

CITY OF OAKLAND HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
Acquisition and Conversion to Affordable Housing (ACAH) Program
NOFA Application Checklist

Date of Application Submittal:

Applicant Name:

Project Address:

App #	Documentation Checklist	Submitted?
Documentation Required with Application Submittal		
III.A.1	NOFA Application Checklist	
III.A.2	Narrative Cover Letter	
III.A.3	Self-Scoring Worksheet and Back-Up Documentation	
III.A.4	Application Form	
III.A.5	Developer Experience	
III.A.6	Developer Capacity Worksheet	
III.A.7	Resumes of the Developer's Key Staff	
III.A.8	Resumes and Experience of Other Members of Development Team	
III.A.9	Articles of Incorporation, Articles of Organization, Bylaws, etc.	
III.A.10	Financial Statements	
III.A.11	Location Map of Proposed Site	
III.A.12	Schedule	
III.A.13	Development Budget, Operating Budget, Cash Flow, Max Sales Price	
III.A.14	Property Management Plan	
III.A.15	Asset Management Plan	
III.A.16	Rent Roll	
III.A.17	Preliminary Title Report	
III.A.18	Certification Forms	
Documentation Required with Before Loan Closing		
III.B.1	Evidence of Site Control	
III.B.2	Environmental Assessment/Home Inspection Report	
III.B.3	Evidence of Meeting with Building Department	
III.B.4	Appraisal	
III.B.5	Physical Needs Assessment/Home Inspection Report	
III.B.6	Evidence of Insurance Coverage	
III.B.7	Joint Venture Agreement	
III.B.8	Community/Tenant Engagement Plan	