



## Dakota County CDA LIHTC Application Checklist

Development Name \_\_\_\_\_

Address/City \_\_\_\_\_

Owner Name \_\_\_\_\_

See Procedural Manual Section VIII for submission requirements and descriptions of each submittal.

#	Complete	Not Applicable	Description
<b>PRE-APPLICATION</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent to Apply
<b>ALL INITIAL APPLICATIONS</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Multifamily Rental Housing Common Application Form (Workbook) - Executed hard copy & Excel versions
2.	<input type="checkbox"/>	<input type="checkbox"/>	Market Study
3.	<input type="checkbox"/>	<input type="checkbox"/>	Narrative- Multifamily Rental Housing Questions (MN Housing form)
4.	<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule
5.	<input type="checkbox"/>	<input type="checkbox"/>	Notification of Local Official Form (HTC 18) - CDA will submit to City
6.	<input type="checkbox"/>	<input type="checkbox"/>	Self-Scoring Worksheet
7.	<input type="checkbox"/>	<input type="checkbox"/>	Threshold Evidence
8.	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Free Buildings Policy
9.	<input type="checkbox"/>	<input type="checkbox"/>	Public Housing Waiting Lists (Exhibit D) and Local HRA/PHA Notice and Agreement Form (HTC 11)
10.	<input type="checkbox"/>	<input type="checkbox"/>	Status of Municipal Approvals
11.	<input type="checkbox"/>	<input type="checkbox"/>	Strategically Targeted Resources
12.	<input type="checkbox"/>	<input type="checkbox"/>	Preservation of Federally Assisted Housing a. Preservation Data Workbook tab b. Housing Assistance Payment (HAP) Contract c. Regulatory Agreement d. Filing documents of intent to opt out e. Loan documents f. REAC or RD Inspection Report or other evidence g. A map detailing the strategic location h. At least three market comparables; i. Narrative
13.	<input type="checkbox"/>	<input type="checkbox"/>	Preservation of Existing Housing Tax Credits
14.	<input type="checkbox"/>	<input type="checkbox"/>	Stabilization

15.	<input type="checkbox"/>	<input type="checkbox"/>	All Proposed Sources of Funds Including Other Contributions: Note: Income Average projects must reference specific Income Average rent and income designations. a. Construction financing b. Permanent financing c. Secondary financing d. Grants – letter from granting authority e. Letter of Intent or commitment for Syndication proceeds f. Other sources of funds and contributions g. Regulatory cost avoidance or reduction
16.	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Site Control
17.	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Ending Homelessness (MN Housing forms) a. Partially Supportive Housing Certification form b. Notification to Continuum of Care and Human Services c. Proposed plan of supportive services and rental assistance d. Optional forms e. Forms for projects with 50% or more of units set-aside
18.	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent to Provide Project Based Rental Assistance
19.	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent to Produce a Cooperatively Developed Housing Plan
20.	<input type="checkbox"/>	<input type="checkbox"/>	Rent Assistance Payment Standards
21.	<input type="checkbox"/>	<input type="checkbox"/>	Eventual Tenant Ownership
22.	<input type="checkbox"/>	<input type="checkbox"/>	Planning and Development
23.	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of Land
24.	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications Forms (MN Housing forms): <ul style="list-style-type: none"> <li>• Qualifications of Architect</li> <li>• Qualifications of Community Housing Development Organization</li> <li>• Qualifications of Developer – Form 203A</li> <li>• Qualifications of General Contractor – Form 209A</li> <li>• Qualifications of Management Company – Form 210A</li> <li>• Qualifications of Processing Agent</li> <li>• Qualifications of Rental Assistance Administrator – Form 216A</li> <li>• Qualifications of Service Provider – Form 215A</li> <li>• Qualification of Sponsor and/or Guarantor <ul style="list-style-type: none"> <li>▪ Schedules A-E (Required documentation for the Qualification of Sponsor and/or Guarantor form)</li> </ul> </li> </ul>
25.	<input type="checkbox"/>	<input type="checkbox"/>	Location Map
26.	<input type="checkbox"/>	<input type="checkbox"/>	Utility Allowance Schedule (Dakota Co. CDA)
27.	<input type="checkbox"/>	<input type="checkbox"/>	Management and Operating Expense Review and Underwriting Certification Form (HTC 29)
28.	<input type="checkbox"/>	<input type="checkbox"/>	Development Features (Exhibit C)
29.	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Arch./Construction Requirements for New Construction a. Site Plan b. Building Elevations c. Typical dwelling unit plans d. Building Plans e. Building Section f. Building Materials certification (Exhibit C)
30.	<input type="checkbox"/>	<input type="checkbox"/>	Scope of Work - Physical Needs Assessment or Capital Needs Assessment
31.	<input type="checkbox"/>	<input type="checkbox"/>	Relocation Plan

32.	<input type="checkbox"/>	<input type="checkbox"/>	Rent Roll
33.	<input type="checkbox"/>	<input type="checkbox"/>	Innovative building or construction techniques
34.	<input type="checkbox"/>	<input type="checkbox"/>	Photographs
35.	<input type="checkbox"/>	<input type="checkbox"/>	Fair Housing Form and Equal Employment Opportunity Policy Statement: a. Affirmative Fair Housing Marketing Plan (HUD Form 935.2A) b. Equal employment opportunity policy statement
36.	<input type="checkbox"/>	<input type="checkbox"/>	Ten Year Rule Compliance
37.	<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit Proof of Status
38.	<input type="checkbox"/>	<input type="checkbox"/>	Release of Information Authorization Form (HTC 17)
39.	<input type="checkbox"/>	<input type="checkbox"/>	Opinion of Counsel (Exhibit E)
40.	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal
41.	<input type="checkbox"/>	<input type="checkbox"/>	Average Income Set Aside Items a. Rent and Income Grid Income Average Test Form (MN Housing form) b. Lender written approval c. Income Average Election/Certification form (MN Housing form)
42.	<input type="checkbox"/>	<input type="checkbox"/>	Other documents
43.	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee: Complete CDA Application Fee Remittance form
<b>TAX EXEMPT PROJECTS ONLY</b>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Election of Applicable Percentage (HTC 2)
2.	<input type="checkbox"/>	<input type="checkbox"/>	Building Identification Number (BIN) Request Form (HTC 31)
3.	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Allocation of Tax Exempt Bond Volume Cap
4.	<input type="checkbox"/>	<input type="checkbox"/>	Bond Preliminary Determination Letter
5.	<input type="checkbox"/>	<input type="checkbox"/>	Gross Rent Floor Election Form (HTC 34)