

2019 Application Tabs Checklist for: <<Enter Project Name here>> <<Enter Project City, County here>> <<Enter DCA Pre-App Nbr here>>

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Tab Nbr	QAP Reference or Tab Name/Description	Item Nbr	Form Nbr and/or Form Name	Incl ?
Completed Tabs Checklist				
Core Application, including Project Narratives, in both Excel and PDF versions				
00	Project Overview	01	Application Letter Certification	
		02	Copy of Tax Exempt Bond Inducement Resolution, if applicable	
		03	Public Benefits Affidavit	
		04	Public Benefits Affidavit secure and verifiable documentation	
		05	Documentation from USDA confirming project is located in a rural area, if applicable	
		06	Supporting Documentation for State Designated Basis Boost, if applicable	
		07	Waiting List Document for the Tie-Breaker	
Appendix I: Threshold				
01	I. Project Feasibility, Viability Analysis and Conformance with Plan	01	01 Supporting documentation for operating cost estimates, if applicable	
	Section 5	02	02 Documentation, explanation and / or calculation for water tap, sewer tap, building permits, impact fees, real estate tax expense and insurance expense projection	
	Section 7	02	01 Current applicable PHA rent and Utility Allowance limits	
	Section 8	02	02 Documentation of HUD utility schedule model (and calculations used in it) <i>with</i> documentation of HUD's approval (HOME projects)	
	Section 9	03	01 PBRA agreement, including most recent rent and utility allowance adjustment, if applicable; HUD designation as High Priority, if applicable	
	Section 11	02	02 Commitment for PBRA renewal, if applicable	
	Section 12	04	04 Draft note for Deferred Developer Fee, if applicable	
	Assumption of Existing Debt, if applicable	05	05 Preliminary Commitments (unexpired) for all financing and equity, see QAP for detail	
		06	01 Approval letter, signed by an officer of the lender whose debt is being assumed, including QAP-specified terms	
			02 Copy of original Promissory Note and any amendments and modifications to it	
			03 Copy of original Loan Agreement and any amendments and modifications to it	
			04 Copy of original Mortgage, Deed to Secure Debt, or Trust, or such other security instrument providing security for the loan, and any amendments and modifications to them	
			05 Board resolutions approving the restructuring or assumption of existing debt	
		07	07 Three years' audited operating statements, if applicable (e.g., for rehab projects)	
		08	08 Copy of operating expense waiver, if applicable	
		09	09 Detailed Replacement Reserve analysis and plan (for detached single-family housing)	
	Mixed Use Projects	10	01 Development Budget for commercial component	
			02 Sources of Funds for commercial component	
			03 Annual Income Statement for commercial component	
			04 Annual Expense Statement for commercial component	
			05 15-year Operating Proforma for commercial component	
			06 Evidence of Preliminary Financing (unexpired) for commercial component	
			07 Leases and/or letters of intent from prospective commercial tenants	
02	II. Cost Limits	01	Explanation if TDC exceeds DCA's per unit cost limit (when the extra expense is covered by a nonprofit)	
		02	Cost limit waiver supporting documents, approved at Pre-app, and DCA approval letter	
03	III. Tenancy Char	01	Copy of DCA instructions (resulting from pre-application submission) and corresponding applicant compliance with regard to Other tenancy, if applicable	
04	IV. Required Services	01	Copy of Other Services approval by DCA, if applicable	
	Section A	02	If proposing temporary staffing during lease-up to handle activities set-up and sign-up, provide documentation justifying this expense. DCA will consider on a case-by-case basis.	
	Section B	03	Memorandum of Agreement with a behavioral health agency, continuum of care or service provider (if applying for rehabilitation of existing congregate supportive housing development)	
05	V. Market Feasibility (Mkt Study)	01	Market Study. Effective date must be within 6 (six) months of Application Submission.	
06	VI. Appraisal	01	Appraisal: required for all 4% Credit applications, but for 9% Credit applications only if Identity of Interest exists between Buyer and Seller. Effective date must be within 6 (six) months of Application Submission.	
