ethnic group, religion, etc.)

4a. **Marketing Program: Commercial Media** (Check the type of media to be used to advertise the availability of this housing)

☐ Newspapers/Publications ☐ Radio ☐ TV ☐ Billboards ☐ Other (specify)

Name of Newspaper, Radio or TV Station	Group Identification of Readers/Audience	Size/Duration of Advertising

4b. **Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster**

(1) Will brochures, letters, or handouts be used to advertise? ☐ Yes ☐ No If "Yes", attach a copy or submit when available.

(2) For development site sign, indicate sign size _____ x _____; Logo type size _____ x _____. Attach a photograph of sign or submit when available.

(3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the ☐ Sales Office ☐ Real Estate Office ☐ Model Unit ☐ Other (specify)

4c. **Marketing Program: Community Contacts.** To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below which are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD-Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

Name of Group/Organization	Group Identification	Approximate Date (mm/dd/yyyy)	Person Contacted (or to be Contacted)

Address & Phone Number	Method of Contact	Indicate the specific function the Group/Organization will undertake in implementing the marketing program

5. **Reserved**

6. **Experience and Staff Instructions** (See instructions)

6a. Staff has affirmative marketing experience.

☐ No ☐ Yes

6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.

7. **Additional Considerations** Attach additional sheets as needed.

8. **Compliance with AFHM Plan Regulations:** By signing this form, the applicant agrees to ensure compliance with HUD's Affirmative Fair Housing Marketing Regulations (24 CFR 200.620).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only	**For HUD-Office of Fair Housing and Equal Opportunity Use Only**
Approved ____ Disapproved _____ (Check One)	
Signature & Date (mm/dd/yyyy)	Signature & Date (mm/dd/yyyy)
Name (type or print)	Name (type or print)
Title	Title

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

In General: The Affirmative Fair Housing Marketing (AFHM) Plan is used to ensure that Federal Housing Administration (FHA)-insured single family housing developers are taking necessary steps to eliminate discriminatory practices and to overcome the effects of past discrimination involving Federally insured housing. No application for any housing development insured under the Department of Housing and Urban Development's (HUD) housing programs, shall be funded without a HUD-approved AFHM Plan (See the "Applicability" section in the instructions below.) Single family housing developers complete the AFHM Plan only during the application process and the AFHM Plan is in effect until after initial occupancy. The responses are required to obtain or retain benefits under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

Applicability: Single family developers should answer the following two questions to determine if they need to complete an AFHM Plan or if they should complete block 11 on Form HUD-92541, Builder's Certification of Plans, Specifications, & Site. (See HUD Mortgagee Letter 1995-18 dated April 28, 1995 and 2001-09 dated April 2, 2001 for further instructions).

Question 1. (Check if applicable)

_____ a. Did you sell five (5) or more houses in the last twelve (12) months with HUD mortgage insurance?

_____ b. Do you intend to sell five (5) or more houses within the next twelve (12) months with HUD mortgage insurance?

If you did **not** check 1a or 1b, you do **not** have to complete an AFHM Plan. You should complete block 11 on the HUD-92541.

If you checked 1a and/or 1b, you must go to Question 2.

Question 2. (Check if applicable)

_____ a. I am a signatory in good standing to a Voluntary Affirmative Marketing Agreement (VAMA).

_____ b. I have an AFHM Plan that HUD approved.

_____ c. I have contracted with a company that has an AFHM Plan or who is a signatory to a VAMA to market my houses.

_____ d. I certify that I will comply with the following: (a) Carry out an affirmative marketing program to attract all minority and majority groups to the housing for initial sale. Such a program shall typically involve publicizing to minority persons the availability of housing opportunities regardless of race, color, religion, sex, disability, familial status or national origin, through the type of media customarily utilized by the applicants; (b) Maintain a nondiscriminatory hiring policy in recruiting from both minority and majority groups; (c) Instruct all employees and agents in writing and orally of the policy of nondiscrimination and fair housing; (d) Conspicuously display the Fair Housing Poster in all Sales Offices, include the Equal Housing Opportunity logo, slogan and statement in all printed material used in connection with sales, and post in a prominent position at the project site a sign that displays the Equal Opportunity logo, slogan or statement, as listed in 24 CFR 200.620 and appendix to subpart M to part 200. I understand that I am obliged to develop and maintain records on these activities, and make them available to HUD upon request.

If you checked "a, b, c, or d" in Question 2, you do **not** have to complete an AFHM Plan. You should complete block 11 on the HUD-92541.

If you did **not** check "a, b, c or d" in Question 2, you must complete an AFHM Plan.

Each applicant is required to carry out an affirmative program to attract prospective buyers of all minority and non-minority groups in the housing market area regardless of their race, color, religion, sex, national origin, disability or familial status (24 CFR 200.620). Racial groups include White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. Other groups in the housing market area who may be subject to housing discrimination include, but are not limited to, Hispanic or Latino, persons with disabilities, families with children, or persons of different religious affiliations. The applicant shall describe in the AFHM Plan the proposed activities to be carried out during advance marketing, where applicable, and the initial sales period. The affirmative marketing program also should ensure that any group(s) of persons ordinarily **not** likely to apply for this housing without special outreach (See Part 3), know about the housing, feel welcome to apply and have the opportunity to buy.

INSTRUCTIONS

Send completed form to: your local HUD Office
Attention: Director, Office of Housing

Part 1-Applicant and Project Identification. Blocks 1a thru 1f-Self-Explanatory. Block 1g-the applicant should specify the approximate date for starting the marketing activities and the anticipated date of initial occupancy. Block 1h-the applicant should indicate the housing market area, in which the housing will be located. Block 1i - the applicant may obtain census tract location information from local planning agencies, public libraries and other sources of census data. Block 1j the applicant should complete only if a Sales Agent (the agent can not be the applicant) is implementing the AFHM Plan.

Part 2-Type of Affirmative Marketing Area: The AFHM Plan should indicate the approximate racial composition of the housing market area in which the housing will be located by checking one of the three choices. Single family scattered site builder should submit an AFHM Plan that reflects the approximate racial composition of each housing market area in which the housing will be located. For example, if a builder plans to construct units in both minority and non-minority housing market areas, a separate AFHM Plan shall be submitted for each housing market area.

Part 3-Direction of Marketing Activity. Indicate which group(s) the applicant believes are least likely to apply for this housing without special outreach. Consider factors such as price or rental of housing, sponsorship of housing, racial/ethnic characteristics of housing market area in which housing will be located, disability, familial status, or religious affiliation of eligible population, public transportation routes, etc.

Part 4-Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in Part 3 of this AFHM Plan present in the housing marketing area that are least likely to apply. The applicant shall state: the type of media to be used, the names of newspaper/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the AFHM Plan (e.g., White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, persons with disabilities, families with children, and religious affiliation), and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the housing market area or the locality that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, grass roots faith-based or other community based organizations, labor unions, employers, public and private agencies, disability advocates, schools and individuals who are connected with these organizations and/or are well-known in the community. Applicants should notify their local HUD–Office of Housing of any changes to the list in Part 4c of this AFHM Plan.

Part 5-Reserved

Part 6-Experience and Staff Instructions.

6a. The applicant should indicate whether he/she has had previous experience in marketing housing to group(s) identified as least likely to apply for the housing.

6b. Describe the instructions and training provided or to be provided to sales staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan.

Copies of any written materials should be submitted with the AFHM Plan, if such materials are available.

Part 7-Additional Considerations. In this section describe other efforts not previously mentioned which are planned to attract persons least likely to apply for the housing.

Part 8-Compliance with AFHM Plan Regulation. By signing, the applicant assumes full responsibility for implementing the AFHM Plan. HUD may monitor the implementation of this AFHM Plan at any time and request modification in its format or content, where deemed necessary.

Notice of Intent to Begin Marketing. No later than 90 days prior to the initiation of sales marketing activities, the applicant with an approved AFHM Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the Office of Housing in the appropriate HUD Office servicing the locality in which the proposed housing will be located.

OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the AFHM Plan. The burden hours for such notification are included in the total designated for this AFHM Plan form.

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Marketing Plan Example

Outreach and marketing for the project will begin on April 1, 2015 and will be done for a 120-day period. Application availability and a public information workshop will be announced in the following newspapers: [***provide the names of newspapers in your target area***]. The ads will run at least 8 times during the 120-day marketing period.

Informational flyers/brochures will be sent to local agencies including but not limited to senior centers, community centers, housing agencies, churches and other religious organizations. Applicants can also obtain by calling or writing to FHLB Development.

FHLB Development will have eight informational sessions to answer questions about the eligibility requirements, preferences for selections, and the program process. Locations and times have yet to be determined. Applicants will be notified in writing that their application has been received and they are eligible for the project.

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Required Documents

Owner-Occupied Required Documents

Required documents must be received by FHLB of Dallas by the end of the day **Friday March 25, 2016**. **If the documents are not received within the stated timeframe, your application will be disqualified**. Faxes will not be accepted. Please reference your application number and project name on all documentation.

Mailing Information

Please send documentation to one of the following:

Mailing Address:
Federal Home Loan Bank of Dallas
Attn: AHP Department
8500 Freeport Parkway South, Suite 600
Irving, Texas 75063-2547

E-Mail Address: AHP@fhlb.com. Multiple emails should be sent if the email file size exceeds 10MB. Please reference the application number and number of emails being sent in the subject line. (For example: 2016AXXXXX Email 1 of 7, 2016AXXXXX Email 2 of 7, etc.)

Below is a list of the documents required by the end of the day Tuesday March 25, 2016:

Document List

Evidence of Demand – Documents should include information describing current local market conditions and demand for the use of AHP grant funds being applied for. Please include data and other relevant facts that sufficiently demonstrate the need for and viability of the proposed project within the target area(s). Examples would include but not be limited to: Market Study, waiting list of applicants and/or qualified homebuyers or homeowners in need of the grant funds. Also, include a narrative explaining when the grant funds are expected to be fully used and provide evidence to support that assertion such as a timeline, project implementation schedule, etc.

Affordability – For projects utilizing grant funds for acquisition (down payment and/or closing costs) or new construction, please explain the income targeting selected in the application in relation to the average sales price indicated within the application. In addition to providing evidence of the need for the type of development and the units proposed application should explain and/or provide examples how the project will make homes affordable for families(the income targeting selected) in the targeted area(s).. This information should include comparable housing prices or occupancy data for the geographic location.

- For acquisition projects, ensure that the average sales price when multiplied against the number of units agrees to the uses of funds statement within the application.

Owner-Occupied Required Documents

- For new construction projects, ensure that the average sales price used agrees to the average sales price you entered on the Construction cost information page. In addition, if the average sales price is less than the average development cost, explain how the organization is able to build and sell homes for less than the construction cost.

Sponsor Capacity – The application provides an opportunity to write a narrative; however, additional/supplemental information such as resumes must also be submitted. The sponsor capacity is reviewed to ensure that sponsors are qualified and able to perform their responsibilities as described in the project. The organizational resumes should list other housing projects or programs that the primary sponsor of the project have previously developed or coordinated. This resume should include the names of such projects, the number of units and total development cost, completion dates, target population (such as low income, elderly, homeless, etc.) and the roles of the primary sponsor and key personnel along with their qualifications (resumes).

Evidence of Affirmative Marketing Program – Provide documentation and/or a narrative on how the project is going to be affirmatively marketed and comply with federal, state and local fair housing laws. Include methods on how the public will be informed such as commercial media, brochures, signs and community contacts/organizations. For example you can submit examples of marketing items and/or a list of publications and media used to promote the project to its target market.

Evidence of Site Control (New Construction Only) – Provide the Site Control documentation selected in the application. I.e. Warranty Deed, Contract for Deed, Contract for Lease, Purchase Option, Option to Lease, or Letter of Intent. If the Sponsor does not have control of the site(s), the application provides an opportunity to write a narrative of when site control is expected. Submit any documentation that would further support the narrative. Documents must be executed by both the seller and buyer.

Development Cost Budget (New Construction) – Provide a detailed development cost budget. Categorize the budget in such a way that it agrees to the Uses of Funds statement or Needs Analysis in the application. In addition, the average Development cost per home you enter on the Construction Cost information page within the application when totaled against the number of units in the project must agree to the uses of funds statement or Needs Analysis.

Development Cost Budget (Rehabilitation) – Provide a detailed rehabilitation cost budget. Although all of the homes may not be identified, the detailed budget is an estimation of what the cost is for various needed repairs based upon homes already identified as well as historical information. The total on the rehabilitation budget must agree to the uses of funds statement within the application. At the time of application for all owner-occupied projects involving rehabilitation in which the project sponsor is also the developer or contractor of the project and the total project cost per home exceeds $10,000, the Bank will utilize Marshall & Swift's building cost data or require two independent bids as a benchmark to determine reasonable project costs. The rehabilitation cost of a submitted project may not exceed Marshall& Swift's building cost data by more than 5%.

Owner-Occupied Required Documents

In addition, pre and post inspection requirements have been implemented by the Bank to mitigate the risk of fraud from unscrupulous contractors and from defective work, and are intended to protect the homeowners, sponsors and members from claims of incomplete or shoddy workmanship.

The inspections must be conducted by an independent third party selected by the member. Unless, the sponsor is a government controlled entity, the third party inspector must not be related to the sponsor. Therefore please include the cost of pre and post inspections in your development cost budget for rehabilitation projects, as applicable. Also, please submit who will be performing the inspections along with their qualifications.

Point Substantiation – Documents are required for those categories below if the project received points in that category. Please refer to the Project Summary page within the application to determine if points were received.

Donated Property

In order for the property to be considered donated, the property must be donated or conveyed by an entity not owned or controlled by the member, project sponsor or project owner. If it is a related party donation, please select "No" to the question "Does this project involve any donated property?"

Provide the applicable purchase and sales contract, Warranty Deeds or Quit Claim Deeds or Executed Lease Agreement and Memorandum of Lease that demonstrates the donation.

If the percentage donated is less than 100%, please also submit the necessary documentation to evidence the donated percentage. For properties donated or conveyed at a discount **(at least 50%)** to fair market value, an appraisal within six months prior to the closing or transfer date is required. (If the property is not transferred at the time of application, the value will be determined based on the purchase and sales agreement or option to purchase. After the property is transferred, the actual price and value will be reconfirmed.)

Sponsor Type

Non-Profit – 501c3 – IRS Documentation Provide copy of the certification letter from the IRS

Tribal Authority – IRS Documentation or TDHE documentation.

Homeless

Provide an explanation on how the number of Homeless units was determined. Within the narrative, also explain how the home will be afforded by an individual or family that is currently homeless. In addition, provide an explanation on how the homeless individual or families are

Owner-Occupied Required Documents

being identified and the documentation that will be provided to evidence their homelessness. These supporting documents typically include referrals from shelters, intake form that includes their income or information from the Homeless Management Information System (HMIS).

Empowerment

For any services that were answered as "Yes":

If services are conducted by a third party, provide a Memorandum of Understanding (MOU) executed between the sponsor and the third party. Also, provide a brochure or other published material from the third party sufficient to document that the third party provides such services.

If services are conducted by the sponsor, list the qualifications of the individual(s) performing the service. This can be in the form of a resume, counseling certifications or narrative. Any published material, if any, should also be provided.

First District

- Special Needs – Provide an explanation on how the number of special needs units was determined as well as evidence on the demand/need for assistance.

- Economic Diversity – If "yes" is selected, the application provides a section where you can list the census tracts of targeted areas for your project. Please explain how these tracts were identified. In addition, provide the number of units within each tract that you expect to assist for this project. Provide a copy of the FFIEC Tract Median Family Income % for the indicated census tracts within the application; this information can be located at www.**ffiec**.gov. The tract % must be greater than 100%. Please print the information from the www.ffiec.gov website and include it in the application. If you do not have sufficient evidence that the project will assist at least 20% of the units in tracts where the % is greater than 100%, select "No" to this question.
- Rural – Provide an explanation on how the number of rural units was determined. If you identify any of the units as rural, the application provides a section where you can list the targeted cities or towns. Provide evidence that the towns or cities or other indicated areas are considered rural. Evidence can come from sources such as U.S. Census Bureau or the USDA. If the units are located in an unincorporated area, provide evidence from the appropriate municipality. The following websites can be used to validate this:
  -census.gov.
  -http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do

Community Stability

- Rehabilitating Vacant, Abandoned or Foreclosed Properties – If "yes" is selected, the application provides a section where you can indicate how many of these properties have been identified and the sponsor has site control. If the majority of the properties needed to meet the 20% threshold has not been identified or are not controlled by the sponsor, it is

Owner-Occupied Required Documents

unlikely that the project will be awarded the points. Provide evidence that the identified properties are vacant, abandoned or foreclosed. Documentation could be warranty deeds, settlement statements or tax records and photographs of the subject properties. Evidence of rehabilitation will be provided in the development cost budget and supporting construction bid(s) or a physical needs assessment.

