



HOUSING DEVELOPMENT FUND (HDF)

Exhibit Checklist for HDF Special Populations Loans (Non-LIHTC)

All required and applicable exhibits must be appropriately labeled and submitted with the application by the application close deadline. For your convenience cover sheets for the exhibits can be obtained from the DSHA website at http://destatehousing.com/Developers/dv_hdf.php.

Please check the appropriate box next to the exhibit's name to indicate whether or not it is included in the application. In addition, please include a copy of the completed checklist in the application.

EXHIBIT #	EXHIBIT REQUIREMENTS	CHECK BOX
1	<p><u>Non-Profit Status</u></p> <p>If applicable, documentation of Section 501(c)(3) or (4) status, which states exempt purposes including the fostering of low-income housing, charitable purpose. Please indicate if this document is included in the application or is being sent electronically.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
2	<p><u>Organizational Status</u></p> <p>1. Organizational document of applicant, Articles of Incorporation, By-Laws, Partnership Agreement, etc.</p> <p><i>Explanation: The organization documents provide DSHA with the information needed to determine if the organization has the legal authorization to undertake the proposed project and incur the obligations of the loan. By providing the organizational documents with the application, DSHA will advise if changes will be required prior to closing the loan. This early notification avoids delays at the end of the loan process.</i></p> <p>2. Resolution of the Board of Directors, or general partners or local governmental body, as applicable authorizing the application and signatories (Corporations only).</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
3	<p><u>Applicant Experience</u></p> <p>Please provide a brief description of applicant's experience with a schedule of other properties owned or operated by the applicant including name of property, address, number of residents/households served, annual operating budget amount, length of time owned/operated, mortgages secured to project.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
4	<p><u>Sources and Uses/Proposed Leveraging/Committed Leveraging</u></p> <p>Evidence of funding, obligated or committed, for construction, acquisition or rehabilitation of proposed projects. The documentation should be dated within the last 9 months, be project specific, and provide details regarding the amount and terms of funds committed and/or received.</p>	<p>Required</p> <p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>

EXHIBIT #	<u>EXHIBIT REQUIREMENTS</u>	CHECK BOX
5	<p><u>For Rehabilitation Projects Only</u></p> <p>Please provide a copy of all mortgages outstanding on the property held by applicant.</p> <p><i>Explanation: This documentation serves several purposes. If mortgages are currently held on the property, the information requested will enable DSHA to determine if the obligations have been met under the mortgage, and if the mortgage has any provisions that prohibit prepayment.</i></p>	<input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A
6	<p><u>Project Description</u></p> <p>Write a brief description of the project, the project beneficiaries, targeted income groups, type of households, etc. Describe how the project addresses DSHA priorities, special needs/homeless/extremely low-income households, and assisting low- and moderate-income households.</p> <p>Please include as much information as you feel appropriate so that we may have a good understanding of the project.</p>	<p>Required</p> <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic
7	<p><u>Appraisal</u></p> <p>Appraisal or summary appraisal performed by an appraiser acceptable to DSHA. A Summary Appraisal Report, from a qualified professional appraiser, of the unimproved land value for new construction projects. For all projects, the acquisition price must meet the following standards: For an arm's length transaction, the maximum acquisition price must be the lesser of the contract price or the "as is" appraised value of the property.</p> <p>For a related party transaction where the property was acquired less than two years before the application date, the maximum acquisition price may not exceed the lesser of the 'as is' appraised value of the property, or the original acquisition price plus carrying costs acceptable to DSHA. For a related party transaction where the property was acquired two or more years before the application date, the maximum acquisition price may not exceed the "as is" appraised value of the property. Prior to allocation, a property appraisal and, if applicable, a copy of the settlement sheet will be required.</p> <p>NOTE: The Summary Appraisal Report and the Property Appraisal should not be more than twelve months old.</p>	<p>Required</p> <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic
8	<p><u>Site Control</u></p> <p>Copy of the Deed to the property, purchase contract or option to purchase the property.</p>	<p>Required</p> <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic
9	<p><u>Plans and Specs</u></p> <p>All projects must have all of the planning, zoning, surveys, title work, environmental studies, soils analysis and public infrastructure engineering completed prior to application.</p> <p><i>Explanation: In order for DSHA to evaluate the reasonableness of the loan, detailed information on the proposed scope and extent of the construction work to be undertaken on the project must be reviewed. Without this information, DSHA cannot assess whether the cost projections are reasonable or whether the full extent of construction required for the project has been adequately identified. Include contractor's proposal if available.</i></p>	<p>Required</p> <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic
10	<p><u>Accessibility Features</u></p> <p>Documentation of accessible units (both current and/or proposed) – listing unit configurations and accessibility features. For applications of four units or less, in order to receive points, the Universal Design Score Sheet must be completed and included in Exhibit 9.</p>	<input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A