07	VII. Environmental Requirements	01	01 Environmental Phase I including DCA required non-scope items a) through I), pursuant to ATSM 1527-13	
			02 Noise Attenuation Plan, if noise requirements are not met	
		02	Environmental Phase II, if applicable	

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		03	HOME HUD Environmental Questionnaire (only for HOME)	
		04	8-Step Process supporting documentation (only for HOME, if needed)	
		05	Applicant / Recipient Disclosure / Update Report	
		06	MBE / WBE Outreach Plan Guide form (only for HOME)	
		07	HOME Site and Neighborhood Standards Certification (only for HOME)	
		08	Other (Specify)	
08	VIII. Site Control	01	Warranty Deed, legally binding Contract (including all Amendments and extensions), or legally binding long-term Ground Lease or Option	
		02	Legal Description	
		03	Evidence of RFP selection	
09	IX. Site Access	01	Drawings, survey or other documentation of legally accessible paved roads	
		02	Commitment for funding for paving of all non-paved legally-accessible roads to be paved during construction	
		03	Proof of ownership of non-utility easements	
10	X. Site Zoning	01	Written confirmation of zoning from local government official	
		02	Explanation or copy of applicable zoning ordinance	
		03	HOME funds: see HOME/HUD Environmental Guidance	
11	XI. Operating Utilities	01	Letter from verifiable authorized utility authorities that includes the project location and confirms that utilities will be available.	
		02	Evidence of such easements and commitments from the utility provider, if applicable and not included in letter above	
		03	Verification of annexation and improvements, if applicable	
12	XII. Public Water / Sanitary Sewer / Storm Sewer	01	Ltr from verifiable authorized public water/sanitary sewer/storm sewer authority (incl. project name & location, & confirms utilities to be available)	
		02	Evidence of the easements and commitments from the water and sewer authorities, if applicable	
		03	Verification of annexation and improvements, if applicable	
13	XIII. Required Amenities	01	Copy of DCA Optional Amenities approval letter, if applicable	
		02	Copy of DCA Architectural Waiver Approval letter for amenity related items, if applicable	
14	XIV. Rehabilitation Standards	01	Copy of DCA Architectural Waiver approval letter for items related to this section, if applicable	
	Section A	02	Physical Needs Assessment and Capital Reserve Study	
	Section B	03	Performance Report indicating completion of energy audit by a qualified BPI Building Analyst or equivalent professional (Rehabs only)	
	Section C	04	DCA Rehabilitation Work Scope form	
	Section D	05	Completed DCA PNA Fannie-Mae forms (Excel file)	
	Section E (4% Credit / T-E Bonds)	06	01 Biography or letter showing experience engaging with proposed tenancy. Include methods used and past examples.	
			02 DCA Resident Engagement for Occupied Rehab Projects Form	
		07	Energy Audit Report (Exempt for Adaptive Re-use projects)	
15	XV. Site Info and Conceptual Site Development Plan	01	11"x17" Conceptual Site Development Plan, utilizing DCA Cover sheet Template (including DCA Cover Sheet Template and all items 1-9 in QAP)	
	Section A	02	DCA Pre-Approved Waivers for variances from any architectural standard in the Architectural Manual, if applicable	
	Section B	03	Location and vicinity map (identify all parcels for scattered site)	
	Section C	04	Site maps and color photographs	
	Section D	05	Aerial photos of proposed site	
16	XVI. Building Sustainability	01	Draft scoring sheet for the development that includes both the expected score and the minimum score required to achieve the level of certification or criteria listed above	
		02	Certificate of Participation in DCA's Green Building for Affordable Housing Training Course. Certificates from 2016 thru 2019 will be accepted.	
