



Illinois Housing Development Authority Application Checklist

Project Name: _____
Project Location: _____
Owner: _____

Instructions:

This checklist is to be used when applying for 9% and 4% Tax Credits. The following documentation should be submitted in an adequately sized accordion file folder or three-ring binder and tabbed to correspond with the outline below. Please refer to the QAP for a detailed description of the required documentation for each section.

Email: Please send an electronic version of the "Common Application" (www.ihda.org) in Excel format to Kimberly Assarian at kassaria@ihda.org.

2010 LIHTC APPLICATION CHECKLIST		IHDA Staff
GENERAL DOCUMENTS		
<input type="checkbox"/> Multifamily Fee Payment Form (www.ihda.org) <input type="checkbox"/> Copy of Application Fee Check <input type="checkbox"/> "Application Checklist" (www.ihda.org) <input type="checkbox"/> Hard Copy of "Common Application" (www.ihda.org)		_____ _____ _____ _____
MANDATORY REQUIREMENTS		
A. Evidence of Preliminary Application Approval <input type="checkbox"/> Preliminary Application Approval Letter		_____
B. Project Narrative <input type="checkbox"/> Project Narrative		_____
C. Public Housing Waiting List Preference <input type="checkbox"/> "PHA Preference Certification" (www.ihda.org)		_____
D. Certification of Consistency with the Consolidated Plan <input type="checkbox"/> Certification of Consistency with Local Consolidated Plan <i>or</i> <input type="checkbox"/> Written request for the Authority to review the project for consistency with the State Consolidated Plan		_____ _____
E. Local Support <input type="checkbox"/> Letter of support from chief elected official <i>or</i> <input type="checkbox"/> Description of efforts to obtain local letter of support		_____ _____
F. Evidence of Site Control <input type="checkbox"/> Fee simple interest in the property <i>or</i> <input type="checkbox"/> Fully executed purchase agreement <i>or</i> <input type="checkbox"/> Fully executed agreement for long-term lease of the property <i>or</i> <input type="checkbox"/> Letter of intent from government entity		_____ _____ _____ _____
G. Evidence of Appropriate Zoning <input type="checkbox"/> Building permit <i>or</i> <input type="checkbox"/> Letter from from local zoning administrator or chief elected official <i>or</i> <input type="checkbox"/> Evidence of PUD process		_____ _____ _____

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H. Site Physical Information		
	1. Floodplains / Floodways	
	_____ FEMA floodplain map	_____
	2. Projects Located in 100-Year Floodplain / Floodway	
	_____ Documentation required for rehabilitation projects	_____
	_____ Documentation required for all other projects	_____
	3. Wetlands	
	_____ U.S Fish and Wildlife Service National Wetlands inventory map	_____
	<i>If wetlands are suspected on the site:</i>	
	_____ Wetlands delineation, including official jurisdictional determination issued by USACE in the form of wetlands permit	_____
	4. Mining	
	_____ Evidence from the Illinois State Geological Survey on mining activity in the area	_____
	<i>If the county is affected by mining:</i>	
	_____ Quadrangle map <i>or</i>	_____
	_____ County mine map	_____
	<i>If mines are located near the project site:</i>	
	_____ Opinion letter from qualified professional	_____
I. Historic Preservation		
	_____ Two (2) copies of the documentation listed in the "Historic Preservation Checklist" (www.ihda.org)	_____
J. Site Environmental Information		
	_____ "Environmental Checklist" (www.ihda.org)	_____
	_____ Phase I Environmental Site Assessment	_____
K. Required Project Amenities		
	_____ "Required Project Amenities Certification" (www.ihda.org)	_____
	_____ Evidence of the Authority's approval of exemptions or substitutions	_____
L. Green Design Requirements		
	_____ "Green Design Requirements Certification" (www.ihda.org)	_____
M. Preliminary Architectural Plans and Specifications		
	_____ Preliminary plans and specifications	_____
N. Accessibility Requirements		
	_____ "Accessibility Certification" (www.ihda.org)	_____
O. Cost Certification		
	_____ "Cost Certification" (www.ihda.org)	_____
P. Market Analysis		
	_____ Two Copies of a Market Study from an Authority approved vendor (www.ihda.org)	_____
	_____ "Affirmative Fair Housing Marketing Plan" (www.ihda.org)	_____
Q. Appropriate Development Team		
	1. Organizational Documents	
	_____ "Ownership Structure and Organizational Document Checklist" (www.ihda.org) including all necessary documents	_____
	2. Development Experience Narrative	
	_____ Narrative describing the experience of the Owner	_____
	3. Development Experience Certifications	
	_____ "Development Experience Certifications" (www.ihda.org) for each Participant	_____
	4. Organizational Flow Chart	
	_____ "Organization Chart" (www.ihda.org)	_____

