

NOFA 32 - Application Checklist

Project Name: _____

Ensure that all items are included in the application. Submit all required documents and complete the entire UNOFA application, as some documents are now part of the UNOFA application.

* Indicates new item in the checklist

Threshold Documents

Document Category	Document	Form/Supporting Document/UNOFA	NOFA Regs. Reference	Notes
Threshold Documents				
1	N/A	Mandatory Proposers Conference Confirmation	N/A	Section 2 Acknowledgement of attendance will be verified by the LACDA staff.
*2	Organizational Documents	Real Estate Owned (REO) Schedule	UNOFA - Excel Form Provided	Section 3 E-mail completed Real Estate Owned (REO) Schedule Form to NOFAApp@lacda.org by the date indicated in the NOFA Timeline and include a copy as part of the UNOFA application.
3	Scoring	Self-Scoring Worksheet	UNOFA - Excel Worksheet Provided	Section 5
4	Site Information	Site Control	Supporting Document Provided by Applicant	Section 3 Provide any one of the following as evidence of Site Control: - a grant deed; or - a current title report (within 90 days of the Application Due Date) showing the Applicant holds fee title; or - an executed lease agreement or lease option for not less than 55 years between the Applicant and the owner of the subject property; or - an executed disposition and development agreement (DDA) between the Applicant and a public agency; or - a valid, current, enforceable contingent purchase and sale agreement or option agreement between the Applicant and the owner of the subject property. Evidence must be provided at the time of the application that all extensions and other conditions necessary to keep the agreement current through the expected award deadline have been executed; or - an Agreement to Negotiate Exclusively or Exclusive Right to Negotiate between the Applicant and a public agency.
*5	Organizational Documents	Developer Experience	UNOFA - Project Information Workbook	Section 5.2.1 Workbook is located in Supporting Documents Section in the UNOFA application.
*6	Organizational Documents	Supportive Housing Developer Experience (if applicable)	UNOFA - Project Information Workbook	Section 5.2.2 Workbook is located in Supporting Documents Section in the UNOFA application. If an applicant is seeking PBVs, the applicant must complete this form to establish eligibility.
7	Organizational Documents	Emerging Developer Experience	UNOFA - Project Information Workbook	Section 5.2.2 Workbook is located in Supporting Documents Section in the UNOFA application.
8	Organizational Documents	Managing General Partner Experience	UNOFA - Project Information Workbook	Section 5.2.3 Workbook is located in Supporting Documents Section in the UNOFA application.
9	Organizational Documents	Applicant Certification Statement	UNOFA Online Application	
10	Organizational Documents	List of Applicant Partnerships & Affiliations	UNOFA - Project Information Workbook	Workbook is located in Supporting Documents Section in the UNOFA application.
11	Organizational Documents	Acknowledgements and Certifications	UNOFA Online Application	Contains required acknowledgements and certifications for the following: 1. General Application Certification 2. Acknowledgement of Universal Design Requirements 3. Acknowledgement of Supportive Services Requirements 4. Required Sustainable Buiding Methods 5. Acknowledgement of Accessibility Requirements 6. Certification Project is Free from Severe Environmental Contamination 7. Certification that the Lead Service Provider is on the DHS Master Agreement List 8. Acknowledgement of 4% Bond Issuer Requirements
12	Design & Construction	Architect Experience	UNOFA - Project Information Workbook	Section 5.2.4 Workbook is located in Supporting Documents Section in the UNOFA application.
13	Design & Construction	Architectural Design	Supporting Document Provided by Applicant	Section 3.9 Architectural Design are items requested in Row 103-117 below.
14	Supportive Services & Property Management	Property Management Experience	UNOFA - Project Information Workbook	Section 5.2.5 Workbook is located in Supporting Documents Section in the UNOFA application.
15	Supportive Services & Property Management	Lead Service Provider Experience (If Applicable)	UNOFA - Project Information Workbook	Workbook is located in Supporting Documents Section in the UNOFA application.
16	Supportive Services & Property Management	Supportive Services Plan (which includes Property Management & Tenant Selection Plans)	UNOFA - Project Information Workbook	Section 3 Applicants should submit a complete Supportive Services Plan (includes the Property Management Plan and the Tenant Selection Plan) Reference Supplemental Document 4 for specific documents.
17	Environmental Documents	Environmental Service Request	Supplemental Document 1 - Form	Section 3 Supp. Doc 1 All applicants must submit a completed Environmental Service Request (ESR) Form with their NOFA application.
*18	Environmental Documents	Environmental Due Diligence Checklist	Supplemental Document 1 - Form	Supp. Doc. 1 All applicants need to submit a completed Environmental Checklist with their NOFA application.
19	Design & Construction	Capital or Physical Needs Assessment for Rehab Projects (If Applicable)	Supporting Document Provided by Applicant	Section 3.6.1 Only needed for rehabilitation projects. The Physical Needs Assessment must meet current California Tax Credit Allocation Committee requirements.
Financing				
20	Financing	Acquisition & Predevelopment Financing	UNOFA - Proforma (Excel Workbook) Provided	The Proforma Excel Workbook is located in the Supporting Documents Section in the UNOFA application.
21	Financing	Sources	UNOFA - Proforma (Excel Workbook) Provided	
22	Financing	Operating Subsidies	UNOFA - Proforma (Excel Workbook) Provided	
23	Financing	Development Budget	UNOFA - Proforma (Excel Workbook) Provided	
24	Financing	Operating Budget	UNOFA - Proforma (Excel Workbook) Provided	
25	Financing	Tax Credit Threshold Basis Limit - 9%	UNOFA - Proforma (Excel Workbook) Provided	
26	Financing	Tax Credit Calculation - 9%	UNOFA - Proforma (Excel Workbook) Provided	
27	Financing	Tax Credit Calculation - 9% Tie Breaker	UNOFA - Proforma (Excel Workbook) Provided	
28	Financing	Tax Credit Threshold Basis Limit - 4%	UNOFA - Proforma (Excel Workbook) Provided	
29	Financing	Tax Credit Calculation - 4%	UNOFA - Proforma (Excel Workbook) Provided	

