

EXHIBIT A

South Carolina State Housing Finance and Development Authority 2020 LIHTC Application Checklist

The Application Checklist must be submitted with the Tax Credit Application.

Development Name: _____ County: _____

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents.

TAB	Document	Comments	Check Off	
1	Application	All required signatures must be originals.		
2	Application Fees (Due at time Application submission)	\$5,500 Application Fee \$600 Market Study Review Fee \$2,500 Appraisal Fee		
3	Application Checklist	Exhibit A		
4	Attorney Opinion Letter(s)	Exhibit C (Tax Credit Eligibility)		
		Exhibit D (Acquisition/Rehabilitation Developments)		
		Exhibit E (Nonprofit Eligibility)		
		Exhibit O (Identity of Interest)		
5	Developer Certification for Project Rejection Form	Form 1 - Certification for Project Rejection Form		
6	Entity Information	Exhibit P - Identity of Interest Certification		
		Must complete forms for all LPs, LLCs, and CORPs involved in the ownership entity; must identify all individuals in ownership structure.	Form LP	
			Form LLC	
			Form CORP	
		Valid Certificate of Existence from the SC Secretary of State for <u>each</u> Ownership Entity (GP or MM) listed on page two of the Application.		
Articles of Incorporation <u>or</u> Charter <u>or</u> By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.				
7	Nonprofit Information - Provide these documents ONLY if Development Team includes a non-profit sponsor	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.		
		Most Current IRS Form 990		
		Certificate of Existence from the SC Secretary of State.		
		List of Nonprofit Board Members including the number of years they have served on the Board.		
		List of Full Time Employees and their responsibilities.		
		Narrative Statement/Plan for Material Participation. Refer to page 7 of the 2020 QAP.		

		By-Laws <u>and</u> Mission Statement. Evidence that the Nonprofit has among its exempt purposes the fostering of low-income housing.	
8	Entity Agreement	Development Agreement	
		Initial Partnership Agreement or LLC Operating Agreement	
9	Previous Tax Credit Participation	Exhibit B - 2019 South Carolina Tax Credit Completion Status - Refer to page 13 in the 2020 QAP.	Due June 3, 2020
		Exhibit K - Refer to pages 8-9 and page 12 in the 2020 QAP.	
		Exhibit K-1	
		Exhibit X - Refer to page 11 of the 2020 QAP.	
		Exhibit Y - Refer to pages 12-13 of the 2020 QAP.	
10	Architect and/or Professional Engineer Certification	Exhibit G	
		Accessibility Documentation- Exhibits AA and BB	
11	Site Control Documents	Refer to page 9 in the 2020 QAP. ***Valid assignment if applicable.	a, b, c, or d
			...
12	Zoning/Locational Standards	Letter from City/County Official verifying the current site zoning classification. Refer to page 9 in the 2020 QAP. Water and Sewer verification. Refer to page 13 in the 2020 QAP.	
13	Acquisition/Rehabilitation Developments	Initial Building Placed-In-Service Date Information	
		Acquisition Building Service Dates - Provide date building(s) will be acquired.	
		Evidence of Existing Rental Subsidies (if applicable)	
		Current Rent Roll, certified by the property manager	
		Form 3 - Developer Relocation Certification & Tenant Profile Form	
		Relocation Plan (if applicable) - Refer to page 9 of the 2020 QAP.	
14	Utility Allowance Estimate	Current Utility A Estimate - Refer to page 6 of the 2020 QAP	
15	Physical Needs Assessment Report (if applicable)	Physical Needs Assessment Report - Refer to page 8 in the 2020 QAP.	
		Exhibit R - Refer to page 8 in the 2020 QAP.	
		Narrative addressing Section VIII items A., B., C., D. from page 28 of the 2020 QAP.	
		Market Study prepared by an Authority approved market analyst. Refer to Appendix A of 2020 QAP.	
16	Market Study	Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study and certification.	
		Exhibit S-2 Rent Calculation Worksheet to be included in the market study.	
17	Affirmative Fair Housing Marketing Plan	Affirmative Fair Housing Marketing Plan - Refer to page 8 in the 2020 QAP.	
18	Environmental	Phase I Environmental Assessment Report – (Applicable to all applicants applying for tax credits.) If applicable, Phase II Environmental Assessment Report.	

		Exhibit W - Wetlands Certification - Refer to page 10 in the 2020 QAP.	
19	Noise Study	Third Party Noise Study - Refer to page 14 in the 2020 QAP.	
		Noise Mitigation Plan - Refer to page 14 in the 2020 QAP.	
20	Development Targeting/Extended Use Characteristics	Copy of Certified Letter sent to Public Housing Authority - Refer to page 16 in the 2020 QAP.	
		Marketing Plan - Refer to page D-2 in Appendix D of the 2020 QAP.	
		Historic Character Certification (if applicable)	
		Tenant Ownership Plan (for tie breaker criteria)	
		Tenant Ownership Conversion Agreement (for tie breaker criteria)	
21	Financing Information	RHS Letter of Intent (if applicable).	
		Deferred Developer Fee - Statement of terms of the deferred repayment obligation. Refer to page 18 in the 2020 QAP.	
		Nonprofit Resolution for Deferred Developer Fee (if applicable). Refer to page 18 in the 2020 QAP.	
		Conventional Letter of Intent for Construction and Permanent Financing. Refer to page 20 in the 2020 QAP.	
		Documentation to demonstrate required Financial Capacity using one of two methods. Refer to page 13 of the 2020 QAP.	
		Other Funding Commitments (if applicable).	
22	Syndication Information	Letter from Syndicator acknowledging intent to syndicate credits for the development Refer to page 21 of the 2020 QAP.	
23	Other Opinions & Certifications	City/County/Legislative Notification Letters - Refer to page 13 in the 2020 QAP.	
		Community Revitalization Plan (if applicable). Refer to page 27 of the 2020 QAP.	
		Food Desert Exemption Narrative (if applicable)	
		Exhibit Z - Responsible Green and/or Energy Professional Certification. Refer to page 26 of the 2020 QAP.	
24	HOME Information (if applicable)	HOME Application & Exhibits. Refer to Exhibit 1 HOME Checklist in LIHTC Manual	

If upon the submission of either the Verification of 10% Expenditure Application or the Placed In Service Application it is determined that the development is not substantially the same as the development described in the initial tax credit application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.