



SPECIAL ASSISTANCE LOAN PROGRAM PROJECT PROPOSAL

- 1. Name of Applicant: _____ 501(c)(3) Nonprofit? Yes No
- 2. Address: _____
- 3. City: _____ County: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____ E-Mail: _____
- 4. Contact Individual(s): _____

PROPOSAL DESCRIPTION

- 5. Location of Property: _____ County: _____
- 6. Land Control: Do you own the land? Yes No **OR** Is it under option? Yes No
- 7. Purpose of Proposal: _____
- 8. Total Estimated Project Cost: \$ _____; Number of Units/Beds: _____; Cost per Unit/Bed: \$ _____

9. Other Funding Involved in Project Financing:

<u>Source(s)</u>	<u>Status</u>		<u>Amount</u>
_____	Applied	Committed	\$ _____
_____	Applied	Committed	\$ _____
_____	Applied	Committed	\$ _____
_____	Applied	Committed	\$ _____

- 10. Amount of Housing Development Fund Assistance Requested: \$ _____
- 11. The Housing Development Fund reserves the right to accept or reject any proposal. The applicant shall not discriminate on the basis of race, color, creed, sex, or national origin in the sale or lease or other use or disposition of the property or related facilities covered by funding provided by the Housing Development Fund. Discrimination against any employee or applicant for employment on the basis of race, color, creed, sex, or national origin will not be permitted by a contractor or subcontractor engaged to perform any work on any project financed by the Housing Development Fund.

Prepared By/Signature

Date

Attachments REQUIRED with Proposal

- 1. Brief descriptive narrative of your proposal.
- 2. Site location map, if necessary.
- 3. Photos of the site (panoramic directional photos of the site or building are preferred)
- 4. Proposed budget listing sources and uses of funds and your contribution.
- 5. Source of operating funds
- 6. Brief resume and organizational documents of the proposing entity and principals (more than 5% ownership)
- 7. Current financial statement
- 8. Plans and specs, if available



INSTRUCTIONS FOR COMPLETING THIS PROJECT PROPOSAL FORM

1. Name of applicant applying for loan.
2. Self-explanatory
3. Self-explanatory
4. Self-explanatory
5. Be specific regarding the highway/street, city, and county
6. Land control (please mark appropriate box).
7. Be specific regarding the purpose (i.e., to replace the heating/cooling system for a homeless shelter). You should address this subject more specifically in your narrative.
8. Provide total estimated project cost, which includes the value of your contribution, land, cash, in-kind, or other. Indicate the number of beds provided, or persons to be served, etc. Provide more detailed information in your narrative.
9. List other sources of funds and amounts; i.e., foundation grants, other lenders, etc.
10. State the amount of funds you are requesting from the Housing Development Fund.

The application should be addressed to:

Nancy J. Perkins
Manager--Multifamily Lending
West Virginia Housing Development Fund
5710 MacCorkle Avenue, SE
Charleston, WV 25304

Please remember to sign and date the form.

NOTE:

The Housing Development Fund will notify proposers in writing regarding the disposition of each project proposal. Further consideration of this proposal does not constitute a commitment by the Housing Development Fund and nothing said, done, or written by the staff or board in the processing of this proposal constitutes a commitment of the Housing Development Fund to make a program loan until a formal written commitment is issued by the Housing Development Fund. Further, anything said, done, or written by the staff or board in the processing of this proposal is subject to change with or without notice until a formal written commitment is issued. All expenses incurred prior to issuance of the formal written commitment are at the applicant's risk.