NATIONAL HOUSING TRUST FUND (NHTF)
Permanent Supportive Housing Set-Aside
Notice of Funding Availability (NOFA)
Application Part III Exhibit Checklist

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 www.destatehousing.com/Developers/dv_nhtf.php

Please check the appropriate box next to the exhibit's name to indicate whether or not it is included.

EXHIBIT #	EXHIBIT NAME AND REQUIREMENTS	CHECK BOX
1	**Nonprofit Status – NONPROFITS** Documentation of Section 501(c)(3) which states exempt purposes including the fostering of low-income housing, charitable purpose.	**Required** ☐ Electronic
2	**Organizational Status** • Provide copies of: Articles of Incorporation, By-laws, and Tax Status and documentation of EIN. • Provide list of Board officers and attach Board's approval to apply for loan.	**Required** ☐ Paper and ☐ Electronic
3	**Applicant Experience** • Describe previous or current experience in the successful development and administration of permanent supportive housing developments for very low and extremely low-income households or similar programs. • Describe current and/or previous projects/programs funded by DSHA or other funding sources. • Describe involvement in the community where the project is located. **Capacity** Demonstrate organizational and financial capacity. • Describe the organization's experience with other federal, state, or local housing programs. • Describe the organization's experience and ability to own, construct or rehabilitate, manage and operate affordable rental housing and/or affordable rental housing for special populations. Demonstrate the organization's experience with the above activities by citing specific examples. • Demonstrate the organization's financial capacity to undertake, comply and manage property. Describe the organization's expertise to assist in the successful planning, marketing, and managing of the program. • Explain the organization's capacity to provide financial assistance to the project should there be unforeseen operating occurrences. • Document the organization's operational policies and plans in place. • Describe support (funding, local government, etc.) of the organization for the development and administration of the program. Provide evidence of loans and/or projects that are in DSHA's portfolio, if any, and demonstrate that projects and loans are in good standing.	**Required** ☐ Paper and ☐ Electronic

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4	**Project Description** Describe the proposed project in detail. Examples of information to include in this exhibit, but not be limited to, are: • What population will the project serve? How many units/bedrooms? • What is the resident income levels that will be targeted (AMI)? • Is there documented State and/or local need for the project? Provide a brief market analysis narrative for the project. • Where is the project located? Is the project located near services that are easily accessed by the residents or supportive services? • How will the project work? Describe the application or in-take process, resident occupancy policies and the supportive services that will be available. • Will the project have an impact on the proposed community? Will the project assist in any neighborhood revitalization? • Describe the project design features and amenities. Describe the types of accessible features and unit configurations. • Provide photographs of the building or site and a site map showing the location of the development, neighborhood features and services. • Provide a map that demonstrates the project is located in areas that promote balanced housing opportunities, if applicable. • What is the expected impact the project will have on the proposed area and populations served? • If project includes the relocation of residents, please include a copy of the relocation plan to be used. • Architect Responsibilities: Provide a certification from architect that the project will meet and/or exceed DSHA's minimum construction and rehabilitation standards, including all applicable checklists required.	**Required** ☐ **Paper and** ☐ **Electronic**
5	**Leveraging/Cost of Services/Sources and Uses** Provide documentation of letters of commitment, letters of intent to fund, and/or letters demonstrating funding has been applied for and a decision is pending for **construction and permanent** financing and other grant funds, if any, including cash and non-cash participation of sponsor/developer. **All documentation must be issued to the name of the applicant, be project specific and dated within the last nine (9) months.** All funds should be reflected on Part II – PSH Cash flow pro forma. Describe if any DSHA NHTF and/or HOME funds will have any repayment structure. Describe what policies, procedures and measures have been established to control overall costs of the project, other programs, and organization. Examples: Bidding process, material discounts, in-kind materials or labor (non-volunteer), established procedures to follow budget, consolidated contract services, MOU of in-kind service providers, etc.	**Required** ☐ **Paper and** ☐ **Electronic**

