



DELAWARE STATE HOUSING AUTHORITY
HOUSING DEVELOPMENT FUND
State of Delaware
HDF LOAN APPLICATION

PURPOSE

The purpose of the Housing Development Fund (HDF) Loan is for Applicants to provide affordable, decent, safe and sanitary housing to responsible low and moderate income households.

Non-Tax Credit loans (Set-aside \$750,000-semi-annual estimate) – Both for profit and non-profit Applicants may apply and allowable activities are limited to the production of housing units. Funds shall be limited to \$35,000 per unit.

NOTE: Applicants may not request more than 50% of the set-aside and if funded, may only apply once per year for the proposed program or project.

CRITERIA FOR LOAN APPLICANTS

- Organizational and financial capacity to meet operating expenses and to provide for unforeseen occurrences.
- Previous experience in the successful development and operation of housing projects/programs for families of low or very low income.
- Continuity of an organizational structure and continued involvement with the project/program long term.
- No more than 50% of a setaside may be awarded to an applicant. Applicants may apply semi-annually as long as the project/program is different from a previously approved and currently active project/program.
- Support (volunteers, funding, local government, etc.) of the organization for the development and administration of the project.
- Significant involvement in the community where the project or program is located.
- Expertise within the organization's staff to assist in the successful planning, marketing, and managing of the project/program.

MINIMUM THRESHOLD ELIGIBILITY REQUIREMENTS

- Applicants for rental projects must agree to retain their housing as rental housing for at least 20 years or the duration of the loan, whichever is longer.
- Rental - At least 75% of units at or below 60% of Annual Median Income (AMI).
- It will be the responsibility of the Applicant when leasing units to very low/low/moderate-income families to insure that the rents are approved by the DSHA and that all rent increases during the period of the regulatory agreement also be so approved.
- The Applicant will be responsible for following the U.S. Department of Housing and Urban Development's guidelines as it relates to tenant relocation. If relocation is a part of the development, the Applicant must contact DSHA for consultation prior to application submission. DSHA will assist the Applicant in receiving all necessary relocation information.
- Homeownership projects must have at least 10 years of affordability.
- Homeownership projects must have at least 75% of units at or below 80% AMI with a maximum of 115% of AMI.

APPLICATION PROCESS

Applications must be submitted on the appropriate DSHA application form. Other proposal formats will not be accepted. Applications may be obtained from DSHA's offices or online at www.destatehousing.com. Three complete copies of all documents must be provided.

SCHEDULE FOR SUBMISSIONS

Applications for funding are available year-round; however, DSHA will only consider applications received by January 30 and July 15. Funding approval and/or denial is anticipated to be within approximately 90 days of application close date – January 30 or July 15. All applications can be submitted from announcement date to application close date.

APPLICATION REVIEW PROCESS

- DSHA staff evaluates all completed applications for conformity to DSHA's guidelines and underwriting procedures.
- This application, along with the Qualifications of Applicant, is designed to be sufficiently comprehensive and precise to address all information necessary for a responsible funding decision. However, DSHA and the Council on Housing reserve the right to ask for additional information during the review process, should it be deemed necessary.

- All applications received will be presented to the Council on Housing Loan Review Committee, after which time the Council on Housing will receive committee recommendations. The Council on Housing will then recommend approval or non-approval of applications to DSHA.
- Applications will be accepted from the announcement (open) date to the application deadline.
- Each applicant will be notified by DSHA within 30 days of receipt of application and given feedback on whether threshold requirements were met and any preliminary review comments or concerns DSHA may have.
- Assuming complete applications are received and DSHA staff review is not delayed due to information from applicant not presented in a timely manner, applications are expected to be presented to the Council on Housing within approximately 90 days of receipt (i.e. application deadline).
- Applicants are encouraged to attend the Council on Housing meetings when their applications are brought before the Council.
- Assuming funding is approved, DSHA will provide the necessary loan or grant documents to the funding recipient within 30-60 days, depending upon the complexity of the financial structure of the funding.
- DSHA staff will complete site visits for applications involving construction or rehabilitation activities and inspect homes being offered for sale.

To improve the overall viability of a project or program, DSHA may suggest that a sponsor joint venture with another acceptable entity. This request will be made if the loan request has merit but the sponsoring entity seems deficient in one or more of the areas needed to maintain the long-term viability of the project.

DETERMINATION FOR LOAN APPROVAL AND AMOUNT

The following specific items will be taken into consideration when determining the merits of an application:

1. Organization's past performance.
2. Community comments.
3. Demonstrated need for development.
4. Suitability of development location.
5. Cost efficiency of the development.
6. Amount of loan per unit serving very low/low/ moderate-income persons.

7. Length of payback period.
8. Position of the loan and how it is secured/length of repayment.
9. Source of permanent financing (if appropriate).
10. Percentage of total development cost funded by HDF.
11. Cash and noncash equity participation of developer.
12. Evidence that alternate sources of financing have been utilized/exhausted.
13. Evidence that housing will be provided in neighborhoods where there is little very low/low/moderate income housing available.
14. Extent to which proposal will assist in revitalization of deteriorating neighborhood.
15. Extent to which current Housing Development Fund loans are in good standing.

It will be the responsibility of the applicant to clearly address the above-stated criteria in order to be considered for a loan. The loan application includes further explanation of what must be addressed on these points. Developments that fail to adequately address these items will not be considered for funding.

Please complete the following application form. Feel free to provide any additional information as an attachment. Sponsors should be prepared to provide DSHA copies of its three most recent annual financial statements.

Per Council on Housing Resolution 398 adopted on December 9, 2009, all HDF funding recipients are encouraged to provide outreach efforts and coordination with the Office of Minority and Women-Owned Enterprise to maximize the number of minorities and women-owned businesses participating in HDF-funded projects/programs.

- 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: ½% 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: ½% 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.

- Applicants will be notified in writing as to the disposition of their funding requests. In the case of funding awards, the commitment letters will enumerate the documents that will be required for the initial and final closings. Normally, initial closing can be scheduled within four to six weeks of the commitment letter, assuming all necessary documents of the applicant are provided.

NOTE: Should HDF funds be used in conjunction with HOME Investment Partnerships 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
PH: (302) 739-4263
FAX: (302) 739-1118
E-MAIL: jerry@destatehousing.com

SECTION I - GENERAL INFORMATION

APPLICANT INFORMATION

Development Name _____

Address _____

City _____ County _____ Census Tract _____

Applicant _____

Address _____

City _____ State _____ Phone _____

Email Address _____

Corporation _____ Nonprofit _____ Profit _____
Partnership _____ General _____ Limited _____
Individual _____ Local Government _____ Limited Liability Company _____
Joint Venture (explain) _____

(Name of Ownership Entity)

Federal I.D. Number _____

Contact Person _____ Phone _____

Please check appropriate proposed category:

___ RENTAL: Type _____

___ HOMEOWNERSHIP PROJECT: Type _____

Development Team (provide name/address/phone number) Attach copies of resumes for general contractor, architect, developer, management agent, and most recent financial statement of management agent (audited, if available) and attach as (Exhibit C).

Architect:

Engineer:

Attorney (if selected):

General Contractor (if selected):

Management Agent:

Other (specify):

Timetable

Acquisition _____ mos. Starting Date _____

Construction _____ mos. Starting Date _____

Operations _____ mos. Starting Date _____

Completion Date _____

Provide current financial statements for each principal owner, developer, and/or general partner. If ownership entity is an existing organization, provide the last three year's audited financial statements. Attach as (Exhibit D).

1. The Applicant, if a corporation, was organized on _____ under the laws of the State of _____ (Attach as Exhibit C Articles of Incorporation, the Corporation Bylaws, Partnership Agreement, and all other organization documents. Non-profit corporations are to attach a copy of the IRS tax-exempt status as part of Exhibit C).

2. Is the Applicant, or the ownership entity required to file reports with Federal Securities and Exchange Commission or any state agency? If "Yes", attach as Exhibit A copies of the most recent reports filed.
() Yes () No () Unknown - have never applied.
If "Yes", please explain in depth.

3. Has the Applicant, or any director, general partner, joint venturer or 10% or greater stockholder of the Applicant, ever been declared ineligible to participate in any governmentally assisted housing or construction program?
() Yes () No () Unknown - have never applied.
If "Yes", please explain in depth.

4. The Applicant has the following control of the real property (i.e., option, lease, title in fee simple, to all or part of the property) on which the proposed development is to be built.

5. The position in the real property was acquired from (name) _____ (address) _____ on _____ 20 _____. (Provide copy of deed – label as Exhibit E).

Agreed price, the time and manner of payment and the parties to whom said payments are currently being made are as follows.

a. The agreed price is \$_____.

b. The time and manner of payment and to whom the payments are to be made are:

6. Except as stated above, neither the Applicant nor any director, officer, general partner, employee, joint venturer, 10% or greater stockholder, or agency associated with the Applicant, nor any person, firm or corporation having financial interest in said property, and has not received and will not receive any benefit from the acquisition of the property including, but not limited to, rebates, refunds, commissions or fees, except as stated below: (If none, so state)

7. Has the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, ever filed a petition for voluntary bankruptcy?
 Yes No

8. Has there ever been filed a petition for involuntary bankruptcy against the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant?

9. Has the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, ever made an assignment of assets for the benefit of creditors?
 Yes No

10. Are there any unsatisfied judgments outstanding against the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant?
 Yes No

11. Has the Applicant been a party to any litigation within the last 5 years?
 Yes No If "Yes" was answered to any question 8 through 12, give a full explanation:

12. Financial Status of Applicant. Please provide a copy of Applicant's three most recent annual audited financial statements - attach as Exhibit B.

13. Has the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, previously participated in a corporation, partnership, joint venture, etc. in any housing program of the Department of Housing and Urban Development, the Federal Housing Administration, or any other governmental agency?
() Yes () No

If "Yes", indicate agency involved, name, size, type and location of development, present mortgage status (defaults, payment deferred, etc.) and other details:

14. List past real estate enterprises (corporation, partnership, sole proprietorship, joint venture, etc.) in which the Applicant, or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, has participated. Include names, location, size, type, present mortgage status (default, payment deferred, etc.), and type of financing and role of Applicant. (Exhibit P)

15. List current non-real estate enterprises (corporation, partnership, sole proprietorship, joint venture, etc.) in which the Applicant or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, is participating. Include location, type of development (uses, no. of units, square footage, etc.), construction, estimated total development cost, estimated completion date and role of Applicant.

16. List current non-real estate enterprises (corporation, partnership, sole proprietorship, joint venture, etc.) of the Applicant or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant. Include name of enterprise, Applicant's role, clientele served, source and amount of financing and administrative method employed. This answer may be limited to businesses which provide services and/or materials to the construction, rehabilitation or maintenance of real estate.

17. Has the Applicant employed a Housing Consultant, Loan Consultant, Mortgage Banker, Project Planner or other party to assist in planning, financing, or otherwise developing the proposed development? Name and describe the responsibilities of each consultant engaged. (If none, so state)

Please provide a copy of Resume of each development consultant engaged. Consultants will be contacted for their opinion of the development.

18. Provide in-depth marketing survey* - attach as Exhibit Q.

19. If proposed development includes for-sale housing, describe anticipated marketing mechanism:

* Information provided must conform with Statement No. 10 of the attached Housing Development Fund Project and Neighborhood Standards.

20. If Applicant proposes to contract for management or marketing services and contractors have been selected, attach resumes, detailed experience, history of contractors, and all other pertinent information. Please attach as Exhibit A.

- a. Provide a detailed copy of your management plan, either preliminary or permanent. Please attach as Exhibit Z.

