



MARIN COUNTY  
COMMUNITY DEVELOPMENT AGENCY  
BRIAN CRAWFORD, DIRECTOR

**Marin County Housing Trust Fund  
Application for Funding**

**Application Process**

- The Housing Trust application period is ongoing and applicants may submit requests at any time.
- Applicants must contact Housing Trust staff by phone or e-mail *prior* to submitting an application.
- Upon the receipt of a complete funds request, the Housing Trust staff will evaluate the application and contact the applicant within 21 calendar days.
- Staff will make a recommendation to the Marin County Board of Supervisors to approve or reject a funding request.
- The Housing Trust staff reserves the right to determine the reasonableness of all costs and fees associated with a project, including developer fees.
- The Housing Trust is to be notified in writing of all changes, financial or otherwise, relating to an application for financial assistance or an approved project

**For more information please contact:**

Leelee Thomas  
Principal Planner  
(415) 499-6697  
[lthomas@co.marin.ca.us](mailto:lthomas@co.marin.ca.us)

**Submit applications to:**

Marin County Community Development Agency  
Housing Trust Fund  
3501 Civic Center Drive, Room 308  
San Rafael, CA 94903  
Attn: Housing Trust

<http://www.co.marin.ca.us/depts/cd/main/housing/index.cfm>

# Marin County Housing Trust Fund

## Application for Funding

### 1. Applicant Information

Organization \_\_\_\_\_

Organization Type:  Not-for-profit 501(c)(3) or 501(c)(4)  Public Housing Authority  
 Private Developer

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### 2. Development Information

Development Name \_\_\_\_\_

Development Address \_\_\_\_\_

APN (provide site map if applicable) \_\_\_\_\_

### 3. Project Type:

- Rental
- Homeownership
- Existing Project Preservation/Conversion

### 4. Funding Request:

- Predevelopment  Land Acquisition  Construction
- Residential Only  Mixed Use
- Conversion  Preservation  Other (please describe)

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**5. Project Description:**

*Please provide a complete description of the project. Attachment to this form may be used.*

Number of Units by Income Level and Bedroom Count Size

	Very Low	Low	Moderate	Market	Total
Studio					
1					
2					
3					
4+					
Total					

**6. Need for the Project:**

a. Need Group: *Will any special needs groups be served by the project?*

b. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

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### 7. Financial Information

a. Amount and type of funding requested:

b. Amount of developer fee and percentage of project budget:

c. Sources of funds for this project: *Include amount, source, use, status, and timing of all funds.*

Source	Use	Amount	Application date	Commitment date	When available

d. Project budget for Housing Trust funds: *Include an itemized estimate of how Housing Trust funds would be spent, as accurately and comprehensively as possible.*

Housing Trust Fund Amount	Uses

### 8. Timeline:

What is the proposed schedule for project implementation?

**9. Reporting Requirements:** Depending on the size and type of loan or grant requested, the following may be required:

- A written breakdown of expenditures funded with Housing Trust proceeds
- Receipts, Invoices and Cancelled Checks
- Annual reports certifying on-going affordability
- Annual written reports describing any changes in the project development, operations or management
- Audited annual financial statements

Would you commit to provide this information if requested as part of the terms of the funding?

- Yes  
 No