## The **objective** of the HDF is to provide affordable, decent, safe and sanitary housing to very low-, low-and moderate-income households. The Special Populations HDF loan is to create and increase the supply of affordable housing for special needs populations. The HDF is funded through the **State of Delaware** annual appropriations.

Prior to completing this application, it is important that the applicant review DSHA's Guidelines for HDF Loans. HDF Guidelines can be accessed and downloaded from DSHA's website. In addition, **please refer to these documents as you complete the application.**

*Apply anytime beginning late Feb. 2020.*

**IMPORTANT**: Please make sure you also complete Part II of the Final Application (Pro Forma). Part II of the application can be accessed at [*http://destatehousing.com/Developers/dv\_hdf.php.*](http://destatehousing.com/Developers/dv_hdf.php)

*Please refer to DSHA's Guidelines for HDF Loans for detailed information regarding submission requirements.*

## Application package **must** contain the following:

* 1. One paper copy, bound in a three-ring binder and in an **indexed** format (tabbed dividers).
  2. One electronic copy via a data CD. The CD should mirror the paper copy (separate files that correspond to each indexed tab).

*PLEASE READ*

**Helpful Technical Tips**

1. Adobe Reader or Acrobat is needed to complete this application.
2. If necessary, please go to [**www.adobe.com**](http://www.adobe.com/)to download Reader (Windows or Mac version) for free.
3. Your browser's default viewer may need to be changed to Adobe Reader. A quick guide for troubleshooting browser issues can be found on DSHA's website at [*http://destatehousing.com/Developers/dv\_hdf.php*.](http://destatehousing.com/Developers/dv_hdf.php)
4. Fillable fields are **limited to the length of the visible area** and are **not expandable**.
5. Use the **TAB** key, do not use the **ENTER** key.

## Use the **SAVE** button located on the last page of the application to save your file.

1. Remember to **save frequently**.

## Use the **PRINT** button located on the last page of the application to print your file.

*Pre- Development Loans Applicants may be eligible for up to $50,000 in Pre-Development lending from DSHA's Housing Development Fund. Interested applicants should review Pre-Development funding details by visiting the following:* [*http://www.destatehousing.com/Developers/dv\_hdf.php*](http://www.destatehousing.com/Developers/dv_hdf.php)*.*

**Need Assistance?**

Cindy L. Deakyne Dawn C. Favors Jopp

Housing Development Administrator Housing Program Specialist

Delaware State Housing Authority Delaware State Housing Authority

18 The Green 18 The Green

Dover, DE 19901 Dover, DE 19901

Phone: (302) 739-0291 Phone: (302) 739-0204

Email: [***Cindy@destatehousing.com***](mailto:Cindy@destatehousing.com) Email: [***Dawn@destatehousing.com***](mailto:Dawn@destatehousing.com)

**APPLICANT**

Name

Address

City State Zip Code

Email Phone

**APPLICANT CONTACT PERSON**

Name

Address

City State Zip Code

Email Phone

**APPLICANT NONPROFIT STATUS VERIFICATION**

1. Is the applicant organization a nonprofit or a joint venture with a nonprofit?

Select

1. If a joint venture with a nonprofit, please provide the nonprofit 's information below (name, address, contact person, etc.):
2. What is the IRS Section 501(c)(3) status of the nonprofit?

Select

1. If approved, what date did the IRS approve the nonprofit status? EIN:
2. If status in pending, what date did the nonprofit apply to the IRS for Section 501(c)(3) nonprofit status?

**APPLICANT EXPERIENCE**

Less than 2 years administering housing programs Less than 2 years developing and selling affordable housing

At least 2 years administering housing programs

At least 2 years or less developing and selling affordable housing

At least 6 years administering housing programs

At least 6 years developing and selling affordable housing

10 years or more administering housing programs 10 years or more developing and selling affordable housing

No experience with administering housing programs

No experience developing and/or selling affordable housing

2. If **no** experience developing affordable housing or administering housing programs, briefly describe any experience that may be considered related to developing or administrating affordable housing projects/programs.

**PROJECT INFORMATION**

Project Name

1. Is the above-named project new or existing?

Select

1. Is project for affordable multi-family rental housing or special population housing?

Select

If other, please describe.

1. What is the address of the proposed project or description of the targeted area?
2. Please provide Census Tract, Tax Parcel ID number(s) and zoning classification information for the project.
3. Structure Type

Select

If other, please describe

1. Number of Units Number of Accessible Units
2. Number of Buildings Total Square Footage

**PROJECT INFORMATION (CONT'D)**

1. List Project Amenities 2. List Easements 3. List Physical Characteristics of Site

1. List Unusual Site Features
2. List Current Utility Services in Place

4. List Current Utility Services in Place

**TARGETED INCOME/POPULATION**

1. What Area Median Income (AMI) does your project target?

Select

1. Is at least 75% of units targeted to be populated by persons at or below 60% AMI?

Select

***Please check all that apply.***

1. What population(s) does your project target?

Disabled Homeless

Re-Entry Recovering Substance Abuse

Youth Aging out of Foster Care

Other Pre-Approved by DSHA as:

**HDF FUNDING REQUEST**

1. Loan Amount Requested
2. Loan Term Requested (Years)
3. Interest Rate Requested (%)
4. Loan Type Requested

Select

If other, please describe.

1. Type of Financing Requested

Select

1. Purpose of Financing

Select

1. How many units of affordable housing will be created/rehabilitated with this HDF funding request?
2. Has the applicant received a HDF grant or loan from DSHA within the last two years?