21. Has the Applicant or any director, officer, general partner, joint venturer, or 10% or greater stockholder of the Applicant, received a previous loan or grant from the Housing Development Fund? () Yes () No If "Yes", please explain in depth.
-
-
-

22. Please attach the following documents:

- a. Photograph (s) of site (Exhibit I).
- b. Architect/artist's renderings of site and proposed development, if available (Exhibit X).
- c. Location map of the site to include at least the surrounding 10 blocks showing locations of schools, shopping area, parks, other prominent land uses and any other low/moderate-housing projects/developments (Exhibit H).
- d. Resolution of Applicant's governing body approving request for loan (Exhibit C).
- e. Background and experience of the board officers and staff (Exhibit C).

23. Payment and performance bonds are required for all construction activities. Letters of credit are not acceptable.

24. Borrower shall obtain a minimum of three competitive sealed bids in accordance with Bidding Protocol contained in DSHA's Minimum Construction/Rehabilitation Standards. Plans and specifications must be reviewed by DSHA prior to bidding to ensure DSHA minimum construction standards are met. The unaffiliated project architect of record must receive all bids at his offices and must forward copies of complete bids to DSHA upon receipt. The architect is required to review all construction bids to confirm that the bidders' proposals have included all prescribed construction activities and materials as contained in the plans and specifications.

The undersigned applies for the loan indicated in this application and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. The original or a copy of this application will be retained by Delaware State Housing Authority, even if the loan is not granted.

Applicant covenants and agrees that, in the event Applicant makes false statements or otherwise provides information to DSHA with the intent to mislead DSHA, or otherwise violates the rules and regulations of DSHA, in addition to any other contractual remedies available to DSHA, DSHA may impose such sanctions as the Housing Director shall seem reasonable under the circumstances as are authorized by DSHA's rules and regulations. In the

event Applicant objects to any such sanctions in writing within thirty (30) days after notice of their imposition, Applicant shall have the right to have the imposition of sanctions reviewed at a public session of the Council on Housing, and the parties agree that the Council on Housing shall have the right to modify, increase, suspend, or cancel such sanctions and such decision shall be binding upon DSHA and Applicant. Similarly, should Applicant be denied a funding recommendation from DSHA, Applicant may submit a written appeal (within 30 days of funding denial) to the Director of Housing. Such appeal will be presented to the Council on Housing and will be reviewed at a public session of the Council on Housing, and the parties agree that the Council on Housing shall have the right to modify, approve or deny such appeal and such decision shall be binding upon DSHA and Applicant.

All percentages for fees stated in this application (i.e., General Contractor's Profit and Overhead, General Requirements, Management Fees, etc.) are required to meet DSHA's underwriting criteria and may not be deviated from unless approved by DSHA.

I/we fully understand that it is a Class A misdemeanor or punishable by fine up to \$2,300, up to one year in prison, restitution, and other conditions as the court deems appropriate, to knowingly make any false statements concerning an of the above facts as applicable under the provisions of Title 11, Delaware Code, Section 1233.

	(Signature)
_____	_____
(Date)	(Printed Name)

	(Title)

	(Legal Name of Applicant)

NOTE: Please attach Resolution of applicant's governing body approving loan request (Exhibit Y).

SECTION II – UNDERWRITING GUIDELINES

Construction Guidelines:

General Contractor's Overhead and Profit

10% of construction costs including: site work, buildings and general requirements.

General Requirements:

8% of construction hard costs for new construction and for acquisition/rehabilitation, 10% of rehabilitation costs.

Additional general requirements may be allowed for contractors recycling building materials. See DSHA Cost Cert Guide for further information.

Contingency:

5% for new construction and 10% for rehabilitation based on the cost of buildings, site work, general requirements and contractor's overhead and profit. Only one contingency is allowed. Contingency may be used to fund additional Developer fee under certain conditions. See Cost Cert Guide and Developer Fee footnote.

Land & Acquisition Value:

Price must be supported by approved appraisal. Appraisers must contact DSHA for comparable land cost analysis. DSHA reserves the right to request a second appraisal. See DSHA for guidance and for additional details.

*Developer Fee:

10% of Total Development Cost excluding developer fee, transferred reserves, bond prepayment penalty and land cost. For identity of interest acquisitions of existing rental properties, the fee is 8½% of the Total Development Cost excluding developer fee, transferred reserves, bond prepayment penalty and land cost. **In all cases, developer fee may not exceed \$1,000,000.**

Working Capital Escrow:

2.5% of the combined construction mortgages. 2.5% of the permanent mortgages. This will reduce to 1.6% one year after permanent closing and 0.8% two years after permanent closing and released after year three.

Operating Reserve Escrow:

Four months of operating expenses, including debt service and replacement reserves. Must be funded at construction closing for acquisition/rehabilitation developments.

DSHA may consider an increase in the Developer's Fee at permanent loan closing in an amount up to 12.5% of the original Contingency line item as recorded in the DSHA Building Loan Agreement executed at construction closing (or in the absence of such document, as indicated in the DSHA approved proforma) provided that the following conditions are met:

1. There are sufficient unexpended funds in the contingency to reduce the DSHA permanent loan(s) by the same amount as being paid in additional developer's fee or if there are no DSHA permanent loan(s), to reduce the total development costs by the same amount as being paid in additional developer's fee; and
2. The original construction contract amount and increases in the construction contract amount required by approved change orders have been fully paid as indicated by the contractor's and mortgagor's cost certifications; and
3. The contingency funds are not otherwise required to fund approved development costs including but not limited to, required reserves or escrows; and
4. No funds have been transferred from other approved line items to the contingency and
5. Payment of any additional developer fee and subsequent reduction in DSHA permanent loans or the total development costs will not result in a decrease in the annual amount of Tax Credits or decrease in the amount of LIHTC equity contributed to the development.

Relocation:

All state and federally financed, federally and state subsidized, or conversion properties 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. DSHA must approve all relocation plans and correspondence to residents. At the time of application, the applicant may assume the risk for over-income residents and apply for the full amount of credits needed. However, at the carry-over allocation, verifications/

certifications of current residents' income must be analyzed for eligibility.

Bond Prepayment Fees:

Bond prepayment fees shall be included as part of the seller's costs and included in the acquisition price.

Operating Proforma Underwriting Guidelines:

Operating Income:

Must include rents and laundry income. Other income must be supported with written documentation.

Rents should be affordable for the market area. Please contact DSHA for comparable tax credit rents in the area of the proposed development.

For federally financed or subsidized properties, the contract rents approved by HUD/Contract Administrator must be used for the contract period. Tax Credit rents must be used after any subsidy period expires.

Interim income can only be used for HUD/DSHA approved operation expenses of the property and not for construction expenses except by written consent by HUD and DSHA as the case may be. For Subsidized Developments, existing escrows and interim income may be used to fund required reserves (contact DSHA for Guidance).

Operating Expenses:	<p>Between \$4,200-\$4,600 per unit (for non-subsidized properties).</p> <p>Between \$5,200 and \$5,800 per unit (for federally subsidized properties). (See DSHA for guidance).</p>
Debt Coverage Ratio:	<p>1.15:1 Loan to Value ratio of 50% or less.</p> <p>1.20:1 Loan to Value ratio of 51%-80%.</p> <p>No Negative cash flow within first 20 years of loan will be accepted. All first mortgages must have a term of 20 years or more unless otherwise approved by DSHA.</p>
Annual Replacement Reserves:	<p>New Construction: .006 of cost of Buildings or \$500/unit for properties with 32 units or less.</p> <p>Rehabilitation: \$500 - \$1500 per unit.*</p>
Replacement Reserves	<p>Existing federally financed or subsidized properties that have replacement reserve funds in escrow. These existing funds may be used for capital improvements (rehabilitation expenses) or to re-establish new reserve escrows. Note: Reserve funds cannot be counted towards eligible basis.</p> <p>*\$1,500 per unit replacement reserve can be established during construction. Interim Income can be used to establish the reserve. If at permanent closing the \$1,500 per unit balance has been met, the annual replacement reserve per unit cost will reduce to \$500 per unit.</p>

Trending (20-year proforma):

Income: 3%
Expenses: 4%

Section 8 Properties: Trending must be approved by Contract Administrator prior to application submission.

Vacancy Rate:

5-7% (contact DSHA for guidance).

Management Fee:

8% of gross income (exceptions made for subsidized developments).

Operating Proforma:

Must be approved by Development's management entity and for federally subsidized properties, the contract administrator must also approve the proforma.

Note: Deviations from the above guidelines must be submitted in writing and approved by DSHA.

SECTION III - FUNDING REQUESTED

Type of Funding Requested (check one or more in each row)

New Construction _____ Rehabilitation _____ (See Exhibit F)

Acquisition _____ Construction _____

Permanent _____ Loan _____

Advance Payment for Nonprofits (Funds needed for purpose other than payment for goods/services already provided to applicant at time draw is requested). (Please explain.)

Proposed Financing

Loan	Amount	Term	Rate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Loan Repayment

Describe how the HDF loan will be repaid and in what time period.

Describe how the HDF loan will be secured/guaranteed.

SECTION IV - UNIT AND OCCUPANCY INFORMATION

Type of Occupancy and Percentage Distribution (indicate the percent of each type of unit and the income distribution for each type of unit)

Family	_____%	Elderly	_____%	Other (explain)	_____%
Very Very Low (40% of Median or below)	_____%	Very Very Low (40% of Median or below)	_____%	Very Very Low (40% of Median or below)	_____%
Very Low (50% of Median)	_____%	Very Low (50% of Median)	_____%	Very Low (50% of Median)	_____%
Lower (60% of Median)	_____%	Lower (60% of Median)	_____%	Lower (60% of Median)	_____%
Low (80% of Median)	_____%	Low (80% of Median)	_____%	Low (80% of Median)	_____%
Moderate (100% of Median)	_____%	Moderate (100% of Median)	_____%	Moderate (100% of Median)	_____%
Above Moderate	_____%	Above Moderate	_____%	Above Moderate	_____%

Proposed Bedroom Mix: (insert number of each)

Efficiency ____ 1 BR ____ 2 BR ____ 3 BR ____ 4 BR ____

Will this development have a manager/staff unit? Yes ____ No ____

If yes, please provide the unit size and square footage: _____

Will this development have a separate office and maintenance building? Yes ____ No ____

If yes, please describe: _____

Will this development use the Public Housing or Section 8 waiting lists?

Yes () No ()

If yes, please provide a letter of support from the local or public housing authority and attach as Exhibit QQ.

- Organizational and financial capacity to meet its operating expenses and to provide for unforeseen occurrences.
- Previous experience in the successful development and operation of housing projects for families of low or very low income.

Income Ranges to be Served*

Household ** Size	No. of Bedrooms	No. of Rental Units	Rent Per Unit	Estimated *** Cost of Utilities Not Included In Rent	Estimated **** Total Housing Expenses to Tenant	Amt. of HDF Funds per Unit Serving Very Low-Mod Income
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Does the property have a project based subsidy contract? _____ Yes _____ No

If Yes, please provide source: _____

Please include with Exhibit N.

* Complete Attachment E, if currently occupied.

** Projected family sizes to be served. Minimum family size is determined by the number of bedrooms. See minimum threshold requirements.

*** The following rules must be adhered to if your tenants are paying any of their own utility costs (attach verification as Exhibit U):

- a. If a building receives RHS assistance or any tenant in a building receives RHS assistance, use RHS utility allowances. Use these utility allowances even if other state or federal assistance is received.
- b. If it is HUD regulated, i.e., reviewed by HUD annually, then use HUD utility allowances.
- c. If there is no RHS assistance in your project or is not HUD regulated but there are individual households receiving HUD rental assistance (certificates or vouchers), then those units will use the applicable Public Housing Authority utility allowance for the Section 8 Existing Housing Program.
- d. If none of the above apply to you, then use the applicable Public Housing Authority utility allowance. You may also use a local utility company estimate but, if it is different from the PHA allowance, you must use the utility company's estimate.

