



## ALABAMA HOUSING FINANCE AUTHORITY HOME-ARP APPLICATION INSTRUCTIONS

The process for submitting an Application for HOME-ARP funds are outlined herein. Additional instructions are included with the related AHFA provided application forms. **Bold type denotes that AHFA provides the form or form letter.** The instructions and explanations provided herein are not intended to usurp, conflict, or supplant HOME-ARP Plans (Plans) as written. Please refer to the HOME-ARP Application Instructions, Overviews of the Underwriting Standards, Market Study Requirements, Environmental Policy Requirements, AHFA's Authority Online User Registration, AHFA provided forms, Application Checklist, and the Plan(s), including Addendums which enumerate each program's respective requirements as well as AHFA's process for allocating funds under each program via the following link:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

### **Form Signature and Date Requirements for Applicants**

The following forms must contain original legible signatures: Statement of Application and Certification, Applicant/Owner, Non-Profit or Representing Entity and Supportive Services Entity/Provider Signature Authorizations, Financial Statements, Credit Authorization and Architect Certifications. All other forms require legible signatures and may be submitted as an original or a copy. Please use blue ink so there is no question as to whether the signature is an original. All other required forms and/or signatures must be submitted on the respective organizations letterhead and signed by the applicable authorized official. All application forms and documents must be dated within six (6) months of the application date unless otherwise specified.

### **Hard Copy Application Submission Requirements**

Submit all required forms and documents with the appropriate Index Pages on **Blue** paper, and a Digital Copy indexed by the applicable *AHFA Multifamily Application Index of Required Documents*. (Provide digital instrument via a Compact disc, USB flash drive or as otherwise instructed by AHFA). **The application documents (unless otherwise specified) must be punched with two (2) holes at the top of each page and submitted in a Smead® Pressboard Fastener Folder with SafeSHIELD®**

**Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Item # 935783.**

Do not submit your application in a binder or spiral binding. Do not use staples, paper clips, etc. Do not provide paper larger than 8 1/2 x 11 unless otherwise required by AHFA (**Example: survey must be standard paper format 24" x 36"**).

Requirements for Project Name Selection

Select a project name that has not been used for a project funded by AHFA in the past. Refer to the AHFA provided list of project names found at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

**AHFA DMS AUTHORITY ONLINE APPLICATION (DMS) REGISTRATION**

Returning AHFA-DMS Users

Returning users should **NOT** register in DMS for the applicable cycle. Registration to log into the DMS is only required once. Returning users will log into DMS using existing credentials and the organization code assigned previously. Changes to an existing user's contact information (i.e., address, phone, email, contact personnel, titles, etc.) should be edited once logged into the DMS. Contact Chris Hert at [ahfa.mf.dms@ahfa.com](mailto:ahfa.mf.dms@ahfa.com) if you are unable to access DMS using your existing credentials and/or the organization code assigned to you previously.

New AHFA-DMS User Requirements

New (or First-Time) users should begin the registration process using the following link:

<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

All items in the registration request must be completed. Once approved by AHFA, newly registered users will receive a unique organization code which will always be used as the unique organizational identifier. Users must provide their organization code to a project applicant so that the applicant can affiliate the registrant with a particular project application.

AHFA-DMS General Requirements

AHFA recommends the project applications be initiated by an owner (member, partner, shareholder, etc.) of the proposed project. However, an owner may authorize a third-party to complete the application on their behalf. Both options are listed below:

1. Owner Completing Application: The owner entity will affiliate members of the ownership structure, development team, construction team, and management team using the organization codes provided to each of those users. The owner

will then continue with completion of the project details requested in the application.

**2. Third-Party (non-owner) Completing Application:** The owner entity will affiliate a third-party to complete the project application using the organization code assigned to the third-party. The owner will authorize the third-party's role and grant them online application editor rights which will allow the third-party to complete the application on behalf of the owner.

### **Complete Application and AHFA-DMS Submission**

The AHFA DMS Authority Online HOME-ARP Application and application forms must be received during normal business hours and within the specified timeframe as posted at [www.AHFA.com](http://www.AHFA.com)

Please use the AHFA HOME-ARP Application Profile and Completeness Checklist as a guide when assembling your application. The application checklist along with all other required AHFA forms, application documents, example form letters, additional requirements and supporting documentation are available on AHFA's website at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

**Deviation Request Form** - All deviation requests from the AHFA Design Quality Standards and Construction Manual must be submitted for AHFA's approval in advance of the application submission.

