



Is this firm a certified Minority-owned Business Enterprise (MBE)? Yes No  
 If yes, list Certification Number: #  
 Is this firm a certified Women-owned Business Enterprise (WBE)? Yes No  
 If yes, list Certification Number: #

◆ **General Partner/Corporate Officer Information (if applicable)**

*(List Managing General Partner on first line.)*

Name: _____	Fed. ID/Soc. Sec. # _____	Owns: _____	%
Name: _____	Fed. ID/Soc. Sec. # _____	Owns: _____	%
Name: _____	Fed. ID/Soc. Sec. # _____	Owns: _____	%

Is this entity a certified Minority-owned Business Enterprise (MBE)? Yes No  
 If yes, list Certification Number: #

Is this entity a certified Women-owned Business Enterprise (WBE)? Yes No  
 If yes, list Certification Number: #

Will development be owned or sponsored by:

Community Based Development Organization (CBDO)?	Yes	No
Is the CBDO designation from CDA?	Yes	No
Community Housing Development Organization (CHDO)?	Yes	No
Is the CHDO designation from CDA?	Yes	No

Has the developer completed any other residential development project? Yes No

If yes, please answer the following:

How many projects has the developer completed? #

How many dwelling units has the developer been responsible for producing?  
 New Construction # \_\_\_\_\_ units      Rehab # \_\_\_\_\_ units

List completed projects:

Project Name	Address	New	Rehab	For-Sale	Rental	Low/Mod	Mrkt Rate	# Units	Total Development Cost
_____	_____	-	-	-	-	-	-	_____	\$ _____
_____	_____	-	-	-	-	-	-	_____	\$ _____
_____	_____	-	-	-	-	-	-	_____	\$ _____
_____	_____	-	-	-	-	-	-	_____	\$ _____
_____	_____	-	-	-	-	-	-	_____	\$ _____



## II. Development Team Information

	Name	Address	Phone	Certified MBE WBE	Certification Number
Contractor:	_____	_____	_____	— —	# _____
Consultant:	_____	_____	_____	— —	# _____
Attorney:	_____	_____	_____	— —	# _____
Tax Accountant:	_____	_____	_____	— —	# _____
Architect:	_____	_____	_____	— —	# _____
Engineer:	_____	_____	_____	— —	# _____

Track record of prime contractor — list the contractor's five most recently completed projects:

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Track record of architect — list the architect's five most recently completed projects:

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Does developer or owner hold a direct financial interest in any development team member listed above?

Yes  No

If yes, provide details of the relationship: \_\_\_\_\_

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◆ **Equipment included with Income Restricted Units**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Microwave        | <input type="checkbox"/> Refrigerator  | <input type="checkbox"/> Kitchen Exhaust Duct   | <input type="checkbox"/> Fireplace      |
| <input type="checkbox"/> Range & Oven     | <input type="checkbox"/> Ceiling Fans  | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony        |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet        | <input type="checkbox"/> Laundry Hook-ups       | <input type="checkbox"/> Security Alarm |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Blinds/Drapes | <input type="checkbox"/> Laundry Equip. in unit | <input type="checkbox"/> Other: _____   |

◆ **Equipment included with Other Units**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Microwave        | <input type="checkbox"/> Refrigerator  | <input type="checkbox"/> Kitchen Exhaust Duct   | <input type="checkbox"/> Fireplace      |
| <input type="checkbox"/> Range & Oven     | <input type="checkbox"/> Ceiling Fans  | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony        |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet        | <input type="checkbox"/> Laundry Hook-ups       | <input type="checkbox"/> Security Alarm |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Blinds/Drapes | <input type="checkbox"/> Laundry Equip. in unit | <input type="checkbox"/> Other: _____   |

**V. Site Information**

Form of Site Control:       Option       Contract       Deed

Date of Acquisition: \_\_\_\_\_ Expiration date of option or contract: \_\_\_\_\_ Price: \$ \_\_\_\_\_

Site Area (purchased in this transaction): \_\_\_\_\_ Sq. Ft.