**** Estimated total housing expense to tenant cannot exceed the maximum rents allowed by number of bedrooms. See rent limits by number of bedrooms.

SECTION V - TYPE OF STRUCTURE

- Garden Apts. (1-3 story apts.) Townhouses High rise
 Single Family Detached Other (Explain)

No. of Dwelling Units _____ Total Building Area _____ sq. ft. Plot Plan (Exhibit W)

No. of Buildings _____ No. of Stories _____ Total Parking Spaces _____

Zoning Classification _____ (Provide verification – label as Exhibit G)

Primary Heating System: Electric Oil Gas Other

Amenities (that exceed DSHA’s minimum construction standards), please list:

Easements (describe type, purpose, effect on project—easements must be shown on location map and provide verification—label as Exhibit E); if none, so state.

Describe the physical characteristics of the site, i.e., shape, terrain, foliage, structures on site, etc. (Attach recent photograph of the property on Exhibit I.)

Unusual Site Features (check appropriate box):

- 50 Year 100 Year Poor Drainage In Flood Plain
 Fills Unstable Soil Wetlands Creek, Lake, etc.
 Other (specify) _____ None

(Provide verification – label as Exhibit J).

Discuss access to retail shopping facilities, employment centers, and other services accessible to

the residents that improve their quality of life—access, type, distance, etc. (Describe each service and include on location map labeled as Exhibit H.)

Public Transportation: Type(s) and Location(s) (show on location labeled Exhibit H) _____

Frequency of Service _____

Nearest Schools, Day Care Centers, Nurseries, etc.:

Name	Location/Distance	Grades
_____	_____	_____
_____	_____	_____

Sewer System Available: () Yes () No Name of plant _____

_____ Distance from site _____

Size of Line _____

Storm System Available: () Yes () No Distance from site _____

Size of Line _____

Percent present use is of capacity: Sanitary _____% Storm _____%
(Provide verification – label as Exhibit K)

Water Main Available: () Yes () No Distance from site _____

Size of Main _____

Gas Main Available: () Yes () No Distance from site _____

Size of Main _____

Are there any special assessments in place or necessary? () No () Yes
 If so, please fill in the following:

Amount	Length	Type/Reason	Governing Body
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are off-site public improvements required? () No () Yes
 Will a special assessment be levied? () No () Yes If yes to either, please explain.

Other fees, charges, assessments payable: Sewer special charge \$_____

Length _____ Water special charge \$_____ Length _____

Other (specify) _____ \$_____ Length _____

Services Available to Each Unit: (Check services available and who pays for the service)

	Gas	Electric	Oil	Other	Owner	Tenant
Heat	_____	_____	_____	_____	_____	_____
Hot Water	_____	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____	_____
Air Conditioning	_____	_____	_____	_____	_____	_____
Lights (in unit)	_____	_____	_____	_____	_____	_____
Water	_____	_____	_____	_____	_____	_____
Sewer	_____	_____	_____	_____	_____	_____
Trash Removal	_____	_____	_____	_____	_____	_____
Parking	_____	_____	_____	_____	_____	_____
Other (describe)	_____	_____	_____	_____	_____	_____

Square Footage:

Total Square Footage of each building: _____

Total Square Footage of Commercial Space in each building: _____

Total Square Footage of Residential Space in each building: _____

Total Square Footage of the Low-Income Residential Units
 In each building: _____

Please identify the commercial space in each building:

Are there any amenities, utilities, or construction/rehabilitation costs that will be shared by the commercial space and the low-income residential units? () Yes () No If yes, please identify:

Is the project any of the following:

- a. Rehabilitation of a Vacant Unit ___YES___ NO
- b. Adaptive Re-Use ___YES___ NO
- c. Brownfield ___YES___ NO
- d. Is the project identified in a formal redevelopment plan ___ YES___ NO
- e. Other (explain):

Has the sponsor collaborated with any other agencies or entities with development or planned operations for this project? _____Yes _____NO

If yes, please provide documentation of collaboration of services with agencies or government entities. (EXHIBIT PP)

SECTION VI - DEVELOPMENT ECONOMICS

I. TOTAL DEVELOPMENT COSTS*

A. Pre-Development Costs:

- a. Feasibility Study \$ _____
- b. Market Study (See Attachment G) \$ _____
- c. Appraisal \$ _____
- d. Environmental Audit (Exhibit T)
- e. Plans and Specifications (Exhibit V)
- f. Legal Fees \$ _____
- g. Other (specify) _____ \$ _____
- h. Total Pre-Development Costs\$ _____

B. Construction Costs:

- a. Buildings (complete Attachment A)** \$ _____
- b. Site Work \$ _____
 - Site Grading \$ _____
 - Utilities \$ _____
 - Improvements \$ _____
 - Landscaping \$ _____
 - Total Site Work \$ _____
- c. Subtotal (Buildings & Site Work) \$ _____
- d. General Contractor's Profit and Overhead (10% of the total of a, b and f) \$ _____
- e. Performance Bond Premium \$ _____
- f. General Requirements (for new construction, 8% of buildings and site work. For acquisition with rehabilitation, 10% of rehabilitation costs): See Attachment H. \$ _____
- g. Other (specify) _____ \$ _____
- h. Subtotal (add lines d through g) \$ _____
- i. Total Construction Costs (B.c + B.h)\$ _____
- j. Total Construction Cost per Square Foot (based on exterior dimensions) \$ _____

Fees

- a. Architect's Fee \$ _____
 - Design \$ _____
 - Supervision \$ _____
 - Sub-consultants \$ _____
 - Other \$ _____

- b. Legal – Construction \$ _____
 - Permanent \$ _____

- c. Accounting \$ _____

- d. Marketing *** \$ _____

- e. Amount to make project operational (AMPO) (For RHS properties only) \$ _____

- f. Surveys and Soil Borings \$ _____

- g. Other (specify) \$ _____
 - Inspections \$ _____
 - Other \$ _____

- h. Total Fee Costs\$ _____

Financing Fees and Costs During Construction

- a. Construction Interest \$ _____
 - _____ %/ _____ mos. on \$ _____

- b. Taxes – Property & Transfer \$ _____
 - Other (specify) _____ \$ _____

- c. Insurance Premium (specify type)
 - Construction \$ _____
 - Builders Risk \$ _____
 - Property & Liability \$ _____
 - Other \$ _____
 - Total \$ _____

- d. Construction Financing Fees
 - Lender: _____ \$ _____
 - Lender: _____ \$ _____
 - Total \$ _____

- e. Permanent Financing Fees

Lender: _____ \$ _____
 Lender: _____ \$ _____
 Total _____ \$ _____

- f. Title and Recording \$ _____
- g. Impact Fees and/or Jurisdiction Fees (provide documentation) \$ _____
- h. Permit Fees (provide documentation) \$ _____
- i. State Improvement Tax \$ _____
- j. Letter of Credit Fees, if applicable \$ _____
- k. Construction Contingency (a minimum of 5% for new construction and 10% for rehabilitation – based on the cost of buildings, site work, general requirements and contractor’s overhead and profit) \$ _____
- l. Cost Certification Fee \$ _____
- m. FFE (furniture, fixtures & equipment) \$ _____
- n. Noise Assessment Fee \$ _____
- o. Other Fees (specify) _____ \$ _____
- p. Total Financing Cost.....\$ _____
- C. Developer’s Fee.....\$ _____

10% of total development cost excluding developer fee and land cost not exceeding \$1,000,000. For identity of interest acquisitions of existing rental properties, the fee for acquisition is calculated at 8½% of the Total Development Cost excluding, developer fee and land not exceeding \$1,000,000.

D. Land/Acquisition Costs

- a. \$ _____/Land price per dwelling unit \$ _____
 Total acreage _____ at \$ _____ per sq. ft.
- 1. Unimproved land value **** \$ _____
- b. Off-site Improvements \$ _____
- c. Carrying Charges (interest charges and other fees) Explain _____ \$ _____

d. Acquisition cost of existing improvements on land \$ _____

e. Total Land/Acquisition Cost.....\$ _____
(actual acquisition cost or appraised value)*****

D. Relocation Cost – (if any costs are to be incurred, please provide detailed narrative of relocation as Exhibit L. Must follow Uniform Relocation Act requirements. Expenses should include moving expenses, trash removal, and relocation expenses. Please take into consideration the number of times a resident may have to move (i.e., off-site move vs. moves within the property).

a. Permanent \$ _____

b. Temporary \$ _____

c. Total Relocation Cost \$ _____

E. Total Development Cost:

a. Total of Sections A-E.....\$ _____

b. Total \$ _____/cost per dwelling unit

c. \$ _____/cost per dwelling unit less land price/value

* **Identify hard/soft costs that are attributable to the low-income units only.** Please attach a separate breakdown of costs attributable to commercial or phase-in costs by line item, if applicable.

** Attach as Exhibit BB, a Physical Needs Assessment and minimum requirement/checklist for project involving rehabilitation.

*** Attach with Exhibit Z a copy of the marketing plan explaining in detail the procedures to be used in renting up the units.

***** A summary report of land value will be required to determine cost of land without improvements, if such land is already improved; attach as Exhibit E.

***** Attach as Exhibit E a copy of the appraisal and settlement sheet.

NOTE: Line item definitions may be found in DSHA Mortgagor's and Contractor's Draw Requisition process and Cost Certification Guide.

II. OPERATING INCOME (1st full year of operation)

A. Annual Rental Income

	<u>Number</u>	<u>Gross Sq. Ft. Per Unit*</u>	<u>Rent Per Unit</u>	<u>Monthly Income**</u>	<u>Subsidy Type Amount Per Unit (if applicable)</u>
Efficiency	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
1 BR _Bath	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
2 BR _Bath	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
3 BR _Bath	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
4 BR _Bath	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
5 BR _Bath	(MRU)_____	_____	_____	_____	_____
	(LIU)_____	_____	_____	_____	_____
TOTAL UNITS	_____			Total Monthly Income: \$_____ ***	\$_____

Less Vacancy of _____% \$ _____ \$ _____
 Total Monthly Income Project: \$ _____ \$ _____
 (x) times 12 months
 Annual Income Projected \$ _____ \$ _____
 Total Annual Income**** \$ _____

If guarantee/subsidies are less than 20 years, please provide documentation of other income for remaining term of proforma.

* Provide verification on Exhibit U.