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6	**Operating Funds, Project-Based Assistance, Project Self-Sufficiency** Provide documentation of letters of commitment, letters of intent to fund, and/or letters demonstrating funding has been applied for and a decision is pending for all **operating funds, project-based assistance, or tenant-based assistance**, if any. **All documentation <u>must</u> be issued to the name of the applicant, be project specific and dated within the last nine (9) months.** New rental subsidy may be available for projects serving individuals with mental health disabilities who are at risk of homelessness or institutionalization. Projects in Sussex County will receive a priority for this subsidy. Interested applicants must contact Susan Holloway 302-255-9398 or susan.holloway@state.de.us at Delaware's Division of Substance Abuse and Mental Health (DSAMH) in order to receive a preliminary letter of support. This preliminary letter of support must be provided with the NHTF PSH application in order to be eligible for priority scoring. **DSAMH documentation should be included in this exhibit.** Include Cost of Operations and Services and in a detailed budget.	**Required** ☐ **Paper and** ☐ **Electronic**
7	**Collaboration and Coordination** Describe all partnerships and/or collaborations from other nonprofit agencies or entities that will assist or provide services for the residents. Provide documentation of letters, MOUs or other evidence of collaboration or coordination of services for the residents.	**Required** ☐ **Paper and** ☐ **Electronic**
8	**Readiness to Proceed** Describe readiness to proceed benchmarks and provide correlating documentation, including but not limited to: • Site Control – provide copy of the deed to the project, purchase contract or option to purchase the project; • Zoning – provide evidence that project has zoning compliance, which includes zoning classification, re-zoning or variance application form; • Verification of Services and Utilities – provide documentation in the form of a letter from service provider; • Easements – provide verification of any easements on the proposed project; • Development Team – provide resumes and/or contracts that provide information on the knowledge, background and experiences listed on the Development Team tab of Part II – PSH Cash flow pro forma; • Plans and Specs – provide preliminary plans and specifications or detailed description of the proposed construction. In addition, provide a certification from architect that the project will meet and/or exceed DSHA's minimum construction and rehabilitation standards; and • Building permits – provide evidence of building permits, if any.	**Required** ☐ **Paper and** ☐ **Electronic**

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9	**DSHA Capital Needs Assessment (Rehabilitation Projects Only)** 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.	**Required** ☐ **Paper and** ☐ **Electronic**
10	**Appraisals or summary appraisal** 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 project. For a related party transaction where the project was acquired less than two (2) years before the application date, the maximum acquisition price may not exceed the lesser of the 'as is' appraised value of the project, or the original acquisition price plus carrying costs acceptable to DSHA. For a related party transaction where the project was acquired two (2) or more years before the application date, the maximum acquisition price may not exceed the "as is" appraised value of the project. Prior to allocation, a project appraisal and, if applicable, a copy of the settlement sheet will be required. **NOTE**: The Summary Appraisal Report and the Property Appraisal should not be more than twelve (12) months old.	**Required** ☐ **Paper and** ☐ **Electronic**
11	**Environmental Review and/or Assessment** **Environmental Audit** 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.	**Required** ☐ **Paper and** ☐ **Electronic**
12	**Management Agent** 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	**Required** ☐ **Paper and** ☐ **Electronic**
13	**Government Jurisdiction** 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.	**Required** ☐ **Paper and** ☐ **Electronic**
14	**Audited Financial Statements (for the last three (3) years)** Please indicate if these documents are included in the application or are being sent electronically.	**Required** ☐ **Electronic ONLY**

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15	**HUD Documents or Requirements as applicable:** • **Applicant/Recipient Disclosure/Update Report (HUD-2880)** Documentation Requirement: A fully completed HUD-2880 Form. Download: https://www.hudexchange.info/resource/293/hud-form-2880/ • **Application for Federal Assistance (HUD-424)** Documentation Requirement: A fully completed HUD-424 Form. Download: https://www.hudexchange.info/resource/306/hud-form-sf424/ • **Affirmative Fair Housing Marketing Plan** Documentation Requirement: Applicant must submit a copy of the Applicant's Affirmative Fair Housing Marketing Plan. Applicants should use HUD Form 935.2A (multi-family). Download: https://www.hudexchange.info/resource/4716/affirmative-fair-housing-marketing-plan-form/ • **Environmental Review** For all projects, DSHA will be required to process an Environmental Review in accordance with HUD requirements. More information is available at the following link: https://www.hudexchange.info/programs/environmental-review/htf/ • **Capital Needs Assessment** For Acquisition/Rehabilitation projects, the HUD Capital Needs Assessment Tool may be required prior to NHTF commitment. More information is available at the following link: https://www.hudexchange.info/resource/5186/instructions-for-use-of-cna-assessment-tool/	**Required** ☐ **Paper and** ☐ **Electronic**