

# Attachment 2

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**LOCAL HOUSING TRUST FUND (LHTF) Document Checklist**

Use this document to properly name your attachments before uploading them with your application submission.  
**You must confirm below that you have completed this step.**

Threshold Requirement?	What You'll Name Your Document:	Document Description	Included?
<b>§102(d) Eligible Applicants: Previous Awardees</b>			
Yes	Award_Commitment	Previously awarded applicants only. Documentation evidencing the commitment of at least 40% of the previously awarded LHTF funds.	N/A
Yes	LHTF_AR	Previously awarded applicants only. §106(e) Submit evidence that the most recently required LHTF Annual Report was submitted to HCD State Grants Management (e.g. include a copy of the email submission)	N/A
<b>New Applicants (no previous LHTF award)</b>			
No	MF_Commitment	New Applicants only. Documentation evidencing the commitment of at least 40% of the local Matching Funds.	Included
<b>Application Information</b>			
Yes	HTF	§102(a),(b),(c): Legislation, Ordinance, Resolution, or public-private partnership agreement creating the HTF. RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF (public RHTFs only).	Included
Yes (if applicable)	OrgDoc1, OrgDoc2, etc.	§106(e) Organizational Documents (Articles of Incorporation, Bylaws, Amendments, Certificate of Good Standing, etc.)	N/A
Yes (if applicable)	Org_Chart	§106(e) Organizational Chart	N/A
Yes (if applicable)	Gov_TIN_Form	§106(e) Government Agency Taxpayer ID Form	Included
Yes (if applicable)	STD_204	§106(e) STD-204 Payee Data Record	N/A
Yes (if applicable)	Sig_Block	501(c)(3) nonprofit corporation only §106(e) - Signature Block, upload as a Microsoft Word document	N/A
Yes (if applicable)	Fin_Statements	501(c)(3) nonprofit corporation only §106(e) - Audited financial statements (2 years)	N/A
Yes (if applicable)	501c3_Determination	501(c)(3) nonprofit corporation only §106(e) - IRS determination letter regarding 501(c)(3) status (this letter must address the name of the 501(c)(3), which must match the name of the HTF)	N/A
Yes	App_Reso	§106(e) Application Resolution <b>Note: Only one Application Resolution may be submitted and must be from the Applicant. Additionally, Attachment 1 must be an attachment to the Resolution prior to approval by the governing body and must be included with your submission.</b>	Included
Yes	Guidelines_107d	§107(d) Loan guidelines and underwriting standards and procedures	N/A (Adopting HCD LIMRs)
Yes (if applicable)	Cert_LOE	Letter of Explanation for any applicable items on "Certification & Legal" tab of the application	N/A
<b>Matching Funds and Ongoing Revenue</b>			
Yes	Match_Fund_1, Match_Fund_2, etc.	§104 Required Documentation for Matching Funds	Included
Yes (if applicable)	Binding_Agreement	§104(b) Fully executed <b>commitment letter</b> or a fully executed <b>contract</b> to provide <b>Matching Funds</b> , specifying the source(s) of the Matching Funds, the amount of Matching Funds from each source, the date upon which the funds will be deposited into the LHTF or RHTF account, and <b>remedies</b> for not depositing the Matching Funds on/by that date.	N/A
Yes	Ongoing_Rev_1, Ongoing_Rev_2, etc.	§102(a),(b),(c) Required Documentation for Ongoing Revenues	Included
<b>§106 Application Scoring</b>			
No	Readiness_1, Readiness_2, etc.	§106(f)(3) Readiness List	Included
No	LOI_1, LOI_2, etc.	§106(g)(1) Letter(s) of Intent	Included

I have reviewed the Document Checklist and have named my documents according to the instructions.  
 I will upload all required documents to the LHTF submission portal.

Yes

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