** Should equal Rent Per Unit times number of units.

*** Does not include free apartments for maintenance and management personnel.

**** Add together Annual Income projected for Subsidy Type and Monthly Income columns.

MRU – Market Rate Unit

LIU – Designated Low Income Unit

B. Annual Non-Housing Income

a. Parking Income

1. _____ Spaces @ \$_____/mo. x 12 mos. \$_____

(Less _____ % vacancy loss of \$ _____) \$_____

b. Other Income

1. Washing Machines @ \$_____/unit/yr. x _____ units \$_____

2. Vending Machines @ \$_____/unit/yr. x _____ units \$_____

c. Commercial Space

1. _____ sq. ft. x \$_____/sq. ft./yr. \$_____

(Less _____% vacancy loss of \$ _____) \$_____

d. Miscellaneous (specify):

_____ \$_____

e. Total Non-Housing Income \$_____

C. Special Program Operating Income (Applicable to Single Room Occupancy, etc.)

	Current Budget Anticipated (if applicable)	1 st year
Income	\$_____	\$_____
Medicare/Medicaid	\$_____	\$_____
Other Insurance	\$_____	\$_____
Entitlement Programs (e.g., Soc. Sec., VA)	\$_____	\$_____
Sheltered Housing	\$_____	\$_____
Grants: county, local, other specify _____	\$_____	\$_____
Private/Client Contributions	\$_____	\$_____
Total Special Program Income		\$_____

D. Total Annual Operating Income

Total Sections A, B & C.....\$ _____

II. Estimated Annual Operating Expenses

A. Administrative:

- a. Advertising and Marketing \$ _____
- b. Management Fee – 8% of Total Annual Income \$ _____
- c. Office Supplies and Expenses \$ _____
- d. Legal \$ _____
- e. Audit \$ _____
- f. Accounting/Bookkeeping Fees \$ _____
- g. Permits, Licenses, and Misc. Taxes, Rental Fees \$ _____
- h. Insurance Premiums (liability \$ _____, property \$ _____, rental \$ _____, loss \$ _____, disaster \$ _____, fire \$ _____, fidelity \$ _____, flood \$ _____) \$ _____
- i. Payroll (manager, assistant, etc. [include all benefits, taxes, and workers compensation]). Complete Attachment B. \$ _____
- j. Telephone, answering service \$ _____
- k. Bad Debts \$ _____
- l. Other (specify) \$ _____
- m. Total Administrative Expenses..... \$ _____

B. Maintenance:

- a. Exterminating \$ _____
- b. Elevator Maintenance \$ _____
- c. Heating and Air Conditioning Maintenance \$ _____
- d. Trash Removal \$ _____

- e. Painting and Decorating \$ _____
- f. Electrical Repairs and Supplies \$ _____
- g. Plumbing Repairs and Supplies \$ _____
- h. Roof Repairs \$ _____
- i. Repairs Contracts (specify) _____ \$ _____
- j. Grounds Maintenance Contract/Snow Removal/Supplies \$ _____
- k. Janitor Supplies \$ _____
- l. Misc. Maintenance and Supplies \$ _____
- m. Security Payroll/Contract \$ _____
- n. Maintenance Payroll (include all benefits, taxes and workers compensation). Complete Attachment B. \$ _____
- o. Other (specify) _____ \$ _____
- p. Total Maintenance Expenses..... \$ _____

C. Utilities (paid by owner)*

- a. Oil - \$ _____ per month x 12 months \$ _____
- b. Electric (if paid by owner): Elevators _____
Heating _____ Hot Water _____ Public Space _____
Cooking _____ Commercial _____
Air Conditioning _____ Household Electricity _____
\$ _____ per month x 12 months \$ _____
- c. Sewer - \$ _____ per month x 12 months \$ _____
- d. Water - \$ _____ per month x 12 months \$ _____
- e. Gas (if paid by owner): _____ Heating _____
_____ Hot Water _____ Household Gas _____
\$ _____ per month x 12 months \$ _____
- f. Other (specify) _____ \$ _____
- g. Total Utility Expenses..... \$ _____

h. Utilities to be paid by occupant*

Estimated Monthly Cost Per Unit

\$ _____ Household Electric	\$ _____ Air Conditioning
\$ _____ Heat	\$ _____ Hot Water
\$ _____ Cooking	\$ _____ Other (explain)

Total occupant-paid utilities \$ _____

D. Reserve for Replacement (annual)

New Construction: .006 x cost of buildings or \$500.00 for properties with 32 units or less. Rehabilitation: \$500.00 - \$1,500.00**

\$ _____

E. Taxes (provide details)

\$ _____

Other expenses not addressed in the Application (explain)

\$ _____

F. Total Operating Expenses (Total of A through F)..... \$ _____

G. Net Operating Income (Operating Income Less Operating Expenses).\$ _____

* These items should be supported by projected estimates from utility companies, etc., or an analysis of expenses incurred by this or comparable developments.

** DSHA has established a minimum reserve requirement of \$500.00/unit for rehabilitation or such other amount as deemed appropriate by DSHA.

III. EXTENDED CASH FLOW

Please provide a cash flow proforma as Exhibit R. You may use a similar format to the one shown on Attachment C, which provides a detailed cash flow covering the entire development/construction period and the 20 years of operation. Cost escalators described in DSHA's underwriting criteria must be used. Any deviations from DSHA's underwriting criteria must be pre-approved by DSHA. Footnotes should be provided for every line item in the cash flow.

If there are any fees (paid, payable or deferred) to the developer or parties related to the developer not already clearly detailed in Section I-B, Construction Costs, provide detailed explanation in cash flow.

SECTION VII - SUMMARY OF SOURCES AND USES

A. Source(s) of Debt (provide debt service schedule using format shown in Attachment D).

<u>Lender</u>	<u>\$ Requested</u>	<u>Loan Term</u>	<u>Loan*</u>	<u>Rate</u>	<u>Status of Application**</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL DEBT \$ _____

B. Source(s) of Equity (describe source and amount, equity includes all funds contributed by partners, owners and syndication, as well as grants).

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL NET EQUITY \$ _____

* Deferred, amortized, balloon, etc.

** Application submitted, application approved, etc. Attach all commitment letters, loan agreements, affordability periods, or other documents verifying status as Exhibit M.

C.	<u>Uses of Financing</u>	<u>Amount</u>	<u>Type of Financing</u>
	Pre-development Costs	\$ _____	_____
	Acquisition – Land	\$ _____	_____
	Building	\$ _____	_____
	New Construction	\$ _____	_____
	Rehabilitation	\$ _____	_____
	Other (specify)	\$ _____	_____
	Other (specify)	\$ _____	_____
	Total	\$ _____	_____

D. LEVERAGING

Total Development/Program Costs: _____

Total Leverage/NON-DSHA Sources Amounts: _____

Percentage of Leverage Amount: _____

Per Unit HDF Cost: _____

SECTION VIII - EXPECTED IMPACT AND/OR RESULTS OF PROJECT

1. Please describe expected impact of project over period of time, successful outcomes and goals. (Affordability Period).
2. Describe and demonstrate the need for this project.
3. Describe any uniqueness, creativity and innovations about this project.
4. Provide information on project's diversity (if any) that adds to a low poverty area in terms of race, ethnicity, economic mix, etc.
5. Letters of Support for project (Exhibit O).
6. Marketing Plan (Exhibit AA).

**ATTACHMENT A
COST SUMMARY**

	New Construction	
Rehabilitation		
SITework.....	\$ _____	\$ _____
Underground Construction.....	\$ _____	\$ _____
Landscaping.....	\$ _____	\$ _____
Site Improvements.....	\$ _____	\$ _____
Roads/Walks/Parking/Curbs.....	\$ _____	\$ _____
Site Utilities.....	\$ _____	\$ _____
Earthwork.....	\$ _____	\$ _____
Miscellaneous (i.e., playground equipment, parks, benches, gazebos, etc.).....	\$ _____	\$ _____
TOTAL SITework.....	\$ _____	\$ _____
TOTAL DEMOLITION.....	\$ _____	\$ _____
TOTAL CONCRETE.....	\$ _____	\$ _____
TOTAL MASONRY.....	\$ _____	\$ _____
TOTAL VINYL SIDING/TRIM.....	\$ _____	\$ _____
TOTAL CARPENTRY (rough & finish).....	\$ _____	\$ _____
TOTAL INSULATION/FIRESTOPPING.....	\$ _____	\$ _____
TOTAL ROOFING.....	\$ _____	\$ _____
TOTAL METALS/GUTTERS/SPOUTS/RAILINGS.....	\$ _____	\$ _____
TOTAL DOORS AND FRAMES.....	\$ _____	\$ _____
TOTAL WINDOWS.....	\$ _____	\$ _____
TOTAL DRYWALL.....	\$ _____	\$ _____
TOTAL FLOORING/VCT/VINYL.....	\$ _____	\$ _____
TOTAL PAINTING.....	\$ _____	\$ _____
TOTAL CARPETING.....	\$ _____	\$ _____
TOTAL SPRINKLER.....	\$ _____	\$ _____

New Construction Rehabilitation

TOTAL APPLIANCES	\$ _____	\$ _____
TOTAL BLINDS/SHADES	\$ _____	\$ _____
TOTAL PLUMBING.....	\$ _____	\$ _____
TOTAL HVAC	\$ _____	\$ _____
TOTAL ELECTRICAL	\$ _____	\$ _____
MISCELLANEOUS	\$ _____	\$ _____
ENGINEERING LAYOUT	\$ _____	\$ _____
STORAGE SEPARATIONS	\$ _____	\$ _____
GYPCRETE.....	\$ _____	\$ _____
KITCHEN CABINETS	\$ _____	\$ _____
PEST CONTROL/TERMITE.....	\$ _____	\$ _____
TOILET ACCESSORIES.....	\$ _____	\$ _____
SPECIALITIES (fire extinguishers, emergency call, etc.).....	\$ _____	\$ _____
GRAND TOTAL	\$ _____	\$ _____

ATTACHMENT B

On-site Management Payroll Breakdown

Number	Position	Wages	Payroll Taxes and Fringe Benefits	Total
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

Describe Fringe Benefits: (include the rental value of any housing or the value of reduced rent, if applicable)

ATTACHMENT C

Development: _____

Location: _____

Comprehensive Cash Flow
(NOTE: Cash flow should be for 20 years)

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
DEVELOPMENT COSTS					
Pre-development					
Construction					
Construction Fees					
Acquisition Costs					
Relocation					
TOTAL DEVELOPMENT COSTS \$	\$_____	\$_____	\$_____	\$_____	\$_____
OPERATING EXPENSES					
Advertising/Marketing					
Management Fee					
Supplies					
Office Expense/Telephone					
Legal					
Audit					
Accounting/Bookkeeping					
Licenses/Permits/Fees					
Insurance					
Administrative Payroll					
Maintenance Payroll					
Exterminating					
Elevator Maintenance					
HVAC					
Trash Removal					
Painting/Decorating					
Electrical Repairs					
Roof Repairs					
Ground Maint./Supplies					
Janitor Supplies					
Misc. Maint./Supplies					
Utilities					
Heating Oil					
Electric					
Water/Sewer					
Gas					
Reserve for Replacement					
Taxes					
Other					
NET OPERATING EXPENSES (NOE) \$	\$_____	\$_____	\$_____	\$_____	\$_____

OPERATING INCOME

Gross Rental Income
LESS: Vacancies
NET RENTAL INCOME \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Non-Housing Income
Parking
Commercial
Other (detail)
NET OPERATING INCOME \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
(NOI)

Available for Debt
Service
(NOI LESS NOE) \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

FINANCIAL CASH FLOW

Debt Service
Bank "A"
Bank "B"
Housing Development
Fund
Local Government
Federal Agency
Equity (inflow only)
TOTAL DEBT SERVICE \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

CASH AVAILABLE FOR
DISTRIBUTION \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

EQUITY DISTRIBUTION

Participant A
Participant B
Participant C
TOTAL DISTRIBUTION \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

SURPLUS CASH \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

RENT SCHEDULE

UNIT BREAKDOWN

<u>No. of Units</u>	<u>Type</u>	<u>Very Low</u>	<u>Lowest</u>	<u>Low</u>	<u>Moderate</u>
	Efficiency				
	1 Bedroom				
	2 Bedroom				
	3 Bedroom				
	4 Bedroom				
	5 Bedroom				
	Bedroom	_____	_____	_____	_____
	TOTAL	_____	_____	_____	_____

MONTHLY RENT

<u>No. of Units</u>	<u>Type</u>	<u>Very Low</u>	<u>Lowest</u>	<u>Low</u>	<u>Moderate</u>
	Efficiency				
	1 Bedroom				
	2 Bedroom				
	3 Bedroom				
	4 Bedroom				
	5 Bedroom				
	Bedroom	_____	_____	_____	_____
	TOTAL	_____	_____	_____	_____

Escalators used beyond start-up (show for each income category). Rent schedule should be shown each year for 20 years.

20XX Start-up
20XX
20XX
20XX
etc.

