

EXHIBIT A

South Carolina State Housing Finance and Development Authority 2021 LIHTC Application Checklist

The Application Checklist must be submitted with the Tax Credit Application.

Development Name: _____ County: _____

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents.

TAB	Document	Comments	Check Off	
1	Application	Upload the Application in both Excel and PDF format.		
2	Application Fees	\$4,500 Application Fee		
		\$600 Market Study Review Fee		
		\$2,500 Appraisal Fee		
3	Application Checklist	Exhibit A		
4	Attorney Opinion Letter(s)	Exhibit C (Tax Credit Eligibility)		
		Exhibit D (Acquisition/Rehabilitation Developments)		
		Exhibit E (Nonprofit Eligibility)		
		Exhibit O (Identity of Interest)		
5	Developer Certification for Project Rejection Form	Form 1 - Certification for Project Rejection Form		
6	Entity Information	Exhibit P - Identity of Interest Certification		
		Must complete forms for all LPs, LLCs, and CORPs involved in the ownership entity; must identify all individuals in ownership structure.	Form LP	
			Form LLC	
			Form CORP	
		Valid Certificate of Existence from the SC Secretary of State for <u>each</u> Ownership Entity (GP or MM) listed on page two of the Application.		
Articles of Incorporation <u>or</u> Charter <u>or</u> By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.				

7	Nonprofit Information - Provide these documents ONLY If Development Team includes a non-profit sponsor	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.	
		Most Current IRS Form 990	
		Certificate of Existence from the SC Secretary of State.	
		List of Nonprofit Board Members including the number of years they have served on the Board.	
		List of Full Time Employees and their responsibilities.	
		Narrative Statement/Plan for Material Participation. Refer to page 6 of the 2021 QAP	
		By-Laws and Mission Statement. Evidence that the Nonprofit has among its exempt purposes the fostering of low-income housing.	
8	Entity Agreement	Development Agreement	
		Initial Partnership Agreement or LLC Operating Agreement	
9	Previous Tax Credit Participation	Exhibit K - Refer to page 10 in the 2021 QAP.	
		Exhibit X - Refer to page E-8 of the 2021 QAP.	
		Exhibit Y - Refer to pages 11 of the 2021 QAP.	
10	Architect and/or Professional Engineer Certification	Exhibit G	
		Accessibility Documentation- Exhibits AA and BB	
11	Site Control Documents	If changes from Prelim. Application. Refer to page 9 in the 2021 QAP.	
12	Zoning	Letter from City/County Official verifying the current site zoning classification. Refer to page 9 of the 2021 QAP.	
		Water and Sewer verification. Refer to page 12 in the 2021 QAP.	
13	Acquisition/Rehabilitation Developments	Initial Building Placed-In-Service Date Information	
		Acquisition Building Service Dates - Provide date building(s) will be acquired.	
		Evidence of Existing Rental Subsidies (if applicable)	
		Current Rent Roll, certified by the property manager	
		Form 3 - Developer Relocation Certification & Tenant Profile Form	
		Relocation Plan (if applicable)	
14	Utility Allowance Estimate	Current Utility Allowance Estimate - Refer to page 6 of the 2021 QAP.	
15	Physical Needs Assessment	Physical Needs Assessment Report - Refer to page 8 in the 2021 QAP.	
		Exhibit R - Refer to page 8 in the 2021 QAP.	
		Narrative addressing Section VIII items A., B., C., D. from page 24 of the 2021 QAP.	

16	Market Study	Market Study prepared by an Authority approved market analyst. Refer to Appendix A of 2021 QAP.	
		Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study and certification.	
		Exhibit S-2 Rent Calculation Worksheet to be included in the market study.	
17	Affirmative Fair Housing Marketing	Statement agreeing to adopt and implement Affirmative Fair Housing Marketing Plan. Refer to page 8 in the 2021 QAP.	
18	Environmental	Exhibit W - Wetlands Certification - Refer to page 10 in the 2021 QAP	
19	Development Targeting/Extended Use Characteristics	Historic Character Certification (if applicable)	
		Tenant Ownership Plan (for tie breaker criteria)	
		Tenant Ownership Conversion Agreement (for tie breaker criteria)	
20	Financing Information	RHS Letter of Intent (if applicable).	
		Deferred Developer Fee - Statement of terms of the deferred repayment obligation. Refer to page 16 in the 2021 QAP.	
		Nonprofit Resolution for Deferred Developer Fee (if applicable). Refer to page 16 in the 2021 QAP.	
		Conventional Letter of Intent for Construction and Permanent Financing. Refer to page 18 in the 2021 QAP.	
		Documentation to demonstrate required Financial Capacity. Refer to page 11 of the 2021 QAP.	
		Other Funding Commitments (if applicable).	
21	Syndication Information	Letter from Syndicator(s) acknowledging intent to syndicate credits for the development. Refer to page 19 of the 2021 QAP.	
22	Other Opinions & Certifications	City/County/Legislative Notification Letters -Refer to page 12 of the 2021 QAP	
		Community Revitalization Plan (if applicable). Refer to page 22 of the 2021 QAP.	
		Exhibit Z - Responsible Green and/or Energy Professional Certification. Refer to page 21 of the 2021 QAP.	
23	HOME Information (if applicable)	HOME Application & Exhibits. Refer to Appendix D of the QAP.	
24	Plans and Specifications	Set of plans and specs. Refer to page B-1 of the 2021 QAP.	
25	Scoring Template	Final Application Scoring Template	
26	Persons with Disabilities	Refer to page 7 of the 2021 QAP	

If upon the submission of either the Verification of 10% Expenditure Application or the Placed In Service Application it is determined that the development is not substantially the same as the development described in the initial tax credit application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.