|  |  | **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 |  |  |  |  |