NHTF NOFA PRE-AWARD APPLICATION CHECK LIST

1) ______ Complete application (signed and dated)
2) ______ Narrative description of the development
3) ______ Financial commitment letters from all funding sources
4) ______ Utility allowance calculation
5) ______ Site control info
   a) _____ Option / Contract
   b) _____ Deed
   c) _____ Related Party requirement documentation
   d) _____ Applicant’s verification of arm’s length transaction.
6) ______ Zoning Authorization
7) ______ Directions to exact location of site
8) ______ Letter to Participation from each Development Team Member describing their role
   a) _____ Resume of each Development Team Member
   b) _____ Licenses, if applicable of Development Team Members
   c) _____ Entities Organization Charts (Attachment C)
9) ______ Criminal Background and Disclosure Form – Housing for each Development Team Member (attach 4)
10) ____ Non-Profit Applicants
    a) _____ Articles of Incorporation-Purpose must include fostering low-income housing
    b) _____ IRS documentation of exemption from Federal Income Tax
    c) _____ Proof of ownership interest in development
    d) _____ Statement of non-affiliation nor control by a for-profit organization
    e) _____ Statement of material participation
    f) _____ Names of Board of Directors
    g) _____ Paid Staff names and source of annual operating funds
11) ____ Plans:
    a) _____ Building & Unit Designation (attach. E)
    b) _____ Architect/Engineer certification that development meets ADFA MFH Min. Design Standards
    c) _____ Architect/Engineer cert. of compliance w/applicable local, state & national building codes
       including federal and state accessibility laws.
    d) _____ Owner’s certification that proposed development will be developed in accordance with ADFA’s Multi-
       Family Housing Minimum Design Standards” and in accordance with all representation to ADFA.
    e) _____ Attachment G, completed and certified by Architect or Engineer
    f) _____ Attachment G, certified by Applicant and General Contractor (if selected)
12) ____ 15 Pro Forma, Attachment Q
13) ____ Section 106 Clearance Letter from AR Dept. Heritage (instructions at Attachment U)
14) ____ Provide a map from ARK-GIS Site. Include Parcel# and surrounding neighbors (ADFA will complete Fish & Wildlife)
15) ____ Support Services provided by organization
    a) _____ Statement of participation (strictly construed in accordance with ADFA QAP & Guidelines)
    b) ______ Applicant’s statements of the services to be provided.
NHTF NOFA PRE-AWARD APPLICATION CHECK LIST

16) Applicant Statements Regarding:
   a) Documentary support showing how ELI Veterans will be targeted
   b) Election to limit developer’s and consultant’s fees to 10% or less
   c) Election to serve extremely low-income households
   d) Election to extend affordability period to 35 years or beyond
   e) Include Consulting Agreement if Applicant is using a consultant

17) Copy of Census Tract
18) Copy of Community Revitalization Plan specifically addressing a need for affordable housing
19) Conflict of Interest Acknowledgement & Disclosure (attachment F-1) for EACH development team member
20) Contract & Grant Disclosure & Certification Form (Attachment F-2) for EACH development team member
21) Financial Statements of General Partner or Managing Member
22) Financial Statements of Members, Partners & Shareholders of General Partner or Managing Member
23) Land Appraisal
24) NOFA Acknowledgements/Agreements/ Certification (see tabbed page in Application)

This document is subject to revision during the application period.