### **Application Submission**

ALL applicants must submit a complete application to AHFA within the specified timeframes as posted by AHFA.

Instructions for completing the AHFA provided forms are included on each form or form letter, as applicable.

The majority of the AHFA provided application forms include self-contained instructions, so the following section includes instructions regarding some, but not all, AHFA forms and third-party documentation requirements, not in sequential order:

#### **1. HOME-ARP Application Profile and Completeness Checklist**

2. Application Fee – To submit an Application for HOME-ARP, a ***non-refundable application fee*** in the form of a business check or certified funds, made payable to Alabama Housing Finance Authority, must accompany the required application forms and third-party reports. Cash or personal checks will not be accepted. If an application fee is returned due to insufficient funds, the application will automatically terminate. Regardless of the funding decision, all application fees are non-refundable. Please include the following:
  - a. Non-Refundable Application Fee of \$500.
  - b. Copies of Application Fee Check(s) – Include three (3) copies of the application fee check(s). All copies of checks must notate the project name, number, and applicable fee type.

In addition to the non-refundable applications fee(s), AHFA may in its sole discretion require the applicant to provide additional funds in amounts sufficient to cover all third-party costs that AHFA anticipates to pay or reimburse AHFA for any third-party costs incurred during the application review and analysis process. Third-Party fees include without limitation, legal fees, architect and engineers' fees, consultant (construction, environmental or otherwise) fees, and any other third-party report (construction, environmental or otherwise) fees, etc. related to the review of any third-party report(s) submitted by the applicant.

These amounts must be paid by applicant within five (5) business days of the AHFA invoice date. Any unused portion of deposits collected will be returned to the applicant without interest once all of the third-party invoices have been submitted and the refund amount is determined.

**3. Applicant Self-Scoring Form** – Applicant must complete and provide the required applicant self-scoring form in a separate sealed envelope. The envelope must be labeled with the project name, project number and “**Attention: Internal Audit: Self Scoring.**” **Do not include this form with the digital copy of the application.**

5. **AHFA DMS Authority Online Application (Online Application)** - To complete the Online Application, please use one of the following preferred internet browsers: Microsoft Edge, Google Chrome, and Mozilla Firefox. Do not use the Internet Explorer browser for data entry or printing. The following link will provide additional online application instruction:

<https://multifamily.ahfa.com/AuthorityOnline/default.aspx>

- **Enter required information:** When entering required information into the designated fields, please review to ensure that your spelling is correct, and that

numerical data has been entered in the correct format. Application information input will be lost if each tab (Item) is not saved immediately after input.

- How to Print the Online HOME-ARP Application: Again, Microsoft Edge, Google Chrome and Mozilla Firefox are the preferred internet browsers, so do not use Internet Explorer as a browser when printing the application. **All online application specific** tabs (items) must be printed individually. Specific tabs (items) consolidate the data and must be opened and printed separately. (i.e., *Site information, Buildings, and Unit Summary tabs (items)*). The Pro Forma tab (item) exceeds the screen width so the Pro Forma must be printed on multiple pages. Please keep a printed paper copy of each tab (item) for your records and submit the printed version of the online application to AHFA in the designated section of the hard copy application.
  - Submit the Online Application to AHFA: Select *Submit Application* after completing *all required (\*) application fields*.
6. **Statement of Application and Certification** - The applicant/owner must carefully read, execute, and notarize all AHFA forms requiring certifications to indicate that they accept all terms, conditions and requirements of the HOME-ARP Allocation Plan, Environmental Policy Requirements, Design Quality Standards and Construction Manual and application instructions, as applicable. The Applicant/Owner must certify that all information stated in the application will become a part of the HOME-ARP Written Agreement/Commitment in the event the project is awarded program funds. The Applicant/Owner also understands that the application and other materials submitted will become the property of AHFA and will not be returned to the owner/applicant. **Original signatures are required for this form.**
- 8b. Signature Authorization Instrument Excerpt(s) - You must provide a certified copy of the applicable pages of the respective board resolution, bylaw, or legal formation instrument, which authorizes a person in the position of the signatory, or the signatory, to bind the entity with their signature.
9. Dated and Executed Organizational Documents - Executed organization formation documents must be provided for the ownership entity listed as the Applicant/Owner in the AHFA HOME-ARP Application. (A certificate of formation does not satisfy this requirement.)
10. Non-Profit IRS Forms - If the ownership entity is a non-profit, the Applicant/Owner must provide a copy of the 501(c) (3), 501(c) (4) or 501(A) tax exemption status from the IRS.

