

F-1 - 2017 NHTF Rental Application Tab Checklist

Applicant Name: _____

Date: _____

Applicants must initial each category for which documents are included and complete.

Tab	Comments	Initial
1	Application All required signatures must be originals and must include F-35 - Construction Cost Addendum . Faxes will not be accepted. F-1 - Application Tab Checklist	
2	Application Processing Fee A non-refundable \$200 Application Fee is due at the time of application submission. A cashier's check made payable to the Authority is required.	
3	Nonprofit Information (if applicable) IRS 501(c)(3) Nonprofit Determination Letter F-5 - Board of Directors Status Information . Must be current.	
4	Financial Current compiled, reviewed or audited Financial Statements which must include an Income Statement and a Balance Sheet.	
	Financial Statements must show a minimum \$100,000 in unrestricted liquid assets and a minimum net worth of \$200,000.	
	Executed/Dated Funding Commitment(s)	
	PBRA - Conditional commitment from the appropriate official regarding PBRA's availability and percentage of PBRA to the project's total # of units is required to obtain points.	
5	Experience F-2 - Staff Members - must be at least three (3) full-time, paid staff members listed. Identify the Program Administrator.	
	Copies of Staff Members' Résumés noting rental development/management experience in other federal housing programs.	
	F-34 - Applicant Experience & Capacity	
6	New Construction: a) Preliminary Development Plans – Must include the front, rear and side elevations of the building(s) as well as the detailed unit floor plans for each bedroom size (minimum size: 11" x 17"). b) Site Plan - Must show the placements of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17"). c) Site specific letter from the City/County stating individual recycling bins will be provided for each unit if claiming points for #6j under Development Design on page 14. d) F-36 - Construction Design Certification e) Procurement Policy (refer to #15e. on page 28 of the 2017 NHTF manual)	a)
		b)
		c)
		d)
		e)
7	Environmental Review Phase I ESA	
	Phase II ESA, if applicable	
	F-37 - NHTF Environmental Provisions	
	F-7 - Lead Safe Housing Rule (and applicable documentation) - Required for all projects.	
8	Appraisal Property appraisal dated no later January 1, 2017.	

9	Site Control	Warranty Deed	
		Option, Sales Contract, Land Lease	
		F-52 - Notice to Seller	
10	Utility Allowance	Utilities Allowance Documentation	
11	Affirmative Marketing: Minority Outreach	Affirmative Marketing Plan (refer to #14, page 27 of the 2017 NHTF Manual)	
		F-43 - Marketing Efforts - Recent Outreach for THIS Project	
		Tenant Selection Procedure (refer to #10, page 26 of the 2017 NHTF Manual)	
		F-3 - Detailed Waiting List - Name, Date added to list, Household Size, Current Address	
12	Market Study Assessment OR	Market Study prepared by an Authority approved market study provider and dated no more than six (6) months from the 2017 NHTF application date (thirteen [13] or more units).	
	Market Study Needs Assessment Report	Market Study Needs Assessment Report prepared by an Authority approved market study provider and dated no more than six (6) months from the 2017 NHTF application date (twelve [12] or less units).	
13	Project Readiness	Site specific letter from the City/County official stating the development is located within a current Master Plan or Revitalization Plan or Empowerment zone if points are being claimed.	
		Site specific letter from the City/County official or utility provider verifying that water and sewer utility tie-ins are accessible (refer to page 14 of the 2017 NHTF manual).	
		NSP land banked parcel documentation, if applicable for points	
14	Site & Neighborhood Characteristics	a) Description of proposed project	a)
		b) Labeled photographs (or color copies) of the front and back of the proposed site	b)
		c) A map clearly identifying the exact location of the development site	c)
		d) Directions to the development site from the Authority	d)
		e) Letter from the City/County verifying that site is currently zoned for the development	e)
		f) Letter from each utility provider verifying on-site utilities (water, sewer, electrical)	f)
		g) Color photographs of all services with name of services visible	g)
		h) Directions from the site to the service printed from a mapping system	h)
		i) F-6 - Site Distances	i)
		j) F-40 - Site and Neighborhood Standards Certification	j)
		k) Copy of "QT-P6" - Percentage of minority concentration for the project's census tract (refer to Site & Neighborhood Standards pages 23-25 of the 2017 NHTF Manual; F-4 - Exception Letter if necessary).	k)
15	Relocation (if applicable)	F-39 - Tenant Profile Form	
		F-8 - General Information Notice; Residential Tenant to be DISPLACED	
		Copies of the method of service of the F-8 - General Information Notice (certified mail, in-person, etc.; page 26 of the 2017 NHTF Manual)	
		F-67 - Project Occupancy Report	
		Relocation Plan	

PLEASE NOTE: All Applicants must adhere to the tabbing system.