APPENDIX 16

SECTION 811 CAPITAL ADVANCE PROGRAM

APPLICATION FOR FUND RESERVATION

PRELIMINARY EVALUATION REVIEW CHECKLIST FORMAT

Instructions:

- 1. The checklist contains seven sections to be completed concurrently by the specified reviewing disciplines. Attach extra sheets as necessary.
- 2. Each reviewing discipline should check all applicable items and provide all information requested, even if the application is found unapprovable on the basis of any single item or factor.
- 3. When completed, the reviews shall be routed to the Multifamily Housing Representative through PC&R. The MHR shall complete a summary of all reviews.
- 4. Applicable Fund Reservation application exhibits are identified to assist the reviewing disciplines.

6/91 Page 1 4571.2 APPENDIX 16 Project Sponsor: Project Address: Number of Units & Residents:_____ Project No.: _____ PRELIMINARY EVALUATION SUMMARY Reviewing Office Recommendation Acceptable Not Acceptable Section A - Multifamily Housing Representative (MHR) Section B - Mortgage Credit Branch _____ Section C - Valuation Branch Section D - Architectural, Engineering, and Cost Branch

Section E - Field Office Counsel

	1 n G - Fa	conomic and Market Analysis Division air Housing and Equal Opportunity	
(Sign	nature o	of MHR)	Date
6/	91	Page 2	
			4571.2
			APPENDIX 16
Determi	nation	of Acceptability	
_		ed on the preliminary evaluati	on, subject project is
		OR	
_	inel	ed on the preliminary evaluati ligible for processing because eshold criteria checked below:	e it did not meet the
-	(1)	Application was received by address by August 12, 1991 a missing no more than one com (excluding exhibits which ar	nd was complete or is plete exhibit
_	(2)	Sponsor acceptably corrected (including furnishing missin within 14 calendar days from notification of deficiency l	ng certifications) In the date of the
_	(3)	Sponsor, proposed facilities occupants are eligible under	
_	(4)	Sponsor has experience in de operating housing, medical o and/or providing services to disabilities, families or mi	or other facilities persons with
_	(5)	Application included a suppo meeting the requirements of	
_	(6)	There is reasonable expectat can meet the Minimum Capital requirement and start-up exp	Investment
_	(7)	Application contains evidence site control or the appropriate site;	

Page 3 6/91

(8) The Sponsor is in compliance with civil rights laws and regulations as follows:

- (a) There are no pending civil rights suits against the Sponsor instituted by the Department of Justice;
 - (b) There are no outstanding findings of noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, or where the Secretary has issued a charge under the Fair Housing Act, unless the Sponsor is operating under a compliance agreement designed to correct the areas of noncompliance;
 - (c) There has not been a deferral of the processing of applications from the Sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3), and the HUD Title VI regulations (24 CFR 1.8) and procedures (HUD Handbook 8040.1) or under Section 504 of the Rehabilitation Act of 1973 and the HUD Section 504 Regulations (24 CFR 8.57).
- (9) Even without a site visit, it is reasonable to expect the proposed site meets site and neighborhood standards, including minority and disabled concentration considerations, and is not in a floodway or Coastal High Hazard (velocity) area;
- (10) There is sufficient market demand for the number and type of units proposed based on preliminary review; and
- (11) Application was responsive to the Field Office Invitation (i.e., did not request more units than advertised for the Region).

6/91 Page 4

_ (12)	Other.		
	Comments:		
letter that the consideration Headquarters,	ne application was and a copy of the Office of Elderly canch (HMEED), and	the Sponsor will k found ineligible f letter will be for and Assisted Housi to the Director, C	for further rwarded to ing, Attention:
Date of Letter	c:		
	Pa	ge 5	6/91
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			APPENDIX 16
		ation for Fund Rese tion Review Checkli	
			.50
Section A - Mu	ultifamily Housing	Representative	
Sponsor Name: Project Addres Project No.:	ss:		
		ntain information f ive. Check the exh	
EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
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	23 24			
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	26 27			
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	29			
3	30			
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				APPENDIX 16
he	After re following	view of the exhibit	s for completenes	ss, check one of
. •	_	The application in exhibits (other to	han exhibits whic	
		review is not req	_	
	_		uired) eview, the follow	
	- Informat	review is not required To complete our re	uired) eview, the follow	
•	- Informat	review is not required to complete our resident information is re-	uired) eview, the follow quested from the Date	Sponsor: Date
•	- Informat	review is not required to complete our resident information is re-	uired) eview, the follow quested from the Date	Sponsor: Date
•	- Informat	review is not required to complete our resident information is re-	uired) eview, the follow quested from the Date	Sponsor: Date
	- Informat	review is not required to complete our resident information is re-	uired) eview, the follow quested from the Date	Sponsor: Date
22.	- Informat	review is not required to complete our resident information is re-	uired) eview, the follow quested from the Date	Sponsor: Date
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3.	- .ew Items The prop under th	The additional in Sponsor has been still incomplete. The application i	eview, the follow quested from the Date Requested Grand and submitted and must be rejected and submitted and sub	Date Received
2. 1. Revi	- .ew Items The prop under th	The additional in Sponsor has been still incomplete. The application i of Complete Application section 811 programmes and the Section 811 programmes.	eview, the follow quested from the Date Requested Formation submitt reviewed, but the and must be rejected somplete. tions: intended occupar am. (Exhibits 1 the application methods)	Date Received