- 20a. Evidence of Site Control - The applicant must have site control as evidenced by a sales contract, warranty deed, or purchase option. Because of regulations that impact the varying lengths of the approval process for each property and the significant risks to the applicant for failing to do so, AHFA requires that the applicant (i.) secure, at a minimum, a six-month purchase option with an option to renew for an additional six months (ii) if the proposed site is subject to any restrictions that allow any other person or entity, such as a homeowner's association or neighborhood design review board, to approve any aspect of the proposed Project (excluding construction-related approvals from local government that become necessary only if AHFA awards funding to the proposed project, e.g. building permit, traffic engineering approval, storm water drainage permit, architectural endorsement...), that the applicant disclose any such restrictions in its purchase option and deliver evidence satisfactory to AHFA that all such approvals have been obtained; and (iii.) if applicable, obtain seller's written agreement that the seller shall not under any circumstances commence (or allow any other party to commence) any choice-limiting activity or other mitigation work at the project without the written permission of AHFA. Choice-limiting activities include, but are not limited to, acquiring, rehabilitating, converting, ground disturbance, or construction.
22. Legal Description - Provide the exact legal description of the property. Do not include survey or title insurance information with the legal description. If the project does not encompass the entire land, only provide the legal description for the portion of land that will be developed.
23. Title Insurance Commitment - The Applicant/Owner must submit a copy of a title insurance commitment indicating that a title search has been made within six months of the application submission. The title insurance commitment need only be an **owner's title commitment in the amount of the purchase price or value (whichever is higher) of the property**. A letter from an attorney stating clear title will not be accepted as a title insurance commitment. Any covenants, conditions, or restrictions (deed restrictions) that affect the use and title to the property (other than the standard exceptions) should be included with the title commitment as backup documentation.
24. Schematic Site Plan - The Schematic Site Plan is a scaled drawing indicating the geographical boundaries of the property with the outlines of the (proposed) buildings, parking areas, driveways, walks, etc. clearly marked on the drawing. The plan should include a description of anything to the north, south, east, and west of the site. If developing the first phase of a multiple phase development; only provide the schematic for the current application phase. The Schematic Site plan should NOT be submitted on anything larger than an 8 1/2" x 11" sheet of



paper. The HOME-ARP sites may not contain wetland area(s) or be located in a flood plain.

- 25. USGS Topography Map - Provide a topography map of the proposed site with the **site boundaries clearly marked** on the map. The map must be a 7.5 Topographic Quadrangle map with name of the Quad sheet and 7.5 listed. The topography of the site must be visible. **The topography map should NOT be submitted on anything larger than an 8 1/2" x 11" sheet of paper.**
- 26a. Zoning Letter - Provide a letter from the appropriate government authority stating the property's zoning classification and that it is properly zoned for the proposed project. Include any related or referenced attachments.
- 26b. **Owner Zoning Certification** - The applicant/owner must complete this form to indicate that the project is consistent with the zoning ordinance that is in effect at the time of application and to certify that they have reviewed the zoning ordinance applicable to the proposed project.
- 27e. Provide clear and identifiable color photos of the site, site sign and specific site markings.
- 27f. Provide clear and identifiable color photos of existing structures (shack, schoolhouse, mobile home, barn, etc.) or improvements on the site.
- 27g. Provide clear and identifiable color photos of above-ground storage tanks storing 100 gallons or more of explosive or flammable liquids within 1 mile of site.
- 27h. Provide clear and identifiable color photos of any structure on or adjacent to the proposed project over 50 years old.
- 27i. Provide clear and identifiable color photos of the Neighborhood Services listed on AHFA Form 27b.
- 27j. Provide clear and identifiable color photos of the Negative Neighborhood Services listed on AHFA Form 27c.
- 28a. Certified Survey - Must adhere to AHFA's Survey Requirements. The survey must include the Surveyor's Certification language reading exactly as the form states. **(Example: survey must be standard paper format 24"x 36")**. The Application Survey Requirements are available on AHFA's website at the following link:  
<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

