Complete the 2020 AHFA CHDO Checklist by marking the box for the applicable required document. All application and supporting documentation must be indexed and labeled per the AHFA required format. Enter the page number within that document which satisfies each checklist requirement in the fields to the right of the checklist. *Specified requirements or evidentiary citations must be marked by a highlighter within the document. Any items on the checklist which are not applicable should be marked accordingly on the checklist and indexed page.*

Articles of Incorporation, By-Laws, Charters, Memorandums of Understanding, Contracts, Certifications and Resolutions, must be signed and dated by the Board President or other authorized signor(s). Supporting documents should be provided only once in their entirety the first time that they are referenced on the checklist. *Any subsequent reference to the document should be evidenced as an excerpted page of the document, to meet the applicable requirement.*

All AHFA-provided forms should be completed pursuant to their instruction, must be legible, all applicable spaces fully completed, and all supporting documentation included. Any information on the form which is not applicable should be marked accordingly.

The CHDO Application must be contained entirely within a 3-ring binder of suitable size to contain the necessary documentation **AND** a digital copy of the entire 2020 CHDO Application. There are six (6) checklist pages (A - F), each representing a category or section of requirements. Include a completed checklist page at the beginning of each section with indexed section dividers (colored sheets) following it, to provide evidence of the requirements addressed in that section or category. Label the document with the applicable index number (example: A1).

After the completeness review, each applicant with missing and/or incomplete application items (inclusive of items requiring clarifications), will be contacted via email regarding any missing and/or incomplete items or documents. Upon notice, applicants must submit all missing and/or incomplete items or documents as specified in Section III(C)(1) of the 2020 HOME Action Plan, within seven (7) business days of notification by AHFA or the application will be terminated, and no further consideration will be given.

AHFA anticipates notifying applicants of a determination of eligibility two weeks prior to the Application Date for the 2020 Competitive Application Cycle.

**INDEX FORMAT:**

AHFA 2020 CHDO Application Cover Sheet

AHFA 2020 CHDO Eligibility / Recertification (**AHFA Form CF-1)**

AHFA 2020 CHDO Checklist Page A. LEGAL STRUCTURE

A1: *Document Title*

A2: *Document Title*

A3: *Document Title*

A4: *Document Title*

AHFA 2020 CHDO Checklist Page B. INDEPENDENCE

B1: *Document Title*

B2: *Document Title*

B3: *Document Title*

B4: *Document Title*

B5: *Document Title*

B6: *Document Title*

B7: *Document Title*

B8: *Document Title*

B9: *Document Title*

B10: *Document Title*

B11: *Document Title*

AHFA 2020 CHDO Checklist Page C. FINANCIAL MANAGEMENT and CAPACITY

C1: *Document Title*

C2: *Document Title*

C3: *Document Title*

AHFA 2020 CHDO Checklist Page D. ACCOUNTABILITY to the LOW-INCOME COMMUNITY

D1: *Document Title*

D2: *Document Title*

D3.1: **AHFA Form CF-2** for all Board Members

D3.2: **AHFA Form CF-3** for entire Board

D4: *Document Title*

D5: *Document Title*

AHFA 2020 CHDO Checklist Page E. CAPACITY

E1: **AHFA Form CF-4** and resumes for all staff related to housing development

E2: **AHFA Form CF-5**

E3: Organizational structure and personnel chart

AHFA 2020 CHDO Checklist Page F. CHDO ROLE

F1: *Document Title*

F2: *Document Title*

F3: Identity Ownership Entity and Certificate of Existence

F4: Ownership Structure Chart

F5: Partnership Agreement(s)

F6: Articles of Incorporaiton

F7: **AHFA Form CF-6**

F8: Tenant Participation Plan

**Examples of CHDO as Sponsor Ownership Structures:**

**1. LIMITED PARTNERSHIP**

**Project Owner**

Limited Partnership

Holds Title to Property

**AHFA**

Written Agreement

& Funding

**Limited Partner**

Investor Entity

(99.99% interest in Project Owner)

**General Partner**

Wholly Owned Subsidiary of CHDO

(0.01% interest in Project Owner)

**CHDO**

100% Owner of

General Partner Entity

**2. LIMITED LIABILITY COMPANY**

**Project Owner**

Limited Liability Company

Holds Title to Property

**AHFA**

Written Agreement

& Funding

**Investor Member(s)**

Investor Entity

(99.99% interest in Project Owner)

**Sole Managing Member**

Wholly Owned Subsidiary of CHDO

(0.01% interest in Project Owner)

**CHDO**

100% Owner of

General Partner Entity