



U.S. Department of Housing and Urban Development
WASHINGTON, DC 20410-5000



Title VI Loan Guarantee Program Application Checklist

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

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

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

Although HUD may have completed a review and even issued a Title VI loan guarantee, the tribe or TDHE 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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SECTION 1: PROJECT INFORMATION				
Section	PLA	FIRM	ITEM	DESCRIPTION
1a.	X	X	Cover Letter	<p>The cover letter should contain the following information:</p> <ul style="list-style-type: none"> ▶ Date of request ▶ Title VI loan amount ▶ Project summary and proposed financing from all other sources of funds ▶ For the Firm Request the Title VI case number is required. (The Office of Loan Guarantee assigns the case number when the PLA Request is received.)
1b.	X		Borrower's Name and Identification	<p>The borrower information includes the following:</p> <ul style="list-style-type: none"> ▶ Full name of the borrower ▶ Name, title and address of the primary contact ▶ Phone number ▶ Fax number ▶ E-mail address of the primary contact
1c.	X		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"> ▶ Full name of the tribe ▶ Tribe's EIN or Tax Identification Number ▶ Name, title and address of the primary contact ▶ Phone number ▶ Fax number ▶ E-mail address of primary contact

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Section	PLA	FIRM	ITEM	DESCRIPTION
1d.		X	Lender's Name and Identification	<p>The lender information includes the following:</p> <ul style="list-style-type: none"> ▶ Full name of the lender ▶ Lender's EIN or Tax Identification Number ▶ Name, title and address of the primary contact ▶ Phone number ▶ Fax numbers ▶ E-mail address of primary contact
SECTION 2: PROJECT DESCRIPTION				
2a.	X	X	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:</p> <ul style="list-style-type: none"> ▶ Property's current and proposed use(s) ▶ Type and number of building(s) ▶ Infrastructure that will be built or existing (roads, sidewalks, drainage, and utilities)
2b.	X	X	Description of Implementation Plan	<p>The description should include, as applicable:</p> <ul style="list-style-type: none"> ▶ Phases of the project ▶ Anticipated contracts (general contractor, project manager, infrastructure, other) ▶ Related internal program policies and proposed changes ▶ Status of environmental review ▶ Major benchmarks and anticipated timelines
2c.	X		Purpose of Title VI Loan	<p>Explain how the Title VI loan will be used.</p>

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2d.	X	X	Population to be Served	<p>The household description should be detailed but not include family identification.</p> <ul style="list-style-type: none"> ▶ Household type ▶ Number of households for each housing type ▶ Household income <p>If there is a market study, survey, or waiting list information, please include it without identifying individual families.</p>
2e.	X	X	Location of Project and Land Type	<p>PLA Request:</p> <ul style="list-style-type: none"> ▶ Address or addresses of the property ▶ Site's spatial relationship to services and population centers ▶ Land type (trust, allotted or fee simple) <p>Firm Request</p> <ul style="list-style-type: none"> ▶ Updated addresses or addresses ▶ Copy of the site plan, survey or plat
2f.		X	Site Control	Provide documentation of the borrower's site control (purchase contract(s), lease(s) or deed(s))
SECTION 3: PROJECT DEVELOPMENT COSTS				
3a.	X	X	Itemized Development Costs	<p>PLA Request</p> <ul style="list-style-type: none"> ▶ Most recent itemized cost for the entire project, not just the costs that will be funded with the Title VI loan <p>Firm Request</p> <ul style="list-style-type: none"> ▶ Updated cost estimate ▶ Floor plans ▶ Elevations of each building type

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Section	PLA	FIRM	ITEM	DESCRIPTION
3b.	X	X	Sources and Uses of Funds for Project Development	<p>PLA Request</p> <ul style="list-style-type: none"> ▶ Sources of funds ▶ Uses of funds from each funding source <p>Firm Request</p> <ul style="list-style-type: none"> ▶ Updated sources of funds ▶ Updated uses of funds
3c.		X	Funding Commitments	<p>Provide one of the documents listed below:</p> <ul style="list-style-type: none"> ▶ Written offer letters ▶ Commitments ▶ Contracts <p>Indian Housing Block Grants (IHBG) and Indian Community Development Block Grants (ICDBG) do not require documentation.</p>
SECTION 4: PROJECT'S INCOME AND EXPENSES				
4a.	X	X	Rental Programs and Lease Purchase	<p>PLA Request</p> <p>The pro-forma or analysis of the project's cash flow should include the following:</p> <ul style="list-style-type: none"> ▶ Estimated project income with itemization of vacancy and collection losses ▶ Estimated expenses, including, but not limited to general administration, advertising, utilities, trash, maintenance, legal, accounting, insurance, replacement and operating reserves ▶ 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.

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				Firm Request <ul style="list-style-type: none"> ▶ Current pro-forma or analysis of the project's cash flow
4b.	X	X	Rental subsidies for Operation & Maintenance	PLA Request <ul style="list-style-type: none"> ▶ Estimated sources and amount of funds needed for rent subsidies Firm Request <ul style="list-style-type: none"> ▶ Documented sources and amounts of funds to be used for rent subsidies (IHBG funds do not require documentation.)
4c.	X	X	Proceeds of Home Sales & Purchase Subsidies	PLA Request <ul style="list-style-type: none"> ▶ Estimated sales price(s) ▶ Timing of sale(s) ▶ Description of source(s) of funds for down payment or closing cost assistance Firm Request <ul style="list-style-type: none"> ▶ Updated sales price(s) ▶ Updated schedule of sale(s) ▶ Updated target market ▶ Funding Commitments for housing assistance (IHBG funds do not require documentation.)

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SECTION 5: TITLE VI LOAN DETAILS				
5a.	X	X	Title VI Financing Terms	<p>PLA Request</p> <p>Anticipated:</p> <ul style="list-style-type: none"> ▶ Title VI loan amount ▶ Construction and amortization periods ▶ Interest rate for construction and permanent financing ▶ Adjustment terms, if the interest rate is adjustable ▶ Frequency of payments ▶ Loan fee ▶ Additional collateral, if any <p>Firm Request</p> <p>Provide one of the following:</p> <ul style="list-style-type: none"> ▶ A copy of the lender's executed loan approval ▶ Accepted offer letter to the tribe/TDHE ▶ A copy of lender's commitment to the borrower
5b.		X	Borrower's Credit Documentation	<p>Credit information should include the following information:</p> <ul style="list-style-type: none"> ▶ A public records search ▶ A minimum of three credit references
Section 6: TRIBE's/TDHE's DOCUMENTS				
6a.		X	Borrower Resolution	<p>The copy of the executed resolution must:</p> <ul style="list-style-type: none"> ▶ Authorize the Title VI loan guarantee transaction and pledge of IHBG funds ▶ Be acceptable to HUD <p>An example of an acceptable resolution is available from the Office of Loan Guarantee.</p>

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Section	PLA	FIRM	ITEM	DESCRIPTION
6b.		X	Tribal Resolution(s)	<p>If a TDHE is the borrower, a separate tribal resolution is required and must:</p> <ul style="list-style-type: none"> ▶ Authorize the Title VI loan guarantee transaction and pledge of IHBG funds ▶ Be acceptable to HUD <p>An example of an acceptable resolution is available from the Office of Loan Guarantee.</p>
6c.		X	Lender's Loan Documents	A brief statement as to the status of the proposed loan documents is required.