

24 **Development Team Resume** (for the following)

Consultant _____
(name)

Attorney _____
(name)

Architect _____
(name)

Accountant _____
(name)

25 **Identity of Interest**

26 **Financial and Credit Statements** (for the following)

LP _____
(name)

CORP _____
(name)

CORP _____
(name)

LLC _____
(name)

LLC _____
(name)

Trust _____
(name)

Developer (if different from Owner) _____
(name)

Co-Developer (if different from Owner) _____
(name)

Management Company _____
(name)

General Partners _____
General Partners _____

Shareholders _____
Shareholders _____

and/or Members _____
and/or Members _____

General Contractor _____
(name)

General Contractor _____
(name)

27 **General Contractor's Other State Activities Form**

28 a. **Owner/Developer Responsibilities Form**

b. **Agreement**

Management Information:

- 29 a. **Previous Participation Certification**
c. **Relevant Experience Form**

- b. **AHFA 2017 Management Verification Form**
d. **State Compliance Form**

Site/Project Information:

30 a. Evidence of Site Control:

b. Assumption Agreement or Commitment to Approve Transfer (Acq/Reh)

c. Project Acquisition Qualification (10-year rule)

- Sales Contract
 Warranty Deed
 Option
 Long-term Leasehold (Tax Credit only)

31 a. **Site/Project Information Form**

b. **Neighborhood Services**

c. **Negative Neighborhood Services**

d. Location Map with Site and Services

e. Color photos of site (including any structures)

f. Color photos of services (positive and negative)

32 Evidence that the existing building(s) are listed on the National Register of Historic Places (Acq/Reh) or contributing to the significance of a registered historic district.

a. A letter from the National Register of Historic Places

OR

b. Verification from the website www.nr.nps.gov

- 33 Utility Letters (electricity, gas, water, sewage, telephone)
- 34 a. Police/Sheriff Department Letter
- b. Fire Department Letter
- 35 USGS Topography Map
- 36 Zoning Letter
- 37 Title Insurance Commitment
- 38 **Notice of Real Property Acquisition** (for HOME applicants only)
- 39 a. Certified Survey (include cc.)
- b. **Surveyor's Certificate**
- 40 Census Tract Verification Letter QCT/DDA
- 41 Utility Allowance Documentation
- 42 Construction and Permanent Commitment Letters
- 43 **Certification of Consistency with Consolidated Plan** (for local HOME commitments only)
- 44 **Architect Certification of Project Progress**
- 45 Notices to Tenants Concerning Relocation/Displacement (for HOME applicants only)
- 46 **Tenant Roll**

Point Scoring Items (if applicable):

- 47 Commitment Letters for Additional Subsidies
- 48 **Public Housing Authority Certification**
- 49 a. **AHFA 2017 Application Workshop Certificate**
- b. **AHFA 2017 CHDO Workshop Certificate**
- 50 Census Tract Verification for Median Family Income
- 51 Evidence of Previously existing multifamily housing
- 52 **Minority or Women-Owned Business Certification**
- 53 a. **Disabilities/Homeless Election Form**
- b. **Marketing Plan**
- c. **Preference Plan**
- d. **List of Service Providers**
- e. **Associated MOU**
- f. **Letter of Support from the AL Continuum of Care covering the region of proposed housing development**
- 54 Evidence of HOME Loan Repayment
- a. Executed Commitment
- b. Evidence of HOME Loan Payments

Tie Breaker Items (if applicable):

- 55 Community Revitalization Plan Pages
- 56 a. **Homeownership Conversion Proposal**
- b. Plot Plan
- c. Counseling Agreement

- 57 Support Letters (Optional)
- 58a One complete copy of the final application submission 14-57 (*excluding forms 26*) and (include all forms, attachments, Yellow index pages, color photos).
- 59b One Complete Digital (PDF) Copy of the Final Application submission (Digital copy must match exactly what was provided on original application.)
Index by listing the AHFA form number, form title, and name of project.
- 59c Excel version of all forms completed, include within the digital copy 59b, the excel version of all forms completed. Save the workbook using the following format: project name – 2017 MF excel application forms.
- 60c One copy of forms 26 Financial Statements (include all forms, attachments, Yellow index pages).
- 61 One additional copy of the following:
 - a. **Site/Project Information Form**
 - b. **Neighborhood Services**
 - c. **Negative Neighborhood Services**
 - d. Location Map with Site and Services
 - e. Color photos of site (including any structures)
 - f. Color photos of services (positive and negative)
 - g. Schematic Site Plan
 - h. Legal Description
 - i. Topography Map
 - j. Utility Letters
 - k. Zoning letter
 - l. **New Construction/Rehabilitaion Square Footage Architect Certification**