

## Washington County HRA LIHTC Application Checklist

Development Name \_\_\_\_\_

Development Address \_\_\_\_\_

Applicant Name \_\_\_\_\_

Submit 1 original and 2 copies of the following materials organized and labelled as follows. Application Submittals are described in the Procedural Manual, beginning on page 33.

#		Not Applicable	Also Electronic	Description
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multifamily Rental Housing Common Application Form (Workbook) Need PDF & Excel electronic versions
2.	<input type="checkbox"/>	<input type="checkbox"/>		Market Study
3.	<input type="checkbox"/>	<input type="checkbox"/>		Narrative-MN Housing Multifamily Rental Housing Questions
4.	<input type="checkbox"/>	<input type="checkbox"/>		Project Schedule
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notification of Local Official Form (HTC 18)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local HRA/PHA Notice and Agreement Form (HTC 11)
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Market Qualification Form
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications Forms <ul style="list-style-type: none"> <li>• Qualifications of Developer – Form 203A</li> <li>• Qualifications of Architect – Form 206A</li> <li>• Qualifications of General Contractor – Form 209A</li> <li>• Qualifications of Management and Marketing Agent – Form 210A</li> <li>• Qualifications of Processing Agent – Form 205A</li> <li>• Qualifications of Attorney – Form 208A</li> <li>• Qualifications of Primary Service Provider – Form 215A</li> <li>• Qualifications of Rental Assistance Administrator – Form 216A</li> </ul>
9.	<input type="checkbox"/>	<input type="checkbox"/>		Nonprofit Proof of Status
10.	<input type="checkbox"/>	<input type="checkbox"/>		Release of Information Authorization Form (HTC 17)
11.	<input type="checkbox"/>	<input type="checkbox"/>		Determination of Tax Credit Form (optional) (HTC 8)
12.	<input type="checkbox"/>	<input type="checkbox"/>		Ten Year Rule Compliance
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rent Roll
14.	<input type="checkbox"/>	<input type="checkbox"/>		A 15-year after tax cash flow pro forma
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility Allowance Schedule
16.	<input type="checkbox"/>	<input type="checkbox"/>		Maintenance and Operating Expense Review and Underwriting Certification Form (HTC 29)
17.	<input type="checkbox"/>	<input type="checkbox"/>		Design Standards Certification (HTC 33)
18.	<input type="checkbox"/>	<input type="checkbox"/>		Affirmative Fair Housing Marketing Plan
19.	<input type="checkbox"/>	<input type="checkbox"/>		Appraisal
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Site Control
21.	<input type="checkbox"/>	<input type="checkbox"/>		Legal Description of Land
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs
24.	<input type="checkbox"/>	<input type="checkbox"/>		Planning and Development
25.	<input type="checkbox"/>	<input type="checkbox"/>		Self Scoring Worksheet
26.	<input type="checkbox"/>	<input type="checkbox"/>		Threshold Evidence

27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Architectural/Construction Requirements for New Construction a. Site Plan b. Building Plans c. Typical dwelling unit plans d. Building Elevations e. Building Section f. Intended Method of Meeting the Criteria g. HTC Design Standards/Review Process Certification
28.	<input type="checkbox"/>	<input type="checkbox"/>		Strategically Targeted Resources
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scope of Work a. Physical needs assessment (PNA) b. Intended Method of Meeting the Criteria c. HTC Design Standards/Review Process Certification.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocation Plan
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent to Provide Project Based Rental Assistance
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rent Assistance Payment Standards
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent to Produce a Cooperatively Developed Housing Plan
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Proposed Sources of Funds Including Federal, Local and Philanthropic Contributions a. Construction financing; b. Permanent financing; c. Secondary financing; d. Grants – letter from granting authority; e. Letter of Intent or commitment for Syndication proceeds; and f. Other sources of funds and contributions.
35.	<input type="checkbox"/>	<input type="checkbox"/>		Status of Zoning
36.	<input type="checkbox"/>	<input type="checkbox"/>		Tenant Ownership Plan
37.	<input type="checkbox"/>	<input type="checkbox"/>		Evidence of Targeting Units for Households Experiencing Long-Term Homelessness
38.	<input type="checkbox"/>	<input type="checkbox"/>		Minimizing Transportation Costs Transit Map
39.	<input type="checkbox"/>	<input type="checkbox"/>		Smoke Free Buildings Plan and Policy
40.	<input type="checkbox"/>	<input type="checkbox"/>		Preservation of Federally Assisted Housing. a. Preservation Data Tab; b. Housing Assistance Payment (HAP) Contract; c. Regulatory Agreement; d. Filing documents of intent to opt out; e. Loan documents; f. REAC or RD Inspection Report or other evidence; g. A map detailing the strategic h. At least three market comparables i. Narrative
41.	<input type="checkbox"/>	<input type="checkbox"/>		Preservation of Existing Housing Tax Credits
22.	<input type="checkbox"/>	<input type="checkbox"/>		Stabilization
43.	<input type="checkbox"/>	<input type="checkbox"/>		Application fee
44.	<input type="checkbox"/>	<input type="checkbox"/>		Other documents