



Title VI Loan Guarantee Program Application Checklist

The Title VI Loan Guarantee Program recommends a two-step application process. The first step is for the tribe or its tribally designated housing entity (TDHE) to request a preliminary letter of acceptance (PLA) from HUD. The second step is for the tribe's or TDHE's selected lender to request a firm guarantee commitment from HUD.

Up to 6 months may elapse between the PLA request and the firm commitment request. During this time, there may be significant changes to the scope of the project and costs. However, project documentation requirements are similar in both the preliminary request for acceptance and the request for a firm commitment.

This checklist is designed for a two-step process with the last two columns on the right delineating if the documentation is required for the PLA application, firm commitment application or both. If the tribe/TDHE and lender decide to apply only for a firm commitment, then all the PLA and firm commitment documentation is required.

The checklist does not include all of the information reviewed for a Title VI loan guarantee. HUD will obtain additional material that may also include a tribe's or TDHE's audits, annual performance reports, monitoring reports, and other specific information, such as the Indian Housing Plan, and project's environmental review status.

Although HUD may have completed a review and even issued a Title VI loan guarantee, the tribe or TDHE still has the responsibility to ensure that the construction and operation of the project, which is partially or wholly funded with Title VI financing, complies with the Indian Housing Block Grant (IHBG) regulations. The tribe's/TDHE's Area Office of Native American Programs can provide technical assistance on the IHBG requirements.

The following pages list items that are required when submitting a Title VI loan application.

For additional information or assistance on the Title VI Loan Guarantee Program, please call the Office of Loan Guarantee at (202) 402-4134, or your Area Office of Native American Programs.

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Preliminary Letter of Acceptance

Firm Guarantee Commitment

SECTION 1: PROJECT INFORMATION				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
1a.	Cover Letter	<p>The cover letter should contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date of request <input type="checkbox"/> Title VI loan amount <input type="checkbox"/> Project summary and proposed financing from all other sources of funds 	X	X
1b.	Borrower's Name and Identification	<p>The borrower information includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name of the borrower <input type="checkbox"/> Name, title and address of the primary contact <input type="checkbox"/> Phone number <input type="checkbox"/> Fax number <input type="checkbox"/> E-mail address of the primary contact 	X	
1c.	Tribe's Name and Identification	<p>Tribal information is required when the borrower is a tribally designated housing entity (TDHE).</p> <p>The tribal information includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name of the tribe <input type="checkbox"/> Tribe's EIN or Tax Identification Number <input type="checkbox"/> Name, title and address of the primary contact <input type="checkbox"/> Phone number <input type="checkbox"/> Fax number <input type="checkbox"/> E-mail address of primary contact 	X	
1d.	Lender's Name and Identification	<p>The lender information includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name of the lender <input type="checkbox"/> Lender's EIN or Tax Identification Number <input type="checkbox"/> Name, title and address of the primary contact <input type="checkbox"/> Phone number <input type="checkbox"/> Fax numbers <input type="checkbox"/> E-mail address of primary contact 		X

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SECTION 2: PROJECT DESCRIPTION				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
2a.	Description of Entire Project	<p>The detailed description should include the entire project as well as the portion specifically funded under Title VI. This includes, as applicable, the Property's current and proposed use(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type and number of housing and community buildings <input type="checkbox"/> Infrastructure that will be built or existing (roads, sidewalks, drainage and utilities) 	X	X
2b.	Description of Implementation Plan	<p>The description should include, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Phases of the project <input type="checkbox"/> Anticipated types of contracts (general contractor, project manager, infrastructure, other) <input type="checkbox"/> Related internal program policies and proposed changes <input type="checkbox"/> Status of environmental review <input type="checkbox"/> Major benchmarks and anticipated timelines 	X	X
2c.	Purpose of Title VI Loan	<ul style="list-style-type: none"> <input type="checkbox"/> Describe how the Title VI loan funds will be used 	X	X
2d.	Housing Demand and Population to be Served	<p>The household description should be detailed but not include family identification.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated number of households benefiting from the project <input type="checkbox"/> If housing, the number of families and incomes that are seeking each bedroom type <p>If there is a market study, survey, or waiting list information, please include it without identifying individual families.</p>	X	

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SECTION 2: PROJECT DESCRIPTION				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
2e.	Location of Project and Land Type	Location information includes: <ul style="list-style-type: none"> <input type="checkbox"/> Address or addresses of the property, if available <input type="checkbox"/> Site's spatial relationship to services and population centers <input type="checkbox"/> Land type (trust, allotted or fee simple) <input type="checkbox"/> Copy of the <u>site plan</u>, survey or plat 	X	X
2f.	Site Control	<input type="checkbox"/> Provide documentation of the borrower's site control (purchase contract(s), lease(s) or deed(s))		X
SECTION 3: PROJECT DEVELOPMENT COSTS				
SECTION	ITEM	DESCRIPTON	PLA	FIRM
3a.	Itemized Development Costs	Most recent <u>itemized</u> costs are estimated for the entire project, not just the costs that will be funded with the Title VI loan <ul style="list-style-type: none"> <input type="checkbox"/> Acquisition costs for the property <input type="checkbox"/> Infrastructure cost and if it was previously built include the actual costs for construction <input type="checkbox"/> Construction costs of buildings itemized by bedroom type <input type="checkbox"/> Soft costs are non-construction costs related to a project including but not limited to legal, architectural/engineering, insurance and loan fees <input type="checkbox"/> Floor plans <input type="checkbox"/> Elevations of each building type 	X	X

