2009 QUALIFIED ALLOCATION PLAN

THRESHOLD REQUIREMENTS CHECKLIST AND CERTIFICATION

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

THRESHOLD PHASE I

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)*

THRESHOLD PHASE II

Site Control

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

- ☐ Warranty Deed
- ☐ Purchase Contract
- ☐ Long-Term Land Lease
- ☐ Firm Option Contract
- ☐ For HUD financed properties, written correspondence from HUD that confirms that a transfer package has been submitted.
- ☐ For 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 11)*

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