- Demolition of Properties (not including vacant land) – If "yes" is selected, the application provides a section where you can indicate how many of these properties have been identified and the sponsor has site control. If the majority of the properties needed to meet the 20% new construction threshold have not been identified or are not controlled by the sponsor, it is unlikely that the project will be awarded the points. Documentation needed include bids for the demolition and photographs of the subject properties along with purchase and sale agreements, option to purchase agreements, warranty deeds, settlement statements or tax records that support ownership by the sponsor of the targeted properties.

- 100% of the project is located within a half mile of a public transportation stop or location. Provide a map of the transit stop in relation to the project documenting that the stop or location is within a half mile of the development.

- 100% of the project is located in a neighborhood stabilization, redevelopment or revitalization area as officially defined by a local governmental entity. Provide a copy of the local report or other documentation issued by the local governmental entity that demonstrates the project is located in one of these designated areas.

Note: For additional information on the program's requirements and the detailed Scoring Criteria, please review the Bank's AHP Implementation Plan. A link to the AHP Implementation Plan can also be located on the welcome page of the online application or https://www.fhlb.com/community/ahp/Implementation_Plan.

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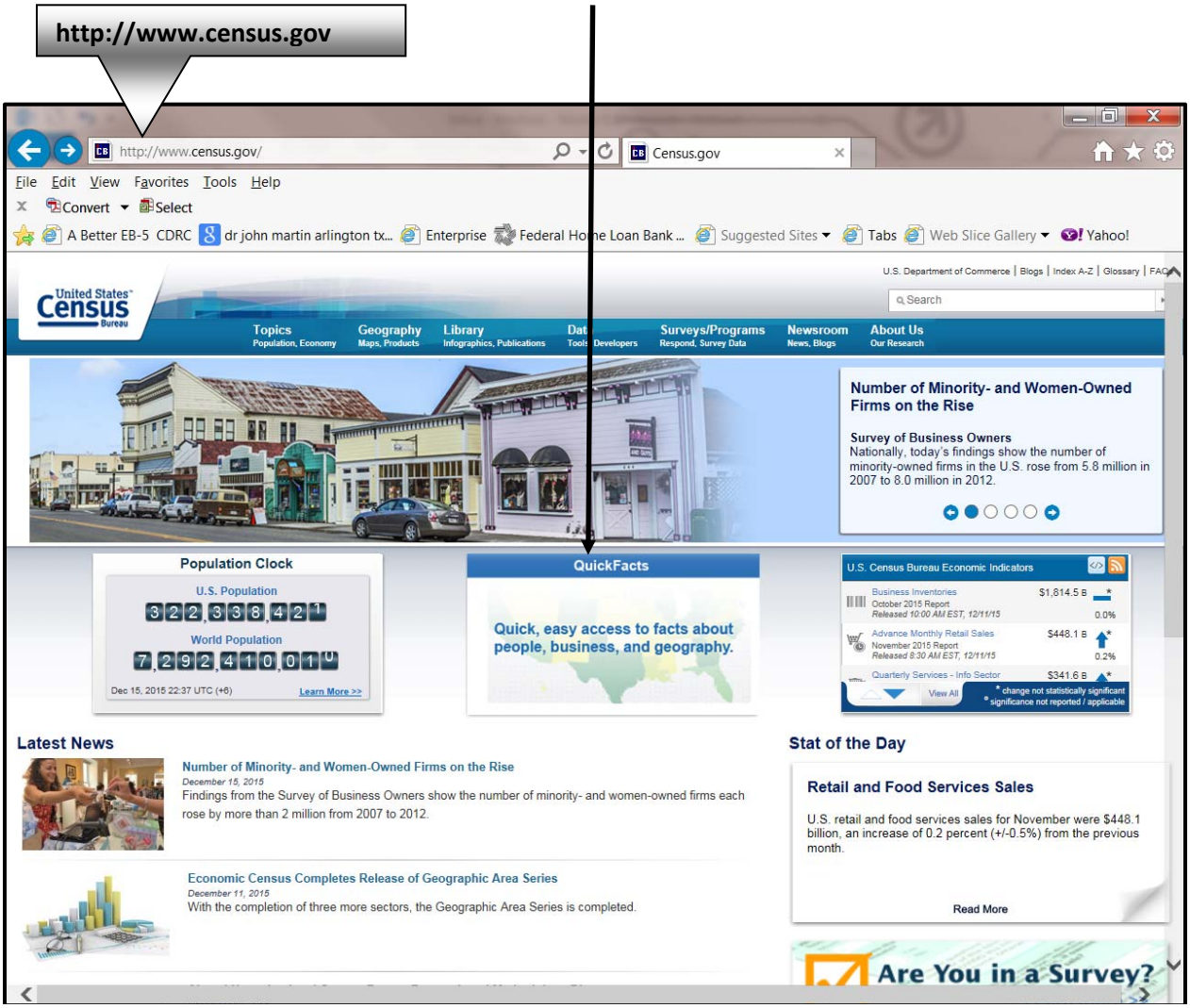
Verification of Population

1. Click on "QuickFact"



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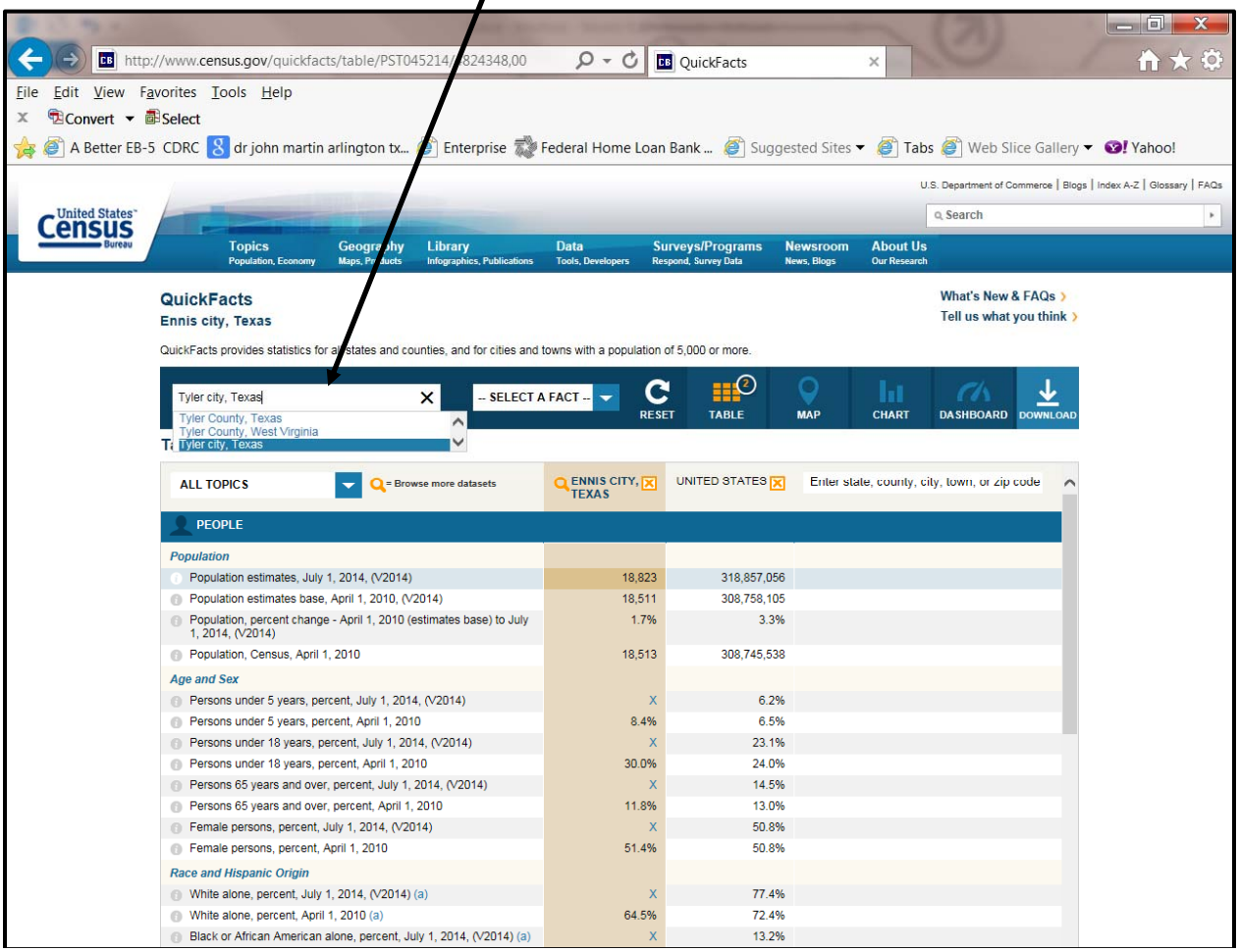
2. Type in Town or City Name and hit "Enter"



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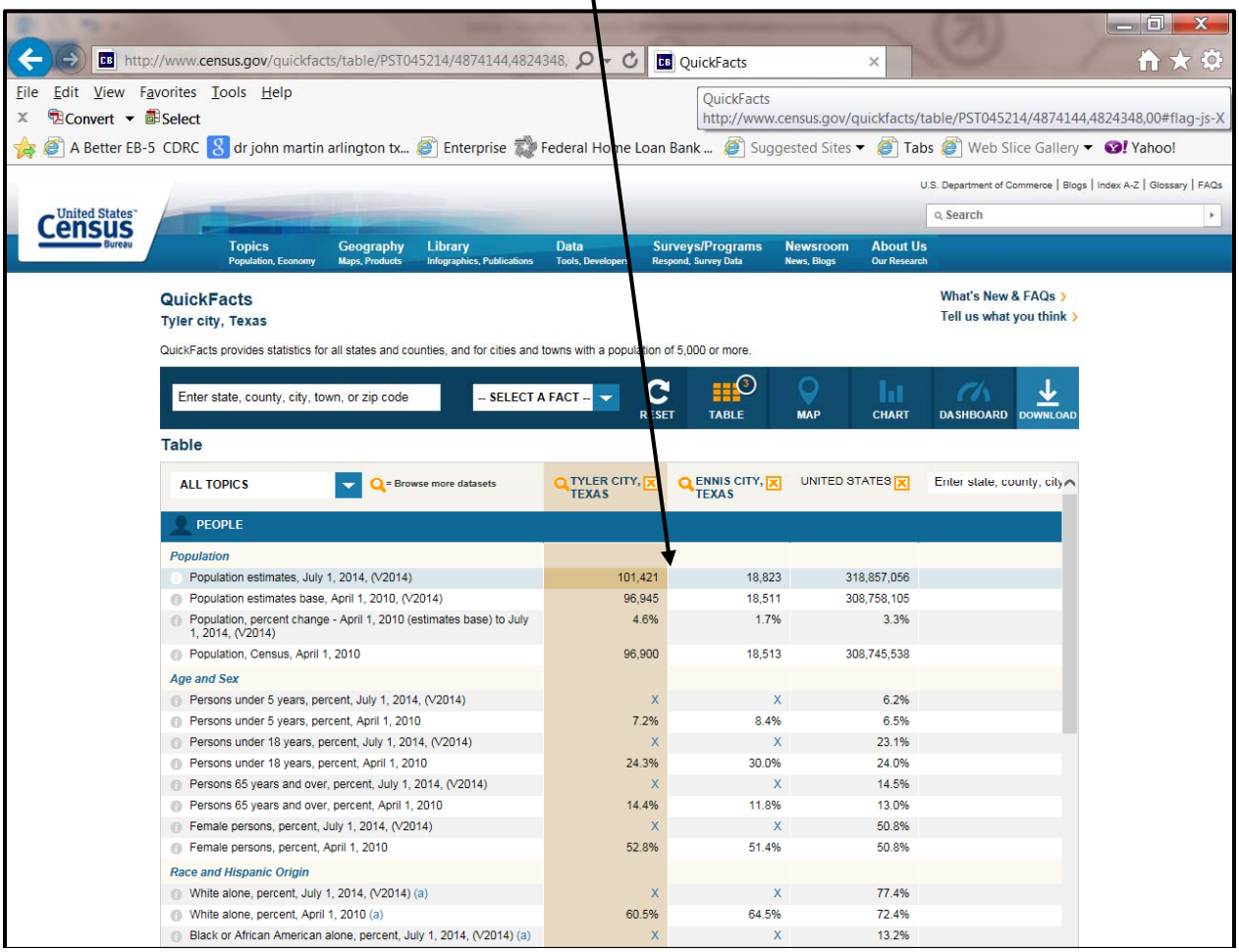
3. Review "Population"



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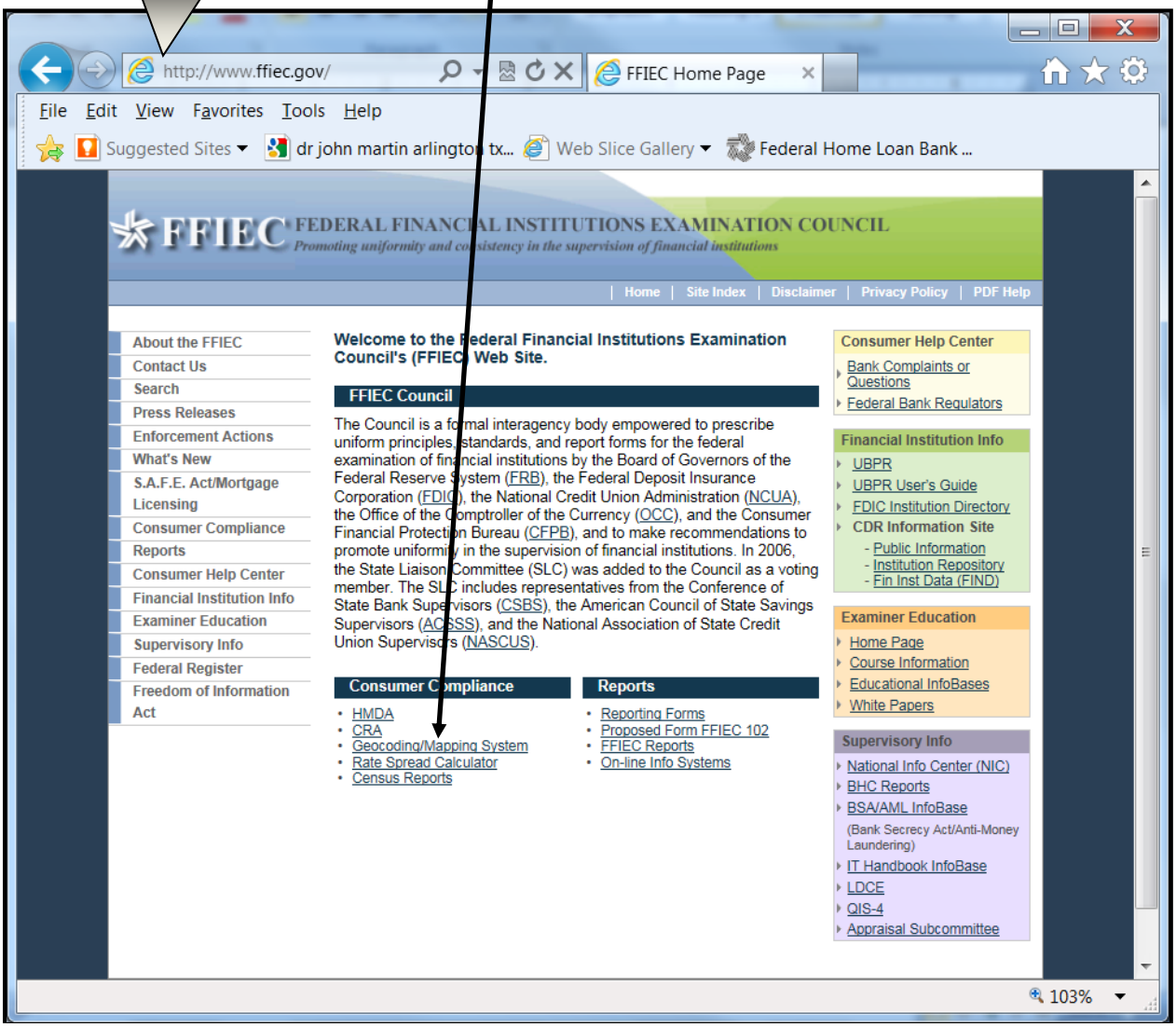
Verification of Economic Diversity

