

Affordable Housing Processes:

In addition to this document, all applicants must refer to the document outlining program guidelines and requirements.

Initial Contact:

Applicant contacts Office of Affordable Housing to discuss the project concept and schedule a technical assistance meeting to discuss application process and program requirements.

Application Submission and Review:

Application will be reviewed by staff within the Office of Affordable Housing. This may include review of project plans and costs by an inspector which may involve site visits. Staff will then present project to Affordable Housing Board for review. This review may result in preliminary approval, final approval or rejection of application.

After action by the board the applicant will receive a letter from staff describing the board's action and outlining any further documentation needs, contingencies, and/or any other requirements approved by the board.

Technical Submission:

Based on the letter from staff, applicants will submit additional items to the office of Affordable Housing. These items will be reviewed and submitted to the Affordable Housing Board for final approval.

Once approved, the applicant will receive a letter from the Office of Affordable Housing detailing the action by the board. The letter will also include a projected timeframe for document preparation, pre-construction conference and loan closing.

Pre-Construction/Closing:

Upon completion of the legal documents a pre-construction and closing meeting will be held with the applicant, affordable housing staff, LFUCG legal, LFUCG inspectors and LFUCG finance staff. The purpose of this meeting is to review the legal documents, construction process, inspection process and disbursement of funds as well as all program and project requirements.

Construction and Placed in Service:

Construction will be monitored by affordable housing staff and LFUCG inspectors. When construction is complete and passed final inspection the property will be placed in service.

Compliance Monitoring:

During the affordability period affordable housing staff will monitor the project's performance and adherence to program requirements and commitments/amenities pledged in the application.

Loan Servicing/Asset Management:

Staff of the Office of Affordable Housing will arrange for servicing of any amortizing loans and will review project performance reports.