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| H-11 | <u>Color Photos of Property & Adjacent Properties</u> | Yes |
| | Eight photos of each building are required-looking at each bldg. from the North, South, East & West and looking out from each bldg. toward the North, South, East & West. | |
| | If an Acq. Or Acq./rehab project, must also provide at least one photo looking inside the building. | |
| | All photos must include the street address and building number. Submit all color photos as ONE PDF file. | |
| H-12 | <u>Letters of intent from lending institutions for private construction & permanent financing.</u> | Yes |
| | Must be on the lending institution's letterhead. | |
| H-13 | <u>Commitment letters from all other sources (i.e. grants, loans, etc.)</u> | Yes |
| | Each letter must include: | |
| | -the value of the commitment; | |
| | -the interest rate & term; | |
| | -the purpose the funds can be used for; | |
| | -the time limitations related to the commitment. | |
| H-14 | <u>Utility Allowance Document</u> | Yes, if tenant pay for any of their utilities |
| | Provide a utility allowance document using one of the approved methods. The methods can be found on the HOME Resources page underneath the current Rental round. | |
| H-15 | <u>Market Information for Proposed Project Rental without Tax Credits)</u> | Yes |
| | -IFA required form If project is located in multiple primary market areas, one form is required for each primary market area. | |
| H-16 | <u>3 yrs. Balance Sheets*</u> | Yes |
| H-17 | <u>3 Yrs. Profit & Loss Statements*</u> | Yes |
| H-18 | <u>Relocation Plan</u> | If there is an existing bldg.(s) on the site |
| | -IFA required form | |
| H-19 | <u>Document(s) providing evidence of control or ownership of site(s).</u> | Yes |
| | Provide purchase agreement, title of property, etc. Must be good through nine months following the HOME round closing date. | |



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| H-20 | <u>Map with Site Location(s)</u> | Yes |
| | Provide legible recent official city map pinpointing the site location(s). Must show the address of the property, the names of surrounding streets & any other information important for the site inspection. | |
| H-21 | <u>Site Plan(s) clearly listing the following:</u> | Yes |
| | -Site dimensions | |
| | -Easements & setbacks | |
| | -All buildings (including manager's & accessory bldgs.) | |
| | -Parking | |
| | -Play area | |
| H-22 | <u>Plans and Specifications clearly listing the following:</u> | Yes NOTE: If requesting points for 50% HOME-assisted fully accessible units, this must be demonstrated on the plans & specs. |
| | -Use of all rooms in the bldg. (i.e. exercise room, manager's office, library, maintenance room, etc...) | |
| | -The square footage of each room in the bldg. | |
| | -Use of all rooms in the units (i.e. bedroom, bathroom, kitchen, etc...) | |
| | -The square footage of each unit | |
| | -Designate all handicap accessible units. | |
| H-23 | <u>Noise Abatement and Control (1 or 2 items required)</u> | Yes |
| | 1) Provide the IFA required form-Noise Abatement & Control 2) If checked that any noise sensitive conditions exist, must also provide a noise assessment that meets HUD federal requirements. | |
| H-24 | <u>Flood Zone - FEMA FIRMette map of each site</u> Link: How to Find Your FIRM and Make a FIRMette | Yes |
| H-25 | <u>Seller's Acknowledgement Form</u> | Yes |
| | -IFA required form | |
| H-26 | <u>CHDO Certification Checklist Appendix C & D Board & Staff Rosters</u> | Only if applying for CHDO set-aside |
| | -IFA required form Complete and provide the appendix's document. | |
| H-27 | <u>CHDO Certification Checklist</u> | Only if applying for CHDO set-aside |
| | -IFA required form Complete the checklist, compile all required attachments and upload as a single PDF. | |
| H-28 | <u>Historical Significance</u> | If applying for points for Historical Significance |
| | Provide documentation demonstrating that the entire project is listed on the National Register of Historic Places or that it is determined eligible for the National Register by the State Historic Preservation Office. | |



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| H-29 | <u>Ownership Entity Documentation</u> For LP, LLP, LLLP, provide: -Current Certificate of Limited Partnership -Current Signed Partnership Agreement For LC, LLC, LLLC, provide: -File-Stamped Articles of Organization -Current Signed Operating Agreement | Only if OE is a for-profit AND not a sole proprietor |
| H-30 | <u>Documentation for General Partner/Managing Member & Co-GP/Co-MM</u> For LP, LLP, LLLP, provide: -Current Certificate of Limited Partnership -Current Signed Partnership Agreement For LC, LLC, LLLC, provide: -File-Stamped Articles of Organization -Current Signed Operating Agreement For Corp. Or Incorp., provide: -Bylaws -Board Resolution approving actions of corp. concerning proposed project | Only if the Project Team includes a GP/MM or Co-GP/MM |
| H-31 | <u>Scope of Work</u> | Only if rehab. Or acq./rehab. |
| H-32 | <u>Tax Abatement Documents for Match</u> Provide tax abatement schedule plus assessed valuation (estimated if necessary) subject to abatement and applicable tax levy. | Only if listed tax abatement as an additional Match Not Listed in Funding Sources |
| H-33 | <u>Match Documentation (2 items required)</u> 1) IFA required form 2) Provide a letter from each entity providing match (must be on their letterhead). Each letter must include: -Date -Name of entity providing the Match -Dollar amount of Match -Language specifying that the Match is for the proposed HOME Project -Signature of person authorizing the commitment of Match funds. | If applying for points for Match |
| H-34 | <u>Site & Neighborhood Standards</u> - IFA required form | Yes |
| H-35 | <u>Location near Services</u> Upload Google Map to show distance | If applicable, upload map |

