

HOUSING OPPORTUNITIES FUND (HOF) LOAN APPLICATION – CHECKLIST OF REQUIRED DOCUMENTS		Check if provided	Check if not applicable
1	Letter requesting consideration for funding submitted on applicant's letterhead		
2	Project narrative (please include data on current tenant demographics, if known, for existing residential projects)		
3	Location map, including directions to the site		
4	Photographs of the project, unit interiors (if existing), and surrounding area		
5	Site plan, and design sketches or building elevations		
6	Floor plans, with unit sizes (architectural drawings or a unit-by-unit scope of work)		
7	Resident relocation plan		
8	Summary of public engagement program, including any letters of support (or opposition) from neighboring civic/homeowners associations		
9	Market study or other evidence of market support for project		
10	Describe any renovation or rehabilitation work undertaken on the property in the past 5 years, including the scope and cost of the work and the contractor		
11	Project development budget (Sources and Uses)		
12	Project operating budget		
13	Pro-forma (should be multiyear to Year 40, following placement of permanent financing) with repayment of City loan highlighted		
14	Documentation regarding all other costs as specified in the Sources and Uses		
15	Project development schedule (with critical financing and construction milestones included)		
16	Construction cost estimate and/or construction contract with preliminary bids for work; list of subcontractors and vendors (City may require two GC bids)		
17	Evidence of financing commitments (construction and permanent, as applicable)		
18	Virginia Housing Development Authority Application for Reservation of Low-Income Housing Tax Credits (for most recent application cycle)		
19	Partnership agreement		
20	Site control documentation (e.g., contract for sale, purchase agreement or option, long-term lease)		
21	Physical needs assessment (PNA) and Phase I environmental report; other engineering (structural, civil, mechanical, archeological, environmental) studies, as warranted by PNA and Phase I, or as requested		

22	Real estate appraisal		
23	Copies of all loan agreements, notes, deeds of trust, covenants regarding the property for which you are seeking City assistance		
24	Title report for the property (will need to be updated within 30 days of the date the loan agreement is anticipated to be executed by the City and the applicant)		
25	Applicant's organizational documents, including the following (<i>if the applicant is a wholly owned subsidiary or special purpose entity, the following should be provided for both the applicant and the parent organization</i>): <ul style="list-style-type: none"> a. IRS determination letter granting organization 501 (c)(3) non-profit status b. Employer Identification Number or Tax Identification Number c. Articles of Incorporation and bylaws d. State Corporation Commission Certificate of Good Standing e. CHDO certification f. Applicant's audited financial statements for the past three years, including management letters. g. Current balance sheet/statement of financial position h. Applicant's last three years' federal tax returns/990s 		
26	Organizational chart for applicant entity if it is part of an LP or LLC with other members		
27	Resumes of board members and key development staff who will be involved in the project		
28	List of any local or state government agencies which have provided loans to the applicant, including a contact person for each (for new applicants or applicants who have not conducted business with the City during the past 5 years)		
29	List of five business references with contact information (for new applicants or applicants who have not conducted business with the City during the past 5 years)		
30	Table listing any pending litigation in which the applicant, its employees and/or its Board of Directors is a party, including the caption, the court in which the matter is filed, the nature of the claims and the current status, including anticipated outcome		
31	List of any debarment or adverse actions taken, or pending, against the applicant or any other related entity by a local, state or federal government/agency		
32	Board of Directors' resolution authorizing submission of the HOF loan application, including an acknowledgement that the application and supporting materials will be reviewed by the Board President and Treasurer prior to submission		
33	Name and title of person authorized to sign the City loan agreement on behalf of the applicant		
34	Proof of insurance, in amounts required by the City, naming the City as an additional insured (to be provided at closing, or before)		
35	Executed Disclosure and Certification statement (see below)		

DISCLOSURE AND CERTIFICATION

I certify that I am knowledgeable regarding the information and/or documents requested and provided pursuant to this City of Alexandria Housing Opportunity Fund loan application.

I understand and agree to comply with the City of Alexandria's disclosure requirements, which include an ongoing reporting obligation should any of the answers or materials provided need to be substantively revised, supplemented or changed at any time during the application and/or loan period.

I understand that the organization which I represent has an ongoing responsibility to report any matters or developments which may substantively and/or adversely impact the City of Alexandria's investment and/or its participation in the project at any time prior to or during the loan period, and that failure to meet this responsibility may be considered a default as that term is defined in the City loan agreement.

Name of Applicant Organization _____

CEO of Applicant Organization _____

Board President/Chair

Date

Board Treasurer/CFO

Date