

Applicant Name: _____

Date: _____

Applicants must check off each category for which documents are included and complete.

Tab #	Tab Name	Comments	Check Off
1	Application	Application Checklist	
		Application Workbook	
		Training Certificate	
		Narrative describing the proposed project	
		A map clearly identifying the exact location of the development site	
2	Nonprofit Information (if applicable)	IRS 501(c)(3) Status Letter	
		SC Secretary of State Business/Incorporation information	
		By laws	
		List of Board Members	
		Proof of SAMS Registration	
3	Experience	Form 990	
		Narrative describing Applicant's successful experience with other affordable housing or shelter programs.	
		Previous Participation Summary	
		Staff members - List of personnel which will play key roles in the proposed project's development along with their contact information, job title and a description of their relevant experience.	
		Copies of all Staff Members' Résumés noting rental development and management experience.	
4	Financial Capacity	Policies and Procedures relating to Personnel Management including Table of Contents, if available, and pages covering hiring, termination, discrimination, harassment, and grievance procedures for the organization. DO NOT include the entire Employee Handbook	
		Affirmative Action plan	
		Reviewed, Compiled or Audited Financial Statements, dated within the last 12 months from the date of application, which must include an Income Statement and a Balance Sheet	
		Policies and Procedures relating to Financial Management for the organization's most current audit	
5	Construction	Provide loan commitments or other documentation associated with other lending sources.	
		If applying for NCS: Narrative explaining expected sources of operating revenue	
6	Rehabilitation	For New Construction: Preliminary Development Plans - Must include the front, rear and side elevations of the buildings as well as the detailed unit floor plans for each bedroom size (minimum size: 11" x 17").	
		For New Construction: Site Plan – Must show the placement of buildings, parking areas sidewalks, planned landscaping, amenities, easements, trash dumpsters, buffers, etc. on the site (minimum size: 11" x 17").	
7	Site	Detail scope of work	
		Warranty Deed, OR Option OR Sales Contract OR 50+ Year Land Lease	
3	CHDO Application (if applicable)	Proof of proper zoning or documentation of request for variance	
		CHDO Eligibility Questionnaire	
		Additional narratives required on Page 45 of the RLF guide	

PLEASE NOTE: All Applicants must adhere to the tabbing system.