



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.



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- 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.