

	Multi-family (Rental) Unit Production – New Construction Program – Round 6 Application Checklist	
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To ensure expedited review of your application, **attach copies of the following items to your completed Multi-family (Rental) Unit Production – New Construction – Round 6 Application.** Additional documentation may be requested by the local government participant as needed to determine program eligibility and specific assistance amounts. The Application Deadline is August 8, 2014.

Multi-family (Rental) Unit Production – New Construction – Round 6 Checklist	
<input type="checkbox"/>	Cover letter from Disaster Recovery Super COG or Entitlement City submitting the project verifying the project’s readiness to proceed and compliance with the guidelines.
<input type="checkbox"/>	Completed and executed Application
<input type="checkbox"/>	Rent Calculation Worksheet
<input type="checkbox"/>	Budget Summary - For Scattered Site Projects provide a single budget summary that sites AND individual Budget Summaries for each building if scattered sites are not under one owner.
<input type="checkbox"/>	Sources and Uses of Funds
<input type="checkbox"/>	Financial commitments including terms for construction and permanent financing for all sources of funds other than CDBG Supplemental.
<input type="checkbox"/>	Proforma with a overall debt coverage ratio between 1.15 and 1.35 (10-year projection). For Scattered Site Projects provide a single proforma that includes all rental units, income and expenses for the project AND individual proformas for each building including only the units, income and expenses for that building if scattered sites are not under one owner.
<input type="checkbox"/>	If Qualifying under Replacing Units Lost Category: Documentation showing number of Multi-family Rental Housing Units, in the jurisdiction where this project is located, lost due to a Disaster Event between May 25, 2008 and August 13, 2008
<input type="checkbox"/>	Documentation of concurrence and acceptance by the local government of the project location
<input type="checkbox"/>	Site control (not necessarily ownership) for each lot in the project. Include property addresses and legal descriptions
<input type="checkbox"/>	Green Development Plan and Checklist
<input type="checkbox"/>	List of known development team members showing roles and responsibilities and contact information
<input type="checkbox"/>	Documentation of Non-profit status, as applicable
<input type="checkbox"/>	Documentation of Proper Zoning
<input type="checkbox"/>	Documentation of Historic Status (if applicable)
<input type="checkbox"/>	LOMA Letter (if applicable)
<input type="checkbox"/>	Drawing of Unit Layout by Floor (Not Blueprints) which indicates ADA Accessible Units (if applicable)