



**LOCAL GOVERNMENT SPECIAL NEEDS HOUSING PROGRAM (“SNHP”)  
SNHP FINANCING APPLICATION**

**SNHP APPLICATION CHECKLIST – REQUIRED SUBMITTALS**

**PROJECT NAME:** \_\_\_\_\_ **FISCAL YEAR:** \_\_\_\_\_

Borrower to provide checklist items to CalHFA electronically via SecureSend network. Files should be named to match each Checklist description (e.g. Preliminary Title Report, Appraisal, etc.) Find online forms here: <http://www.calhfa.ca.gov/multifamily/snhp/application/index.htm>

1. \_\_\_\_\_ Non-refundable Application Fee of \$2,500 (credited towards SNHP 1% Funding Fee due at closing)
2. \_\_\_\_\_ Universal Application – use the form accepted by HCD and CalHFA posted online
3. \_\_\_\_\_ Financial assumptions for Project - with explanation for additional income (i.e., laundry, parking, commercial income, etc.)
4. \_\_\_\_\_ Attachment A and A-1 - with draft Supportive Service Plan
5. \_\_\_\_\_ Attachment B and B-1 - with SNHP Regulated Unit Occupancy Restriction charts
6. \_\_\_\_\_ Unit Mix and Income Restriction Chart -use the CalHFA form posted online
7. \_\_\_\_\_ Draft Memorandum of Understanding - between Borrower, Department of Mental Health, and primary supportive service provider (final due before occupancy).
8. \_\_\_\_\_ Development Timetable - use the CalHFA form posted online
9. \_\_\_\_\_ Proof of Site Control - provide copy of purchase option/contract or land lease agreement
10. \_\_\_\_\_ Verification of Zoning & Planning Approvals – including conditions of approval (CUP, etc.)
11. \_\_\_\_\_ Preliminary Title Report - issued within 90 days, with electronic links to all exceptions to title
12. \_\_\_\_\_ Construction Source of Funds – provide evidence of commitments
13. \_\_\_\_\_ Permanent Source of Funds – provide evidence of commitments
14. \_\_\_\_\_ Rent or Operating Subsidy Contracts - provide evidence such as a commitment letter
15. \_\_\_\_\_ Relocation Plan - with estimated relocation costs (if applicable)
16. \_\_\_\_\_ Utility Allowance by Unit Size – from local Housing Authority or other acceptable source
17. \_\_\_\_\_ Purchase Appraisal
18. \_\_\_\_\_ Recent Tax Bill & Rent Rolls – include three months rent rolls omitting tenant names (if available)

19. \_\_\_\_\_ ALTA Site Survey – if new construction
20. \_\_\_\_\_ Physical Needs Assessment (“PNA”) - subject to CalHFA approval (rehab projects only)
21. \_\_\_\_\_ Building Inspection Reports - roof, plumbing and electrical reports/inspections if not in PNA
22. \_\_\_\_\_ Replacement Reserve Needs Analysis (“RRNA”) - if not part of the PNA (rehab projects)
23. \_\_\_\_\_ Termite/Wood Damage Report – inspection of all units (rehab projects only)
24. \_\_\_\_\_ Mold Report and Mitigation Plan – when mold is evident onsite or required by CalHFA
25. \_\_\_\_\_ Sewer Cam Report – only if required by CalHFA
26. \_\_\_\_\_ Asbestos and Lead Based Paint Report(s) - with remediation report (if applicable)
27. \_\_\_\_\_ Soil / Geotechnical Reports – required for new construction projects
28. \_\_\_\_\_ Phase I and Phase II Report – if applicable
29. \_\_\_\_\_ Environmental Remediation Plan - if applicable
30. \_\_\_\_\_ Flood Mitigation Plan - if applicable
31. \_\_\_\_\_ Scope of Work - construction or rehab description with specifications
32. \_\_\_\_\_ Artist Rendering and Plans – include site plans, floor plans, and preliminary elevations
33. \_\_\_\_\_ Market Study – when required by other lenders
34. \_\_\_\_\_ Articles of Incorporation/Certificate of Corporation – for Applicant and General Partners of Borrower
35. \_\_\_\_\_ Organizational Charts - for Developer, Borrower and each affiliated member or organization
36. \_\_\_\_\_ Authorizing Board Resolutions - from each Borrower affiliate (permitting application and acceptance of SNHP loan / COSR funds)
37. \_\_\_\_\_ Certificates of Good Standing – within 90 days of App (for Developer and Borrower affiliates)
38. \_\_\_\_\_ Partnership Agreement & LP1/LP2
39. \_\_\_\_\_ Evidence of 501c3 Status - if applicable
40. \_\_\_\_\_ Bylaws - for each Borrower affiliated organization
42. \_\_\_\_\_ \_\_\_\_\_
43. \_\_\_\_\_ \_\_\_\_\_