

Review Section 2.9 of the 2011 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"/>	2011 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 QAP Section 2.9(B) <ul style="list-style-type: none"> ● Form 2 "Self-Score Sheet" ● Form 2-1 "Set-Aside Election"
<input type="checkbox"/>	3 Application & Certifications QAP Section 2.9(C) <ul style="list-style-type: none"> ● Form 3 ● IRS Form 8821 ● Gap Application
<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 QAP Section 2.9(F) <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)
<input type="checkbox"/>	7 Non Profit Information QAP Section 2.9(G) <ul style="list-style-type: none"> <li style="width: 33%;">● Form 7 "Certification of Qualified Non-Profit Participation" <li style="width: 33%;">● Evidence of experience <li style="width: 33%;">● Names of Board Members <li style="width: 33%;">● Documentation of 501(c)(3) or (4) status <li style="width: 33%;">● Evidence of Right of First Refusal <li style="width: 33%;">● Funding for Operating Expenses <li style="width: 33%;">● Description of organization & its activities <li style="width: 33%;">● Operating Plan <li style="width: 33%;">● Financial Statements
<input type="checkbox"/>	8 Development Team QAP Section(s) 2.9(H) <ul style="list-style-type: none"> ● Form 8 ● Organizational Chart ● Legal document authorizing Applicant to bind Owner ● Development Team Narrative/Resumes ● Developer Financial Statements ● 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)
<input type="checkbox"/>	9 Acquisition and Site Control QAP Section 2.9(I) <ul style="list-style-type: none"> ● Appraisal ● Title Commitment ● Settlement Statement ● Lease Agreement ● Tribal Resolution (if on Tribal land)
<input type="checkbox"/>	10 Planning and Zoning Verification QAP Section 2.9(J) <ul style="list-style-type: none"> ● Form 10 "Planning and Zoning Verification"
<input type="checkbox"/>	11 Financial Ability to Proceed QAP Section 2.9(K) <ul style="list-style-type: none"> ● Letters of Interest/Intent ● 15-year Pro Forma
<input type="checkbox"/>	12 Market Demand Study QAP Section 2.9(L)
<input type="checkbox"/>	13 Project Location QAP Section 2.9(M) <ul style="list-style-type: none"> ● 8 x 10 Fold-up Map indicating facilities within 2 miles of the project.
<input type="checkbox"/>	14 Utility Allowance Schedule QAP Section 2.9(N) <ul style="list-style-type: none"> ● Utility Allowance Schedule ● Letter from Issuing Authority

Tab	Description	
<input type="checkbox"/> 15	Drawings & 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 and 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" 	QAP Section 2.9(Q)
<input type="checkbox"/> 18	Transit Oriented Design <ul style="list-style-type: none"> Quality Bus Transit: Current Bus Schedule and Map reflecting proximity of project to bus stop Proposed Site Location: Map reflecting proximity of project to mixed use center 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 Supportive Services Plan (as outlined in Exhibit N) Veteran's Preference: Commitment to provide Case Management Services Veteran specific outreach plan 	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 Exhibit N) Households with Children: Description of design elements that serve the populations needs. 	QAP Section 2.9(T)
<input type="checkbox"/> 21	Developer/Non-Profit Joint Venture <ul style="list-style-type: none"> Operating Agreement or equivalent agreement between Developer & Non-Profit Supportive Services Plan (as outlined Exhibit N) 	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" 	QAP Section 2.9(V)
<input type="checkbox"/> 23	Tenant Lease Purchase <ul style="list-style-type: none"> Letter of Intent from Qualified Non-Profit Detailed description of ownership proposal 	QAP Section 2.9(W)
<input type="checkbox"/> 24	Arizona Based Developers <ul style="list-style-type: none"> Evidence of AZ Residency Evidence Developer is licensed to do business in AZ Evidence Developer maintains an office in AZ Evidence that local office is sufficiently staffed 	QAP Section 2.9(X)
<input type="checkbox"/> 25	Financing Commitment from Local Government <ul style="list-style-type: none"> City, Town or County Letter of Commitment or Funding Resolution from the City Council 	QAP Section 2.9(Y)
<input type="checkbox"/> 26	Community Revitalization <ul style="list-style-type: none"> Form 26 "Community Revitalization" Local Government Comprehensive Affordable Housing Plan Map showing boundaries and location of the project within the Local Governments Plan. 	QAP Section 2.9 (Z)
<input type="checkbox"/> 27	Acquisition/Rehabilitation and/or Demolition <ul style="list-style-type: none"> Evidence that property is in foreclosure (<i>if applicable</i>) Copy of the HAP, RD or ACC contract (<i>if applicable</i>) Letter from the local government certifying structure meets the QAP's definition of blighted structure (<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>) Capital Needs Assessment (<i>if applicable</i>) 	QAP Section 2.9(AA)
<input type="checkbox"/> 28	Efficient Use of Tax Credits <ul style="list-style-type: none"> Form 28 "Efficient Use of Tax Credits" 	QAP Section 2.9(AB)