

Community Land Trust Loan Fund

APPLICATION



STATE OF NEW YORK MORTGAGE AGENCY

ANDREW M. CUOMO, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER/CEO

This application must be submitted via email to [NOFA Applications@nyshcr.org](mailto:NOFA_Applications@nyshcr.org) no later than 3:00 PM (EST) on Tuesday July 31, 2018.

Section 1: Applicant Information

Organization Name:	
Geographic area of operation:	
Organization Mailing Address:	
Primary Contact for Application:	
Name	
Title	
Phone	
E-mail	
Contact authorized to execute grant agreement materials:	<i>Enter N/A if same as Primary Contact noted above.</i>
Name	
Title	
Phone	
Email	
Funding Requested:	\$

Section 2: Organizational Background and Experience

1. Describe your organizational type and mission. (narrative)

2. Describe your organizational capacity and stability. (narrative)

3. Describe your organizational track record of lending in underserved communities, including volume, delinquency and write-off rates of all affordable housing loans in the last three (3) years. Your organization may attach letters of support from investors, funders, and community partners. (narrative and/or attachments)

Section 3: Ability to Staff and Administer Grant

1. Describe the capacity, skills, size and experience of your organization's governing board. (narrative and/or attachment)

2. Provide a list of key staff and describe the role each one will have in the administration of the Program, if awarded. Include each person's title(s) and position(s), background and expertise in finance and/or affordable housing development. (attach resumes for key staff)

Section 4: Grant Administration Strategy

1. Provide a detailed capital structure for the CLT Loan Fund. (narrative and/or attachments)

2. Provide a geographic analysis of areas to be served. (narrative and/or attachments)

3. Provide the anticipated amount of Program funds, comprising of a market analysis of current or anticipated financial needs of CLTs. (narrative or attachments)

4. Provide a summary of expected outcomes, including units built as well as the housing type and affordability index of those units. (narrative)

5. Describe your strategy for marketing and outreach of the CLT Loan Fund. (narrative)

Section 5: Organizational Capacity & Readiness to Proceed

1. Provide a summary of expected CLT lending volume over next two years if award is received. (narrative or attachment)

2. Describe your organization's underwriting, operating, and portfolio management policies and procedures, outlining specifically the credit evaluation, loan approval (including the roles of staff and/or Board), loan servicing, loan monitoring, collections processes, and its ability to generate reports. (narrative or attachment)

Section 6: Financial Soundness

1. Provide a Program administration budget, including fees, staff time and other costs.
(attachment)
2. Provide your organization's audited financial statements for the most recent fiscal year.
(attachment)