17	XVII Accessibility Standards	01	Legal opinion supporting statutory exemptions for any applicable federal, state, and local accessibility law, if applicable	
	Section A	02	Copy of accessibility requirements waiver approval from DCA (for preservation of existing affordable housing unable to be modified, if applicable)	
	Section B			
18	XVIII. Arch Des & QS	01	Copy of DCA Architectural Waiver approval letter for items related to this section, if applicable	
	Section 2			
19	XIX. Qual's for Proj Participants	01	Qualification Determination Letter from DCA	
20	XX. Compliance History Summary	01	Additional commentary unable to fit in space provided in Threshold tab Comment Box in core application, as needed	
21	XXI. Eligibility for Credit Under the Nonprofit Set Aside	01	Opinion of a third party attorney who specializes in tax law on the non-profit's current federal tax exempt qualification status	
		02	If joint venture, copy of Agreement confirming interest and Developer Fee.	
22	XXII. Eligibility For Credit Under Rural Home Preservation Set Aside	01	Rural HOME Preservation Set Aside Consent Letter from DCA	
		02	Original HOME Loan Agreement and any amendments	
		03	Updated title search completed no earlier than May 1, 2019 and no later than May 24, 2019	
		04	Appraisal completed in 2019	
23	XXIII. Elig HOME Loans CHDO SA	01	CHDO pre-qualification from DCA (only applicable if HOME Consent has been issued)	



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24	XXIV. Required Legal Opinions	01	Projects involving acquisition and rehabilitation require a Legal opinion regarding Acquisition Credit eligibility	
		02	Projects operated as assisted living facilities require a legal opinion regarding Credit eligibility	
		03	Non-profit organizations applying for Credit under the non-profit set aside must include in the Application an opinion of a third party attorney who specializes in tax law on the non-profit's current federal tax exempt qualification status	
		04	Scattered site projects require a legal opinion that addresses the proposed site plan and its determination as a Scattered Site as defined in Section 42(g)(7) of the Code and this QAP	
25	XXV. Relocation and Displacement of Tenants	01	Completed Site Relocation Survey form -- ALL PROJECTS	
		02	Relocation Displacement Spreadsheet	
		03	Detailed Project Relocation and/or Displacement Plan	
		04	Detailed explanation of mitigation efforts for project relocation and/or displacement, as applicable	
		05	Detailed Project Relocation and/or Displacement Budget	
		06	Copy of DCA's prior written approval of temporary tenant relocation and/or permanent tenant displacement, if applicable	
		07	Multifamily Tenant Relocation Plan Certification	
		08	Rent Rolls (most recent 3 months)	
		09	Tenant Household Data Forms - completed and executed for each unit	
		10	General Info Notice for Occupants with Proof of Delivery (HOME Only)	
		11	Other Master relocation plan(s) - e.g. HOPE VI	
		12	Any other documents required in DCA Relocation Manual	
		13	For advisory services, provide biography or letter showing experience in face-to-face community engagement among tenancy served. Include methods used & past examples	
		14	DCA Resident Engagement for Occupied Rehab form: For 4% both tabs are required; For 9% only Engagement tab is required	
26	XVIII. Integrated Supportive Housing Section B	01	Commitment for PBRA executed by authorized regulatory agency	
		02	Administrative Plan outlining this tenant selection preference and evidence of a request to HUD for approval of the preference	
Appendix II: Scoring only				
27	II. Deeper Targeting/Rent/Income	01	Commitment for <u>new</u> PBRA executed by authorized regulatory agency	
28	III. Desirable/Undesirable Activities	01	Desirable/Undesirable Certification form (completed and submitted in both Excel and signed PDF)	
		02	Google Maps driving or walking route for each claimed desirable starting from walking and/or driving entrance to address of desirable amenity	
		03	Evidence of mitigation of undesirable activity/characteristic from third party by September 1, 2019.	
		04	If (h) Child care service licensed by Georgia Dept. of Early Care and Learning listed as Desirable, then Documentation of State license	
		05	Site map indicating the specific location of the nearest grocery store (including distance from site) and copy of USDA Food Access Research Atlas showing "LI and LA at 1 and 20 miles" layer with site location clearly marked.	
		06	If applicable, evidence of any claimed desirable that is under construction at time of application. The structure must be above ground, at minimum provide color photos. Additional documentation that evidences the claimed desirable is under construction may be included.	
29	IV. Community Transportation Options Section A	01	Narrative submitted and signed by a representative of the transit agency describing the strategic plan for the proposed site (Item "A1" only).	