ATTACHMENT D

DEBT SERVICE SCHEDULE*

	Year 1	Year 2	Year 3	Year 4	Year 5
Specific Debt Obligation**					

Principal:					
Interest:					

Principal:					
Interest:					

Principal:					
Interest:					

Principal:					
Interest:					

Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

* Extend from first draw on any debt obligations to 20 years after start-up of operations. Indicate first year of operations.

**Identify each debt obligation and give total annual principal and interest payments for each.

ATTACHMENT E

INFORMATION ON DEVELOPMENTS CURRENTLY OCCUPIED

I. Current rent and income information for each unit.

<u>Unit Identi- fication</u>	<u>Number Of Bedrooms</u>	<u>Present* Rent</u>	<u>Estimated Monthly Avg. Utilities Paid by Tenant</u>	<u>Current Household Size</u>	<u>Current Household Annual Income</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

* Note units which are subsidized and provide amount and type of subsidy.

II. Attach as Exhibit Q a current operating budget, if applicable.

ATTACHMENT F

Environmental Review Checklist

AREA OF STATUTORY OR REGULATORY COMPLIANCE	REFERENCES/NOTES PROVIDING DOCUMENTATION, SOURCES AND EXPLANATION OF CHECKED BOXES	YES OR NO IF YES, EXPLAIN
Historic	Is property known to be in or adjacent to a historic district, or on National Register of Historic Places?	_____
	Are there or have there been any buildings on property older than 50 years?	_____
	Are there any known archaeological sites on property?	_____
Flood Management	Is any of the property in the 100-year flood plain?	_____
Wetlands	Are there any wetlands on the property?	_____
Coastal Zone	Is development within 2 miles of the Delaware River and in New Castle County?	_____
Endangered Species	Are there any known endangered species on or near site?	_____
Wild & Scenic Rivers	Is development known to be located on a wild and scenic river?	_____
Air Quality	Will development generate an unusual amount of traffic?	_____
	Has entrance approval been obtained from DelDot?	_____
Farmlands	Does development have agricultural zoning?	_____
Noise	Is development located adjacent to a major highway?	_____
	Is development located adjacent to a railroad?	_____
Airports	Is development located near an airport?	_____
Hazardous	Are there any above ground tanks containing petroleum products or chemicals of an explosive or flammable nature near site?	_____

ATTACHMENT G

Housing Development Fund Application Market Study Requirements Checklist

A market study of the population to be served by a DSHA-assisted complex must include recent data about employment, demographic and housing trends for the defined market area. While the below checklist outlines the study's requirements, a market study is not complete unless it also includes an analysis of the data. The data and analysis must clearly document sufficient demand in the market to support the proposed project without negatively impacting the concentration of existing tax credit developments and other affordable housing developments within the same market area. The study must identify any data sources, assumptions, estimates, projections, and models used in the analysis. The study must contain a signed statement by the preparer that attests to the ability of the market to support the proposed housing units based upon market conditions. DSHA must approve the preparer of every market study. Sponsor should notify DSHA, in writing, of the intended preparer.

APPLICABILITY OF FREEDOM OF INFORMATION ACT:

By submitting this Application, the applicant acknowledges that the Application or certain parts thereof, may be deemed a "public record" within the meaning of the State of Delaware Freedom of Information Act (FOIA), 29 Del.C.}10001 et seq., and may be subject to public examination and copying under FOIA. Any part of the Application that falls within an exception to FOIA's definition of "public record" including, but not limited to, trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature, shall be withheld from public examination and copying. DSHA has determined that the market study is a public record and will be made available, upon request, for public examination and copying, except for those portions of the market study which are deemed to be of a privileged or confidential nature.

_____ Description of Proposed Project

Describe the proposed project and the expected target population, which should be defined by presenting a demographic profile in terms of age, income, household composition, and current living situation. This description should also identify all proposed rent and amenities to be offered within the proposed project. Describe how the characteristics of the proposed project including unit mix, rent levels, proximity to services, and amenities will meet the needs of the target market.

_____ Site Assessment

Evaluate the proposed site with regard to: physical features of the site and adjacent parcels; accessibility to markets, services, employment, and educational institutions; and compatibility of surrounding neighborhoods and land uses.

_____ Define Market Area

Using geographic, demographic, and mobility factors, define the geographic area from which the majority (typically 60% to 90%) of potential residents of the proposed project are likely to move.

_____ Market Area Characteristics

_____ Demographic Trends - Information to include: population by age cohorts, household formation rates by age of head of household; household income distributions by age of household; owner/renter ratios by age of head of household, and the likelihood of presence of children by age of household. This information is to determine household composition (age, income, presence of children) and housing demand for ownership and rental units.

_____ Economic Trends - Information to include: number of jobs by various occupational categories; major employers, number of jobs, salary ranges and location, median household incomes; and economic development activities.

_____ Housing Supply - Information to include: number of owner and rental units by cost (value or rent) and quality; for sale housing and rental vacancy rates; estimate of owner and rental unit needs for current year and next 3 years.

_____ Market Area's Competitive/Comparable Housing Analysis:

The market study should identify and consider existing, as well as planned competition, that is within or proximate to the defined market area. Analysis should be based upon the specifics of the proposed project, such as target population, rent levels, bedroom mix, with any other type of housing the analyst deems competitive within the defined market area. This analysis should compare how existing sites meet the market demand and how these sites will be impacted by the proposed project. The analysis should include:

- Property name, address and age;
- Number of units by unit types (efficiency, one, two bedroom etc.);
- Monthly gross rent by unit type;
- Units size;
- Monthly rent per square foot;
- Vacancy rates;
- Five-year rent increase history;
- Services and amenities included in rent;
- Subsidized units or income-restricted units (federally or state-assisted).
- Occupancy levels, turnover and extent of waiting list

_____ Market Demand / Needs Analysis:

Evaluate the need for the proposed project within the defined market area by determining the eligible population that would potentially be willing to move into the proposed site. Existing and proposed competition identified in the competitive analysis must also be deducted from the available net demand, to arrive at an unaccommodated demand pool which the proposed site must penetrate.

The study should clearly describe the methodology and assumptions utilized to demonstrate that the market is deep enough to support the proposed project. It is important that the assumptions, particularly those regarding target population, income levels, be consistent with the proposed project and the specific market being targeted.

_____ Absorption Analysis:

The market study must provide a time schedule for absorption for the proposed project by analyzing and discussing the characteristics and depth of the target market which justify the estimated rate of absorption. Turn-over potential of competitive existing sites must be included in this analysis.

NOTE: ANY RELATIONSHIP BETWEEN THE PREPARER AND THE PROJECT SPONSOR MUST BE DISCLOSED.

ATTACHMENT H GENERAL REQUIREMENTS

Following is a listing of eligible items which may be charged as general requirements by the general contractor for DSHA-financed developments. (A full definition of general requirements may be found in DSHA's Mortgagor's Draw Requisition process and Cost Certification Guide.)

1. Site supervision.
2. Office labor of employees performing minor functions directly related to the development may be charged on a prorata basis (not to exceed \$15,000).
3. Soil testing.
4. Site engineering and layout.
5. Concrete testing.
6. Temporary heat, electric, water and toilets.
7. Temporary roads, walks, barricades and fencing.
8. Temporary fire protection.
9. Field office and minor field office supplies (not to exceed \$500).
10. Field telephone.
11. Field storage.
12. Cleanup labor and hauling.
13. Dumpsters for construction debris only.
14. Final cleanup including window washing.
15. Labor for material movement on site.
16. Small tools and supplies.
17. Theft and vandalism supported by a police report and not covered by insurance.
18. Security including watchmen.
19. Truck or car expense of site supervisor on a prorata basis.
20. Equipment rental including fuel and maintenance.
21. Temporary development signs.
22. Blueprint copies and photos.

NOTE: General Requirements is 8% of construction hard costs for new construction developments, excluding overhead and profit, and 10% of rehabilitation hard costs, excluding overhead and profit. All charges to General Requirements must be thoroughly documented by invoices, canceled checks, time sheets, logs, etc. Contractor should forward a copy of this listing to their accountants for cost certification purposes.

ATTACHMENT I

Miscellaneous Checklists

Delaware State Housing Authority

The attached lists are to be followed for construction/rehabilitation activities:

- Minimum Construction Standards
- DSHA Recommended Carpet

For rehabilitation projects, the “Rehabilitation Standards Checklist” must be completed or the application will be considered incomplete and will not be scored.

The “Plans/Specifications Review Checklist” is to be used as a guide for various governmental submissions and/or approvals DSHA requires prior to loan approval.

**LOW INCOME HOUSING TAX CREDIT/
HOUSING DEVELOPMENT FUND/HOME PROGRAMS**

MINIMUM CONSTRUCTION /REHABILITATION STANDARDS

Delaware State Housing Authority ("DSHA") and DSHA staff have specifically relied on the representations contained in the documents provided by the Developer, Borrower and their respective professionals, including but not limited to, their architects, contractors, engineers, surveyors and attorneys (collectively "Developer"). The Developer is responsible for complying with DSHA's minimum construction and rehabilitation standards along with all rules, ordinances and laws of all legal entities and authorities having jurisdiction over the development, and the construction and/or alteration of the development, whether or not such requirements are specifically addressed in the plans and specifications or by DSHA's review. DSHA's agreement to proceed with closing on a loan or other transaction shall not constitute in any manner whatsoever a final approval of the construction/rehabilitation of a development.

- **Fair Housing Amendments Act:**

All projects are required by law to meet the handicap-accessibility standards outlined in the Fair Housing Laws, including the Federal Fair Housing Amendments Act of 1988 (the "Act"). The law provides that failure to design and construct certain residential dwelling units to include certain features of accessible design will be regarded as unlawful discrimination.

- **The Americans with Disabilities Act:**

All projects are required by law to meet the handicap accessibility standards outlined in the Americans With Disabilities Act (ADA). The law provides that failure to design and construct certain public accommodations to include certain features of accessible design will be regarded as unlawful discrimination.

ADA Legislation was passed in July 1990 and became effective on July 26, 1992. Title III deals with non-discrimination on the basis of disability by public accommodations and in commercial facilities. Public accommodations includes all new construction effective January 26, 1993 and impacts any rental office, model unit, public bathroom, building entrances, or any other public or common use area. Existing public accommodations must be retrofitted or altered beginning January 26, 1992, unless a financial or administrative burden exists.

The ADA guidelines do not impact residential units, since these are covered under Fair Housing and Section 504 laws.

- **Delaware State Accessibility Standards:**

All projects are required by law to meet the handicap accessibility standards as outlined in the Delaware State Accessibility Standards. The design and construction guidelines are enforced by state and/or local building code officials. Compliance with these guidelines is mandatory in order to receive a Certificate of Occupancy for your proposed development.

- **Energy:**
Builders/Contractors shall be Delaware Energy Star Partners *and/or* Builders. New construction and rehabilitation properties shall be Energy Star rated.
- **Bidding Protocol:**
All DSHA financed projects and projects receiving Tax Credits shall invite a minimum of three (3) qualified builders to provide bid estimates for the proposed projects. The bids shall be sent to the architect of record in a sealed envelope, clearly marked with the project name and date stamped. Faxed or e-mailed bids shall not be accepted. The bids shall be privately opened, tallied and the results forwarded to DSHA and Developer.

Qualified Bidders shall provide the following information to DSHA 30 days prior to invitation:

3 years financial statements and/or Tax returns

3 Business/Bank References

3 Customer References

Bonding capacity letter from Surety

Insurance documentation

Business license, EI#

Evidence of capacity or successful completion of projects with similar scope of work

Letter for authorization for DSHA to request credit report for both personal and business accounts

Bids shall be awarded to the lowest bidder unless low bid is incomplete. DSHA requires review/approval of bid documents prior to release for bidding.

