

Application Checklist
Housing Development Fund
Delaware State Housing Authority

The following exhibits should accompany the HDF Application. Those exhibits marked with an asterisk (*) may be omitted at the time of application. Please note, however, that DSHA requires submission of applicable exhibits listed below before making final loan approval. Please be sure each exhibit is labeled with the appropriate letter.

- Exhibit A - Articles of Incorporation, Limited Liability Company Agreement, By-Laws, Partnership Agreements and Tax status. List of organization's officers. Resume of development team. Board resolution to apply for funding, if a non-profit organization.
- Exhibit B - Summary of how the property qualifies as a distressed federally-assisted project, if applicable.
- Exhibit C - Current financial statement for each principal owner. If the ownership entity is an existing organization, the last three years audited financial statements should be included. Joint venture agreement, if applicable.
- Exhibit D - Resumes of contractors, surveyor, architect, management and/or marketing agents. Also, include most recent financial statements of management agent; audited, if available.
- Exhibit E - Copy of deed, purchase agreement and appraisal. DSHA reserves the right to order its own appraisal.
- Exhibit F - Documentation of all rehabilitation/improvements done to the property in the previous 10 years, if applicable.
- Exhibit G - Verification of zoning classification; re-zoning or variance application request.
- Exhibit H - Location map identifying the site and showing access to services which include, but are not limited to retail/commercial facilities, employment, daycare and public transportation. List and describe separately, how each of these services that the project has access to improves the quality of life to the residents.
- Exhibit I - Recent photograph of the property.
- Exhibit J - Verification of flood plain and wetlands status and other unusual site features.

- Exhibit K - Verification of adequate sewer, water capacity, gas, electric storm water.
- Exhibit L - Description of relocation plan and cost, if applicable.
- Exhibit M - Details of equity financing, including written description of syndication details and copy of agreement (if applicable), award letter of grant, etc.
- Exhibit N - Details of debt financing. Sponsors must provide letters from other lending/funding entities which include items such as: date of application, amount of financing, interest rate, term and a statement that the application appears to be in good order. The sponsor must submit documentation with the commitments which outlines the position of each funding source.
- Exhibit O - Complete a real estate owned/developed schedule by listing all previous multi-family housing development experience and that of any principals of the organization. For each project, include the name, number of units, type of financing and whether subsidized (type of subsidy) or unsubsidized.
- Exhibit P - Independent marketing study of sufficient scope to determine if project's targeted population is in demand and if project is feasible for the proposed location. Market Study must include, but not necessarily be limited to, the information noted in the attached Market Study Requirements Outline. Minimum requirements for the preparer are also noted on this outline.
- Exhibit Q - Current or proposed operating budget. Cash flow pro-forma.
- Exhibit R - In accordance with Senate Bill 400, DSHA will notify the local government's chief executive officer, state senator and state representative upon receipt of the application and subsequent loan approvals, if loan request is approved.
- Exhibit S - Phase I Environmental Audit. (If project expects to receive state or federal funding, applicant must also complete an "Environmental Review Checklist" provided by DSHA.)
- Exhibit T - Written verification of utility allowances from Public Housing Authority or local utility company estimates for all tenant paid utility company estimates for all tenant paid utility costs.
- Exhibit U - Draft preliminary plans/specifications.
- Exhibit V - Preliminary Plot Plan

- Exhibit W - Architect/artist's rendering of site and proposed project. Provide recent photograph if an existing property.
- Exhibit X - Resolution of Applicant's governing body approving loan request; background and experience of board officers and staff.
- Exhibit Y - Copy of Management Plan, preliminary or permanent. (Note: All management agents must meet DSHA's management requirements.)
- *Exhibit Z - Copy of marketing plan explaining in detail the procedures to be utilized in renting up the units.
- *Exhibit AA - Physical Needs Assessment for projects involving rehabilitation.
- *Exhibit BB - Department of Natural Resources and Environmental Control documentation regarding National Pollutant Discharge Elimination System - Notice of Intent.
- *Exhibit CC - National Emission Standard for Hazardous Air Pollutant.
- *Exhibit DD - Erosion and Sedimentation Control Plan.
- *Exhibit EE - DELDOT entrance permit, if applicable.
- *Exhibit FF - Building compliance with Model Energy Code.
- *Exhibit GG - Fire Marshal conditional approval.
- *Exhibit HH - Architectural accessibility board approval.
- *Exhibit II - Site plan with easements notated (ALTA).
- *Exhibit JJ - Building permit, if applicable.
- *Exhibit KK - Appraisal and settlement sheet, if applicable.
- Exhibit LL - Copies of notifications of project to local government, community associations, housing authority (if other than DSHA), along with copies of responses from same.
- Exhibit MM - Please attach name and addresses of the following individuals in whose district/ jurisdiction the project is to be located: State Senator, State Representative and Chief Executive Officer.

*Exhibit NN -

Local and Community Notice for Acquisition/Rehabilitation -

Applicants must notify, via certified mail, the local executive, council or manager having jurisdiction over the location of the proposed development, after submitting the application. Applicant must also notify, via certified mail, all neighborhood associations, civic groups and community organizations within 1/4 mile of proposed development, after submitting the application. In New Castle County or Wilmington such neighborhood associations, civic groups, and community organizations are designated on the Civic Association Directory for New Castle County, which is available through the New Castle County Office of County Office of Community Governing (302) 395-5532 or in the Community Organization Guide which is available from the City of Wilmington, Office of Planning. For all Kent and Sussex counties, if said lists do not exist, developer must exercise due diligence and make specific contact with their local legislators to obtain information on specific and legitimate groups in notifying the appropriate surrounding communities. Legitimate (organized with by-laws) neighborhood associations, civic groups and communities organizations must be in existence at the time of notification. DSHA reserves the right to reject any application where the notice does not conform to the form notice as provided by DSHA and/or otherwise failing to comply with the provisions of the local government and community notice requirements. New construction applications are exempt from this notice requirement.

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