

Applicant Checklist

This checklist serves as a guide for preparing application materials for submission to the City of Saint Paul for the 30% AMI Deeply Affordable Housing Program RFP. All required documents must be submitted by the deadline for your application to be considered complete. Further details are provided in the RFP guidance.

Application Materials		
Narrative Response (Section 5.1)		
1-4	Narrative: Prepare a narrative providing written responses to all questions listed in the RFP Guidance in Section 5.1	
Required Attachments (Section 5.2)		
A	Organization Information Sheet	
B	Project Information Form	
C	Financial Questionnaire Form	
D	Tax Identification Letter	
E	Financial Statements	
F	Conflict of Interest Form	
G	Acknowledgement of Compliance Documents	
H	Project Schedule	
I	Multifamily Workbook	
J	Terms and Conditions of Sources of Funds	
K	Financial Analysis/Underwriting Narrative	
L	Development and Financing Team	
M	Support Services Narrative	
Additional Attachments (Optional)		
A	Photographs of the site and building	
B	Scope of Work	
C	Site Plan	
D	Architectural Drawings	
E	Sworn Construction Statement (if applicable)	
F	Bids and Specifications (if applicable)	
G	Commitment letters from lenders and/or investors	
H	Evidence of site control	