



State Housing Rehabilitation and Preservation Application

Application Checklist

Project Name: _____

Is the application signed and dated? YES NO

Check if Attachments are included in the application package? YES NO

- 1. Qualified Development Team Form
- 2. Litigation, if applicable
- 3. Organizational Documents
- 4. Restrictive Covenant, if applicable
- 5. Description of Improvements
- 6. Comprehensive Needs Assessment, if available
- 7. Financial Assistance Worksheet
- 8. Project Financing Plan and Budget
- 9. Sources of Funds Form – With written commitments.
- 10. Flood Zone Documentation, if applicable
- 11. Environmental Study (s), if applicable.
- 12. Outline Specifications
- 13. Temporary Relocation Plan, if applicable
- 14. Sustainability of Operations Plan
- 15. Energy Audit
- 16. Resident Participation

Application Checklist

	YES	NO
17. Affirmative Fair Housing Marketing Plan *	<input type="checkbox"/>	<input type="checkbox"/>
18. Tenant Selection Policies & methodology	<input type="checkbox"/>	<input type="checkbox"/>
19. Form W-9	<input type="checkbox"/>	<input type="checkbox"/>
20. State of Connecticut Agency Vendor Form	<input type="checkbox"/>	<input type="checkbox"/>
21. SEEC Form 10	<input type="checkbox"/>	<input type="checkbox"/>

*Affirmative Fair Housing Marketing Plan must include:

1. Form AA—5
2. Worksheet 1
3. Sample community contacts letter
4. Fair Housing Policy Statement
5. List of fair housing trainings attended by staff
6. Affirmative Action Policy Statement
7. ADA Grievance Procedure
8. ADA Notice
9. Tenant Selection Methodology - see AFHMP instructions and regulations