



AFFORDABLE HOUSING TRUST FUND

FY 2023 Application

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I. Application Schedule

The City of Helena will hold two (2) application cycles per year according to the following schedule. Applications that do not meet minimum criteria will be returned and the applicant will have an opportunity to request feedback from city staff.

- **November 17, 2022 – Application deadline. Applications must be submitted by 5pm**
- December 14, 2022 – Applicant Presentations to Advisory Board and City staff
- First Commission Admin meeting in Jan. 2023 – Advisory Board submits recommendations to the City Commission
- First Regular Commission meeting following the above Admin meeting – City Commission makes funding decision

A second round of applications similar to the fall 2022 application cycle fall will take place in the Spring of 2023 and additional details will be released soon.

II. HAHTF Goals & Funding Availability

\$100,000 of this year’s available funding will be withheld from the application cycle in order to address unanticipated housing-related emergencies that may arise.

The City of Helena has \$2,043,000 available for the application cycle beginning October 3, 2022.

These funds are intended to add, improve or support permanent, transitional, and/or temporary housing. Eligible activities include construction, demolition and reconstruction, conversion, rehabilitation, acquisition, or financing of affordable housing. Projects receiving HAHTF funds must comply with program requirements contained in the HAHTF Program Guidelines in addition to this Application.

When multiple funding sources are combined in one project, developers, owners, and sponsors are responsible for coordinating requirements to ensure compliance

III. City Staff Review

City staff will review each application to determine:

- Whether the proposal is complete, based on the requirements of this Application.
- Whether the project is eligible for HAHTF funds.

- Whether the project is consistent with the HAHTF Program Guidelines, the goals and objectives outlined in other city planning documents, and this Application.
- Whether other funding sources exist and are available to finance the proposed project in lieu of HAHTF funds (and therefore HAHTF funds are not necessary).

Deficient applications will be returned to the applicant who will have 10 calendar days to make corrections. Applications still determined to be deficient will be returned to the applicant and City staff will offer technical assistance to aid the applicant with the following year's application cycle. Applications that have passed city staff review will be submitted for Advisory Board review. The City reserves the right to reject any application that does not contain all of the information outlined below or is otherwise non-responsive to the application or programmatic requirements.

IV. Advisory Board Review

The Advisory Board will consider the following when reviewing applications and determining their funding recommendations:

- Consistency with the City of Helena Priorities and Goals established in this document and in the Program Guidelines
- Financial viability, long-term feasibility, and long-term solutions to a particular affordable housing need:
 - Demonstrated demand for the proposed project
 - The strength of the proposed project's underwriting and consistency with HAHTF underwriting requirements
 - Demonstrated need for HAHTF funds
 - Reasonableness of the proposed HAHTF loan terms
- The amount of HAHTF funds requested per unit, bed, or beneficiary
- The ratio of matching funds to HAHTF funds
- Applicant Capacity & Experience
 - The ability to obtain sufficient financing from other, primary sources of funds;
 - Ability to manage the project successfully after completion or hire a professional management company with experience in managing affordable housing in compliance with applicable funding requirements for the project's entire period of affordability;
 - Individual and organizational qualifications and past experience delivering comparable projects, and the ability/capacity to undertake the proposed project.
- The extent to which the applicant demonstrates it will use a proven, effective strategy to complete the proposed project
- The anticipated revenue received from the proposed HAHTF loan to finance future projects

- Project readiness in regard to the financing package, various land use processes and site control
- The length of time a project will maintain its affordability

V. Application Contents

Applicants are responsible for familiarity with and proposing a project consistent with all applicable HAHTF requirements contained in the HAHTF Program Guidelines.

Applications must contain the following, as applicable to your project:

1. Table of Contents
2. A concise project description addressing the following:
 - a. The project's background, objectives, location, beneficiaries and physical details
 - b. How the project will address the applicant's identified affordable housing need
 - c. The project's consistency with the City of Helena HAHTF Priorities and Goals
 - d. The project's consistency and compliance with HAHTF rules and requirements established in the HAHTF Program Guidelines. The project's short-term and long-term feasibility and viability, including how the project will continue to meet HAHTF requirements through the applicable period of affordability and how the HAHTF loan will be repaid.
 - e. The existence and availability of other funding sources, their inability to fund the proposed project, and why HAHTF funds are necessary to complete the project.
 - f. A discussion of the proposed loan terms and its reasonableness
 - g. A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.
3. Resumes and narrative describing qualifications and relevant experience with similar projects from each member of the development team and/or relevant entities that will develop, design, construct, own, and manage the project. Applicants must demonstrate it has or will retain sufficient capacity and experience to complete the proposed project.
4. Project financials such as a comprehensive sources and uses statement, rent schedule, proforma, and construction flow of funds (as applicable). The applicant must demonstrate that the project cannot support additional private financing or that the costs to secure private financing would place an undue financial burden on the applicant/project.
5. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.

6. Evidence of sufficient market demand and ability to rent, sell, or otherwise occupy the proposed housing.
7. For single family development projects, provide potential or confirmed mortgage lenders that will be able to offer permanent financing. Evidence being lender information, loan program/s, financial structure (i.e. down payment/terms/etc.)
8. For single family land trust development projects, the applicant must submit a proposal that addresses the following topics:
 - a. The reasonableness of the amount funds the applicant requests for the 3-year period.
 - b. Other financing the applicant has in hand, has applied for, or will apply for.
 - c. Anticipated timelines and project milestones.
 - d. What the applicant will do if the HAHTF investment is repaid through resale of an HAHTF-assisted property.
9. Implementation schedule.
10. Rehabilitation projects involving the temporary relocation of tenants must submit a relocation plan. Projects that result in the permanent displacement or relocation of current occupants from their homes or rental units will not be considered for funding.
11. Any other information or materials you believe will assist the City in its review of your application.
12. Narrative and/or 3rd party reports addressing how potential human or physical environmental concerns or issues will be identified and appropriately addressed.

VI. City Contact

Questions, requests for information, or clarification may be sent to the City of Helena Housing Coordinator at ksnyder@helenamt.gov .

Any request for information or clarification must be submitted by email to the City of Helena at least fifteen (15) calendar days before the application deadline.