Site Area (utilized for the proposed development): \_\_\_\_\_ Sq. Ft.

Seller's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Arms-Length Transaction?  Yes       No

Explain the relationship between buyer and seller. Provide sales contract from last arms-length transaction. If the sales contract cannot be provided at the initial application stage, it will be a requirement to receive a firm Financing Commitment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Of the above, list those properties on which there is an existing mortgage and provide the approximate amount of the loan outstanding.

Address	Mortgage Balance
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Does current site zoning allow residential use?  Yes       No

If no, please explain what steps have been or will be taken to obtain zoning approval.

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the current site(s) require lots to be subdivided?  Yes       No

Are the following utilities now located on the site?

Public Water Supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Public Sewer System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Natural Gas Distribution System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Electric Power System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Cable Television System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Telephone System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site

Are the following conditions present at the proposed development site?

All or part in 100-yr. floodplain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Standing water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Railroad tracks within 300 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Creek, lake, river frontage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High tension wires	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ravines or steep grades	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High noise levels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Industrial sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous waste sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commercial sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other unusual site conditions (please describe):

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Is there anything in proximity to the project that could have a noteworthy positive impact on the marketability of this development? Please describe:

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Are any project buildings in a National or City historic district?  Yes  No

Are any project buildings within 300 feet of a park?  Yes  No

## VI. Development Rents

Rents are a critical factor in determining development feasibility. In completing the rental information on the following pages, the sponsor should anticipate the base rents that will be in effect as of the date the units will be completed and available for occupancy.

The amount of rent to be charged is considered to be the total cash receipts expected to be received from the tenants or any other source on behalf of the tenants.

CDA will pursue all means necessary to enforce both rent limitations which will include but may not be limited to preventing the owner from participating in any further programs administered by CDA and notification of non-compliance to the Department of Housing and Urban Development or the Internal Revenue Service (if applicable).

### ◆ Unit Rents

Enter your proposed net rents for units in the development.

Unit Type	# of Units	Net Rent per Unit	Monthly Rent per Unit Size	Avg. Floor Area (net sq. ft.)	Subsidized CDBG/HOME Unit	Tax Credit Unit	Non-Subsidized Unit
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
BR	Bath	\$ _____	\$ _____	sq.ft. _____	—	—	—
Total Rental Income:			\$ _____				
Non-Rental Income:			\$ _____				
Less Vacancy Allowance of:			(\$ _____)	_____ %			
Effective Monthly Income:					\$ _____		
Effective Annual Income					\$ _____		
What is the expected annual increase in net rent?				_____ %			

◆ **Monthly Utility Allowances**

Complete the following table of allowances for tenant paid utilities:

Expense Item	Elec.	Gas	Prop.	Paid By		Allowance by number of bedrooms				
				Owner	Tenant	0-BR	1-BR	2-BR	3-BR	-BR
Heating	~	~	~	~	~	_____	_____	_____	_____	_____
Cooking	~	~	~	~	~	_____	_____	_____	_____	_____
Hot Water	~	~	~	~	~	_____	_____	_____	_____	_____
Lighting	~	~	~	~	~	_____	_____	_____	_____	_____
Air Conditioning	~	~	~	~	~	_____	_____	_____	_____	_____
Water/Sewer	~	~	~	~	~	_____	_____	_____	_____	_____
Trash	~	~	~	~	~	_____	_____	_____	_____	_____
Refrigerator	~	~	~	~	~	_____	_____	_____	_____	_____

~ Utility Provider Name: \_\_\_\_\_

Source of utility allowance data:

~ Local PHA Name: \_\_\_\_\_

~ Other Name: \_\_\_\_\_

◆ **Employee and Model Units**

Number of employee units planned: \_\_\_\_\_ Number of permanent model units planned: \_\_\_\_\_

~ Included in unit count

~ Included in unit count

Unit Type	Number of Units	Monthly Net Rent Reduction per Unit	Total Monthly Rent Reduction	Average Floor Area (square feet)
_____ BR	_____ units	\$ _____	\$ _____	_____ sq.ft.
_____ BR	_____ units	\$ _____	\$ _____	_____ sq.ft.
Total Monthly Rental Income Foregone			(\$ _____)	

◆ **Rental Assistance Information**

Do you expect to receive or are you currently receiving any rental subsidies for this development?

