|  |  | **FOR CITY USE ONLY** |
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| **ITEMS TO BE SUBMITTED**(number each file to maintain order) | Check if Enclosed | Date Rec’d | Complete | Not Complete |
| 1. Cover Letter/Narrative Description
 |  |  |  |  |
| **Application Workbook Exhibits 2-12** |  |  |  |  |
| 1. Self-Scoring Worksheet
 |  |  |  |  |
| 1. City Application Form
 |  |  |  |  |
| 1. Development Budget
 |  |  |  |  |
| 1. Financial Summary
 |  |  |  |  |
| 1. Unit Size and Affordability
 |  |  |  |  |
| 1. Operating Budget
 |  |  |  |  |
| 1. 30 Year Proforma
 |  |  |  |  |
| 1. Replacement Unit Analysis (if applicable)
 |  |  |  |  |
| 1. Development Schedule
 |  |  |  |  |
| 1. Developer Capacity Worksheet
 |  |  |  |  |
| 1. Developer Experience Worksheets
 |  |  |  |  |
| 1. Joint Venture Agreement (if applicable)
 |  |  |  |  |
| 1. Resumes of Developer’s Key Staff
 |  |  |  |  |
| 1. Resumes and Experience of Development Team
 |  |  |  |  |
| 1. HUD Utility Schedule Model

[www.huduser.org/portal/resources/utilallowance.html](http://www.huduser.org/portal/resources/utilallowance.html) |  |  |  |  |
| 1. Community Outreach Plan and Activities
 |  |  |  |  |
| 1. Evidence of Demand or Market Study
 |  |  |  |  |
| 1. Parcel Map
 |  |  |  |  |
| 1. Evidence of Site Control
 |  |  |  |  |
| 1. Preliminary Title Report
 |  |  |  |  |
| 1. Appraisal
 |  |  |  |  |
| 1. Relocation Plan (if applicable)
 |  |  |  |  |
| 1. Phase I Environmental Site Assessment
 |  |  |  |  |
| 24a. Phase II (if required) |  |  |  |  |
| 1. Preliminary Design Sketches
 |  |  |  |  |
| 1. Preliminary Marketing Plan
 |  |  |  |  |
| 1. Preliminary Management Plan
 |  |  |  |  |
| 1. Evidence of Financing Commitments
 |  |  |  |  |
| 1. Evidence of Rental or Operating Subsidies (if applicable)
 |  |  |  |  |
| 1. Neighborhood Narrative and Revitalization Description
 |  |  |  |  |
| 1. Location Map
 |  |  |  |  |
| 1. Discretionary Land Use Approvals
 |  |  |  |  |
| 1. Audited Financial Statements and Financial Analysis Workbook
 |  |  |  |  |
| 1. Preliminary Resident Services and Technology Plan
 |  |  |  |  |
| 1. Sustainability Plan
 |  |  |  |  |
| 1. Certification
 |  |  |  |  |