Page 7 6/91

4571.2

APPENDIX 16

2.	operating provision or minorit	r has previous experience in developing and/or housing, medical or other facilities, and/or the of services to persons with disabilities, families y groups, preferably, but not necessarily among he low- and moderate-income category. (Exhibits
	Yes	NoIf No, the application must be rejected.
	Comments:	
RECO	MMENDATION:	Application is:
		acceptable for technical processing.
		rejected for the following reason(s):
Prin	t Name of M	HR:
Sign	ature of MH	R:
Date	:	
	6/91	Page 8
		4571 2

APPENDIX 16

Section 811 - Application for Fund Reservation Preliminary Evaluation Review Checklist Format

Section	В	-	Mortgage	Credit	Branch	

	5:		
Project No			
		tain information fo	
Mortgage Credit	. Check the exhi	ibits for completen	ess.
EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
2			
3 5			
5 6			
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9 10			
10			
13			
14 17			
1/			
28			
the following: 1	exhibits (other t	is missing two or m than exhibits which and should be rejec quired)	are
	Ра	age 9	6/91
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			APPENDIX 16
2	To complete our ris requested from	review, the following the Sponsor:	ng information
Informatio	on Requested	Date Requested	Date Received
		_	
			
			
3	Sponsor has been	nformation submitte reviewed, but the and must be reject	application is

4	The application is complete.
Review Ite	ems of Complete Applications:
1.	The Sponsor's board resolution to provide a specific amount of funds to cover the minimum capital investment and start-up expenses is included in the application. (NOTE: Funds expended for eligible start-up expenses can be recovered at initial closing and thus would be available to cover all or part of the minimum capital investment.)
	Yes No If No, was a board resolution provided by another organization to furnish these funds?
	Yes No If No, the application must be rejected.
6/91	Page 10
	4571.2
	APPENDIX 16 If Yes, name of organization:
	Comments:
2.	The Sponsor will be able to meet the minimum capital investment requirement. Yes No If No. the application must be
	rejected. Comments:
3.	The Sponsor can cover the start-up expenses. (NOTE: Section 106(b) funds, if requested, may be counted in determining the Sponsor's ability to cover start-up expenses, but not the minimum capital investment.)
	Yes NoIf No, the application must be rejected.

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4571.2			
			APPENDIX 16
4.	Does the project have	e excessive design	gn features?
	commit these	s, did the Sponsoment in the appl features and does tial capacity to	lication to pay for es it have the
	Yes NoIf No_reject		n must be
	Comments:		
COMMENDA	ATION: Application is	3 :	
COMMENDA ————		echnical process	sing.
COMMENDA	_ acceptable for t	echnical process	
	acceptable for t	echnical process	
nt Name	acceptable for the rejected for the of Reviewer:	echnical process	on(s):
	acceptable for t	echnical process	on(s):
 .nt Name	acceptable for the rejected for the of Reviewer:	echnical process	on(s):
 .nt Name	acceptable for the rejected for the of Reviewer:	echnical process	on(s):
 nt Name gnature	acceptable for the rejected for the of Reviewer:	echnical process	on(s):
 nt Name gnature	acceptable for the rejected for the of Reviewer:	echnical process	4571.2
 nt Name gnature	acceptable for the rejected for the of Reviewer:	echnical process	on(s):
 nt Name gnature	acceptable for the rejected for the of Reviewer:	e following reasons age 12	4571.2 APPENDIX 16 eservation
nt Name gnature se: 6/91	_ acceptable for the rejected for the e of Reviewer: of Reviewer: I Section 811 - Applica	e following reasons age 12	4571.2 APPENDIX 16 eservation
nt Name gnature se: 6/91	acceptable for the rejected for the e of Reviewer: of Reviewer: Section 811 - Application Preliminary Evaluation	e following reasons age 12	4571.2 APPENDIX 16 eservation lst Format

