

National Housing Trust Fund

Application Checklist

July 2021



Encl	Item
Threshold Criteria	
Applicant's Eligibility: Nonprofit organizations, for-profit organizations and public housing & tribal housing authorities are eligible to apply for HTF proceeds.	
	Evidence of eligibility of applicant (i.e., Articles of Incorporation, etc.)
	Complete HTC application submitted in 2021 IHSA 9% Cycle
	Number of HTF units to be designated
	Development Budget, Funding Sources and Operating Assumptions – include a copy of the Multifamily Loan Application and Multifamily Loan Application Checklist found https://www.wheda.com/developers-and-property-managers/forms-manuals-and-resources/multifamily-financing-forms .
Applicant's Ability to Obligate HTF Funds: Applicants must have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct or rehabilitate and manage and operate an affordable multifamily rental housing development.	
	Evidence of successful completion of two or more HTC properties in the state of Wisconsin or four or more in other states.
	Evidence that members of the applicant's staff have experience in the development, ownership or management of rental housing. Include resumes and professional training that have been obtained by the staff.
Applicant's Ability to Undertake Eligible Activities in a Timely Manner	
	Applicants must submit a timeline/schedule demonstrating the ability to achieve a financial closing and expend HTF funds in accordance with the deadlines associated with the HTF Award Year indicated in the Request for Applications (RFA). The timeline should include a schedule for securing any uncommitted funding sources. If WHEDA determines, at its discretion, that the proposed schedule is infeasible, an HTF award will not be made.
	Applicants must meet at least one of the State's Consolidated Plan housing priorities. See https://doa.wi.gov/Pages/LocalGovtsGrants/ConsolidatedPlan.aspx . The priority must be identified within the Threshold documentation that is submitted with the application.
Scoring Criteria	
	Completed Scoring Criteria Attachment with a minimum of 25 points evidenced and all specified documentation
Certifications – Use Forms Provided in Application Packet	
	Completed Housing Trust Fund Certifications document (Note: There are four (4) separate certifications required)
	HTF Environmental Checklist for New Construction or Rehabilitation Projects as Applicable