



EXCHANGE PROGRAM & TCAP APPLICATION SUBMISSION REQUIREMENTS

1. A copy of this Submission Checklist to indicate whether each submission requirement is included.
2. Letter /Narrative Request outlining among other things which sources of funds applying for, current project status including status of syndication, amount of request, construction status, and any significant changes since the last Board Approval. Please be detailed.
3. Evidence of continued site control.
4. Provide a proposed closing schedule based on actual readiness to proceed.
5. Evidence of additional resources. If a proposal includes funding from other public and private sources provide evidence of the commitment of such funds.
6. Updated Rhode Island Housing proforma, including construction cash flow schedule (submit electronically).
7. Evidence of inability to obtain Tax Credit Investment
 - Date of initial award of tax credits
 - List of syndicators contacted; include dates contacted.
 - Narrative of interaction with each syndicator (i.e. phone call, site visits, negotiation, execution of LOI and subsequent rescission, etc). Provide copies of letters if applicable.
 - Brief discussion, if applicable, of changes the deal may have undergone in an effort to meet potential syndicator requirements.
 - Additional information as necessary illustrative of developer's efforts to secure a syndicator.
8. Evidence of zoning approvals for proposed development.
9. Building Permit.

10. Current plans and specifications (unless already submitted).
11. Final construction contract and signed Trade Payment Breakdown approved by Rhode Island Housing.
12. Affirmative Fair Housing and Marketing Plan including a Tenant Selection Plan.

If any of the submission requirements are not currently available, sponsors should provide a timetable outlining when the submission will be made.

Please submit three (3) copies of the application package to:

Development Division
Rhode Island Housing
44 Washington Street
Providence, RI 02903

Attn: Mary Jane Burgess