

## HOUSING APPLICATIONS

### Required Attachments:

- Excel budget spreadsheet

NOTE: HOUSING spreadsheet contains six *separate* tabs. HOUSING project applicants should only complete Excel tabs relevant to their project: Development Budget – Permanent Financing (required for all housing applications); Development Budget – Construction Financing (if applicable); Rental Income and Rental Pro-Forma (required for all rental housing applications); For-Sale (required for all for-sale housing applications); and Development Budget – TBRA.”

- Resumés of key staff and/or consultants
- List of your organization’s current board members
- Architectural drawings, including site plan
- Copies of all environmental reports and related documents (e.g., SHPO review)
- Costs estimates prepared by a qualified third party (architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, or outreach materials)

### Submission Requirements:

- One (1) ORIGINAL of complete application, including all attachments (with Form 990/tax return)
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of complete application, including all attachments — except Form 990/tax return
- One (1) ELECTRONIC PDF COPY of application, including all attachments, on a disc or a flash/thumb drive.

## ECONOMIC DEVELOPMENT APPLICATIONS

### Required Attachments:

- Excel budget page
- For projects that will “CREATE OR RETAIN LMI JOBS,” please add following business/financial information:
- Projected profit and loss statement for three years
- Balance sheet; and profit and loss statements for past three years
- Current business financial statements (less than 90 days old)
- Current business debt schedule (e.g., notes, mortgages, accounts payable > 90 days)



- All application materials should be 3-HOLE PUNCHED.
- All application materials should be CLIPPED securely in sets — NO STAPLES or loose-leaf uncollated sets.
- No paper heavier than 20 LB. (75 G/M2) STANDARD should be submitted.
- All application materials should be on 8.5”x11” paper, if at all possible.

## **ECONOMIC DEVELOPMENT APPLICATIONS (CONT.)**

- If applying for funding portion of MIXED-USE PROJECT, please submit "Uses & Sources" table for complete project cost.
- Resumés of key staff and/or consultants
- List of your organization's current board members
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as "secured" in project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, or marketing materials)

### Submission Requirements:

- One (1) ORIGINAL of complete application, including all attachments (with Form 990/tax return)
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of complete application, including all attachments — except Form 990/tax return
- One (1) ELECTRONIC PDF COPY of application, including all attachments, on a disc or a flash/thumb drive

## **PUBLIC SERVICES APPLICATIONS**

### Required Attachments:

- Excel budget page
- Resumés of key staff and/or consultants
- List of your organization's current board members
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as "secured" in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)

### Submission Requirements:

- One (1) ORIGINAL of complete application, including all attachments (with Form 990/tax return)
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of complete application, including all attachments — except Form 990/tax return
- One (1) ELECTRONIC PDF COPY of application, including all attachments, on a disc or a flash/thumb drive

## **PUBLIC FACILITIES APPLICATIONS**

### Required Attachments:

- Excel budget page(s)
- Resumés of key staff and/or consultants
- List of your organization's current board members
- Architectural drawings (including site plan)
- Copies of all environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third party (architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as "secured" in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, or outreach materials)

### Submission Requirements:

- One (1) ORIGINAL of complete application, including all attachments (with Form 990/tax return)
- Twelve (12) double-sided 3-HOLE CLIPPED PUNCHED COPIES of complete application, including all attachments — except Form 990/tax return
- One (1) ELECTRONIC PDF COPY of application, including all attachments, on a disc or a flash/thumb drive