1. Click on Geocoding/Mapping System

http://www.ffiec.gov/



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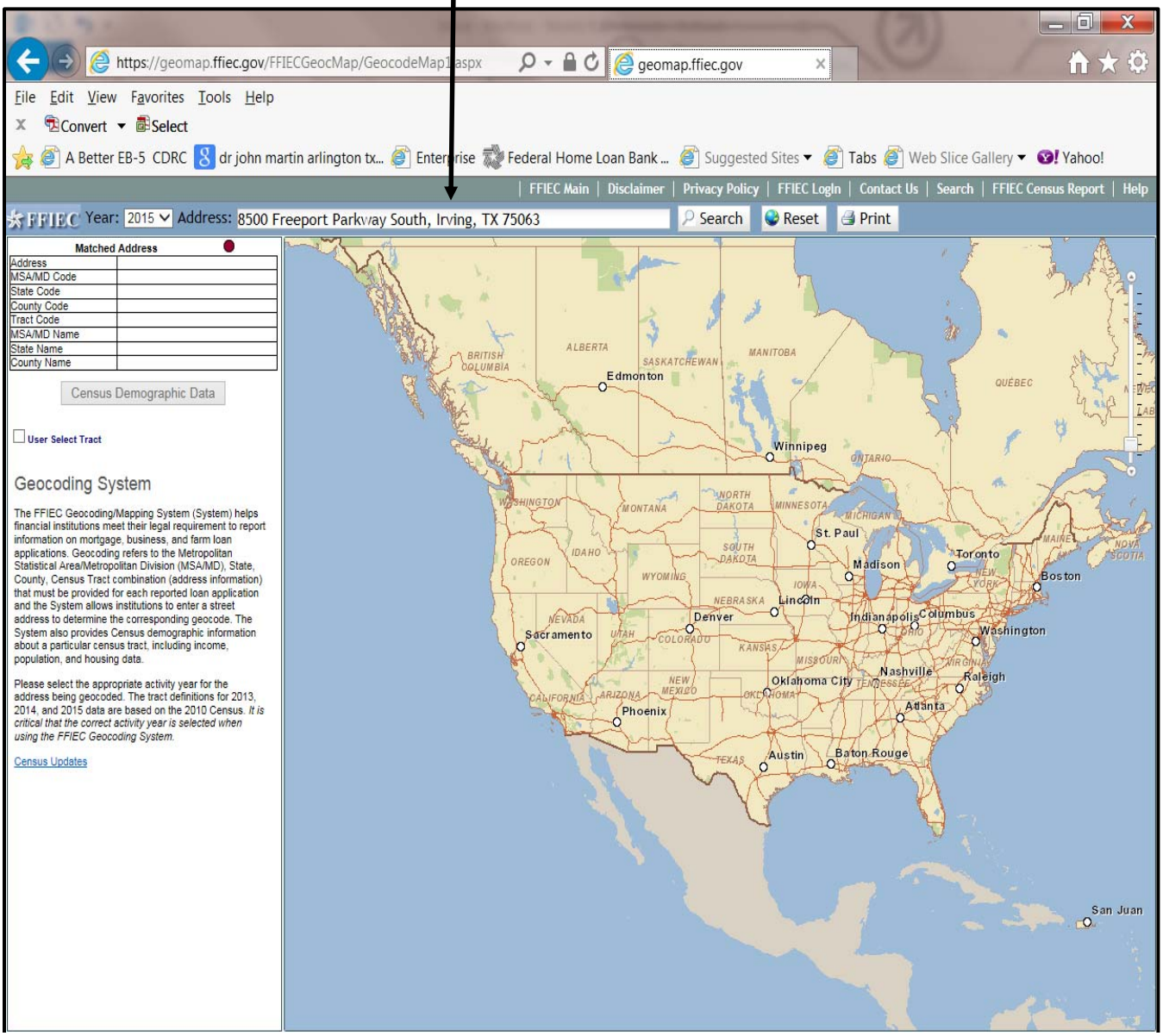
2. Enter the Address and Click on "Search"



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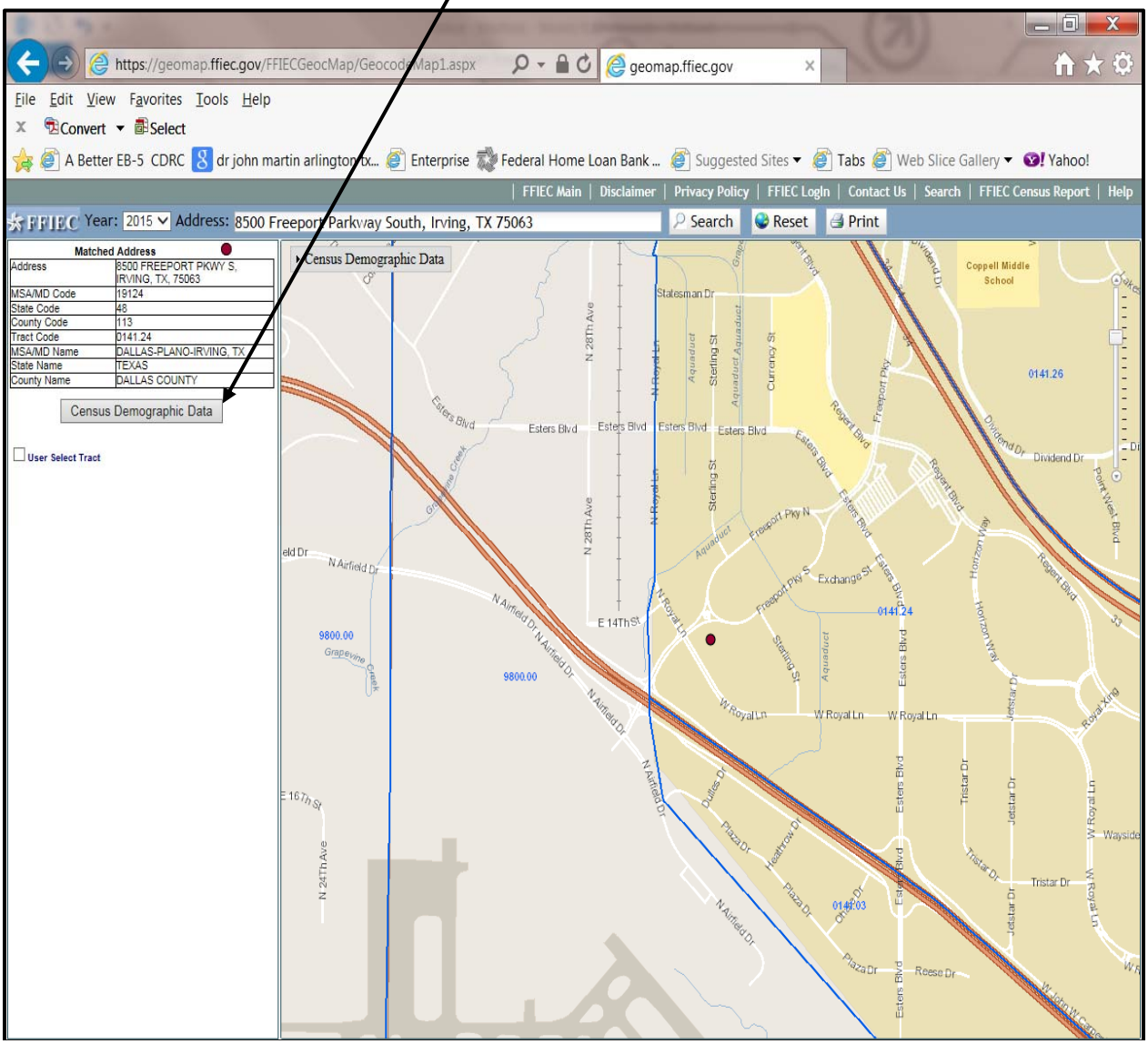
3. **“Click” on Census Demographic Data**



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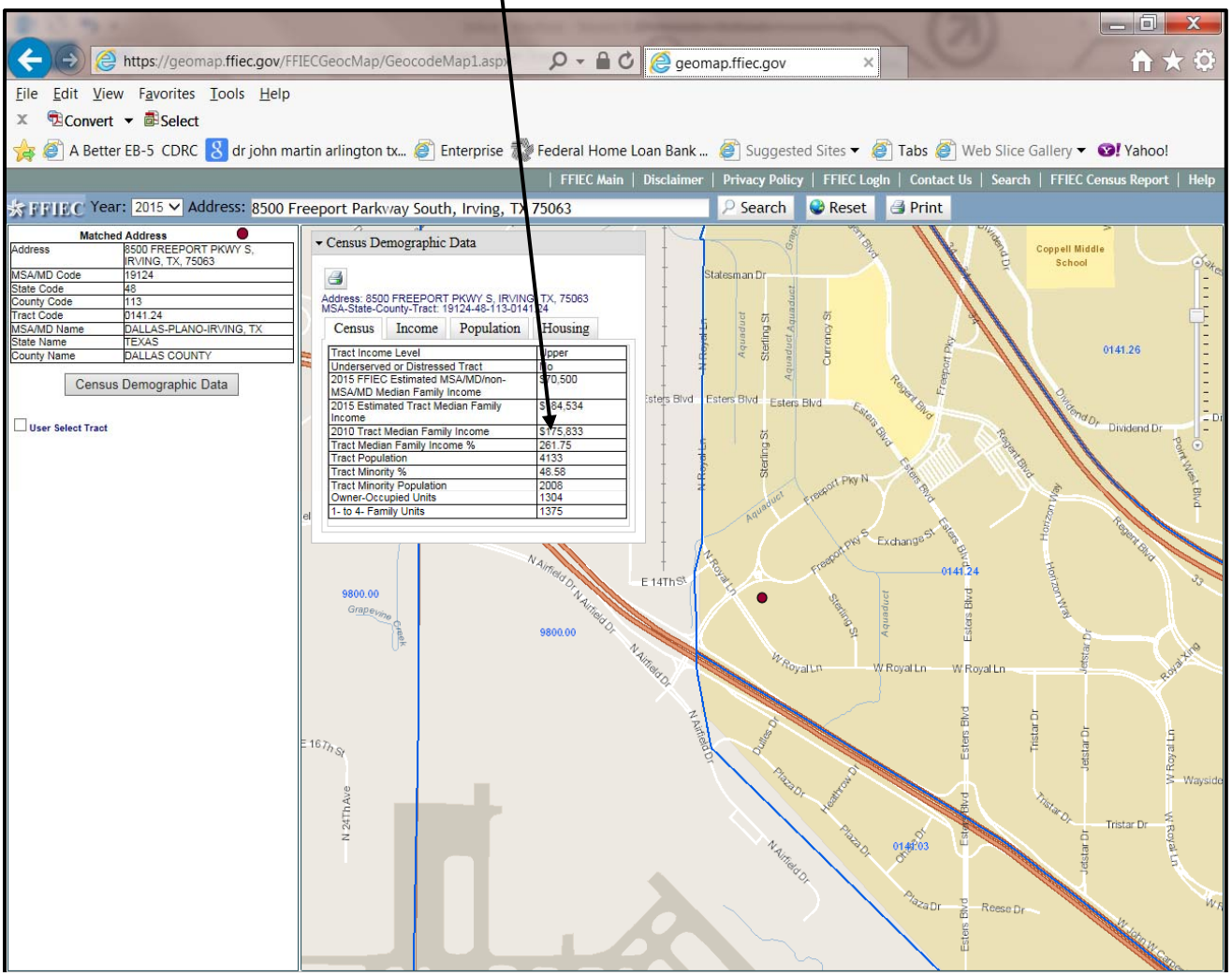
4. **Verify the "Tract Median Family Income %"**



Introduction 1

1.1 Background

The Southwest Downtown Plan Area (Plan Area) is bounded by IH-35 to the west, Round Rock Avenue to the north, Mays Street to the east, McNeil Road to the southeast and Lake Creek to the southwest.

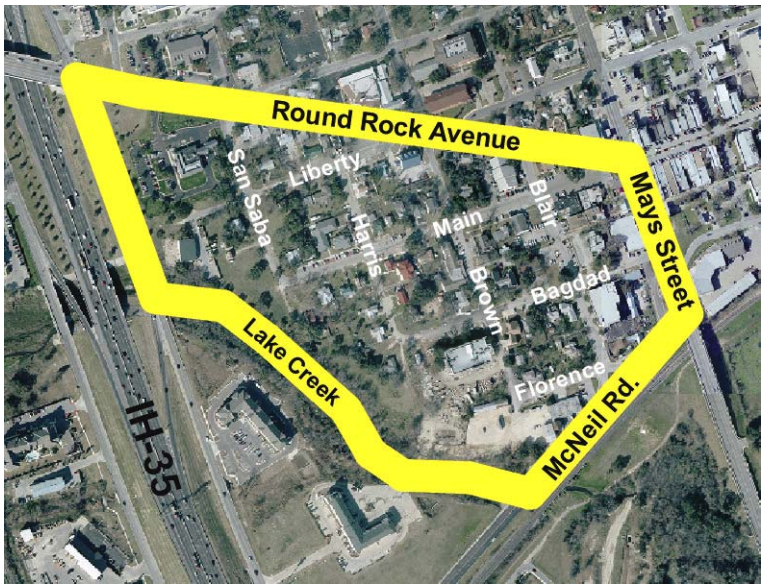


Figure 1.1: Aerial photograph with boundaries of the Southwest Downtown Plan Area

As a mature, suburban community straddling a major transportation corridor, Round Rock has had to respond to constant pressure for change. Current development standards for the City, including the Southwest Downtown Plan Area, are geared towards contemporary larger-lot development. These standards cannot support the redevelopment occurring in the Plan Area because they do

not accommodate the traditional neighborhood feel of one of the oldest neighborhoods in the City. Through a series of public workshops, the Planning and Community Development Department has gathered input from the neighborhood on a variety of topics. Based on this input, the Southwest Downtown Plan will provide guidelines and criteria for new development and for the redevelopment of existing properties and public space in the Plan Area.

Figure 1.2: Municipal Office Complex site diagram

The City is constructing the Municipal Office Complex (MOC) on property bounded by McNeil Road, Lake Creek, Harris Street, Bagdad Street, and Brown Street. The McConico Building, the first building completed for the project, houses the City offices for Municipal Courts, Parks and Recreation, and Planning & Community Development. The building was completed in April 2003. The campus construction will include a new City Hall (to be completed in late 2008) and associated government buildings, parking facilities, and street, drainage, sidewalk, utility, and landscaping improvements. A Senior Activity Center and two-level parking garage will be located at 333 West Bagdad Avenue within the MOC. The new Senior Activity Center will allow Staff to develop new, more diverse programming, as well as increase membership and participation. The new Senior Activity Center is expected to be completed in 2005 and will replace the existing facility located on East Main Street. A Parks and Recreation building is proposed for construction at some point in the future, as funding allows.

Figure 1.3: Preliminary rendering of the new Senior Activity Center with the McConico building to the right. The Center is currently under construction. *Rendering: Spencer Godfrey Architects*

Figure 1.4: When completed, the Municipal Office Complex will consist of City office buildings around a civic plaza (aerial view from over Brown Street looking south). *Rendering: PageSoutherlandPage*

1.2 Purpose

The Southwest Downtown Plan (the Plan) presents recommendations to revitalize and enhance the Southwest Downtown Plan Area of Round Rock. The Plan highlights this older neighborhood in Round Rock by examining its small town feel, historic character, and human scale. At the same time, the Plan encourages the development of a thriving multi-faceted hub of city government and economic activity that reflects quality in its built environment and in the retail and services provided. In addition, the Plan encourages a range of residential housing types. This Plan presents opportunities for a mixture of land uses and for street improvements that support the creation of a pedestrian-friendly environment.

The Southwest Downtown Plan's public input process evolved out of the efforts of the City and those that live, work and own property in the Plan Area. The results are the Southwest Downtown Plan document, with numerous recommendations and implementation strategies, and a proposed mixed-use zoning ordinance that will provide regulatory and design guidance to public and private decision-makers.

