

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Application Checklist****The following documentation must be submitted with your application workbook.**

Tab #	Tab Name	Comments	Check Off
1	Application	Application Checklist	
		Application Workbook	
		Training Certificate/Acknowledgement of Program Manual	
		Narrative describing the proposed project	
		Signed Conflict of Interest Form & Project Transmittal (included with application instructions)	
2	Nonprofit Information (if applicable)	A map clearly identifying the exact location of the development site	
		IRS 501(c)(3) Status Letter	
		PA Secretary of State Business/Incorporation information	
		By laws	
		List of Board Members	
		Proof of SAMS Registration	
3	Experience	Form 990	
		Narrative describing Applicant's successful experience with other affordable housing programs.	
		Previous Participation Summary	
		Staff Members - List of personnel which will play key roles in the proposed project's development along with their contact information, job title and a description of their relevant experience.	
		Copies of all Staff Members' Résumés noting rental development and management experience.	
		Policies and Procedures relating to Personnel Management including Table of Contents, if available, and pages covering hiring, termination, discrimination, harassment, and grievance procedures for the organization. DO NOT include the entire Employee Handbook	
4	Financial Capacity	Affirmative Marketing plan	
		Reviewed, Compiled or Audited Financial Statements, dated within the last 12 months from the date of application, which must include an Income Statement and a Balance Sheet	
		Policies and Procedures relating to Financial Management for the organization's most current audit	
		Provide loan commitments or other documentation associated with other lending sources.	
5	Construction	For New Construction: Preliminary 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").	
		For New Construction: Site Plan – Must show the placement of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17").	
6	Rehabilitation	Detailed scope of work	
7	Site	Warranty Deed, OR Option OR Sales Contract OR 50+ Year Land Lease	
		Proof of proper zoning or documentation of request for variance	
3	CHDO Application (if applicable)	CHDO Eligibility Questionnaire	
		Additional narratives required on Page 45 of the HOME Program guide	

**Underwriting Checklist****Final documentation listed below must be submitted with your application.**

Tab #	Tab Name	Comments	Check Off
1	Nonprofit Information (if applicable)	Current Board of Directors Information	
		Board Resolution for this application	
2	Construction	For New Construction: Final Development Plans - Must include front, rear and side elevations of the buildings as well as the detailed unit floor plans for each bedroom size (minimum 11"x17")	
		For Rehab Projects with 12 or More Units: Capital Needs Assessment and Final Development Plan	
3	Site	Appraisal(s) not more than 6 months old (2023 County assessment, as applicable)	
		Final zoning approval (if applicable)	
4	Other Federal Regulations	Procurement Plan (if applicable)	
		Affirmative Marketing Plan	
		Tenant Selection Procedure	
		Detailed Waiting List – Name, Date added to list, Household Size, Current Address	
5	Financing Structure	Executed Financial Commitment(s)	