



HOUSING DEVELOPMENT FUND (HDF) Homeownership Production - New Creation Grant Application - Exhibit Checklist

As part of the application process, applicants are required to provide support documentation in the form of **exhibits**. Exhibits must be submitted with the application by the application close deadline. For your convenience cover sheets for the exhibits can be obtained from the DSHA website at http://www.destatehousing.com/Developers/dv_hdf.php.

Please submit completed checklist with application.

EXHIBIT #	EXHIBIT NAME AND REQUIREMENTS	CHECK BOX
1	<p><u>Nonprofit Status</u> Documentation of Section 501(c)(3) or (4) status, which states exempt purposes including the fostering of low-income housing, charitable purpose.</p>	<p>Nonprofits Only</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
2	<p><u>Organizational Status</u></p> <p>a. Organizational documents of applicant – Articles of Incorporation, By-Laws, Partnership Agreement, etc.</p> <p>b. Board of Directors Resolution, general partners or local governmental body, as applicable, authorizing the application and signatories (Corporations only).</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
3	<p><u>Applicant Experience</u></p> <p>a. Describe previous experience in the successful development and sale of homeownership units to families of low- or very low-income or similar type projects.</p> <p>b. Provide project development, sales and homebuyer statistics based on historical data.</p> <p>c. If no affordable housing experience, please provide a brief summary demonstrating related experience developing and selling market rate housing.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
4	<p><u>DSHA Grant Performance</u></p> <p>a. Current HDF Grantees: Provide a status report on all active HDF grants. For each active grant, include DSHA identification number, list of properties funded or to be funded with grant, amount drawn to-date and anticipated completion.</p> <p>b. Non-DSHA Grantees: Provide a list of projects currently under construction, current status of construction, and anticipated completion.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
5	<p><u>Sources and Uses/Committed Leveraging</u></p> <p>a. Attach letters of commitment for any funding sources currently committed to the project. All documentation must be issued to the name of the applicant, be project specific and dated within the last 9 months. <i>If documentation is over 9 months, applicant must contact funding source for an updated commitment. (Updates received via email are acceptable.)</i></p> <p>b. In-kind donations and volunteer hours may be included and documented; however, they may NOT be included in the leveraging calculation.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>

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6	<p><u>Project Description</u></p> <p>Please complete DSHA's Project Information form and include as part of Exhibit 6. Form can be accessed from DSHA's website at http://destatehousing.com/Developers/dv_hdf.php.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
7	<p><u>Homebuyer Affordability</u></p> <ul style="list-style-type: none"> • Please complete DSHA's Homebuyer Affordability Analysis Form and submit as an exhibit to the application. This information demonstrates to DSHA the estimated sales price and the homebuyer's potential first mortgage. • This form will assist the applicant in determining point scoring for Homebuyer Affordability. (Form can be found at http://destatehousing.com/Developers/dv_hdf.php). 	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
8	<p><u>Homebuyer Empowerment</u></p> <p>Please provide support documentation (i.e. 2016 Memorandum of Understanding (MOU), course curriculum, etc.)</p> <ul style="list-style-type: none"> • <u>Mandatory</u> HUD approved pre-homeownership counseling (includes financial literacy/credit counseling/budgeting/predatory lending) • <u>Mandatory</u> home maintenance, repairs, and improvements training for homebuyers (post-homeownership) • <u>Mandatory</u> sweat equity program <p>Note: Documentation that does not include language that clearly states the program is mandatory for the homebuyer will not score points.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
9	<p><u>Appraisal</u></p> <p>A Summary Appraisal Report is required for all new creation applicants. The "as is" value of the existing real estate AND the after rehabilitation or new construction value (as built) must be included in the report.</p> <p>Note: The Summary Appraisal Report and the Property Appraisal should not be more than six (6) months old. <i>Report must be for the actual project property not for a similar project property, unless otherwise approved by DSHA prior to application deadline.</i></p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>

