

Application Fee (*\$500 Non-profit; \$1,000 for Profit*)

Market Study Deposit & Release Form

Tax Credit Selection Criteria Scoring Worksheet

Attachments Checklist

Narrative Description of Project

(Not to Exceed One Page)

Developer Affordable Housing Experience

(Not to Exceed 1 Page)

Development Project Application

(signed original)

Schedule A: Development Cost Budget
Schedule A-1: Sources of Funds

Schedule B: Unit Type and Rent Summary

Schedule C: Operating Expense Budget
(signed original)
15-Year Pro Forma Cash Flow

Schedule D: Contractor's and Mortgagor's Cost Breakdown
(signed original)

Schedule E: Development Schedule

Schedule F: Estimate of HTC Allocation Amount

Schedule G: Affordable Unit Set-Aside Election
(signed original)

Compliance Affidavit(s)
and
Schedule H: Principal's Previous Participation Certificate(s)
(signed original)

Schedule I: Previous Participation of Management
(signed original)

Schedule J: Applicant's Certification
(signed original)

Schedule K: Return of Credit Reservation or Allocation
(signed original)
(Not Applicable if Bond Project)

Schedule L: PABVC Allocation Information
(Bond Projects ONLY)

Local Jurisdiction Support Letter

(Not Applicable for Bond Projects)

Evidence of Site Control

Letter from Local Zoning Department

Legal Description

Location Map
and
Directions to the Site

Preliminary Site Plan
and
Landscaping Plan

Preliminary Outline Specification

Typical Unit Floor Plans

Building Elevations

General Partner Résumé

Contractor Résumé

Management Résumé

Architect Résumé

Documentation Utility Calculation

(Stating source of information & date)

Financing Commitment Letters

(If available)

Articles of Incorporation or
Organizational Documents Verifying
Governmental Status

Evidence of 501(c)(3) or (4) Status Exempt from Tax under
Code Section 501(a)

Certification that Nonprofit is Not Affiliated With or Controlled
by a For-Profit Entity

Evidence of an Exempt Purpose to Foster Low Income Housing

Current Organizational Budget and Variance Report

(dated within 3 months of the application)

Current Financial Reports
(dated within 3 months of the application)

Current List of Board Members

(Include Home Addresses)

Certification that Nonprofit does or will own no less than 51%
of the General Partner Interest

Design Competition Participation
Site Plan, Landscaping Plan and Floor Plan(s)
Outline Specification
Zone Atlas Map (if available)
New Construction - include elevations
(Not Applicable for Bond Projects)

Projects that Benefit the Environment
Narrative
Supporting Documentation

Conversion Plus Acquisition/Rehabilitation
Copy of recent title binder or title search showing property to
be free of rent restrictions

Preservation of Affordable Housing
Rent roll showing total project rent and relationship to HTC
ceiling rents or evidence that use restrictions will expire
before 12/31/07

Participating Jurisdiction
Resolution or certification of the Participating Jurisdiction
verifying 5% HOME commitment to the Project

For Special Needs Projects Only

Social Services Plan

Signed Commitments

Budget

Sources

(Special Needs, Senior Housing, Households with Children, etc.)

Description of Design Elements (Households with Children
projects only)

Letter from state, local, or tribal government for 10%
contribution or guarantee

Letter/Agreement Signed by PHA Director

DDA or QCT

Concerted Community Revitalization Plan
and
Evidence of Formal Governmental Adoption

Tenant Ownership

Eventual Homeownership Program Plan

**Appraisal of Existing Site & Buildings
Dated within 6 months of application**

(Bond Projects only)
(Rehab Projects only)

Capital Needs Assessment
Dated within 6 months of application
(Bond Projects only)
(Rehab Projects only)