

Affordable Housing Program Attachments Checklist

Attachment/Form	Required?
<p>Financial Feasibility Spreadsheets</p> <ul style="list-style-type: none"> • Homeowner (xls) • Rental (xls) 	<p>Yes - This document is required for all AHP applications. Choose one based on your project's type (homeownership or rental). It includes the project's Sources and Uses of Funds and other financial information regarding the project. It is important to complete the document according to the instructions on the first page of the form so it can be successfully uploaded from your computer to AHP Online.</p>
<p>Development Schedule Form (xls)</p>	<p>Yes - This document is required for all AHP applications. Project development milestones and corresponding completion dates are requested.</p>
<p>Community Stability Forms</p> <ul style="list-style-type: none"> • Plan-Consistency • Distressed Community Designation • Blight Certification • Community Designation • Brownfield Certification • Historic Property Rehabilitation Certification • Preservation of Existing Subsidized Housing Certification • Architectural Compatibility • Land Banks Property Certification 	<p>No - Complete these forms if the project aspires to obtain up to 20 Community Stability points, which are awarded to affordable housing development projects that have a positive impact on the well-being of the community. Click here for a helpful Guide.</p>
<p>Empowerment Form</p>	<p>No - Complete this form if the project aspires to obtain up to 10 Empowerment points, which are awarded to projects providing housing in combination with a program offering one or more activities that assist residents in moving toward better economic opportunities. Click here for a helpful Guide.</p>
<p>Member Financial Participation Form</p>	<p>No - The member and sponsor must complete this form if the project aspires to obtain up to 3 points if a member institution has committed to participating financially in the project.</p>
<p>Attach Site Control Documents</p>	<p>No - On the Site Control page of the AHP Online application, provide documents, including an Option, Deed, or Sales Agreement, if a project has site control. These documents will need to be scanned to your computer and then attached to the application.</p>
<p>Fair Housing Form</p>	<p>Yes - This document is required for all AHP applications. Attach the form on the Fair Housing page of the AHP Online application. This document will need to be signed, scanned to your computer and then attached to the application.</p>
<p>Attach IRS 501c3 letter or documentation to prove qualified organization</p>	<p>No - On the Ownership page of the AHP Online application, provide this letter or other document if the project has a nonprofit sponsor or other qualified organization. This document will need to be scanned to your computer and then attached to the application.</p>

Attachment/Form	Required?
Displacement Form	No - On the Displacement page of the AHP Online application, provide this form if the project is permanently relocating residents. This document will need to be scanned to your computer and then attached to the application.
Market Study Specifications	Reference Only
Readiness to Proceed Helpful Guide	Reference Only
Owner Occupied Rehabilitation Form	Required for Owner Occupied Rehabilitation projects only.



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