



**LAND DEVELOPMENT PROGRAM
PRELIMINARY APPLICATION**

Review and processing of this project proposal is subject to its applicability to the Housing Development Fund's programs and funding availability.

1. Applicant: _____ Nonprofit? Yes No
2. Address: _____
3. City: _____ County: _____ State: _____ Zip: _____
Phone and Fax #: _____
4. Contact Individual(s): _____

PROJECT DESCRIPTION

5. Location: _____
6. Land Control: Do you own the land? Yes No **OR** Is it under option? Yes No
7. Purpose of Loan: _____
8. Who will be served by this project? _____
9. Total Estimated Project Cost: \$ _____
10. Amount of Housing Development Fund Assistance Requested: \$ _____
11. Loan Terms/Conditions Requested: Lien Position (Housing Development Fund) First Second Other _____
Interest Rate Requested: _____ % Term Requested: _____ Recourse? Yes No
12. Other Funding Involved in Project Financing:

<u>Source(s)</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
13. Have you applied for assistance anywhere else? Yes No
14. Applicant needs to be willing to comply with any other applicable requirements in order to further this proposal to final application.

Prepared By/Signature

Date

A. Attachments Required with Preliminary Application

1. Brief descriptive narrative of the proposed project
2. Site location map (i.e., quadrant, highway, or city map) locating site, access, road, and major landmarks)
3. Proposed budget listing sources and uses of funds and your contribution
4. Brief resume of applicant if not previously submitted
5. Plans and specs, if available

B. Infrastructure Council Pre-application will be required if project's accepted for contingent funding

INSTRUCTIONS FOR COMPLETING THIS PROJECT PROPOSAL

1. Name of applicant applying for loan and whether or not it is a nonprofit entity.
2. Self-explanatory
3. Self-explanatory
4. The person who the agency will have contact with regarding this proposal.
5. Location of proposed project.
6. Land control (please mark appropriate box).
7. Be specific regarding the purpose (i.e., to build a 15-unit rental apartment for low-income families). You should address this subject more specifically in your narrative, indicating the number of units, lots, or persons to be served.
8. Be specific, i.e., to serve low-income families. Address this subject more specifically in your proposal estimating the market, type, and number of people/families served.
9. Provide total replacement cost, which includes the value of your contribution, land, cash, in-kind, or other. Provide more specific information in your narrative.
10. State the amount of funds you need from the Housing Development Fund.
11. Indicate the terms and conditions requested (proposed).
12. List other sources of funds and amounts; i.e., foundation grants, other lenders, etc.
13. If you answer “Yes” here, indicate other assistance requested. Specify in narrative.
14. Indicate your willingness to provide additional information if requested, such as plans or specifications; sponsor’s financial statements, tax returns, resumes; governmental approvals; etc.

Please remember to sign and date the form.

NOTE:

The Housing Development Fund will notify proposers in writing regarding the disposition of each project proposal. Further consideration of this proposal does not constitute a commitment by the Housing Development Fund and nothing said, done, or written by the staff or board in the processing of this proposal constitutes a commitment of the Housing Development Fund to make a program loan until a formal written commitment is issued by the Housing Development Fund. Further, anything said, done, or written by the staff or board in the processing of this proposal is subject to change with or without notice until a formal written commitment is issued. All expenses incurred prior to issuance of the formal written commitment are at proposer’s risk.