

Applicant Name: _____

Date: _____

Applicants must check off each category for which documents are included and complete.

Tab #	Tab Name	Comments	Check Off
1	Application	Application Checklist	
		Application Workbook	
2	Nonprofit Information (if applicable)	IRS 501(c)(3) Status Letter	
		Current Board of Directors Information	
		Board Resolution for this application	
3	CHDO Application (if applicable)	2018 CHDO Designation Application & Attachments	
		Proof of SAMS Registration	
4	Financial Capacity (Non-CHDOs)	Current audited Financial Statements, dated between 9/30/2017 and 11/15/2018, which must include an Income Statement and a Balance Sheet	
5	Experience (Non-CHDOs)	Narrative describing Applicant's successful experience with other affordable housing programs.	
		Previous Participation Summary	
		Staff Members - List of personnel which will play key roles in the proposed project's development along with their contact information, job title and a description of their relevant experience.	
		Copies of all Staff Members' Résumés noting rental development and management experience.	
		Proof of SAMS Registration	
6	Construction	For New Construction: Preliminary Development Plans -Must include the front, rear and side elevations of the buildings as well as the detailed unit floor plans for each bedroom size (minimum size: 11" x 17").	
		For New Construction: Site Plan – Must show the placements of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17").	
		Third Party Verification of Construction/Rehabilitation Costs (unrelated architect or licensed general contractor - must be attached to full construction cost estimate)	
		For Rehab Projects with 12 or More Units: Capital Needs Assessment	
7	Site	Appraisal(s) not older than six (6) months from application submission.	
		Warranty Deed, OR Option OR Sales Contract OR 50+ Year Land Lease	
		Zoning Letter - Letter from the City verifying the site is currently zoned appropriately for the proposed project	
		Site specific letter from the City or utility provider verifying that water and sewer utility tie-ins are accessible to the proposed site. If seeking points, the letter must clearly state the distance from the utility tie-in to the proposed site.	
8	Site & Neighborhood Characteristics	Narrative describing the proposed project	
		A map clearly identifying the exact location of the development site	
		Labeled photographs (or color copies) of the front and back of the proposed site	
		Color photographs of all services with name of services visible	
		Directions from the site to the service printed from a mapping system	
		Market Study/Needs Assessment Report not older than six (6) months from application submission.	
9	Other Federal Regulations	Procurement Plan	
		Affirmative Marketing Plan	
		Tenant Selection Procedure	
		Detailed Waiting List – Name, Date added to list, Household Size, Current Address	
10	Financing Structure	Executed Financial Commitment(s)	

PLEASE NOTE: All Applicants must adhere to the tabbing system.