EL PASO COUNTY
Department of
Economic Development

Housing Trust Fund Technical Assistance Webinar

OCTOBER 19, 2023, AT 2:00 PM

PRESENTED BY:

RANDI DAVIS

HOUSING ANALYST, EL PASO COUNTY ECONOMIC DEVELOPMENT

Agenda

- Overview of the Housing Trust Fund

- Application

- Tips &

 Tricks

- Q & A

What is the Housing Trust Fund?

- **Administered by the El Paso County Housing Authority**
  - ◦ "to promote suitable living environments for all persons and families"
  - ◦ Non-traditional structure

- **Revolving loan fund**
  - ◦ No annual recurring infusions
  - ◦ Not given as a grant or forgivable loan

- **Semi-annual application**
  - ◦ May 1 and November 1
  - ◦ Competitive process

HTF: F is for Flexibility
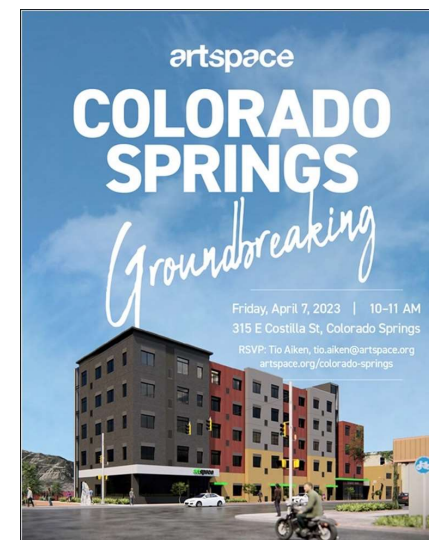
- **Flexible project types**
  - Focus on creating or maintaining <u>affordable</u> multifamily rental units
  - Initial homeownership, Homelessness, Special needs housing, & Housing Rehab are possibilities, but typically utilize CDBG funding instead

- **Flexible Usage**
  - Typically gap financing (with sources like LIHTC and PAB)
  - No defined usage requirements (hard construction costs are standard)

- **Flexible funding terms**
  - $200,000 to $500,000
  - Interest rates between 2 and 3 percent
  - Amortized repayment is preferred

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EPCHA Board Focus Points

- Project Location

- Project Timeline

- Income Targeting

- Unit Count and Mix

- Completed Financial Stack

- EPCHA Repayment
  ◦ Shown clearly on the pro forma

- Zoning Issues

- Benefits Beyond Housing

- Partnerships/Collaborations

HTF Application Timeline

November 1 HTF applications are due by 5 PM	**November 8** EPCHA Meeting Initial review of applications	**Mid-November** Requests for December meeting presentations will be sent.	**Before Closing** Closing Documents are prepared by Kutak Rock and signed by the EPCHA Board Chair
December 6 Presentation materials are due to Housing Analyst	**December 13** EPCHA Meeting Presentations are heard and reviewed	**End of December** HTF commitment letter sent after December EPCHA meeting	**At Closing** EPCHA delivers a cashier's check to the title company (no wire transfer)

Commitment Letters

- **A commitment letter will be sent to all projects that are approved**
  - Details about the project
    - Unit count and mix
    - AMI levels
  - Loan terms
    - Interest Rate & Amortization
  - Conditions of participation

- **Requires acceptance within 2 weeks**
  - Email is fine

- **Typically expires in 12 months**

- **Must go back to EPCHA for <u>any</u> changes**

> **Conditions of Participation**
> a) Sufficient funding to complete the project
> b) Completion of a satisfactory review of the value of the property (appraisal)
> c) Review of the due diligence items
> d) Execution of loan documents
> e) Payment of expenses
> f) Receipt by the EPCHA of a resolution adopted by the developer authorizing the transaction and execution of the documents

Am I Ready to Apply?

- Plans to Obtain Site Control

- Phase 1 Environmental

- Market Study

- Preliminary Development Plan

- Pro Forma (part of the application)

- If Applicable
  - Letter of Intent or Inducement Resolution for LIHTC/PAB

EPCHA's HTF and PAB Application

- Application can be found here:
  - https://admin.elpasoco.com/economic-development/housing-trust-fund/

EPCHA Affordable Housing Funding Application	Overview
Please only fill in the **YELLOW** cells.	EL PASO COUNTY HOUSING AUTHORITY
Organization Name:	
Type of Organization:	
Tax ID Number:	
Primary Contact:	
Phone Number:	
Email:	
Mailing Address:	
Project Type:	
Property Type:	
Project Name:	
Project Address:	
Projected Closing:	
Projected Lease Up:	
Length of Affordability	

Application Tips & Tricks

- **Give as much information as possible**
  - Any documentation, any studies, anything!
  - Powerpoints are not required, but are very helpful

- **Have the financial stack sorted out as best you can**

- **If you have any questions, please ask!**

Questions?

PLEASE ASK PROJECT SPECIFIC QUESTIONS OFFLINE.

Contact Information

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  - Housing Analyst
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- No question is a bad question

- I am always happy to discuss your project with you