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Document Category	Document	Form/Supporting Document/UNOFA	NOFA Regs. Reference	Notes
30 Financing	Unit Mix & Rents	UNOFA - Proforma (Excel Workbook) Provided		
31 Financing	20-Year Cash Flow	UNOFA - Proforma (Excel Workbook) Provided		
32 Financing	Utility Allowance Schedule	Supporting Document Provided by Applicant		
33 Financing	Justification for Operating Expenses Lower than LACDA Minimum (if applicable)	Supporting Document Provided by Applicant		Justification must include audited financial statements for the last two (2) years for two (2) comparable properties currently owned by the Applicant. The properties shall be similar in size, type, population, and location to the proposed project.
34 Financing	Financing Commitments (Perm & Construction)	Supporting Document Provided by Applicant		
35 Financing	Operating Subsidy Commitments	Supporting Document Provided by Applicant		
36 Financing	Justification For Income Targeting Higher Than 30% AMI For SN Units (If Applicable)	Supporting Document Provided by Applicant		
37 Financing	Demonstration That SN Households Can Pay Rents Higher Than 30% of SSI (If Applicable)	Supporting Document Provided by Applicant		
*38 Financing	A letter of interest or a commitment from a business (If Applicable)	Supporting Document Provided by Applicant	Section 6.1	Projects proposing commercial space on the ground-floor must submit proof of a viable leasing option such as a commitment or letter of interest from a business.
*39 Financing	49% Waiver Request - Justification Letter (If Applicable)	Supporting Document Provided by Applicant	Section 3.3	For any project proposing to reserve more than 49% of total units for a Special Needs population(s).
Site Information				
40 Site Information	Readiness	Supporting Document Provided by Applicant		If the project seeks readiness points associated with all project funding committed, submit a statement that NOFA funding is the final source needed and indicate a 2026 tax credit application date, or a 2026 construction closing date for projects that are not using tax credit financing. If the project seeks readiness points associated with the entitlements/by-right category, approved entitlements or a zoning verification letter for by-right projects is required.
41 Site Information	Planning Approvals	Supporting Document Provided by Applicant	Section 3	Include zoning verification, documentation of entitlement approvals, or a description of the status of the approvals, as appropriate.
42 Site Information	Current Title Report	Supporting Document Provided by Applicant		Must be dated within 90 days of Application Due Date.
43 Site Information	Assessor Parcel Map	Supporting Document Provided by Applicant		
44 Site Information	Appraisal Requirements	Supporting Document Provided by Applicant		Must be prepared by a qualified appraiser in conformance with the Uniform Standards of Professional Appraisal Practice and be dated within 180 days of the purchase contract. The appraisal must indicate value as of the date appraised ("as is"). See complete requirements in the Appraisal Requirements Document.
45 Site Information	Public Outreach Information & Evidence	Supporting Document Provided by Applicant	Section 7.20	All projects must include evidence that a public meeting was held or provide a timeline for future public outreach events.
Environmental Documents				
46 Environmental	CEQA Approvals	Supporting Document Provided by Applicant	Section 2	See CEQA Documentation Checklist for required information.
47 Environmental	NEPA Approvals	Supporting Document Provided by Applicant	Section 3 Supp. Doc 1	Include documentation of NEPA approval or a description of the status of the approval, as appropriate. NEPA clearance for projects requesting PBV, PBVASH, or HOME funds will be prepared by the LACDA.
48 Environmental	Phase I and II Environmental Site Assessment Reports	Supporting Document Provided by Applicant		Phase I reports must be prepared in accordance with ASTM E-1527-13 standards. The report, or an update, must be dated within 180 days of the Application Due Date. Provide the Phase II report if required or recommended by the Phase I. If site remediation is required, a remediation plan, associated reports, and any associated costs must be provided.
49 Environmental	Lead-based Paint and Asbestos Reports	Supporting Document Provided by Applicant		Required if existing structures are built before 1978. The report must comply with current applicable federal, state, and local regulations and requirements including: the National Emissions Standards for Hazardous Air Pollutants (NESHAPS) 40 CFR 61, Subpart M; Cal/OSHA Rule 1529, as well as South Coast Air Quality Management District (AQMD) requirements. The Lead Based Paint Comprehensive Survey must also comply with current federal, state, and local regulations and requirements, including the U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 35, Lead-Based Paint Poisoning Prevention in Certain Residential Structures; the United States Environmental Protection Agency (EPA) 40 CFR 745, Lead: Renovation, Repair, and Painting Program; Federal OSHA regulations 29 CFR Section 1926.62, Lead Exposure in Construction, Interim Final Rule; and California Code of Regulations Title 8, Section 1532.1, Cal/OSHA Construction Safety Orders, Lead. The report must be dated within 180 days of the Application Due Date.
50 Environmental	Termite Inspection Report	Supporting Document Provided by Applicant		Required for Rehabilitation projects only. Must be dated within 180 days of the Application Due Date.
Organizational Documents				
51 Organizational Documents	Organizational Resumes for all Development Team Members Identified	Supporting Documents Provided by Applicant		
Include the following documents for each organization that is part of the Applicant entity:				
For-Profit Entities:				
52 Organizational Documents	Bylaws & Articles of Incorporation	Supporting Document Provided by Applicant		
53 Organizational Documents	Fictional Business Statement	Supporting Document Provided by Applicant		
Non-Profit Entities:				
54 Organizational Documents	Bylaws & Articles of Incorporation	Supporting Document Provided by Applicant		
55 Organizational Documents	IRS Documentation of Non-Profit Status	Supporting Document Provided by Applicant		
All Applicant Entities:				