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SECTION 3: PROJECT DEVELOPMENT COSTS				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
3b.	Sources and Uses of Funds for Project Development	<p>Most recent estimated funding sources for the entire project including infrastructure that was specifically built.</p> <p><input type="checkbox"/> Sources of funds include grants, loans and donations</p> <p><input type="checkbox"/> Description of the use of each funding source</p>	X	X
3c.	Funding Commitments	<p>Funding commitments from Title VI, Indian Housing Block Grants (IHBG) and Indian Community Development Block Grants (ICDBG) do not require documentation. However all other sources need to be documented by one of the following:</p> <p><input type="checkbox"/> Written offer letters</p> <p><input type="checkbox"/> Commitments</p> <p><input type="checkbox"/> Contracts</p>		X
SECTION 4: PROJECT'S INCOME AND EXPENSES				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
4a.	Rental Programs and Lease Purchase	<p>The most recent pro-forma or analysis of the project's cash flow should include the following:</p> <p><input type="checkbox"/> Estimated project income with itemization of vacancy and collection losses</p> <p><input type="checkbox"/> Estimated expenses, including, but not limited to general administration, advertising, utilities, trash, maintenance, legal, accounting, insurance, replacement and operating reserves</p>	X	X

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SECTION 4: PROJECT'S INCOME AND EXPENSES				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
		<input type="checkbox"/> For lease purchase housing, include a description of the program with financial obligations of both parties. A copy of the leasing program's policy is an acceptable alternative.		
4b.	Project Subsidies	Subsidies are frequently used to increase project income to make it sustainable and affordable to the occupants. Please include the most recent: <ul style="list-style-type: none"> <input type="checkbox"/> Estimate of rental subsidy, if applicable <input type="checkbox"/> Estimate of down payment and closing cost subsidies for home ownership, if applicable <input type="checkbox"/> Other subsidies <input type="checkbox"/> Documentation of non-IHBG, Indian Housing Block Grant funds, that will be used for rent subsidies. 	X	X
4c.	Proceeds from Home Sales	If the implementation plan is to sell the units please include: <ul style="list-style-type: none"> <input type="checkbox"/> Estimated sales price(s) for each type on unit <input type="checkbox"/> Timing/schedule for sale(s) 	X	X

SECTION 5: TITLE VI LOAN DETAILS				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
5a.	Borrower's Credit Documentation	Credit information is provided by the lender and should include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> A public records search <input type="checkbox"/> A minimum of three credit references 		X

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5b.	Title VI Financing Terms	<p>The most recent anticipated Title VI loan terms (for the PLA or offered loan terms (for the Firm Commitment Request include as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title VI loan amount <input type="checkbox"/> Construction and amortization periods <input type="checkbox"/> Interest rate(s) for construction and permanent financing <input type="checkbox"/> Adjustment terms, if the interest rate is adjustable <input type="checkbox"/> Frequency of payments <input type="checkbox"/> Loan fee <input type="checkbox"/> Additional collateral, if any <p>For Firm Commitment Requests provide one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of the lender's executed loan approval <input type="checkbox"/> Accepted offer letter to the tribe/TDHE <input type="checkbox"/> A copy of lender's commitment to the borrower 	X	X
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SECTION 6: TRIBE'S/TDHE'S DOCUMENTS				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
6a.	Borrower Resolution(s)	<p>It is recommended that the resolution be executed prior to application. The resolution or draft resolution must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authorize the issuance of notes and pledge of IHBG and project income <input type="checkbox"/> Authorize a specific individual to provide additional information and execute transaction documents <input type="checkbox"/> Be acceptable to HUD <p>An example of an acceptable resolution is available from the Office of Loan Guarantee and the Office is available to review drafts.</p>	X	X

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6b.	Tribal Resolution(s)	<p>If a TDHE is the borrower, a separate tribal resolution will be required. The resolution or draft resolution must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authorize the Title VI loan guarantee transaction and pledge of IHBG funds <input type="checkbox"/> Authorize a specific individual to provide additional information and execute transaction documents <input type="checkbox"/> Be acceptable to HUD <p>An example of an acceptable resolution is available from the Office of Loan Guarantee and the Office is available to review drafts.</p>	X	X
SECTION 6: TRIBE'S/TDHE'S DOCUMENTS				
SECTION	ITEM	DESCRIPTION	PLA	FIRM
6c.	Lender's Loan Documents	A brief statement as to the status of the proposed loan documents is required.		X