The following exhibits contain information for review by Valuation. Check the exhibits for completeness. EXHIBIT NO. INCOMPLETE COMPLETE MISSING 16____ ___17____ ____19____ ____20___ After review of the exhibits for completeness, check one of the following: 1. The application is missing two or more complete exhibits (other than exhibits which are certifications) and should be rejected. (Further review is not required.) To complete our review, the following information is requested from the Sponsor: Date Date Requested Information Requested Received 6/91 Page 13 4571.2 APPENDIX 16 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. Review Items of Complete Applications: Based on the application submission, even without the benefit of

site and neighborhood standards requirements, and that it is not located in a floodway and/or a Coastal High Hazard Area.

Yes No

a site visit, it is reasonable to expect the proposed site meets

165 110) <u></u>	
Comments:		

RECOMMENDATION:	Application is	:	
	acceptable for te	echnical processing	g.
	rejected for the	following reason(s):
Print Name of F	Reviewer:		
Signature of Re	eviewer:		
Date:			
6/91	Pa	age 14	
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			APPENDIX 16
		tion for Fund Rese n Review Checklist	
Section D - Arc	chitectural, Engir	neering and Cost B	ranch
_	g:		
The follow	ving exhibits cont	tain information for Cost. Check the ex	
EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
1			
16 18			
19			
20 23	-		-
2.8			-

1.	_	The application is exhibits and shoul exhibits are certinot required.)	d be reje	cted, ι	inless the	
2.	-	To complete our re information is req				
		Information Requested	Da: Reque:	te sted	Date Received	_
						_ _ _
		Page	15			6/91
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					APPENDIX :	16
3.	_	The additional inf Sponsor has been r is still incomplet	eviewed, 1	but the	application	on
4.	_	The application is technical processi		and ac	cceptable fo	or
Print	. Name	e of Reviewer:				
Signa	ature	:				
Date:	:					
	6/92	l Pa	ge 16			
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					APPENDIX :	16
		Section 811 - Applicati Preliminary Evaluation				
Secti	lon E	- Field Office Counsel				
Proje	ect Ad	ame:ddress:				
Field		following exhibits conta ice Counsel. Check the				by the

EXHIBIT NO. COMPLETE INCOMPLETE MISSING

	3 _4 _10 _16			
	After re		or completeness, ch	eck one of the
l.	_	exhibits (other certifications)	is missing two or m than exhibits which and should be rejec is not required.)	are
2.	-		review, the following equested from the Sp	
	Informat	tion Requested	Date Requested	Date Received
		Pa	age 17	6/91
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				APPENDIX 16
3.	_	Sponsor has been	nformation submitted reviewed, but the ete and must be rej	application
4.	_	The application	is complete.	
lev	iew items	of complete applica	ations:	
1.	part of any priv	the net earnings of the party and which ection of persons se	private, nonprofit f which inures to the h is not controlled eeking to derive pr	he benefit of by or under
	Yes	No		
	Comments	3:		
2.	The Spor		c body or an instru	mentality of a

Comments.	
	sor has the necessary legal authority to sponsor th to assist the Owner and to apply for the capital
Yes	_ No
Comments:	
6/91	Page 18
	4571.2
exemption	APPENDIX 16 sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No
exemption Yes	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list.
exemption Yes	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No
exemption Yes Comments: If the Sp control,	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No
exemption Yes Comments: If the Sp control, reverter	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No bonsor has submitted documentary evidence of site it does not contain restrictive covenants or
exemption Yes Comments: If the Spring control, reverter Yes	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No consor has submitted documentary evidence of site it does not contain restrictive covenants or clauses unacceptable to HUD.
exemption Yes Comments: If the Spring control, reverter Yes	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No Donsor has submitted documentary evidence of site it does not contain restrictive covenants or clauses unacceptable to HUD. No
exemption Yes Comments: If the Spring control, reverter Yes Comments:	sor has a current IRS exemption ruling or a blanket with Sponsor specifically named in the list. No Donsor has submitted documentary evidence of site it does not contain restrictive covenants or clauses unacceptable to HUD. No

	management contract entered into by the Owner with the Sponsor or its nonprofit affiliate.)
	Yes No
	Comments:
	Page 19 6/91
4571	1.2
	APPENDIX 16
7.	An incumbency certificate has been submitted for the Sponsor in typed form, listing all the duly qualified and sitting officers and directors, of the Sponsor, duly certified by an officer of the Sponsor.
	Yes No
	Comments:
IOTE :	If the answer to any item is checked "No," Counsel will check "not acceptable" below and the application will be rejected.
ECON	MMENDATION: Application is:
	acceptable for technical processing
	rejected for the following reason(s):
rint	Name of Reviewer:
igna	ature of Field Office Counsel:

as to the Sponsor's officers or board, does not apply to any

6/91 Page 20

4571.2

APPENDIX 16

Section 811 - Application for Fund Reservation Preliminary Evaluation Review Checklist Format

