

Illinois Housing Development Authority
EQUITY REPLACEMENT PROGRAM

Application Checklist

For the Round II Acceptance Period
September 21, 2009 – October 5, 2009

The following items must be submitted for any project requesting Equity Replacement Program funds.

The application must be clearly labeled with tabs corresponding to this application checklist and this application checklist must be completed and submitted along with all Equity Replacement Program requests.

Any items required to be “current” must be dated or updated within six months of the application deadline.

Note: The following eight (8) items must be current and consistent with and fulfill all the requirements specified in IHDA’s QAP in the year the project was awarded LIHTC:

1. ___ Evidence of site control
2. ___ Evidence of financing commitments for all sources
3. ___ Evidence of any project based assistance
4. ___ Evidence of zoning
5. ___ A market study¹
6. ___ Evidence of community support
7. ___ Certification of the project’s construction costs from a third party general contractor or architect
8. ___ Projects involving rehabilitation must submit a physical needs assessment,

In addition, the application must include:

9. ___ Evidence of a good faith effort to secure an investment in the project’s LIHTC award as evidenced by:
 - ___ A certified narrative description of the efforts to secure an investment in the project’s LIHTC,
 - ___ Letters of interest or denial received from tax-credit syndicators or investors,
 - ___ A waiver allowing IHDA to contact tax-credit syndicators or investors to verify their interest in a project’s LIHTC,
10. ___ The amount of gap financing funds requested from IHDA,²
11. ___ Current documentation from LIHTC syndicators / equity providers including any current offers and previous denials,

¹ A current letter outlining any changes in the market from the market analyst that completed the market study at the time the project was awarded LIHTC will be acceptable.

² IHDA, in its sole discretion, will determine the amount and type (TCAP and / or Section 1602) of any funds to be provided.

12. ___ The current development, construction, and operating budgets, with an explanation for any changes from budgets previously submitted,
13. ___ A source by use schedule for all project costs reflecting the following:
 - ___ Gap financing funds allocated solely to expenses that would qualify as eligible basis for the purpose of an award under Section 42,
 - ___ Gap financing funds must be expended prior to any other financing source, to the extent possible, given the requirement of their allocation to eligible basis expenses,
14. ___ A chart detailing the unit and tenant mix including unit type, size, and income restrictions as well as the targeted population (family, elderly, special needs, etc.),
15. ___ A chart detailing the project ownership structure including all shareholders, members, etc. down to the individual(s), including percentage of ownership
16. ___ A chart detailing the development team including general contractor, property manager, real estate attorney, development consultant, etc.,
17. ___ The construction plans and specifications³,
18. ___ A narrative explanation of any changes in the project subsequent to the award of LIHTC,
19. ___ A narrative explanation of how the project will comply with the Cross-Cutting Federal Requirements⁴,
20. ___ THE IHDA Equity Replacement Program application,
21. ___ The IHDA environmental checklist,
22. ___ A detailed description of any non-IHDA requirements that must be fulfilled as part of the project's closing process along with an anticipated closing date,
23. ___ Supportive Living Facility projects must submit documentation from the Illinois Department of Healthcare and Family Services detailing the status of approval for participation in the Supportive Living Program as well as the operational deadline and any extensions that have been granted.

Projects that include the following in the application will garner additional points in the competitive scoring process:

24. ___ Evidence of a construction completion guarantor, with three years of financial statements for the guarantor, that proves satisfactory to IHDA,
25. ___ A valid building permit,
26. ___ A current, valid, and binding construction contract

³ It is expected the construction plans and specifications will not be complete for all projects submitted. The degree of plan completion will factor into scoring a project's readiness to proceed and may effect the timing of resource commitment.

⁴ IHDA will complete the environmental review record as required by the National Environmental Policy Act and Related Laws. The application must address compliance with all other Cross-Cutting Federal Requirements.