



**SETTLEMENT
HOUSING
FUND INC**

FOR INFORMATION ONLY
NYSFAH 2022

**HDFC FORMATION CHECKLIST
NYC Housing Preservation and Development
(All NYC Projects)**

	Item	Status
Submission to HPD		
1.	Cover Letter and Project Narrative <i>Note: Include description of proposed project, scope, use, income levels of households served, ownership structure, financing structure, and sponsor</i>	
2.	Application for NYS Name Reservation (\$20 fee)	
3.	Organizational Chart for the HDFC	
4.	Draft HDFC Certificate of Incorporation (<i>form to be provided by HPD</i>)	
5.	Certificate of Incorporation Routing Form (<i>form to be provided by HPD</i>)	
6.	Not-for-Profit Sponsor's ("Sponsor") Certified Certificate of Incorporation (or other formation document)	
7.	Sponsor's Certificate of Good Standing <i>Note: Cannot be more than 30 days old.</i>	
8.	Sponsor's By-Laws (Operating Agreement or Partnership Agreement), including, if applicable, HPD required language regarding Housing Committee	
9.	Sponsor's Resolution/Consent authorizing formation of the HDFC	
10.	Sponsor's Development Experience <i>Note: For each of Sponsor's projects, must include information such as role played, project use, number of buildings and units, date construction started, target population, and total development cost.</i>	
11.	\$250 Wire to HPD	
12.	HPD Integrity Review:	
	a. New Entity Statement for HDFC	
	b. Full Compliance Packages (<i>required every 3 years</i>) or Affidavits of No Change (<i>required every 6 months</i>) for: i. Not-For-Profit Sponsor ii. Board of Directors (or, if applicable, Housing Committee) iii. Officers	
	c. List of NYC properties owned by Not-For-Profit Sponsor, its affiliates and its Directors (or, if applicable, Housing Committee)	

Following HPD Approval		
13.	<p>File Certificate of Incorporation with NY Secretary of State Division of Corporations and order a certified copy.</p> <p><i>\$135 base fee</i> <i>+\$25 for 24 hour processing</i> <i>+\$75 for same day processing</i> <i>+\$150 for 2-hour processing</i></p>	
14.	Obtain EIN No. from IRS	
15.	HDFC By-Laws	
16.	<p>Applicant Certification for Sales Tax Exemption (STE)</p> <p>(Applicant Certification, File ST-119.2 to get an ST-119.1 issued by the State)</p>	
17.	<p>Sales Tax Exemption Letter</p> <p>Email steo@tax.ny.gov. Attach Applicant Certification (Affordable Housing Projects). In the body of the email, include the (anticipated) effective date of the Regulatory Agreement and contact information for a representative of the HDFC in the email.</p>	