Section	F	_	Economic	and	Market	Analysis	Staff
DCCCIOII	_		T C OII O III T C	alla	TIGITICC	I III I G I Y D I D	DCGII

Project Address	g:		
Project No.:			
	ving exhibits conta ne exhibits for com		review by
EXHIBIT NO.	COMPLETE	INCOMPLETE	MISSING
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16			
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23			
	The application is exhibits (other th certifications) an (Further review is To complete our reinformation is required.	an exhibits which d should be reject not required.)	are ed.
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2	exhibits (other th certifications) an (Further review is To complete our re information is req	an exhibits which d should be reject not required.) view, the following the Spate	are led. lg loonsor: Date
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4571.2

APPENDIX 16

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.
Review items of	f complete applications:
number and type	liminary review, there is sufficient market for the e of units proposed and no known adverse market assisted housing for persons with disabilities in a.
YesNo	If No, the application is to be rejected.
Comments:	
RECOMMENDATION	: Application is:
	acceptable for technical processing
	rejected for the following reason(s):
Print Name of 1	Reviewer:
Signature of R	eviewer:
Date:	
6/91	Page 22
	4571.2
	APPENDIX 16
	ion 811 - Application for Fund Reservation iminary Evaluation Review Checklist Format
Section G - Fa	ir Housing and Equal Opportunity
Project Addres	g:
The follow	wing exhibits contain information for review by ne exhibits for completeness.

EXHIBIT NO. COMPLETE INCOMPLETE MISSING

3.	Based or benefit	Sponsor has beer is still incomplication The application of complete application is of a site visit, to thood standards. No I		by the pplication cted. out the ts site and
3. 4. Rev	Based or benefit	Sponsor has been is still incomploation The application of complete application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit, the application is the application of a site visit.	n reviewed, but the a lete and must be reje is complete. cations: submission, even with	by the pplication cted.
3.	- - iew items	Sponsor has beer is still incompl The application	n reviewed, but the a lete and must be reje is complete.	by the pplication
3.	-	Sponsor has beer is still incompl	n reviewed, but the a Lete and must be reje	by the pplication
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	Informat	ion Requested	Date Requested	Date Received
		information is r	requested from the Sp	
	_		review, the followin	
			<pre>and should be reject is not required.)</pre>	ed.
•	_	exhibits (other	is missing two or mo than exhibits which	are
	After re		for completeness, che	ck one of the
	29			
	28			
	21 22			
	20			
	17			
	11 16			
	9			
				

regulations, civil rights with civil regulations proceedings) Act which has	compliance with civil rights laws and i.e., there is no pending Department of Justic suit, or an outstanding finding of non-compliancy statutes, executive orders, or as a result of formal administrative or Secretarial charge under the Fair Housing so not been satisfied, and there has not been a such processing of applications from the Sponsor
Yes	No
Comments:	
6/91	Page 24
	4571.2
	4571.2 APPENDIX 16
are acceptable rights laws, opportunity	
are acceptable rights laws, opportunity of Certification	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) le in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the
are acceptable rights laws, opportunity of Certification contrary.)	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) e in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the as unless there is documented evidence to the
are acceptable rights laws, opportunity of Certification contrary.)	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) e in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the as unless there is documented evidence to the
are acceptable rights laws, opportunity of Certification contrary.)	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) e in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the as unless there is documented evidence to the
are acceptable rights laws, opportunity of Certification contrary.) Yes Comments:	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) e in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the as unless there is documented evidence to the
are acceptable rights laws, opportunity of Certification contrary.) Yes Comments:	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) Le in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the las unless there is documented evidence to the No
are acceptable rights laws, opportunity of Certification contrary.) Yes Comments: The Sponsor : Yes	APPENDIX 16 s certifications (Exhibits 21, 22, 28, and 29) Le in connection with compliance with civil regulations, Executive Orders, and equal requirements. (NOTE: FHEO shall accept the as unless there is documented evidence to the NO

RECOMMENDATION: Application is:

	acceptable for technical processing	
	rejected for the following reason(s):	
Print Name of R	Reviewer:	
Signature of Re	eviewer:	
Date:		
	Page 25	6/91