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AFFORDABLE HOUSING TRUST FUND

Application Guidelines

PURPOSE OF THE TRUST FUND

East Tennessee Foundation's Affordable Housing Trust Fund ("the Fund") was established in 1993 with contributions from Knoxville's Community Development Corporation and the City of Knoxville. Subsequent contributions have been received each year from the City of Knoxville. The Fund is intended to support the production, preservation, and rehabilitation of housing for low-income households and to create and preserve appropriate homeownership opportunities for those households.

FUNDING CYCLE

Applications to the Affordable Housing Trust Fund are always welcome, and awards are subject to availability of funds. The Advisory Board currently meets as needed on the first Wednesday of the month to evaluate applications. Proposals should be submitted at least two weeks prior to a meeting date in order to be considered. Please call Jeanette Kelleher, Housing Officer, at (865) 524-1223 or e-mail at jkelleher@etf.org for further information regarding application deadlines.

ELIGIBLE APPLICANTS

Applicants may be either for-profit or nonprofit entities engaged in affordable housing activities. Awards are not made to individuals.

ELIGIBLE ACTIVITIES

The Fund is designed to accept applications for a wide variety of projects that will result in increased homeownership opportunities within the City of Knoxville. Fundable activities include but are not limited to:

- Down payment assistance for home purchase
- Interest rate write-down assistance
- Rehabilitation or repair programs for homeowners
- Homeownership counseling
- Foreclosure prevention
- Condominium or cooperative housing development
- Pre-development expenses including architectural, engineering, and consulting services
- New construction of single family homes.

ELIGIBLE FORMS OF ASSISTANCE FROM THE FUND

Funds may be awarded to applicants in the form of secured loans or lines of credit, forgivable loans, grants or any combination thereof.

DEFINITION OF LOW-INCOME HOUSEHOLDS

“Low income” for the Affordable Housing Trust Fund is defined as “qualified persons or families who lack the amount of income which is necessary, as determined by the Fund Advisory Board, to enable them without low interest financial assistance, to live in decent, safe and affordable dwellings without overcrowding.”

The Advisory Board has adopted the income guidelines of the U.S. Department of Housing and Urban Development’s HOME Program as the relevant income limits for projects funded by the Affordable Housing Trust Fund. For a copy of the current income limits, please contact Jeanette Kelleher, Housing Officer, at (865) 524-1223 or jkelleher@etf.org.

EVALUATION CRITERIA

Selection of projects for funding will be competitive and each application will be evaluated as to how well it meets the following standards:

1. It clearly meets an unmet need in the community's affordable housing system.
2. It incorporates the neighborhood or community in project planning and contributes to neighborhood livability. The degree to which the neighborhood(s) involved shows support for the specific types and sites of proposed development is a key factor.
3. It is innovative and makes creative uses of resources.
4. It uses Trust Fund monies to leverage the maximum amount of other resources.
5. It keeps production costs to a minimum.
6. It leads to or makes homeownership opportunities more available to low-income households.
7. It documents the applicant's managerial, technical, and financial ability to bring the project to a successful conclusion.
8. It demonstrates the greatest probability of success in creating a measurable increase in homeownership opportunities for low-income households.
9. It designs long-term affordability, quality, and ease of maintenance into each housing opportunity.
10. It conforms to the Secretary of the Interior's Standards for Rehabilitating Historic Buildings if developing within a historic district or to standards of an approved historic overlay district.

AWARD DECISIONS

The Affordable Housing Trust Fund Advisory Board reviews all applications and makes recommendations on funding. All award recommendations are subject to final approval by the Foundation’s Board of Directors.

APPLICATION PROCEDURES

Each request for assistance from East Tennessee Foundation’s Affordable Housing Trust Fund must follow the attached Proposal Format. Each applicant must provide all information requested. If the information requested is not applicable to your project, please indicate that in the

appropriate section. If information is not yet available, please indicate that in the appropriate section, along with an explanation of when and how the information will be obtained and forwarded to East Tennessee Foundation. The applicant may provide any additional information which may help explain your organization or your project.

Individual pre-application work sessions on your site or at the Foundation's offices to discuss your project are encouraged and may be arranged in advance. Any questions concerning this application process or the Fund may be directed to Jeanette Kelleher, Housing Officer, at (865) 524-1223 or jkelleher@etf.org.

