

This Application Package Checklist must be submitted with the Placed-In-Service Application.

Project Name: _____ County: _____

Please check off each category for which documents are submitted or mark as N/A.

Tab	Document	Comments	Initial
1	Placed-In-Service Application	All required signatures must be originals. Faxes will not be accepted.	
2	Placed-In-Service Application Checklist	Placed-In-Service Checklist.	
3	Final SRDP Draw Requests	Final SRDP-15A Request For Payment of HOME Funds with the associated SRDP-15B Draw Summary Form for HOME Funds. Include all appropriate documentation to support payment request.	
		Final SRDP-15A Request For Payment of NHTFs with the associated SRDP-15B Draw Summary Form for NHTFs. Include all appropriate documentation to support payment request.	
		Final SRDP-15A Request For Payment of SCHTFs with the associated SRDP-15B Draw Summary Form for SCHTFs. Include all appropriate documentation to support payment request.	
4	Cost Information	Cost Certification performed by an independent, third party, licensed CPA.	
		Current applicable Utility Cost Estimate.	
5	Compliance	Certified Rent Roll for both new construction and rehabilitation projects.	
		Place copy Compliance Monitoring Fee Check in file.	
6	Permanent Financing Information	Permanent Loan Documents-(Executed Documents detailing Terms of Permanent Financing)	
		Other Commitments/Executed Funding Documents.	
7	Completion Information	Certificate(s) of Occupancy - For both new construction and rehabilitation projects, the Authority requires that all units in all buildings be 100% complete and available for immediate occupancy.	
		Property Insurance	
		SRDP-20 Rental Project Completion Report	
		SRDP-3 Audit Requirements Certification	
		SRDP-12H Section 3 Labor Hours Report (with all supporting documentation)	
		SRDP-17 MBE/WBE Annual Report (HUD 2516)	
		"As Built" Survey	

If, upon the submission of the SRDP Placed-in-Service Application, it is determined that the project is not substantially the same as the project described in the Initial SRDP Application, the project will not receive the balance of the SRDP funds awarded. It is expected that project to which SRDP funds were awarded will be the same as the projects that are placing in service.