Please review the checklist below to determine whether your CEDAC loan is in complete compliance. All of the following requirements must be current at all times – failure to submit these documents in a timely manner can result in a default of your loan. Please feel free to contact us with any further questions or concerns at DPLCompliance@cedac.org or call (617) 727-5944. We highly encourage the submission of all compliance items in electronic format. Thank you for your attention to this matter.

☐ **Audited Financial Statements**  
*(to be submitted within 120 days after the end of each fiscal year)*  
- Statements can either be consolidated, organization-wide, or project-specific.  
- Statements must accurately reflect all HIF, FCF, and/or CBH loan amounts and their correct terms (interest rates, maturity dates).  
- Statements must include a management letter which details any significant findings.

☐ **Cash Flow Statements**  
*(to be submitted within 120 days after the end of each fiscal year and should be based off the audited financial statements)*  
- Cash flow statements MUST be project-specific and on CEDAC’s official template.  
- If project-specific audits are not conducted, the project’s trial balance MUST be included with statement.  
- Neither depreciation nor amortization can be included in cash flow calculations.  
- CEDAC’s cash flow template can be found at: https://cedac.org/housing/about/application-forms-guidelines/ under the “HIF, FCF, and CBH” section.

☐ **Property Insurance Certificates** (Projects that fully repaid their DPL loan do not need to submit any insurance certificates)  
*(to be submitted immediately following the expiration of the current certificate)*  
- Must list CEDAC as a Loss Payee and Mortgagee.  
- Must show evidence of 100% Full Replacement coverage.  
- Must show evidence of 12 months’ Rent Loss coverage.  
- CEDAC certificate holder block should be listed as follows:  
  CEDAC  
  18 Tremont Street, Suite 500  
  Boston, MA 02108

☐ **Liability Insurance Certificates** (Projects that fully repaid their DPL loan do not need to submit any insurance certificates)  
*(to be submitted immediately following the expiration of the current certificate)*  
- Must list CEDAC as an Additional Insured.  
- Must show evidence of General Liability Coverage at $1M per incident and $2M aggregate.  
- CEDAC certificate holder block should be listed as follows:  
  CEDAC  
  18 Tremont Street, Suite 500  
  Boston, MA 02108

☐ **HIF/FCF/CBH Compliance Affidavit**  
*(to be submitted every two years)*  
- Must be certified and signed by an authorized signatory.  
- Affidavit forms can be found at https://cedac.org/housing/about/application-forms-guidelines/ under the “HIF, FCF, and CBH” section.