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Document Category	Document	Form/Supporting Document/UNOFA	NOFA Regs. Reference	Notes
Organizational Documents	CA Certificate of Good Standing	Supporting Document Provided by Applicant		Must be dated within 180 days of the application due date.
Organizational Documents	Corporate Resolution (Executed)	UNOFA - PDF Form Provided		Include in the Supporting Documents Section
Organizational Documents	Board of Directors Affidavit (Executed)	UNOFA - PDF Form Provided		Include in the Supporting Documents Section
Organizational Documents	IRS Form W-9 (Completed)	Supporting Document Provided by Applicant		
Organizational Documents	Financial Statements	Supporting Document Provided by Applicant		Provide certified 3rd party audited financial statements (which include balance sheet and operating or income & expenses statement) for the most recent two (2) years for all developer entities. If statements are older than 12 months at the Application Due Date, include an unaudited statement less than nine (9) months old. In the event certified 3rd party audited financial statements are unavailable for any applicant entity, submit copies of filed income tax returns for the most recent two (2) years AND a completed IRS Form 4506. In the event certified 3rd party audited financial statements are unavailable for a non-profit applicant entity, submit copies of IRS Form 990 for the most recent two (2) years.
Organizational Documents	Limited Partnership Organizational Chart	Supporting Document Provided by Applicant		
Organizational Documents	Organization Fiscal Health Statement, if lawsuits are pending (if applicable)	Supporting Document Provided by Applicant		UNOFA Section - Applicant Certification Statement Question #6
Organizational Documents	Certification of Seeking Other Public Funds	UNOFA - PDF Form Provided		Located in the Supporting Documents Section in the UNOFA application
Organizational Documents	Applicant's Non-Discrimination and Equal Opportunity Policy	Supporting Document Provided by Applicant		Include each Applicant entity's Equal Opportunity Employment policy statement.
Organizational Documents	Prevailing Wage Legal Opinion (If Applicable)	Supporting Document Provided by Applicant		Provide an attorney's signed legal opinion if the applicant states that the project is exempt from State Prevailing Wages.
	Supportive Housing Developers - Applicants seeking PBVs (if Applicable)			
*66	Audited Financial Statements	Supporting Document Provided by Applicant	5.2.2	Financial statements must be for last three (3) years for at least seven (7) supportive housing projects totaling at least 500 units. Projects must have been in operation for at least three(3) full years as of the NOFA application submission date. The audited financials must show positive cash flow and the ability of project income to pay operating expenses.
*67	Evidence of Resident Housing Retention and Stability	Supporting Document Provided by Applicant	5.2.2	Stability rate of 90% for at least five (5) of the NOFA-qualifying projects.
*68	Disclosure of any Section 8 abatement actions or notices of code violations and evidence of responsive corrective actions.	Supporting Document Provided by Applicant	5.2.2	Documentation must be for the past 24 months.
*69	Supportive Housing Developer - Qualifying Narrative (If Applicable)	Supporting Document Provided by Applicant	5.2.2	If an applicant cannot fully meet the qualifying criteria due to special conditions or circumstances, they may submit with their application a narrative of reasonable length that provides mitigating information.
Supportive Services & Property Management				
70	Supportive Services Narrative	UNOFA - Project Information Workbook		
71	Target Population Matrix	UNOFA - Project Information Workbook		Workbook is located in Supporting Documents Section in the UNOFA application.
72	Supportive Services Staffing Chart	UNOFA - Project Information Workbook		Workbook is located in Supporting Documents Section in the UNOFA application.
73	Supportive Service Budget	UNOFA - Project Information Workbook		Workbook is located in Supporting Documents Section in the UNOFA application.
74	Supportive Service Commitments	Supporting Document Provided by Applicant		Provide a services agreement between the Applicant and the Lead Service Provider(s) for the Special Needs, and if applicable, general affordable units. If the applicant and Service provider are they same entity, submit a signed statement from the Executive Director committing to services.
75	Lead Service Provider Organizational Resume (if applicable)	Supporting Document Provided by Applicant		Required if target population is Other Special Needs population.
76	Job Descriptions (and Resumes, if available) for All Positions On Staffing Chart	Supporting Document Provided by Applicant		
77	Property Management Plan	Supporting Document Provided by Applicant	Supp. Doc 4	
78	Property Management Experience Form	UNOFA - Project Information Workbook	Supp. Doc 4	Workbook is located in Supporting Documents Section in the UNOFA application.
79	Developer's Plan to serve as Property Manager (If Applicable)	Supporting Document Provided by Applicant	Section 5.2.5	The Applicant my submit a plan on how they will get experience and/ training within one (1) of award to serve as the qualified Property Manager.
80	Tenant Selection Plan	Supporting Document Provided by Applicant	Supp. Doc 4 Supp. Doc. 6	
Design & Construction				
81	Architectural Firm Resume	Supporting Document Provided by Applicant		
Amenities:				
82	Amenities Map	Supporting Document Provided by Applicant		Illustrate proximity of amenities to the project site. Include labeled, color photographs of amenities identified in the map (street-level photos or aerials may be submitted).
83	Certification of the Amenities Map	Supporting Document Provided by Applicant		
Architectural Design:				
84	Photos of the Site and Adjacent Properties	Supporting Document Provided by Applicant		Provide labeled, color photographs (street-level photos or aerials may be submitted).
85	Site Plan/Ground Floor Plan	Supporting Document Provided by Applicant	Supp. Doc 5	
86	Floor Plans	Supporting Document Provided by Applicant	Supp. Doc 5	
87	Enlarged Floor Plans	Supporting Document Provided by Applicant	Supp. Doc 5	Include proposed unit types (minimum scale: 1/8" = 1'0").

