



**Juneau  
Affordable  
Housing Fund**

**FY2025 Description & Guidelines  
Round 4**

**For more information, contact:**

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## About the Fund

The City and Borough of Juneau (CBJ) created the Juneau Affordable Housing Fund (JAHF) to promote the creation of affordable housing in the Capital City. On July 19, 2010, the CBJ Assembly passed an ordinance that steered \$400,000 into the JAHF to begin funding local projects that promote and provide affordable housing in Juneau.

In 2024, the CBJ Assembly made \$4,000,000 available for use by for-profit and non-profit organizations, tribal governments, and public and regional housing authorities, interested in the creation of very low, low, and middle-income housing in the City & Borough of Juneau. For information on previous funding rounds, visit the [Juneau Affordable Housing Fund](#).

## Program Goals and Objectives

The primary purpose for establishing the JAHF is to direct financial resources for creation of affordable (0% to 80% area median income (AMI)) and middle-income housing units (80% to 120% AMI) in the City and Borough of Juneau through the following activities:

1. Funding capital costs of rental and ownership housing;
2. Funding for capacity-building activities of non-profit housing developers;
3. Leveraging CBJ investments with other fund sources to maximize the number of quality affordable and middle-income housing units that are created or preserved.

## Availability of Funds & Funding Terms

The CBJ Assembly will determine the amount of funding available each year. JAHF funds will be made available for qualifying affordable and middle-income housing projects that meet goals of the CBJ Housing Action Plan or other identified community housing needs.

### **1. Funds will typically be made available in the following forms:**

- a. Grants for non-profit organizations and public housing authorities targeting households in the affordable housing range (0% to 80% AMI), and;
- b. Low-interest loans for private developers building affordable or middle-income housing;

- c. Long-term rental units, with restrictions on short-term rentals; and
- d. Qualifying projects are eligible for grants and loans up to \$50,000 per housing unit created and for other eligible uses on a similar per unit basis.
- e. **For profit-developer projects utilizing JAHF funds for middle-income housing must reserve at least 20% of units for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.**

2. **Loan terms:**

- a. All loans will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with the outstanding loan balance due at 10 years.

## **Eligibility**

### **Threshold Review**

All applicants must be in good standing with the CBJ at the time of application. All projects are subject to compliance review which includes:

- Review to determine that the applicant is in financial good standing with the CBJ
- Review to determine that the proposed project meets the minimum requirements of the land use code.
- Review to determine if the project meets the affordable housing requirement of 20% of units at 80% AMI or less.

Staff will review each application upon receipt to ensure the minimum eligibility threshold requirements are met. If an applicant does not meet these requirements, staff will notify the applicant. The applicant will have three (3) business days from the date that the email is sent to correct the application deficiency. Applications not meeting the minimum requirements of the above will be disqualified and removed from consideration.

### **Eligible Applicants**

- 4. Public and regional housing authorities
- 5. Non-profit organizations

6. Tribal governments
7. For-profit developers

### **Eligible Uses**

Funding is available for the following uses:

1. For acquisition, construction, rehabilitation, or preservation of affordable housing located within the City and Borough of Juneau, including activities such as:
  - a. Purchase of developable real estate;
  - b. Fees for architects and other professionals;
  - c. Demolition to make way for affordable or middle-income housing; and
  - d. Building materials and labor costs.
2. Costs incurred by nonprofit organizations to develop or implement a specific affordable or middle-income housing project. Examples include:
  - a. Capacity building such as training, legal, and accounting costs;
  - b. Technical assistance such as development consultants

### **Priorities for the Juneau Affordable Housing Fund**

The following are priorities of the JAHF in line with the priorities of the [CBJ Housing Action Plan](#).

1. ***Use of Capital to Develop Housing Units:*** Funding for capital costs for acquisition, construction, rehabilitation, or preservation of affordable or middle-income housing, senior housing, and possibly homeowner opportunities.
2. ***Long-Term Affordability:*** Units created using JAHF funds that include affordability covenants or that are permanently affordable are preferred.
3. ***Downtown Housing Development:*** Units developed within the boundaries established by the Downtown Juneau Residential Tax Abatement Map, Ordinance 2021-01(c)(am) [Appendix D].

