

**PRE-APPLICATION REQUIREMENTS**

Following a meeting with SHRA to introduce a project, an applicant may submit a Pre-Application for multifamily financing. The Pre-Application is expected to include the items below:

1. Name, location, APN, Census Tract, and jurisdiction of proposed project
  - a. Is the site adjacent to existing regulated affordable housing?
  - b. Is the Census Tract less than 30% poverty?
  - c. Is the Census Tract subject to ongoing displacement?
  - d. Is the project in a Transit Oriented Development (TOD) according to the California Department of Housing and Community Development (HCD) TOD Housing Program?
  - e. Is the site designated in the Housing Element as appropriate for affordable housing? Please provide documentation.
2. Location Map
3. Name of the applicant and development team
4. Amount of SHRA loan funds requested
5. If no previous experience with SHRA, a Tax Credit Allocation Committee "Previous Participation Certificate"
6. Type of construction: new construction or rehabilitation
7. Number of units and their size (# of bedrooms)
8. Affordability levels of the units
9. Timeline for financing and construction
10. Status of site control
11. Preliminary project budget and total development cost
12. Sources and uses of funds, including construction, bridge and permanent financing
13. Cash flow pro forma including all debt service obligations for the terms of the longest proposed loan
14. Other items as may be requested by SHRA for particular projects.

Note: Section 1.3.2 Noncompliance -

Applications are not accepted from entities that have been notified that they are not in compliance with their current obligations on any loans or tax-exempt mortgage revenue bonds issued by SHRA or any other government entity. Noncompliance, at the discretion of SHRA, may consist of any monetary or non-monetary provisions, such as failure to submit required financial statements in a timely manner, failure to comply with the requirements of the regulatory agreement, including but not limited to resident service and property management obligations, and failure to correct in a timely manner any building deficiency noted by any government agency.