Housing Development Financing Application Checklist

*Please include this checklist as the Table of Contents for your Application Binder.*

Applicant:

Project:

Project Address:

|  |  | FOR CITY USE ONLY | | |
| --- | --- | --- | --- | --- |
| **ITEMS TO BE SUBMITTED**  **(in separately tabbed sections)** | Check if Enclosed | Date Rec’d | Complete | Not Complete |
| **SUMMARY INFORMATION** |  |  |  |  |
| 1. Cover Letter/Narrative Description |  |  |  |  |
| 1. Self-Scoring Worksheet   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. City Application Form   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| **THRESHOLD INFORMATION** |  |  |  |  |
| 1. Community Outreach Plan and Activities |  |  |  |  |
| 1. Evidence of Demand or Market Study |  |  |  |  |
| 1. Parcel Map |  |  |  |  |
| 1. Evidence of Site Control |  |  |  |  |
| 1. Preliminary Title Report |  |  |  |  |
| 1. Appraisal |  |  |  |  |
| 1. Replacement Unit Analysis   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Relocation Plan and Budget (if applicable) |  |  |  |  |
| 1. Letter of Conformity with Zoning Requirements |  |  |  |  |
| 1. Phase I Environmental Site Assessment |  |  |  |  |
| 13a. Phase II (if required) |  |  |  |  |
| 1. CEQA Preliminary Checklist |  |  |  |  |
| 1. Preliminary Design Sketches |  |  |  |  |
| 1. Development Schedule |  |  |  |  |
| 1. Preliminary Marketing Plan |  |  |  |  |
| 1. Preliminary Management Plan (rental projects only) |  |  |  |  |
| 1. CHDO Recertification (if applicable) |  |  |  |  |
| 1. 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 | Not Complete |
| **PROJECT FEASIBILITY & SCORING CRITERIA** |  |  |  |  |
| 1. Development Budget (paper copy)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Operating Budget (paper copy -- Rental projects only)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. 30 Year Proforma (paper copy -- Rental projects only)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Financial Summary (paper copy)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Unit Size and Affordability (paper copy)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 25a. HUD Utility Schedule Model  [www.huduser.org/portal/resources/utilallowance.html](http://www.huduser.org/portal/resources/utilallowance.html)  Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Maximum Affordable Sales Price Calculation (paper copy - Ownership projects only)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Construction Financing |  |  |  |  |
| 1. Permanent Financing |  |  |  |  |
| 1. Acquisition and Predevelopment Financing |  |  |  |  |
| 1. Rental or Operating Subsidies (if applicable) |  |  |  |  |
| 1. Neighborhood Narrative and Revitalization Description |  |  |  |  |
| 1. Location Map |  |  |  |  |
| 1. Evidence of Planning Approvals |  |  |  |  |
| 1. Developer Experience Worksheets |  |  |  |  |
| 1. Joint Venture Agreement (if applicable) |  |  |  |  |
| 1. Developer Capacity Worksheet |  |  |  |  |
| 1. Resumes of Developer’s Key Staff |  |  |  |  |
| 1. Resumes and Experience of Development Team |  |  |  |  |
| 1. Audited Financial Statements and Financial Analysis Workbook   Electronic copy: 🞏 on flash drive, included |  |  |  |  |
| 1. Preliminary Resident Services and Technology Plan |  |  |  |  |
| 1. Sustainability Plan (paper copy)   Electronic copy: 🞏 on flash drive, included |  |  |  |  |