



Disaster Recovery Multifamily Housing Program Subrecipient Project Solicitation Checklist

The following content is required to be included in the Subrecipient project solicitation. Please complete this checklist, attach to your draft project solicitation and submit to DR-MHP staff for review and approval 2 weeks prior to publishing.

SUBRECIPIENT INFORMATION

Jurisdiction:

Contact Name:

Phone:

REQUIRED CONTENTS

GENERAL	LOCATION (PAGE #)
Link to DR-MHP Policies and Procedures on HCD website	
FUNDING	LOCATION (PAGE #)
Source of Funding (Federal or CDBG-DR)	
Form of Funding (grant, forgivable loan or other)	
Minimum Award (\$200,000.00)	
Maximum Award (40% TDC)	
Eligible Costs	
Leverage Requirement (60% must be covered by other funding sources)	
Restrictions on Development Cost (HOME Subsidy per Unit Maximum)	
ELIGIBILITY REQUIREMENTS	LOCATION (PAGE #)
Eligible Applicants	
Project Size (8+ units, minimum 4 units or 30% of total units affordable)	
Project Type (large family, special needs, seniors, supportive housing)	
Project Location (MID, non-MID)	
Affordable Rent Requirements (Maximum High HOME rents)	
Affordability Period (Rehab/Reconst.= 15 years, New Const.=20 years)	
Prioritization Criteria	
APPLICATION REQUIREMENTS	LOCATION (PAGE #)
Project Description (location, unit mix, type, beneficiaries)	
Sources and Uses Statement	
Other Funding Sources Identified or Committed	

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APPLICATION REQUIREMENTS (CONTINUED)	LOCATION (PAGE #)
Status of NEPA/CEQA	
Pro Forma	
Proposed Construction Schedule	
Documentation of Developer's Experience	
Affirmative Marketing Plan	
Market Study	
Plan for Delivery and Funding of Supportive Services (if applicable)	
Site Control and Land Use Approvals	
FEDERAL AND STATE REQUIREMENTS	LOCATION (PAGE #)
Environmental Review	
Equal Opportunity Requirements	
Labor Standards (Davis Bacon and Related Acts)	
Lead Based Paint	
Minority Business and Women Business Enterprises (M/WBE)	
Section 3	
Duplication of Benefits	
Uniform Relocation Assistance and Real Property Acquisition Act	
Prohibition Against Eminent Domain	
Affirmatively Further Fair Housing	
Building Standards (CalGREEN, WUI, Broadband Infrastructure)	
Article XXXIV	
Demonstrating Benefit to LMI Persons (National Objective)	
PROCESSES	LOCATION (PAGE #)
Timeline	
Application Submission Process	
Underwriting Criteria	
Scoring and Selection Criteria/Process	
Award Process	
Appeals Process	
Legal Documents	
Recapture Requirements	