

APPLICATION CHECKLIST

Inside Front Cover of Binder

<input type="checkbox"/>	Copy of Application Package and attachments on CD or flashdrive
<input type="checkbox"/>	Archetctural Rendering or Pictures of Development (pdf or jpg)

First Pages of Application Binder

<input type="checkbox"/>	Application Checklist
<input type="checkbox"/>	Portfolio Checklist (if applicable)
<input type="checkbox"/>	Signature Page
<input type="checkbox"/>	Application Fee

Tab 1: Project Summary

Form 1A	<input type="checkbox"/> Project Summary
Form 1B	<input type="checkbox"/> Units & Square Footage
Form 1C	<input type="checkbox"/> Unit Information by Building

Tab 2: Project Description

Form 2A	<input type="checkbox"/> Project Description
Form 2B	<input type="checkbox"/> ESDS Project Checklist
Form 2C	<input type="checkbox"/> Acquisition Credit
Attachments	<input type="checkbox"/> Documentation of Site Control
	<input type="checkbox"/> Title Report
	<input type="checkbox"/> Evergreen Owner Certification
	<input type="checkbox"/> Acquisition Credit: Documentation of compliance with 10 year rule

Tab 3: Population Served

Form 3	<input type="checkbox"/> Population Served
Attachments	<input type="checkbox"/> Market Study
	<input type="checkbox"/> Consistency with Consolidated Plan Letter
	<input type="checkbox"/> Notification of Public Housing Authority

Tab 4: Relocation

Form 4	<input type="checkbox"/> Relocation
Attachments	<input type="checkbox"/> Relocation Plan
	<input type="checkbox"/> Approval Letter from local government agency with jurisdiction over tenant relocation

Tab 5: Project Schedule

Form 5	<input type="checkbox"/> Project Schedule
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Tab 6: Development Budget

Form 6A	<input type="checkbox"/> Project Sources and Uses
Form 6B	<input type="checkbox"/> LIHTC Eligible Basis
Form 6C	<input type="checkbox"/> LIHTC Calculation
Form 6D	<input type="checkbox"/> Total Development Cost Limit Calculation
Attachments	<input type="checkbox"/> Documentation of QCT status for 130% Basis Boost

Tab 7: Project Financing

Form 7A	Financing Terms
Form 7B	Historic Rehabilitation Tax Credits

Attachments**Permanent Lender**

- ☐ A copy of the Permanent Lender's signed term sheet accepted by the borrower
- ☐ Proof of Appraisal deposit

Construction Lender

- ☐ A copy of the Construction Lender's signed term sheet accepted by the borrower
- ☐ Proof of Appraisal deposit

Tax Credit Investor

- ☐ Copy of the Investor's Letter of Intent

Projects with Developer Equity:

- ☐ Certification of Ability to Contribute Equity to the Project

Projects with Public Funds:

- ☐ Copies of Funders' Commitment Letters

Projects using FHA Insurance

- ☐ A copy of "Invitation to Submit" letter

USDA Rural Development Projects

- ☐ A letter from RD indicating that a complete application for each of the properties has been submitted to RD

Historic Rehabilitation Tax Credits

- ☐ Itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation expenses
- ☐ Explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs
- ☐ Detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the project

Utility Incentive Form

- ☐ Completed Utility Incentive Contact Form

Tab 8: Project Operations

Form 8A	Project Rents
Form 8B	Operating Pro Forma

Attachments

- ☐ Documentation of utility allowance calculations and schedule

Projects with Rental Assistance:

- ☐ Copy of the Rental Subsidy Contract

Tab 9: Development Team

Form 9A	Developer and Ownership
Form 9B	Property Management History and Resumes
Form 9c	Development Team Contact List
Form 9C	Identity of Interest Information

Attachments

- ☐ Development Consultant Agreement
- ☐ Certification Regarding Financial Solvency and Litigation Status
- ☐ Consent Granting Signature Authority
- ☐ IRS notification of Ownership Entity's federal identification number
- ☐ Secretary of State Certificate of Existence for Ownership Entity
- ☐ Organizational chart identifying each entity or individual with an ownership interest in the Project, including percentage of ownership
- ☐ Property Management Agreement or Letter of Intent
- ☐ Resumes of Property Management Team
- ☐ List of properties managed

Tab 10: Bond/Tax Credit Program Scoring**Form 10**

Scoring Worksheet

Attachments**At Risk**

- ☐ Federal agency certification confirming the Project's eligibility, and if applicable, written notice required RCW 59.28.040

Housing Commitments for Priority Populations

- ☐ Documentation that the project is a licensed assisted living facility

Property Type

- ☐ Grayfield: Description of the current land use and the recent history of the property
- ☐ Adaptive Reuse: Letter from project architect
- ☐ Historic: Evidence of historic designation and completion of Form 7B
- ☐ Brownfield: Phase II Environmental Site Assessment and remediation plan

Location Efficiency

- ☐ List of required number of services including the name, type of facility and address
- ☐ Context map showing location of project and location of facilities

Area Targeted by a Local Jurisdiction

- ☐ Documentation of targeted area designation
- ☐ Site map showing location of project within designated area

Community Revitalization Plan (CRP)

- ☐ Copy of the Community Revitalization Plan with relevant specifics highlighted
- ☐ Narrative explanation of how CRP meets the intent of the policy
- ☐ Site map identifying the geography covered by the CRP and the location of the project
- ☐ Evidence of funding for the specified revitalization initiatives

High and Very High Opportunity Areas

- ☐ Documentation from the Puget Sound Regional Counsel (www.psrc.org)

Nonprofit Sponsor

- ☐ Nonprofit Organization's IRS determination letter
- ☐ Articles of incorporation as filed with the Sec. of State
- ☐ Bylaws and/or other governing instruments of the organization
- ☐ Evidence of ownership and material participation
- ☐ Certification Nonprofit is not affiliated with a for-profit organization
- ☐ Board member list

Development Amenities: Community Garden

- ☐ Site Plan
- ☐ Management & Maintenance Plan

Development Amenities: Business/Learning Center

- ☐ Plans indicating site location, number of computers and printer
- ☐ Facility Management Plan

Development Amenities: Media Room

- ☐ Site Plan
- ☐ Description

Development Amenities: Playground/Fitness Trail

- ☐ Site plan
- ☐ Description of proposed amenity

Development Amenities: Bicycle Storage

- ☐ Site plan
- ☐ Description of how storage meets recommended guidelines
- ☐ Access Management Plan

Development Amenities: Electric Vehicle Charging Stations

- ☐ Site Plan

Development Amenities: Onsite Early Learning Facility

- ☐ Site Plan
- ☐ Early Learning program provider DCYF license
- ☐ Description of Early Learning Program

Development Amenities: Lunch Program

- ☐ Documentation of Provider
- ☐ Documentation of Program

Development Amenities: Supportive Services/Community Space with Service Coordinator

- ☐ Services to be provided
 - ☐ Description of services
 - ☐ Organization(s) providing services
 - ☐ Number of hours services will be provided
 - ☐ MOU with services provider

Utility Allowance Option

- ☐ Selected Engineer
- ☐ Plan

Solar Options

- ☐ Architect's Certification
- ☐ Solar Contractor's Assessment