

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps Only	
--		Completed Application Tabs Checklist		X					
1	Core Application Form	Application Certification Form Letter		X					
		Project Narrative / Project Concept		X					
		Completed Core Application (Parts I through VIII and Appendix A)		X					
		Copy of Tax Exempt Bond Inducement Resolution, if applicable		X					
2	Core Application Attachments	Per Unit Cost Limit Waiver Approval (if applicable)		X					
		Documents from USDA indicating project is located in rural area		X					
		Architectural Standards Waiver Approval (if applicable)		X					
		Annual Operating Cost Waiver Approval (if applicable)		X					
		Annual Operating Cost Waiver Request (if applicable)		X					
		Payment and Performance Bonds Waiver Form Request (if applicable)				X			
		Organizational Chart		X					
		Detail of relationships when an identity of interest exists between any Project Participants / development team members.		X					
		For projects proposing both new const. & rehab		New Construction and Rehabilitation Eligible Basis Breakdown (if applicable)		X			
		For occupied projects proposing rehab		Actual Operating Statements for last two years		X			
		For projects proposing commercial component		Development Budget for commercial component		X			
				Sources of Funds for commercial component		X			
				Annual Income Statement for commercial component		X			
				Annual Expense Statement for commercial component		X			
				15-year Operating Proforma for commercial component		X			
	Evidence of Preliminary Financing for commercial component			X					
	Leases and/or letters of intent from prospective lessees			X					
3	Site Control Documentation	Executed Warranty Deed or Sales Option Contract or long-term ground lease		X					
		Legal Description of Property		X					

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps Only	
4	Environmental Requirements	Phase I Environmental Study (including Flood Plains and Wetlands Delineation maps)		x					
		Phase II Environmental Study (if applicable)		x					
		Environmental Certification		x					
		Owner's Environmental Questionnaire and Disclosure Statement		x					
		Property Log and Information Checklist		x					
		Flood Plains / Floodways documentation (if applicable)		x					
		Wetlands documentation (if applicable)		x					
		HOME/HUD Environmental Questionnaire					x		
		Noise documentation (if applicable)		x					
		O & M Plan (if applicable)		x					
5	Site Zoning	Documentation from authorized Local Government Official that details zoning, land use classification and conditions of zoning, explanation of requirements, and any conditions of zoning and classification.		x					
		Copy of Ordinance		x					
6	Operating Utility Availability original letters:	Gas (if applicable)		x					
		Electricity		x					
		Letter of availability and capacity from local public water authority		x					
		Letter of availability and capacity from local public sewer authority		x					
		Evidence of easements necessary to extend utilities (if applicable)		x					
7	Market Feasibility	Applicant market information or applicant-commissioned market study							
		Duplicate work scope for rehabilitation		x					
8	Appraisal	Applicant Commissioned Appraisal (if applicable)							
9	Site Access	Appropriate drawings, survey and other documents reflecting roads		x					
		Local Govt commitment for funding of paved roads, and timetable if applicable		x					
		Proof of ownership or executed easement of a private drive, if applicable		x					
		Plans and costs for paving private drive, if applicable		x					
10	Architectural workscope/budget	Physical Needs Assessment documentation for rehab projects, if applicable		x					
		Capital Reserve Statement		x					
		Scope of Work		x					
		Construction Budget		x					

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps Only	
11	Site Info and Development Plan (All Projects New <u>AND</u> Rehab)	Location and Vicinity Map (all parcels for a scattered site must be indicated)		X					
		Conceptual Site Development Plan of the property		X					
		Site Information Form		X					
		Desirable/Undesirable Certification		X					
		Site Maps & Photographs (photos must be color in all copies)		X					
	Quality Growth Initiatives Documentation	Infill		X					
		Community Transportation Option		X					
		Adaptive Re-Use, Historic Preservation and Brownfield/Greyfield Redevelopmt		X					
	12	Preliminary Financing Commitments	Preliminary Financing Commitments - Debt, Equity and Grants (if applicable)		X				
			Documentation of Applicable Index Rate (for debt with variable interest rate		X				
Operating Subsidy Agreements other than Rental Assistance Agreements for which points will be claimed				X					
Evidence of Developer Fee Note				X					
Assumption of Existing Debt (if applicable)		Certification Letter		X					
		Original Promissory Note and Amendments		X					
		Original Loan Agreement and Amendments		X					
13	Legal Opinions	Legal Opinion for Assisted Living (as applicable)		X					
		LIHTC Legal Opinion as to Project Qualification for Acquisition Credits		X					
14	Developer Documents	General Partner Organization Documents Including Operating Agreement		X					
		Development Agreement		X					
15	Experience	Evidence of Experience Determination (for Owner, Developer, and Property Manager as applicable)		X					
		Pre-application Experience Determination Certificates (as applicable)		X					
		Request for Owner Experience Determination		X					
		Request for Developer Experience Determination		X					
		Request for Manager Experience Determination		X					
		Experience Waiver Approvals (if applicable)		X					
		Partnership or Consulting Agreement Between Inexperienced and Experienced Entities, if applicable (must include training plan)		X					

