

## Exhibit G APPLICATION CHECKLIST (2009)

The Applicant is responsible for ensuring that the Application is submitted with all appropriate attachments. Refer to the *Policies* for additional information and requirements on attachments to the Application

Each attachment should be clearly labeled with its checklist number. If an item relates to more than one attachment, it should be included once, and its location clearly noted for any subsequent attachment.

Items marked with an arrow (➤) are required of **all** Applicants.

Items marked with an asterisk (\*) are **not** required if Applicant received an allocation of credit in 2007 or later and there were no organizational changes.

Included	Attachment	Reference
	<b>Application and Application Fee</b>	
➤ <input type="checkbox"/>	1. Application	<i>Chapter 4, Section A</i>
➤ <input type="checkbox"/>	2. Nonrefundable Application Fee (preferably a cashier's check)	<i>Chapter 4, Section A Chapter 11, Section A</i>
	<b>Fully Funded Projects</b>	
➤ <input type="checkbox"/>	3. Evidence that all necessary funding commitments have been made: <ul style="list-style-type: none"> <li>• Projects financed with public resources: Binding loan commitments;</li> <li>• Projects not financed with public resources: letter of interest from lender and lender-ordered appraisal;</li> </ul>	<i>Chapter 5, Section A(3)</i>
	<b>Evergreen Sustainable Development Standard</b>	
➤ <input type="checkbox"/>	4. For those projects that do not have funding through DCTED: <ul style="list-style-type: none"> <li>• Evergreen Sustainable Development Standard Checklist</li> <li>• Evergreen owner certification</li> </ul>	<i>Chapter 4, Section J</i>
	<b>Site Information</b>	
➤ <input type="checkbox"/>	5. Evidence of Site Control (including site map showing any anticipated changes to the legal description)	<i>Chapter 4, Section E</i>
➤ <input type="checkbox"/>	6. Title report	<i>Chapter 4, Section F</i>
	<b>Miscellaneous Minimum Threshold Requirements</b>	
➤ <input type="checkbox"/>	7. Consolidated Plan letter(s)	<i>Chapter 4, Section H</i>

Included	Attachment	Reference
➤ <input type="checkbox"/>	8. Notification of public housing authority	<i>Chapter 4, Section P</i>
➤ <input type="checkbox"/>	9. Market Study	<i>Chapter 4, Section I</i>
➤ <input type="checkbox"/>	10. Affirmative Marketing Plan (AMP)	<i>Chapter 4, Section K</i>
<b>Development and Property Management Team Capacity</b>		
➤ * <input type="checkbox"/>	11. Current statement of experience for the Applicant, the Developer, and if applicable, the project management consultant and/or the property management consultant	<i>Chapter 4, Sections L &amp; M</i>
➤ <input type="checkbox"/>	12. "Certification Regarding Financial Solvency and Litigation Status"	<i>Chapter 2, Section C</i>
<input type="checkbox"/>	13. Development consultant agreement(s) and other consultant contracts	<i>Chapter 4, Sections L &amp; N</i>
<input type="checkbox"/>	14. Property management agreement or Letter of Intent	<i>Chapter 4, Section M</i>
<b>Applicant Organizational Information</b>		
➤ <input type="checkbox"/>	15. IRS notification of Applicant's federal identification number	<i>Chapter 4, Section D</i>
➤ <input type="checkbox"/>	16. Organizational chart identifying each entity or individual with an ownership interest in the Project, including percentage of ownership	<i>Chapter 4, Section R</i>
➤ <input type="checkbox"/>	17. Identity of Interest information	<i>Chapter 2, Section A</i>
➤ <input type="checkbox"/>	18. Resolution or Consent Granting Signature Authority	<i>Chapter 4, Section A</i>
<b>For Corporations</b>		
<input type="checkbox"/>	19. Certificate of Existence/Authorization and Articles of Incorporation	<i>Chapter 4, Section R</i>
<b>For Limited Partnerships</b>		
<input type="checkbox"/>	20. Partnership Agreement, and Certificate of Existence/Authorization	<i>Chapter 4, Section R</i>
<b>For Limited Liability Companies</b>		
<input type="checkbox"/>	21. Limited Liability Company Agreement and Certificate of Existence/Authorization	<i>Chapter 4, Section R</i>