1.3 Current Conditions & Land Use

Figure 1.5: Southwest portion of the original 1876 downtown plat. The site of the former railroad station is on the lower right.

Round Rock's downtown developed in a traditional pattern of small square blocks, with streets running north-south and avenues and alleys running east-west. The Plan Area is approximately twelve blocks of the original downtown, platted in 1876. Round Rock Avenue and McNeil Road are diagonal streets which both provide access to the IH-35 freeway frontage and define the northern and southern boundaries of the Plan Area. Round Rock Avenue was the original road between the first settlement of Round Rock on the Chisholm Trail west of IH-35 ("Old Town") and downtown ("New Town") where a railroad station once was located. The east and west boundaries of the twelve-block area are marked by Mays Street and IH-35. Lake Creek defines the southwestern edge of the Plan Area, separating the Plan

Area from recently constructed hotels located between Lake Creek and the IH-35 frontage road.

Retail in the Plan Area is concentrated in a block of attached storefronts in the one hundred block of West Main Street. These storefronts were constructed in the 1940s and 1950s, later than those in the main downtown historic district. They do not have the upper stories or stone facades that many of the historic structures do. Other commercial and automotive establishments extend north and south along Mays Street (US 81), which was the main road between Georgetown and Austin until the construction of Interstate Highway 35.

Figure 1.6: The 100 block of West Main Street

Further west from the commercial district and toward Lake Creek, most of the buildings are one-story houses built between 1910 and 1960. Several are still single-family residences, but most have been converted to small professional offices. Three of the larger houses have been converted to office suites. Owners converting their properties to commercial uses have been required to provide parking, sidewalks, curbs, and gutters to serve their establishments. This has created an inconsistent patchwork of street improvements and parking arrangements in the Plan Area.

Figure 1.7: Two examples of houses converted to professional offices

The Plan Area is fortunate to have many large trees as an asset, including numerous oaks with trunks over eighteen inches in diameter. In a survey of area residents, employees and property owners, respondents noted trees as one of the Plan Area's most attractive and distinguishing features (see Appendix B, Survey Results).

Figure 1.8: Most streets lack curbs and gutters; drainage is a problem.

1.4 Goals of the Plan

The overall objective of the Southwest Downtown Plan is to accommodate change within the Plan Area. This should be accomplished while taking into account several goals which were developed based on the scope of the project, including the proposed public investment in the Plan Area, the role of the Planning and Community Development Department in developing a plan for Southwest Downtown, and the input received from the

public throughout the planning process. The following list of goals was developed at one of the neighborhood public workshops.

The objective of the Southwest Downtown Plan is to accommodate change in the Plan Area while achieving the following goals, which include:

- Incorporating public input in the planning process
- Revitalizing the district's infrastructure, including streets, curbs, sidewalks, utilities and drainage
- Accommodating existing single-family residences by examining the compatibility of land uses
- Providing for new uses and for the redevelopment of existing buildings
- Increasing public and private parking
- Protecting and enhancing the special character of the area
- Creating a pedestrian-friendly environment

The following chapters and the recommendations within provide the elements necessary to accommodate change in the Plan Area while meeting these goals.

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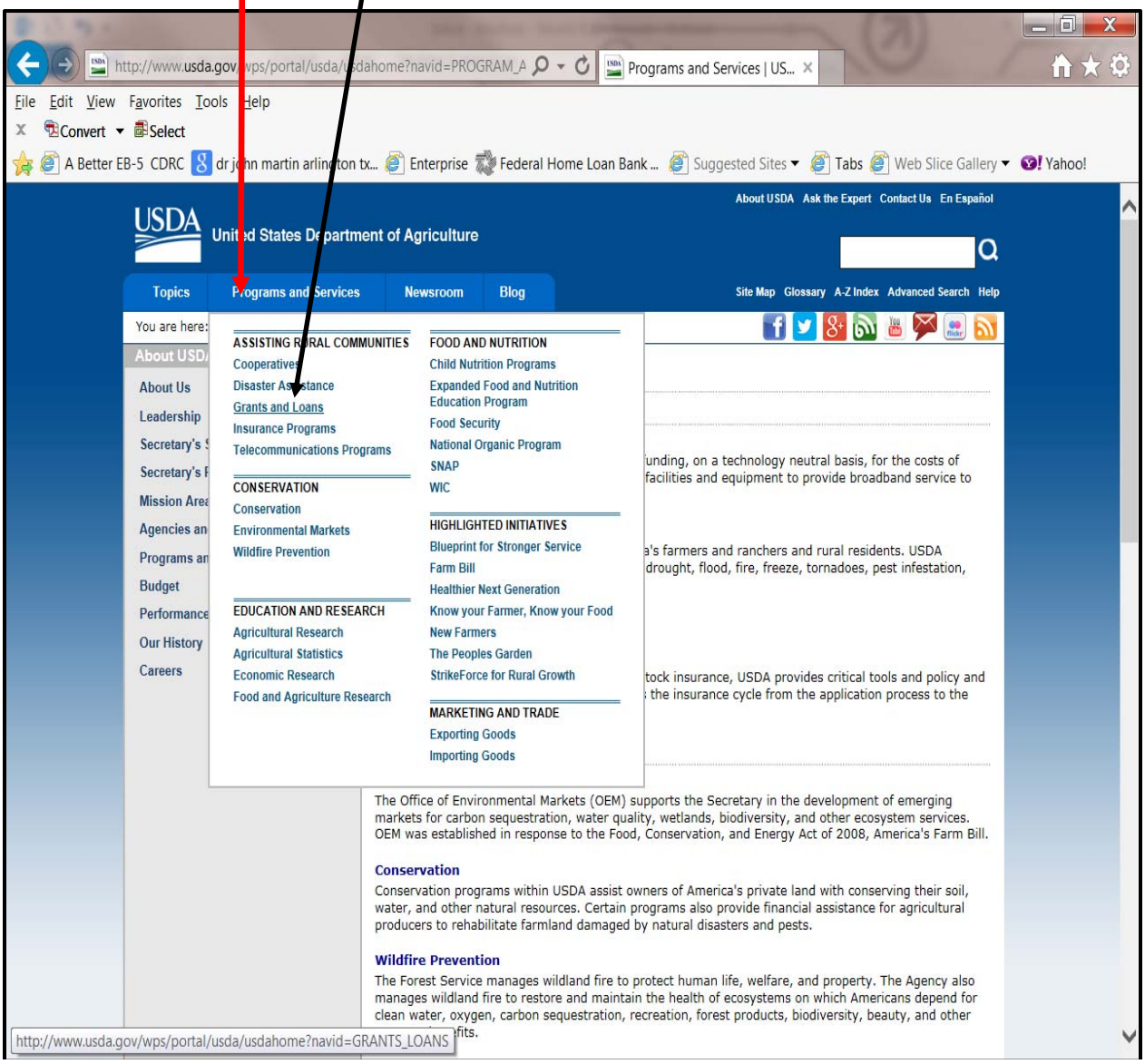
Member driven.
Community focused.

Verification of Rural Eligibility – www.usda.gov

1. **Click on "Programs and Services" and then "Grants and Loans"**



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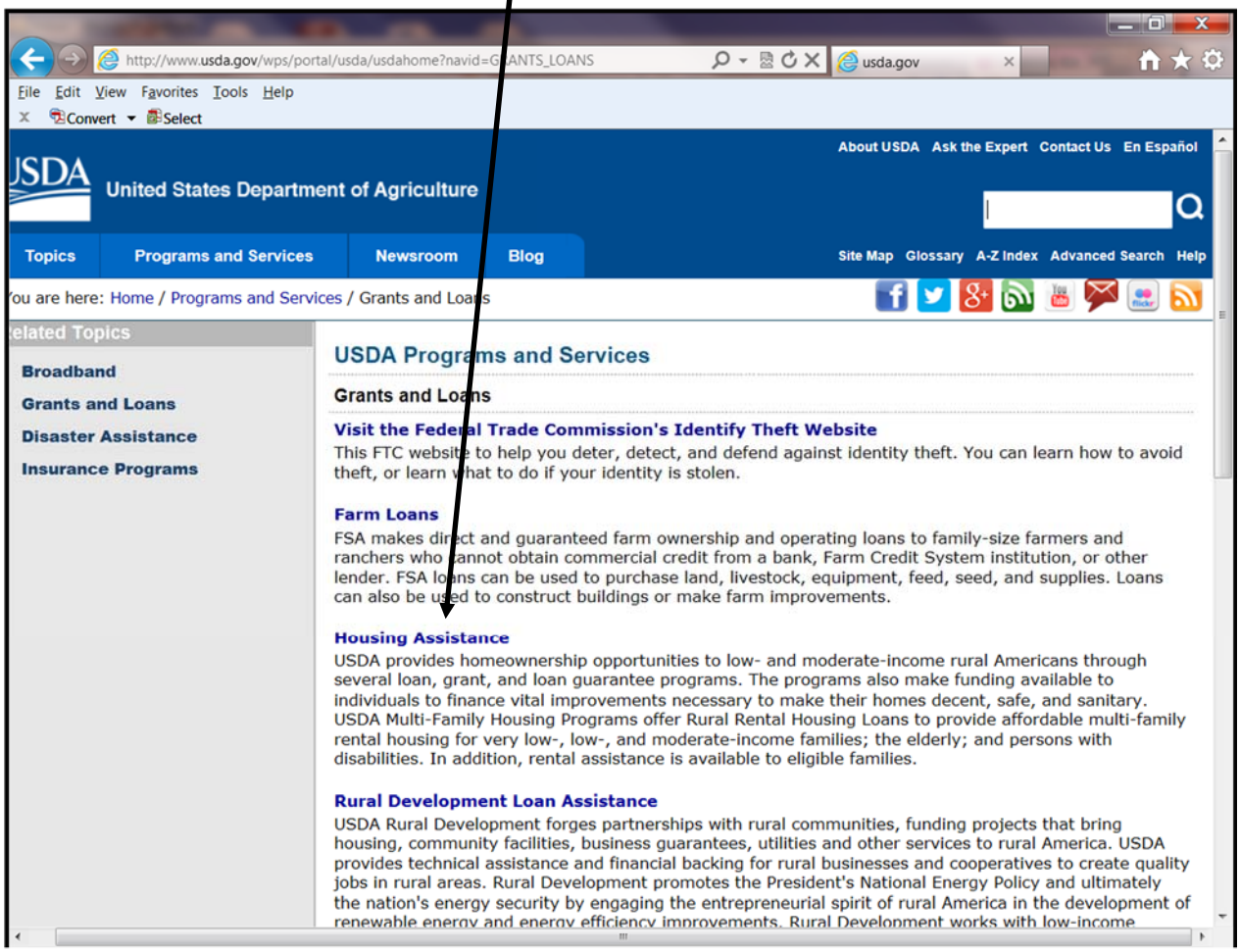
2. Click on "Housing Assistance"



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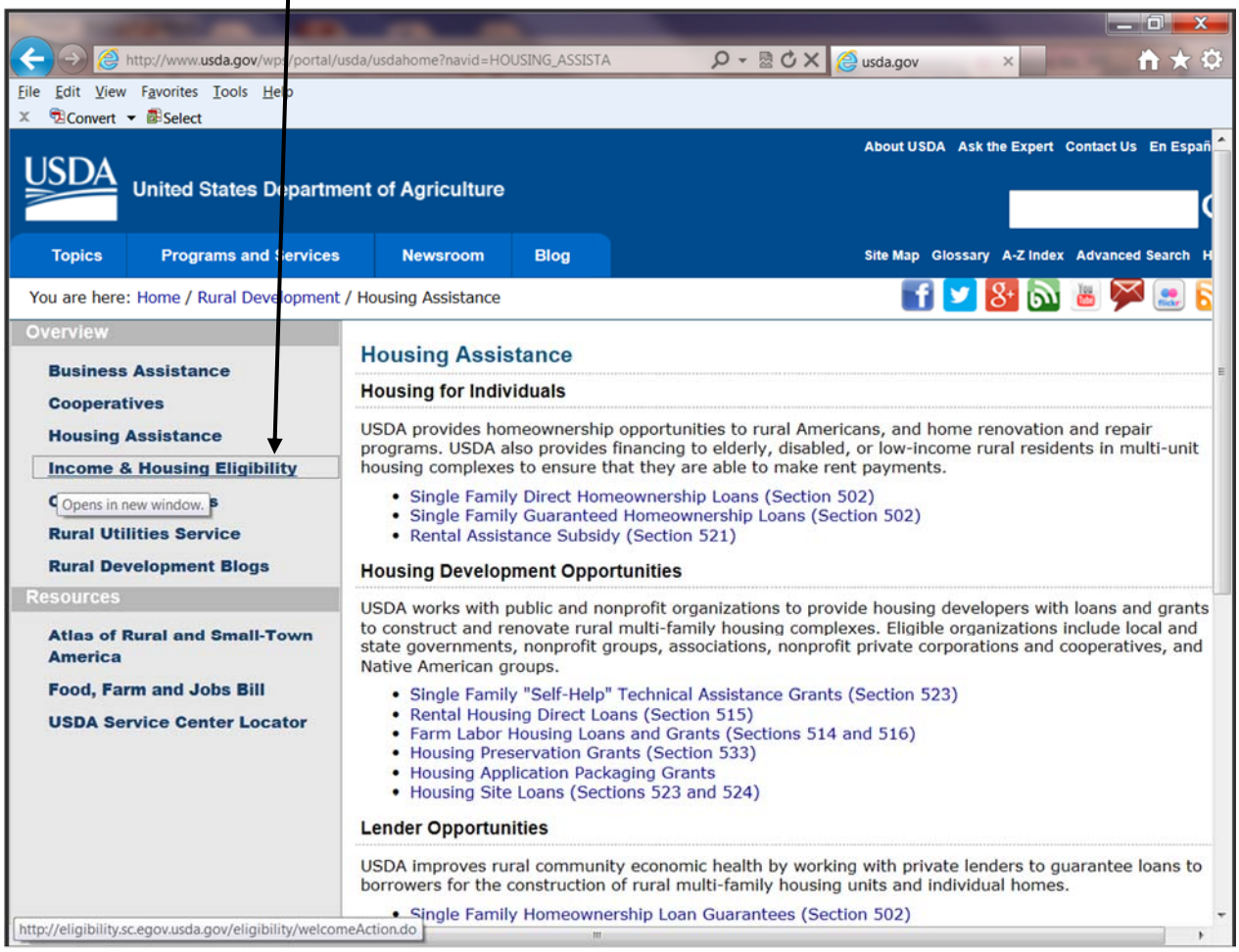
3. Click on "Income and Housing Eligibility" under Overview



