

NOFA Application Checklist

Please include this checklist as the Table of Contents for application.

Applicant _____
 Project _____
 Project Address _____

Items to be submitted (in separately tabbed sections)	Check if Enclosed	FOR CITY USE ONLY		
		Date Received	Complete	Not Complete
Narrative Cover Letter				
Self Scoring Worksheet				
City Application Form				
Community Outreach/Engagement Plan				
Evidence of Demand or Market Supply				
Parcel Maps				
Evidence of Site Control				
Replacement Unit Analysis				
Relocation Plan and Budget (if applicable)				

Preliminary Design				
Development Schedule				
Preliminary/Final Marketing Plan				
Preliminary/Final Management Plan (Rental Projects Only)				
Development Budget				
Construction Financing Commitments				
Permanent Financing Commitments				
Acquisition and Predevelopment Financing Commitments				
Rental or Operating Subsidies				
Planning Approvals/Proof of Planning Consult for Rezoning				
Operating Budget				
30-Year Proforma (Rental Projects)				
Unit Size and Affordability				

Location Maps				
Developer Experience Worksheets				
Nonperformance of Previously Funded Projects Narrative/Explanation				
Resumes of Developer's Key Staff				
Resumes and Experience of Other Members of the Development Team				
Audited Financial Statements and Financial Analysis Worksheets				
Business and Workforce Inclusion				
Preliminary Resident Services and Technology Plan and Service Provider MOUs				
Fair Housing Review Checklist				
Completed NOFA Electronic Workbook				
Joint Venture Agreement (if applicable)				
Proof that developer is M/WBE (if applicable)				