### **Application and Review Process**

Applications will be posted online upon Assembly determination of funding availability for each round. Potential applicants are encouraged to contact the

CBJ Housing and Land Use Specialist with questions about the program and how individual housing projects may utilize the funds. **Please be aware that preliminary review of applications cannot be performed by Staff during the open application period.**

The total application submission length should not exceed 30 pages of supporting documentation, **excluding** the application form and table of contents. To support streamlined review, if supporting documentation exceeds 30 pages, only the first 30 pages will be considered.

Completed applications will be reviewed by a committee to include CBJ staff, a public member with direct experience in housing development, and a public member with financing/banking experience.

The review committee will score projects based on the selection criteria and score sheet included in this packet.

The 2024 schedule is as follows:

- **July 15, 2024:** JAHF Program Guidelines and application Posted; application period begins.
- **July 29, 2024:** Public Information Meeting @ 3:00pm AKDT
- **August 23, 2024:** Housing Project Proposals Due at 4:30 pm AKDT; late submissions are not accepted
- **September 16, 2024 – October 7, 2024: Committee Review and Project Ranking Period**
- **November 4, 2024:** Committee Report to Lands, Housing, and Economic Development Committee
- **December 2, 2024:** Introduction of Ordinances for grant and loan applicants at the Committee of the Whole
- **January 2025:** Assembly approval of grant and loan ordinances
- **January to April 2025 (tentatively):** Staff works with awardees to put grant and loan agreements in place.

Proposals are to be emailed to Joseph Meyers, Housing & Land Use Specialist by **4:30pm AKDT on August 23, 2024**, at [joseph.meyers@juneau.gov](mailto:joseph.meyers@juneau.gov)

All applications are ultimately approved by the CBJ Assembly in an open public process. Applicants should expect that their submitted project plans, costs and other supporting documentation will be available to the public. The Assembly may impose or modify terms, conditions, and other provisions that clearly protect the public interest.

## Selection Criteria

Projects considered to be ready or feasible will be evaluated with the criteria in the following scoring areas:

**a. Team Experience:**

- 1) Demonstrated experience on projects of similar size and scope;
- 2) Established development and/or operating partnerships, including support services;
- 3) Qualified staff – developer, director, property manager, supportive services; and
- 4) Capacity to maintain/manage project.
- 5) Performance history of previous loan or grant from the JAHF.

**b. Population Targeting & JAHF Priority Targeting:**

- 1) Use of capital to develop housing units;
- 2) Long-term or permanent affordability;
- 3) Affordability at or beyond 10 years;
- 4) Housing located in Downtown Juneau; and
- 5) Proximity to a public transportation stop or transit center. Projects will earn up to five points in scoring based on their proximity to public transportation based on the following intervals:

Distance	Points
¼ mile or less	5 points
½ mile or less	3 points
¾ mile or less	1 point
More than ¾ mile	0 points

**c. Project Design and Characteristics: For Capital projects:**

- 1) Plans stamped by appropriate engineer or architect, or professionally qualified staff on the development team; and

- 2) Energy Efficiency: JAHF projects should be energy-efficient and adhere to either the Alaska Building Energy Efficiency Standard (BEES) or HUD's Energy Star Home Standard.
- 3) **For all projects:** Accessibility Standards: Proposals must comply with the federal Fair Housing Act (42 U.S.C. 3601-3619) and the Americans with Disabilities Act of 1990.

**d. Feasibility and Readiness to Proceed:**

- 1) Ability to secure other financing needed to carry out project;
- 2) Operational feasibility/long-term financial viability; and
- 3) Reasonable and balanced budget with cost controls. The intention for JAHF funds is to assist projects that need gap financing and have a 100% chance of being successful.
- 4) Leveraging/percentage of total cost with commitments;
- 5) Site ownership or long-term lease. Proof of long-term lease or ownership is required;
- 6) Plans, environmental permitting, estimate complete;
- 7) Construction/operation within following fiscal year;
- 8) Land use and building permits received; and
- 9) In good standing with the CBJ Finance department; including taxes, utilities, etc.

