

Checklist for HUD Section 202 and Section 811 Firm Commitment Application Submission

• Are all documents completed? Y/N _____
If not, discuss with your HUD Project
Manager if you should submit if incomplete.

• Are all documents requiring signatures,
signed and dated? Y/N _____

• Have you shown the HUD appraisal
requirements to your appraiser and are all
requirements met? Y/N _____

• Have the architectural plans, specifications been
reconciled with the cost estimators assumptions within the HUD-
allowed percentage of difference? Y/N _____

• Does the cost estimator's work include all required
calculations, such as a trade payment breakdown, quantity
take-off, calculation of cost not attributable and site not
attributable? See requirements for cost estimator in Firm
commitment application requirements. Y/N _____

• Are the cost estimator's bottom line within the allowed
percentage difference from the general contractor?
See requirements for cost estimator in Firm commitment
application requirements. Y/N _____

• Are the financial statements for the general contractor current? Y/N _____

• Have all environmental remediation required by HUD been
accomplished, if applicable and are those costs to be completed
clearly reflected in the Organization budget schedule? Y/N _____

• Form HUD-92013:

(a) Do the numbers in Section G add
up? If not, re-check numbers. Y/N _____

(b) Have you shown the sources of
funding on page 4 of 8? Y/N _____

(c) Is the estimated cash requirement
over and above the estimated 202/811 Capital
Advance, in Section J line 17 reflected on the
VOD and, if so, do you have commitments for non-HUD?
funding sources? Y/N _____

(d) Have you attached a schedule for: organizational costs,
Sponsor's other fees, annual expenses. a detailed table of
sources and uses, Developer's Fee and secondary funding
commitments? Y/N _____

(e) If the project is mixed-financed, have you included a schedule of the Developer's Fee by line item and funding source, a spreadsheet showing all uses of funds during construction and the timeline for the expenditure of those funds (construction period cash flow)

Y/N_____

(f) If the Section 202 project has been awarded a Demonstration Pre-development Grant (DPG), are the costs covered under the grant shown as a separate funding source from the Section 202 Capital Advance?

Y/N_____

Richard Silverblatt Associates, Inc.