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88	Design & Construction	Exterior Elevations	Supporting Document Provided by Applicant	Supp. Doc 5	All exterior and courtyard elevations (with finish materials noted), show adjacent grade up to property lines, street, and 20 feet beyond building, if applicable.
89	Design & Construction	Building Section Drawings	Supporting Document Provided by Applicant	Supp. Doc 5	Show the line of finish grade extending beyond property lines.
90	Design & Construction	Landscape Plan	Supporting Document Provided by Applicant	Supp. Doc 5	
91	Design & Construction	One Drawing Illustrating Spirit of the Project	Supporting Document Provided by Applicant	Supp. Doc 5	Provide project rendering.
92	Design & Construction	Vicinity Map	Supporting Document Provided by Applicant	Supp. Doc 5	
93	Design & Construction	Site Survey	Supporting Document Provided by Applicant	Supp. Doc 5	
94	Design & Construction	Title Sheet	Supporting Document Provided by Applicant	Supp. Doc 5	
95	Design & Construction	Unit Plans	Supporting Document Provided by Applicant	Supp. Doc 5	
96	Design & Construction	Sustainable Building Methods Compliance Certification	UNOFA Online Application		This certification is found in online application under the " " section.
97	Design & Construction	Construction Cost Estimate by Construction Specifications Institute Category	Supporting Document Provided by Applicant	Supp. Doc 5	May be prepared by contractor or cost estimator.
98	Design & Construction	Section 3 Compliance and Local and Targeted Worker Hiring Program Compliance	Supporting Document Provided by Applicant	Section 7 Supp. Doc 14	Section 3 applies to HOME projects only. Describe Section 3 (if applicable) and Local and Targeted Worker Hiring Program compliance. Submit any agreements or contracts with a contracted third party, if applicable.
Rehabilitation Requirements, if applicable					
99	Design & Construction	Conceptual Energy Model (Rehabilitation Projects Only)	Supporting Document Provided by Applicant	Supp. Doc 5	
100	Design & Construction	Rehabilitation Scope of Work	Supporting Document Provided by Applicant	Supp. Doc 5	Applicants are required to provide at minimum: A Property Needs Assessment report, a Schedule of Values for the proposed work, rehabilitation plans that indicate the proposed improvements (i.e. the number of doors, windows, and/or fixtures to be replaced), and a conceptual energy model. Refer to Architectural Design Requirements for full requirements.
101	Design & Construction	a. Property Needs Assessment	Supporting Document Provided by Applicant	Supp. Doc 5	
102	Design & Construction	b. Schedule of Values	Supporting Document Provided by Applicant	Supp. Doc 5	
103	Design & Construction	c. Rehabilitation Plans	Supporting Document Provided by Applicant	Supp. Doc 5	