**Score Sheet:** A sample of the score sheet used by the review committee is included in Appendix C.

## **Compliance and Monitoring**

- a. **Inspection and Monitoring.** The CBJ, at any time, could inspect and monitor the records and work of the proposed project as to performance and compliance with JAHF program rules and loan requirements. **Project information, including rents and tenant income must be submitted annually by March 31<sup>st</sup>, during the affordability period.**
- b. **Termination.** The CBJ City Manager may terminate any agreement if awardees:
  - 1) Fail to comply with the stated project schedule;
  - 2) Make material alterations to the project;
  - 3) Fail to submit a complete and timely annual report;



- 4) Lose the ability to proceed with the project; or
  - 5) Take no action to claim awarded funds within 12 months of award.
- c. **Annual Reporting.** All projects that receive funding from the JAHF are required to submit an annual report to Community Development by March 31st the year following award and for the duration of the loan. The report must be submitted before March 31st each year and should include:
- 1) Project progress reports;
  - 2) Details on funds disbursed, JAHF expenses, amount of leveraged funds acquired;
  - 3) Updates on any required land use permitting;
  - 4) Guidance on funding availability for the following year
  - 5) Provide rental rates and tenant data (as applicable).

## **Repayment Terms for JAHF Awards**

1. **Not-for-profit developer:**
  - a. In general, not-for-profit developers would receive a grant.
2. **For-profit developer:**
  - a. Low-interest loan; 0% for the first five years, 2% for the second five years with full repayment required by year ten.
  - b. Term begins at disbursement of funds; and
  - c. Payments start 6 months after receipt of a final Certificate of Occupancy.
  - d. The Manager may add additional terms consistent with the intent of this resolution.

## Appendix A: Glossary of Terms

- **Affordable Housing** – The U.S. Department of Housing and Urban Development (HUD) defines “Affordable” as housing costs no more than 30 percent of a household’s monthly income. This means rent and utilities in an apartment or the monthly mortgage payment and other housing expenses (utilities, home maintenance and repairs) for a homeowner should be less than 30 percent of monthly household income. Affordability under the Juneau Affordable Housing Fund is defined as units offered as affordable for households with incomes at or below 80% AMI.
- **Area Median Income (AMI)** – HUD uses the median income for families to calculate income limits for eligibility in a variety of housing programs. HUD Income Limits by size of household are used by JAHF to determine level of affordability. See Appendix B.
- **Assumable soft debt** – Mortgages or loans that can be taken over by another individual to maintain favorable interest rates or affordability.
- **Capacity-building** – Activities that increase the operating efficiencies of agencies or organizations that create more affordable housing, including organizational assistance, training, legal, and accounting costs – but specifically to support the housing project proposed.
- **Capital Funds** – Funding contributed for the development, acquisition, rehabilitation, or new construction of the physical structure.
- **Gap Financing** – Loans or grants used for housing development projects that bridge the gap between available funding sources, usually a combination of raised capital and state or federal housing subsidies.
- **HUD Income Limits:**
  - **Extremely low-income households** – Households with incomes at or below the HUD 30% Limit. See Appendix B.
  - **Very low-income households** – Households with incomes at or below the HUD 50% Limit. See Appendix B.
  - **Low-income households** – Households with incomes between the HUD 30% to 80% Limit. See Appendix B.
  - **Middle-income housing** – Middle-income housing is not a HUD recognized term.

Middle-income housing is generally used here to mean affordable housing for households between 80% and 120% of area median income – typically without attachment to other subsidy or rental assistance.

- **Local dedicated revenue source** – Affordable housing funds are most successful when securing a local dedicated revenue source; a source of public revenue directed at affordable housing activities.
- **Non-profit Organization** – A corporation or foundation granted exemption from income taxation by the IRS.
- **Ownership housing** – Housing for which the sales price minus the sum of grants and deferred loans provided to the borrower results in a monthly payment which qualifies a low-income household for a mortgage loan under standard lender underwriting standards.
- **Short-term rental (STR)** – Short-term rental means a dwelling unit that is rented, leased, or otherwise advertised for occupancy for a period of less than 30 days.
- **Unit** – means a residential use consisting of a building or portion thereof, providing independent and complete cooking, living, sleeping and toilet facilities for one household, and used exclusively for human habitation.
- **Low-interest loans** – Low-interest loans through the Juneau Affordable Housing Fund will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with the remaining loan balance due at 10 years.

