

## APPENDIX A: APPLICATION OUTLINE

Below is an application outline for the Predevelopment Loan Program. Applications are accepted on a rolling basis until funds are expended. Applications may be submitted at any time through our online Grants Management System ('GMS') ([www.nhcdgrants.org](http://www.nhcdgrants.org)). More information on how to use the Grants Management System can be found on the CDFA Resource Hub ([link](#)).

Hard copy or emailed applications will not be accepted.

### I. Applicant Information

- **Primary Contact**
- **Authorized Official/Authorized Official email**
- **Organization Information**
- **DUNS# / Executive Council District / CCR#**

### II. Statutory Eligibility

- **Choose Eligible Applicant Type (select ONE)**
  - Community development corporation
  - Nonprofit organization involved in community development
  - Employee cooperative
  - Other type of cooperative
  - Municipality
  - Business
- **Proposed Project Type**
  - Community Economic Development
  - Housing
  - Both
- **Eligibility Threshold Attachments**
  - Articles of Incorporation
  - Bylaws
  - IRS Determination Letter (if applicable)
  - Proof of Good Standing – New Hampshire Secretary of State

### III. Proposed Project Information

- **Project Name**
- **Project Address** (if identified)
- **Executive Summary**  
Briefly describe the proposed project.
- **Property Description**  
Provide detailed information on the subject property, its ownership structure, and the status of site control.  
  
Provide copies of any existing studies, reports, agreements, purchase-and-sales documents, engineering information, etc.  
  
Please describe the historical significance of your project property, if applicable. (i.e. Is it listed on the National and/or State Register of Historic Places? Is it located in a local historic district?)
- **Proposed Project Timeline and Readiness**  
Provide a proposed technical assistance/predevelopment timeline, including the anticipated closing date

for final project financing.

Provide a list and status of Federal/state/local permits, approvals, agreements, or other requirements necessary to complete the project (i.e. environmental, historical, zoning, planning, site-plan review). If not yet secured, describe the strategy and timeline for securing them.

#### **IV. Public Benefit and Purpose**

- **Project Information and Public Benefit Attachments**

- Map of project location or area
- Photos and/or renderings of project property
- Evidence of planning, zoning, and/or any other state or local approvals (if applicable)
- Evidence of site control (Purchase and Sale or Lease Agreement) (if applicable)
- Letters, news articles, studies in support of project (Use “other attachments” for add'l documentation)
- Historical Information (if applicable)

- **Community Input and Support**

What process was used or is proposed to gather community input on the proposed project?  
Has this project been the subject of any public hearings or forums? Explain with relevant detail.

#### **V. Management Capacity**

- **Management Team**

- **Staff** - Describe your organization's current staff and their capacity to carry out/oversee the proposed work. Please describe who will be responsible for oversight, reporting, and other compliance activities. In addition to staff, what roles will your Board of Directors, volunteers, consultants, and others have in the implementation of the feasibility and/or predevelopment activities?
- **Board** - List of or link to Board of Directors (including individual board member affiliations)

- **Financial Capacity (For further information consult CDFA's Resource Hub)**

- Fiscal Year start and end dates
- Operating Budget – Current Fiscal Year
- Operating Budget-to-Actual – Most Recently Completed Fiscal Year
- Most Recent Financial Statement – submit one of the following:
  - Audited financial statement (required for orgs w/annual operating budget >\$1M); or
  - Reviewed financial statement (required for orgs w/annual operating budget of \$500K-\$1M); or
  - IRS Form 990 (required for orgs w/annual operating budget <\$500K)
  - The above list outlines the minimum requirements, but please submit the most detailed and comprehensive document that you have. For instance, if your organization has \$400,000 in annual operating revenue, and you have an audited financial statement prepared each year, please submit the most recent audit (NOT the IRS 990). There is no need to submit multiple documents for this section.
- Management-prepared financial statements for the current Fiscal Year (Balance sheet, profit-and-loss statement, cash flow statement)
- Organization Financial Overview – A narrative describing the organizations' current financial situation.
- Operating Reserve – Does your organization have one (Y/N). If yes, amount & status.
- Endowment – Does your organization have one (Y/N). If yes, amount & status.
- Line of Credit – Does your organization have one (Y/N). If yes, amount & status.

#### **VI. Project Funding and Budget**

- **Project Funding**

Why does the proposed project need technical assistance and/or predevelopment funding?  
What other sources have you pursued and what is the status of other funding?

- **Project Budget (Sources and Uses)**

Indicate CDFA and other sources.  
Include a description of each budget line item.

- **Budget Narrative**  
Provide a detailed description of sources and uses, how amounts were derived, etc.
- **Potential loan collateral/guaranty**  
Describe any potential collateral that may be available to secure the loan.

## **VII. Certification**

Prior to application submission, CDFA requires an Authorized Official of the organization to sign a certification.

An Authorized Official can be the Executive Director, Chief Executive Officer, Board Officer, or other person authorized by the applicant organization. The Authorized Official will be asked to certify that the application is being submitted with the full knowledge and approval of the organization's Board of Directors and that the organization will comply with New Hampshire conflict of interest laws (as defined by RSA 7:19-a and RSA 292:6-a) and CDFA's Privacy Policy (in compliance with RSA 91- A, New Hampshire's Right-to-Know law.).

Should the applicant organization be awarded a predevelopment loan, CDFA will require a board resolution approving the proposed loan terms and documents.