



Recovery Housing Program (RHP)
Notice of Funding Availability (NOFA)
Application Part III Exhibit Checklist

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

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><u>Nonprofit Status – NONPROFITS</u> Documentation of Section 501(c)(3) which states exempt purposes including the fostering of low-income housing, charitable purpose.</p>	<p>Required <input type="checkbox"/> Electronic (On thumb drive)</p>
2	<p><u>Organizational Status</u></p> <ul style="list-style-type: none"> • Provide copies of: Articles of Incorporation, By-laws, and Tax Status and documentation of EIN. • Provide list of Board officers and attach Board’s approval to apply for loan. 	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
3	<p><u>Applicant Experience (Narrative Format)</u></p> <ul style="list-style-type: none"> • Describe previous or current experience in the successful development and administration of recovery and/or permanent supportive housing developments and include the types of clients served and services provided, and how the projects were funded and maintained. • Describe the agency/staff experience and ability to provide comprehensive recovery services • Describe current and/or previous projects/programs funded by DSHA or other funding sources. • Describe involvement in the community where the project is located. <p><u>Capacity</u> Demonstrate organizational and financial capacity.</p> <ul style="list-style-type: none"> • Describe the organization’s experience with other federal, state, or local housing programs. • Describe the organization’s experience and ability to own, construct or rehabilitate, manage and operate recovery or affordable rental housing and/or affordable rental housing for special populations. Demonstrate the organization’s experience with the above activities by citing specific examples. • Demonstrate the organization’s financial capacity to undertake, comply and manage property. Describe the organization’s expertise to assist in the successful planning, marketing, and managing of the program. • Explain the organization’s capacity to provide financial assistance to the project should there be unforeseen operating occurrences. • Document the organization’s operational policies and plans in place. • Describe support (funding, local government, etc.) of the organization for the development and administration of the program. Provide evidence of loans and/or projects that are in DSHA’s portfolio, if any, and 	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>

	<p>demonstrate that projects and loans are in good standing.</p> <ul style="list-style-type: none"> • Provide oversight and management policies and procedures for <ul style="list-style-type: none"> ▪ Eligibility determination ▪ Support of client’s success after exit ▪ Referral process and tracking follow-up ▪ Relapse protocol ▪ Civil Rights ▪ Fair Housing ▪ Coordination with Law Enforcement ▪ Client discharge, evicted or no longer interested after assistance in accessing other housing services 	
4	<p><u>Project Description</u></p> <p>Describe the proposed project in detail. Examples of information to include in this exhibit, but not be limited to, are:</p> <ul style="list-style-type: none"> • What population will the project serve? How many beds/units? • What is the resident income levels that will be targeted (AMI)? • Is there documented State and/or local need for the project? Provide a brief data, information or analysis narrative to support the need for the project. • Where is the project located? Is the project located near services that are easily accessed by the residents or supportive services? • Describe all of the services provided at the property. • How will the project work? Describe the application or in-take process, resident occupancy policies and the supportive services that will be available. • Describe the project design features and amenities. Describe the types of accessible features and unit configurations. Describe scope of rehab. • Provide photographs of the building or site and a site map showing the location of the development, neighborhood features and services. • What is the expected impact the project will have on the proposed area and populations served? • If project includes the relocation of residents, please include a copy of the relocation plan to be used. • Outcomes – <ul style="list-style-type: none"> a. Briefly describe the benefits and accomplishments that will be achieved with RHP funding, include the following information: <ul style="list-style-type: none"> i. Number of Households that may be assisted ii. Number of Households that will transition to permanent housing iii. The average amount of assistance per household b. Describe the plan to sustain and continue services if the RHP funding is invested in this project. c. Describe how this project will measure success. 	<p>Required</p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>

