



2022-2023 CFI - Threshold Criteria

Applicant: _____

Project: _____

Y N **Application submitted before deadline.**

Y N **Development team is not on the HUD debarment list.**

Y N **Compliance with existing city loans.**

- Applicants listed on the city’s non-compliance list will not pass threshold.

Y N **Property Management Experience.**

- Minimum 3 yrs. experience managing federally assisted properties with comparable size and resident type (special population). Properties must have federal affordability restrictions and income requirements of tenants.

Y N **Complete Application.**

- Application form completely filled out:
 - *All pages, check boxes, and narrative sections complete*
- Signed Application Certification
- Completed Tab V:
 - *Operating Budget, Development Budget, Construction Budget, and Pro-forma*
 - *Development Budget- must include 10% match from outside sources*
- Most Recent Audited Financial Statements
- Relocation Plan and signed GIN’s (if applicable)
- Project Timeline
- Community Outreach:
 - *One meeting: agenda, sign-in sheets, and meeting minutes;*
- Proof of Zoning:
 - *Zoning Application in-process (demonstrated through Application and Timeline)*
- Proof of Site Control:
 - *Deed or valid/current Purchase Agreement*

Staff Initial: _____