

# CHFA DOH CONSOLIDATED APPLICATION

## Mobile Manufactured Home Parks Acquisition Program- EXHIBIT CHECKLIST



DEVELOPMENT NAME

= Not applicable

N = Non-Threshold Item - if applicable, required prior to approval. If available, include with application.

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<b>THIS FORM MUST BE SUBMITTED WITH INITIAL APPLICATION &amp; ALL RESUBMISSIONS</b>			
Show All			CHFA Funding
Exhibit Number	Core Items	Applicant Checklist	Mobile Manufactured Home Parks Acquisition Program
A	Completed Exhibit Checklist <b>(Form Provided)</b>		T
B	<a href="#">Cover Sheet (Form Provided)</a>		T
C	<a href="#">Summary Sheet (Form Provided)</a>		(Self-Generating)
D	<a href="#">Application (Form Provided)</a>		T
<b>SECTION I. APPLICANT and CO-SPONSOR</b>			
<a href="#">1.1</a>	Applicant Info		T
<a href="#">1.2</a>	Applicant Type		T
<a href="#">1.3</a>	Co-Sponsor Info		T
<a href="#">1.4</a>	Co-Sponsor Type		T
<a href="#">1.5</a>	Organizational Documents		T
<a href="#">1.6</a>	Financial Statements		N
<b>SECTION II. REGULATORY COMPLIANCE</b>			
<a href="#">2.1</a>	Previous Financial Involvement		T
<b>SECTION III. DEVELOPMENT TEAM</b>			
<a href="#">3.1.a</a>	<a href="#">Qualified Development Team Contact Information (Form Provided)</a>		T
<a href="#">3.1.b</a>	Justification for the Selection of Certain Development Team Members		T
<a href="#">3.1.c</a>	Organization Chart		T
<a href="#">3.2</a>	Construction Procurement Plan		
<a href="#">3.3</a>	Resident Service Coordinator		N
<b>SECTION IV. DEVELOPMENT</b>			
<a href="#">4.1</a>	Development Info		T
<a href="#">4.1.a</a>	Years Affordable		T
<a href="#">4.1.b</a>	Applying to 4% Acquisition Credit		
<a href="#">4.1.c</a>	Part of SSHP		
<a href="#">4.1.d</a>	Conservation and Development Policy		T
<a href="#">4.1.e</a>	Priority Funding Area		T
<a href="#">4.2.a</a>	Development Scope		T

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<a href="#">4.2.b</a>	Supportive Housing		
<a href="#">4.3.a</a>	Project Narrative		T
<a href="#">4.3.b</a>	Homeownership Development Projects Narrative		N
<a href="#">4.3.c</a>	Marketability (Market Assessment Form)		T
<a href="#">4.3.d</a>	Program Narrative		
<a href="#">4.4</a>	Historic Preservation Compliance		T
<a href="#">4.5.a</a>	Flood Zone Location		T
<a href="#">4.5.b</a>	CEPA		T
<a href="#">4.6.a</a>	Site Control Documentation		T
<a href="#">4.6.b</a>	Site Information and Dates		T
<a href="#">4.7</a>	Planning & Zoning Board Approval		N
<a href="#">4.8.a</a>	Unit Information		T
<a href="#">4.8.b</a>	Phase I/II Environmental Site Assessment and Other Site Hazardous Materials Review		T
<a href="#">4.8.c</a>	Phase III or Other Recommended Site Investigations		N
<a href="#">4.8.d</a>	Capital Needs Assessment Report		T
<a href="#">4.8.e</a>	<a href="#">Energy Conservation Plan (Form Provided)</a>		N
<a href="#">4.9.a</a>	Site Plan		T
<a href="#">4.9.b</a>	Design Development Drawings and Specifications		T
<a href="#">4.9.c</a>	<a href="#">Exploded Trade Payment Breakdown (Form Provided)</a>		T
<a href="#">4.9.d</a>	Prevailing Wages		T
<a href="#">4.9.e</a>	<a href="#">Project Cost Summary (Form Provided)</a>		T
<a href="#">4.10</a>	Reduction of Affordable Units		T
<a href="#">4.11</a>	Program Guideform: Relocation Assistance Plan		
<a href="#">4.12</a>	Relocation Information		N
<b>SECTION V. RENTAL DEVELOPMENTS (N/A for Homeownership Projects)</b>			
<a href="#">5.1.a</a>	<a href="#">Rental Income Calculation Worksheet (Form Provided)</a>		T
<a href="#">5.1.b</a>	Average Income MSA Explanation		
<a href="#">5.2.a</a>	<a href="#">Detailed Income &amp; Expense Form (Form Provided)</a>		T

