

2025 Affordable Housing Program

APPLICATION EXHIBIT CHECKLIST



2025 Application Exhibit Checklist

Select which documents are submitted. Not every item will apply to every project. Please do not submit a blank document for a non-applicable item.

Exhibit 1: Basic information

BASIC INFORMATION	SUBMITTED?
Site map with parcels identified <i>(required for all projects)</i>	
Scattered site property summary <i>(see page 43 of I-Plan for definition of scattered site)</i>	
Zoning approval <i>(see page 13 of I-Plan)</i>	
Site plan approval <i>(see page 13 of I-Plan)</i>	
Donation/conveyance letter or agreement <i>(Donated property — see pages 17-18 of I-Plan)</i>	
Independent third-party appraisal <i>(Donated property — see pages 17-18 of I-Plan. Required if project involves acquisition)</i>	
Option to purchase <i>(see page 13 of I-Plan)</i>	
Purchase agreement <i>(see page 13 of I-Plan)</i>	
Long-term lease/ground lease <i>(see page 13 of I-Plan)</i>	
Closing statement <i>(see page 13 of I-Plan)</i>	
Deed <i>(see page 13 of I-Plan)</i>	

Exhibit 2: Development team

DEVELOPMENT TEAM	SUBMITTED?
Certificate of Existence <i>(required for all projects)</i>	
Articles of Incorporation <i>(required for all projects)</i>	
IRS Determination Letter <i>(required for non-profits)</i>	
IRS Form 990 <i>(required for non-profits)</i>	
Most recent audited financial statements <i>(required for all projects)</i>	
Board resolution authorizing AHP request <i>(required for non-profits)</i>	
Development agreement <i>(if available)</i>	
Consultant agreement <i>(if available)</i>	
Co-sponsor agreement <i>(required if a co-sponsor has been identified)</i>	
Architect agreement <i>(if available)</i>	
Contractor agreement <i>(if applicable)</i>	
MBE, WBE, DBE, VOSB, SDVOSB, DMBE or DMWBE Certification <i>(if applicable)</i>	

Exhibit 3: Project targeting

PROJECT TARGETING	SUBMITTED?
Market study <i>(see pages 11–12 of I-Plan for requirements)</i>	
Housing needs assessment <i>(see pages 11–12 of I-Plan for requirements)</i>	
Continuum of Care plan <i>(see pages 11–12 of I-Plan for requirements)</i>	
Point in Time count <i>(see pages 11–12 of I-Plan for requirements)</i>	
Occupancy history <i>(see pages 11–12 of I-Plan for requirements)</i>	
Waitlist/pipeline of potential qualified households <i>(see pages 11–12 of I-Plan for requirements)</i>	
Referral documentation <i>(see pages 11–12 of I-Plan for requirements)</i>	
Social services plan <i>(if targeting homeless/special needs populations. See pages 19–20 of I-Plan)</i>	
Supportive service agreements/contracts <i>(if targeting homeless/special needs populations. See pages 19–20 of I-Plan)</i>	
Tenant selection plan <i>(required for all projects)</i>	
Tribal Housing documentation <i>(see page 20 of I-Plan for requirements)</i>	

Exhibit 4: Building details

BUILDING DETAILS	SUBMITTED?
Architectural drawings/plans/specs/floorplans <i>(see page 15 of I-Plan for requirements)</i>	
Construction cost trade payment breakdown or equivalent <i>(see page 15 of I-Plan for requirements)</i>	
Capital needs assessment or detailed scope of work <i>(see page 15 of I-Plan for requirements)</i>	
Disclosure/availability of reserves for project <i>(see page 15 of I-Plan for requirements)</i>	
Relocation plan <i>(see page 15 of I-Plan for requirements)</i>	
Site photos <i>(Community Stability — see pages 21–22 of I-Plan)</i>	
Letters from local unit of government <i>(Community Stability — see pages 21–22 of I-Plan)</i>	
Third-party conditions report <i>(Community Stability — see pages 21–22 of I-Plan)</i>	
Opportunity Zone map <i>(Community Stability — see pages 21–22 of I-Plan)</i>	
Brownfield/environmental assessments/clearance/approval letters <i>(see page 13 of I-Plan)</i>	

Exhibit 5: Project schedule

PROJECT SCHEDULE		SUBMITTED?
Narrative details regarding project timeline <i>(see pages 13–14 of I-Plan)</i>		
Supplemental timelines/development schedules <i>(see pages 13–14 of I-Plan)</i>		

Exhibit 6: Project finances

PROJECT FINANCES	SUBMITTED?
Letter of Interest from all funding sources <i>(as applicable)</i>	
Award letter/agreements from all funding sources <i>(as applicable)</i>	
Low Income Housing Tax Credit application <i>(if available)</i>	
Member tax equity letter of intent or commitment letter <i>(Member involvement — see pages 22–23 of I-Plan)</i>	
Non-member tax credit equity letter of intent or commitment letter <i>(if applicable)</i>	
Tax credit reservation letter <i>(4% and/or 9% deals — if available)</i>	
Tax credit determination letter or other equivalent tax-exempt bond commitment letter <i>(4% deals — if available)</i>	
Partnership agreement <i>(if available)</i>	
Member construction financing commitment letter <i>(Member involvement — see pages 22–23 of I-Plan)</i>	
Non-member construction financing commitment letter <i>(if applicable)</i>	
Member permanent financing commitment letter <i>(Member involvement — see pages 22–23 of I-Plan)</i>	
Non-member permanent financing commitment letter <i>(if applicable)</i>	
Member donation letter <i>(Member involvement — see pages 22–23 of I-Plan)</i>	
Promissory note/mortgages <i>(if available)</i>	
Other donation letters/agreements <i>(if applicable)</i>	
Fundraising summary/copies of donation checks <i>(if fundraising is a source of funds)</i>	
Organization bank statements <i>(if owner equity is a source of funds)</i>	

Exhibit 7: Scoring criteria

SCORING CRITERIA	SUBMITTED?
Rural housing <i>(see pages 20–21 of I-Plan)</i>	
Economic opportunity <i>(see page 21 of I-Plan)</i>	
Desirable sites — Proximity to transportation <i>(see page 23 of I-Plan)</i>	
Desirable sites — Access to a full-service grocery store or supermarket <i>(see page 24 of I-Plan)</i>	
Desirable sites — Educational institutions <i>(see pages 24–25 of I-Plan)</i>	
Desirable sites — Medical facilities <i>(see page 25 of I-Plan)</i>	
Projects serving low-income households in local planning districts <i>(see page 26 of I-Plan)</i>	