

National Housing Trust Fund

Application Checklist

May 2020



Encl	N/A	Item
<b>Threshold Criteria</b>		
<b>Applicant's Eligibility</b>		
	<b>MANDATORY</b>	Evidence of Eligibility of Applicant (i.e. Articles of Incorporation Etc.)
		Reservation of Award of 2020 State Housing Tax Credits
		Number of HTF units to be designated
		Development Budget, Funding Sources and Operating Assumptions – include a copy of the Multifamily Loan Application found on <a href="http://www.wheda.com/Forms/Multifamily-Financing/">www.wheda.com/Forms/Multifamily-Financing/</a> . Applicants utilizing the Housing Tax Credit program can submit the Multifamily Loan Addendum in lieu of the Multifamily Loan Application
<b>Applicant's Ability to Obligate HTF Funds</b>		
	<b>MANDATORY</b>	Evidence of development and ownership of two or more rental properties in the state of Wisconsin
		Ownership history for the properties identified above for a minimum of four years.
		Operating statements evidencing average physical occupancy in the properties during the past three years of no less than 92%.
		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.
<b>Applicant's Ability to Undertake Eligible Activities in a Timely Manner</b>		
	<b>MANDATORY</b>	Timeline/schedule demonstrating the ability to meet HTF deadlines in RFA
		Evidence of firm commitments for financing of not less than 85% of the proposed development budget.
		Applicants must demonstrate the ability and financial capacity to undertake, manage, complete, and meet all compliance requirements of the eligible activity. Include the past three years of financial statements for the applicant.
		Applicants must meet at least one of the State's Consolidated Plan housing priorities. The specific housing priority must be identified within the supporting documentation with this application.
<b>Scoring Criteria</b>		
		Completed Scoring Criteria Attachment with a minimum of 50 points evidenced
		Scoring Criteria – Geographic Diversity. Map showing that the property is located within one of the three identified target areas
		Scoring Criteria – Affordability. Provide copy of commitment or contract for Section 8 or Section 515 project-based assistance, project-based vouchers, 811 vouchers, NAHASDA funding for rental assistance, or similar project-based rental assistance or operating subsidy.
		Scoring Criteria – Priority Housing Needs. For those applicants intending to provide housing for the homeless and/or veterans, include a description of your outreach and service plan, experience providing housing and/or services for these populations, and description of funding sources to be utilized to provide the services.
		Scoring Criteria – Makes use of non-federal funding sources. Provide fully-executed, non-expired funding commitments for all secured funding sources.

<b>Certifications – Use Forms Provided in Application Packet</b>	
	Application Certification
<b>MANDATORY</b>	Certification of Compliance indicating that the housing assisted with HTF funds will comply with all HTF Compliance requirements noted in item VI of the Request for Applications
	Certification of the eligible activities to be conducted with the HTF funds as required in 24 CFR 93.200
	Property Standards Certification for New Construction or Rehabilitation Projects as Applicable signed by Applicant and Project Architect
	HTF Environmental Checklist for New Construction or Rehabilitation Projects as Applicable