

HOUSING DEVELOPMENT FINANCING APPLICATION CHECKLIST

Complete the checklist as the Table of Contents for your Application via CDS.

Applicant:

Project:

Project Address:

	A	FOR CITY USE	
ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	Date Rec'd	Complete Y/N
SUMMARY INFORMATION			
1. Cover Letter/Narrative Description			
2. Self-Scoring Worksheet			
3. City Application Form			
THRESHOLD INFORMATION			
4. Community Outreach Plan and Activities			
5. Evidence of Demand or Market Study			
6. Parcel Map			
7. Evidence of Site Control			
8. Preliminary Title Report			
9. Appraisal			
10. Replacement Unit Analysis			
11. Relocation Plan and Budget (if applicable)			
12. Letter of Conformity with Zoning Requirements			
13. Phase I Environmental Site Assessment			
13a. Phase II (if required)			
14. Design Sketches			
15. Development Schedule			
16. Marketing and Management Plan – (see section for details)	N/A		
17. CHDO Recertification (if applicable)			
18. Certifications and Campaign Contribution Limit Acknowledgement			

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ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	Date Rec'd	Complete Y/N
PROJECT FEASIBILITY & SCORING CRITERIA			
19. Planning and CEQA Approvals			
20. Development Budget			
21. Operating Budget			
22. 30 Year Proforma			
23. Financial Summary			
24. Unit Size and Affordability			
24a. HUD Utility Schedule Model https://www.huduser.gov/portal/resources/utilallowance.html			
25. Construction Financing			
26. Permanent Financing			
27. Acquisition and Predevelopment Financing			
28. Rental or Operating Subsidies (if applicable)			
29. Neighborhood Narrative and Revitalization Description			
30. Location Map			
31. Developer Experience Worksheets			
32. Joint Venture Agreement (if applicable)			
33. Developer Capacity Worksheet			
34. Resumes of Developer's Key Staff			
35. Resumes and Experience of Development Team			
36. Audited Financial Statements and Financial Analysis Workbook			
37. Preliminary Resident Services and Technology Plan			
38. Sustainability Plan			
39. Certifications			