NOFA 32 - PBV Application Checklist

Project Name

Applicants are hereby advised that all documents outlined below are mandatory and must be submitted in full at the time of application. Applications that are incomplete, missing the required supporting documentation, or otherwise noncompliant with the submission requirements will not be reviewed or considered for Project-Based Vouchers (PBVs) under this Notice of Funding Availability (NOFA). Although not part of the PBV application, all components of the NOFA application must be submitted for the project's PBV application to be considered for review.

	Document Category	Document	Form/Supporting Document/UNOFA	Notes
Threshold Documents	1 PBV Documents	Supportive Services Commitment Letter	Supporting Document Provided by Applicant	
	2 PBV Documents	Civil Rights	UNOFA Online Application	
	3 PBV Documents	De-concentration	UNOFA Online Application	If the project is located in an area with a poverty rate higher than 20% per the FFIEC, justification must be provided by selecting one of the categories and providing supporting documentation. Supporting documentation must be submitted in PDF format and named "Poverty Rate - Supporting Documentation".
	4 PBV Documents	New Construction	UNOFA Online Application	If the project is located in an area of minority concentration, supporting documentation is required for any one of the applicable statements in C2-C7. Supporting documentation must be submitted in PDF format and named "New Construction - Supporting Documentation".
	5 PBV Documents	Rehabilitation (if applicable)	UNOFA Online Application	
	6 PBV Documents	Project Summary	UNOFA Online Application	
	7 PBV Documents	Qualifying Resident Population	UNOFA Online Application	
	8 PBV Documents	Target Population Matrix	UNOFA Online Application	
	9 PBV Documents	Unit Eligibility	UNOFA Online Application	
	10 PBV Documents	Form HUD-2880	Supporting Document Provided by Applicant	
	11 PBV Documents	Contract Term	UNOFA Online Application	
	12 PBV Documents	Housing Accessibility for Persons with Disabilities	UNOFA - Project Information Workbook	
	13 PBV Documents	Broadband Infrastructure	Supporting Document Provided by Applicant	
	14 PBV Documents	Utility Allowance	Supporting Document Provided by Applicant	
	Applications Requesting PBVASH:			
15 PBV Documents	Letter of Support from Department of Veterans Affairs	Supporting Document Provided by Applicant		

END OF WORKSHEET