

Required for	Check if included	<b>WESTMETRO HOME CONSORTIUM APPLICATION HOME-ARP RENTAL HOUSING AND NON-CONGREGATE SHELTER CHECKLIST</b>
<b>APPLICATION</b>		
All Proposals		<b>Application</b>
<b>DEVELOPER INFORMATION &amp; QUALIFICATIONS</b>		
All Proposals		<b>Organization mission</b> , including how this project fits mission
		<b>Previous similar projects completed and capacity to undertake project</b>
		<b>Owned Rental Real Estate Schedule</b> , including occupancies, compliance status and cash flows
		<b>Most recent audited organizational annual financial statement</b>
		<b>Most recent annual organizational operating budget</b>
Nonprofits		<b>Description of board of directors</b> : including skills, experience, tenure & affiliations
		<b>Copy of articles or organization, by-laws and 501(c)(3) letter</b>
CHDO		<b>Copy of current CHDO certification from WestMetro HOME Consortium</b>
For-profit		<b>Corporate organizational document(s)</b> , identifying owner and/or general partner
<b>DEVELOPMENT TEAM INFORMATION</b>		
All Proposals		<b>Resumes of key development team members</b>
		<b>Contact information</b> (for GC, architect, engineer, management agent, attorney, consultant(s))
<b>PROJECT INFORMATION</b>		
All Proposals		<b>Evidence of site control</b> (legally binding option, purchase & sale agreement or deed)
		<b>Letter of project support</b> , signed by chief planning official, or chief elected official, if no such chief planning official exists
		<b>Zoning and permitting</b> requirements and schedule
		<b>Map or narrative</b> describing site size, topography, current use
		<b>Context map</b> , identifying proximity to roads, transit, municipal and health facilities, amenities
		<b>Color photos</b> (5 to 10), of site and its surroundings
		<b>Brief property history</b> , including prior uses, owner(s) and occupancy
		<b>Phase 1 Environmental Site Assessment</b>
		<b>Environmental mitigation plan</b> , including lead paint, asbestos, underground tanks
		<b>Preliminary site plan</b>
		<b>Itemized scope of work &amp; cost estimates</b> (may be submitted as part of detailed development budget)
		<b>Schedule of unit types</b> , by square footage, affordability tier(s), number of bedrooms and bathrooms, accessibility type, amenities provided
		<b>Timeline</b> , including milestones identified in Proposal Submission Requirements section
		<b>Description of sustainability design elements</b>
		<b>Description of site/common area accessibility improvements</b>
	<b>Market Analysis</b> : including prevailing/trending rents or prices, demand & target population; may be conducted by Applicant	
New construction		<b>Detailed floor plans, elevations</b>
As needed		<b>Affirmative Fair Housing Marketing Plan</b>

		<b>Plan and budget for temporary or permanent relocation</b> , if there are existing tenants
		<b>Other approvals:</b> Response letter(s) from Conservation or Historical Commission, Mass. Historical Commission, Mass. Architectural Access Board, etc.
		<b>Capital needs assessment</b> for multifamily rehabilitation of $\geq 26$ units
		<b>Commitment</b> to perpetual affordability, or otherwise greater than HOME requirements
Tax credit projects		<b>Market Analysis:</b> must be conducted by third party professional
<b>PROJECT FINANCES</b>		
All		<b>Source and Uses Schedule</b>
		<b>Development Budget</b> , including itemized hard and soft costs
		<b>Letters of Financial Commitment</b> , from all sources including terms and conditions
		<b>Non-HOME-ARP funding:</b> sources, commitment letters or application/decision schedules <a href="http://www.mhic.com/onestop_downloads.cfm">www.mhic.com/onestop_downloads.cfm</a>
Rental		<b>Stabilized Operating Budget</b>
		<b>Long-term Pro Forma</b> , covering the entire HOME-ARP Minimum Compliance Period
		<b>Project Based Rental subsidy, if any:</b> sources, commitment letters or application/decision schedules
Tax Credit Projects		<b>Limited Partnership Agreement</b> , or letter of interest
<b>ATTACHMENTS (Included in RFP)</b>		
As Needed		<b>Certificate of Non – Collusion</b>
		<b>Certificate of Tax Compliance</b>