

APPLICATION CHECKLIST

Forms provided by Salt Lake County

- 1. Letter of Intent Form (Appendix A)
- 2. Application Coversheet Form (Appendix B)
- 3. Project Narrative Form (Appendix C)
- 4. Project Budget and Pro-Forma (Appendix D)
- 5. Marketing, Outreach, and/or Service Plan Form (Appendix E)
- 6. Completed Affordable Housing Project Form (Appendix F)
- 7. Environmental Compliance Practices, Vendor Compliance Statement, and Non-Debarment Certification (Appendix G)
- 8. Business Confidentiality Request Form, if applicable (Appendix H)
- 9. Exception to Contract Request/Remedy Form, if applicable (Appendix I)

Additional documents to be attached to the Application Coversheet Form

- 10. Verification of site control.
- 11. Letters of commitment for outreach/marketing, case management, and/or support services if provided by a third party.
- 12. Complete sources and uses statement with accompanying commitment letters from funding sources.
- 13. Project Schedule, including site acquisition, design, permitting, financing commitments, construction start and completion dates, zoning changes, and marketing & outreach. Indicate which steps are complete.
- 14. Project Pro Forma for the Affordability Period (20 years)
- 15. Site location and map or survey
- 16. Site plan, floor plans, and elevations, if available
- 17. Appraisal, if available
- 18. Environmental Phase I Report, if available
- 19. Letter of support from the city/township/town in which the project is located. The letter must indicate how the project supports the jurisdiction's [Municipal Moderate Income Housing Plans](#).
- 20. Certificate of Insurance meeting the requirements found in the Terms & Conditions.
- 21. ~~Examples of other affordable housing projects completed in the last 7 years within Salt Lake County or the State of Utah; include project name, address, AMI served, # of affordable units funded, list of funding sources, total cost of project.~~
- 22. Business license or Articles of Incorporation (if applicable).
- 23. 501(c)(3) Determination Letter (if applicable).