

## Exhibit - B

### Stage 2 Document Checklist

Below is a summary of documents provided as per the DCHE Stage 2 Document Checklist, with regard to Underwriting and Conditional Approval.

#### **Applications & Certification**

DCHE Certifications Signed by an Authorized Representative

#### **Executive Summary**

##### A. Resume and Experience of Developer

A1. Executive Summary and Narrative

A2. Completed Checklist (Attachment - Exhibit- B)

A.3 Application Fee of 0.1% of the Requested Allocation Amount

#### **Project Narrative**

##### B. Financial Statements of Developer

B1. Background and experience of development team

B2. Financial Statements

##### C. Description of Owner Entity

C1. Articles of Incorporation

C2. Partnership Agreements

C3. Financial Statements

##### D. Project Financial Information

D1. 10- Year Operating Pro forma

D2. Sources and Uses

D3. Prior Year Operating Budgets (if applicable)

D4. NMTC Structure Diagram & financial projections (if available)

D5. Identify all leveraged and non-leveraged sources and include term sheets or Commitments

##### E. Neighborhood and Site Information

E1. Evidence of Site Control

E2. Location map, site map, Project Photos

E3. Floor Plans (*Submit electronic files or reduced size plans*)

E4. Current Tax Assessment and

E5. Current and Proposed Zoning

##### F. Community Benefits Proposal

F1. Evidence of community partnerships

F2. Description of benefits to the community

F3. Description of economic benefits to low income persons

G. Market Feasibility/ Marketing Plan

G1. Preliminary Market Feasibility and Competitive Analysis

G2. In place rehab plan (if applicable)

H. Management Agent Information

H1. Previous Experience

H2. Financial Statements

I. General Contractor Information

I1. Detailed Construction Costs Estimates

J. Architecture and Engineering

J1. Detailed Scope of Work

K. Environmental Report

K1. Environmental Site Assessments Reports