

**THE INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE CITY OF PHOENIX, ARIZONA**

CAPITAL FUND APPLICATION

AFFORDABLE MULTI-FAMILY HOUSING

1. Applicant Requesting Funds: _____
2. Mailing Address: _____

3. Phone:(____) _____ FAX: _____ Email: _____
4. Applicant Representative: _____
5. Applicant's Authorized Signature: _____ Date: _____

ALL PROPOSALS MUST BE LOCATED IN PHOENIX

6. This application is for Affordable Multi-family Housing Loans, please indicate the amount of funds requested:

Affordable Multi-family Housing Loans - Provides funds to nonprofit and for profit entities for the acquisition and rehabilitation of existing multi-family rental housing or the new construction of multi-family rental housing. An entity developing affordable housing can borrow up to \$250,000 at an interest rate of 4%. The approved loan would be amortized over a time period to be approved by the Industrial Development Authority, but in no event to exceed 35 years. The Authority will determine the principle and interest payments. *All loans will have to be repaid within 10 years of obligation.*

Amount Requested: \$ _____

7. If applying as a Nonprofit Organization, indicate status: 501(c)(3) 501(c)(4)

Year Incorporated: _____ Taxpayer Identification Number: _____

Include copies of: **Articles of Incorporation, Bylaws, Board Approval and IRS Exemption Letter**

- 8. Describe in detail your request for funding assistance. Provide the following information:**
 - a. Prepare an overall description of your proposal.
 - b. Include the location of the property where the funds would be used (*include legal description*).
 - c. List the number of units, bedroom mix, unit size (square footage), income levels of persons or families to be housed, percent of units to house low income households and any special needs groups that might be housed.
 - 9. Complete the Development Budget contained in *Exhibit A*.** Be sure to include other financing sources that have been committed or requested to finalize the acquisition and/or rehabilitation or the new construction of the proposed development including how the funds are to be used.
 - 10. Complete the Projected Operating Budget contained in *Exhibit B*.**
 - 11. Provide a projected ten-year cash flow using the form contained in *Exhibit C*.**
 - 12. Complete the projected time line for the developments major activities contained in *Exhibit D*.**
 - 13. Describe your agency's experience in developing similar affordable housing proposals, particularly for lower income households.** Provide a brief description of other project(s) in which you are involved. Include the location, number of units, and the population demographics of those being served at the project(s).
 - 14. Attach an independent audit report or a certified financial statement for the last fiscal year.**
 - 15. Describe how the receipt of Capital Funds will facilitate your capacity to develop affordable housing in Phoenix.**
 - 16. Include a flow chart of your organization structure and list all staff.**
- ❖ **Additional information may be requested in order to process your request for Capital Funds.**

Return application to:



**City of Phoenix Housing Department
Housing Development Section
251 West Washington Street, 4th Floor
Phoenix, Arizona 85003-1611
Phone: (602) 262-6602 FAX: (602) 534-1214**

EXHIBIT B

Projected Operating Budget

A. GROSS INCOME

Gross Rents	Unit Type	Square Feet	Number of Units	Monthly Rent	Annual Rent
	<i>Studio</i>	_____	_____	\$ _____	\$ _____
	<i>1 bedroom</i>	_____	_____	\$ _____	\$ _____
	<i>2 bedroom</i>	_____	_____	\$ _____	\$ _____
	<i>3 bedroom</i>	_____	_____	\$ _____	\$ _____
Totals			_____		\$ _____
Vacancy Allowance			Vacancy Rate	@ _____ %	\$ _____
Other Income			Laundry		\$ _____
			Miscellaneous		\$ _____
			TOTAL GROSS INCOME		\$ _____

B. OPERATING EXPENSES

Administrative:		
Salaries and Personnel		\$ _____
Management Fees		\$ _____
Marketing		\$ _____
Legal/Accounting/Office		\$ _____
Maintenance:		
Repairs		\$ _____
Ground Expenses		\$ _____
Supplies/Miscellaneous		\$ _____
Operating:		
Utilities		\$ _____
Trash Removal		\$ _____
Contract Services		\$ _____
Insurance		\$ _____
On-Site Support Services		\$ _____
Other (Specify) _____		\$ _____
_____		\$ _____
Replacement Reserve		\$ _____
Real Estate Taxes		\$ _____
Projected Annual Debt Service		\$ _____
(_____ % on \$ _____ for _____ years)		
Interest Rate	Total Debt	Amortization Period
	TOTAL OPERATING EXPENSES	\$ _____
	NET OPERATING INCOME	\$ _____

EXHIBIT C

Projected Ten Year Cash Flow

ACTIVITY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME:										
Residential Revenue										
Laundry Revenue										
Misc. Income										
Gross Revenue										
Interest Income - Reserves (Vacancy Allowance)										
Total Operating Revenue										
EXPENSES:										
Administrative										
Maintenance										
Operating										
Real Estate Taxes										
Replacement Reserves										
Net Operating Income Before Debt Service										
ANNUAL DEBT SERVICE:										
Debt Service (First Mortgage)										
Debt Service (IDA Loan)										
Debt Service ()										
Total Annual Debt Service										
NET CASH FLOW										

Total Debt Coverage Ratio										
Debt Coverage Ratio on First Mortgage Only										

ASSUMPTIONS:

Residential Income Inf. Rate _____ %
 Residential Vacancy Rate _____ %
 Replacement Reserve Rate _____ %
 Number of Units _____

PERMANENT FINANCING RECAP:

(1) \$ _____ Loan, _____ % Annual Rate, _____ Year Fully Amortized
 (2) \$ _____ Loan, _____ % Annual Rate, _____ Year Fully Amortized
 (3) \$ _____ Loan, _____ % Annual Rate, _____ Year Fully Amortized
 (4) \$ _____ Loan, _____ % Annual Rate, _____ Year Fully Amortized

EXHIBIT D

Projected Time Line for the Development

Task	Start Date	Completion	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Schematic Design								
Cost Analysis								
Site Acquisition								
Design Development								
Preliminary Site Plan Review								
Final Site Plan Review								
Building Permits Issued								
Advertising for Contractor								
Construction Bidding								
Bid Opening and Review								
Award of Construction Contract								
Construction								
Punch List Walk Through								
Complete Punch List Items								
Certificate of Occupancy								
Occupancy								

❖ **Attach additional sheets if necessary.**

EXHIBIT D

Projected Time Line for the Development

Task	Start Date	Completion	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Schematic Design								
Cost Analysis								
Site Acquisition								
Design Development								
Preliminary Site Plan Review								
Final Site Plan Review								
Building Permits Issued								
Advertising for Contractor								
Construction Bidding								
Bid Opening and Review								
Award of Construction Contract								
Construction								
Punch List Walk Through								
Complete Punch List Items								
Certificate of Occupancy								
Occupancy								

❖ Attach additional sheets if necessary.