## Appendix B: FY2024 Income Limits and Rental Limits

### City and Borough of Juneau Income Limits for 2024 (effective 4/2/24)

4-person AMI: \$120,800

Extremely low-income	30% AMI	\$25,380	\$28,980	\$32,610	\$36,240	\$39,150	\$42,030	\$44,940	\$47,850
Very low-income	50% AMI	\$42,300	\$48,300	\$54,350	\$60,400	\$65,250	\$70,050	\$74,900	\$79,750
Low-income	60% AMI	\$50,760	\$57,960	\$65,220	\$72,480	\$78,300	\$84,060	\$89,880	\$95,700
Middle-income	80% AMI	\$67,680	\$77,280	\$86,960	\$96,640	\$104,400	\$112,080	\$119,840	\$127,600
	100% AMI	\$84,600	\$96,600	\$108,700	\$120,800	\$130,500	\$140,100	\$149,800	\$159,500
	120% AMI	\$101,520	\$115,920	\$130,440	\$144,960	\$156,600	\$168,120	\$179,760	\$191,400

Source: HUD User Datasets: [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

### City and Borough of Juneau Rental Limits for 2024 (effective 4/2/24)

Bedrooms (People)	Fair Market Rent	30% AMI	60% AMI	80% AMI	100% AMI	120% AMI
Efficiency (1.0)	\$1,138	\$634	\$1,269	\$1,692	\$2,115	\$2,538
1 Bedroom (2.0)	\$1,307	\$724	\$1,449	\$1,932	\$2,415	\$2,898
2 Bedrooms (3.0)	\$1,679	\$815	\$1,630	\$2,174	\$2,717	\$3,261
3 Bedrooms (4.0)	\$2,291	\$906	\$1,812	\$2,416	\$3,020	\$3,624
4 Bedrooms (5.0)	\$2,299	\$978	\$1,957	\$2,610	\$3,262	\$3,915
5 Bedrooms (6.0)	\$2,644	\$1,050	\$2,101	\$2,802	\$3,502	\$4,203

**Source:** HUD User Datasets: [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

# Appendix C: Score Sheet

2024 Juneau Affordable Housing Fund Score Sheet				
<b>Program Name:</b>				
<b>Evaluation Criterion</b>				
<i>Outstanding (5 points), Good (4 points), Average (3 points), Marginal (1-2 points), Unacceptable (0 points); Each question is worth a maximum of 5 points</i>				
	<b>INPUT POINTS HERE</b>	<b>Possible Points</b>	<b>Score</b>	<b>Questions and Comments</b>
<b>Section 1: Team Experience</b>				
Demonstrated experience on projects of similar scope and nature		25	0	
Established development and/or operating partnerships, including support services				
Qualified staff: developer, director, property manager, supportive services				
Capacity to maintain/manage the project				
Performance history of previous loan or grant from the JAHF				
		<b>Section 1 Subtotal</b>		
<b>Section 2: Juneau Affordable Housing Fund Priorities and Population Targeting</b>				
Capital projects to develop housing		25	0	
Long-term affordability (required)				
Affordability beyond 10 years				
Downtown housing				
Proximity to public transportation stop or transit center				
		<b>Section 2 Subtotal</b>		
<b>Section 3: Project Design and Characteristics</b>				
Stamped plans by appropriate engineer or architect, or staff on development team		15	0	
Energy efficiency				
Accessibility				
		<b>Section 3 Subtotal</b>		
<b>Section 4: Feasibility</b>				
Ability to secure other financing needed to carry out the project		15	0	
Operational feasibility/long-term financial viability				
Reasonable and balanced budget with cost controls				
		<b>Section 4 Subtotal</b>		
<b>Section 5: Readiness to Proceed</b>				
Construction/operation within the fiscal year		20	0	
Site control				
Plans, environmental permitting, estimate complete				
Leveraging/percentage of total costs with commitments				
		<b>Section 5 Subtotal</b>		
		<b>Points Possible</b>	<b>100</b>	<--- total points possible
		<b>Total Points</b>	<b>0</b>	<--- points earned
		<b>Score:</b>	<b>0%</b>	<--- total score

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Juneau Affordable Housing Fund – Program Description and Application Guidelines

## Appendix D: Downtown Juneau Residential Tax Abatement Map