29. Utility Letters (electricity, gas, water, sewage, and telephone) - utility letters must be dated within six (6) months of the application date and submitted on the respective utility company's letterhead. The sewage letter must state that there is **capacity to serve the proposed number of units for this project**. The letters must be signed by an authorized official of the designated utility company. Existing properties must provide a letter from the utility company stating they are currently serving the property, or the applicant may provide utility invoices as evidence of service.
30. Utility Allowance Documentation - The Applicant must provide utility allowance documentation from the utility provider, the local Public Housing Authority, HUD utility schedule model, or the Energy Consumption Model. Public Housing Authority utility allowance is not permitted for HOME-ARP applications.
31. Notice to Residential Tenant Not Displaced (For Housing Trust Fund Applicants Only) - The regulations of the Uniform Relocation Act (URA) require that information notices be given to existing tenants regarding their rights when their existing place of residence may be acquired, rehabilitated, converted, and/or demolished, whether or not the tenant may be relocated or displaced.

Notice to Prospective Tenants (For HOME-ARP Applicants Only) - The regulations of the URA require that notices be given to prospective tenants regarding their rights when their prospective place of residence may be acquired, rehabilitated, converted, and/or demolished, whether or not the tenant may be relocated or displaced.

Example form letters that the applicant/owner may use for preparing tenant notices are available on the AHFA website at the following link: <http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

32. Rental Assistance Commitments - Commitment from entity providing federal, state, or local project-based and/or voucher(s) for rental assistance so that rents are affordable to extremely low-income families
33. Commitment Letters for Sources of Funds - Commitments from sources needed to develop and operate the proposed housing. Sources may include but are not limited to: value of donated land, funds for purchase of land, construction financing, permanent financing, furnishings, and operating subsidies. To qualify for points supported by AHFA qualifying/eligible subsidies, the subsidy funds evidenced by valid letters of commitment may be loaned (provided repayment



terms are specified) or granted. The commitments must be fully executed and meet AHFA's definition of *firm* letter of commitment. The borrower must accept the commitment(s), if required. A general letter of interest or support is *not* a firm commitment. To be considered a commitment; the document must contain the terms, conditions, interest rate, disbursement conditions, security requirements, and repayment provisions and be signed by an authorized representative of the issuer and borrower as applicable. Please see the Defined Terms for Multifamily Funding Programs at [www.ahfa.com](http://www.ahfa.com) for the definition of a Lending Institution.

37. Support Letters - The applicant may provide letters of support although not required by AHFA.
38. Third Party Reports - Three (3) versions of all Third- Party reports must be submitted: (a) A complete bound color hard copy (3 ring binder with each appendix separately tabbed) (b) an exact, complete, color copy in digital form (included with USB digital copy index 39), the text of which shall be in a searchable format, and (c) an Authority DMS Document Upload.
39. Digital Copy of Items 1-38 scanned (PDF) and indexed - One Complete Digital (PDF) Copy of the Application (Including DMS Online Application) is required. The digital copy must match all information provided in the original Application. Each form must be saved **individually** by listing the AHFA form number, form title, and name of project as indicated below:  
  
13a. Ownership Entity Form – ABC Estates  
13b. Credit Authorization Form – ABC Estates  
13c. Organizational Financial and Credit Statement – ABC Estates
40. One (1) Additional Copy - Provide one (1) additional copy of items 27a. - 27j. listed on the Application Profile and Completeness Checklist. The additional required copies must be two (2) hole punched at the top of each page and submitted in separate Smead® Pressboard Fastener Folder with SafeSHIELD® Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Item # 935783.

**THESE INSTRUCTIONS MAY BE EXPANDED TO INCLUDE COMPLETING AND SUBMITTING THE AHFA DMS AUTHORITY ONLINE HOME-ARP APPLICATION. ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY THE HOME-ARP PROGRAM REGULATIONS, AHFA, AHFA's LEGAL COUNSEL, OR BECAUSE OF THE SPECIFIC NATURE OF THE PROPOSED TRANSACTION. PLEASE CONTINUE TO MONITOR YOUR EMAIL AND THE AHFA WEBSITE FOR ADDITIONAL NEWS, UPDATES AND ANY AMENDMENT(S) TO THESE INSTRUCTIONS.**



## **Alabama Housing Finance Authority**

Alabama Housing Finance Authority (AHFA) thanks you for your interest in providing low-income housing for the citizens of Alabama.

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