Applicants should submit one complete proposal form with all required attachments. Proposals should be submitted in hard copy, either via mail or hand delivery. *We strongly recommend that you call the Foundation when you mail an application so that we will know to expect it and will be able to notify you if we do not receive it.*

Please send all applications to:

Jeanette Kelleher, Housing Officer
East Tennessee Foundation
625 Market Street, Suite 1400
Knoxville, TN 37902

APPEALS PROCESS

A copy of the appeals process is available upon request.

EMPLOYMENT AND GRANTEE NON-DISCRIMINATION POLICY AND STATEMENT

The East Tennessee Foundation is an equal opportunity provider of services and employment. Further, the East Tennessee Foundation, through its competitive grantmaking, supports organizations and agencies that adhere to these principles and practices

**EAST TENNESSEE FOUNDATION'S
AFFORDABLE HOUSING TRUST FUND
Proposal Format**

One copy of your full proposal should be submitted as described below. If the information requested is not applicable or not yet available, please indicate that in the appropriate section. Use the designated roman numerals and letters to reference each item.

I. PROPOSAL SUMMARY

_____ Date of Application

Applicant: _____

Address: _____

City: _____ State: Tennessee Zip: _____

Staff contact person: _____ Phone number: _____

Board contact person: _____ Phone number: _____

Type of applicant:

- ___ Private, for-profit corporation
- ___ Nonprofit corporation (attach copy of IRS 501(c)(3) determination letter)
- ___ Partnership - Type: _____
- ___ Governmental entity
- ___ Other: _____

Associated contractor/developer/sponsor (if different from applicant):

Name: _____

Address: _____

City, State, Zip: _____

Contact person: _____ Phone number: _____

Project name: _____

Project location: _____

Type of Project: _____

Number of units: _____ Average sales price/unit: _____

Total development budget: \$ _____

Fund request: \$ _____ in the form of _____

II. BACKGROUND INFORMATION

- A. Name of project.

- B. Clearly describe the location of project (include address and attach map).

- C. Provide information on the current zoning and surrounding land use.

- D. Provide lists of corporate officers, boards of directors, and/or investors/partners as applicable.

- E. Provide documentation that this application has been approved by the appropriate corporate officers, board of directors, or partners.

- F. Please describe the applicant's previous development experience.

III. PROJECT DESCRIPTION

- A. Provide a concise narrative description of your proposed project (type, number and size of units, etc.).

- B. Describe the development activities that you have already completed on this project.

- C. Provide evidence of the degree of site control you currently have.

- D. List the current owner of the site/sites.

- E. Provide copies of plans, drawings and/or specifications that will clearly describe the type of housing proposed.

- F. Provide cost estimates for purchase/rehab/construction, method of arriving at these estimates and the qualifications of the person responsible for the estimates.

- G. List the projected sales price for each type/size of unit.

IV. PROJECT FINANCING

- A. Provide a statement of proposed sources and uses of funds and equity including grants, donations, sweat equity, construction financing, and permanent financing. Describe the status and terms of any financing. Attach evidence of any financing commitments.

- B. Indicate the amount you are requesting from the Affordable Housing Trust Fund, the proposed uses of those funds and the terms you request.

- C. Provide evidence of applicant's financial capability including current financial statements and the annual budget under which applicant is currently operating. For-profit developers should complete a Personal Financial Statement Form for each principal in the company. Nonprofit organizations (and for-profit if available) should submit their financial statements (preferably audited) for the most recently completed fiscal year.

- D. Provide evidence of the financial capability of any associated contractor/builder or sponsor.

V. PROJECT NEED AND MARKETING

- A. Describe how your project meets a clearly demonstrated need in the Knoxville housing market. Assess the extent that other programs are currently responding to the same needs.

- B. Specify the range of household incomes for your target market.

- C. Describe how properties will be marketed to your target population.

- D. Describe how your project would not otherwise be feasible without Fund assistance, or quantify the additional benefits to low- to moderate-income households as a result of Fund assistance.

VI. NEIGHBORHOOD AND COMMUNITY INVOLVEMENT

- A. Provide evidence of neighborhood or community involvement in planning your project.

- B. Provide evidence of community support for your project.

- C. If any of your project is proposed within an historic district, provide evidence of consistency with the Secretary of Interior's Standards for Rehabilitating Historic Buildings or standards of approved historic overlay districts.

VII. PROJECT TIMELINE

Provide a timeline showing realistic target dates for firm financial commitments from each source, site control, construction start-up and completion, and sale to homeowners.

VIII. CONFLICTS OF INTEREST

Disclose any apparent or real conflict of interest related to this project about which a member of Applicant's or related entity's staff or Board has knowledge.

IX. ATTACHMENTS

Provide any additional material, which will help explain your organization or your project.