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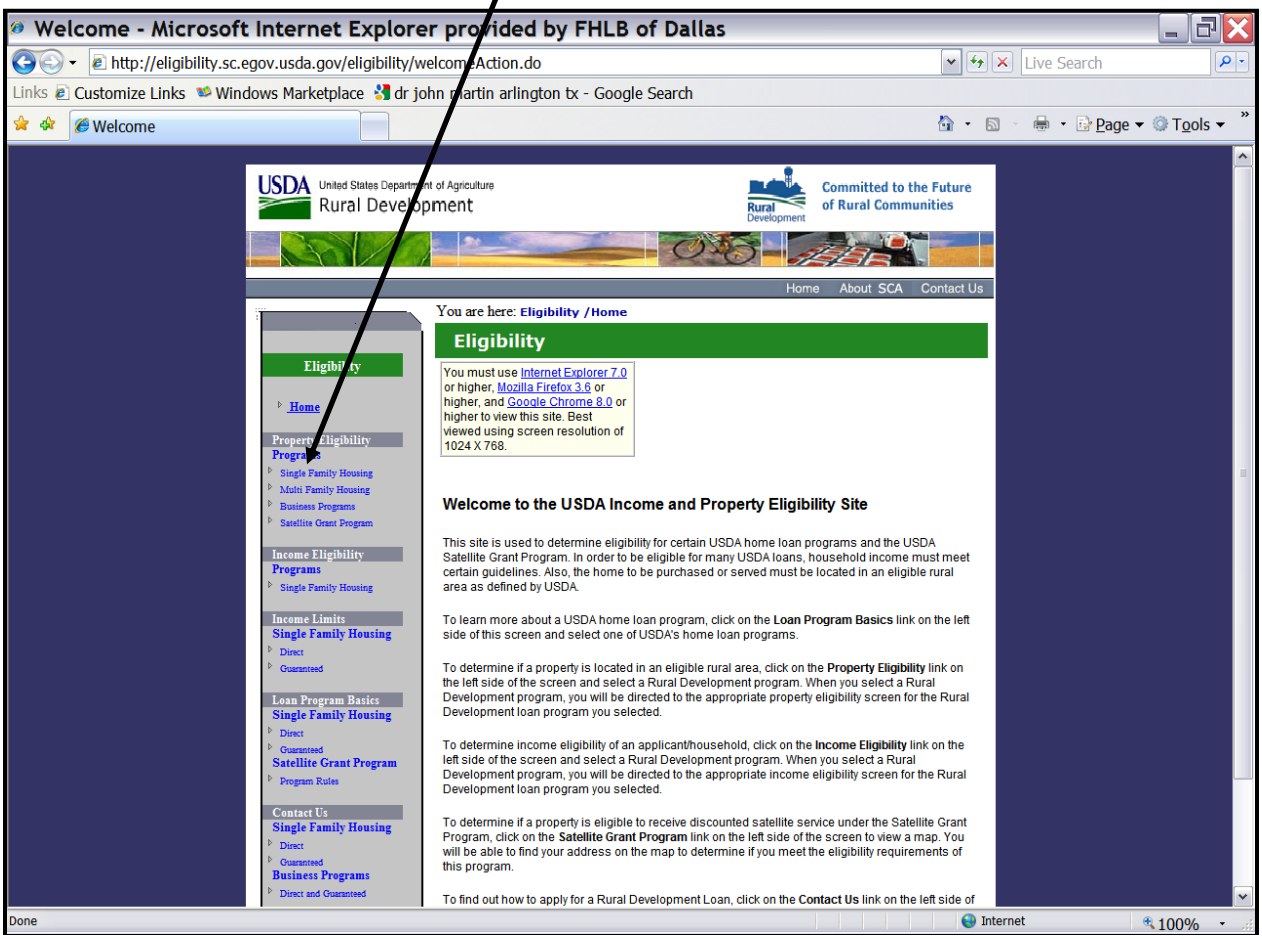
4. Click on Single Family or Multifamily Housing



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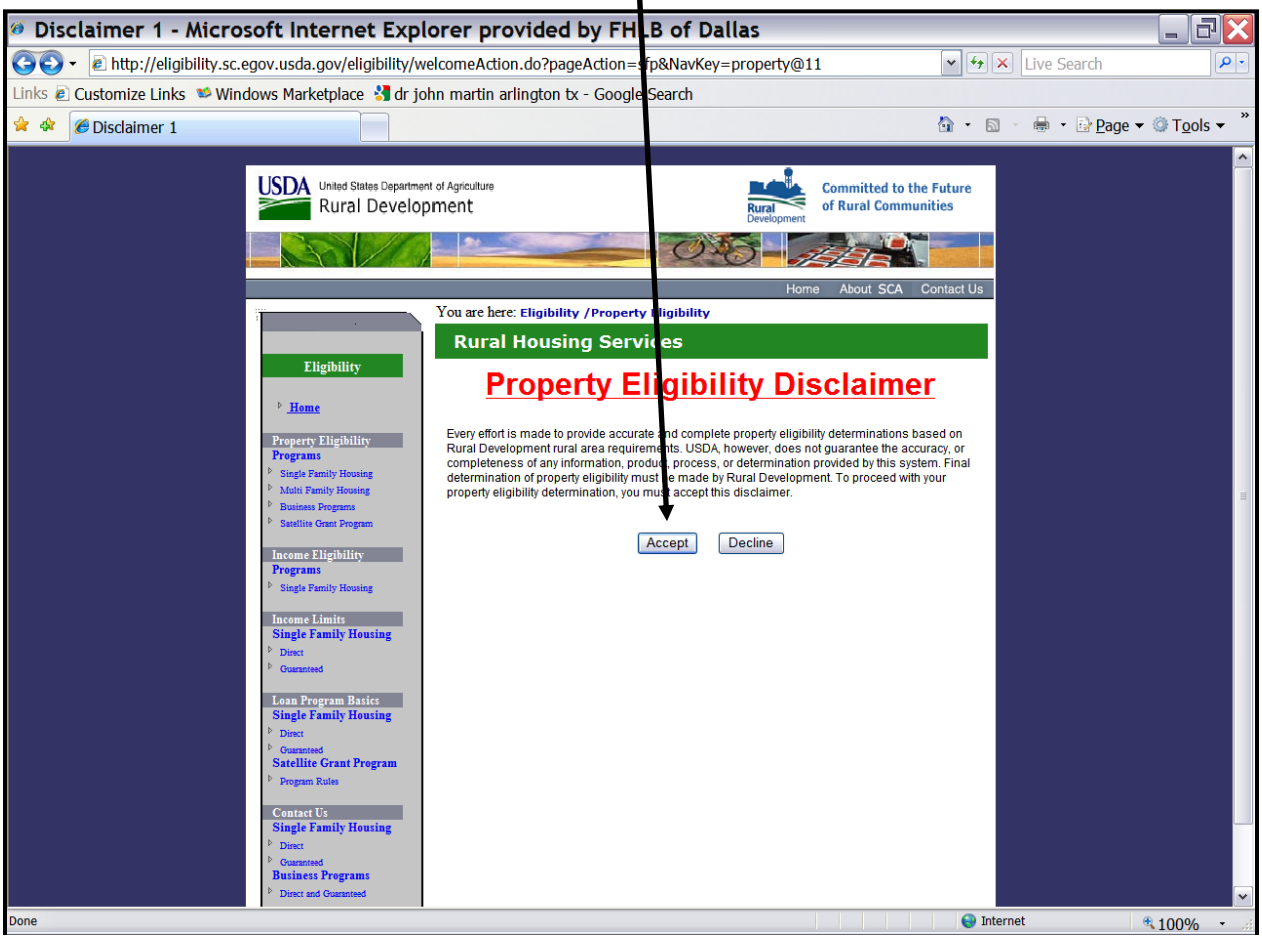
5. Click Accept



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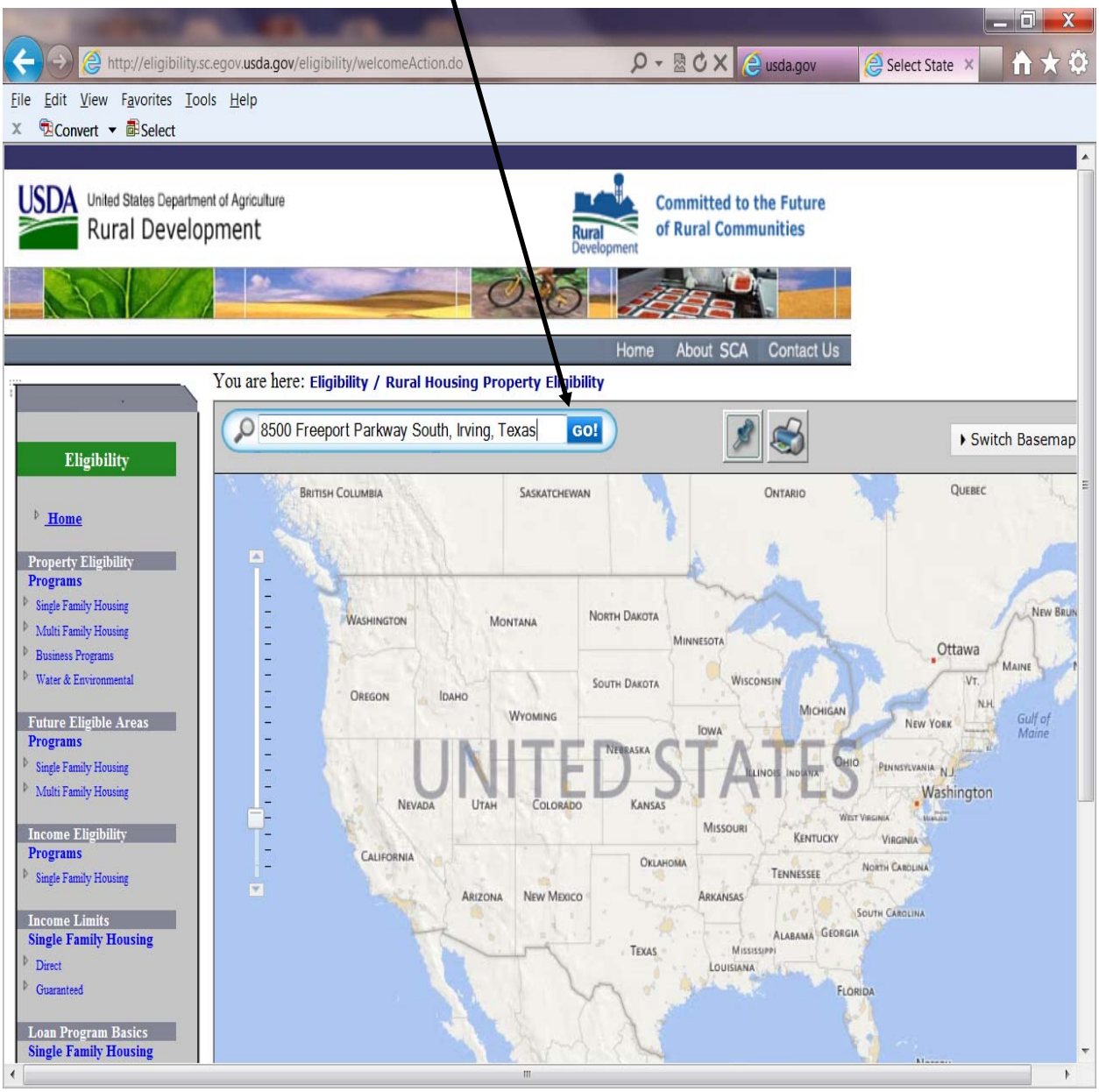
6. Enter Property Address and Go (address, city, state, zip)



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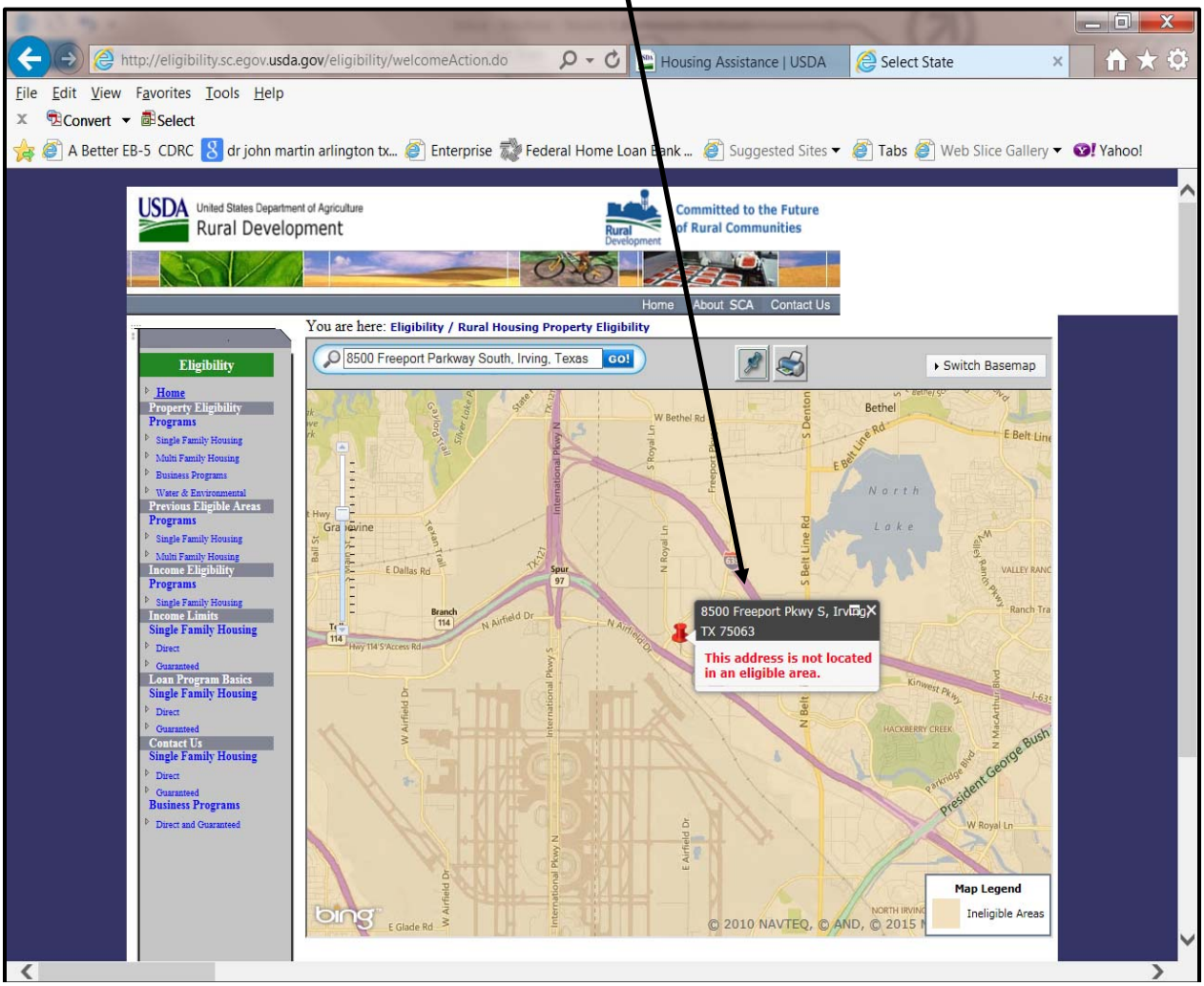
7. Result



TRANSIT-READY DEVELOPMENT GUIDE

A resource manual for designing intermodal transportation places

2008

METRO

Purpose

This brochure is meant to provide the real estate development community a set of guidelines for creating transit-ready developments for bus and rail integration. As the Austin region continues to grow, there will be an increased demand for additional transit connections with pedestrian-friendly street design. Development plays a key role in making transit a success, and the more transit is considered in the design of a project early on, the more the development will benefit from its proximity to and integration with transit. Developments that are not adjacent to an existing rail line should be transit ready in order to be considered for bus service.

Design—Getting the Streets Right

Connectivity

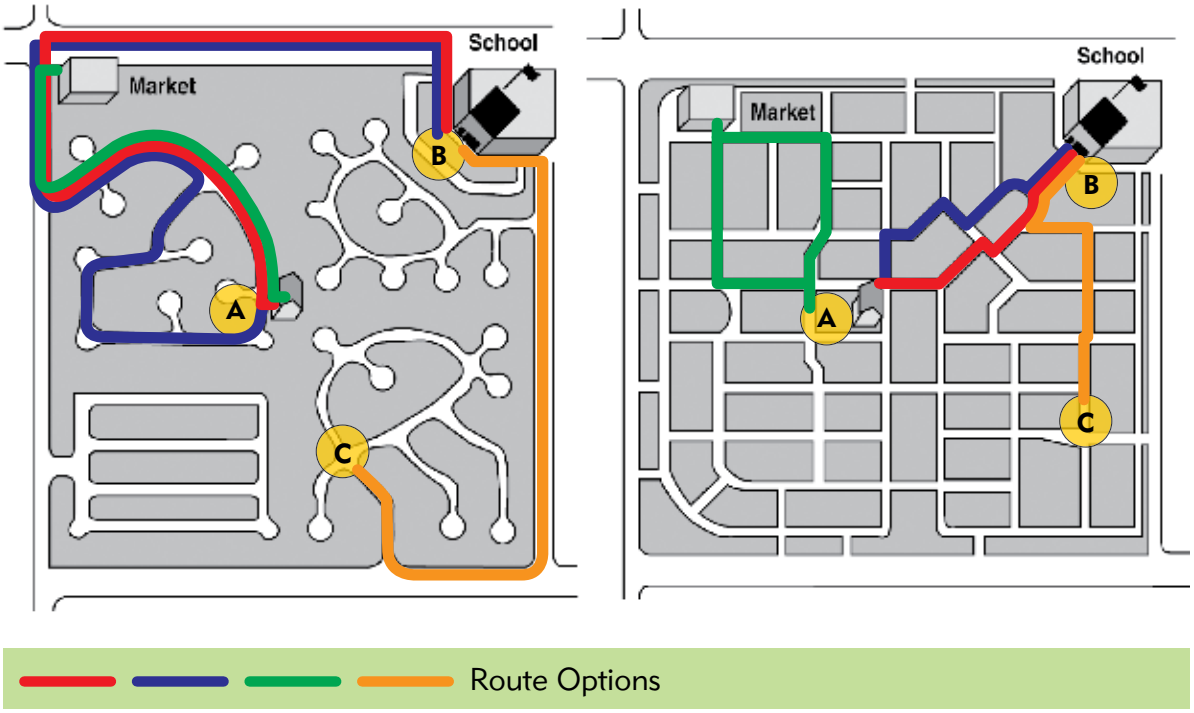
The most important part of any Transit Oriented Development (TOD) is the seamless connectivity of the streets. Well connected streets offer a variety of benefits to a community providing pedestrians, cyclists, and drivers with multiple direct routes for traveling short distances without being forced onto an arterial road. Street connections are the most important up-front infrastructure component that is very difficult to change later.

