

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

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

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

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9.2	Americans with Disabilities Act/Section 504 Notice		
SECTION X. CERTIFICATIONS			
10.1	Certifications		T
10.2	SEEC Form 10 Certification		T
10.3	Affirmative Action Policy Statement		T
10.4	Fair Housing Policy Statement		T
10.5	Affirmatively Further Fair Housing		T
10.6	HTCC Certification		
10.7	Architect Certification		T
10.8	Housing Consultant Certification		
SECTION XI. OTHER			
11.1	10-Year Rule Waiver		
11.2	HUD Involvement		T
11.3	Application Fee		T
11.4	Self Scoring		
11.5	Qualified Consultant Certification- Mobile Manufactured Home Parks Acquisition Program		T
SECTION XII. HTCC APPLICATION EXHIBITS			
12.1	Housing Need		
12.2	Sell or Transfer Land		
12.3	Historic Significance		
12.4	Proposal Narrative		
12.5	Loan Fund Confirmation and Certification		
12.6	Environmental Concerns		
12.7	Housing Program Schedule		
12.8	Building Roster		
12.9	Administrative Capacity		
12.10	Add'l Rental Income Calculation Information		
12.11	Non-Profit Board of Directors Authorization		

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