



Affordable Housing Assistance Program Sample File Checklist - Operating Assistance

Purpose: To provide a checklist template for Agency's records relating to the AHAP process and documentation procedures.

Agency Name: _____ **AHAP Number:** _____ **Credits Allocated:** _____

- 1 Application Process**
 - a Application with Exhibits (AHAP-100)
 - b Increase Request Form (AHAP-250)
- 2 Reservation Letter(s)**
 - a Authorized Signature Form (AHAP-101)
- 3 Donation Process (a-c required for each donation)**
 - a Tax Credit Certification Form (AHAP-125)
 - b Proof of donation (i.e., two-sided copy of check, invoice, stock certificate)
 - c Donation Allocation form (AHAP-150)
 - d Exchange of Uses Form (AHAP-175)
- 4 Proof of Use of Donated Funds (i.e., invoices paid, copies of checks/proof of payment, General Ledger entries/reports)**
- 5 Reports Submitted to MHDC**
 - a Progress Report (AHAP-200)
 - b Agency Affordable Housing Activities Reporting Form (AHAP-350)
- 6 Use Agreement**
- 7 Other**