

Exhibit 1 – 2016 HOME Rental Application Tab Checklist

Applicant Name: _____

Date: _____

Applicants must initial each category for which documents are included and complete.

Tab		Comments	Initial
1	Application	All required signatures must be originals. Faxes will not be accepted. Application Tab Checklist (Exhibit 1)	
2	Application Processing Fee	A non-refundable \$150 Application Fee is due at the time of application submission. A cashier's check made payable to the Authority is required.	
3	Nonprofit/CHDO Information (if applicable)	IRS 501(c)(3) Nonprofit Determination	
		CHDO Certification letter	
		Current Board of Directors Status Information – Must be current and must be submitted regardless if organization was recently certified. (Exhibit 5)	
		Documentation verifying a Low-Income Input Process was established and implemented for the submitted Application (CHDOs only)	
4	Financial	Current compiled, reviewed or audited Financial Statements which must include a balance sheet.	
		Financial Statements must show unrestricted liquid assets of 10% of the total HOME award requested.	
		Executed Funding Commitments	
5	Experience	Applicant Experience Certification for Rental (Form M-34)	
		Provide a list of key staff members along with their contact information. Identify the Program Administrator.	
		Include a copy of the Program Administrator's Resume noting rental development/management experience	
		HOME Eligibility Cert (Form M-47) signed by Authority Staff PRIOR to submission	
6	Construction	New Construction:	a)
		a) Final Plans YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Minimum size: 11" x 17")	b)
		b) Soil borings - Must be submitted- with <i>Final Plans</i>	c)
		c) Specifications	d)
		d) Development Plans – Must include the front, rear and side elevations of the buildings as well as the detailed unit floor plans for each bedroom size. (minimum size: 11" x 17")	e)
		e) Site Plan – Must show how the project is to be built and indicate the placements of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17")	f)
		f) Landscaping Plan (If applicable)	g)
		g) Site specific letter from the City/County stating individual recycling bins will be provided for each unit	h)
		h) Construction Design Certification (Form M-36)	i)
		i) Procurement Plan (<i>refer to page 28-29 of the 2016 HOME manual</i>)	
		Rehabilitation:	a)
		a) Work write-up	b)
		b) Specifications	c)
		c) Site Plan – Must indicate the placements of buildings, parking areas, sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (Minimum size: 11" x 17")	d)
		d) Landscaping Plan (If applicable)	e)
		e) Site specific letter from the City/County stating individual recycling bins will be provided for each unit	f)
		f) Construction Design Certification (Form M-36)	g)
		g) Procurement Plan (<i>refer to page 28-29 of the 2016 HOME manual</i>)	h)
		h) Physical Needs Assessment (PNA)	i)
i) PNA Certification Form (Exhibit R)			

7	Environmental Review	Environmental Information (Form M-37)	
		Environmental Review User Questionnaire (Form M-38)	
		Lead Safe Housing Rule (Form M-7B and applicable documentation - Required for all projects)	
8	Appraisal	Property appraisal no more than six (6) months prior to the 2016 HOME application date	
9	Relocation (if applicable)	Tenant Profile Forms (Form M-39) for each occupied household	
		General Information Notices (Exhibit 2 or 3) for 100% of existing tenants	
		General Information Notices documentation of delivery	
		Form M-67 completed by the property manager or property owner	
10	Site Control	Warranty Deed	
		Option or Sales Contract (<i>refer to page 15 of the 2016 HOME Manual for conditional environmental language</i>)	
		Notice to Seller (Form M-52)	
11	Utility Allowance	Utilities Allowance Documentation	
12	Marketing	Marketing Plan	
		Recent Marketing Outreach Efforts for THIS Project - Form M-43	
		Tenant Selection Process	
		Detailed Waiting List – Name, Date added to list, Household Size, Current Address	
13	Management Plan	Management Plan – see definitions	
14	Market Study Assessment OR Market Study Needs Assessment Report	Market Study prepared by an Authority approved market study provider and dated no more than six (6) months from the 2016 HOME application date (thirteen 13 or more units).	
		Market Study Needs Assessment Report prepared by an Authority approved Market Analysis and dated no more than six (6) months from the 2016 HOME application date (twelve 12 or less units).	
15	Project Readiness	Site specific letter from the City/County official stating the development is located within a current Master Plan or Revitalization Plan or Empowerment zone.	
		Site specific letter from the City/County official or utility provider verifying that water and sewer utility tie-ins are accessible. (<i>Refer to page 17 of the 2016 HOME manual</i>)	
16	Site & Neighborhood Characteristics	a) Description of proposed project	a)
		b) Labeled photographs (or color copies) of the front and back of the proposed site	b)
		c) A map clearly identifying the exact location of the development site	c)
		d) Directions to the development site from the Authority	d)
		e) Letter from the City/County verifying that site is currently zoned for the development	e)
		f) Letter from each utility provider verifying on-site utilities (water, sewer, electrical)	f)
		g) Color photographs of all services with name of services visible	g)
		h) Directions from the site to the service printed from a mapping system	h)
		i) Site and Neighborhood Certification (Form M-40)	i)
		j) Percentage of minority concentration for the project’s census track (Exhibit 4 if necessary).	j)
17	Targeting	Letter from appropriate disability agency supporting the need for 10% of units being designated for disabled, homeless and special need tenants.	

PLEASE NOTE: Tabs are provided for items 1 through 17. The Authority requires all Applicants to adhere to the tabbing system.