

Housing Tax Credit/HOME Application 2009 Attachments Checklist

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

I. Required Items for all Applicants

Tab #	Document or Schedule Required	Check if Present	For MFA Use
1	Application Fee (\$500 NonProfit; \$1,000 For Profit)		
1	Market Study Deposit (\$4,800); 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 Applicant'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 ¹		
10	Compliance Affidavit for each Principal ¹		
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	If Non-profit: Current List of Board Members		
14	If Non-profit: List of Paid full-time Staff and Sources of Operating Income		
15	Local Jurisdiction Support Letter (See QAP for definition, not required for Tax Exempt Bond Applications)		
16	Evidence of Site Control		
17	Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits		
18	Legal Description of Site		
18	Location Map and Detailed Directions to the Site		

¹ "Principal" means an Applicant, any general partner of an Applicant, and any officer, director, or any shareholder, general partner, managing member, or affiliate of an Applicant. It also includes any entity receiving any part of a developer fee for a project.

Housing Tax Credit/HOME Application
2009 Attachments Checklist

Tab #	Document or Schedule Required	Check if Present	For MFA Use
18	Preliminary Site Plan and Landscaping Plan		
18	Preliminary Outline Specification		
19	Typical Unit Floor Plans		
19	Building Elevations		
20	General Partner Resume ²		
20	Contractor Resume ²		
20	Management Agent Resume ²		
20	Architect Resume ²		
20	Consultant Resume ²		
21	Documentation of Utility Calculation and Source of Information		
22	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 Instrumentality Participation			
<input type="checkbox"/>	Local Non-profit		
23	Articles of Incorporation or organizational documents verifying governmental status		
23	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a)		
23	Certification that Nonprofit is not Affiliated With or Controlled by a for-profit Entity		
23	Evidence of an Exempt Purpose to Foster Low Income Housing		
23	Current Organizational Budget and Variance Report <i>(dated within 3 months of application)</i>		
23	Current Financial Reports – including income statement and balance sheet <i>(dated within 3 months of application)</i>		
23	Current List of Board Members indicating their home addresses <i>(if member holds a PO Box then provide a signed affidavit referencing the member's physical residential location)</i>		
23	If 501 (c)3; Confirmation of filing with the Attorney General's office providing proof that it is in compliance with the Charitable Solicitations Act NMSA 1978 § 57-22-1, et.seq.		
23	Certification that Non-profit, Tribal or Government Instrumentality does or will own no less than 51% of the General Partner interest.		

² 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 application deadline but no later than November 15th (Carryover Allocation submittal deadline).

Housing Tax Credit/HOME Application
2009 Attachments Checklist

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23	Evidence of the fee split arrangement among the entities receiving a portion of the Developer Fee (applicable when more than one entity is receiving a portion of the Developer Fee).		
23	Provide evidence that a representative such as a board member, officer, director, or staff member of the non-profit entity has attended the MFA QAP training and/or another MFA approved tax credit training within six months prior to application.		
<input type="checkbox"/>	Local, State, Tribal Government Instrumentality		
23	Articles of Incorporation or organizational documents verifying governmental status		
23	Certification that Non-profit, Tribal or Government Instrumentality does or will own no less than 51% of the General Partner interest.		
23	Evidence of the fee split arrangement among the entities receiving a portion of the Developer Fee (applicable when more than one entity is receiving a portion of the Developer Fee).		
23	Provide evidence that a representative such as a board member, officer, director, or staff member of the non-profit entity has attended the MFA QAP training and/or another MFA approved tax credit training within six months prior to application.		
Criterion 2) Design Competition Participation			
Submit drawings meeting MFA requirements shown in 2009 HTC Design Competition Summary (Bond Projects are not eligible for the points)			
24	Narrative		
24	Site Plan, Landscaping Plan, and Floor Plan		
24	Outline Specification		
24	Zone Atlas Map, if available		
24	For New Construction Include Elevations		
24	Photographs of site and surrounding properties.		
Criterion 3) Projects that Benefit the Environment			
<input type="checkbox"/>	Option A: LEED Certification		
25	One page narrative of project's compliance with LEED standards and incorporated sustainable elements		
25	Name and contact information of the LEED Accredited Professional on development team		
25	Evidence development costs incorporate LEED standards		
25	Completed LEED project checklist		
25	Architect Certification		
<input type="checkbox"/>	Option B: Compliance with Enterprise Green Communities Green Criteria		
25	One page narrative of project's compliance with Enterprise Green Communities Green Criteria and incorporated sustainable elements		
25	Schedule A-1 with all Enterprise Green Communities committed funds		

Housing Tax Credit/HOME Application
2009 Attachments Checklist

Tab #	Document or Schedule Required	Check if Present	For MFA Use
25	Architect Certification		
<input type="checkbox"/>	Option C: Compliance with MFA guidelines		
25	Narrative description of the incorporated green building elements.		
25	Completed Green Building Criteria Checklist.		
25	Supporting documentation. Submit all applicable documentation and/or certification defined in the Green Building Criteria. Items described in the Narrative and the Green Building Checklist should be evident in the preliminary plans and outline specifications; additional documentation may be necessary.		
Criterion 5) Conversion Plus Acquisition/Rehabilitation			
26	Copy of recent title binder or title search showing property to be free of rent restrictions		
Criterion 6) Preservation of Affordable Housing			
27	Rent roll showing total project rent and relationship to HTC ceiling rents or evidence that use restrictions will expire before 12/31/13 or documentation that existing loan is eligible for prepayment and use restriction can be terminated.		
Criterion 11) Special Needs Projects			
28	Set-Aside unit commitment – check 5% or 25% of units		
28	Signed Agreement with Local Lead Agency (LLA)		
Criterion 12) Projects Set Aside for Senior Households			
29	Scoring detail for Senior Households		
29	Social services plan description, detailing the specific services provided		
29	Service Provider(s) resume		
29	Signed commitment by each service provider		
29	Budget for Service Plan		
29	Source of payments for plan services		
Criteria 13) Households with Children			
30	Scoring detail for Households with Children		
30	Social services plan description, detailing the specific services provided		
30	Service Provider(s) resume		
30	Signed commitment by each 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		

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2009 Attachments Checklist

Tab #	Document or Schedule Required	Check if Present	For MFA Use
31	Appraisal Report(s) dated no earlier than July 31, 2008, prepared by MAI licensed in New Mexico, for all contributions of land or buildings, except for tribal land.		
Criterion 18) Projects Marketed to Households on PHA Waiting List			
32	Letter to PHA Director of Jurisdiction for the Project from the Applicant verifying this commitment.		
Criterion 19) QCT			
33	Identification of the QCT.		
Criterion 20) Concerted Community Revitalization Plan			
34	Copy of Concerted Community Revitalization Plan.		
34	Evidence of formal governmental adoption of the Plan.		
34	Identification of Metropolitan Redevelopment District (if applicable)		
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.		
Criterion 23) Historic Significance			
37	Evidence of certification on the National Register of Historic Places or buildings located in a registered historic district		

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.		