		02	Documentation showing the local transit agency's land ownership (Item "A1" only).	
		03	Walking distance route obtained from Google Maps from the geo-coordinates of the pedestrian site entrance to the transit stop	
		04	Photograph of the transit stop accompanied by a description of the stop's location	
		05	Documentation of cost of service, relevant transit route(s) & route schedule must be included in a PDF of the webpage. The PDF must include webpage URL. If the website does not include this criteria, a letter from the transit agency is required and must include documentation of cost of service, relevant transit route(s) and route schedule, as well as the phone number and email address of the transit service.	
	Section B	02	06 Map showing the location of the transit stop in relation to the proposed development site and clearly indicating the site entrance(s) and pedestrian site entrance(s) to be used in calculating distance.	
			07 Google Map walkg routes must originate from geo-coordinates of pedestrian site entrance or nearest physical address & end at transit stop.	
			08 Photograph (preferably color) of the transit stop accompanied by description of the stop's location (if applicable).	
			09 Documentation of cost of service and relevant transit route(s) must be included in a PDF of the webpage. The PDF must include the webpage URL. If the website does not include this criteria, a letter from the transit agency is required and must include documentation of cost of service and relevant transit route(s), as well as the phone number and email address of the transit service.	



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30	V. Enriched Property Services	01	Signed Memorandums of Understanding with service partners, detailing all QAP requirements	
		02	Signed Memorandums of Understanding with service partners, detailing all QAP requirements	
		03	01 Detailed description of the community garden. 02 Detailed plan of the proposed healthy eating program 03 Signed Memorandums of Understanding with service partners, detailing all QAP requirements	
31	VI. Place-Based Opportunity	01	School district map showing that the property is in the attendance zone of school. Both the site location and attendance zone boundaries must be clearly indicated on the school district map. If the school district map is unavailable or unobtainable for any reason, a letter from a school district representative must be submitted evidencing that the proposed site is within the school district boundaries.	
		02	For each school, a three-year average of 2015-2017 CCRPI data.	
		03	For each school, school name highlighted in PDF copy of file "2017 (or 2018) BTO Designations"	
		04	Copy of report from the Census Bureau's "OnTheMap" website demonstrating that the site meets QAP requirements.	
		05	A document identifying the exact address entered into the search box on the website: http://onthemap.ces.census.gov/ .	
32	VII. Revitalization/ Redevelopmt Plans	01	DCA Community Revitalization Plan Certificate	
		02	PDF of the full Community Revitalization Plan	
		03	Map of CRP's Targeted Area clearly marked with location of proposed development	
		04	Evidence of public input and engagement occurring during CRP's creation -- either: -- Direct evidence of public input and engagement (e.g., advertisements of public meetings, agendas, sign-in sheets); or -- Signed letter from representative of entity responsible for CRP summarizing the CRP's public input and engagement process	
		05	Evidence of Local Government approval or re-approval -- either: -- Direct evidence of Local Govt approval or re-approval (e.g., Local Govt resolution or meeting minutes) occurring within five (5) yrs of Application Submission; or -- Signed letter from Local Govt representative confirming date of Local Govt's official approval or re-approval of CRP within five (5) yrs of Application Submission.	
		06	Documentation evidencing that the proposed site is located in a QCT.	
		07	Commitment of funds demonstrating source and amount of investment	
		08	Description and location of improvements on site map	
		09	Timeline for completion	
33	VIII. Community Transformatn	01	01 Established community partner letters, prepared in accordance with QAP requirements	
		02	Quantitative/numerical data evidencing that the joint effort between partners has measurably improved residents' access to education, health, employment, and/or transportation services.	
		02	Developer Entity's IRS tax returns documenting the charitable donation OR grant statements, press releases, letters, or other documentation substantiating the local philanthropic activities	
		03	Documentation of a public bid process, if applicable, such as the RFP used by the Local Government or a letter describing selection process.	
