



2025-2026 CFI - Threshold Criteria

Applicant: _____

Project: _____

☐Y ☐N **Application submitted before deadline.**

☐Y ☐N **Development team is not on the HUD debarment list.**

☐Y ☐N **Compliance with existing city loans.**

- Applicants listed on the city's non-compliance list will not pass threshold.

☐Y ☐N **Property Management Experience.**

- Minimum 3 yrs. experience managing federally assisted properties with comparable size and resident type (special population). Properties must have federal affordability restrictions and income requirements of tenants.

☐Y ☐N **Complete Application.**

- Application form completely filled out:
 - All pages, check boxes, and narrative sections are complete;
- Signed Application Certification
- Completed Tab V:
 - Operating Budget, Development Budget, Construction Budget, and Pro-forma
 - Development Budget- must include 10% match from outside sources;
- Most Recent Audited Financial Statements
- Relocation Plan and signed GIN's (if applicable)
- Project Timeline
- Community Outreach:
 - One meeting: agenda, sign-in sheets, meeting minutes, and outreach efforts. Virtual meeting provide screenshots listing all attendees as well as the date/time of meeting. The community meeting must take place six (6) months prior to the release date of the CFI, through the day before proposal due date (May 15, 2025 – February 15, 2026). All neighborhood organizations within one mile of the proposed project must be notified of this meeting as well as property owners within 500 feet of the proposed project. Evidence of the notification/mailling and list of addresses must be included with your application;
- Proof of Zoning:
 - Zoning Application in-process (demonstrated through Application and Timeline)
- Proof of Site Control