

Review Sections 2.7 and 2.9 of the 2013 QAP for detailed and complete submission requirements.

Tab	Description	
<input type="checkbox"/>	Payment of \$5,000 Application Fee	
<input type="checkbox"/>	Online Application Submittal Confirmation Email	
<input type="checkbox"/>	Applicant Certification and Indemnification	
<input type="checkbox"/>	2013 Tax Credit Application Workshop Certificate of Attendance	
<input type="checkbox"/>	Developer Compliance Training Certificate of Attendance	
<input type="checkbox"/>	1 Cover letter & Waiver of Requirements	QAP Section 2.9 (A)
<input type="checkbox"/>	2 Self score sheet & Set-Aside Election <ul style="list-style-type: none"> ▪ Form 2 "Self-Score Sheet" ▪ Form 2-1 "Set-Aside Election" 	QAP Section 2.9 (B)
<input type="checkbox"/>	3 Application & Certifications <ul style="list-style-type: none"> ▪ Form 3 ▪ Gap Financing Application, Gap Financing Fee ▪ IRS Form 8821 	QAP Section 2.9 (C)
<input type="checkbox"/>	4 CPA Opinion	QAP Section 2.9 (D) (Exhibit B)
<input type="checkbox"/>	5 Legal Opinion	QAP Section 2.9 (E) (Exhibit C)
<input type="checkbox"/>	6 Legal Formation, Licensing & Business Registration <ul style="list-style-type: none"> ▪ Certificate of Good Standing or Certificate of Existence (if limited partnership) ▪ Certificate of Authority to Transact Business in Arizona (if incorporated in another state) ▪ Certificate of Foreign Limited partnership (if incorporated in another state) 	QAP Section 2.9 (F)
<input type="checkbox"/>	7 Non Profit Organization Information <ul style="list-style-type: none"> ▪ Form 7 Certification of Non Profit Organization ▪ Documentation of I.R.C. § 501(c)(3) or 501(c)(4) status ▪ Copies of Articles of Incorporation or Bylaws with description of organization and activities ▪ Evidence of experience ▪ Evidence of right to first refusal ▪ Operating plan ▪ Names of Board Members ▪ Funding for operating expenses ▪ Financial statements ▪ Evidence Non Profit Organization owns at least 51% of GP Interest (if applicable) 	QAP Section 2.9 (G)
<input type="checkbox"/>	8 Development Team <ul style="list-style-type: none"> ▪ Form 8 ▪ Organizational chart ▪ Legal Document authorizing Applicant to bind Owner ▪ Development Team Narrative/Resumes ▪ Developer financial statements ▪ Demonstrated experience ▪ Form 8-1 "Development Team Experience" ▪ Form 8-2 "Authorization for Release of Information - Developer" ▪ Explanation of an Identity of Interest (if designated on Form 3) 	QAP Section(s) 2.9 (H)
<input type="checkbox"/>	9 Acquisition, Site Control, Environmental Review & Job Creation <ul style="list-style-type: none"> ▪ Appraisal ▪ Title commitment ▪ Settlement statement ▪ Deed/Lease Agreement/Purchase Contract/Options ▪ Tribal resolution (if on Tribal land) ▪ Eminent domain documentation (if applicable) ▪ Phase I Assessment ▪ Job Creation supporting documentation (if applicable) ▪ Form 9 (if applicable) ▪ Form 9-1 (if applicable) 	QAP Section 2.9 (I)
<input type="checkbox"/>	10 Planning & Zoning Verification <ul style="list-style-type: none"> ▪ Form 10 "Planning and Zoning Verification" ▪ Will serve letters for water and sewer 	QAP Section 2.9 (J)
<input type="checkbox"/>	11 Financial Ability to Proceed <ul style="list-style-type: none"> ▪ Letters of Interest/Intent ▪ 15-year Pro Forma 	QAP Section 2.9 (K)
<input type="checkbox"/>	12 Market Demand Study	QAP Section 2.9 (L) (Exhibit L)
<input type="checkbox"/>	13 Service Enriched Location <ul style="list-style-type: none"> ▪ 8.5 x 11 fold up map indicating facilities within required distance of project 	QAP Section 2.9 (M) (Exhibit A)