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10	<p><u>Capacity /Collaboration</u></p> <p>Capacity: Demonstrate organizational and financial capacity.</p> <ul style="list-style-type: none"> • Does the organization have the capacity to provide financial assistance to the project/program for unforeseen occurrences? • Does the organization’s staff have the expertise to assist in the successful planning, marketing, and managing of the project? • Describe support (volunteers, funding, local government, etc.) of the organization for the development and administration of the project. • Does the organization have clear operational policies and plans in place? <p>Collaboration: <i>In an effort to forward DSHA’s strategic plan to more efficiently use the limited sources and services available to affordable housing projects/programs throughout the state of Delaware, DSHA is encouraging applicants to increase collaboration by forming partnerships for project services and funding.</i></p> <ul style="list-style-type: none"> • Documentation of collaboration of services with agencies or government entities (i.e. contracts, letters of commitments). The documentation should describe the stakeholder’s role, collaboration, partnership, and services provided for the proposed project. The collaboration should be an integral part of the project. Reduction in duplication or streamlining of services for the benefit of the homebuyer is encouraged. • Demonstrate in a narrative how the coordination of funding sources from other agencies benefit the homebuyer. For example, a portion of the project’s funding sources will be used to reduce the selling price of the home, which will result in a more affordable mortgage for the homebuyer. 	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
11	<p><u>Cost Control Measures</u></p> <ul style="list-style-type: none"> • Describe what policies, procedures, measures and metrics have been established to control overall costs of the project/organization. Examples: Bidding process, material discounts, in-kind materials and labor, established procedures to follow budget, structural design of unit, use of value engineering, etc. 	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
12	<p><u>Project Features</u></p> <ul style="list-style-type: none"> • Vacant land or buildings/adaptive re-use/Brownfield - Supportive documentation is required. Must have certification from DNREC to receive points for Brownfield. • 50% of project property is donated or acquired for 50% or less of Fair Market Value – Property appraisal and/or donation letter required. • Energy efficiency – Please provide documentation for products or practices that exceed DSHA’s Minimum Construction Energy Standards. Explanatory narrative required. • Project amenities and/or site beautification/convenient access to community and public services – Please describe. <p>Note: If the project amenities are adequately described in the project description section of the application, please refer DSHA to Exhibit #6.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>

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13	<p><u>Accessibility Features</u> Provide documentation of accessible units (both current and proposed) listing unit configurations and accessibility features. For applications of four units or less, in order to receive points, the Universal Design Score Sheet must be completed and included as part of the exhibit. Universal Score Sheet at http://destatehousing.com/Developers/dv_hdf.php.</p>	<p>If applicable <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
14	<p><u>Readiness to Proceed</u> Provide a narrative along with supportive documentation.</p> <p><u>Qualified Homebuyers</u></p> <ul style="list-style-type: none"> • Attach signed purchase agreements. • Attach list of prospective homebuyers <u>and</u> documentation that supports the current status of their readiness to purchase a property. <p><u>Site Control</u></p> <ul style="list-style-type: none"> • Deed, executed purchase contract or lease (right to use land for the life of the structure), or a Resolution from a local government or organization that is committing to transfer the property describing the terms of the commitment, the transfer price and the location of the property. • Proper zoning, site utility permits and approvals, and environmental assessments. • Building permit or evidence of permit has been applied for. • Approved Plans and Specs. <p><u>Construction Team</u></p> <ul style="list-style-type: none"> • General Contractor chosen and/or contract signed. Include contract. <i>Identity of interest, for-profit general contractors must be on DSHA's approved contractors list and have evidence of bonding.</i> • Volunteers and/or staff work force readiness. • Status of project construction materials and supplies. <p><u>Marketing Strategy</u></p> <ul style="list-style-type: none"> • Please complete DSHA's Marketing Strategy Questionnaire and include as part of Exhibit 15. Form can be accessed from DSHA's website at http://destatehousing.com/Developers/dv_hdf.php. 	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
15	<p><u>Audited Financial Statements (for the last 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>
16	<p><u>Government Jurisdiction</u> Please complete DSHA's Government Jurisdiction form by providing 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. Form can be accessed from DSHA's website at http://destatehousing.com/Developers/dv_hdf.php.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
17	<p><u>Self-Score of Application</u> Applicants must self-score their application using the HDF Score Sheet and a score a minimum of 55 points in order to meet threshold. Score sheet can be accessed from DSHA's website at http://destatehousing.com/Developers/dv_hdf.php.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>