

ATTACHMENT D: Required Elements Checklist

2024 KHITC Application Required Elements Checklist

- 1. Excel Application (All tabs)
- 2. Project Information - Narrative
- 3. Project Plan
- 4. Readiness to Proceed
- 5. Development Team Capacity
- 6. Source of Funds
- 7. Tax Credit Utilization and Qualified Investors
 - Comprehensive plan for the timing and utilization of tax credits for cash investment in the project by builder/developer (if applicable) and/or investors. Cash investments should be made by December 31, 2024.
- 8. Tax Credit Transfers
 - Transferee information with a stated price per credit.
- 9. Job Creation and Economic Development
- 10. Housing Needs Analysis or Survey of the Community
 - Clear, quantifiable housing needs identified
- 11. Resolution from the Governing Body in support of the proposed development
- 12. Accessibility Certification (KHRC Form)
- 13. Site Review Checklist (KHRC Form)
- 14. Application Fee