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps
16	Property Management Documentation	Staffing Breakdown		X				
		Management Agent Questionnaire		X				
		Affirmative Fair Housing Marketing Plan				X		
17	Eligibility for credit under Nonprofit Set-Aside and CHDO Set-Aside:	IRS Tax-Exempt Status Determination Letter					X	X
		Secretary of State Certification of Nonprofit Status					X	X
		General Partnership Joint Venture Agreement					X	X
		Legal Opinion regarding nonprofit tax-exempt status					X	X
		Documentation of Nonprofit's ownership interest					X	X
		Board of Directors information: name, address, phone, occupation, positions					X	X
		Development Agreement if the nonprofit is a codeveloper					X	X
		ByLaws for NonProfit Organization					X	X
		Copy of State CHDO Pre-qualification or Renewal letter						X
		Evidence of CHDO Predevelopment Loan						X
		Evidence that project is within CHDO service area						X
18	Additional HOME/HUD Requirements	Site & Neighborhood Standards Certification				X		
		US Census Tract				X		
		Certification for Contracts, Loans and Cooperative Agreements				X		
		Disclosure of Lobbying Activities				X		
		Applicant / Recipient Disclosure / Update Report				X		
		MBE / WBE Outreach Plan Guide form				X		
		Pre-Contract Agreement or Right to Withdraw				X		
19	Relocation (if applicable)	Detailed Tenant Relocation Plan		X				
		Tenant Household Data Forms		X				
		Relocation Displacement Spreadsheet		X				
		Temporary Relocation Cost Estimate		X				
		General Info Notice for Occupants at Time of App / Proof of Delivery				X		
		Current Rent Roll		X				

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps	
20	Project Amenities and Services	Service Certification Form		X					
		Amenities Certification Form		X					
		MOU for Basic and Optional Services/Special Needs (if applicable)		X					
		Description of service providers technical capacity and experience		X					
		Detailed Sources and Uses Budget for supportive services		X					
		Detailed Letter of Intent from service provider(s) (Not necessary for Spec'l Nds)		X					
		Evidence of PBRA for Special Needs Units (if applicable)		X					
		21	Additional Rent and Income Elections PHA Development and Rental Subsidy	Rent and Income Restriction Certification		X			
Docs demonstrating PHA investment in project physical plant				X					
Executed Owner/PHA Rental Subsidy Agreement (if applicable)				X					
Executed Owner/PHA Operating Cost Contribution Agreement (if applicable)				X					
PBRA	Project-Based Rental Assistance: executed agreement with funding entity			X					
	HUD Letter regarding extension of PBRA contract			X					
	Tenant Selection Plan if PBRA is not from HUD PHA or USDA			X					
	DCA PBRA For Special Needs Applicant Certification			X					
22	Extension of Cancellation Option	Agreement to forgo the cancellation option		X					
		Tenant Ownership Conversion Plan		X					
23	Preservation	Priority Designation from HUD or USDA		X					
		Documentation Evidencing Rent and Income Restrictions or a Rent Roll		X					
		For LIHTC Projects Where the Credit Period Has Ended	Partnerships First and Last Year's Tax Returns		X				
			IRS Form 8609		X				
		For LIHTC Projects Beyond the 14th Year of the Compliance Period	Documentation that no points were claimed for cancellation option		X				
			IRS Form 8609		X				
24	Local Government Support	Letter of Support & local governing body resolution - or -		X					
		Letter of Support from local governing official		X					
		Government financial support documentation		X					

2006 Application Binder Tabs Checklist For: , , County

Directions: Place an "X" in the green-shaded boxes beside items secured in the Application Package. **Place completed Tabs Checklist in front of Tab 1 in the application binder.**

Tab Nbr	Required Application Binder Tabs	Required Tab Contents and Specified Order	Included in App Binder	Req'd for all Apps	LIHTC Apps Only	HOME Apps Only	Non-Profit Apps	CHDO Apps
25	Government Financial Assistance	Letter from local government's chief executive officer	X					
		USDA Documentation	X					
		Notification of Award from government entity (if applicable)	X					
		Letter documenting project is under final consideration (if applicable)	X					
		HUD 221(d)(3) or (d)(4) documentation (if applicable)	X					
		Other government financial assistance documentation	X					
26	Project Characteristics	Project Characteristic Form	X					
		Neighborhood Revitalization Plan & evidence of adoption	X					
		Documentation of Georgia Better HomeTown / Georgia MainStreet Community	X					
		Documentation evidencing site is in QCT or DDA	X					
		Documentation from Signature Community	X					
		Documents showing site is in an enterprise, renewal community or empowerment zone	X					
27	Project Characteristics Energy Efficiency Standards Architectural Design & Quality Standards Accessibility Standards	Energy Certification	X					
		Design Certification	X					
		Accessibility Certification	X					
28	Readiness to Proceed	Original Building Permits - or -	X					
		Original local governing authority letter and copy of permits	X					
29	Compliance History	Authorizations for the Release of Information (5 completed originals for each team mbr)	X					
		Compliance Summaries with required audit documentation (for each team mbr)	X					
		Compliance Self-Score (complete indicated section for each team member)	X					
		Project capacity Questionnaires for each team member	X					
		Copies of ALL notices of noncompliance (from DCA HOME, FDIC, or LIHTC) as required	X					
		Detailed statements and dates of all governmental debarments/ suspensions, criminal convictions, indictments, and pending criminal investigations of all GPs.	X					
30	Utility Provider's Documentation	Allowance Estimation Data Sheet (if applicable and available)	X					
		Allowance Letter From Utility Provider (if applicable)	X					
		Utility Allowance Support Documentation of Non-DCA Utility Allowances	X					
		Utility Provider Release	X					

Note: Additional Forms and Documentation required for the 2006 Application Submittal may be obtained on the DCA website at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2006docs.asp>