



**HOUSING DEVELOPMENT FUND (HDF)**  
**2019 HDF Pre-Development Loans**  
**Exhibit Checklist for Pre-Development Loans**

Exhibits (attachments to the Application) labeled “required” must be submitted with the Application.

All required and applicable exhibits must be appropriately labeled and submitted with the Application. For your convenience cover sheets for the exhibits can be obtained from the DSHA website at [http://destatehousing.com/Developers/dv\\_hdf.php](http://destatehousing.com/Developers/dv_hdf.php).

Please check the appropriate box next to the exhibit’s name to indicate whether or not it is included in the Application. In addition, please include a copy of the completed checklist in the Application.

EXHIBIT #	EXHIBIT REQUIREMENTS	CHECK BOX
1	<p><b><u>Nonprofit Status</u></b>                      Documentation of Section 501(c)(3) or (4) status, which states exempt purposes including the fostering of low-income housing, charitable purpose. Please indicate if this document is included in the application or is being sent electronically.</p>	<p><b>Required</b>  <input type="checkbox"/> Paper and  <input type="checkbox"/> Electronic</p>
2	<p><b><u>Organizational Status</u></b>                      1. Organizational document of applicant, Articles of Incorporation, By-Laws, Partnership Agreement, etc.                      2. Resolution of the Board of Directors, or general partners or local governmental body, as applicable authorizing the application and signatories (Corporations only).</p>	<p><b>Required</b>  <input type="checkbox"/> Paper and  <input type="checkbox"/> Electronic</p>
3	<p><b><u>Applicant Experience</u></b>                      Please provide a brief description of applicant’s experience with a schedule of other properties owned or operated by the applicant including name of property, address, number of residents/households served, annual operating budget amount, length of time owned/operated, mortgages secured to project.                      Describe previous experience in the successful administration of housing programs for families of low- or very low-income or similar type programs. Describe involvement in the community where the project is located.                      If <u>no</u> affordable housing experience, please provide a brief summary demonstrating related experience administering non-housing programs.                      Provide letters of support (local government, community associations, service providers).</p>	<p><b>Required</b>  <input type="checkbox"/> Paper and  <input type="checkbox"/> Electronic</p>

EXHIBIT #	EXHIBIT REQUIREMENTS	CHECK BOX
4	<p><b><u>Uses of Pre-Development Loan, other Sources and Repayment</u></b></p> <p>Attach Part II of Application. In addition, any evidence of other funding, obligated or committed, for same purposes of the project. The documentation should be dated within the last 9 months, be project specific, and provide details regarding the amount and terms of funds committed and/or received.</p> <p>Describe the proposed method of re-payment of loan (i.e. requested term, monthly principal payments, deferral) and how the loan will be repaid.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
5	<p><b><u>Project Description</u></b></p> <p>Write a brief description of the project, the project beneficiaries, targeted income groups, type of households, etc. Describe how the project addresses DSHA priorities, special needs/homeless/extremely low-income households, and assisting low- and moderate-income households.</p> <p>Please describe any partnerships and/or collaborations (or proposed) that have been formed with other organizations/funders that will assist the future of this project.</p> <p>Please describe the operational capacity of the program to carry out its goals and manage the Pre-Development Loan. (Staff, funding, established policies and procedures, etc.).</p> <p>Please include as much information as you feel appropriate so that we may have a good understanding of the project.</p> <p>If Applicant proposes to contract for services for the Pre-Development Loan (i.e. Appraisal, Environmental Assessment/Audit, Architectural Plans and Specifications, etc.), please identify consultants or third party entities and provide resume or history of firm and any other pertinent information on the entities.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
6	<p><b><u>Need and/or Marketing Information</u></b></p> <p>Briefly describe how the need for the project is intended to address, target geography and target population. Needs information should be documented by relevant Needs Assessment statistics or other data, studies or assessments.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
7	<p><b><u>Photographs/Maps/Promoting Balanced Housing</u></b></p> <p>Photographs of the building or site and a site map showing the location of the proposed development.</p> <p>Provide a map that demonstrates the project is located in an area that promotes balanced housing opportunities. Please refer to the Loan Guidelines for links to area maps.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
8	<p><b><u>Zoning</u></b></p> <p>Evidence of zoning compliance. Include verification of zoning classification, rezoning or variance application form.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
9	<p><b><u>Audited Financial Statements (for the last 3 years) and/or Financial Capacity documents</u></b></p> <p>Include the most recent quarter's balance sheet and income statement.</p> <p>For those nonprofits without an audit, a compilation of the last fiscal year will be required.</p> <p>Please indicate if these documents are included in the application or are being sent electronically.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Electronic ONLY</p>