



## NATIONAL HOUSING TRUST FUND (NHTF) APPLICATION PACKAGE TABLE OF CONTENTS

Development Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

### INSTRUCTIONS:

- 1 Applications must be submitted in a green ACCO binder (Stock #25976 -Dk Green) .
- 2 The binder must be clearly marked with the Development's Name, Applicant's Name, and the title "2016-2017 NHTF APPLICATION".
- 3 All documents must be binded with acco fasteners.
- 4 Documents must be submitted in the order indicated on this Table of Contents.
- 5 Supporting documents must be properly executed.
- 6 All items indexed must be tabbed and numbered accordingly.
- 7 All MHC *attachments and forms* must be submitted in its original format and include original signatures.
- 8 For any item that is duplicated in the 2017 Housing Tax Credit Application package, applicants may reference the tax credit application in lieu of providing the actual document. The reference must be specific (e.g. *Site Control: see HTC Application Binder II, Section VI.2*).
- 9 The Table of Contents should be placed at the beginning of the binder on top of all supporting documentation.

### I. APPLICATION AND CERTIFICATIONS

- 1 HTF Application
- 2 Application Preparer's Certification (Attachment HTF)
- 3 Self Certification (Attachment HTF)
- 4 Certifications/Assurances (Attachment HTF)
- 5 Community Service Certification Form (Attachment HTF)
- 6 Special Needs Housing Commitment Certification
- 7 Long Term Rental Assistance Commitment Certification
- 8 MOU for Mississippi Affirmative Olmstead Initiative
- 9 Resolution to submit for HTF funding

### II. GENERAL INFORMATION

- 1 Project Narrative
- 2 Project Location Map and Neighborhood Description
- 3 Public Hearing Documentation
- 4 Affirmative Marketing Plan (Attachment (HTF)
- 5 Management Experience (Attachment HTF)
- 6 Development Experience and Financial Capacity Documentation
- 7 Financial Feasibility Form & Certification
- 8 Statement regarding applicant's awareness of the Period of Affordability
- 9 Land Use Restrictive Agreement (LURA)
- 11 Applicant/Recipient Disclosure/Update Report (HUD 2880 form) Attachment (HTF)
- 12 Development Organizational Chart (Attachment HTF)

### III. PROJECT SPECIFIC INFORMATION

- 1 Initial Site Assessment Form/Site Control Documents (Attachment HTF)
- 2 Zoning Documentation



- 3 Market Study
- 4 Plans/Drawings
- 5 Physical Needs Assessment
- 6 Construction/Architect Certification (Attachment HTF)
- 7 Description of Materials (HTF Attachment)
- 8 Project Development Cost Budget Documentation
- 9 Sources and Uses Documentation (Attachment HTF)
- 10 30-Year Pro Forma
- 11 Environmental Checklist (Attachment HTF)
- 12 Project Completion Schedule (Attachment HTF)

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**IV. OTHER INFORMATION**

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- 1 MBE/WBE Plan
- 2 Project Management Plan and Management Agreement
- 3 Maintenance Service Plan

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**V. OTHER ATTACHMENTS**

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