**Combined VHFA, VHCB, VCDP Checklist**

**(includes required attachments)**

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|  | **VHFA** | | **VHCB** | | **VCDP** |
|  | Rental | Homeownership | Rental | Homeownership | Rental/ Homeownership |
|  |  | | | | |
| Common Application Form |  |  |  |  |  |
| VHFA Application Supplement |  |  |  |  |  |
| VHCB Application Supplement |  |  |  |  |  |
| VCDP Application Supplement |  |  |  |  |  |
| Construction Cost Estimate (by AIA Divisions, including contingency) including date prepared and name of independent architect or cost estimator |  |  |  |  |  |
| Pro Forma Development Budget |  |  |  |  |  |
| Site Plans |  |  |  |  |  |
| Site Location Map |  |  |  |  |  |
| Floodplain Map |  |  |  |  |  |
| Preliminary Floor Plans |  |  |  |  |  |
| Building Elevations |  |  |  |  |  |
| One Original Set of Color Photographs (or color photocopies) |  |  |  |  |  |
| Current Appraisal (include sample unit appraisals with for-sale housing developments) |  |  |  |  |  |
| Evidence of Site Control (e.g. deed, option, purchase and sales agreement) |  |  |  |  |  |
| Act 250 Project Review Sheet (if applicable) |  |  |  |  |  |
| Resumes of Development Team (for team members who have done no affordable housing projects in the last two years) |  |  |  |  |  |
| Evidence (e.g. copies of language from plans) that project conforms with adopted or proposed local and regional plans and zoning. |  |  |  |  |  |
| Evidence of Other Funding Commitments |  |  |  |  |  |
| Summary of Results of Any Tests for Lead-Based Paint or Other Hazardous Materials (on all applicable existing structures as required) |  |  |  |  |  |
| Capital Needs Assessment (for moderate rehab projects; this may be waived if the scope of work incorporates an assessment of capital needs by the architect) |  |  |  |  |  |
| Market Demand Data (full independent market study if units are being added |  |  |  |  |  |
| VHFA (all applicants) |  |  |  |  |  |
| Independently-prepared Market Study meeting VHFA Standards |  |  |  |  |  |
| Letter from Town Administrator regarding zoning and permitted density |  |  |  |  |  |
| Full Plans and Specifications |  |  |  |  |  |
| Current Personal and Corporate Financial Statements |  |  |  |  |  |
| List of Developments Competed within the Last Five Years and In-Process Developments (That demonstrate experience and capacity to complete the proposed project) |  |  |  |  |  |
| Attach a Description of “Why this Loan is Being Requested from VHFA, and How the Project Will Benefit from this Loan” |  |  |  |  |  |
| Attach a Description of the “Specific Neighborhood and Community Benefits” of the Project |  |  |  |  |  |
| Unit Price Schedule, Including Unit Types and Designs |  |  |  |  |  |
| Application Fee ($250) |  |  |  |  |  |
| HOUSING CREDIT APPLICANTS |  | | | | |
| Documentation of location relative to designated downtown or village center, if applicable |  |  |  |  |  |
| Documentation of local public hearing / meeting |  |  |  |  |  |
| Documentation that project is part of a concerted Community Revitalization Plan, if applicable |  |  |  |  |  |
| Documentation that project has an existing rental assistance contract or a commitment for a new rental assistance contract |  |  |  |  |  |
| Housing Assistance Reporting Tool (HART) form |  |  |  |  |  |
| Permit Documentation (if Highly Ready to Proceed) |  |  |  |  |  |
| Universal Design Checklist |  |  |  |  |  |
| Supportive Services Plan (if applicable) |  |  |  |  |  |
| Supportive Services Budget (if applicable) |  |  |  |  |  |
| ALL VHFA FINANCING |  | | | | |
| Phase I Environmental Site Assessment |  |  |  |  |  |
| Month by Month sources and uses / construction draw schedule (if applying for construction financing) |  |  |  |  |  |
| VHFA TAX EXEMPT BOND FINANCING |  | | | | |
| TEFRA Notice Information Sheet |  |  |  |  |  |
| NONPROFIT APPLICANTS |  | | | | |
| IRS 501(c) Designation |  |  |  |  |  |
| Most Recent Audited Financial Statement |  |  |  |  |  |
| Articles of Association |  |  |  |  |  |
| Bylaws |  |  |  |  |  |
| Most Recent 990 Filing |  |  |  |  |  |
| Note: audited financials needed from all applicants; other items only needed from “new” nonprofit applicants. |  | | | | |
|  |  |  |  |  |  |
| ER, Phase I, or Environmental Site Review Checklist |  |  |  |  |  |
| VHCB/HOME |  | | | | |
| Copies of State/Local/Regional contact letters and any responses |  |  |  |  |  |
| HOME Program Income Verification Form and Third Party Verification (occupied units) |  |  |  |  |  |
| URA General Info Notices and Return Receipts (for existing tenants) |  |  |  |  |  |
| Current List of Board of Directors, Addresses, and Affiliations |  |  |  |  |  |
| VCDP |  | | | | |
| VCDP Additional Narrative Questions |  |  |  |  |  |
| Resolution for VCDP Grant Application Authority (Form E or E2) |  |  |  |  |  |
| Notice of Public Hearing (Form F) |  |  |  |  |  |
| Certification of Program Income / Unrestricted Revenue Available (Form G) |  |  |  |  |  |
| Housing Enhancements Options Cost Chart (Form H) |  |  |  |  |  |
|  |  |  |  |  |  |

Note: The VCDP application is on-line and the attachments required are outlined on this checklist and on the VCDP on-line application site.

Note: **HOME Applicants:** Please see the “Process Checklist for HOME Projects” in the HOME Handbook <http://www.vhcb.org/pdfs/homehandbook/2c.pdf> for helpful information on the HOME requirements throughout the application and development process. This checklist is used internally at VHCB by HOME staff to track project compliance. If applying for CHDO Reserve HOME Funds, updated CHDO Compliance documentation (including a CHDO Certification Checklist) must be submitted. Please contact HOME staff with questions.