

**MHC 2012 QUALIFIED ALLOCATION PLAN  
THRESHOLD REQUIREMENT  
CHECKLIST AND CERTIFICATION**

This form must be submitted on **blue** paper and placed in the Threshold section of the application.

The following threshold requirements must be met in order to receive consideration for a reservation or commitment of tax credits.

Community Notification

- Proof of Publication of the Notice of Public Hearing
- Copy of Actual Notice
- Photograph of Signage (*required at the proposed site*)
- Acknowledgment of Notice of Public Hearing (*Form TR-2*)
- Minutes of Public Hearing
- Attendance Roster from Public Hearing
- Written compilation of comments from the public hearing
- Developer's statement responding to comments from the public hearing
- Affidavit of Compliance with Community Notification (*Form TR-3*)

Site Control

(A) *Contracts (Provide one of the following.)*

- Warranty Deed
- Purchase Contract
- Long-Term Land Lease
- Firm Option Contract
- HUD financed properties: Written correspondence from HUD that confirms that a transfer package has been submitted.
- RD finance properties: A copy of the loan commitment of interim financing or a copy of Form RD 3560-1.

(B) *Ownership Structure*

- Certificate of Partnership or Corporation for Owner and General Partner Entity
- Copy of Business Structure (must detail the principal members of the Ownership entity)

Local Zoning and Development Conditions (*Provide one of the following*)

- Proper zoning or building permits issued
- Letter stating that zoning or building permits not needed

Documentation of Need

- Acceptable market study to identify need
- Certification of Market Study Acceptance (*Attachment 8*)

Permanent Financing Commitment (*Provide one of the following*)

- Commitment letter for permanent financing
- Documentation of existing resources or line of credit
- RD Obligation of Funds Analysis
- For HUD financed properties involving a Transfer of Physical Assets (TPA), written correspondence from the appropriate agency that confirms that a transfer package has been submitted and pending approval.

**APPLICANT'S CERTIFICATION**

I, \_\_\_\_\_, (Applicant's Name) do hereby certify that all five Threshold Requirements have been satisfied for \_\_\_\_\_ (Proposed Development).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date