

VHFA HOUSING CREDIT EVALUATION CHECKLIST

Action	Date	Comments and Conditions
Pre-Development Meeting		
HC Accessible Playgrounds issue		
Per Unit Cost Issue		
Board Approval		
Zoning Administrator Letter		
Evidence of Site Control		
Elevation Drawings		
Local CEO Letter		
Letter of Intent		
Reservation Certificate/Binding Rate Agreement		
Fair Housing Plan		
Letter from Homeless Service Provider		
Plans & Specs		
Financing Commitments		
10% Cost Certification		
Carryover Allocation		
Capital Needs Assessment		
Final Cost Certification		
8609		