Included	Attachment	Reference
	<b>For General Partnerships</b>	
<input type="checkbox"/>	22. Partnership Agreement <u>and</u> Certificate of Existence/Authorization for each General Partner or party that is a Limited Partnership, Limited Liability Company, or corporation	<i>Chapter 4, Section R</i>
	<b>For Qualified Nonprofit Organizations</b>	
<input type="checkbox"/>	23. IRS determination letter	<i>Chapter 5, Sections B &amp; D</i>
* <input type="checkbox"/>	24. Articles of incorporation as filed with the Secretary of State	<i>Chapter 5, Sections B &amp; D</i>
* <input type="checkbox"/>	25. Bylaws and/or other governing instruments of the organization	<i>Chapter 5, Sections B &amp; D</i>
<input type="checkbox"/>	26. Evidence of ownership and Material Participation in the development and operation of the Project throughout the Project Compliance Period	<i>Chapter 5, Sections B &amp; D</i>
* <input type="checkbox"/>	27. List of names of all board members and officers of the organization <u>and</u> any affiliation	<i>Chapter 5, Sections B &amp; D</i>
	<b>For Rural Development Projects</b>	
<input type="checkbox"/>	28. For Projects selecting the RD Project Credit Set-Aside: written authorization to proceed as a Section 515 new construction project from RD or proof of RD financing for acquisition/rehabilitation projects	<i>Chapter 5, Section B(6)</i>
	<b>Allocation Criteria and Additional Housing Commitment Information</b>	
<input type="checkbox"/>	29. For Projects selecting points for Nonprofit Sponsor, provide documentation that the Project is eligible under the scenario selected.	<i>Chapter 6, Section C(4)</i>
<input type="checkbox"/>	30. For Projects selecting the Farmworker Housing Commitment, a marketing and referral plan	<i>Chapter 6, Section C(5)</i>
<input type="checkbox"/>	31. For Projects selecting to serve Homeless Households (Option "A", "B", or "C"), a completed "Certification of Consistency with the Ten Year Plan to End Homelessness"	<i>Chapter 6, Section C(5)</i>
<input type="checkbox"/>	32. For Projects selecting the Option "A" under Housing for the Homeless, evidence of Supportive Services	<i>Chapter 6, Section C(5)</i>

Included	Attachment	Reference
<input type="checkbox"/>	33. For Projects selecting the Option "B" under Housing for the Homeless, a Comprehensive Service Plan and a detailed funding strategy	<i>Chapter 6, Section C(5)</i>
<u>N/A</u>	34. <del>For Projects selecting the Option "C" under Housing for the Homeless, provide a copy of the Commission's pre-approval documentation email.</del>	<i>Chapter 6, Section C(5)</i>
<input type="checkbox"/>	35. For Projects selecting the At-Risk Properties Criterion, a federal agency certification confirming the Project's eligibility and if applicable, the written notice required in RCW 59.28.040	<i>Chapter 6, Section C(6)</i>
<input type="checkbox"/>	36. For Projects selecting the Historic Property Allocation Criterion, documentation that the Project is listed in the National Register of Historic Places, located in a registered historic district, or designated as a state landmark	<i>Chapter 6, Section C(9)</i>
<input type="checkbox"/>	37. For Projects selecting the Targeted Areas Allocation Criterion or requesting 130% increase to Eligible Basis, site map showing Project location and census tract if the Project is in a QCT or DDA, documentation of designation by local jurisdiction if the Project is in a targeted area, or documentation proving that the project is located on an eligible Indian Reservation or within the eligible service area of the tribe.	<i>Chapter 6, Section C(10)</i> <i>Chapter 3, Section D</i>
<input type="checkbox"/>	38. For Projects selecting the additional 2 points available for Community Revitalization Plan under either the Rehabilitation Projects Allocation Criterion or the Targeted Areas Allocation Criterion, documentation of an approved plan	<i>Chapter 6, Sections C(7) or (10)</i>
<input type="checkbox"/>	39. For Projects selecting the Leveraging of Public Resources Allocation Criterion, documentation that the Project has received a substantial funding commitment	<i>Chapter 6, Section C(11)</i>
<input type="checkbox"/>	40. For Projects selecting the Eventual Tenant Ownership Allocation Criterion, comprehensive plan addressing financial and programmatic structure and timing of ownership transfer	<i>Chapter 6, Section C(13)</i>

## **Project Financing and Related Information**

- 41. Fifteen year operating pro forma for the Project *Chapter 4, Section O*
- 42. Documentation of utility allowance calculations and schedule *Chapter 2, Section J  
Application, page 33*
- 43. For Projects requesting an increase in the maximum development cost per Housing Unit and evidence that the Project will be subject to: competitive bid requirements; or either Davis Bacon wage rates or state prevailing wage requirements *Chapter 3, Section B*
- 44. For Projects eligible for Historic Rehabilitation Tax Credit, an itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation Expenses; an explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs, and a detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the Project *Application,  
pages 11 & 25*
- 45. For Projects with any Low-Income Housing Units which are receiving or have a commitment for rental assistance, current rental assistance documentation of the commitment specifying the number of housing units, dollar amount, length of time, etc. *Chapter 2, Section J*
- 46. For Projects claiming acquisition Credit, "Certification Regarding Acquisition Credit" *Application, page 13*
- 47. For Projects which include commercial and/or other non-residential space, supplemental budget forms and operating pro formas *Chapter 4, Section O*
- 48. Relocation plan *Chapter 4, Section G*
- 49. Letter from local government agency with jurisdiction over tenant relocation issues *Chapter 4, Section G*
- 50. Certification of Ability to Contribute Equity to the Project *Application, page 29*
- 51. HOPE VI Set-aside requirements. Proposed master Plan for the project and/or annual status report. *Chapter 5,  
Section B(2)*

Other: (Specify any other attachments provided)

52.

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