

APPLICATION AND SCORING CRITERIA

AUSTIN HOUSING FINANCE CORPORATION

Application for G. O. Bond Financing for Home Repair Projects

Amount of funds requested: \$ _____

Total number of units to be assisted with G.O. Bond Funds: _____

1. Applicant Information (If the service provider involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the “lead” organization).

Organization Name

Street Address

City

State, Zip

Telephone #

Contact Person

Contact's Telephone #

Fax #

Federal Tax ID Number

The applicant certifies that the data and exhibits contained comprising this application are true and correct. Unsigned/undated submissions will not be considered.

Legal Name of Organization

Signature of Authorized Officer

Title

Date

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2. **Please provide copies of the following:**
 - a. Articles of Incorporation; Certificate of Incorporation filed with the State of Texas
 - b. IRS determination letter regarding 501(c)(3) non-profit status
 - c. Names, addresses, phone numbers and email addresses of current board members
 - d. Certified financial audit for most recent year, including the auditor's management letter
 - e. Board resolution approving the proposed project and authorizing the request for funding
 - f. Certificate of Accounts Status from the Texas Comptroller of Public Accounts indicating Good Standing
 - g. Evidence of cash reserves of at least \$25,000 to facilitate the program administration prior to AHFC's disbursement process. This may be in the form of financial statements, a letter from its financial institution or evidence of an available line of credit of at least the amount requested.
 - h. Name and title of the person authorized to represent the organization
 - i. Evidence of providing at least three (3) years of home repair services. (Previous contracts with AHFC or any other governmental entity, foundations, national organizations; annual reports).
 - j. Insurance: Organization shall carry Statutory Workers' Compensation and Employers Liability, Commercial General Liability, Business Automobile Liability, and Directors and Officers Coverage on types and amounts of duration according to Program Agreement.

3. **Program Description and Demand** – Provide a narrative description of your organization's current home repair program, number of years in operation, past and current performance, current waiting list, and current available funds. Describe how this funding will increase your organization's capacity to provide these services. Attach resumes of key staff that will work with this program.

4. **Operational Team** - Identify the entities anticipated to be involved in implementing the project including lenders, attorneys, accountants, architects, engineers, general contractor, sub-contractors, consultants and operational staff. Also, indicate if any entity is certified by the City of Austin as a minority or women-owned business enterprise (MBE/WBE), or if any of the entities are also a non-profit entity.

	Name(s) & Any Comments on Role	MBE? (Mark X if Yes)	WBE? (Mark X if Yes)	Non- profit? (Mark X if Yes)
Director/CEO				
Lenders (Other than AHFC)				
Accountants				
Consultant (if Applicable)				
Project Manager				
Construction Supervisor				
Construction Inspectors				
Housing Specialists				
General Contractor				
Subcontractors				
Admin support				
Marketing				

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5. **Process Schedule.** Complete the grid below. Re-order the steps according to the appropriate sequence for your project, and add in any other significant steps integral to your project's development. Please be as precise as possible, narrowing dates by 15 day intervals.

	Number of Days
Applicant referred to program/File started	
Initial home visit	
All eligibility documents received from Applicant	
Eligibility Determination	
Construction Specifications and Cost estimates	
Construction Bids	
Construction Start	
End/Completion of Construction/Homebuyer Sign-off on Work Performed	

6. **Experience and Qualifications – Home Repairs**

Completed Projects Past Three Years (attach additional sheets if necessary):

Address	Type of Work Performed	Number of Days to Complete	Approximate Cost

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7. Detailed Project Budget - Use the following table, or comparable format, to provide a complete project budget for the number of units proposed for the year. Add line-items as necessary to detail the specific funding being requested.

DETAILED PROJECT BUDGET				
	G. O. Bond Funds Being Requested	Amounts from other fund sources	Total for Line Item	Description or Comments
CONSTRUCTION COSTS				
Carpentry				
Waterproofing & Insulation				
Roofing				
Plumbing/Hot Water				
HVAC / Mechanical				
Electrical				
Doors/Windows/Glass				
Construction Contingency				
Flooring				

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Lumber				
Paint				
Other (Specify)				
TOTAL CONSTRUCTION COSTS				
INDIRECT AND SOFT COSTS				
Salaries				
Legal				
Audit/Accounting				
Marketing/Outreach				
Other (Specify)				
TOTAL INDIRECT AND SOFT COSTS				
TOTAL PROJECT BUDGET				

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8. Funds Proposal - Provide the following information to facilitate financial review of the proposed project:

- a. **Sources and Uses of Funds** – Complete Tables A & B below, identifying all sources and uses of funds to implement this proposal and include evidence of funds anticipated (financial statements, commitment letters, etc.).

TABLE A: SOURCES OF FUNDS SUMMARY					Intended Use of Fund (Predevelopment, Construction, Soft Costs)
	Term	Interest Rate	Amount	Evidence (Term Sheet, Board Resolution, etc.)	
Private Financing (List Lenders Below)					
Other Sources (List Below)					
Proposed G. O. Bond Funds					
Total Sources of Funds					
TABLE B: USES OF FUNDS SUMMARY					
	Total Cost		Cost/Unit		
Indirect, Soft or Administrative Costs					
Direct Costs (Construction)					
Total Uses of Funds					

- b. **Leveraging** – Complete Table C below. Include evidence of other funds leveraged by AHFC funds to implement your proposal such as commitments from private and/or other public resources.

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TABLE C: LEVERAGE SUMMARY	
TOTAL G. O. BOND FUNDS	
TOTAL OTHER FUNDS	
LEVERAGE % – G.O. BOND FUNDS	

9. Partnerships with Non-profit entities

Include commitments from other non-profit organizations or a City of Austin-certified Community Housing Development Organization (CHDO) to partner on the project in some way.

10. Accounting Requirements

By submitting this application, the applicant agrees to comply with all reporting, record keeping, and on-going monitoring requirements applicable to G.O. Bond financing of the proposed project.

11. Anti-Lobbying Agreement

By submitting this application, the applicant, its employees, representatives, or agents agree not to discuss the contents of the applicant’s application with any member of the AHFC Board of Directors or their staff, or staff of NHCD/AHFC (other than the designated Single Point of Contact) between the application deadline date and the date awards are announced.

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G. O. Bond Scoring Criteria Home Repair Program

Applicant: _____

Name of Reviewer(s): _____

Title of Reviewer(s): _____

REQUIRED INFORMATION CHECKLIST:

1. Applicant Information

2. Attachments

- Articles of Incorporation
- Certificate of Incorporation filed with the State of Texas
- IRS determination letter regarding non-profit status
- Names, addresses, phone numbers and email addresses of current board members
- Certified financial audit for most recent year, which shall include the auditor's management letters
- Board resolution approving the proposed project and authorizing the request for funding
- Certificate of Accounts Status from the Texas Comptroller of Public Accounts indicating Good Standing
- Financial statements, letter from its financial institution or evidence of an available line of credit of at least the amount requested.
- Name and title of the person authorized to represent the organization
- Evidence on providing home repairs services. (Previous contracts with AHFC or any other governmental entity, foundations, national organizations; annual reports).
- Description of Demand. Narrative with description of current program, past and current performance, current waiting list, and current available funds.

3. Program Description and Demand

- Summary
- Narrative
- Resumes of qualified/experienced staff

4. Process Schedule

5. Experience and Qualifications

6. Detailed Project Budget

7. Funds Proposal

