

**Iowa Finance Authority  
Community Housing and Services for Persons with Disabilities  
Application  
Conditional Commitment Requirements Checklist**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

	Applicant (Check if Submitted)
1. A cover letter which contains a narrative description of the proposed development and the financing request being made to IFA.	_____
2. Community Housing and Services for Persons with Disabilities RLP Application with App. Fee (.3%).	_____
3. Exhibit A. City/Locality Map showing the location of the development within the city or community.	_____
4. Exhibit B. Site Map showing the specific location of the site including frontage and side dimensions and landmarks that allow for easy identification on site inspections.	_____
5. Exhibit C. Photographs of existing buildings.	_____
6. Exhibit D. Market Analysis.	_____
<p>All Projects requesting funds must have a Market Analysis. The Market Analysis must document the overall service needs of the community. If the Market Analysis or IFA's analysis of independent information obtained by IFA does not demonstrate, at the sole discretion of IFA, that the locality needs the selected service, the application will be rejected. The Market Analysis requirements will include, but not be limited to, the service needs of the target population in the area served by the Project. The Market Analysis may be prepared by the applicant or, alternatively, a disinterested third party at applicant's expense. The Market Analysis must meet the requirements set forth in Attachment 1.</p>	
7. Exhibit E. Physical Condition Assessment (for rehabilitation projects only).	_____
<p>A Physical Condition Assessment (PCA) must be prepared by the Borrower fully describing the existing property's physical condition. Particular attention should be addressed to assessing the property's critical, 12 month, and long term needs in accordance with Attachment 2. All construction, whether new or renovation, must comply with IFA Building Standards set forth in this Attachment.</p>	
8. Exhibit F. Contractor's/Mortgager's Cost Breakdown (Attachment 3 - IFA Form 115).	_____
9. Exhibit G. Detailed scope of work (work write-up) for rehabilitation developments.	_____

If the Borrower is proposing to rehabilitate a building(s), the Application will require the Borrower to provide detailed information regarding rehabilitation expenditures for each building.

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10. Exhibit H. Site Control Document (option, contract, deed or lease).

Site control, as applicable, must be valid at the time of approval by IFA.

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11. Exhibit I. Experience Summary - Owner/Developer/Service Provider.

Owner/Developer \_\_\_\_\_  
Service Provider \_\_\_\_\_

The Application will require the Borrower to provide a narrative identifying all the parties involved in the project (i.e. borrower, service provider, contractor, architect, engineer, consultant) and describing each respective party's function and explain how they possess the necessary experience to successfully operate the project as restructured, and that it has demonstrated the ability to do so on projects of comparable size and financing complexity.

12. Exhibit J. Business Plan including a 15 year Pro Forma and Sources & Uses of Funds.

The Application must be accompanied by a business plan narrative setting forth the Borrower's strategies for the management, marketing and service provision of the project. A 15 year Pro Forma and Sources & Uses of Funds is required for the proposed activity. The narrative and Pro Forma must meet the requirements set forth in Attachment 4.

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13. Exhibit K. Most recent federal tax return for Borrower.

The Application must be accompanied by the Borrower's most recent audited tax return.

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14. Exhibit L. Most recent 3 years historical financial information for Borrower.

The Application in conjunction with an existing project must be accompanied by audited financial information from the past three fiscal years. An Application for a new project must include audited financial information from the past three fiscal years for the developer/borrower and service provider(s), if different.

\_\_\_\_\_

15. Exhibit M. Most recent interim financials for the current year.

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16. Exhibit N. Completed Credit Summary for Borrower.

The Application must include a completed Credit Summary on IFA Form 116 as shown in Attachment 5.

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17. Exhibit O. Letter(s) of Support.

The Application must be accompanied by a Letter of Support from the local government.

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18. Exhibit P. Environmental Questionnaire.

All Projects requesting funds must complete the questionnaire provided in Attachment 6, to the best of their ability. Prior to the signing of a loan document, an environmental assessment by an independent professional may be required.

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