



KANSAS HOUSING
RESOURCES CORPORATION

INSTRUCTIONS FOR THE MODERATE INCOME HOUSING (MIH) APPLICATION:

Kansas Housing Resources Corporation encourages this application to be submitted electronically to better facilitate data into a database for application evaluations. Please note that if submitting this application in hard copy, KHRC will enter the information into the database. KHRC cannot be responsible for errors when entering data not submitted electronically. Submitting data electronically is not required and will not affect the merit of the application.

Electronic Submissions: Please save this application as "2019_Name of applicant_MIH". Example 1: Anytown, USA would submit the application as "2019_Anytown_MIH" and attach to an email to: fbentley@kshousingcorp.org. If an applicant is submitting more than one application for a community, the file should have a number after "MIH". Example 2: "2019_Anytown_MIH_1" and "2019_Anytown_MIH_2". Accompanying documents can also be sent electronically or mailed to the address below. All

documents submitted electronically should be sent in PDF.

Hard Copy Submissions: Send three (3) copies of application and any accompanying documents to: Kansas Housing Resources Corporation, Attention: Moderate Income Housing Program, 611 South Kansas Ave, Suite 300, Topeka, Kansas 66603.



APPLICATION FOR MODERATE INCOME HOUSING PROGRAM

Submission Instructions:

By mail: Send three (3) copies of application and any accompanying documents to: Kansas Housing Resources Corporation, Attention: Moderate Income Housing Program, 611 South Kansas Ave, Suite 300, Topeka, Kansas 66603.

By Email: Send one (1) copy of this application to: fbentley@kshousingcorp.org. Accompanying documents can be sent in hard copy to the address above or by email. If sending by email, please send all documents in PDF format.

I. APPLICANT INFORMATION:

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Primary Contact: _____ Email: _____

The primary contact person should be someone that is familiar with the development and application, and can answer questions that arise during the application review.

Kansas Senate District: _____ Kansas House District: _____ Kansas Congressional District: _____

Have you previously applied for MIH funding? : Yes No *If no, skip to Section II. Type of Development.*

If yes, in what years did you apply? : _____

Did you receive funding? : Yes No If yes, please list amount of funding allocated: \$ _____

II. TYPE OF DEVELOPMENT:

How many total units are in your development? : _____

Total Units funded by MIH?: _____

What is the type of the development? : *Please mark all that apply.*

HOMEOWNERSHIP

RENTAL HOUSING

INFRASTRUCTURE

SINGLE FAMILY RENTAL

MULTI-FAMILY RENTAL

DUPLEXES

OTHER

What is the anticipated start date of the development? : _____ Completion Date?: _____

III. FUNDING INFORMATION:

What is the amount of funding being requested? : _____

How will the funds be used? *Please check all that apply.*

COST OF INFRASTRUCTURE GAP FILLER DOWNPAYMENT

OTHER: _____

If applying for infrastructure funding, has the applicant considered a Rural Housing Incentive District (RHID)? Yes No
If no, why not? _____

NARRATIVE:

In the space below, describe in detail how the funds will be used. Applicants may attach additional pages if needed.

(Limit of 5,000 characters available below.)

IV. PARTNERSHIP INFORMATION:

Identify the ownership structure if it is rental housing.

Name _____ Federal ID No. _____

General Partner(s)/Managing Members/or Principals Involved:

Name _____ Telephone _____ Ownership _____%

Name _____ Telephone _____ Ownership _____%

Name _____ Telephone _____ Ownership _____%

V. DEVELOPMENT TEAM INFORMATION:

Provide the following information if applicable and attach resume for each team member listed.

Name of Developer: _____ Phone: _____

Address: _____ City, State, Zip: _____

Name of Principal: _____ Phone: _____

Address: _____ City, State, Zip: _____

Name of Contractor: _____ Phone: _____

Address: _____ City, State, Zip: _____

Name of Management Company: _____ Phone: _____

Address: _____ City, State, Zip: _____

Name of Consultant: _____ Phone: _____

Address: _____ City, State, Zip: _____

Name of Architect: _____ Phone: _____

Address: _____ City, State, Zip: _____

VI. ADDITIONAL DEVELOPMENT INFORMATION:

Construction Type: *Please check all that apply.*

- New Construction Historic Rehabilitation Acquisition & Rehabilitation
 Rehabilitation Infrastructure Homeowner Assistance

Other: _____

Project Type: *Please check all that apply.*

- Row House/Townhouse Detached Single Family Detached Multi-Family Garden Apartments
 Elevator Stories Slab on Grade
 Crawl Space Partial Basement Full Basement

Other: _____

Total Development Costs? (Prefilled from Total Development Costs on pg. 7) \$ _____

Is site properly zoned for the proposed development? Yes No Unsure

Are all utilities presently available to the site? Yes No Unsure

***PLEASE NOTE: The following information must be included with the application. Please check when attached.**

- Proof of site control
 Proper zoning or application for proper zoning
 Sketch plan
 Legal description of site

VII. SOURCE OF FUNDS (Construction & Permanent Financing):

Construction – List individually the source of construction financing.

Source of Funds	Amount of Funds	Contact Name	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Construction Funds _____

Permanent

List Total Source of funds for the Development at Closing (Do not include construction financing).

