

Additional Documentation Required Prior to a Reservation of Funds

The following information is not required for the application to the RFP, but will be required before PDC issues a Reservation of Funds.

Project Design:

- Conceptual architectural plans and site plans which address any concerns identified during Technical Assistance Period
- Narrative of Building Materials and Systems
 - Describe the materials proposed, the appropriateness for the target population, and any elements consistent with the *Permanent Supportive Housing Design Goals* in Appendix C.
- Project schedule (critical path)

Project Financing:

- Preliminary development budget developed during Technical Assistance Period
- Updated operating pro formas, including rent schedules, etc.
- Updated Preliminary sources and uses

Property Information:

- Preliminary Title Report
- Site Control Evidence
- Evidence of compliance with City of Portland Location Policy (Appendix C)

If the project involves an occupied building:

- Preliminary Relocation Plan
- Lead paint documentation if structure was constructed prior to 1978
- History of capital improvements and major repairs for last 2 years

Project Sponsor:

- Corporation/partnership articles and by-laws
- Federal income tax return (2 years)
- Financial statements (2 years) PDC may request audited financial statements for larger projects (e.g. over 12 units)
- Certification of Participant Regarding Debarment, Suspension and Other Responsibility Matter
- Lobbying Certificate
- Sponsor Statement of Financial Capability (Application Materials #6)

Services, Management and Asset Management:

- Letter of Intent from Service Provider
- Documents called out in the Asset Management Manual, page 22