



**State Of Utah – Department of Workforce Services
Housing and Community Development Division
Olene Walker Housing Loan Fund**

Additional Documentation Required Prior to DWS Contract Execution

Once the OWHLF Board has approved funding for your project, there may be additional conditions that may be required prior to execution of a contract with DWS and commitment and drawdown of funding. Within a week of the quarterly board meeting, award letters and copies of the *Single Family* or *Multifamily Executive Summary* (the “Summary”) will be sent to all project developers/owners whose projects were approved for funding. The letter and the *Summary* will specifically list those conditions that must be completed prior to actual funding, and the *Summary* should be signed by the project owner and a copy returned to our office, along with the following items, unless already submitted with your original application:

1. **Non-profit organization** - please provide a copy of the IRS-issued 501(c)(3) letter (if not already submitted with the original application).
2. **Copy of the Articles of Incorporation** – this should specify your organization’s mission regarding the development and/or management of affordable housing.
3. **Legal name of the organization** – the name the organization is known by on all organizational documents, as this will be the name the HCD contract is issued under.
4. **Tax ID/IRS EIN number** – our office must have this number prior to contract execution and the release of any awarded OWHLF funds.
5. **CHDO Set-Aside Funds** – if your organization is a Community Housing Development Organization (CHDO), please indicate clearly what role your organization will have in the completion and operation of the project to qualify for specific funds set aside for CHDOs.
6. **Existing Entity** – please provide a current copy of your organization’s Utah Certificate of Existence/Good Standing, which can be obtained online through the Utah Department of Commerce’s Division of Corporations and Commercial Code at www.corporations.utah.gov.
7. **New Entity** – if you are a new organization applying for OWHLF funds, a state vendor number is required for processing payouts. Our office will facilitate obtaining this number if you will complete and submit the Attachment D form provided.

For further information and details, please review the OWHLF *2024 Policies and Procedures*, which is available online at <https://jobs.utah.gov/housing/affordable/owhlf/index.html>. If you have any questions or need additional assistance, please contact Daniel Herbert-Voss at 385-522-0645 or dhvoss@utah.gov to discuss.

A documentation checklist (Attachment E) is also provided for your convenience with a signature and date line.

STATE VENDOR NUMBER REQUEST FORM

Name of Organization: _____

Contact Person: _____

Address: _____

City: _____

State: _____ ZIP Code: _____

Organization Phone: _____

FAX Number: _____

Contact Person Phone: _____

Email Address: _____

Classification of Organization:

- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Corporation
- ☐ Limited Liability Corporation
- ☐ Trust
- ☐ Foreign Organization
- ☐ State Government Agency
- ☐ Other Government Agency

☐ Other: _____

Tax ID Number: _____

Signature

Title

Date

ATTACHMENT E

**REQUIRED DOCUMENTATION NEEDED PRIOR TO CONTRACT EXECUTION
 OLENE WALKER HOUSING LOAN FUND
 MULTIFAMILY RENTAL PROJECTS**

All of the following items are required to be submitted prior to contract execution. If an item is not applicable to your project, please indicate by checking the box under the "Check for 'N/A' or 'No'" column. If the item is not applicable, please write "N/A" next to the box, and submit the completed information in a tabbed binder.

<u>Documentation Item</u>	<u>Check for "Yes"</u>	<u>Check for "N/A" or "No"</u>
1 Copy of IRS Section 501(c)(3) letter (for non-profit organizations only)	<input type="checkbox"/>	<input type="checkbox"/>
2 Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
3 Legal name of the Project Owner: _____		
4 Tax ID Number for Project Owner: _____		
5 Is your entity registered at sam.gov? If not, you will need to get registered and receive		
6 Are you using Community Housing Development Organization (CHDO) funds?	<input type="checkbox"/>	<input type="checkbox"/>
7 If an existing entity, please submit a statement from the State that you are in good standing.	<input type="checkbox"/>	<input type="checkbox"/>

A contract cannot be issued until HCDD receives the Tax ID number and the Articles of Incorporation.

**ADDITIONAL REQUIRED APPLICATION DOCUMENTATION –
 MULTIFAMILY RENTAL PROJECTS
 ACQUISITION AND/OR REHABILITATION OF EXISTING PROPERTIES**

The following items should have been submitted with your loan application. If any items applicable to your projects are not submitted with the loan application or this checklist, your contract will not be issued until these items are received.

<u>Documentation Item</u>	<u>Check for "Yes"</u>	<u>Check for "N/A" or "No"</u>
1 Disclosure to Seller with Voluntary Arm's Length Purchase Offer letter signed by the seller or proof of delivery	<input type="checkbox"/>	<input type="checkbox"/>
2 Signed certification of delivery, General Information Notice to Tenants	<input type="checkbox"/>	<input type="checkbox"/>
3 Copy of the rent roll as of the date of loan application	<input type="checkbox"/>	<input type="checkbox"/>
4 If you are awarded Federal HOME funds, you need to provide a written statement that indicates if the HOME units are fixed [specific unit(s) are designated as HOME unit(s)] or floating [none designated; can change].	<u>Fixed</u> <input type="checkbox"/>	<u>Floating</u> <input type="checkbox"/>

Signature _____ Title _____ Date _____