To be considered a TOD, a new project should include the following connected street-design components:
—Connected streets for pedestrian, bicycle and vehicular connectivity
—Frequent intersections to create a pedestrian-scale block pattern
—A dense grid-like pattern of arterial, collector, and local streets

The examples below illustrate the contrast between a typical suburban subdivision land plan with a well-connected street network that offers a variety of safe and efficient options for vehicular, pedestrian, and bicycle movement throughout the development.

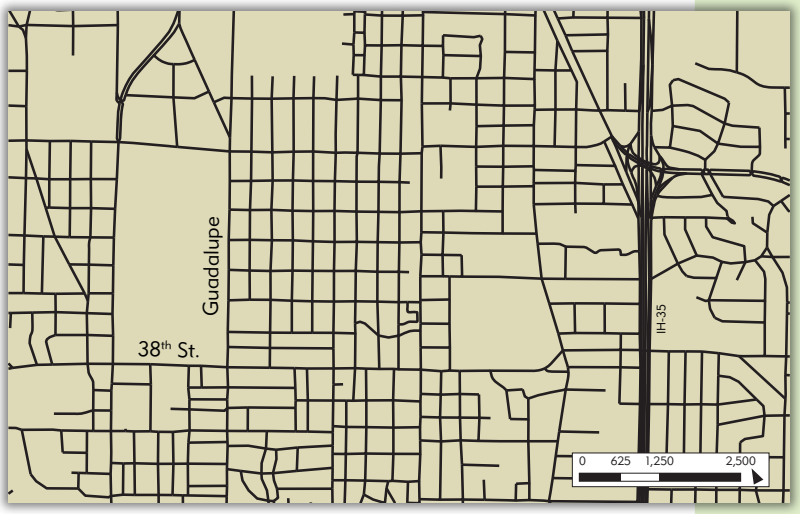
Typical Cul-de-sac Subdivision

Well-Connected Street Network



Source: *TGM Guidebook, Neighborhood Street Design Guidelines, An Oregon Guide for Reducing Street Widths*

Grid Connectivity • Hyde Park • Austin, TX

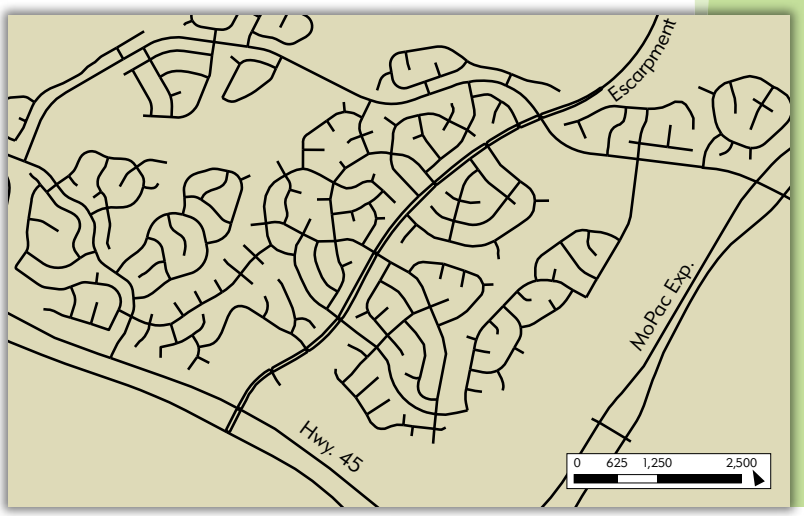


Originally built as a streetcar suburb in 1891, Hyde Park's streets were created specifically to facilitate transit use. The grid system offers extremely efficient local travel for both vehicles and pedestrians with multiple access points to the collectors and arterials.

Non-Grid with Moderate Connectivity • Zilker and Barton Heights • Austin, TX

The street design in these neighborhoods is not a grid but the street network is still very connected. This modified grid serves local vehicular traffic well and has adequate pedestrian connections; some block lengths are larger than desired largely due to terrain constraints.

Poor Connectivity • Circle C • Austin, TX



The street network is not well connected. This type of street layout is inefficient for local neighborhood travel and creates pressure on arterial roads due to limited access points. Transit cannot be operated efficiently in this environment.

Brunswick, Maine TOD • Mixed housing and pedestrian-friendly street character

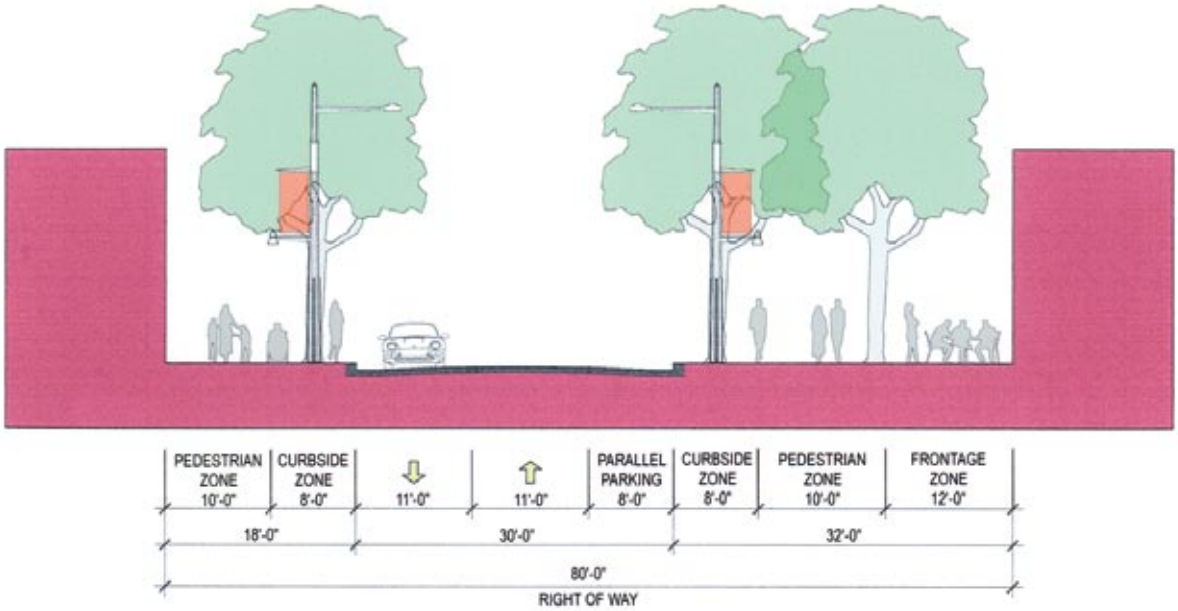
Street Character

Commercial and Mixed Use

TODs work best when streets are designed at a pedestrian scale. Key components of pedestrian-scale commercial streets include:

—Fewer lanes designated for cars than conventional roads designed for cars
—Sidewalks and crosswalks
—Windows facing pedestrian routes with variation in building facade design
—Designated bicycle lanes and pedestrian-friendly intersections
—No "free right" lanes
—Street hierarchy with wider, designated travel lanes adequate for buses and preliminary bus stop designations

Commercial and Mixed Use building facades should be oriented to public activity along primary streets. Diverse building design is necessary to keep pedestrians engaged during their walk. Sufficient width should be allotted for sidewalk activity including restaurant sidewalk cafes and retail activity, if appropriate.



Street Section of pedestrian scale. Courtesy of Black & Vernooy

Residential

Residential areas should also maintain a good sidewalk network; setbacks should vary and both single-family and multi-family developments should include street trees wherever possible. Also, driveways should not encroach on sidewalks.

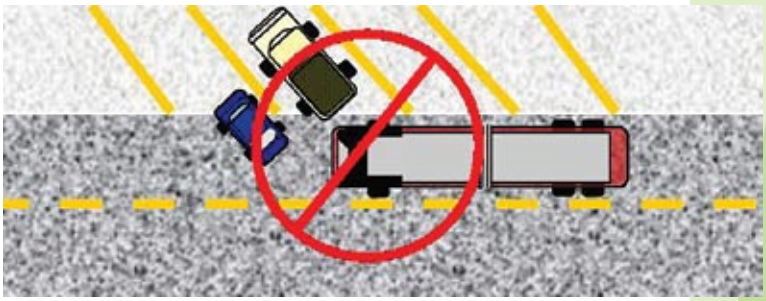
Bus Specifications

Bus stops and loading zones, while important to transit, can cause conflicts with other functions and urban forms. However, land devoted exclusively to bus loading can feel empty during non-peak times. In a TOD, where land is especially valuable and pedestrian activity most intense, the amount of land and public right-of-way space dedicated to bus operations should be used as efficiently as possible.

Bus operation compatibility with other transit modes require a few key elements in street design. In addition to the most fundamental of bus integration priorities (safety, security, and service) a few required components include, but are not limited to:

—Intersection design that prioritizes pedestrian movement and access to bus stops
—Bus turns that are accommodated at controlled intersections.
—Bus and street design that provides protection for both bus and vehicular movements from unnecessary conflict points (e.g., NO angled parking (see diagram below), 90 degree front-in parking must fully clear drive aisle, 22 foot depth recommended)

Complete guidelines for street design to complement bus traffic can be obtained by meeting with Capital Metro planners. However, streets should generally be in a designated hierarchy to accommodate uses appropriately. Those streets designated for bus service should not have front-in angled parking. See diagram below.



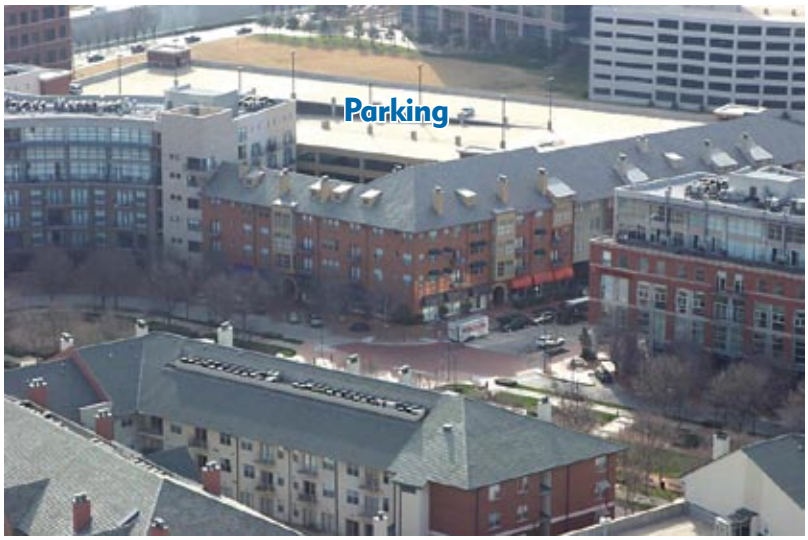
In addition, bus stops should be inviting environments and complement the surrounding architecture and setting.

Example of bus stop without consideration of or complementing surrounding environment.

Local example that complements surrounding architecture with similar brick work.

Parking in a TOD

The biggest challenge in a TOD is to get the parking right. Too much parking makes a TOD less pedestrian friendly and wastes valuable real estate. Of course too little parking may hurt retailers. Introduce creative parking strategies that integrate, rather than divide the site and reduce the sense of auto domination. Some general "rules of thumb" for parking integration include:



Move It—Community goals are best served when parking is moved away from the transit nodes within a quarter mile radius.
Share It—Sharing parking among patrons who use transit at different times of the day or week is an excellent way to minimize land devoted to parking.
Deck It—Structured parking enables pedestrian prioritization and provides revenue opportunities to offset increased cost.
Wrap It—Wrapping a parking structure with retail, service, shops, restaurants and residences, enables the street edge to host continual activity.

Density and Mixed-Use

Mix Uses, but Not Necessarily All in the Same Place
A transit corridor that offers an advantageous mix of uses can be used to integrate a number of separate activity nodes, particularly when the uses are close together, easily accessible, and support each other. Capital Metro can justify more transit service in TOD areas due to the increase in ridership and foot traffic—a direct result of density. In addition, more community services that serve the community will locate in denser areas where there are more people.

TOD Districts:
The City of Austin interim TOD ordinance established districts around future urban commuter rail stations that provide for development that is compatible with and supportive of public transit and a pedestrian-oriented environment.

The City has defined four general types of TOD districts:

1. **Neighborhood Center TOD**—located at the commercial center of a neighborhood; lowest density of all classifications.
2. **Town Center TOD**—located at a major commercial, employment or civic center; moderate densities relative to other classifications.
3. **Regional Center TOD**—located at the juncture of regional transportation lines or at a major commuter or employment center; greater densities relative to other classifications but less than in a downtown TOD.
4. **Downtown TOD**—located in a highly urbanized area; highest density of all classifications; allows for high-rise development.

Density Realized—What Do Different Density Levels Look Like?

The photos below illustrate different levels of local housing density that are well-integrated into an attractive neighborhood context and in direct proximity to transit.

5–20 Dwelling Units/Acre

Chestnut Commons • East Austin
MLK Station

Mueller • East Austin
Future Rail Access

20–40 Dwelling Units/Acre

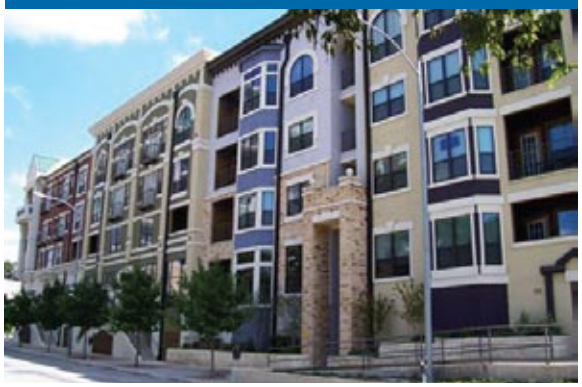
Bel Air Lofts • South Congress
On-street Bus Stop

Saltillo Loft • East Austin
Saltillo Plaza Station

40–60 Dwelling Units/Acre

TwentyOne24 • East Austin
Saltillo Plaza Station

404 Rio Grande • Downtown
On-street Bus Stop



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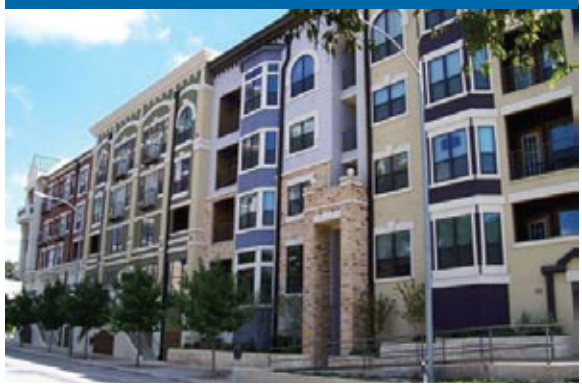

TOD Checklist for New Projects

Connectivity

- ❑ Does pedestrian-oriented design come first?
- ❑ Are the streets designed to connect the development to adjacent areas?
- ❑ Is there more than one road to carry multiple modes of transportation?
- ❑ Are bicycle parking and access facilities provided with the building project?
- ❑ Are transit facilities located near the entrances to buildings and project facilities?
- ❑ Does the project seek out ways to provide short walking distances between housing, shopping and transit facilities?
- ❑ Does the development have alley-loaded design that hides less desirable elements, i.e. dumpsters, loading docks, service entrances, etc. from public view?

Street Character

- ❑ Do the buildings face the streets, sidewalks, and public spaces?
- ❑ Has space been provided for bus stop shelters and/or benches? Are trees, street lamps, benches, planters, statues, and sculptures used to enhance the street and make it more pedestrian-friendly?
- ❑ Are there wheelchair ramps to access the street at crosswalks or mid-blocks?
- ❑ Are these stops accessible by sidewalk or pedestrian paths?
- ❑ Are there shaded areas for pedestrians?