~ Yes ~ No

If you answered yes, please check the types of subsidy expected:

~ Section 8 Moderate Rehabilitation

~ Section 8 Project Based Assistance

~ Other: \_\_\_\_\_

Number of units expected to receive assistance: \_\_\_\_\_ units

Number of years in assistance contract: \_\_\_\_\_ years



◆ **Fixed**

Real Estate Taxes (@ _____ mils)	\$ _____	
Assessed Value _____ Rate _____	\$ _____	
Insurances	\$ _____	
Other Tax Assessments (Personal Property Taxes)	\$ _____	
Other:	\$ _____	
<b>Subtotal - Fixed</b>		<b>\$ 0</b>
<b>Total Annual Operating Expenses</b>		<b>\$ 0</b>
<b>Annual Replacement Reserve Contribution</b>		<b>\$</b>
<b>Total Annual Operating Expenses &amp; Reserve Payments</b>		<b>\$ 0</b>
<b>Per Unit</b>		<b>\$</b>

## VIII. Proposed Sources and Uses of Funds

### ◆ Proposed Sources of Funds

Construction and Bridge Financing

Name of Lender, Investor or Funding Source	Amount	Interest Rate
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
<b>Total</b>	\$ _____	

### ◆ Proposed Permanent Financing

Name of Lender or Investor	Amort. Period (in months)	Loan Term	Amount	Interest Rate	Annual Debt Service
_____	_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	\$ _____	_____ %	\$ _____
_____	_____	_____	\$ _____	_____ %	\$ _____

Federal Low-Income Housing Credit Equity Proceeds	\$ _____
State Low-Income Housing Credit Equity Proceeds	\$ _____
Historic Rehab Credit Equity Proceeds	\$ _____
Other Cash Equity	\$ _____
<b>Totals</b>	\$ _____

**Total Debt Service**

\$ \_\_\_\_\_

### ◆ Government Subsidy

If any of your development financing sources are provided directly or indirectly with Federal, State or local government funds (other than financing being requested by this application), enter the amounts in the following table.

Loans		Grants	
Tax Exempt Bonds	\$ _____	State Government	\$ _____
CDBG ~ State	\$ _____	CDBG ~ State	\$ _____
~ From other local jurisdiction	\$ _____	~ From other local juris.	\$ _____
MO. Housing Trust Fund	\$ _____	MO. Housing Trust Fund	\$ _____
HOME ~ State	\$ _____	HOME ~ State	\$ _____
~ From other local jurisdiction	\$ _____	~ From other local juris.	\$ _____
Other: _____	\$ _____	Other: _____	\$ _____



◆ **Tax-Exempt Bond Financing**

If tax-exempt financing is to be used, what percentage of the total development cost will be financed with the proceeds of the Tax-Exempt Bonds Funds? \_\_\_\_\_ %

Will the proposed tax-exempt bond funding be:

- ~ new issue
- ~ re-funding of an existing tax-exempt bond issue

What minimum low-income set-aside election will be made for purposes of satisfying the tax-exempt bond requirements?

- ~ 20/50 \_\_\_\_\_
- ~ 40/60 \_\_\_\_\_

What entity is proposed to be the issuer of the bonds? \_\_\_\_\_

Has an inducement resolution been obtained from the bond issuer? ~ Yes ~ No

How will the bonds be credit-enhanced and what entity will provide the credit enhancement?

\_\_\_\_\_

\_\_\_\_\_

How does the sponsor anticipate that the bonds will be marketed?

\_\_\_\_\_

\_\_\_\_\_

Is there an investment banking entity that has been involved with the development financing process that is intended to be the bond underwriter? ~ Yes ~ No

What is the name and telephone number of the bond counsel for the transaction?

