

# Butte County CDBG-DR/Attachments Checklist

No.	Attachment Name	Uploaded	N/A
1	Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2	Applicant Developer Non-debarment Verification (SAM.gov screenshot or completed form)	<input type="checkbox"/>	<input type="checkbox"/>
3	Applicant Developer's Experience- Include the following for each project completed and currently owned: project name, number of units, whether it is CTCAC financed, whether it is Special Needs, date placed in service. Also complete HCD Development Experience form with information about three completed rental projects.	<input type="checkbox"/>	<input type="checkbox"/>
4	Profit and Loss Statements for two most recent fiscal years for three projects listed on Applicant Developer Experience Form. Provide an explanation for any years of negative cash flow.	<input type="checkbox"/>	<input type="checkbox"/>
5	Identity of Interest for Applicant and all Partners	<input type="checkbox"/>	<input type="checkbox"/>
6	Legal Status Questionnaire for Applicant and all Partners	<input type="checkbox"/>	<input type="checkbox"/>
7	Managing General Partner Non-debarment Verification (SAM.gov screenshot or completed form)	<input type="checkbox"/>	<input type="checkbox"/>
8	Administrative General Partner Non-debarment Verification (SAM.gov screenshot or completed form)	<input type="checkbox"/>	<input type="checkbox"/>
9	Limited Partnership Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
10	Organizational chart of Limited Partnership (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
11	Development Team resumes (Applicant Developer, General and Limited Partners (if any), Financial Consultant, Architect, General Contractor, Market Analyst)	<input type="checkbox"/>	<input type="checkbox"/>
12	Two most recent fiscal years of CPA Financial Review Letters and Audited Financials for all entities with ownership interest	<input type="checkbox"/>	<input type="checkbox"/>
13	Property Manager Experience- Include the following for each project currently managed: project name, owner, number of units, whether it is CTCAC financed, whether it is Special Needs, date placed in service	<input type="checkbox"/>	<input type="checkbox"/>
14	Service Provider Experience- Include the following for each project for which the service provider is currently providing services: project name, owner, number of units, target population, services provided, number of years services have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
15	Site Map showing the project site location and major cross-streets with "north" arrow.	<input type="checkbox"/>	<input type="checkbox"/>
16	Title Report that is dated less than 90 days prior to the application due date.	<input type="checkbox"/>	<input type="checkbox"/>
17	Evidence of site control (purchase agreement, option agreement, leasehold interest, disposition and development agreement, fee title)	<input type="checkbox"/>	<input type="checkbox"/>
18	Evidence of non-displacement- include date-stamped aerial photo of the site, and applicant narrative and/or section of property appraisal	<input type="checkbox"/>	<input type="checkbox"/>
19	Documentation of Opportunity Area per CTCAC scoring criteria	<input type="checkbox"/>	<input type="checkbox"/>
20	Map demonstrating that project is not in a High Fire Zone, per WUI building codes.	<input type="checkbox"/>	<input type="checkbox"/>
21	Evidence of entitlements or letter from City Planner indicating that the project meets all requirements for local approval under a nondiscretionary process and that the project as submitted will comply with CalGreen and WUI building codes.	<input type="checkbox"/>	<input type="checkbox"/>
22	Environmental Review Record documents, including environmental review reports (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
23	Unit Mix Chart, including the following: number of bedrooms, target AMI, rent restricted or non-rent restricted, DR-MHP assisted, tenant rent, utility allowance, gross rent	<input type="checkbox"/>	<input type="checkbox"/>
24	Scattered site management plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
25	Evidence of Article XXXIV compliance in the form of documentation from local jurisdiction or opinion letter from Applicant's attorney, with evidence of local jurisdiction concurrence.	<input type="checkbox"/>	<input type="checkbox"/>
26	Site plan showing where proposed improvements will be located (required), and any other architectural drawings (if available)	<input type="checkbox"/>	<input type="checkbox"/>
27	Market Study	<input type="checkbox"/>	<input type="checkbox"/>
28	Draft Affirmative Fair Housing Marketing Plan (must describe outreach efforts to disaster victims)	<input type="checkbox"/>	<input type="checkbox"/>
29	Letter from engineer or architect stating that the project will comply with Section 504 accessibility regulations	<input type="checkbox"/>	<input type="checkbox"/>
30	TCAC Workbook	<input type="checkbox"/>	<input type="checkbox"/>

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31	20-Year Cash Flow Proforma	<input type="checkbox"/>	<input type="checkbox"/>
32	Commitment of Section 8 Project Based Vouchers from the Housing Authority of the County of Butte (if available)	<input type="checkbox"/>	<input type="checkbox"/>
33	Supportive Services Memorandum Of Understanding (MOU) or Letter of Intent (LOI) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
34	Supportive Services Plan that describes: target population, services to be provided, and staff positions (including FTE ratios), that will be dedicated to the project (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
35	Planned Development Schedule that includes: NEPA review and approval, entitlements submission and approval, application for tax credit and/or tax-exempt bond allocations, application for other funding sources, property acquisition, construction finance closing, start and completion of construction, stabilized occupancy, permanent loan closing	<input type="checkbox"/>	<input type="checkbox"/>