Parking and Access Improvements

- ❑ Does the development provide preferred parking for wheelchair users, carpoolers, and service vehicles?
- ❑ If there is surface parking, is it located in the rear of buildings?
- ❑ Does the development consider the use of garage parking to avoid large surface parking lots?
- ❑ Does the project encourage shared-parking for complementary uses?
- ❑ Is bicycle parking available?

Land Uses Near Transit Facilities

- ❑ Is there a mix of residential and commercial land uses near transit?
- ❑ Is parking at a minimum and are mixed land uses at a maximum near the transit service facility?
- ❑ Are transit facilities accessible by bicycle or on-road bikeways?

Advanced Mass Transit Services and Facilities

- ❑ If existing transit services are not immediately accessible to the development, could transit access be made available to the project site with the rerouting of an existing transit line?
- ❑ Are the road dimensions adequate to accommodate transit vehicles?
- ❑ Is there adequate traffic-control at intersections for buses to operate safely?
- ❑ Does the bus stop layout environment meet Capital Metro standards?

Community Development Public and Private Partnerships

- ❑ Did the project development process involve Capital Metro staff at the early design stages?
- ❑ Are there opportunities for partnerships and additional funding?

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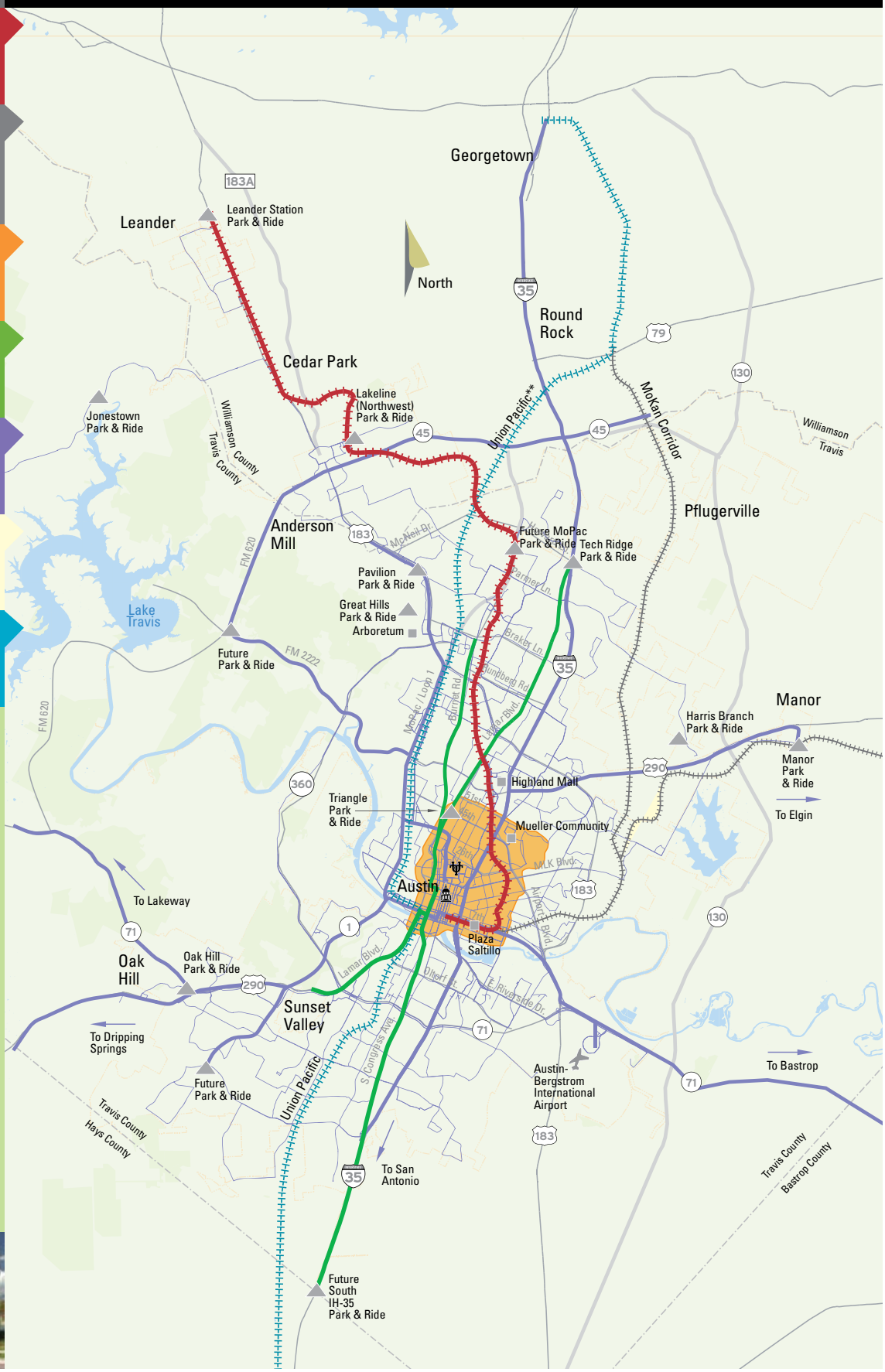
All Systems Go Long-Range Transit Plan — 2025

Legend

- Capital MetroRail
- Capital MetroRail Potential Future Service*
- Future Connections Study Area*
- Rapid Bus Routes
- Express & Local Bus
- Capital Metro Service Area
- Regional Commuter Rail**

* Any potential future rail service would require a referendum.

** Being planned by the Austin-San Antonio Intermunicipal Commuter Rail District.



Great residential sidewalks
Plum Creek-Kyle, TX

Notes

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Community focused.

Common Mistakes/Questions

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Owner Occupied Application Common Mistakes

1. **Missing Support documents** – Supporting documentation is a vital part of the application process. Without the documents, the Bank is unable to analyze your application completely.

2. **Commitment Letters** – Documentation for all committed/approved funding sources.

3. **Timeliness** - Please note that required documents are due within 5 business days from date of when the round closes, which is March 18, 2016. Applications will be ruled ineligible if the documentation is not received by March 25, 2016.

4. Submit **documentation supporting the percentage of donated property** - fair market value, settlement statements, appraisals, etc. Please note that all property transfers must be "at-arms-length" from one party to another "unrelated" party. Units or land donated or conveyed to project should be an amount that is significantly (at least 50%) below fair market value.

5. **Empowerment** – Please provide support documents that validate the empowerment service provider's ability to provide the "empowerment" service(s) committed to in the application. Documentation should include staff credentials, length of time to complete the course, copy of curriculum, where the training will occur, how individuals will access services, etc.

6. **Evidence of demand** – Documentation supporting "demand" in the service area(s) targeted. Applications need to demonstrate that "demand" exists for the type of housing proposed within the project's target area. If you are not sure if your documentation will be sufficient, please call us.

7. **Prepare for requests for additional information/clarification -** Clarifications allow the Bank to further understand and evaluate your project.

8. **Detailed project description** - A good description will be to the point and relate only to the project you are proposing. Please note your history with AHP or other similar projects under the "sponsor capacity" section of the application.

9. **Construction Budget** (if applicable) – It is key that the budget equal the costs entered in your application. For example, the "Sources & Uses of Funds" should equal the "Total Development Cost" on the application and construction budget submitted.

10. **Economic Diversity** – Ensure that the census tracts indicated in the application are greater than 100% of the Area Median Income per **www.ffiec.gov**.

11. **Affirmative Marketing** – Outline the target audience, advertising outlets, the marketing duration and where information will be disseminated (flyers in libraries, senior centers, churches, etc.)

12. **Sponsor Capacity** – Documentation provided may not be sufficient and does not include resumes and information describing sponsors and/or 3rd parties past history with similar projects.

13. **Community Stability** – Please provide evidence that sponsor controls 20% of the vacant units to be demolished or rehabilitated. This can be in the form of Settlement statements or Warranty Deeds. Documentation for being part of a neighborhood stabilization, development area or revitalization should have a City/County adopted plan the clearly delineates the targeted area(s).

14. **Rehabilitation Cost** –Provide a narrative or information that describes how the project determined the rehabilitation cost per unit. Note two independent bids are required for the proposed rehabilitation if your organization will also be the developer or contractor and the total project cost per home exceeds $10,000 per unit.

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SUPPORTING DOCUMENTATION POINTERS

Marketing

Applications must demonstrate how it will be affirmatively marketed. In addition, projects must document how they will comply with applicable federal and state laws on fair housing and housing accessibility. Please document how the project is going to be affirmatively marketed that includes the following:

- Commercial Media (Name of Newspaper, Radio or TV Station and duration of advertising).
- Brochures, Signs, and HUD's Fair Housing Poster (include locations).
- Community Contacts/Organizations.

Sponsor Capacity

Applications are reviewed to insure that sponsors are qualified and able to perform their responsibilities as described in the project application. Therefore, supporting documentation application should provide:

- Detail about previously completed projects by the organization.
- Key participants/staff integrally involved with the project. Provide information in the form of short bios and resumes.

Demand

Documentation should include information describing local market conditions and demand for the type of housing being developed. Please include data and other relevant facts that sufficiently demonstrate the need for and viability of the proposed project within the target area(s). Be sure to include information on the availability of homes in the targeted area(s) and at the targeted price identified in the application. Also provide:

- The number of homebuyers currently in counseling and where they are at in the process.
- The number of individuals considered “qualified”.
- Number of recent applicants.

Affordability

Please address the following points as households of different income levels can afford homes at the average sales price/cost indicated the application:

- How did the project determine that demand exists for homes at X price?
- How will Very Low-Income families in the service area afford homes at X price?
- How will Low-Income families in the service area afford homes at X price?
- How will Moderate-Income families in the service area afford homes at X price?
- Describe how the AHP grant amount was determined and why is it needed for the project.

Community Stability

100% in a neighborhood stabilization, redevelopment or revitalization area

Applicants will provide material that the proposed location(s) is located in a neighborhood stabilization, redevelopment or revitalization area as "defined by a local government entity". Documentation can include neighborhood/city/county plans. Note the plan should include language referencing the local government entity adopted the plan.

100% of project has access to public/low-cost community transportation that is within ½ mile

Projects are viewed from a Transit Oriented Development or TOD perspective. Central focus is individuals have affordable transportation that is easily accessible and with ½ mile of their residence. Information can be obtained in appraisals, TOD plans, transit authorities or community plans. Below are Public Transit Links by State.

New Mexico - http://www.dot.state.nm.us/content/nmdot/en.html

Mississippi - http://mdot.ms.gov/portal/contact_mdot.aspx

Arkansas - http://www.arkansastransit.com/public-transportation_5061_ct.aspx

Louisiana - http://www.dotd.louisiana.gov/intermodal/transit/resource/resource.asp

Texas - http://www.dot.state.tx.us/drivers_vehicles/public_transit/find_ride.htm

Rehabilitation Projects

Demand

For projects involving the rehabilitation of owner-occupied homes describe how the need for rehabilitation proposed in this application was determined and how the requested level of funding was determined. Please include data and other relevant facts that sufficiently demonstrate the need for and viability of the proposed project within the target area(s).

Costs

The application's "Uses of Funds" will show a cost per unit of X dollars. Therefore a rehabilitation budget is required documenting how your organization arrived at that cost.

- A rehabilitation budget that equals "total project costs" as indicated on the "Uses of Funds"
- Clarify how the project arrived at the cost amount of X dollars per home.

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Commitment Letter Examples

SAMPLE COMMITMENT LETTER

THE ABC DOWN PAYMENT ASSISTANCE PROGRAM

Please complete the Menu for a Down Payment Assistance Program (Appendix A) prior to completing this document.

OVERVIEW

The ABC Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. This program will provide a (*enter type of loan, i.e. no interest, deferred, etc.*) loan to (*first time or other qualifier, if applicable*) homebuyers of deed restricted affordable properties within ABC to use as a principal down payment. Funds are made available through the Housing Trust Fund of ABC. The goal of the program is to provide financial assistance to income-qualified homebuyers moving to ABC.

ELIGIBLE PARTICIPANTS

Applicants for this loan program must be income-qualified by the Administrative Agent for ABC and must be under contract to purchase a deed restricted home in ABC. This means that the applicant must have made application to buy a home, been income-qualified and selected to purchase an affordable home within ABC, and signed a contract with the seller. For additional information about buying homeownership properties in ABC, see the ABC For-Sale Policies and Procedures Manual.

OPTIONAL

Additional eligibility is determined by a credit check. Homebuyers are required to have a (or *an average*) credit score of _____ to be eligible for this Program.

ELIGIBLE PROPERTIES

Properties must be single family (*or two-family, if applicable*) homes within ABC monitored by the Council on Affordable Housing. The price of the home will be limited by the deed restriction to be affordable to either a low or moderate-income household.

LEVEL OF FINANCING

CHOOSE ONE OPTION

The ABC Down Payment Assistance Program will provide a maximum of $(*maximum amount of loan*) (*up to _____% of the maximum purchase price of the affordable unit*).

The ABC Down Payment Assistance Program will provide ____% of the maximum purchase price of the affordable unit (not to exceed 20%).

SAMPLE COMMITMENT LETTER

The ABC Down Payment Assistance Program will provide an amount matching the contribution of the applicant family with $1 provided by the municipality for every ___ dollars provided for down payment by the applicant family (*up to a maximum of $_____*) (*with the minimum down payment of the family being ___% of the purchase price*).

The ABC Down Payment Assistance Program will provide an amount matching the contribution of the applicant family with $1 provided by the municipality for every ___ dollars provided for down payment by the applicant family with the minimum down payment by the family being ___% of the family's assets (excluding 401k and other recognized retirement accounts but not Certificates of Deposits, investment properties, second homes, stocks, bonds, or other forms of investments and securities) but not less than ___% of the purchase price.

The amount of funding for the Program in any one year will not exceed $_____. Once these funds are expended in a year, the program will be suspended until the next (*calendar* or *fiscal*) year.

PROGRAM FINANCING

Terms and Conditions

CHOOSE ONE OPTION

The loan principal is forgiven at ___% per (choose one: year, every ___years) for a period of _____ years and is secured by a second mortgage and note.

The loan is given as a secondary 30 year mortgage with no interest, forgiven if affordable sale occurs after year 30 of occupancy.

The loan is given as a zero interest loan payable at time of closing of the affordable housing unit and is secured by a second mortgage and note.

A conventional mortgage at _____% interest, compounded (*daily, monthly, annually*), with (*monthly, annual*) payments required and secured by a second mortgage and note.

The mortgage must be listed on the HUD1 Settlement Statement and will precede the Affordable Housing Recapture Mortgage in chain of title.

Recipients of Down Payment Assistance Program funds are required to maintain the unit as their principal residence for the duration of the loan period and abide by all other requirements of the deed restriction. In the event the property is sold or disposed of during the term of the loan, the loan shall be immediately due and payable to (name of municipality) according to the terms of the Mortgage and Mortgage Note.

Security Instruments

Loans for all properties participating in the Down Payment Assistance Program shall be secured through a Mortgage and Mortgage Note in favor of ABC executed by the property owner. The (*closing agent* or *administrative agent*) will record said documents with the County upon the completion of the closing of title. The Mortgage and Mortgage Note will be executed at closing. The terms of the mortgage are in the Mortgage Note, which is not recorded. The original mortgage note shall be retained by the Program Administrator and kept in the unit file.

Title Insurance

The Municipality requires that the applicant provide at the closing title insurance with the municipality being named as additional insured as to the mortgage and note for the amount of the loan.

ADMINISTRATION

Questions about the Program should be directed the Program Administrator (*insert administrator's name and contact information*).

SAMPLE COMMITMENT LETTER

LETTER OF CONDITIONAL COMMITMENT

Dear John Doe

RE: Affordable Housing Project No. _____

Congratulations on the conditional approval of your ***project application*** for **$100,000.00**. It will now be necessary for you to satisfy certain program start-up requirements. To assure timely implementation of the ABC Grant Program, please submit the following information no later than seventy-five days from the date of this letter. Upon satisfaction of all conditions, a grant agreement will be issued along with a "Notice of Removal of Grant Conditions," if required.

SUBMISSIONS TO BE MADE

1. A "Local Program Implementation Schedule" showing all major management tasks, persons responsible for accomplishing the tasks, and planned starting and completion dates.

