

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

Exhibit 2: Development team

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

### Exhibit 3: Project targeting

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

## Exhibit 4: Building details

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

Exhibit 5: Project schedule

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

Exhibit 6: Project finances

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

## Exhibit 7: Scoring criteria

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