

APPENDIX 5

SECTION 202 DIRECT LOAN PROGRAM
 APPLICATION FOR FUND RESERVATION
 INITIAL SCREENING CHECKLIST FORMATS
 (HOUSING FOR THE ELDERLY)

Instructions:

1. This checklist contains sections to be completed concurrently by the specified reviewing disciplines. Attach extra sheets as necessary.
2. Each reviewing discipline should check all applicable spaces and provide all information requested, even if the application is found not approvable on the basis of any single item or factor.
3. Upon completion of the individual sections, the section shall be routed to the Multifamily Housing Representative through PC&R. The MHR shall complete the cover sheet of the checklist summarizing all reviews.
4. Applicable Fund Reservation Application Exhibits are identified throughout the checklist for the respective reviewing disciplines.

Project Sponsor: _____
 Project No.: _____
 (Section 202/Section 8)

INITIAL SCREENING SUMMARY

Reviewing Disciplines	Recommendation	
	Acceptable	Not Acceptable
Section A - Multifamily Housing Representative	_____	_____
Section B - Mortgage Credit	_____	_____
Section C - Valuation	_____	_____
Section D - Architectural, Engineering, and Cost	_____	_____
Section E - Economic and Market Analysis	_____	_____
Section F - Fair Housing and Equal Opportunity	_____	_____
Section G - Housing Management	_____	_____
Section H - Community Planning & Development (only if relocation is proposed)	_____	_____

(INITIAL SCREENING SUMMARY) - continued

Determination of Acceptability (check appropriate box):

Based on initial screening, subject project is complete and eligible for technical processing.

OR

Based on initial screening, subject project is considered ineligible for technical processing for the following reason(s) circled below:

The application:

1. Was received after the deadline.
2. Is missing two or more complete exhibits.
3. Exceeds the unit limit identified in the advertisement.
4. Required a deficiency letter and the Sponsor did not provide the requested documentation within the 14-day period.
5. Includes an obvious (without benefit of further review) violation of a program requirement.

Describe Violation: _____

If found to be ineligible, the Sponsor will be notified by letter that the application was found ineligible for further consideration and a copy of the letter will be forwarded to Headquarters, Attention: Direct Loan Branch; and the Director, Office of Regional Housing.

Date of Letter: _____

INITIAL SCREENING REVIEW CHECKLIST - Multifamily Housing Representative

Sponsor Name: _____
 Location: _____
 Project No: _____

The following is the Multifamily Housing Representative's initial screening review of the subject application:

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
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1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
9	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
17	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____

After review of the exhibits for completeness, check one of the following:

1. The application is missing two or more complete exhibits and should be rejected.
2. To complete our review; the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review): _____ Date: _____

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(INITIAL SCREENING - Multifamily Housing Representative) continued

3. The additional information submitted by the Sponsor has been reviewed, but the application is still incomplete and must be rejected.
4. The application is complete.
5. The application is to be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

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INITIAL SCREENING REVIEW CHECKLIST - Mortgage Credit Branch

Sponsor Name: _____
Location: _____
Project No: _____

The following is the Mortgage Credit Branch's initial screening review of the subject application:

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
3	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
8	_____	_____	_____
10	_____	_____	_____
12	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____

After review of the exhibits for completeness, check one of the following:

1. The application is missing two or more complete exhibits and should be rejected.
2. To complete our review, the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review): _____ Date: _____

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(INITIAL SCREENING - Mortgage Credit Branch) - continued

- 3. The additional information submitted by the Sponsor has been reviewed, but the application is still incomplete and must be rejected.
- 4. The application is complete.
- 5. The application is to be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

INITIAL SCREENING REVIEW CHECKLIST - Valuation Branch

Sponsor Name: _____

Location: _____

Project No: _____

The following is the Valuation Branch's initial screening review of the subject application:

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
1	_____	_____	_____
13	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
20	_____	_____	_____

After review of the exhibits for completeness, check one of the following:

- 1. The application is missing two or more complete exhibits and should be rejected.
- 2. To complete our review, the following information is requested from the Sponsor:

	Date	Date
Information Requested	Requested	Received

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review): _____ Date: _____

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(INITIAL SCREENING Valuation Branch) - continued

- 3. The additional information submitted by the Sponsor has been reviewed, but the application is still incomplete and must be rejected.
- 4. The application is complete.
- 5. The application is to be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

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INITIAL SCREENING REVIEW CHECKLIST - Architectural, Engineering and Cost Branch

Sponsor Name: _____
 Location: _____
 Project No: _____

The following is the Architectural, Engineering and Cost Branch's initial screening review of the subject application:

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
1	_____	_____	_____
19	_____	_____	_____
26	_____	_____	_____
27	_____	_____	_____

28 _____
29 _____

After reviewing exhibits for completeness, check one of the following:

1. The application two or more complete exhibits and should be rejected.
2. To complete our review, the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review): _____ Date: _____

3. The additional information submitted by the Sponsor has been reviewed, but the application is still incomplete and must be rejected.
4. The application is complete.
5. The application is to be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

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INITIAL SCREENING REVIEW CHECKLIST - Economic and Market Analysis Staff

Sponsor Name: _____
Location: _____
Project No. _____

The following is EMAS's initial screening review of the subject application.

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
22	_____	_____	_____
25	_____	_____	_____

After review of the Exhibits for completeness, check one of the

following:

- 1. Application is missing two or more complete exhibits and should be rejected.
- 2. To complete our review, the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review) _____ Date: _____

- 3. The additional information submitted by the Sponsor has been reviewed, but application is still incomplete and must be rejected.
- 4. The application is complete.
- 5. The application must be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

INITIAL SCREENING REVIEW CHECKLIST - Fair Housing and Equal Opportunity

Sponsor Name: _____
 Location: _____
 Project No. _____

The following is FHEO's initial screening review of the subject application.

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
4	_____	_____	_____
9	_____	_____	_____
11	_____	_____	_____
18	_____	_____	_____
21	_____	_____	_____

After review of the exhibits for completeness, check one of the

following:

1. Application is missing two or more complete exhibits and should be rejected.
2. To complete our review, the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review) _____ Date: _____

3. The additional information submitted by the Sponsor has been reviewed, but application is still incomplete and must be rejected.
4. The application is complete.
5. The application must be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

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INITIAL SCREENING REVIEW CHECKLIST - HM

Sponsor Name: _____

Location: _____

Project No: _____

The following is the HM's initial screening review of the subject application:

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
8	_____	_____	_____
9	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____

After reviewing exhibits for completeness, check one of the following:

1. The application is missing two or more complete exhibits and

should be rejected.

- 2. To complete our review, the following information is requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review): _____ Date: _____

- 3. Additional information submitted by Sponsor has been reviewed, but, application is still incomplete and must be rejected.
- 4. Application is complete.
- 5. Application is to be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____

INITIAL SCREENING REVIEW CHECKLIST - Community Planning and Development

Sponsor Name: _____

Location: _____

Project No. _____

The following is CPD's initial screening review of the subject application.

EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
21	_____	_____	_____

After review of the Exhibit for completeness, check one of the following:

- 1. Information is complete and eligible for further review.
- 2. To complete our review, the following information is

requested from the Sponsor:

Information Requested	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewer (Initial Review) _____ Date: _____

3. The additional information submitted by the Sponsor has been reviewed, but application is still incomplete and must be rejected.

4. The application is complete.

5. The application must be rejected for the following reason(s):

Reviewer (Final Review): _____ Date: _____