



**HOUSING DEVELOPMENT FUND (HDF)**  
**2020 HDF Statewide Emergency Repair Program**  
**Application Exhibit Checklist – Part III**

All required and applicable exhibits must be appropriately labeled and submitted with application by the application close deadline. 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.

EXHIBIT #	EXHIBIT NAME AND REQUIREMENTS	CHECK BOX
1	<p><b><u>Nonprofit Status – NONPROFITS ONLY</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></p> <ul style="list-style-type: none"> <li>• Provide copies of: Articles of Incorporation, Limited Liability Company Agreement, By-laws, and Tax Status.</li> <li>• Provide list of Board officers and attach Board’s approval to apply for grant.</li> <li>• Authorization for entitlement agency or state subgrantee to act on behalf of the local jurisdiction (i.e. Levy Court).</li> </ul>	<p><b>Required</b>  <input type="checkbox"/> Paper and  <input type="checkbox"/> Electronic</p>
3	<p><b><u>Applicant Experience</u></b></p> <ul style="list-style-type: none"> <li>• Describe previous experience in the successful development and administration of emergency repair housing programs for families of low or very low income or similar programs.</li> <li>• Describe current and/or previous projects/programs funded by DSHA or other funding sources.</li> <li>• Describe involvement in the community where the program is located.</li> </ul> <p><b><u>Capacity</u></b>                      Demonstrate organizational and financial capacity.</p> <ul style="list-style-type: none"> <li>• Does the organization have the capacity to provide financial assistance to the emergency repair program for unforeseen occurrences?</li> <li>• Does the organization’s staff have the expertise to assist in the successful planning, marketing, and managing of the program?</li> <li>• Describe support (funding, local government, etc.) of the organization for the development and administration of the program.</li> <li>• Does the organization have clear operational policies and plans in place?</li> </ul>	<p><b>Required</b>  <input type="checkbox"/> Paper and  <input type="checkbox"/> Electronic</p>

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4	<p><b><u>Sources and Uses/Committed Leveraging/Cost of Services</u></b></p> <p>Attach letters of commitment, letters of intent to fund, and/or letters demonstrating funding has been applied for and a decision is pending. <b>All documentation <u>must</u> be issued to the name of the applicant, be project specific and dated within the last nine (9) months.</b></p> <p>Include Cost of Services and detailed budget.</p> <p>Describe what policies, procedures and measures have been established to control overall costs of the program and organization.</p> <p>Examples: Bidding process, material discounts, in-kind materials or labor (non-volunteer), established procedures to follow budget, etc.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
5	<p><b><u>Project Description</u></b></p> <p>Describe the Emergency Repair program in detail. Examples of information to include in this exhibit, but not limited to, are:</p> <ul style="list-style-type: none"> <li>• What is the program income targeting?</li> <li>• What target areas will this program consider?</li> <li>• Is there documented State and/or local need for the project?</li> <li>• How does the program work? Describe the process?</li> <li>• How many affordable homeowner units will the program assist? Type of construction: mobile home, stick built, historic?</li> <li>• Describe anticipated units to be <u>produced</u>. (i.e. units/homes already been identified, describe).</li> <li>• What is the targeted income level and household type?</li> <li>• What is the average emergency repair cost per unit?</li> <li>• What is the expected impact the program has on the targeted areas?</li> <li>• Provide a summary of the type of emergency repair activities the project intends to address and to what extent.</li> <li>• What type of marketing, outreach and promotion will be offered?</li> <li>• Will there be any coordinated partnerships and describe the role and procedures, process, etc. of each partner? Please include any Memorandums of Understanding (MOUs).</li> <li>• Describe environmental process (if any).</li> </ul>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
6	<p><b><u>Project Readiness and 3<sup>rd</sup> Party Subcontractor Process</u></b></p> <p>Describe readiness and provide supportive documentation for Qualified Homeowners, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Provide a current wait list of qualified, owner-occupied homeowners with homes in need of emergency repairs;</li> <li>• Include qualified homeowners have provided documented proof of ownership;</li> <li>• A documented process for determining scope of work. Process includes guidelines for prioritization of work;</li> <li>• A list of units/applicants requesting accessibility improvements (i.e. ramps, kitchen/bathroom accessibility, wider doorways, etc.);</li> <li>• Subcontractors chosen and/or contracts signed, award process completed; and</li> <li>• Evidence supplies/materials ready.</li> </ul>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>

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7	<p><b><u>Systems and Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Describe the software, databases, and tracking system and process that is used for emergency repairs.</li> <li>• Provide any coordination/collaboration of services or funding that is part of the emergency repair program and how it avoids duplication of services.</li> </ul>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
8	<p><b><u>Innovative Approaches to providing services</u></b></p> <ul style="list-style-type: none"> <li>• Describe your agency's innovative approaches to resolving emergency repair issues quickly, efficiently and with cost saving and keeping the household's urgent circumstances in mind?</li> <li>• Describe any approaches that could be used if funding was available?</li> </ul>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
9	<p><b><u>Audited Financial Statements (for the last 3 years)</u></b></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>