2. A "ABC Grant/Final Financial Report" showing a detailed breakdown of the ABC Grant and other funds. Please remember to break out all administrative and engineering costs associated with the approved grant activities. You are reminded that costs allocated to project engineering must adhere to limits imposed by the Rural Development "Approved Median Fees For Professional Engineering Services".

   NOTE: All hookups to be completed with ABCGrant funds must be shown as a separate line item on the budget form. Projects using local funds for hookups may include the hookups in the construction line item. However, the community must include a note on the budget form identifying the number of hookups included in the line item.

   Please be reminded that AHC Grant funds can only be used to hook up low- and moderate-income persons. If high-income persons are to be hooked up using local funds, then a declaration of a "public purpose" must be submitted.

3. A "Request for Release of Funds and Certification" together with a copy of the newspaper advertisements or posted notices (1) "Notice of Finding of No Significant Impact on the Environment" and (2) "Notice to Public of Request for Release of Funds." For a project located in a flood plain and/or wetland, a copy of the newspaper advertisements or posted notices consisting of "Notice of Early

Public Review" and "Notice of Explanation" shall be submitted. For projects not requiring a Request for Release of Funds, please submit an executed Finding of Categorical Exclusion or Finding of Exemption.

4. A completed "Designation of Responsible Officials" form.

5. A standard "Certification" showing signatures to be used on the drawdown forms and DUNS number.

6. An updated "ABC Grant Disclosure Report" indicating anyone to directly benefit from the project. This most probably will be the firms you have selected for engineering and administration.

7. As competition for federal funds tightens, visibility of program benefits is essential to continued funding. Therefore, all grantees are being asked to provide a brief narrative and digital photographs of program progress. This information will be submitted electronically at program close out, but it is important to start collecting photographs and other means of telling the project's story at the earliest stages.

8. For all projects conducting new building construction or any activity taking place in a park property, submit a written concurrence

9. For all projects including ABCGrant funds for engineering, please provide the amount and percentage of fees for design and inspection separately.

Please note that for water and sewer projects it will be necessary to forward to plans and specifications for review prior to advertising the project for bids. For any project, please note, other State and Federal agencies may require concurrence as part of your environmental review. All concurrences must be kept in your program files.

Your program may incur reasonable administrative costs beginning from the date of this letter to prepare the above submissions. <u>However, no drawdowns will be permitted until the above submissions are made and the release of funds is accomplished</u>. If for any reason all of the submissions cannot be made during the prescribed time limit and these ABCGrant funds are obligated to another community, any administrative cost incurred must be borne locally by the _____.

We are sending appropriate blank forms to your program administrator to make the above submissions. Be assured that our staff will assist you in every way to make your program a success.

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User Guide and Glossary

AHP On-Line Application Guide

The Federal Home Loan Bank of Dallas (Bank), Affordable Housing Program (AHP) On-Line Application Guide has been developed to assist you in the completion of your On-Line AHP Grant Application.

The AHP On-Line Application Site allows the user to:

- Create a new application
- View and update an existing application
- Email the AHP department
- View the application glossary
- Print the application
- Submit an application

The On-Line Application Site provides a link to the AHP Implementation Plan. The AHP Implementation Plan gives detailed information on how the Bank will implement the Affordable Housing Program***. It is imperative to read the Implementation Plan to understand how to comply with the requirements.***

Create a New Application

When creating a new application it is important to know the following items:

- Complete all sections of the current screen before moving on to the next screen.
- Click "Next". If the next button is not clicked, the work performed will be lost.
- There is a 15 minute time-out on each page. If you have a lot of text to type, type it on a separate word document. Then copy and paste the information into the applicable text box. In addition, please limit your use of special characters.

User Error Checks

The system will give you an error if a section within the application has been:

- Completed with the wrong format.
- Completed incorrectly or incompletely.
- Is inconsistent with another portion of the application.

You must correct the noted deficiency before you can advance to another page of the application. In addition, you must successfully correct the error message; otherwise, the input on that particular page will not be saved.

View and update an existing application

When updating an existing application, it is important to remember to:

- Click "Next" after every change is completed.
- When navigating from screen to screen, use the drop down box located on the top right hand corner of the screen to go to a specific screen.

User Access

- Both members and sponsors have the capability to view the application at any time during the application process. However, users who registered against a

member organization do not have write capabilities unless the member organization initiated the application. Only the users who registered against the organization that initiated the application can update or make changes to the application.

- Your application is password protected. You should share your application password with the member user as the password is required for the member to approve your application.
- Users registered against a sponsor organization cannot make any changes to the application once it has been submitted to the member for review. If the member rejects the application, you will regain write access to make any applicable changes.
- The Bank AHP staff also has the capability to view the application. The Bank AHP staff is available to assist members and sponsors with questions regarding their on-line application.

Application Status

There are seven application statuses: **Sponsor Initiated, Awaiting Member Review, Member Initiated, Awaiting Sponsor Acceptance, Awaiting Member Final Review, Member Initiated No Sponsor and Submitted to FHLB**.

- **Sponsor Initiated** – In this status, only users who registered against the sponsor organization can update or make changes to the application. Upon submission, the application will go to "Awaiting Member Review" status.
- **Awaiting Member Review** – This status indicates that the sponsor has completed or approved the application and is waiting for the member to review, approve, and submit the application. Upon submission, the application will go to "Submitted to FHLB" status.
- **Member Initiated -** In this status, only users who registered against the member organization can update or make changes to the application. The Member has selected a sponsor associated with the application. Upon submission, the application will go to "Awaiting Sponsor Acceptance" status.
- **Awaiting Sponsor Acceptance** – This status indicates that the member has initiated the application on behalf of the sponsor and is waiting for the sponsor to review and approve the application. Once the sponsor has approved the application, the application will go to "Awaiting Member Final Review" status. The member will then need to submit the application to the Bank.
- **Awaiting Member Final Review** – This status indicates that a member initiated the application with a sponsor associated and the sponsor has accepted the application. The member now has to submit the application to the Bank. Upon submission, the application will go to "Submitted to FHLB" status.
- **Member Initiated No Sponsor** – This status indicates that a member has initiated an application and has selected "No Sponsor". The member is assumed to be the sponsor for the project and can send it to the Bank upon completion of the application. Upon submission, the application will go to "Submitted to FHLB" status.

- **Submitted to FHLB** – This status indicates that the member has successfully submitted the application to the Bank. Once this step has been completed, an email confirmation is sent to both the sponsor and the member. At this point, the application is **final** and no further changes can be made.

Application Summary

A summary of the application can be viewed once the application has been completed via the project summary page. The project summary page can be quickly accessed by using the drop down box located on the top right corner of the screen. The project summary provides you with a detailed summary of much of the information that was entered into the application. The project summary also gives a preliminary application score. The preliminary score is subject to review by the AHP Department.

Email the AHP Department

The "Contact Us" tab, located at the bottom of the screen allows the user to email the AHP Department. The "Contact Us" feature will not work until you have started an application. You can also reach us through AHP@fhlb.com.

View the application glossary

The "Glossary" tab, located at the bottom of the screen, directs the user to the Glossary which gives the AHP definitions of terminology used in completing the On-Line Application.

Print the Application

- The "Print" tab, located at the top of the screens allows users to print the application by using Adobe Acrobat Reader.
- If you do not have Adobe Acrobat Reader, you may download the software by clicking on the Adobe Acrobat icon located on the Welcome Page of the application.

Submit the Application

Sponsors – After the application has been completed, click "Submit". You will receive a confirmation message and email that the application has been submitted to the member for approval. As stated previously, it is important to remember to contact the member to ensure that they review and submit your application. It is also important to remember to share your application password with the member so the member can access your application. You will not be able to make any additional changes to the application once it has been submitted to the member for review. If the member rejects the application, you will regain access to make any applicable changes. Once the member approves and submits your application to the Bank, you will receive an email notification.

Members – Review and approve the application. Once you have approved the application, click the "Submit" button to submit the application to the Bank. If you do not approve of the application submitted, you may click "Reject" to return the application to the sponsor for changes to be made. Once the requested changes have been made, and the application has been resubmitted to you through the on-line application, you will

receive an email notification of the resubmitted application. You will then need to submit to the Bank by clicking "Submit". Both the sponsor and you will receive an email notification that the application has been submitted.

Required Documentation

A listing of the required documentation can be found on the Welcome Page of the application. In addition, please note when the documents are due.

These documents can be mailed or emailed to:

Federal Home Loan Bank of Dallas
Attn: AHP Department
8500 Freeport Parkway South, Suite 600
Irving, Texas 75063-2547

E-Mail Address: AHP@fhlb.com

Things to Remember

- Each screen must be fully completed before the system will allow you to move on to the next screen.
- Skip from screen to screen using the drop down box. – ***Caution – If you make any changes, you must click "Next". If you use the drop down without clicking "Next", your changes will not be saved.***
- Two people cannot work on an application simultaneously as any changes will not be saved. However, multiple people with separate User ID's can have write access to the application. If you want additional people at your organization to be able to work on an application, have them register separately and then share the application password with them.
- Be sure to print a copy of your completed application
- If you require technical assistance you may reach the AHP department at 1-800-362-2944 between the hours of 8:00 am – 5:00 pm C.S.T. Monday - Friday.

Glossary

Abandoned means that mortgage or tax foreclosure proceedings have been initiated for a property, no mortgage or tax payments have been made by the property owner for at least 90 days, AND the property has been vacant for at least 90 days. For purposes of this Implementation Plan, this definition does not apply to land and covers buildings only.

Affordable means that:

- the rent charged to a household for a unit that is to be reserved for occupancy by a household with an income at or below 80% of the median income for the area, does not exceed 30% of the income of a household of the maximum income and size expected, under the commitment made in the AHP application, to occupy the unit (assuming occupancy of 1.5 persons per bedroom or 1.0 person per unit without a separate bedroom); or
- the rent charged to a household, for rental units subsidized with Section 8 assistance under 42 U.S.C. § 1437f or subsidized under another assistance program where the rents are charged in the same way as under the Section 8 program, if the rent complied with this definition of Affordable at the time of the household's initial occupancy and the household continues to be assisted through the Section 8 or another assistance program, respectively.

Debt Coverage Ratio or debt service coverage ratio means the ratio of a project's annual net operating income divided by the total annual debt service (principal plus interest).

Direct Subsidy means an AHP subsidy in the form of a direct cash payment.

Displaced Homemaker means an individual who is an adult and

- has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family and
- is not employed or is underemployed and is experiencing difficulty obtaining or upgrading employment.

Effective Gross Income means gross rents for all units and miscellaneous income less vacancy allowance.

Elderly means an individual who is fifty-five years of age or older.

Eligible Household means a household that meets the income limits and other requirements specified by the Bank for the AHP Competitive Application Program and the AHP Homeownership Set-Aside Programs, provided that:

- in the case of owner-occupied housing, the household's income may not exceed 80% of the median income for the area; and
- in the case of rental housing, the household's income in at least 20% of the units may not exceed 50% of the median income for the area.

First-Time Homebuyer means an individual and his or her spouse (if any) who have not owned a home during the three-year period prior to the purchase of a home with AHP assistance, except that -

- any individual who is a displaced homemaker may not be excluded from consideration as a first-time homebuyer under this paragraph on the basis that the individual, while a homemaker, owned a home with his or her spouse or resided in a residence owned by his or her spouse;
- any individual who is a single parent may not be excluded from consideration as a first-time homebuyer under this paragraph on the basis that the individual, while married, owned a home with his or her spouse or resided in a residence owned by his or her spouse; and
- an individual shall not be excluded from consideration as a first-time homebuyer under this paragraph on the basis that the individual owns or owned, as a principal residence during such three-year period, a dwelling unit -
    - whose structure is not permanently affixed to a permanent foundation in accordance with local or other applicable regulations, or

  - whose structure is not in compliance with State, local or model building codes, or other applicable codes, and cannot be brought into compliance with such codes for less than the cost of constructing or purchasing a permanent structure; or
  - that was substantially destroyed due to a natural disaster or other event of catastrophic loss.

Foreclosed means a property "has been foreclosed upon" at the point that, under state or local law, the mortgage or tax foreclosure is complete. The Bank generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure proceeding or transfer in lieu of foreclosure, in accordance with state or local law.

Hard Construction Costs means the actual costs of making improvements to the property via construction.

Hard Cost Contingency means funds budgeted for unforeseen hard costs, such as additional labor and materials.

Homeless Household means a household made up of one or more individuals, other than individuals imprisoned or otherwise detained pursuant to state or Federal law, that

- lacks a fixed, regular, and adequate nighttime residence or
- has a primary nighttime residence that is:
  - a supervised, publicly- or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - an institution that provides a temporary residence for individuals intended to be institutionalized;
  - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
- Youth aging out of foster care system.

Low- or Moderate-Income Household means a household that has an income of 80% or less of the median income for the area, with the income limit adjusted for household size in accordance with the methodology of the applicable median income standard, unless such median income standard has no household size adjustment methodology.

Manufactured Housing means a structure, transportable in one or more sections, which is built on a permanent frame and is designed to be used as a dwelling when connected to the required utilities.

Material Party means any project development team participant who has influence over or impacts the outcome of a project.

MSA means a Metropolitan Statistical Area as designated by the Office of Management and Budget.

Minor Child means (i) a child under age 18 or (ii) a child age 18 or older who is not engaging in substantial gainful activity due to a physical or mental condition(s) that very seriously limits his or her activities and the condition(s) has lasted, or is expected to last, at least one year.

Native American Service Area means an area within which a Native American tribe operates affordable housing programs or the area in which a tribally designated housing entity (as designated for purposes of the Native American Housing Assistance and Self-Determination Act) is authorized by one or more Indian tribes to operate affordable housing programs.

Operating Reserves means funds set aside by the project sponsor to cover unexpected fluctuations in actual operating expenses during the year.

Owner-Occupied Project means, for purposes of the AHP Competitive Application Program, one or more owner-occupied units in a single-family or multifamily building, including condominiums, cooperative housing and manufactured housing.

Owner-Occupied Unit means a dwelling unit occupied by the owner of the unit. Housing with 2 to 4 dwelling units consisting of one owner-occupied unit and one or more rental units is considered a single owner-occupied unit.

Project Sponsor means a not-for-profit or for-profit organization or public entity that:

- has an ownership interest in a rental project or
- is integrally involved in an owner-occupied project.

For purposes of the definition of project sponsor, "ownership interest" means that (i) the project sponsor is the owner of the rental project or (ii) the project sponsor has an ownership interest or the ability to control the entity that is the owner of the rental project. For purposes of the definition of project sponsor, "integrally involved" means that the project sponsor (i) exercises control over the planning, development or management of the owner-occupied project or (ii) qualifies borrowers and provides or arranges financing for the owners of the owner-occupied units.

Rental Project means, for purposes of the AHP Competitive Application Program, one or more dwelling units for occupancy by households that are not owner-occupants, including overnight and emergency shelters, transitional housing for homeless households, mutual housing, single-room occupancy housing and manufactured housing.

Replacement Reserves means funds set aside by the project owner to cover some or all of the cost to replace assets as they are used up (e.g., roof, plumbing, appliances).

Retention Period means

- five years from closing for an AHP-assisted owner-occupied unit, or in the case of rehabilitation of a unit currently occupied by the owner where there is no closing, five years from the date of the disbursement of the direct subsidy by the Bank to the member; and
- fifteen years from the date of project completion for a rental project.

Rural means

- a unit of general local government with a population of 25,000 or less;
- an unincorporated area outside an MSA;
- an unincorporated area within an MSA that qualifies for housing or economic development assistance from the United States Department of Agriculture; or
- any other area that qualifies for housing or economic development assistance from the United States Department of Agriculture.

Single Parent means an individual who is

- unmarried or legally separated from a spouse and
- has one or more minor children for whom the individual has custody or joint custody or is pregnant (at point the individual occupies the property).

Special Needs means households with elderly, mentally or physically disabled persons, persons recovering from physical, alcohol or drug abuse, or persons with HIV/AIDS.

Subsidized Advance means an advance to a member at an interest rate reduced below the Bank's cost of funds by use of a subsidy.

Vacant means having no tenant or occupant and devoid of furniture, fixtures, etc. For purposes of this Implementation Plan, this definition does not apply to land and covers buildings only.

Very Low-Income Household means a household that has an income at or below 50% of the median income for the area, with the income limit adjusted for household size in accordance with the methodology of the applicable median income standard, unless such median income standard has no household size adjustment methodology.