

Exhibit 1 – 2017 HOME Rental Application Tab Checklist

Applicant Name: _____

Date: _____

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

Tab		Comments	Initial
1	Application	All required signatures must be originals and must include M-35 Construction Cost Addend. Faxes will not be accepted. Application Tab Checklist (Exhibit 1)	
2	Application Processing Fee	A non-refundable \$150 Application Fee is due at the time of application submission. A cashier's check made payable to the Authority is required.	
3	Nonprofit/CHDO Information (if applicable)	IRS 501(c)(3) Nonprofit Determination	
		CHDO Certification (from the Authority) letter dated January/February of 2017	
		Current Board of Directors Status Information – Must be current and must be submitted regardless if organization was recently certified (Exhibit 5).	
		Documentation verifying a Low-Income Input Process was established and implemented for the submitted Application (CHDOs only).	
4	Financial	Current compiled, reviewed or audited Financial Statements which must include an Income Statement and a Balance Sheet.	
		Financial Statements must show unrestricted liquid assets of 10% of the total HOME award requested and a minimum net worth of \$100,000.	
		Executed Funding Commitments	
5	Experience	Applicant Experience Certification for Rental (Form M-34)	
		Provide a list of key staff members along with their contact information. Identify the Program Administrator.	
		Include a copy of the Program Administrator's Resume noting rental development/management experience	
		HOME Eligibility Certification (Form M-47) signed by Authority Staff PRIOR to submission.	
6	Construction	New Construction:	
		a) 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").	a)
		b) 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").	b)
		c) Site specific letter from the City/County stating individual recycling bins will be provided for each unit if claiming points for #11 under Development Design Criteria page 19.	c)
		d) Construction Design Certification (Form M-36)	d)
		e) Procurement Plan (refer to #18 on page 30 of the 2017 HOME manual)	e)
		Rehabilitation:	
		a) Work write-up	a)
		b) 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").	b)
		c) Site specific letter from the City/County stating individual recycling bins will be provided for each unit if claiming points for #11 under Development Design Criteria page 19.	c)
		d) Construction Design Certification (Form M-36)	d)
		e) Procurement Plan (refer to page 30 of the 2017 HOME manual)	e)
		f) Physical Needs Assessment (PNA)	f)
		g) PNA Certification Form (Exhibit R)	g)
7	Environmental Review	Environmental Review Information (Form M-37)	
		Environmental Review User Questionnaire (Form M-38)	
		Lead Safe Housing Rule (Form M-7B and applicable documentation) - Required for all projects.	

8	Appraisal	Property appraisal dated no later than six (6) months prior to the 2017 HOME application date.	
9	Relocation <i>(if applicable)</i>	Tenant Profile Forms (Form M-39) for each occupied household.	
		General Information Notices (Exhibit 2 or 3) for 100% of existing tenants.	
		General Information Notices - documentation of delivery.	
		Form M-67 Project Occupancy Report completed by the property manager or property owner.	
10	Site Control	Warranty Deed	
		Option or Sales Contract (refer to page 16 of the 2017 HOME Manual for conditional environmental language)	
		Notice to Seller (Form M-52)	
11	Utility Allowance	Utilities Allowance Documentation	
12	Affirmative Marketing: Minority Outreach	Affirmative Marketing Plan	
		Recent Marketing Outreach Efforts for THIS Project - Form M-43	
		Tenant Selection Procedure (refer to page 27 of the 2017 HOME Manual)	
		Detailed Waiting List – Name, Date added to list, Household Size, Current Address	
13	Market Study Assessment OR Market Study Needs Assessment Report	Market Study prepared by an Authority approved market study provider and dated no more than six (6) months from the 2017 HOME application date (thirteen [13] or more units).	
		Market Study Needs Assessment Report prepared by an Authority approved market study provider and dated no more than six (6) months from the 2017 HOME application date (twelve [12] or less units).	
14	Project Readiness	Site specific letter from the City/County official stating the development is located within a current Master Plan or Revitalization Plan or Empowerment zone if points are being claimed.	
		Site specific letter from the City/County official or utility provider verifying that water and sewer utility tie-ins are accessible (refer to page 18 of the 2017 HOME manual).	
15	Site & Neighborhood Characteristics	a) Description of proposed project	a)
		b) Labeled photographs (or color copies) of the front and back of the proposed site	b)
		c) A map clearly identifying the exact location of the development site	c)
		d) Directions to the development site from the Authority	d)
		e) Letter from the City/County verifying that site is currently zoned for the development	e)
		f) Letter from each utility provider verifying on-site utilities (water, sewer, electrical)	f)
		g) Color photographs of all services with name of services visible	g)
		h) Directions from the site to the service printed from a mapping system	h)
		i) Exhibit 7 – Site Distances	i)
		j) Site and Neighborhood Standards Certification (Form M-40)	j)
		k) Percentage of minority concentration for the project’s census track must be provided (refer to Site & Neighborhood Standards pages 23-25 of the 2017 HOME Manual; Exhibit 4 if necessary).	k)
16	Targeting	Letter from appropriate disability agency supporting the need for 10% of units being designated for disabled, homeless and special need tenants, if applicable.	

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