

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	
		Training Certificate	
		Narrative describing the proposed project	
		A map clearly identifying the exact location of the development site	
2	Nonprofit Information (if applicable)	IRS 501(c)(3) Status Letter	
3	CHDO Application (if applicable)	2018 CHDO Designation Application & Attachments	
		Proof of SAMS Registration	
4	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	
5	Financial Capacity (Non-CHDOs)	Reviewed, Compiled or Audited Financial Statements, dated within the last 12 months from the date of application, which must include an Income Statement and a Balance Sheet	
		Provide loan commitments or other documentation associated with other lending sources.	
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 placement of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17").	
7	Rehabilitation	Detail scope of work	
8	Site	Warranty Deed, OR Option OR Sales Contract OR 50+ Year Land Lease	
		Proof of proper zoning or documentation of request for variance	
		Site specific letter from the City or utility provider verifying that water and sewer utility tie-ins are accessible to the proposed site.	

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