

ATTACHMENT D

PROGRESS PHASE REQUIREMENTS EXAMPLES

The progress phase requirements included below are examples of the project milestones/benchmarks that projects will be required to meet over a specified timeline to maintain their conditional financing reservation. Each project will have a unique set of progress phase requirements, which will include all or some of the sample project phase requirements included here.

Progress phase requirement extensions may be granted at the sole discretion of the Authority. The conditional financing reservation may be rescinded at the sole discretion of the Authority for not meeting the progress phase requirements or for a failure to meet the Threshold Criteria or Scoring Criteria in the NOFA.

Examples of progress phase requirements include:

- Evidence of continued site control. Option to purchase agreement or purchase and sales agreement if applicant does not own the property and did not have it under contract to purchase at the time of application.
- Submission of Supportive Housing Multifamily Financing Application.
- Copy of contract for consultant services (if applicable)
- Environmental site assessment, HUD checklists, and related reports (lead, asbestos, historic, archeological, etc.) if required by the Authority.
- Submission and approval of tenant selection plan and affirmative fair housing marketing plan, if applicable.
- Submission and approval of tenant services plan.
- Appraisal (if required by the Authority).
- Evidence of zoning/local approvals.
- Permanent financing letter of commitment.
- Construction financing letter of commitment.
- Executed grant agreements.
- Final plans and specifications.
- Soils and/or structural engineering report.
- Copy of the architect contract.
- Executed tenant services agreement binding on both parties.
- Cost estimates (or bids if available) by schedule of value. Must comply with limits on contractor overhead and profit per HFA 111.