

## Funding Application Attachments Checklist

Document Required	Required sections of the document
Executive Summary	<ul style="list-style-type: none"> <li><input type="checkbox"/> Development timeline for acquisition</li> <li><input type="checkbox"/> Financial packaging</li> <li><input type="checkbox"/> Design development</li> <li><input type="checkbox"/> Construction start/end dates</li> <li><input type="checkbox"/> Lease-up and/or sales</li> </ul>
Developer/Sponsor Overview	<ul style="list-style-type: none"> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Mission</li> <li><input type="checkbox"/> Summary of development experience</li> <li><input type="checkbox"/> Annual report (if available)</li> <li><input type="checkbox"/> Brief bios for key staff (as applicable) including               <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Director/President</li> <li><input type="checkbox"/> Chief Financial Officer/Controller</li> <li><input type="checkbox"/> Project Manager</li> </ul> </li> </ul>
Development Team Info	<p>For all members (Co-Developer, Development Consultant / Owner's Rep, General Contractor, Architect, Construction Inspector, Property Management Company, Borrower's Attorney)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact information</li> <li><input type="checkbox"/> Qualifications</li> <li><input type="checkbox"/> Resume</li> </ul>
Board of Directors Info (if applicable)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief bios/terms, including current occupation</li> </ul>
Non-Profit Documentation (if applicable)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Including IRS determination letter</li> <li><input type="checkbox"/> DUNS #</li> <li><input type="checkbox"/> By-laws</li> <li><input type="checkbox"/> Articles of incorporation</li> <li><input type="checkbox"/> Cert. of Good Standing, etc.</li> </ul>

<p>Financial Statements of Sponsors/Guarantor (nonprofit)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Audited, unconsolidated financial statements that present the “parent-only” (i.e., borrower) financial position for the past 3 years;</li> <li><input type="checkbox"/> Consolidating schedule</li> <li><input type="checkbox"/> Financials that are at least 90 days within application date including statement of financial position</li> <li><input type="checkbox"/> Statement of activities</li> <li><input type="checkbox"/> Statement of cash flows</li> <li><input type="checkbox"/> Board approved budget for current fiscal year.</li> <li><input type="checkbox"/> Cash flow projections for 2 years.</li> </ul>
<p>Financial Statement of Sponsors/Guarantor (for-profit)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed, current PFS statement for each party with 20% or greater ownership. Required for personal guarantees and allows pulling of credit report.</li> <li><input type="checkbox"/> *Tax Returns for the last 3 years (990s or personal tax returns for each party with 20% or greater ownership)</li> <li><input type="checkbox"/> PFS/credit pulls will be requested at loan approval.</li> </ul>
<p>REO Schedule</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule of real estate including value (and how it is determined)</li> <li><input type="checkbox"/> Real estate debt</li> <li><input type="checkbox"/> Borrower’s share of equity</li> <li><input type="checkbox"/> NOI</li> <li><input type="checkbox"/> Debt service</li> <li><input type="checkbox"/> Cash flow</li> <li><input type="checkbox"/> Borrower’s share of cash flow and current occupancy levels.</li> </ul> <p>NOTE, we have a template that can be accessed</p>
<p>Development Financial Statements (occupied only)</p>	
<p>Evidence of Site Control</p>	<p>Site control must be demonstrated as completed or in process for every parcel of land proposed/property within the project definition.</p>
<p>Market study (No more than one year old)</p>	
<p>Rent rolls (occupied only)</p>	

Development budget/Sources & Uses	
30 Year Proforma	
Capital Needs Assessment	(preservation/rehab only, no more than 12 months old)
Proof of certificate as a Minority/Women Owned Business Enterprise	If Applicable
Two project support letters from community groups and/or neighborhood based community building organizations (CBO)	
Environmental Assessment (phase I) (No more than one year old)	
Additional environmental due diligence documents including Phase II ESA, BEA, Response Activity Plan, etc.	
Soil conditions (new construction)	New Construction Only
Relocation Plan (occupied only)	If Applicable
Tax Abatement Documents	
Appraisal (no more than one year old)	Required by closing. May be waived on a case by case basis.
Contractor's Qualification Statement	Required by closing.
Architectural Plans	Required by closing.
Architects Insurance	Required by closing.
Owner-Architect Agreement	Required by closing.
Marketing/Transition Plan (preservation and rehab only)	
Financing Commitments	