

COMMON APPLICATION

Checklist of Required Attachments

Please attach copies of all the following documents listed to the left as required for your project type (either Homeownership or Rental Development). VDCP needs thirteen copies of the application with all attachments. VHCB needs six copies of the application with all attachments plus an additional 20 copies to VHCB of the following: site plans, floor plans, elevations, photos, and a site location map.

Requirements:

H.O. Rental

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|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Site Plans |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Site Location Map |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Floodplain Map |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Preliminary Floor Plans |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Building Elevations |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | One Original Set of Color Photographs (or color photocopies) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Current Appraisal (include sample unit appraisals with for-sale housing developments) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Purchase and Sales Agreement (or other form of site control) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | ANR / Act 250 Project Review Sheet (if applicable) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Completed Energy Efficiency Checklist |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Resumes of Development Team (for team members who have done no affordable housing projects in the last two years) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Market Demand Data (full independent market study if units are being added) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Evidence of Other Funding Commitments |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | Results of Any Tests for Lead-Based Paint or Other Hazardous Materials |
| ❖No | <input type="checkbox"/> Yes | Capital Needs Assessment (for moderate rehab projects; this may be waived if the scope of work incorporates an assessment of capital needs by the architect) |
| <input type="checkbox"/> Yes | ❖No | Unit Price Schedule, Including Unit Types and Designs |
| <input type="checkbox"/> Yes | ❖No | Homeownership Development Budget (including month-by-month sources and uses / construction draw schedule for Single-Family Developments) |