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Exhibit Number	Core Items	Applicant Checklist	Mobile Manufactured Home Parks Acquisition Program
<a href="#">5.2.b</a>	Line by Line Explanation of Expenses		T
<a href="#">5.2.c</a>	<a href="#">Expense Summary (Generated Form)</a>		
<a href="#">5.2.d</a>	Real Estate Taxes		T
<a href="#">5.3</a>	<a href="#">Cash Flow Projection (Generated Form)</a>		
<b>SECTION VI. FINANCING</b>			
<a href="#">6.1</a>	Eligible Basis		
<a href="#">6.2</a>	Syndication Expenses		
<a href="#">6.3</a>	<a href="#">Development Budget (Form Provided)</a>		T
<a href="#">6.4</a>	<a href="#">LIHTC Calculation (Form Provided)</a>		
<a href="#">6.5</a>	<a href="#">Sources of Funds (Form Provided)</a>		T
<a href="#">6.6</a>	<a href="#">Existing Debt (Form Provided)</a>		T
<a href="#">6.7</a>	Existing Reserves		T
<b>SECTION VII. HOMEOWNERSHIP DEVELOPMENTS (N/A for Rental Properties)</b>			
<a href="#">7.1</a>	<a href="#">Homeownership Unit Descriptions (Form Provided)</a>		
<a href="#">7.2</a>	<a href="#">Homeownership Sales Proceeds (Form Provided)</a>		
<a href="#">7.3.a</a>	<a href="#">Developer/Homebuyer Subsidy Determination Worksheet (Form Provided)</a>		
<a href="#">7.3.b</a>	<a href="#">Development Cash Flow Analysis for Single Family Housing (Form Provided)</a>		
<a href="#">7.3.c</a>	Explanation of Resale / Recapture		
<a href="#">7.3.d</a>	Homebuyer Training Plan		
<a href="#">7.4</a>	Documentation of Property Taxes and Insurance		
<b>SECTION VIII. DOH FEDERAL PROGRAMS</b>			
<a href="#">8.1.a</a>	NEPA Statutory Checklist (HOME Only)		
<a href="#">8.1.b</a>	NEPA Environmental Assessment (HOME Only)		
<a href="#">8.2.a</a>	Section 3 Plan (HOME only)		
<a href="#">8.2.b</a>	Prior Good Faith Efforts		
<b>SECTION IX. AFFIRMATIVE ACTION/FAIR HOUSING AND EQUAL OPPORTUNITY</b>			
<a href="#">9.1</a>	Fair Housing Impacts Form		T
<a href="#">9.2</a>	Americans with Disabilities Act/Section 504 Notice		

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<b>SECTION X. CERTIFICATIONS</b>			
<a href="#">10.1</a>	Certifications		T
<a href="#">10.2</a>	<a href="#">SEEC Form 10 Certification</a>		T
<a href="#">10.3</a>	Affirmative Action Policy Statement		T
<a href="#">10.4</a>	Fair Housing Policy Statement		T
<a href="#">10.5</a>	Affirmatively Further Fair Housing		T
<a href="#">10.6</a>	HTCC Certification		
<a href="#">10.7</a>	Architect Certification		T
<a href="#">10.8</a>	Housing Consultant Certification		
<b>SECTION XI. OTHER</b>			
<a href="#">11.1</a>	10-Year Rule Waiver		
<a href="#">11.2</a>	HUD Involvement		T
<a href="#">11.3</a>	Application Fee		T
<a href="#">11.4</a>	Self Scoring		
<a href="#">11.5</a>	Qualified Consultant Certification- Mobile Manufactured Home Parks Acquisition Program		T
<b>SECTION XII. HTCC APPLICATION EXHIBITS</b>			
<a href="#">12.1</a>	Housing Need		
<a href="#">12.2</a>	Sell or Transfer Land		
<a href="#">12.3</a>	Historic Significance		
<a href="#">12.4</a>	Proposal Narrative		
<a href="#">12.5</a>	Loan Fund Confirmation and Certification		
<a href="#">12.6</a>	Environmental Concerns		
<a href="#">12.7</a>	Housing Program Schedule		
<a href="#">12.8</a>	Building Roster		
<a href="#">12.9</a>	Administrative Capacity		
<a href="#">12.10</a>	Add'l Rental Income Calculation Information		
<a href="#">12.11</a>	Non-Profit Board of Directors Authorization		
<a href="#">12.12</a>	HTCC Justification Form		
<a href="#">12.13</a>	Documentation of Building Permit(s)		

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<b>SECTION XIII. POINTS CALCULATION WORKSHEETS</b>			
<a href="#">13.1</a>	<a href="#">Points Calculation Worksheet - LIHTC (Form Provided)</a>		
<a href="#">13.2</a>	<a href="#">Points Calculation Worksheet - Revolving Loan Fund with Workforce Housing (Form Provided)</a>		
<a href="#">13.3</a>	<a href="#">Points Calculation Worksheet - Revolving Loan Fund (Form Provided)</a>		
<a href="#">13.4</a>	<a href="#">Points Calculation Worksheet - Housing Development (Form Provided)</a>		
<a href="#">13.5</a>	<a href="#">Points Calculation Worksheet - Housing Development with Workforce Housing (Form Provided)</a>		
<b>SECTION XIV. HTCC POINTS DOCUMENTATION</b>			
<a href="#">14.1</a>	Documentation that the fund is currently established		
<a href="#">14.2</a>	Previous State Housing Tax Credits		
<a href="#">14.3</a>	Documentation of location within a Priority Funding Area and/or Area of Opportunity		
<a href="#">14.4</a>	Experience		
<a href="#">14.5</a>	Neighborhood Revitalization		