1. Site Work-

- All new construction shall be designed to obtain 100% accessible routes to all units.
- New construction and rehabilitation/conversion developments (includes common areas, rental offices, *playgrounds*, etc.) shall comply with State Architectural Accessibility Standards, Fair Housing, and ADA. Most stringent requirements will apply.
- All landscaped areas shall have warrantied weed barriers installed under mulch and maintain 12” buffer between vinyl siding and grass areas, unless siding (fabric only) is at least 8” above finished grade. Minimum landscaping budgets of \$500 per residential dwelling unit are required. This allowance is for **installation of mulch beds, plantings and new trees** only. It may **NOT** be used for fine grading, seeding and/or straw and sod or tree trimming. This is for curb appeal and beautification of the property. **Allowance is not to be used for tree removal or trimming.**
- A grading and landscaping plan shall be provided for all projects prior to closing.
- Tot lots and/or a designated recreation area shall be provided. Family developments must provide playground on site. Designated play areas and playgrounds are considered “common areas” and must be on an accessible route.
- Large parking lots shall include planting areas. At a minimum, all parking areas shall be seal coated and striped, if physical needs assessment and/or civil engineer shall so determine. However, the condition of existing parking areas may require additional courses of action.
- All condenser units shall be landscaped to avoid mowing and trimming around unit **and provided with concrete or fiberglass pad.**

- If underground sprinkler system is not provided, hose bibs shall be provided on each front and rear of building with lockable boxes. *Depending on building size, additional hose bibs may be required for ease of maintenance for landscape areas.*
- No portable storage buildings allowed. Incorporate into building design as a maintenance area.
- Storm water management ponds shall be designed to state standards, bio retention ponds are optimum. If storm water management pond is designed to be wet, it shall have a perimeter fence for safety of tenants. **Minimum fence material shall be post and rail with *quality coated wire fence material on interior of rails. Minimum height of 48" AFF. Make every effort to match new pond fencing with project fencing.***
- All sites shall provide permanent enclosures for garbage dumpsters or trash receptacles consistent with the appearance of the dwelling units. Refuse collection areas must be on an accessible route.
- If parking area does not have a curbed sidewalk area adjacent to parking, parking bumpers doveled into pavement shall be provided to maintain safe distance between parking area and tree lawns.
- Preservation of existing trees is required to the greatest extent feasible and in compliance with state and local requirements.
- Use of drought resistant, minimal water consumption landscaping **is required.**
- Contractor shall verify all existing utility connections. **New connections must be included in base bid in order to make all utilities functional (outside 5' of perimeter of building).**

2. Wood and Plastic

- Thermoply exterior sheathing will not be allowed. All exterior wall sheathing shall be solid 7/16" or thicker. Roof sheathing shall be a minimum of 5/8" *plywood* in thickness.
- Exterior grade caulking shall be used.
- Vinyl siding must be solid, and shall be a minimum of 0.044 inch in thickness.
- Existing base molding shall be removed and replaced with taller dimension profile composite trim.

3. Thermal and Moisture Protection

- Insulation shall meet all applicable codes for new construction and rehabilitation.
- Roofing materials which exceed 50% of the life expectancy shall be removed; at this time substrate shall be inspected. (No second layers allowed.)
- Asphalt shingles shall have a minimum warranty of 30 years, and meet *applicable wind building codes.*
- All exterior building surfaces shall be designed to be maintenance-free.
- All roofs shall have 3" "T" edging, no smaller than two-foot section, *especially at corner intersections.*
- All exterior surfaces shall have house wrap installed as per manufacturer's instructions.

4. Doors and Windows

- Interior doors shall be six-panel Masonite or better. Tops and bottoms of all interior and exterior doors must be painted.
- No bi-fold or bi-pass closet doors; all closets to have a hinged door. If code requires metal bi-fold door application, doors to be installed in wood frame with wood trim.
- Hardware shall be brushed aluminum or better - no high polished brass. Grade two (2) or better, including hinges and door bumpers. All exterior hinge hardware shall be of non-rusting material.
- Windows shall be thermal insulated with a minimum "U" value of 0.33 or below. **Slider windows will not be allowed.**

- Entry doors shall have a minimum "U" value of 0.33 or below. Frame savers shall be used *on all exterior applications*.
- Medium density overlay board is not allowed for any applications.
- Entry door shall have either doorbell or knocker and peep hole (eye viewer), no polished brass.
- Exterior signage shall not be polished brass.
- Unit numbering and building identification numbers shall be provided **and approved by the Fire Marshal and Post Office**.

5. Finishes

- VCT flooring shall be used for entry areas, bathroom, kitchen and utility areas unless prior approval is given by DSHA. (A minimum of two color fields required.) **Seal and wax, per manufacturer's direction.**
- Carpet (see attached cut sheet) to meet minimum weight and grade standard. Carpet width shall be 15' wide to minimize seams in high traffic areas. (No Berber allowed). **Padding is required and shall be a minimum of 6# density. See attached carpet specification as quality standard.**
- Drywall shall be glued and screwed. Moisture resistant drywall shall be used in all locations where plumbing penetrates walls, or building code whichever is more stringent. Mold resistance drywall shall be used for all exterior applications and core wall applications. Grade 4 finishes shall be provided for all drywall finishes. **If ceramic tile is used, cementious board shall be provided as underlayment.**
- Paint shall be an Egg Shell or low luster semi-gloss. Kitchens and bathrooms shall be semi-gloss. **NO FLAT PAINT WILL BE ALLOWED.** Other paints must be approved by DSHA. Minimum three (3) coats - one (1) primer and two (2) finish coats. Shall meet requirements of manufacturer.

Preparation required to obtain level 4 finish: For rehabilitation projects, if a level 4 cannot be achieved, overlay of existing wall with 3/8 inch drywall should be used. Rehabilitation properties shall have primer similar to "Kilz" enamel or oil based type sealer/primer for application on existing drywall or approved primer to adhere to existing drywall conditions.

- Doorstops shall be rubber disk type or half moon type. All other types must be approved by DSHA. All stop finish to match door hardware.
- Kitchen counter top shall be provided with end splash for adjacent or end walls.
- No self-edge counter tops except for pass thru applications.

6. Specialties

- Cultured marble tops for vanities with slide splashes when adjacent to wall--no laminated tops with drop in bowl type fixtures.
- One-piece bathtub unit. If space constraints will not allow, rigid fiberglass surrounds Swanstone RM-58, or equal will be used in conjunction with tub. No plastic surrounds will be allowed. Select style based on adaptability. **Base shall have composite, rot proof material. If gap is present quarter round rot proof moulding to be installed.** Tub liners are acceptable with full height wall surrounds.
- Exhaust fans for all bathrooms shall be low speed/low noise continuous exhaust fan (hard wired), similar to Panasonic Quiet Whisper model or single switch exhaust fan light combination that meets all applicable building codes and approved by DSHA and the architect.
- Mini blinds shall be of quality construction. Each window shall be provided with one blind, i.e., twin window shall have (2) two blinds. Install center support brackets provided with blind for all blinds wider than 36". Maximum blind size no wider than 42".
- Shower rod to be surface mounted, no tension rods allowed.
- 2.0 g.p.m. Showerheads.

- 0.5 g.p.m. Faucet aerators.
- *Vertical blinds shall be of quality construction. Each exterior door assembly (French door, slider or any combination) shall be provided with vertical blinds for privacy.*

7. Equipment

Appliances:

- All appliances will be Energy Star.
- Refrigerators shall be frost free--minimum of 15 cubic feet.
- Ovens shall be self-cleaning. (Utilize U.L. listed stainless steel connectors for gas stoves.)
- Exhaust fan, duct to exterior. Re-circulating charcoal filter type model may be used if approved by DSHA.
- Back splashguard shall be wall mounted behind range. If range located in corner, install additional splashguard on adjacent wall.
- Washer and dryer hook-up shall be designed for side-by-side set up with a minimum depth of 30" (**vented to exterior**).
- Garbage disposals are not recommended due to high maintenance. If used, disposal shall be 1/2 hp motor with a stainless steel shank. For ADA units, a lowered switch within reach range shall be provided.
- Dishwashers are to be provided. If venting on unit is located adjacent to counter top, underside of counter top edge must be laminated.

8. Furnishings

- Kitchen cabinets and vanities doors, fronts, and boxes shall be solid wood construction with concealed door hinges. No high-density laminates will be allowed. Provide, at a minimum, one drawer base for each kitchen layout. *If cabinet is not designed with recessed edge, hardware shall be provided.*
- Medicine cabinet shall be installed in lieu of mirrors, surface mount, heavy gauge steel construction with stainless steel frame or molded bodies, rust resistant, soft tone baked enamel interiors, shatter resistant, polystyrene shelves.
- Hardware shall be provided for all cabinet drawers and doors per ADA requirements. **NO BRIGHT BRASS FINISHES.**

9. Mechanical

- Non-mercury programmable thermostats.
- If natural gas is available for site, full gas package to be installed unless otherwise approved by DSHA (i.e. all appliances, hot water heater and furnace). Provide hard wire Carbon Monoxide detector with gas package.
- Condensate lines shall drain correctly with exterior grade and/or foundation. (Pumps shall be provided when needed.) Existing condensate lines shall be checked and free flowing if lines will be reused. Contractor to check discharge location **and eliminate all pooling water.**
- No polybutylene piping allowed.
- High efficiency HVAC units. Furnace efficiency = 90% or better. Min. SEER = 13.0.
- Hot water heater shall have integral R = 16 insulation. No blankets will be allowed. *Minimum warranty period is 5 years.*
- Provide pans for all hot water heaters. Any heat or coil unit located in attic area shall have a pan and condensate line draining to the exterior.
- No through the wall HVAC units.
- Tub and shower faucets shall have anti-scald protection provided.

- Sealed combustion, direct vent furnace and water heater.
- **Existing utility connections shall be field verified to receive new equipment. Existing condensate lines shall be cleaned, tested, and discharge connections verified.**

10. Electrical

- **All building codes shall be incorporated into each project, any item to make project code compliant shall not be an extra or change order. All incidentals shall be included.**
- Energy Star fluorescent lighting package.
- Overhead ceiling fixture for living room/dining area in lieu of swag fixture.
- Exterior fixtures shall not have brass finish.
- Overhead ceiling fixtures shall be installed in all bedrooms. Wall sconces may be installed due to existing conditions.
- Bathrooms shall provide minimum of one ceiling fixture and one wall fixture.
- ARC Fault Circuit Interrupter must be provided on all bedroom circuits.
- Provide one telephone and cable outlet in each bedroom and one other telephone and cable outlet *if possible use combination box/plate.*
- Energy Star fluorescent porch lights with photocell.
- **Electrical services shall be field verified, service loads shall be calculated prior to any equipment upgrades and all necessary components made a part of the contract price.**
- **Contractor shall verify existing utility conditions and include into base bid of contract.**

11. Miscellaneous

- If common hallways are designed, no carpet. VCT to be installed in common hallways with two colors required.
- Shelving shall be vinyl coated wire units. Provide all intermediate supports needed.
- Contractor shall supply rechargeable 2.5 ABC fire extinguishers for each unit minimum.
- All developments consisting of eighteen (18) residential dwelling units or more must have a site office of at least 200 square feet (inclusive of handicap toilet facility) and a maintenance room of at least 100 square feet.
- A termite inspection and certificate shall be provided for all rehabilitation projects prior to closing
- Termite pre-treat of soils is required for all new construction. *Certificates shall be part of the Operation and Maintenance Manual.*
- All developments must be provided with adequate laundry facilities on site or washer and dryer hook ups in each unit. Laundry facilities must meet ADA requirements for front-loading washing machines.
- Elderly dwelling units shall be provided with medical emergency pull chains in at least two locations that are connected to a central station. The two locations will be in the Master bedroom and full bathroom. The pull chains will be wired to an exterior warning device, which consists of a strobe light and audible alarm.
- Elderly dwelling units and fully accessible units shall have grab bars in all tub/shower units and at toilet location per State Architectural Accessible Standards and/or Federal Standard, more stringent will apply.
- High efficiency air filters for mechanical blower units.
- Use of ABS plastic in lieu of CPVC.
- Rehab: Contractor shall verify all substrates and/or flooring surfaces for suitability of new VCT and/or carpet installation. If homosote and/or gypcrete is present, expect to remove material prior to installation of new flooring material.
- Contractor shall make conservative effort to separate construction debris for recycling.