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

◆ **Existing Loan Subsidies in Developments to be Acquired**

Does your development plan include acquisition of units with existing subsidies? ~ Yes ~ No

If yes, please indicate the kind of existing subsidy.

~ HUD Program \_\_\_\_\_  
 Program Description \_\_\_\_\_

~ Other \_\_\_\_\_  
 Program Description \_\_\_\_\_

Does your development plan seek to preserve federally-assisted low-income housing which would otherwise convert to market rate use through mortgage prepayment, foreclosure or expiring subsidies? ~ Yes ~ No

◆ **Proposed Uses of Funds**

**For Site Work**

- 1. Site Work \_\_\_\_\_
- 2. Off-Site Improvement \_\_\_\_\_
- 3. Demolition \_\_\_\_\_

**For Rehabilitation and New Construction**

- 4. New Building \_\_\_\_\_
- 5. Rehabilitation \_\_\_\_\_
- 6. Accessory Building \_\_\_\_\_
- 7. General Requirements (Including Construction \_\_\_\_\_
- 8. Builder's Overhead Assurance Bond or \_\_\_\_\_
- 9. Builder's Profit Letter of Credit) \_\_\_\_\_
- 10. Other \_\_\_\_\_
- 11. Other \_\_\_\_\_

**Base Construction Cost (Total of Lines 1 - 11)** \_\_\_\_\_

**For Contingency**

- 12. Construction Contingency \_\_\_\_\_

**For Professional Fees**

- 13. Architect and Engineering Fee - Design \_\_\_\_\_
- 14. Architect Fee - Supervision \_\_\_\_\_
- 15. Property Survey Fee \_\_\_\_\_
- 16. Engineering Fee (Geotechnical) \_\_\_\_\_
- 17. Engineering Fee (Environmental) \_\_\_\_\_
- 18. Attorney Fee \_\_\_\_\_
- 19. Consultant or Processing Agent \_\_\_\_\_
- 20. Other \_\_\_\_\_
- 21. Other \_\_\_\_\_

**For Interim Costs**

- 22. Construction Period Property Insurance \_\_\_\_\_
- 23. Construction Interest (# of months) \_\_\_\_\_
- 24. MHDC Construction Loan Fee (1%) \_\_\_\_\_
- 25. Conventional Construction Loan Fee \_\_\_\_\_
- 26. Construction Period Real Estate Taxes \_\_\_\_\_
- 27. Other \_\_\_\_\_

**For Financing Fees and Expenses**

- 28. Other \_\_\_\_\_
- 29. Other \_\_\_\_\_
- 30. Credit Report \_\_\_\_\_
- 31. Other \_\_\_\_\_
- 32. Title, Recording and Disbursing \_\_\_\_\_
- 33. Owner's Cost Certification Fee \_\_\_\_\_
- 34. Other \_\_\_\_\_

**Subtotal (lines 1-34)** \_\_\_\_\_

**For Soft Costs**

- 35. Property Appraisal \_\_\_\_\_
- 36. Market Study \_\_\_\_\_
- 37. Environmental Report \_\_\_\_\_
- 38. Other \_\_\_\_\_
- 39. Other \_\_\_\_\_
- 40. Relocation Costs \_\_\_\_\_
- 41. Other \_\_\_\_\_
- 42. Other \_\_\_\_\_

**For Syndication Costs**

- 43. Organizational (Partnership) \_\_\_\_\_
- 44. Bridge Loan Fee and Expenses\* \_\_\_\_\_
- 45. Other \_\_\_\_\_
- 46. Other \_\_\_\_\_

**For Developer's Fee**

- 47. Developer's Fee \_\_\_\_\_

**For Development Reserves**

- 48. Other: \_\_\_\_\_
- 49. Working Capital (2% of loan amount) \_\_\_\_\_
- 50. Other Reserve \_\_\_\_\_

**To Purchase Land and Building**

- 51. Land \_\_\_\_\_
- 52. Existing Building \_\_\_\_\_

<b>Subtotal (lines 35 - 52)</b>	
<b>Subtotal from previous page (lines 1 - 34)</b>	
<b>Total Uses of Funds**</b>	

\* This line item relates to the initial cost to obtain a bridge loan and should not include bridge loan interest.

