

Project Name/Address: _____

Applicant Name: _____

Attach a copy of this completed checklist to the front of the Application for Funds. Documents identified with "e" must be submitted electronically in their original format. Refer to the RRDL Specific Project Narrative Questions for complete Application submission instructions.

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|--------------------------|-----|---|
| <input type="checkbox"/> | 1. | 2015 RRDL Specific Project Narrative Questions Form |
| <input type="checkbox"/> | 2. | RRDL Workbook –Go to the Instruction tab; check the Specific Project RRDL Request Type. Next- click on green RRDL tab and complete all sections. Important- Enter the amount of RRDL Funds you are requesting in the “Estimated Funding for the Project” section - Line 176 under RRDL Funds. Finish the application by completing all blue tabbed worksheets. "e" |
| <input type="checkbox"/> | 3. | RRDL Specific Project Selection Priority Checklist Form and applicable attachments. "e" |
| <input type="checkbox"/> | 4. | Project Schedule Form |
| <input type="checkbox"/> | 5. | Development Team Qualification Forms a. Qualifications of Developer/Sponsor b. Qualifications of Architect c. Qualifications of General Contractor d. Qualifications of Management and Marketing Agent e. Qualifications of Community Housing Development Organization |
| <input type="checkbox"/> | 6. | Comparable Property Profiles Form |
| <input type="checkbox"/> | 7. | Applicant Certification of Environmental Issues Form |
| <input type="checkbox"/> | 8. | Site Location Map [Submission] [Help Text] |
| <input type="checkbox"/> | 9. | Notification of Local Official Form |
| <input type="checkbox"/> | 10. | Photographs [Submission] [Help Text] |
| <input type="checkbox"/> | 11. | Physical Needs Assessment Form [Help Text] |
| <input type="checkbox"/> | 12. | Preliminary Architectural or Contractor’s Rehabilitation Scope of Work/Schematic Plans – Provide a realistic cost estimate for the project. [Submission] [Help Text] |
| <input type="checkbox"/> | 13. | Method of Satisfying Green Criteria/Limited Scope Projects Abbreviated Design Standards and Limited Scope Projects Sustainability Requirements Forms |
| <input type="checkbox"/> | 14. | Evidence of Site Control [Submission] [Help Text] |
| <input type="checkbox"/> | 15. | Property Value Statement [Submission] [Help Text] |
| <input type="checkbox"/> | 16. | Sources and Uses/Leverage Commitment Letters [Submission] [Help Text] |
| <input type="checkbox"/> | 17. | Property Operating Budgets – Current and last three years [Submission] [Help Text] |
| <input type="checkbox"/> | 18. | RRDL Owner’s Certification of Rent and Tenant Eligibility, Rent Roll – three months, and Tenant Relocation Plan, if applicable [Submission] [Help Text] |
| <input type="checkbox"/> | 19. | Financial Statements – Refer to RRDL Program Guide [Submission] [Help Text] |
| <input type="checkbox"/> | 20. | Complete Tax Returns – Two years, including Schedule E and K-1, if applicable – Refer to RRDL Program Guide [Submission] [Help Text] |
| <input type="checkbox"/> | 21. | Credit Report – Refer to RRDL Program Guide [Submission] [Help Text] |
| <input type="checkbox"/> | 22. | Utility Allowance from Local HRA/PHA [Submission] [Help Text] |