

CITY OF BEAVERTON/

WASHINGTON COUNTY HOME CONSORTIUM



Section III. Application Checklist

Complete this form and attach it as the cover page for your HOME application.

Date: _____	Project Name: _____
Project Sponsor: _____	

Instructions:

A response should be made to each of the following questions by checking the appropriate box- **Yes (Y)** if the answer is "yes" or an "item is attached", **No (N)** if the answer is "no" or an "item is not attached".

	Y	N
1. Is the Application signed by Agency's designated representative and is a copy of the authorization to submit the application included?	_____	_____
2. Is your Agency seeking certification or recertification as a CHDO?	_____	_____
3. Is your HOME request no more than the specified amount in HOME Program Policy 3.8.1 with respect to the maximum HOME awards based on the number of HOME-like units?	_____	_____
4. Did your organization submit more than one (1) HOME housing project Application in this Program Year funding cycle?	_____	_____
5. Is a copy of your Agency's most recent Financial Statement attached?	_____	_____
6. Is a copy of your Agency's most recent Audit attached? (IRS 990 may be substituted for an audit if your organization has not been audited)	_____	_____
7. If the sponsor is a nonprofit agency, is a copy of your IRS 501 (c)(3) tax exempt organization designation letter attached?	_____	_____
8. Is a map showing the geographical location of the project attached?	_____	_____
9. Has a photo of the project site been attached?	_____	_____
10. Has a copy of an architectural rendering, site maps or floor plans (no larger than in 11x7 inch format) been included?	_____	_____
11. Have you attached a letter from local planning department confirming your project conforms to local zoning and land use rules, or identifies what additional requirements will be needed to secure local entitlements?	_____	_____

APPLICATION CHECKLIST

	Y	N
12. For acquisition projects, have copies of the following been attached?		
a. Evidence of site control (e.g. purchase agreement)?	_____	_____
b. Evidence of a preliminary appraisal?	_____	_____
c. Copies of URA Notice of Voluntary Sale?	_____	_____
d. Copies of URA Notice(s) sent to all occupants?	_____	_____
e. Copy of relocation plan detailing temporary and/or permanent relocation expenses and source of payment of expenses.	_____	_____
13. For rehabilitation projects, is a Rehabilitation Assessment attached?	_____	_____
14. If this is a joint venture, have documents that legally describe the third-party agreements been attached?	_____	_____
15. If resident services are to be provided, are copies of contracts attached?	_____	_____
16. Are the following exhibits attached to your Application?		
Exhibit A-1. Site and Neighborhood Standards?	_____	_____
Exhibit A-2. Economic Characteristics of the Neighborhood?	_____	_____
Exhibit B. HOME Assisted Units?	_____	_____
Exhibit C. Davis/Bacon Wage Rate?	_____	_____
Exhibit D. Committed & Conditional Funds?	_____	_____
Exhibit E. Calculated HOME Match?	_____	_____
Exhibit F. Project Development Budgets and Financing Details:		
F-1. Residential Development Budget	_____	_____
Non-Residential Development Budget	_____	_____
Residential Development Budget Narrative	_____	_____
Non-Residential Development Budget Narrative	_____	_____
F-2. Residential Per Unit Cost Data and Bridge to Permanent Financing	_____	_____
F-3. Estimate of Cash Flow During Development	_____	_____
F-4. Proposed Rent Levels	_____	_____
F-5. Operating Pro Forma	_____	_____
F-6. Details of Operating Budget Revenues & Expenses	_____	_____
F-7. Details of Service Revenue & Expenses	_____	_____