

## **APPENDIX 11.18**

### **CORRECTIVE ACTION PLAN (template)**

Borrower to submit [along with the applicable HDF application] to PDC/Asset Management within 30 days the following items: (documentation is to on an individual “PROJECT” and or property basis):

- 1) Letter requesting consideration detailing
  - a. Current situation
  - b. Recommended solution to the existing situation with supporting detail to justify plan/solution.
  - c. Estimated timing for plan/solution
  - d. Marketing Report – indicating marketing and lease activities
- 2) Submit a 5-year Operating Proforma indicating financial projections for the project with projected “capital” expenditures
- 3) Last 3 years financial statements for the project including;
  - a. Balance Sheet
  - b. Income and Expense statements
  - c. Accounts Receivable detail
  - d. Accounts Payable detail
  - e. Cash Flow analysis
  - f. Reserve Account detail; including balances by account type and agreement terms, a history of account withdrawals and deposit history. There may be multiple reserve accounts, provide detail as indicated on ALL accounts.
- 4) History of capital improvements and major repairs (copy of most current Capital Needs Assessment report)
- 5) Copy of current LIHTC or Section 8 program physical property inspection report (full report - indicating “score” along with any follow-up reports.)
- 6) Current ETS – include current MFI breakdown, indicate regulated restriction levels and actual household income levels served.
- 7) Current Rent roll detail
- 8) Current Budget
- 9) Provide detail for all ‘non-PDC’ debt. Provide loan terms, debt service detail and loan maturity dates.
- 10) If applicable, as it relates to the PSH (Permanent Support of Housing) Program:
  - a. Identify number of designated units, size and location,
  - b. provide copy of current Service Provider Agreement
  - c. provide copy of any claim made to the “risk mitigation pool” with status, and outcome of any request.

Upon receipt, the Request will be assigned to an HDF Team member for review and handling.