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5	<p><u>Leveraging/Cost of Services/Sources and Uses</u></p> <p>Provide documentation of letters of commitment, letters of intent to fund, and/or letters demonstrating funding has been applied for and a decision is pending for financing and other grant funds, if any, including cash and non-cash participation of sponsor/developer. All documentation <u>must</u> be issued to the name of the applicant, be project specific and dated within the last nine (9) months.</p> <p>Describe what policies, procedures and measures have been established to control overall costs of the project, other programs, and organization. Examples: Bidding process, material discounts, in-kind materials or labor (non-volunteer), established procedures to follow budget, consolidated contract services, MOU of in-kind service providers, etc.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
6	<p><u>Operating Funds and Project Self-Sufficiency</u></p> <p>Provide documentation of letters of commitment, letters of intent to fund, and/or letters demonstrating funding has been applied for and a decision is pending for all operating funds, grants or other forms of operating income, if any. All documentation <u>must</u> be issued to the name of the applicant, be project specific and dated within the last nine (9) months.</p> <p>DSAMH, State of Delaware, or other sources of supportive service contract should be included in this exhibit.</p> <p>Include Cost of Operations and Services and in a detailed budget.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
7	<p><u>Collaboration, Commitments, and Coordination</u></p> <p>Describe all partnerships and/or collaborations from other nonprofit agencies or entities that will assist or provide services for the residents.</p> <p>Provide documentation of letters, MOUs or other evidence of collaboration or coordination of services for the residents.</p> <p>Describe any Peer Support programs or services</p>	<p>Required</p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>
8	<p><u>Readiness to Proceed</u></p> <p>Describe readiness to proceed benchmarks and provide correlating documentation, including but not limited to:</p> <ul style="list-style-type: none"> • Site Control – provide copy of the deed to the project, purchase contract or option to purchase the project; • Zoning – provide evidence that project has zoning compliance, which includes zoning classification, re-zoning or variance application form; • Verification of Services and Utilities – provide documentation in the form of a letter from service provider; • Development Team – provide resumes and/or contracts that provide information on the knowledge, background and experiences; • Plans and Specs – provide preliminary plans and specifications or detailed description of the proposed construction. In addition, provide a certification from architect that the project will meet and/or exceed DSHA’s minimum construction and rehabilitation standards; and • Fire Marshal approval – provide evidence, if any. 	<p>Required</p> <p><input type="checkbox"/> Paper and</p> <p><input type="checkbox"/> Electronic</p>

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9	<p><u>Appraisals or summary appraisal (THIS WILL BE ORDERED BY DSHA)</u> Appraisal or summary appraisal performed by an appraiser acceptable to DSHA. A Summary Appraisal Report, from a qualified professional appraiser, of the unimproved land value for new construction projects. For all projects, the acquisition price must meet the following standards: For an arm’s length transaction, the maximum acquisition price must be the lesser of the contract price or the “as is” appraised value of the project. NOTE: The Summary Appraisal Report and the Property Appraisal should not be more than twelve (12) months old.</p>	<p>Required</p>
10	<p><u>Environmental Review and/or Assessment</u> <u>Environmental Audit</u> Environmental Phase I Audits or Phase I Environmental Site Assessment (ASTM E1527-05). Verification of Flood Plains, wetlands or other unusual site features should be included in the report.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
11	<p><u>Uniform Relocation Act</u> All RHP financed projects must follow all federal Uniform Relocation Act regulations as applicable and DSHA’s Relocation Policy. Relocation assistance must be included as part of construction costs. Include all relocation plans and correspondence to residents, if applicable.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
12	<p><u>Government Jurisdiction</u> Provide names and addresses of the following individuals in whose district/jurisdiction the development is to be located: State Senator, State Representative and Chief Executive Officer of local jurisdiction.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
13	<p><u>Audited Financial Statements (for the last three (3) years)</u> Please indicate if these documents are included in the application or are being sent electronically.</p>	<p>Required <input type="checkbox"/> Electronic ONLY</p>
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14	<p><u>HUD Documents or Requirements as applicable:</u></p> <ul style="list-style-type: none"> • Environmental Review – To Be Completed by DSHA For all projects, DSHA will be required to process an Environmental Review in accordance with HUD requirements. More information is available at the following link: https://www.hudexchange.info/programs/environmental-review/htf/ 	<p>Required</p>