NOTE 1: Although most of the above standards are geared to new construction developments, rehabilitation of existing units must follow the same standards. **DSHA requires that a comprehensive**

physical needs assessment be submitted with the application if rehabilitation work is to be performed. DSHA will also complete a site inspection **45 days** prior to submission of an application to assure that its standards are being met and reserves the right to require additions and/or amendments to the physical needs assessment.

NOTE 2: The following Rehabilitation Standards Checklist must be completed and submitted with the application for developments involving rehabilitation. Please verify actual lifespan of all components of existing structure. If not submitted/completed, application will be considered incomplete and will not be scored.

NOTE 3: The following "Plans/Specifications Review" checklist is for informational purposes as to the key areas DSHA will review for codes compliance and development approval.

NOTE 4: Any Multi-Family residential building, new construction or rehabilitation shall follow the Delaware State Fire Prevention Regulations to the fullest extent of the law. Please note Part VI, Chapter 3 for Apartment Buildings/Multi-Dwellings. No exception will be made for rehabilitation which will qualify for the 50% rule for grandfathering of any code. Entire Fire Prevention Regulations can be found at the following web page: <http://www.delawarestatefiremarshal.com/>.

NOTE 5: All projects with below grade habitable space (units, common space, laundry rooms) will require an assessment to determine possible water infiltration/moisture problem, which could directly affect the overall total development budget.

NOTE 6: All projects are to provide "AS-BUILTS" drawings and specifications at end of project. These "AS-BUILTS" are to be provided in both paper copy and available on CD's. This is also applicable to the "ALTA-Survey" for permanent closing. All CD's are to be in a .dwg format.



5081 Highway 114, Lyerly, GA 30730, Technical Assistance Line 888-387-9881

Date: September 28, 2009
Style: SP304 SP304
Fiber Yarn Content: FILAMENT 100% SMARTSTRAND TRIEXTA BCF
Yarn Twists per Inch: 4.25X4.25
Fabric Type: TEXTURED CUT PILE
Fiber Treatment: SMARTSTRAND TRIEXTA BCF
Gauge: 5/32
Pile Height: .520
Stitches per Inch: 7.50
Certified Pile Weight: 29.40 ozs.
Total Weight: 63.47 ozs.
Density: 2035
Dye Method: FLUIDYE
Primary Backing: WOVEN POLYPROPYLENE
Secondary Backing: WOVEN POLYPROPYLENE
Pattern Repeat: N/A
FHA Information: MEA # 46691
Type: I Class: 1
Texture: F
Performance Appearance Retention (PAR) Rating: 3.00
Indoor Air Quality #: GLP 1118
Flammability: Pill Test - 16CFR-1630.4 (FF-1-70): Pass

Note: All specifications are subject to normal manufacturing tolerances

Project Name: _____
Date Built: _____
Date Last Rehabilitated, if applicable: _____

REHABILITATION STANDARDS CHECKLIST

EXTERIORS

APPROXIMATE AGE

Roof type/pitch: _____ years
of layers: _____
Substrate material _____ years
Condition: Poor Fair Good Excellent

Insulation: Type _____ Thickness _____
Estimated R-value _____

Siding type: _____ years

Window type: _____ years
Does window meet egress requirements? Yes No

Exterior Trim:

Gutters/Downspouts _____ years
Materials/type: _____
Condition: Poor Fair Good Excellent

Fascia/Soffits _____ years
Materials/type: _____
Substrate Condition: Poor Fair Good Excellent

Sidewalks:

Meets ADA compliance/ramping? _____ years
Condition: Poor Fair Good Excellent

Parking lot:

Condition: Poor Fair Good Excellent

* Any parking lot surface with either fair and/or poor conditions shall have civil engineer complete a survey as to the remaining lifespan. If determined to be in poor condition, contractor shall include in needs assessment to replace pavement.

Curb Cuts: Yes No

Space provided/spaces required grandfathered _____

Handicap parking provided? Yes No

Bumpers provided? Yes No

Condition: Poor Fair Good Excellent

APPROXIMATE AGE

Exterior lighting type: _____ Tied to house panel: Yes No _____ years
Condition: Poor Fair Good Excellent

Security System _____
Condition: Poor Fair Good Excellent

INTERIORS

Kitchen:
Cabinets: Type _____ _____ years
Counter tops: Type _____ _____ years
Flooring: Type _____ _____ years
Asbestos: Yes No
Subflooring Material: _____
Condition: Poor Fair Good Excellent

Appliances:

Refrigerator: _____ C.F. _____ years
Frost-free model: Yes No
Dishwasher: _____ years
Stove: Gas Electric U.L. gas connection _____ years
Garbage Disposal: _____ hp _____ years
Exhaust hood: Vented to exterior: Recirculating:
Washer: Type: Stack Side-by-Side _____ years
Drain provided: Yes No
Dryer: Adequate Venting: Yes No _____ years
Vent pipe material: _____
Miscellaneous: _____ _____ years
Interior Doors type _____ _____ years
Sliding Doors: Yes No
Hardware type _____ _____ years
Patio Doors: Yes No

APPROXIMATE AGE

Bathroom:

Bathtub type: _____ years

Condition: Poor Fair Good Excellent

Tub Surround type: _____ years

Anti-scald valve: Yes No

Sink/vanity type: _____ years

Toilet type: _____ years

Water Saver: Yes No

Flange Condition: Poor Fair Good Excellent

Flooring:

Carpeting: _____ years

Flooring Condition: Poor Fair Good Excellent

Vinyl Composition Flooring: _____ years

Flooring Condition: Poor Fair Good Excellent

Type of Sub floor: _____ years

Condition: Poor Fair Good Excellent

Base Molding: Type: _____ Height: _____ " _____ years

Condition: Poor Fair Good Excellent

Exhaust Fan: Poor Fair Good Excellent

Existing soft spots in flooring: Yes No

Other: _____ years

Asbestos present: Yes No

Walls: Type: _____ years

Condition: Poor Fair Good Excellent

Mold/Mildew Present: Yes No

Ceilings: Type: _____

Texture: Yes No _____ years

Textured: Condition: Poor Fair Good Excellent

Active Staining Present: Yes No

Shelving: Type: _____ years

APPROXIMATE AGE

Smoke Detectors:

Hard-wired _____ Battery _____ _____ years
Meets current codes? Yes No

Sprinkler System:

Meets current codes? Yes No _____ years

Date last inspected: _____

HVAC:

Electrical connection _____ amps
Condition: Poor Fair Good Excellent
Code compliant: Yes No

System Type: _____ _____ years

Duct System: _____ _____ years

Cleaning Date: _____

Air Conditioning: Type: _____ _____ years

Condensation lines conditions: Poor Fair Good Excellent

Water Heater: Type: _____ _____ years

Condition: Poor Fair Good Excellent

Patio/Balcony: _____ Railings: Yes No _____ years

Meets current codes? Yes No

Condition: Poor Fair Good Excellent

Mini Blinds: Yes No _____ years

Electric Supply Type: _____ GFI: _____ _____ years

Amperage Supply: _____ AMP Service _____

ARC Fault Interrupter? Yes No Last Inspection Date: _____

Common Areas:

Interior Stairs:

Meets Code requirements: Yes No

Handrail condition: Poor Fair Good Excellent

Handrail height: _____".

APPROXIMATE AGE

Interior Corridors:

Condition: Poor Fair Good Excellent

Fire Protection Provided? Yes No

Last Inspection Date: _____

Storage for tenants available? Yes No

Interior lighting adequate: Yes No

Foundation, Crawl and Basement:

Condition: Poor Fair Good Excellent

Supply / drain pipes:

Condition: Poor Fair Good Excellent

Piers: Material _____

Condition: Poor Fair Good Excellent

Walls: Material _____

Condition: Poor Fair Good Excellent

Support Beams: Material _____

Condition: Poor Fair Good Excellent

Joists:

Condition: Poor Fair Good Excellent

HVAC:

Adequate venting: Yes No

Inspection Date: _____

Adequate Lighting: Yes No

Termites: Yes No

Last inspection _____

Miscellaneous:

Mailboxes: _____

Interior: Condition: Poor Fair Good Excellent

Exterior: Condition: Poor Fair Good Excellent

On accessible route: Yes No

Cable TV Provided _____

New System _____

ADA Access: _____

APPROXIMATE AGE

Maintenance Free Exterior Yes No

Storm Water management: Yes No

Last Preventative Maintenance completed: _____

Asbestos Present: Yes No _____ years
(NESHAP ENVIRONMENT AUDIT)

Lead Based Paint: Yes No _____ years

Mold Present: Yes No _____ years

Playground Equipment:

Type: _____ _____ years

Age: _____

Meets Safety Guidelines: Yes No

Is playground on accessible route? Yes No

Dumpster Locations _____

Number Existing: _____

Number Proposed: _____

Construction: _____ Condition: _____

Swimming Pool: Yes No _____ years

Elevator: Yes No _____ years

Date of last inspection: _____

Cable Contract: Yes No _____ years

Fence: Perimeter Yes No

Partial Yes No

Condition Poor Fair Good Excellent

Type _____ Material _____ Height _____

Other utilities contracts? Yes No years remaining on contract

Explain: _____

Flat Roof: Yes No _____ years

Common Hallway: Yes No

Interior Exterior _____ years

Any units below finished grade Yes No

Exterior and Interior Doors Type: _____ _____ years

APPROXIMATE AGE

Insulation: _____ years

Ceiling ___ inches Walls ___ inches Floors ___ inches

Overall Development Age _____

Minimum Square Footage Requirements: (if units are to be converted)

One Bedroom Unit: Minimum 700 S.F.

Two Bedroom Unit: Minimum 850 S.F.

Three Bedroom Unit: Minimum 1050 S.F.

Site Office: _____SF

Maintenance Shop: _____SF

Location on ADA Compliant Route: Yes No

Bathroom ADA Compliant: Yes No

Laundry Room: Yes No

ADA Accessible: Yes No

Community Room: Yes No

ADA Accessible: Yes No

Project Sign: Yes No

Lighted: Yes No

Sign to be replaced: Yes No

Fire History of Property: NA _____date of occurrence

Life Expectancy of Different Products/Items/Materials

<u>Life in Years</u>			<u>Life in Years</u>
Disposal	5		
Microwave ovens	5	FLOORS	
Ranges		Vinyl sheet or tile	10
Free standing and built-in, electric	12	Carpeting	5
Free standing and built-in, gas	12		
Refrigerators		HEATING VENTILATION AND AIR CONDITIONING	
Standard	10	Air conditioning unit: Central unit	10
BATHROOMS		Window unit	5
Cast iron bathtub (Resurface)	25	Air conditioning compressor 5 to 7	
Fiberglass bathtub and shower	10	Water heater	
Shower doors (average quality)	5	Electric	10
Toilet	10	Gas	11
CABINETRY		Forced air furnaces	
Kitchen cabinets	10	Heat pumps	10
Medicine cabinets/bath vanities	10	Ductwork	
COUNTERTOPS		Plastic	15
Laminate	10	Rooftop air conditioners	10
DOORS		Boilers, hot water (steam)	15
Screen	10	Furnaces	
Interior		Gas or oil fired	15
Six Panel Masonite	15	Unit heaters	
Exterior		Gas or electric	10
Unprotected and exposed	15	Radiant heaters	10
Electric Baseboard heat	10	Coal and tar	10
Hot water or steam heat	15	Asphalt composition shingle	20
FINISHES			
Exterior (paint, plaster, stucco)	3-5		

	<u>Life in Years</u>		<u>Life in Years</u>
Air terminals		Built-up roofing	10
Diffusers, grilles, And registers	15	Asphalt	
Pumps, sump and well	10	SHUTTERS	
Smoke detectors: Battery/ Hardwire	10	Plastic (vinyl)	
Wooden decks	15	Exterior	
Brick and concrete patios	15	7-8	
Concrete walks	15	SIDING	
Sprinkler systems	12	Gutters and downspouts	20
Fences	5	Siding	
Interior		Wood (T1-11)	10
Wall paint	3 to 5	Aluminum	20
Trim and door	5-10	Vinyl	25
PLUMBING		WINDOWS	
Sinks		Wood casement	20
Enamel steel sinks	5-10	Wood-Single/Double Hung	15
Stainless	10	Aluminum casement	10
Faucets (Low quality)	5	Screen	5
ROOFING			
Asphalt and wood shingles And shakes	20		

NOTE: Items that are beyond 50% of life expectancy shall be replaced. Delaware State Housing Authority reserves the right to add/delete any item to the required rehabilitation.