Select

If yes, please complete the table below. (List only grants and loans that have been approved by DSHA within the last 2 years.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | Month/Year Approved | Amount Approved | Drawn-to-Date | Status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Does the applicant have any HDF grants or loans from DSHA that are older than two years and still active?

Select

If yes, please complete the table below. (List only grants and loans that are still active and more than 2 years old.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | Month/Year Approved | Amount Approved | Drawn-to-Date | Status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**QUALIFICATIONS OF APPLICANT**

1. Has the Applicant, or any director, officer, general partner, voting member, developer, and identity of interest or otherwise affiliated entity, joint venture, or 10% or greater stockholder of the Applicant, ever filed a petition of voluntary bankruptcy?

Select

1. Has there ever been filed a petition or involuntary bankruptcy against the Applicant, or any director, officer, general partner, voting member, developer or affiliated entity, joint venture, or 10% or greater stockholder of the Applicant?

Select

1. Has the Applicant, or any director, officer, general partner, voting member, developer, and identity of interest or otherwise affiliated entity, joint venture, or 10% or greater stockholder of the Applicant, ever made an assignment of assets for the benefit of creditors?

Select

1. Are there any unsatisfied judgments outstanding against the Applicant, or any director, officer, general partner, voting member, developer, and identity of interest or otherwise affiliated entity, joint venture, or 10% or greater stockholder of the Applicant?

Select

1. Has the Applicant been a party to any litigation within the last 5 years?

Select

1. Does the applicant hereby certify to the DSHA that the Applicant is **NOT** in any way owned operated, managed, controlled or otherwise affiliated with, in any way, any person who has been found guilty or pled guilty to any crime, including a felony, misdemeanor or offense involving fraud, dishonesty, deceit, breach of trust, embezzlement or any other financial crime?

Select

1. Has the Applicant or any director, officer, general partner, joint venture, or 10% or greater stockholder of the Applicant, received a previous loan or grant from the Housing Development Fund?

Select

1. Has the Applicant, or any director, general partner, joint venture, or 10% or greater stockholder of the Applicant, ever been declared ineligible to participate in any governmental assisted housing, construction program, or government social service program?

Select

1. Is the Applicant or the ownership entity required to file reports with the Federal Securities and Exchange Commission or any **State** agency?

Select

1. Has the Applicant, or any director, officer, general partner, employee, joint venture, 10% or greater stockholder, or agency associated with the Applicant, or any person, firm or corporation having financial interest in the project **received or will receive** any benefit from the project including, but not limited to, rebates, refunds, commissions or fees?

Select

1. Has the Applicant, or any director, general partner, joint venture, 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?

Select

1. Has the Applicant ever been debarred or declared ineligible to participate in any federally sponsored program or other government program?

Select

1. Has the Applicant employed a housing consultant, loan consultant, mortgage banker, project planner or other part to assist in planning, financing, or otherwise developing the proposed project?

Select

If "yes" was answered to any of the above questions (except for question #6), please provide a detailed explanation on the next page.

### Please list the question number you are responding to first and then the explanation.

**APPLICATION EXHIBITS**

As part of the Final application process, applicants are required to provide detailed support documentation as outlined in the Loan Exhibit Checklist that may be obtained from DSHA's web site at [http://www.destatehousing.com/Developers/dv\_hdf.php.](http://www.destatehousing.com/Developers/dv_hdf.php)

Please indicate below which exhibits are attached to this application. Exhibits that are required for application consideration are marked with an asterisk. Please refer to the applicable Loan Exhibit Checklist to determine if an exhibit is required.

### LOAN APPLICATION EXHIBITS

1: Non-Profit Status **\***

14: Environmental Audit\*

2: Organizational Status **\***

15: Sites and Neighborhood

3: Applicant Experience **\***

16: Site Amenities

4: Sources/Uses **\***

17: Social Services

5: Rehabilitation Projects

18: Unusual Site Features

6: Project Description\*

19: Services and Utilities

7: Appraisal **\***

20: Easements\*

8: Site Control\*

21: Market Study

9: Plans and Specs\*

22: Management Agent

10: Accessibility Features

23: Relocation Plan

11: Photographs/Maps

24: Affirmative Fair Housing Marketing Plan

12: Physical Needs Assessment

25: Audited Financial Statements

13: Zoning\*

26: Government Jurisdiction

27: Self-Score of Application

**ELECTRONIC CERTIFICATION OF APPLICANT**

For Applicants applying to the Housing Development Fund, 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 deem 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 (COH), and the parties agree that the COH shall have the right to recommend, modify, increase, suspend or cancel such sanctions and such decision shall be binding upon DSHA and Applicant.

Furthermore, the Applicant hereby certifies to DSHA that the Applicant is not in any way owned, operated, managed, controlled or otherwise affiliated with in any way any person who has been found guilty or pled guilty to any crime, including a felony, misdemeanor or offense involving fraud, dishonesty, deceit, breach of trust, embezzlement or any other financial crime.

I/we fully understand that it is a Class A misdemeanor punishable by fine up to $2,300, up to 1 year in prison, restitution, and other conditions as the court deems appropriate, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 11, Delaware Code, Section 1233.

***DISCLAIMER***

*Applicant understands the information submitted in this application is for the purpose of proposing a project/program to DSHA for funding consideration and that acceptance of such submission does not constitute approval by DSHA.*

I electronically certify that all of the above is true:

Select

Legal Name of Applicant:

Name of Authorized Signer:

Title of Authorized Signer:

Signature: ***/S/***

SAVE

PRINT