

APPLICATON PACKAGE
HOUSING DEVELOPMENT FUND

This package includes the following documents:

- Program Information
- Application Form
- Qualifications of Applicant
- Development and Neighborhood Standards
- Application Checklist
- Market Study Guidelines
- Miscellaneous Checklists

All applications to the Housing Development Fund (HDF) must complete both the "**Application Form**" and the "**Qualifications of Applicant**". The **Application Form** requests detailed information on the development to be funded. The **Qualifications of Applicant** requests background information on the applicant, both as it relates to the development and to other activities of the applicant and the applicant's related entities.

The **Program Information** gives an overview of the purpose of the HDF and how funding decisions will be made. The **Development and Neighborhood Standards** provides guidance as to the level of detail required to demonstrate to the State that the proposed development meets the purpose of the HDF.

The **Application Checklist** provides a complete list of all attachments that may be required, depending on the nature of the requested funding.

In filling out the two questionnaires, please be sure that all questions pertaining to your development are completed. If more space is required, provide supplements, labeling in sequence and indicating by each question which supplement is to be reference, i.e., Supplement 1, Supplement 2, etc.

If you wish to add additional information that is not specifically requested, provide a separate sheet detailing the facts that you wish to present. This information should be attached to the application as the last page.

An application fee and processing fee is required at the time of submission for all funding requests. The fee structure is as follows:*

Application Fee:	\$1,000 (Non-refundable)
Processing Fee:	1/2% of the greater amount requested if development has different construction and permanent loan amounts. Collected upon application submission, but may be financed as part of development costs upon loan approval.

Commitment Fee: 1/2% of the greater approved loan amount if development has different construction and permanent amounts (payable in full at loan closing). Such fee shall be deemed as earned by DSHA upon loan approval by the Council on Housing. This fee may also be financed as part of the development costs.

Out-of-Pocket Expenses: DSHA may retain a project construction inspector at the borrower's expense. Such expense, along with legal fees and other out-of-pocket expenses, may be included in the approved loan amount.

*Under certain circumstances, consideration will be given for fee waivers to nonprofit organizations or governmental entities, to the extent that HDF funds are used by the Sponsor as loans or grants to individuals.

NOTE: Should HDF funds be used in conjunction with HOME Investment Partnership Program funding, DSHA will charge an additional fee of \$1,000.00.

All questions concerning this application process, and completed applications, should be directed to:

Jerry W. Jones
Housing Finance/Development Administrator
Delaware State Housing Authority
18 The Green
Dover, DE 19901
Telephone: (302) 739-4263
Facsimile: (302) 739-1118

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