		04	01 Commitment of funds 02 Detailed source of funds 03 Detailed use of funds	
		05	01 Signatures from representatives listed under item B1 indicating commitment to serve on the CQB 02 Letter from each CQB representative listed under item B2 stating commitment to serve on the CQB 03 A completed Community Transformation Plan Certificate	
34	IX. Stable Communities	01	Each page of most current FFIEC census report (as of January 1, 2019) demonstrating project meets requirements.	
		02	Map clearly showing the census tract of the proposed site and, if applicable, distance from site entrance to census tract.	
		03	Map clearly showing the census tract of the proposed site	
		04	A PDF copy of the Opportunity360 Measurement Report for the census tract containing the proposed development.	
35	X. Community Designations	01	01 Choice Neighborhood Implementation grant award as well as documentation that the proposed project is included in the targeted area. 02 Letter from one of the CNI awardees confirming that the proposed property has been selected to receive these points.	
		02	One (1) letter from Purpose Built Communities nominating one (1) proposed development discussing how the proposed development will further the neighborhood's holistic community revitalization strategy.	
36	XI. Phased Develop / Previous Projects	01	Master Plan with complete project concept showing all phases	
		02	Legal documentation that site control was established for all phases when the initial phase is closed	



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37	XII. Extd Affrd Comm Section B	01		Copy of strategy documents meeting the QAP requirements	
38	XIII. Exceptional Nonprofit/ Public Housing Authority	01		DCA Exceptional Nonprofit/PHA Assessment Form	
		02		Copy of organization's publicly available federal form 990 for 2016 and 2017. If the Form 990 is not available, DCA requires a clear explanation and proof of exemption.	
		03		Copy of 2017 and 2018 recent annual audits completed by an independent auditor for the Nonprofit. If the Nonprofit operates on a Fiscal Year ending after Application Submission, the Nonprofit must provide 2016 and 2017 audits	
	Section B	04		Copy of 2017 and 2018 recent annual audits completed by an independent auditor for the PHA	
39	XV. DCA Community Initiatives	01		Letter executed by the GICH community's primary and secondary contact on record with the University of Georgia Housing and Demographic Research Center as of May 1, 2019, committing the formal support of the majority of GICH members	
		02		Letter from Local Government agreeing to the issuance of the letter	
40	XVI. Favorable Financing	01		Commitment letter for such new loan and/or grant and/or historic/New Markets Tax Credit equity commitment letter;	
		02		Copy of the Georgia DNR-HPD and NPS approved Part 1, Part 2 and the Georgia- approved Part A (for historic tax credits only)	
	03		A copy of the draft ground-lease agreement		
	04		Letter from Lessor that states it will execute the Land Use Restriction Covenant		
41	XVII. Historic Preservation	01		Documentation on the previous use of the building	
		02		Documentation of whether or not the building is occupied	
	03		Narrative of how the (specific) building(s) will be reused		
	04	Sect A & B		Copy of GA DNR-HPD and NPS approved Part 1- Evaluation of Significance	
	05			Preliminary equity commitment for historic rehabilitation credit	
42	XVIII. Compliance Performance	01		The document issued by DCA granting the Waiver to any Point Deductions requested during the Pre-Application process.	
		02		Listing of only the Georgia Properties for the entire Development Team, as included in the Compliance History Summary Section of the Performance Workbook	
	03	Section B		If claiming Point Additions to cover possible Deduction Points in this section, a listing of Successful Georgia Affordable Developments owned by the Project Team	
	04			If applicable, a copy of letter issued by DCA granting SAE Waiver request that was submitted at Pre-Application or during Threshold review	
	05			For properties located outside of Georgia, if requested by DCA as part of Threshold Qualification, a letter from the Syndicator or HFA that documents the property compliance status of good standing	
43	Additional Documentation	Item	<i>Specify Below Any Other Necessary Documents Not Listed in Sections Above</i>		
	QAP Sect or Manual	Sub-Section	Nbr	Assign Form Nbr (if needed due to multiple documents for same Item Nbr) and/or Form Name	
			01		
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The Georgia Department of Community Affairs is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. For a reasonable accommodation please contact Sandy Wyckoff at 404-679-0670 or email fairhousing@dca.ga.gov.

