

DOWN PAYMENT ASSISTANCE FUND – PREDEVELOPMENT LOANS

PREDEVELOPMENT LOAN REQUEST INTAKE FORM

Applications for the initial round of Predevelopment Loans will be accepted through **September 30, 2021**. Estimated timeframe for underwriting, credit approval, and closing is 2 months.

Project Name:
Project Address / Location:
Property Financing Status (check one): <input type="checkbox"/> Borrower has site control through an acquisition loan or other financing. <input type="checkbox"/> Project was awarded a site by the City through an RFP.
<i>Please note that only Projects currently in HPD's development pipeline for construction financing are eligible to apply.</i>
Estimated HPD Construction Financing Closing Date:

Borrower / Sponsor Information

Borrower Name (if different than Sponsor):	Sponsor Name:
Borrower / Sponsor Address:	Primary Contact (Name, Phone, Email):
Key Staff for the Project:	Guarantor(s) (if not Sponsor):
Please describe <u>Joint Venture</u> ownership structure, if applicable:	
Please attach up to one page description of experience as a developer of affordable and supportive housing:	

Service Provider Information (If Different than Sponsor)

Provider Name:	Provider Address:
Primary Contact (Name, Phone, Email):	

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Please attach up to one page description of experience as a Service Provider to the intended client base:

Property and Project Information

Current Owner (if not Sponsor):	Type of Project (check one): <input type="checkbox"/> New Construction <input type="checkbox"/> Preservation
Current Zoning:	Proposed Zoning (if different from current):
HPD Program:	Project Financing Sources: (please attach sources and uses)
Total # of Units: Total # of Supportive Units:	Tenant Relocation Required (please describe):
Site Description: (If New Construction, please describe prior uses, current structures, etc.; if Preservation, please describe the current building and operations of the project.)	
Total Predevelopment Budget (please attach schedule, identifying expense items covered by DPAF's Predevelopment Loan):	

List of Required Documents:

- I. Project Summary *(Please describe any details of the Project not included above)*
- II. Summary of Project Development Milestones from Property Acquisition to Construction Closing *(template attached)*
- III. Predevelopment Budget with Sources and Uses
- IV. Financial Documents for Sponsor (and Guarantor if Sponsor is not the Guarantor)
 - a. Previous three years audited financials (most recent available)
 - b. Internally generated interim financial statements for year-to-date and previous year (if audit unavailable)