

HOUSING DEVELOPMENT FINANCING APPLICATION CHECKLIST

Please include this checklist as the Table of Contents for your Application

PLEASE IDENTIFY IN COLUMN 'B' BELOW IF THE ITEM LISTED IS NEW INFORMATION SINCE THE APPLICATION SUBMITTED ON SEPTEMBER 27, 2019 BY MARKING "N" OR IF IT IS UNCHANGED FROM THE SEPTEMBER 27, 2019 SUBMITTAL, THEN MARK "U"

Applicant: _____

Project: _____

Project Address: _____

	A	B	FOR CITY USE	
			Date Rec'd	Complete Y/N
ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	New (N) or Unchanged (U)?		
SUMMARY INFORMATION				
1. Cover Letter/Narrative Description				
2. Self-Scoring Worksheet				
3. City Application Form				
THRESHOLD INFORMATION				
4. Community Outreach Plan and Activities				
5. Evidence of Demand or Market Study				
6. Parcel Map				
7. Evidence of Site Control				
8. Preliminary Title Report				
9. Appraisal				
10. Replacement Unit Analysis				
11. Relocation Plan and Budget (if applicable)				
12. Letter of Conformity with Zoning Requirements				
13. Phase I Environmental Site Assessment				
13a. Phase II (if required)				
14. Preliminary Design Sketches				
15. Development Schedule				
16. Preliminary Marketing Plan				
17. Preliminary Management Plan (rental projects only)				
18. CHDO Recertification (if applicable)				
19. Certifications and Campaign Contribution Limit Acknowledgement				

	A	B	FOR CITY USE	
ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	New (N) or Unchange d (U)?	Date Rec'd	Complete Y/N
PROJECT FEASIBILITY & SCORING CRITERIA				
20. Planning and CEQA Approvals				
21. Development Budget				
22. Operating Budget				
23. 30 Year Proforma				
24. Financial Summary				
25. Unit Size and Affordability				
25a. HUD Utility Schedule Model www.huduser.org/portal/resources/utilallowance.html				
26. Maximum Affordable Sales Price Calculation				
27. Construction Financing				
28. Permanent Financing				
29. Acquisition and Predevelopment Financing				
30. Rental or Operating Subsidies (if applicable)				
31. Neighborhood Narrative and Revitalization Description				
32. Location Map				
33. Developer Experience Worksheets				
34. Joint Venture Agreement (if applicable)				
35. Developer Capacity Worksheet				
36. Resumes of Developer's Key Staff				
37. Resumes and Experience of Development Team				
38. Audited Financial Statements and Financial Analysis Workbook				
39. Preliminary Resident Services and Technology Plan				
40. Sustainability Plan				