<input type="checkbox"/> 14 Utility Allowance Schedule <ul style="list-style-type: none"> ▪ Utility Allowance Schedule ▪ Letter from Issuing Authority ▪ For Energy Consumption Model Only - evidence of preparation by qualified professional 	QAP Section 2.9 (N)
<input type="checkbox"/> 15 Drawing & Plans <ul style="list-style-type: none"> ▪ Preliminary Site Plan, Building Layout and Plans/Elevations 	QAP Section 2.9 (O)
<input type="checkbox"/> 16 Property Design Standards for New Construction & Rehabilitated Properties <ul style="list-style-type: none"> ▪ Form 16 "Architects Certification" 	QAP Section 2.9 (P)
<input type="checkbox"/> 17 Sustainable Development <ul style="list-style-type: none"> ▪ Form 17 "Sustainable Development Checklist" ▪ Letter from Architect for LEED for Homes Gold Certification 	QAP Section 2.9 (Q) (Exhibit A)
<input type="checkbox"/> 18 Transit Oriented Design <ul style="list-style-type: none"> ▪ Frequent Bus Transit System: Current Bus Schedule and Map Reflecting Proximity of Project to Bus Stop ▪ High Capacity Transit: Map Reflecting Proximity of Project to High Capacity Transit Station 	QAP Section 2.9 (R)
<input type="checkbox"/> 19 Supportive Housing Development <ul style="list-style-type: none"> ▪ Local Municipality Project Support ▪ Evidence of Adequate Financial Support ▪ Evidence of Housing First Model Architectural Requirements ▪ Statement on Units dedicated ▪ Supportive Services Plan (as outlined in Exhibit N) ▪ Veteran's Preference: <ul style="list-style-type: none"> ▪ Commitment to Provide Case Management Services ▪ Veteran Specific Outreach Plan ▪ Letters from VA Hospital/Arizona Department of Veterans Services 	QAP Section 2.9 (S)
<input type="checkbox"/> 20 Occupancy Preferences <ul style="list-style-type: none"> ▪ Form 20 "Occupancy Preferences/Commitment of Supportive Services Provider" ▪ Supportive Services Plan (as outlined in Exhibit N) ▪ Households with Children: Description of Design Elements that Serve the Population Needs ▪ Elderly: Description of Design Elements that Serve the Population Needs ▪ Veterans: Description of Design Elements that Serve the Population Needs; Letters of Support ▪ Service Provider information ▪ Evidence from Arizona Department of Education (<i>if applicable</i>) 	QAP Section 2.9 (T)
<input type="checkbox"/> 21 Enhanced Supportive Services <ul style="list-style-type: none"> ▪ Information for related Non-Profit Service Provider ▪ Detailed Service Plan 	QAP Section 2.9(U)
<input type="checkbox"/> 22 Targeting Low Income Levels <ul style="list-style-type: none"> ▪ Form 22 "Targeting Low Income Levels" 	QAO Section 2.9 (V)
<input type="checkbox"/> 24 Financing Commitment from Local Government <ul style="list-style-type: none"> ▪ Documentary Support Evidencing 10% of Permanent Financing is from Local Government with a Population of Less than 500,000; or Evidence Project includes a HOPE VI Transaction 	QAP Section 2.9 (W)
<input type="checkbox"/> 25 Acquisition/Rehabilitation and Acquisition/Demolition and New Construction of a Blighted Structure or a Stalled Project <ul style="list-style-type: none"> ▪ Identification of Project type and scope of work ▪ Evidence that Property is Foreclosed Property (<i>if applicable</i>) ▪ Engineer's Report of Horizontal and Vertical Improvements Supported by Photo's Detailing Work (<i>if applicable</i>) ▪ Uniform relocation plan (<i>if applicable</i>) ▪ Appraisal ▪ Capital Needs Assessment (<i>if applicable</i>) ▪ Historic Preservation supporting documentation (<i>if applicable</i>) ▪ Blighted Structure supporting documentation (<i>if applicable</i>) ▪ Stalled Project supporting documentation (<i>if applicable</i>) ▪ Documentation of Rental Subsidy (<i>if applicable</i>) 	QAP Section 2.9 (X)
<input type="checkbox"/> 26 Efficient Use of Tax Credits <ul style="list-style-type: none"> ▪ Form 26 "Efficient Use of Tax Credits" 	QAP Section 2.9 (Y)
<input type="checkbox"/> 27 Waiver of Qualified Contract <ul style="list-style-type: none"> ▪ Form 27 	QAP Section 2.9 (Z)
<input type="checkbox"/> 28 Community Revitalization <ul style="list-style-type: none"> ▪ Form 28 "Community Revitalization" ▪ Supporting documentation from HUD 	QAP Section 2.9 (AA)