



### 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.