

013 - ATTACHMENT I

**FY 2014 HOME Multi-Family Rental Housing Program
CHECKLIST**

Please attach all applicable items listed on this Checklist.

<input type="checkbox"/>	FY 2014 HOME Investment Partnership Program Application Form
<input type="checkbox"/>	Environmental Acknowledgement*
<input type="checkbox"/>	Signature Page*
Exhibit A – Applicant Information Attachments	
<input type="checkbox"/>	A-1 Nonprofit Determination Letter (if Applicable)
<input type="checkbox"/>	A-2 Articles of Incorporation or Partnership Agreement or Articles of Organization
<input type="checkbox"/>	A-3 By-Laws or Operating Agreement
<input type="checkbox"/>	A-4 List of Board of Directors or Partners or Members
<input type="checkbox"/>	A-5 Current Financial Statements
<input type="checkbox"/>	A-6 Tax Return
<input type="checkbox"/>	A-7 Resumes of Development Team (Owner, Developer, Designer, Builder, Property Manager, and Etc.)
<input type="checkbox"/>	A-8 Organizational Chart
Exhibit B – Project/Program Specific Information Attachments	
<input type="checkbox"/>	B-1 Marketing Plan
<input type="checkbox"/>	B-2 Program/Project Brochure or Other Marketing Materials
<input type="checkbox"/>	B-3 Affirmative Marketing Plan
<input type="checkbox"/>	B-4 Site/Target Area Map
<input type="checkbox"/>	B-5 Letters of Community Support
<input type="checkbox"/>	B-6 Participant Eligibility Requirements/Guidelines
<input type="checkbox"/>	B-7 Property Management Agreement (Actual or Forming, if Actual not Available)
Exhibit C – Budget/Funding Information Attachments	
<input type="checkbox"/>	C-1 Funding Commitment Letters
<input type="checkbox"/>	C-2 Detailed Development Budget **
<input type="checkbox"/>	C-3 Operating Pro Forma **
<input type="checkbox"/>	C-4 Schedule of Rents **
<input type="checkbox"/>	C-5 Copy of TDHCA LIHTC Application on CD (if applicable)

*Documents marked with an asterisk on this list require a signature.

**TDHCA Forms are acceptable.