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 |  |  |  |  |