

RFP ATTACHMENT #32

APPLICATION CHECKLIST

RFP Attachments listed in the checklist must be submitted as separate attachments and uploaded separately. When submitting your proposal via the SAePS portal, label each document with the appropriate attachment number and name as space allows.

Attachment Number	Attachment Name	initial each box to indicate document is submitted
Attachment #1	General Information	
Attachment #2	Contracts Disclosure Form	
Attachment #3	Litigation Disclosure Form	
Attachment #4	Veteran-Owned Small Business Preference Program Identification Form	
Attachment #5	Form 1295: Certificate of Interested Parties	
Attachment #6	Heat Illness Prevention Ordinance Acknowledgment Form <i>Attachment #7 was removed and no longer required</i>	
Attachment #8	Development Information	
Attachment #9	Relocation Plan and Displacement Impact Assessment Form (if applicable)	
Attachment #10	Affirmative Fair Housing Marketing (AFHM) Plan for Multi-Family Housing	
Attachment #11	Evidence of Site Control	
Attachment #12	Site Plan	
Attachment #13	Third-Party Appraisal	
Attachment #14	20-year Operating Pro Forma and Development Budget	
Attachment #15	Development Team Structure and Developer Background Narrative	
Attachment #16	Market Analysis	
Attachment #17	Phase I Environmental Review	
Attachment #18	Evidence of Zoning Conformance and/or Land Entitlements	
Attachment #19	Commitment Letters from all Funding Sources	
Attachment #20	Architect and/or Engineering Estimates	

Attachment #21	Architectural Renderings and Detailed Floor Plans	
Attachment #22	Location Amenities Map(s)	
Attachment #23	Valuable or Unique Amenity Narrative	
Attachment #24	Third-Party Resident Service Provider Agreements or Commitment Letters	
Attachment #25	Units and Funding in Past 5 Years	
Attachment #26	Proof of LIHTC (if applicable)	
Attachment #27	Letters of Support (if applicable)	
Attachment #28	Third-Party Audited Financial Statements	
Attachment #29	Executive Summary Narrative	
Attachment #30	SAM Entity Registration Verification	
Attachment #31	Application Signature Page	
Attachment #32	Application Checklist – Submit checklist with initials in each box to the right indicating documents submitted	

Be sure all forms that require a signature are done so prior to application submittal.