

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 (Exhibit 1) | |
| | | Application Processing Fee - Non-refundable \$500 cashier's check | |
| | | Application - All signatures must be originals. Ensure the "Const Cost Addm" Tab is also completed and contains original signatures. | |
| | | Utility Allowance Documentation | |
| 2 | Nonprofit Information (if applicable) | IRS 501(c)(3) Status Letter | |
| | | Current Board of Directors Information (Exhibit 5) | |
| 3 | CHDO Information (if applicable) | 2019 CHDO Designation Approval Letter (from the Authority) | |
| | | Documentation verifying the Low-Income Input Process approved in 2019 was implemented during the planning of this SRDP project. | |
| 4 | Financial Capacity | Current audited Financial Statements, dated 9/30/2017 which must include an Income Statement and a Balance Sheet | |
| | | Audit Requirements Certification (Form M-5) | |
| | | Audit if required by 2 CFR Part 200 Subpart F | |
| 5 | Experience | Narrative describing Applicant's successful experience with other affordable housing programs. | |
| | | Previous Participation Certification (Form M-47) signed by Authority Staff. | |
| | | Staff Members (Exhibit 2) - List of personnel which will play key roles in the proposed project's development along with their contact information and job title; there must be an identified Project Administrator/Manager. | |
| | | Copies of all Staff Members' Résumés noting rental development and management experience. | |
| | | Experience Certification (Form M-34) | |
| | | Consultant Certification Form (Exhibit 9) | |
| | | SRDP-10 Conflict of Interest Certification Form | |
| 6 | 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"). | |
| | | 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"). | |
| | | Construction Design Certification (Form M-36) | |
| 7 | Site | Phase I Environmental Site Assessment (ESA) Report | |
| | | Phase II Environmental Site Assessment (ESA) Report (if required by Phase I) | |
| | | Lead Safe Housing Rule (Form M-7B) Required for all projects. | |
| | | Appraisal not older than six (6) months from application submission. | |

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| 7 | Site (continued) | Exhibit 10 - Primary Appraiser Certification | |
| | | Warranty Deed, OR Option OR Sales Contract OR 50+ Year Land Lease | |
| | | Notice to Seller (Form M-52) | |
| | | Zoning Letter - Letter from the City/County verifying the site is currently zoned appropriately for the proposed project | |
| | | Map that indicates the locations of all sites (if more than one site) | |
| 8 | Project Readiness | Site specific letter from the City/County 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. | |
| | | If seeking points, site specific letter from the City/County official stating the development is located within a current Master Plan or Revitalization Plan. | |
| | | If seeking points, site specific letter from the City/County stating individual recycling bins will be provided for each unit. | |
| | | If seeking points, geotechnical reports. | |
| 9 | Site & Neighborhood Characteristics | Narrative of proposed project | |
| | | A map clearly identifying the exact location of the development site(s) | |
| | | Directions to the development site(s) from the Authority | |
| | | Labeled photographs (or color copies) of the front and back of the proposed site(s) | |
| | | Color photographs of all services with name of services visible | |
| | | Directions from the site to the service printed from a mapping system | |
| | | Site Distances (Exhibit 7) | |
| | | Market Study Needs Assessment Report prepared by an Authority approved market study provider and not older than six (6) months from application submission. | |
| | | Site and Neighborhood Standards Certification (Form M-40) | |
| | | Percentage of minority concentration for the project's census tract must be provided (refer to Site & Neighborhood Standards in the 2019 SRDP Manual; Exhibit 4 if necessary). | |
| 10 | Targeting | Letter from appropriate disability agency supporting the need for 10% of the units being designated for disabled, homeless or special need tenants, if applicable. | |
| 11 | Other Federal Regulations | Procurement Plan | |
| | | Affirmative Marketing Plan | |
| | | Recent Marketing Outreach Efforts for THIS Project (Form M-43) | |
| | | Tenant Selection Procedure | |
| | | Detailed Waiting List – Name, Date added to list, Household Size, Current Address | |
| 12 | Market Rate Units | Executed Financial Commitment(s) | |
| 13 | Predevelopment Costs | Documentation of pre-development costs incurred. These costs must be included in the development budget. | |

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