



CDBG DR 17 STELLA LINK DEVELOPMENT PROJECT

NOFA APPLICATION CHECKLIST

Applicant Name:	
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REQUIRED APPLICATION CONTENT (In separately tabbed sections)	ENCLOSED
1. Stella Link NOFA Application Checklist	
2. Stella Link NOFA Application Workbook	
3. Application Content and Project Narrative	
a. Company Bio	
b. Developer Capacity	
c. Past Development Experience	
d. Key Personnel Resumes	
e. Financial Capacity - Letter(s) from financial institution(s) demonstrating previous construction financing	
f. Financial Strength - Conditional Letter of Commitment from a financial institution or written letter from CPA (dated no later than three months prior to the application)	
g. Affordable Housing Experience/Projects	
h. Preliminary Site Plan for Housing Mix	
i. Project Description	
j. Designs (including elevations and unit floor plan)	
k. Detailed timeline for project scope, including design, permitting, arranging third party financing, general contractor selection and closing.	
l. Resilient Home Design	
m. Energy Efficiency Attributes of Homes	
n. Community Feedback and Priorities	
o. Home Affordability Plan for LMI Homebuyers	
p. Marketing and Outreach Strategy	





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4. Certification Regarding Debarment, Suspension, and Other Responsibility Matters	
5. Certification for Contracts, Grants, Loan, and Cooperative Agreements	
6. Anti-Collusion Statement	
7. Ownership Form	
8. HCD Conflict-of-Interest Form	
9. List of Board of Directors, Owners, Officers	
10. Articles of Incorporation or Charter Documents	
11. Bylaws or rules	
12. Affirmative Fair Housing Marketing Plan	
13. Market Study for Proposed Project and Pricing	
14. Most Recent (five years) Financial Audit or Financial Statements	
15. Organization Chart	

THRESHOLD (Minimum Requirements)	ENCLOSED
T1. Applicant must not be debarred or suspended or is otherwise excluded from or ineligible for participating in Federally funded program. Evidence from www.sam.gov that applicant is not debarred or suspended.	
T2. Attestation from an authorized representative that the applicant, officers, directors, or owners are current with taxes due to the City, has no delinquent loan(s) with HCD, or the organization is in good standing with the City.	
T3. Certificate of Account Status from Texas Comptroller. https://comptroller.texas.gov/taxes/franchise/coas-instructions.php	
T4. Current 501(c)(3) tax-exempt status from IRS, if applicable. https://www.irs.gov/charities-and-nonprofits	
T5. Applicant statement detailing how many years of single-family development experience, along with the number of homes constructed.	

