

Housing Tax Credit/HOME Application
2005 Attachments Checklist

Send all applications in a 3 ring binder tabbed as indicated in the "Tab #" column.

Tab #	Document or Schedule Required	Check if Present	For MFA Use
1	Application Fee (\$500 NonProfit; \$1,000 For Profit)		
1	Market Study Deposit (\$4,500); Executed Market Study Release Form		
1	Tax Credit Selection Criteria Scoring Worksheet		
1	Attachments Checklist		
1	Narrative Description of Project (<i>Not to Exceed One Page</i>)		
1	1 page summary of Developer affordable housing experience		
2	Executed Development Project Application Form		
3	Schedule A: Development Cost Budget		
3	Schedule A-1: Sources of Funds		
4	Schedule B: Unit Type and Rent Summary		
5	Schedule C: Executed Operating Expense Budget		
5	15 year pro forma cash flow attached with Schedule C		
6	Schedule D: Executed Contractor's and Sponsor's Cost Breakdown		
7	Schedule E: Development Schedule		
8	Schedule F: Estimate of HTC Allocation Amount		
9	Schedule G: Executed Affordable Unit Set-Aside Election		
10	Schedule H: Executed Principal's Previous Participation Certificate and Compliance Affidavit		
11	Schedule I: Executed Previous Participation of Management		
12	Schedule J: Executed Applicant's Certification		
13	Schedule K: Return of Tax Credit Reservation or Allocation (not required for Tax Exempt Bond Applications)		
14	Local Jurisdiction Support Letter (See QAP for definition, not required for Tax Exempt Bond Applications)		
15	Evidence of Site Control		
16	Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits		
17	Legal Description of Site		
17	Location Map and Detailed Directions to the Site		
17	Preliminary Site Plan and Landscaping Plan		
17	Preliminary Outline Specification		
18	Typical Unit Floor Plans		
18	Building Elevations		

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Tab #	Document or Schedule Required	Check if Present	For MFA Use
19	General Partner Resume ¹		
19	Contractor Resume ¹		
19	Management Agent Resume ¹		
19	Architect Resume ¹		
20	Documentation of Utility Calculation and Source of Information		
21	Financing Commitment Letters (if available)		

II. Optional Requirements for Scoring Purposes (Applicants seeking points for the Project Selection Criteria cited below must submit the additional materials noted.)

Tab #	Document or Schedule Required	Check if Present	For MFA Use
Criterion 1) Local Non-profit or Local, State, or Tribal Government Participation			
22	Articles of Incorporation or organizational documents verifying governmental status		
22	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a)		
22	Certification that Nonprofit is not Affiliated With or Controlled by a for-profit Entity		
22	Evidence of an Exempt Purpose to Foster Low Income Housing		
22	Current Organizational Budget and Variance Report (<i>dated within 3 months of application</i>)		
22	Current Financial Reports (<i>dated within 3 months of application</i>)		
22	Current List of Board Members indicating their Home Addresses		
22	Certification that Non-profit, Tribal or Government Instrumentality does or will own no less than 51% of the General Partner interest.		
Criterion 2) Design Competition Participation			
Submit drawings meeting MFA requirements shown in 2005 HTC Design Competition Summary (Bond Projects are not eligible for the points)			
23	Site Plan, Landscaping Plan, and Floor Plan		
23	Outline Specification		
23	Zone Atlas Map, if available		
23	For New Construction Include Elevations		

¹ All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations. Contractor's resume may be submitted after the deadline but no later than November 15th of the Application year if HOME funds are to be used for the Project.

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Criterion 3) Green Building, Energy Efficiency, Water Conservation, Healthy Materials, Sustainability and/or Universal Design Methods			
24	Narrative describing the incorporation of any of the above building and design methods and the resulting benefit to the community and environment.		
24	Supporting documentation. Examples may include, but are not solely inclusive of, lighting plans, appliance lists, water fixture lists, rainwater collection and use plans, lighting fixture lists, HERS scores, and water use baseline calculations.		
Criterion 5) Conversion Plus Acquisition/Rehabilitation			
25	Copy of recent title binder or title search showing property to be free of rent restrictions		
Criterion 6) Preservation of Affordable Housing			
26	Rent roll showing total project rent and relationship to HTC ceiling rents or evidence that use restrictions will expire before 12/31/07.		
Criterion 9) Participating Jurisdiction			
27	Resolution or certification of the Participating Jurisdiction verifying 5% HOME commitment to the Project. (This must specify the Project name and the amount and form of the commitment.)		
Criterion 11) Special Needs Projects			
28	Social Services Plan Description		
28	Signed commitment by service provider		
28	Budget for Service Plan		
28	Source of payments for plan services		
Criterion 12) Projects Set Aside for Elderly Households			
29	Social Services Plan Description		
29	Signed commitment by service provider		
29	Budget for Service Plan		
29	Source of payments for plan services		
Criteria 13) Households with Children			
30	Social Services Plan Description		
30	Signed commitment by service provider		
30	Budget for Service Plan		
30	Source of payments for plan services		
30	Description of design elements that meet needs of individuals with children.		
Criterion 16) Projects Receiving 10% Matching Contribution			
31	Copy of Resolution by state, local or Tribal government entity		
31	Appraisal Report(s) dated no earlier than August 1, 2003, prepared by MAI licensed in New Mexico, for all contributions of land or buildings, except for		

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	tribal land.		
Criterion 18) Projects Marketed to Households on PHA Waiting List			
32	Letter from PHA Director of Jurisdiction for the Project verifying this commitment.		
Criterion 19) DDA or QCT			
33	Identification of the DDA or QCT.		
Criterion 20) Concerted Community Revitalization Plan			
34	Copy of Concerted Community Revitalization Plan.		
34	Evidence of formal governmental adoption of the Plan.		
Criterion 21) Tenant Ownership			
35	Long-term Tenant Conversion Plan		
Criterion 22) Homeownership Program for Tenants			
36	Program Plan to Facilitate Eventual Homeownership for Tenants that includes owner funded incentives, services, and requirements for participation.		

III. Additional Requirement for Private Activity Bond Volume Cap Projects.

37	Schedule L: Private Activity Bond Volume Cap Allocation Information		
38	Appraisal of existing site & buildings (dated within 6 months of application) (rehab only) Can be submitted after the initial application but required prior to issuance of the determination letter.		
38	Capital Needs Assessment (dated within 6 months of app.) (rehab only) Can be submitted after the initial application but required prior to issuance of the determination letter.		