APPENDIX M

ADDITIONAL DOCUMENTATION REQUIRED PRIOR TO RESERVATION OF FUNDS

The following information is **not** required for the application to the NOFA, but will be required before PHB issues a Reservation of Funds.

Project Design:

- Conceptual architectural plans and site plans
- Narrative of Building Materials and Systems
    - Describe the materials proposed and the appropriateness for the target population
- Project schedule (critical path)

Project Financing:

- Updated development budget
- Updated operating proformas, including rent schedules
- Updated preliminary sources and uses

Property Information:

- Preliminary title report
- Site control evidence

If the project involves an occupied building:

- An updated Preliminary Relocation Plan
- Lead paint documentation if structure was constructed prior to 1978
- History of capital improvements and major repairs for last 2 years

Project Sponsor:

- Corporation/partnership articles and by-laws
- Federal income tax return (2 years)
- Updated financial statements (2 years) PHB may request audited financial statements for larger projects (e.g. over 12 units)
- Certification of Participant Regarding Debarment, Suspension and Other Responsibility Matter
- Lobbying certificate
- Proof of City of Portland business license

Services, Management and Asset Management:

- Letter of intent from service provider

Business and Workforce Equity:

- Updated M/W/ESB and Section 3 Business Utilization Plan which might include:
    - A description of the process to be used for selecting the general contractor;

- A description of how PHB staff will be integrated in all aspects of contracting as they relate to M/W/ESB issues;
- A description of how the development team intends to meet the requirements of the City's procurement office including the Good Faith Effort program