

**Washington County CDA LIHTC Application Checklist**

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

Address/City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

See Procedural Manual Chapter 7 for submission requirements and descriptions of each submittal.

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| **#** | **Complete** | **Not Applicable** | **Description** |
| **PRE-APPLICATION** |
| 1. | [ ]  | [ ]  | Notice of Intent to Apply |
| **ALL APPLICATIONS** |
| 1. | [ ]  | [ ]  | Multifamily Rental Housing Common Application Form (Workbook) - Executed PDF & Excel electronic versions |
| 2. | [ ]  | [ ]  | Self-Scoring Worksheet |
| 3. | [ ]  | [ ]  | Threshold Evidence |
| 4. | [ ]  | [ ]  | Smoke Free Buildings Plan and Policy |
| 5. | [ ]  | [ ]  | Local HRA/PHA Notice and Agreement Form (HTC 11) |
| 6. | [ ]  | [ ]  | Strategically Targeted Resources |
| 7. | [ ]  | [ ]  | Status of Municipal Approvals |
| 8. | [ ]  | [ ]  | Transit Oriented Development Map |
| 9. | [ ]  | [ ]  | Community Priority Locations |
| 10. | [ ]  | [ ]  | All Proposed Sources of Funds Including Federal, Local and Philanthropic Contributionsa. Construction financingb. Permanent financingc. Secondary financingd. Grants – letter from granting authoritye. Letter of Intent or commitment for Syndication proceedsf. Other sources of funds and contributionsg. Regulatory cost avoidance or reduction |
| 11. | [ ]  | [ ]  | Letter of Intent to Provide Project Based Rental Assistance  |
| 12. | [ ]  | [ ]  | Letter of Intent to Produce a Cooperatively Developed Housing Plan |
| 13. | [ ]  | [ ]  | Rent Assistance Payment Standards |
| 14. | [ ]  | [ ]  | Evidence of Ending Homelessness – SMAC Letter of support* Supportive Housing materials, if apply
 |
| 15. | [ ]  | [ ]  | Eventual Tenant Ownership |
| 16. | [ ]  | [ ]  | Preservation of Federally Assisted Housing 1. Preservation Data Tab
2. Housing Assistance Payment (HAP) Contract
3. Regulatory Agreement
4. Filing documents of intent to opt out
5. Loan documents
6. REAC or RD Inspection Report or other evidence
7. A map detailing the strategic location
8. At least three market comparables;
9. Narrative
 |
| 17. | [ ]  | [ ]  | Preservation of Existing Housing Tax Credits |
| 18. | [ ]  | [ ]  | Stabilization |
| 19. | [ ]  | [ ]  | Market Study |
| 20. | [ ]  | [ ]  | Narrative-MN Housing Multifamily Rental Housing Questions |
| 21. | [ ]  | [ ]  | Project Schedule (Form 104) |
| 22. | [ ]  | [ ]  | Notification of Local Official Form (HTC 18) - CDA submit to City |
| 23. | [ ]  | [ ]  | Market Qualification Form |
| 24. | [ ]  | [ ]  | Fair Housing and Equal Employment Opportunity formsa. Affirmative Fair Housing Marketing Planb. Equal Employment Opportunity Policy Statement |
| 25. | [ ]  | [ ]  | Ten Year Rule Compliance |
| 26.  | [ ]  | [ ]  | Rent Roll |
| 27. | [ ]  | [ ]  | Planning and Development |
| 28. | [ ]  | [ ]  | Preliminary Architectural/Construction Requirements for Constructiona. Site Plan b. Building Plans c. Typical dwelling unit plans d. Building Elevations e. Building Section f. HTC Design Standards/Review Process Certification g. Multifamily Intended Methods Worksheet |
| 29. | [ ]  | [ ]  | Scope of Work 1. Physical needs assessment (PNA)
2. HTC Design Standards/Review Process Certification
3. Multifamily Intended Methods Worksheet
 |
| 30. | [ ]  | [ ]  | Relocation Plan |
| 31. | [ ]  | [ ]  | Qualifications FormsQualifications of Developer – Form 203AQualifications of Architect – Form 206AQualifications of General Contractor – Form 209AQualifications of Management and Marketing Agent – Form 210AQualifications of Processing Agent – Form 205AQualifications of Attorney – Form 208AQualifications of Primary Service Provider – Form 215AQualifications of Rental Assistance Administrator – Form 216A |
| 32. | [ ]  | [ ]  | Nonprofit Proof of Status |
| 33. | [ ]  | [ ]  | Release of Information Authorization Form (HTC 17)  |
| 34. | [ ]  | [ ]  | Appraisal |
| 35. | [ ]  | [ ]  | Evidence of Site Control |
| 36. | [ ]  | [ ]  | Legal Description of Land |
| 37. | [ ]  | [ ]  | Location Map  |
| 38. | [ ]  | [ ]  | Photographs |
| 39. | [ ]  | [ ]  | Utility Allowance Schedule  |
| 40. | [ ]  | [ ]  | Maintenance and Operating Expense Review and Underwriting Certification Form (HTC 29)  |
| 41. | [ ]  | [ ]  | Other documents |
| 42. | [ ]  | [ ]  | Application Fee: Complete CDA Application Fee Remittance form  |
| **TAX EXMEPT PROJECTS ONLY** |
| 1.  | [ ]  | [ ]  | Election of Applicable Percentage (HTC 2) |
| 2.  | [ ]  | [ ]  | Building Identification Number (BIN) Request Form (HTC 31) |
| 3.  | [ ]  | [ ]  | Evidence of State Allocation of Tax Exempt Bond Volume Cap |
| 4.  | [ ]  | [ ]  | Bond Preliminary Determination Letter |
| 5.  | [ ]  | [ ]  | Gross Rent Floor Election Form (HTC 26) |