PLANS/SPECIFICATIONS REVIEW CHECKLIST

Upon a reservation of credits or funding, the following items must be completed as applicable:

DATE:

- _____ 1. *Department of Natural Resources*
- A. *Erosion and sedimentation if site disturbance is more than 25 acres*
 - B. *On-site septic*
 - C. *On-site public well*
 - D. *NPDES – NOI Permit for over 5 acres*
 - E. *NESHAP – Building older than 1980*
 - F. *Lead Based Paint Assessment – Building older than 1978*
- _____ 2. *Soil Conservation District*
- A. *Sediment and Storm Water Management*
 - 1. *Erosion and Sedimentation Control Plan and Narrative*
 - B. *Wetlands survey, if applicable _____*
 - 1. *Wetlands delineation*
 - C. *Flood plain, if applicable _____*
- _____ 3. *Utilities (approval documentation)*
- A. *DelDot – Entrance Permit*
Contact Person _____
 - B. *Sewer Line tie in*
 - 1. *Location _____*
 - 2. *Capacity verification _____*
 - C. *Storm Line tie in*
 - 3. *Location _____*
 - 2. *Capacity verification _____*
 - D. *Electrical Contact Person _____*
 - E. *Gas – natural or propane*
Contact Person _____

- F. Water
 - 1. Public Water tie in
 - A. Location _____
- G. Streets, sidewalks and curbing
- H. Underground/Aboveground Storage Tanks, Yes or No
- I. Model Energy Code _____

_____ 4. Fire Marshal Approval (send letter to Fire Marshal to waive fee)
 A. Conditional _____
 B. Final approval _____

_____ 5. Architectural Accessibility Board
 A. Conditional _____
 B. Final approval _____

_____ 6. City Requirements, if applicable

_____ 7. Utility Easements, Agreements
 A. Existing _____
 B. Proposal _____

_____ 8. Access Easements, Agreements
 A. Existing _____
 B. Proposed _____

_____ 9. Permits, Building Contact Person _____

_____ 10. Environmental Audit, Test Borings, Engineering/Geotechnical Report

_____ 11. Survey, Property, Boundary
 A. Sealed and Signed _____

_____ 12. Other State and Federal Requirements

_____ 13. Zoning Verification
 A. Contact Person _____

_____ 14. Copy of Deed
 A. Deed Book and Number _____

_____ 15. Federal Fair Housing Amendment Act
 Design Guideline Compliance yes _____ no _____

_____ 16. *American with Disabilities Act (ADA)*
Design Guideline Compliance yes _____ no _____

_____ 17. *Noise Assessment Guidelines*
Federal Guideline Compliance yes _____ no _____

ATTACHMENT J

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 - Resumes of contractors, surveyor, architect, management and/or marketing agents. Also, include most recent financial statements of management agent; audited, if available.
- Exhibit B - 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 C - 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 D - Summary of how the property qualifies as a distressed federally-assisted project, if applicable.
- Exhibit E - Copy of deed, purchase agreement, easements 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 (affordability period) 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. Please include all project based subsidy contract documentation for any rental or operating assistance.
- Exhibit O - Letters of Support for project (examples, from chief elected official, agency or government entity, neighborhood/community organizations).
- Exhibit P - 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 Q - 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 R - Current or proposed operating budget. Cash flow pro-forma.
- Exhibit S - 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 T - 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 U - 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 V - Draft preliminary plans/specifications.

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

- Exhibit PP - Provide documentation of collaborative efforts with agencies or government entities for development or planned operations of this project.

- Exhibit QQ - Public Housing Authority letter of support.

ATTACHMENT K

Delaware State Housing Authority FACT BOOK Income Definitions: HUD Income Limits

As established by the U.S. Department of Housing & Urban Development as of 3/19/09

New Castle County (Median Income = \$77,800*)								
	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	16,350	18,700	21,000	23,350	25,200	27,100	28,950	30,800
40%	21,800	24,880	28,000	31,120	33,600	36,080	38,600	41,080
50%	27,250	31,100	35,000	38,900	42,000	45,100	48,250	51,350
60%	32,700	37,320	42,000	46,680	50,400	54,120	57,900	61,620
80%	43,600	49,800	56,050	62,250	67,250	72,200	77,200	82,150
100%	54,500	62,200	70,000	77,800	84,000	90,200	96,500	102,700
115%	62,675	71,530	80,500	89,470	96,600	103,730	110,975	118,105

*In accordance with federal regulations, some DSHA programs use the state median income (\$70,800), as opposed to the county median income. Please refer to specific program guidelines to determine which median income is used.

Kent County (Median Income = \$59,500)								
	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	12,500	14,300	16,050	17,850	19,300	20,700	22,150	23,550
40%	16,680	19,040	21,440	23,800	25,720	27,600	29,520	31,400
50%	20,850	23,800	26,800	29,750	32,150	34,500	36,900	39,250
60%	25,020	28,560	32,160	35,700	38,580	41,400	44,280	47,100
80%	33,300	38,100	42,850	47,600	51,400	55,200	59,000	62,850
100%	41,700	47,600	53,600	59,500	64,300	69,000	73,800	78,500
115%	47,955	54,740	61,640	68,425	73,945	79,350	84,870	90,275

Sussex County (Median Income = \$58,600)								
	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	12,300	14,100	15,850	17,600	19,000	20,400	21,800	23,250
40%	16,400	18,760	21,080	23,440	25,320	27,200	29,080	30,960
50%	20,500	23,450	26,350	29,300	31,650	34,000	36,350	38,700
60%	24,600	28,140	31,620	35,160	37,980	40,800	43,620	46,440
80%	32,850	37,500	42,200	46,900	50,650	54,400	58,150	61,900
100%	41,000	46,900	52,700	58,600	63,300	68,000	72,700	77,400
115%	47,150	53,935	60,605	67,390	72,795	78,200	83,605	89,010

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HOUSING DEVELOPMENT FUND APPLICATION RANKING CHART

Name of Applicant _____

Total Requested _____

Check one:

A

B

C

A = Grants - Eligibility requires non-profit status of applicant and allowable activities are limited to the production of housing units. Funds shall be limited to \$35,000 per unit. (Set-aside - approximately \$1,500,000).

B = Administrative Grants - Eligibility requires non-profit status of applicant and eligible activities are limited to the administration of housing related programs. (Set-aside - approximately \$500,000). Applicant shall obtain matching funds of at least 50% of admin. costs from sources other than DSHA.

C = NON-TAX CREDIT LOANS - Eligibility does not require non-profit status and funds are available for the production of housing units. Funds shall be limited to \$35,000 per unit. (Set-aside - approximately \$1,500,000).

THRESHOLD	Yes	No
Rental - At least 20-year affordability period.		
Rental - At least 75% of units at or below 60% of Annual Median Income (AMI).		
Homeownership Gap Financing - at least 10 years affordability.		
Homeownership - at least 75% of units at or below 80% AMI with a maximum of 115% of AMI.		

LOW-INCOME RENTAL TARGETING		A	B	C	Comments
20% of units at 30% AMI or less.	2				
50% - 74% of units at 50% AMI or less.	2				
At least 75% of units at 50% AMI or less.	4				
100% of units at 50% AMI or less.	6				
LOW-INCOME HOMEOWNERSHIP TARGETING		A	B	C	
100% of units at less than 80% AMI.	5				
LEVERAGING		A	B	C	
Proposal leverages other funds of at least 25% of Total Development Cost (TDC).	2				
Proposal leverages other funds of at least 26% but less than 50% of Total Development Cost (TDC).	4				
Proposal leverages other funds of at least 51% but less than 75% of Total Development Cost (TDC) or budget if Admin. Grant.	6				
Proposal leverages other funds of at least 76% of Total Development Cost (TDC) or budget if Admin. Grant.	8				
NOTE: Donated property may be considered as leverage (appraisal is required).					
LETTERS OF SUPPORT		A	B	C	
Chief elected official.	1				
Agency and/or government entity.	1				
Neighborhood association.	1				
Community organization.	1				
RENTAL AFFORDABILITY PERIOD		A	B	C	
Housing units will remain affordable for period of 25 years.	2				
Housing units will remain affordable for period of 30 years.	4				
Housing units will remain affordable for period of 35 years.	6				
HOMEOWNERSHIP AFFORDABILITY PERIOD		A	B	C	
Housing units will remain affordable for >15 years.	2				
Housing units will remain affordable for >20 years.	4				
Housing units will remain affordable for 30 or more years.	6				

Housing Development Fund Application Ranking Chart (A=Grants B=Administrative Grants C=Non-Tax Credit Loans)

APPLICANT EXPERIENCE		A	B	C	Comments
Administered housing program 1 - 5 years.	2				
Administered housing program 6 - 10 years.	4				
Administered housing program >10 years.	6				
OR					
Developed affordable housing 1 - 5 years.	2				
Developed affordable housing 6 - 10 years.	4				
Developed affordable housing >10 years.	6				
REHABILITATION OF VACANT BUILDING / ADAPTIVE RE-USE / BROWNFIELD	3				
PROJECT IS IDENTIFIED IN A FORMAL COMMUNITY REDEVELOPMENT PLAN	3				
APPLICANT HAS SUCCESSFULLY ADMINISTERED A DSHA-FUNDED DEVELOPMENT / PROGRAM	3				
RENTAL SUBSIDY		A	B	C	
Minimum 5 years.	5				
COLLABORATION OF SERVICES		A	B	C	
One Agency and/or Government Entity.	1				
Two agencies and/or Government Entities.	2				
Three Agencies and/or Government Entities.	3				
HDF FUNDS		A	B	C	
< \$35,000 / unit.	2				
< \$25,000 / unit.	4				
< \$20,000 / unit.	6				
LOAN REPAYMENT		A	B	C	
Interest only payments.	2				
Debt service payments.	4				
LOAN TERM		A	B	C	
15 Years.	2				
10 Years.	4				
5 Years.	6				
QUALITATIVE MEASURES (Reviewer scores: Low = 1 Medium = 2 High = 3)		A	B	C	
Need - need for the project or program demonstrated by the applicant and confirmed by state or local needs assessment.					
Uniqueness - project/program is creative, innovative and based on best practices.					
Diversity - project/program adds to diversity in a low poverty area, i.e. in terms of race, ethnicity, economic mix, etc. (according to census tract data/community development plan).					
Impact - positive impact on population served and local community. Program can be expected to lead to successful outcomes; stated goals are realistic.					
TOTAL					