

**EAST TENNESSEE FOUNDATION'S
AFFORDABLE HOUSING TRUST FUND**
Proposal – New Construction/Substantial Rehabilitation Projects/Programs

I. PROPOSAL SUMMARY

_____ Date of Application

Applicant: _____

Address: _____

City: _____ State: Tennessee Zip: _____

Staff contact person: _____ Phone number: _____

Board contact person: _____ Phone number: _____

EIN: _____ Type of applicant:
___ Private, for-profit corporation
___ Nonprofit corporation
___ Partnership - Type
___ Governmental entity
___ Other: _____

Associated contractor/developer/sponsor (*if different from applicant*):

Name: _____

Address: _____

City, State, Zip: _____

Contact person: _____ Phone number: _____

Project name: _____

Project location: _____

Type of Project: _____

Number of units: _____ Average sales price/unit (if applicable): _____

Total cost per unit: \$ _____

Total project cost: \$ _____

Amount of funding requested \$ _____ in the form of (*circle one*)
grant/loan/construction line of credit/forgivable loan/other (describe) _____

II. BACKGROUND INFORMATION

- A. Has this application been approved by the appropriate corporate officers, board of directors, or partners? ____ Yes ____ No

Attach to the application:

- documentation of this approval
- a list of the organization's board of directors
- a list of the organization's staff

- B. Please describe the applicant's previous development/construction experience and other relevant experience.

- C. Please list the names and titles of all key staff for this project/program. Summarize their relevant experience below and attach copies of resumes to the application. If a key position is currently vacant or is a new position, attach a copy of the position description. If volunteers (e.g. board members) will be actively involved in carrying out the project, summarize their roles in the project and their relevant experience.

- E. Provide a concise narrative description of your proposed project. Attach copies of site plans, elevations, drawings, and/or other specifications for proposed construction or substantial rehabilitation. For new construction or substantial rehabilitation, be sure to describe the size of the unit, number of bedrooms, baths, etc.
- F. Provide cost estimates for purchase/rehab/construction per unit. Include the method of arriving at these estimates and the qualifications of the person responsible for the estimates. For new construction or substantial rehabilitation, include the cost per square foot of the proposed project.
- G. Has a contractor been selected for this project? If yes, describe the selection process and attach a copy of the construction contract(s). If no, describe the process for selecting the contractor.

- D. Provide evidence of applicant's financial capability, including:
- Current and prior year agency operating budgets.
 - Organization's most recent financial statements, preferably audited. For-profit developers should also submit a Personal Financial Statement Form for each principal in the company.
 - Organization's most recent federal tax return.
- E. Provide evidence of the financial capability of any associated contractor/builder.

V. PROJECT NEED AND MARKETING

- A. Describe how your project meets a clearly demonstrated need in the City of Knoxville's housing market.
- B. Are there other agencies/programs that are currently responding to the same needs? If so, please describe how they differ from, complement, and/or are coordinated with your agency's program/project.
- C. Describe the target population for your program/project, including demographic, income, and other relevant information.

IX. ATTACHMENTS

Please attach all of the following documents:

- IRS determination letter
- Current listing of officers and board of directors
- Current listing of key project and administrative staff
- Documentation that this application has been approved by the appropriate officers, board of directors, etc.
- Resumes of key staff and/or position descriptions
- Maps
- Plans and drawings
- Program/project budget -- sources and uses of funds
- Financing commitments
- Contracts and sales agreements
- Current and prior year agency operating budget
- Most recent audited financial statements
- Most recent tax return
- Construction timeline
- Any additional material which will help explain your organization or your proposal