Name of Lender or Source of Funds	Amount of Funds	Annual Debt Service	Interest Rate of Loan Period	Amortization Period	Term of Loan
			%		
			%		
			%		
			%		
Total Permanent Funds (Must equal total development costs.)			← Total Annual Debt Service		

VIII. LEVERAGING:

Show all funding leveraged by MIH funds.

Loans _____

City/County funds _____

Tax rebates through NRP _____

Other state or federal funds _____

Other funds (such as Employer Contributions, Private Investments, etc.):

Type: _____ Amount: _____

Type: _____ Amount: _____

Type: _____ Amount: _____

Type: _____ Amount: _____

Type: _____ Amount: _____

Type: _____ Amount: _____

Type: _____ Amount: _____

IX. PROJECTED INCOME:

Unit Type	Number of Units	Monthly Rent Per Unit	Total Tenant Paid Rent	Gross Rent Per Unit	Square Feet Per Unit
_____ BR	_____	_____	_____	_____	_____
_____ BR	_____	_____	_____	_____	_____
_____ BR	_____	_____	_____	_____	_____
_____ BR	_____	_____	_____	_____	_____

Total Number of Units: _____ Total monthly rental income: \$ _____

Other Income type: _____ Other Income Amount: \$ _____

Less Vacancy Allowance _____ % Total Less Vacancy Allow: \$ _____

What is the estimated annual percentage _____ Total monthly income: \$ _____

Increase in projected income? :\$ _____ Multiply by 12 (Annualized): X _____

Total: \$ _____

X. ANNUAL EXPENSE INFORMATION:

Administrative

Operating

Advertising _____	Elevator _____
Management _____	Fuel (Heating & Hot Water) _____
Legal/Partnership _____	Lighting & Misc. Power _____
Accounting/Audit _____	Gas _____
Other _____	Trash Removal _____
Other _____	Payroll, including taxes _____
Other _____	Insurance _____
<u>TOTAL ADMIN. COST</u> _____	<u>TOTAL OPERATING COST</u> _____

Maintenance

Taxes

Decorating _____	Real Estate Taxes _____
Repairs _____	<u>TOTAL REAL ESTATE TAXES:</u> _____
Exterminating _____	
Ground Expense _____	<u>TOTAL ANNUAL OPERATING EXPENSES:</u> _____
Other _____	<u>ANNUAL REPLACEMENT RESERVE FOR UNITS:</u> _____
<u>TOTAL MAINT. COST</u> _____	<u>Estimated percentage increase in annual expenses:</u> _____

Development Cost:

List Total Development Costs.

Itemized Cost	Development Cost
To Purchase Land and Buildings	
Land	
Existing Structures	
Demolition	
Other	
For Site Work	
Site Work	
Off-Site Improvement	
For Rehabilitation & New Construction	
New Building	
Rehabilitation	
Accessory Building	
General Requirements	
Contractor Overhead	
Contractor Profit	
Building Permit Fee	
For Contingency	
Construction Contingency	
Other	
For Architectural & Engineering Fees	
** Architect Fee-Design	
** Architect Fee-Supervision	
** Real Estate Attorney	
** Consultant or Processing Agent	
** Property/Survey Fee	
** Engineering Fees	
** Other	
** Other	
For Interim Costs	
Construction Insurance	
Construction Interest	
Construction Loan Origination Fee	
Construction Loan Credit Enhancement	
Taxes	
SUBTOTAL COLUMN 1	

Itemized Cost	Development Cost
For Financing Fees and Expenses	
Bond Premium	
Credit Report	
Permanent Loan Origination Fee	
Permanent Loan Credit Enhancement	
Cost of Iss./Underwriters Discount	
** Title and Recording	
** Counsel's Fee	
** Cost Certification Fee	
** Other	
For Soft Cost	
Property Appraisal (Feasibility) Market Study	
Environmental Report	
Rent-Up Consultants Other	
For Developer's Fees	
Developer's Overhead	
Developer's Fees	
Other	
For Development Reserves	
Rent-Up Reserve Operating Reserve Other	
Other	
SUBTOTAL COLUMN 2	
SUBTOTAL COLUMN 1	
TOTAL DEVELOPMENT COSTS	

XII. Job Creation and Economic Development

Please provide documentation^o to support each answer except those marked unknown.

Number of jobs created in the last two years

◇ Submit letters from employers that have created the jobs as verification

Narrative:

Unknown

Number of jobs expected to be created in the next two years

◇ Submit letters from employers that will create the jobs as verification

Narrative:

Unknown

Number of jobs available but not filled due to a lack of housing

◇ Submit letters from employers that have unfilled openings as verification

Narrative:

Unknown

Number of employees living in the community but in substandard or inadequate housing and who would like better housing

◇ Submit letters of interest from employees as verification

Narrative:

Unknown

Number of employees not living in the community but who would like to live in the community if adequate housing existed

◇ Submit letters of interest from employees as verification

Narrative:

Unknown

The Applicant hereby makes application to Kansas Housing Resources Corporation for the Moderate Income Housing in the amount of \$_____. The Applicant agrees that the KHRC shall not be held responsible, or liable, for representations made to the undersigned, or its investors, relating to the KHRC MIH. Therefore, the undersigned Applicant assumes all the risk of damages, losses, costs, and expenses related thereto, and further agrees to indemnify and hold harmless the KHRC against any and all claims, suits, losses, damages, costs, and expenses of any kind and of any nature, that the KHRC may hereinafter suffer, incur, or pay arising out of the use of the information concerning the MIH on the above referenced development.