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11	<p><u>Photographs/Maps/Promoting Balanced Housing</u> Photographs of the building or site and a site map showing the location of the development. Provide a map that demonstrates project is located in an area that promotes balanced housing opportunities. Please refer to the Loan Guidelines for links to area maps.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
12	<p><u>DSHA Capital Needs Assessment (Rehabilitation Projects Only)</u> For new permanent supportive housing projects that will be acquired and rehabilitated, a capital needs assessment must be completed by a qualified architect will be required.</p>	<p>Required for Rehab ONLY <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
13	<p><u>Zoning</u> All projects must have evidence of zoning, surveys, title work, environmental studies, soils analysis and public infrastructure engineering completed prior to application. <i>Explanation: Compliance with zoning requirements is essential to a successful housing development.</i></p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
14	<p><u>Environmental Review and/or Assessment</u> Environmental Phase I Audits or Phase I Environmental Site Assessment (ASTM E1527-05). Verification of Flood Plains, wetlands or other unusual site features should be included in the report.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
15	<p><u>Sites and Neighborhood Features</u> Please include in exhibit a map of site, or other visual aid plotted with the proximity of neighborhood features or services. Refer to DSHA’s HDF overview, Ranking Process, Sites and Neighborhood Features for more detail.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
16	<p><u>Site Amenities</u> Please provide documentation from architect evidencing that site has met and/or exceeds DSHA’s minimum construction/rehabilitation standards. And if site does exceed standards by at least three new features, evidence supporting such will need to be included in exhibit for additional points. For Special Populations properties, documentation showing that site has met and/or exceeds DSHA’s minimum construction/rehabilitation standards.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
17	<p><u>Social Services</u> Service contracts or commitments for Permanent Supportive Housing or Special Populations.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
18	<p><u>Unusual Site Features</u> Verification of Flood Plains, wet lands or other unusual site features.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>

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19	<p><u>Services and Utilities</u> Verification of Services and Utilities in the form of a letter from service provider.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
20	<p><u>Easements</u> Verification of Easements.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
21	<p><u>Management Agent</u> For-fee Management Agents are required to complete a Management Agent Qualification Application. Review DSHA management agent requirements and complete management agent application (Excel format). http://www.destatehousing.com/Developers/developermedia/hdf_managment_agent_req.pdf</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
22	<p><u>Management Agent</u> Management Agent Qualification Application. Review DSHA management agent requirements and complete management agent application (excel format). http://www.destatehousing.com/Developers/developermedia/hdf_managment_agent_req.pdf</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
23	<p><u>Affirmative Fair Housing Marketing Plan</u> Applicants must provide a completed copy of the Affirmative Fair Housing Marketing Plan. http://www.destatehousing.com/Developers/developermedia/hdf_hud_for_m_935-2a.pdf</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
24	<p><u>Relocation Plan</u> If project includes the relocation of tenants, please include a copy of the relocation plan to be used.</p>	<p><input type="checkbox"/> Paper and <input type="checkbox"/> Electronic <input type="checkbox"/> N/A</p>
25	<p><u>Audited Financial Statements (for the last 3 years)</u> Please indicate if these documents are included in the application or are being sent electronically.</p>	<p>Required <input type="checkbox"/> Electronic ONLY</p>
26	<p><u>Government Jurisdiction</u> Provide names and addresses of the following individuals in whose district/jurisdiction the development is to be located: State Senator, State Representative and Chief Executive Officer of local jurisdiction.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>
27	<p><u>Self-Score of Application</u> Applicants must self-score their application using the HDF Score Sheet and a score a minimum of 55 points in order to submit application to DSHA.</p>	<p>Required <input type="checkbox"/> Paper and <input type="checkbox"/> Electronic</p>