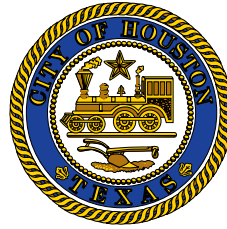


REQUEST FOR PROPOSAL (RFP)

SECTION 108 LOAN APPLICATION

Quick Checklist



Funding is available to both private for-profit entities and not-for-profit organizations. There is no requirement of a specific corporate or partnership structure.

1 DOES YOUR PROPOSAL MEET MINIMUM GENERAL ELIGIBILITY REQUIREMENTS? Yes



- Project site must have a City of Houston address.
- Must be located **OUTSIDE** 100-year floodplain. If the project is located in a 100-year floodplain, it is **NOT** eligible.
- Your development team has a proven track record of successful development and/or rehabilitation of multifamily housing.
- Organizations must not discriminate on the basis of ethnicity, race, color, creed, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or veteran's discharge status.

2 IS YOUR PROPOSAL ONE OF THESE ELIGIBLE ACTIVITIES? Yes



- Real property acquisition, single-family rehabilitation, multifamily rehabilitation
- Installation of public facilities and/or improvements
- Special development projects
- Business loans/grants, micro-enterprise, revolving loan program

Guidelines on CDBG Eligible Activity: <http://bit.ly/2wivW7k>

3 DOES YOUR PROPOSAL MEET A NATIONAL OBJECTIVE? Yes



- Benefit Low- to Moderate-Income (LMI) Persons
 - ▶ **AREA BENEFIT** (51% of residents must be LMI)
 - ▶ **CLIENTELE** (51% of project/program beneficiaries must be LMI)
 - ▶ **JOB CREATION** (51% of jobs created/retained must be available to or held by LMI persons)

LMI Income Worksheet: <https://bit.ly/2DhfydD>

Guidelines on CDBG National Objectives: <http://bit.ly/2wivW7k>

4 DO YOU MEET THE REQUIREMENTS TO BE CONSIDERED A QUALIFIED DEVELOPER? Yes



- GOOD STANDING:** Must be in good standing with the Housing and Community Development Department (HCDD) on all previous grants, loans, or loan commitments.
- FINANCIAL CAPACITY:** Applicant is expected to have sufficient liquidity to cover any funding shortfalls or delays that may occur during construction, lease-up and operation of the property.
- EXPERIENCE:** Must have a documented capacity to construct, or rehabilitate, and operate multifamily housing that benefits low-income individuals.
- THIRD-PARTY REPORTS:** Applicant will be required to submit third-party reports at the time of application and/or during underwriting.
- PROJECT READINESS:** Applicant may receive conditional awards subject to securing other project sources (*example: 9% Low Income Housing Tax Credits*) with final awards issued upon appropriation.
- SITE CONTROL:** Applicant must be either the current owner of the property or, at the time of application, have a binding contract to purchase the property.