HOUSING TRUST FUND
" H O U S I N G   F O R   A L L "

Instructions for Applicants

The San Luis Obispo County Housing Trust Fund (the "HTF") encourages potential applicants to call and discuss their project with us prior to submitting a formal application. We can advise you of your project's eligibility for financing over the phone and whether we have sufficient funds to meet your needs. Potential applicants should also refer to our Notice of Funds Available (NOFA), Program Guidelines, Income Limits and other information that is on our website. Please refer to our website – www.slochtf.org/nofa.htm – or call our office at (805) 543-5970 if you have any questions about our loan programs.

The HTF does not have an official application form or specific requirements for applications. We will accept applications in the format that you have used for other lenders or funds. Electronic submissions are encouraged. Please review the following checklist to verify that your application package includes sufficient information for us to review and consider. We may request additional information and third-party reports and studies as part of our review of your request.

Application Checklist

A. Application and Owner Information
   - Name and address of applicant and owner, if different
   - Name of contact person, telephone number, e-mail address and website
   - Legal structure of applicant/owner (corporation, partnership, non-profit, government, etc.)
   - Organizational documents for applicant/owner (articles, bylaws, partnership agreement, etc.)
   - Federal Employer ID Number of applicant/owner
   - Financial information for applicant/owner (two years taxes/audits plus year to date)

B. Summary Project Information
   - Description of project (construction, rehab, reuse, rental, transitional, for sale, etc.)
   - Property location (please include a map)
   - Number of units (total and affordable)
   - Anticipated pricing of units (sales prices/rents)
   - Amount requested from the HTF
   - Requested terms for the loan from the HTF

C. Project Site Description
   - Parcel number
   - Zoning and land use classification
   - Evidence of site control
   - Status of local development reviews and approvals
   - A list of any reported or studies completed to date (e.g., soils, environmental assessment, etc.)
   - If a property other than the project site will be used for collateral, also include similar information on that property

D. Project Development Plan
- Site plan: attach site plan showing boundaries and location of proposed buildings, elevation design, and floor plans
- Design features: include any details you feel would make this project attractive and compatible in the neighborhood
- Affordability: state the number and percentage of affordable units in the project, including the level of affordability or specified affordability standard
- Information on any special design features such as energy efficiency, sustainability (green design), accessibility or visitability (universal design) or smart growth.

E. Project Budget / Financial Information (Excel files preferred)
- Development pro forma
- Overall sources and uses of funds
- Operating budget (for rental housing projects)
- Projected sales prices and schedule (for ownership housing)
- Proposed use(s) for requested funds

F. Project Schedule / Timeline
- Overall project schedule or timeline (e.g., site acquisition, pre-development, financing, construction, occupancy, sale, etc.)
- Projected schedule for use and repayment of the loan from the HTF

G. Management Plans
- For rental properties that will be placed in service before the HTF loan will be repaid, also include information on the management of the property, including the name and experience of the management staff or agent, and a management plan, if available.

Information or Submission

Application packages should be submitted to the address listed below. Additional information is available online at www.slochtf.org or can be obtained by contacting:

> Jerry Rioux, Executive Director
> San Luis Obispo County Housing Trust Fund
> 71 Zaca Lane, Suite 130, San Luis Obispo, CA 93401
> phone: (805) 543-5970
> e-mail: jerry@slochtf.org