

Medford Affordable Housing Trust Fund
Application Package
Cover Sheet

Project/Program Name:

Project Location

Street Address:

Assessor's Map and Lot #:

Legal Property Owner:

Sponsor/Organization:

Contact Person and Title:

Telephone:

Email:

Mailing Address:

Total Trust Fund Requested:

Total Project Cost:

Number of Housing Units:

Number of Housing Units with Affordability Restrictions:

Sponsor Signature:

Date:

Project Summary Narrative:

Type Of Project:

- ☐ Rental Housing
- ☐ Homeownership
- ☐ Mixed Use

Purpose of Funding Requested:

- ☐ Predevelopment
- ☐ Acquisition
- ☐ Rehabilitation
- ☐ Adaptive Re-Use
- ☐ New Construction

Sources of Funds:

Source	Amount	Commitment Status
Affordable Housing Trust Fund		
Other Local		
Other Local		
Construction Loan		
Bridge Loan		
Permanent Loan		
Other		
Other		
Total		

Targeted Population:

- ☐ Family
- ☐ Senior/Elderly
- ☐ Homeless/At Risk of Homelessness
- ☐ Disabled
- ☐ Housing with Support Services
- ☐ Veterans
- ☐ Other

Type of Housing

Homeownership:

- ☐ Single Family
- ☐ Condominium
- ☐ Cooperative
- ☐ Other

Rental:

- ☐ Single Room Occupancy
- ☐ Individual/Family
- ☐ Group Residence, Congregate
- ☐ Other

Unit Composition:

Please include in the below table all units in the proposal; both the units to be supported by the Affordable Housing Trust funds and units not to be supported by the Trust funds.

	Total	<=30% AMI	<=60% AMI	<=80% AMI	<=100% AMI	Other ____	Market Rate
SRO							
Studio							
1 Bed							
2 Bed							
3 Bed							
4 Bed +							

Please note accessible units planned by unit type.

Please note the affordability restriction type and period proposed.

Attachments: please use the link below to upload the documents:

<https://app.smartsheet.com/b/form/af99ad2c68a84ae18ab252945fad8fc2>

1. Financial

- a. Development Budget using One Stop Application Format
- b. 10 Year Operating Proforma if rental
- c. Letters of financial commitments or description of all financing and other sources planned, including current committed funds
- d. Project schedule for all major milestones of the project, including commitment of funding sources, any zoning/permitting approvals, and property acquisition, construction or other financing events.

2. Qualifications

- a. Applicant capacity and previous experience developing similar completed projects
- b. List all entities currently involved with this project including, but not limited to your organization, lawyer, architect, development consultant, general contractor, and property manager.
- c. References from financing partners, affordable housing clients, or municipal/state agencies.
- d. Nonprofit organizations: submit organization mission statement
- e. Past 2 years of audited financial statements
- f. Real estate owned or developed by the organization or key principals
- g. Identify key members of the development team, including legal counsel, architects, engineers, planners, consultants, etc.

3. Community Need

- a. Describe how the proposed project is aligned with the Medford Affordable Housing Trust priorities
- b. Describe how the proposed project is aligned with Medford's housing needs as identified in the City's Housing Production Plan (<https://resources.finalsite.net/images/v1671562127/medfordmaorg/nygyyyydal4y2q87nfww/MedfordHPPFinal09272022.pdf>) and Medford's Comprehensive Plan (https://resources.finalsite.net/images/v1675283573/medfordmaorg/oeyluiphj60u1vra b2li/MedfordComprehensivePlan_Jan2023Final-Spreads-reduced-minforweb.pdf)
- c. If currently occupied, please attach a tenant relocation plan with a description of any tenant outreach and meetings.

4. Community Support

- a. Letters of support from community groups or other stakeholders
- b. Letters of support from abutters or description of any communications or meetings with neighbors and abutters, including any incorporated feedback
- c. Any other local or neighborhood support

5. Evidence of Site Control/Value

- a. Purchase and sale agreement, option agreement, or deed
- b. Appraisal by an independent, certified real estate appraiser

6. Site Plans & Zoning/Permitting Status

- a. Map and photos of the project site and neighborhood
- b. Lot size, parking spaces planned, gross and net rentable sq ft
- c. If existing building: year built, current use, current unit count and current affordability
- d. Any applicable environmental requirements or reports, remediation plans or other pertinent natural resource information
- e. New construction: preliminary site plans, schematic architectural plans, floor plans, elevations and renderings if available
- f. Identify any zoning/permitting relief required and proposed schedule for zoning/permitting review applicable to the project; or attach any obtained permits
- g. Identify proposed sustainable or energy efficient components of the project