\*\* Total Proposed Uses of Funds must equal Total Proposed Sources of Funds on Page 15.



## X. Supportive Services Information

*(Attach copies of letter of intent from service providers.)*

If you plan to provide supportive services to your tenants, please provide the following:

Description of the population to be served:

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Description of the services to be provided:

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Description of the intended benefits of the services to be provided:

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## XI. Development Schedule

For each item in the chart below, enter the month and year that the item was accomplished, or for future events, the month and year when that item is expected to be accomplished. These are only projections. If an item does not apply to your development, enter N/A.

	<b>Activity</b>	<b>Month / Year</b>
<b>◆ Site</b>	Option	/
	Contract	/
	Closing	/
	Zoning	/
	Site Analysis	/
<b>◆ Construction Financing</b>	Source: _____	
	Application Submission	/
	Conditional Commitment	/
	Firm Commitment	/
<b>◆ Plans</b>	Preliminary Drawings	/
	Working Drawings	/
<b>◆ Construction Loan Closing</b>		/
<b>◆ Construction Start</b>		/
<b>◆ Marketing Start-Up</b>		/
<b>◆ Construction Complete</b>		/
<b>◆ All Units Occupied</b>		/

## XII. Certification

The Undersigned applicant(s) hereby each certify that, to the best of my/our knowledge, all of the information in this application and all supporting documentation is correct, complete and accurate. I/We further certify that:

1. The costs listed above are based upon firm bids or estimates and are reasonable and sufficient to complete the proposed development project.
2. The costs listed above include only those costs that are reasonable and directly necessary to the construction and financing of the project.
3. The developer understands that CDA makes no representations or warranties regarding the financial feasibility of the development and that any and all CDA financing of the development is solely based on representations made by the developer. I therefore agree to hold harmless and indemnify CDA and the individual directors, employees, members, officers, and agents of CDA in the event that the developer or anyone acting on the developer's behalf, at the developer's request or by and through the developer incurs any loss in conjunction with the development.
4. The developer will provide any funds necessary to complete the development of the project over and above those shown in the Sources of Funds form as available to complete the project and it has such funds available to pay such costs.
5. The developer agrees not to take its profit from the project assistance applied for in this application.
6. But for the project assistance being applied for in this application, this project would not be developed.
7. I understand and agree that my application for financing, all attachments thereto, and all correspondence relating to my application are subject to a disclosure request and I expressly consent to such disclosure. I further understand that any and all correspondence to me from CDA or other CDA-generated documents relating to my application are subject to a request for disclosure and I expressly consent to such disclosure. I agree to hold harmless CDA and the individual directors, employees, members, officers, and agents of CDA against all losses, costs, damages, expenses, and liability of whatsoever nature or kind (including, but not limited to, attorney's fees, litigation, and court costs) directly or indirectly resulting from or arising out of the release of all information pertaining to my application pursuant to a disclosure request.
8. I understand that any misrepresentations in this application or supporting documentation may result in a withdrawal of CDA financing and my (and related parties) being barred from future program participation.
9. All Federal, State and local subsidies have been disclosed and revealed.
10. All information provided in the application and all documents submitted are true, correct, and complete, to the best of my knowledge.

The developer further recognizes and accepts its obligation to notify CDA immediately if it becomes aware of any subsequent events or information which would change any statements or representations previously submitted to CDA.

*WARNING: The funds which are the subject of this application are administered by the U.S. Department of Housing and Urban Development. Section 1012 of Title 18 of the United States Code provides, "Whoever, with the intent to defraud... makes any false statement to or for such department... shall be fined not more than \$1,000 or imprisoned not more than one year, or both."*

## Signatures

**APPLICANT(S)**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*