2010 LIHTC APPLICATION CHECKLIST		IHDA Staff
	5. Owner Resumes	
	_____ Resumes of key staff within the Owner	_____
	6. Financial Statements	
	_____ Two (2) years audited financial statements	_____
	7. IRS Form 8821	
	_____ A copy of the executed IRS Form 8821 submitted to the IRS	_____
	8. Business References and Release Forms	
	_____ Three (3) business references, "Reference Form" (www.ihda.org)	_____
	_____ "Release Form" (www.ihda.org)	_____
	9. Unacceptable Practices	
	_____ Explanation of any unacceptable practices and role of Participant	_____
R.	Financial Feasibility	
	1. Project Income	
	_____ Explanation of assumptions regarding funding and renewal of rental assistance contracts, if applicable	_____
	_____ Description of any additional sources of residential income other than parking, laundry, and vending, if applicable	_____
	_____ Description of assumptions regarding commercial income and copies of existing leases or letters of intent to occupy commercial space, if applicable	_____
	2. Reserves	
	_____ Description of assumptions regarding cash flow reserve if DCR falls below 1.15	_____
	_____ Description of assumptions regarding calculation of construction period and operations period real estate taxes	_____
	_____ Description of assumptions regarding real estate tax abatement, if applicable	_____
	_____ Description of assumptions regarding calculation of initial rent-up reserve	_____
	3. Operating Expenses	
	_____ Documentation substantiating any deviation from Authority operating expense ranges, if applicable	_____
	4. Trending Factors	
	_____ Documentation substantiating any deviation from Authority cash flow trending factors, if applicable	_____
	5. Vacancy Rates	
	_____ Documentation substantiating any deviation from Authority economic vacancy rates, if applicable	_____
	6. Utility Allowances	
	_____ Current utility allowance information for projects with tenant paid utilities	_____
	7. Evidence of Project Financing	
	_____ Executed acknowledgement letters for all debt sources	_____
	_____ Written request for Authority debt financing	_____
	_____ Executed acknowledgement letters for all grant sources	_____
	_____ Executed acknowledgement letters for all equity sources	_____
S.	Readiness to Proceed	
	_____ Readiness to proceed narrative	_____
T.	Projects Involving Rehabilitation	
	_____ Two (2) copies of a Physical Needs Assessment performed by an Authority-approved vendor	_____
U.	Relocation	
	_____ Current tenant profiles	_____
	_____ Current rent and unit schedule	_____
	_____ Any explanation of how existing tenants will afford new rents if higher than current rents	_____

2010 LIHTC APPLICATION CHECKLIST		IHDA Staff
<input type="checkbox"/> Documentation of the relocation process including relocation budget		<input type="checkbox"/>

2010 LIHTC APPLICATION CHECKLIST	IHDA Staff
SCORING CATEGORIES	
<p>"Self Scoring Checklist" (www.ihda.org) including all required documentation tabbed to correspond with the Self Scoring Checklist enumeration.</p>	<p>_____</p>

CERTIFICATION

All capitalized terms in this Certification shall have the meaning ascribed to it in the QAP.

The Owner signing this Certification for any purpose, hereby acknowledges, consents and agrees that the Authority, and any individual or entity on behalf of the Authority, shall have the right at any time, without any further consent from or notice to Owner or any other party, to discuss or communicate and disseminate any information concerning the Owner or the Project with any third party, including, without limitation, any general or limited partner, member, or shareholder of Owner or any entity or individual comprising any part of Owner's ownership structure, or any party providing any funds to or on behalf of the Owner or Project, any matter relating to the Application, Project, or Owner any other matter relating thereto. The Owner hereby releases and indemnifies the Authority from any and all liabilities arising from or relating to the disclosure of information by the Authority as described herein or any communication the Authority, or anyone acting on behalf of the Authority, may have with any other person or entity relating to the Owner or Project.

The undersigned Owner agrees that the Project in connection with which this Application is made shall be affirmatively marketed and available for occupancy by all persons regardless of race, color, creed, national origin, ancestry, religion, sex, age, handicap, marital, unfavorable military discharge, or family status. The undersigned will document the actions taken to affirmatively further fair housing.

The undersigned Owner agrees that the implementation of the Project shall minimize the involuntary displacement of Low Income households. The undersigned agrees to conform to this policy in every phase of planning, implementation, and operation of the Project.

The undersigned Owner further agrees to indemnify and hold harmless the Authority and its Members, officers, employees and agents against any and all losses, costs, damages, expenses and liabilities of whatever nature or kind (including, without limitation, attorneys' fees, liquidation and court costs, amounts paid in settlement, amounts paid to discharge judgments, and in the case of Tax Credits, any loss arising out of a judgment by the IRS) directly or indirectly arising out of or in connection with the acceptance, consideration, and approval or disapproval of the funding request in this Application.

The undersigned Owner certifies that the information set forth in this Application and in any attachments to it is, to the best of his or her knowledge, true, complete, and accurate; and the Authority may rely on the information, representations, and covenants to award Tax Credits to the Owner.

The undersigned Owner understands that supplying false information or misrepresentation of any kind in this Application may be grounds for denial or loss of Tax Credits, notification to the IRS, disqualification of the Project from receipt of funds under any Authority program, and may affect future participation in the Tax Credit program. The information given by the undersigned Owner is subject to verification by the Authority.

The undersigned Owner certifies that the Project will include all mandatory requirements set forth in Section VIII of the QAP.

The undersigned Owner certifies that the Project will include of all elements and performance obligations for which points were awarded in the scoring categories set forth in Section IX of the QAP.

The undersigned Owner certifies that the Project consists or will consist of qualified Low Income buildings(s), as defined in Section 42, and will satisfy all applicable requirements of federal tax law in connection with the acquisition, construction or rehabilitation, and operation of the Project so that the Project is eligible to receive an Allocation of Tax Credits.

The undersigned Owner understands that the amount of a Reservation and Allocation of Tax Credits for the Project is calculated from the eligible basis and a qualified basis of the Project (and each building in the Project). The Owner is responsible for all calculations and figures related to the determination of the eligible basis and qualified basis of the Project.

In witness whereof, the undersigned Owner has caused this Certification to be duly executed by its authorized representative this _____ day of _____ 20__.

Legal Name of Owner: _____
 By: _____
 Title: _____

Print Name: _____