

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 Leveraged 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
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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 9D	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
	Race, Equity, and Social Justice Questionnaire

Tab 10: Bond/Tax Credit Program Scoring

Form 10

Scoring Worksheet

Attachments

Additional Low-Income Housing Set-Asides

Novogradac Income Averaging Worksheet

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

Energy Efficient Modeling or Audit

New Construction - Commitment letter from energy consultant

Rehab - Audit report

Solar Options

Architect's Certification

Solar Contractor's Assessment

Energy Efficient Buildings

Compliance Summary

Electric Vehicle Charging Stations

Site Plan

Community Facilities

Site Plan

Provider's License/Proof of Licensure

MOU between Sponsor and Service Provider

Program Description (which includes the following):

Service provider experience

Funding sources, including fee-for-service. Capital funds entered into Form 6A

How program and services are appropriate for residents and the community