



**IOWA FINANCE**  
AUTHORITY

**2015 Low Income Housing Tax Credit  
Mandatory Developer Training  
&  
Online Application Training Guide**

**October 20 – October 24, 2014**

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## 2015 DEVELOPER TRAINING AGENDA

<u>TIME</u>	<u>SPEAKER(S)</u>	<u>TOPIC</u>
8:00 – 8:30 or 1:00 – 1:30	Dave Vaske	Welcome & Introduction & QAP Overview of Changes
8:30 – 9:45 or 1:30 – 2:45	Stacy Cunningham Karen Kulisky	Online Application Overview of Changes
9:45 – 9:55 or 2:45 – 2:55	Break	
9:55 – 10:45 or 2:55 – 3:45	Stacy Cunningham Karen Kulisky Nancy Peterson Terri Rosonke	Threshold Exhibit Changes & Scoring Exhibits
10:45 – 11:05 or 3:45 – 4:05	John Keress	Construction
11:05 – 11:25 or 4:05 – 4:25	Rita Eble or Jerry Floyd	HOME Program
11:25 – 11:30 or 4:25 – 4:30	Dave Vaske	Title Guaranty & Multi-Family Loan Program
11:30 – 12:00 or 4:30 – 5:00	Dave Vaske & Staff	Question and Answer

## OPTIONAL ONLINE APPLICATION TRAINING AGENDA

Date: Thursday, October 23, 2014

Time: 8:30 a.m. – 12:00 p.m.

(Session is limited to 30 attendees)

### Speakers:

Dave Vaske, Tax Credit Manager

Stacy Cunningham, LIHTC Analyst

Karen Kulisky, Underwriting Analyst

The training session has been designed to cover the fundamentals of the LIHTC Online Application for new and returning developers to improve their knowledge and skills of the LIHTC Online Application (TAC). Feel free to ask questions throughout the training session.

8:30 - 8:40	Introduction
8:40 - 10:15	Overview of Features <ul style="list-style-type: none"><li>➤ Granting Application Access</li><li>➤ Construction Tab</li><li>➤ Copying an Application</li><li>➤ Application Tabs</li><li>➤ Error Identification</li><li>➤ Scoring</li><li>➤ Eligible Basis Boosts</li><li>➤ Payment of Fees</li><li>➤ Deficiency Report</li><li>➤ Requesting a Change in Application (Post Award)</li></ul>
10:15 - 10:30	Break
10:30 - 12:00	9% Application Entries

## A. USER INFORMATION

### 1. Requesting an Online Application Username

- A user who doesn't have a username from a previous Tax Credit round shall go to the Online Application link and apply for a new account.
- Password information and an approval email shall be sent to the e-mail address provided within 24-48 hours of the new username request submission.
- Each user shall have an individual username. Do not share usernames and passwords.
- For problems or questions, contact Stacy Cunningham at Stacy.Cunningham@iowa.gov.

### 2. Accessing the Online Application

- To access the Online Application, click on the link provided in A1 above.
- Once logged in, a user shall be able to select the Application. For users with current allocated Project Applications from prior years, a historical view is available at log-in by clicking the arrow to the left of view under Search Results.

### 3. Adding Application Access to Additional Users

- The registered user who creates the Application shall grant access to any additional person needing access to the LIHTC Application through 'My IFA Account' under the View drop-down on the TAC tool bar.
- Each additional person shall have his/her own username and password to the Online Application.
- One or more persons can access the Application at the same time as long the same fields aren't being updated simultaneously.
- If a user should only have a "reviewer" role and not have rights to change the Application, please email Stacy Cunningham to ensure the correct role has been assigned. Most user requests are granted a "guest" role which allows for modification of an Application. This role allows a user to create an Application or modify an Application. Exception to this is public information requests or if IFA knows up-front the user only needs a reviewer role.
- Each Applicant is responsible for all users for whom they have granted Application access.

### 4. Requesting User Access for Construction Tab (Post Award)

- If a person other than the Applicant shall be uploading construction documents to the Construction Tab after an Award has been made, please email Stacy Cunningham with the name(s), company, and the applicable Project Application.
- If the person doesn't have a username, a username request shall be submitted.

- IFA shall assign a construction role to this person to upload documents. This role has read-only access to the complete Application and access to upload documents to the Construction Tab.

## 5. Copying an Application

- If an Applicant has an Application from the prior year's allocation round, the Applicant may copy the 2014 Application by opening that Application and selecting copy at the top of the page. The Applicant is responsible for ensuring all information is updated to reflect the proposed Project being submitted in the 2015 allocation round.
- Once the copy feature is selected, open the Application and begin updating it.
- The very first update should be to rename the Project as it shall show it as a "copy of...."
- Go through each tab and update all information as applicable.

## 6. Resources Available

### a) Help Tab

- A Help Tab is located at the top of the Application screen in the toolbar.
- The Help Tab contains the current QAP, Application Instructions, Appendix List, Appendix B (MSA & QCT), Appendix C (Links), Appendix D (Unit Cost caps), Appendix K, Appendix L (Underserved Cities), HOME rules, and the training guide.
- If an error is discovered in this training guide, please submit email to the the Questions and Answers (Q&A) on the 9% website to ensure the error is reviewed and corrected as necessary.

### b) Online Application Error Identifiers

- Error identification has been built into the Application based upon the applicable approved Qualified Allocation Plan (QAP).
- After entering and saving all tabs in the Application, if all red X's haven't cleared, select submit to see the errors.
- If no errors are listed after selecting submit, yet red X's remain on any tabs, go back to those tabs before submitting and save the tab.
- IFA shall resolve any errors that affect the operation of the Online Application on a case-by-case basis. IFA reserves the right to determine if a Project meets threshold.

### c) IFA Website Postings

- The QAP and Overview of Changes
- Questions & Answers
- IFA Training Guide & materials
- LIHTC Exhibits and Appendices
- State HOME Program Appendices, Exhibits, and Threshold Items for Joint Applications.

<b>2015 LIHTC Appendix Listing</b>	
<b>Appendix</b>	<b>Title</b>
A	Application Instructions (Updated for 2015)
B	Qualified Census Tracts & Metropolitan Statistical Areas (Updated for 2015)
C	Links (Updated for 2015)
D	Unit Cost Caps
E	IFA Construction Sign
F	Targeting Plan Template and Requirements (Updated for 2015)
G	Requirements of Iowa Rose Program (Updated for 2015)
H	Energy Efficiency (Updated for 2015)
I	Reserved
J	Senior Living Revolving Loan Program Information (Updated for 2015)
K	Exhibits & Scoring Checklist (Updated for 2015)
L	Underserved Cities (Updated for 2015)
<b>2015 State HOME Program with LIHTC Appendix Listing</b>	
<b>Appendix</b>	<b>Title</b>
A	Tip Sheet - Rental
B	Links – Rental
C	221d(3) Limits
D	Match Contribution Information
I	Appraisal Information - Rental
J	Iowa's Minimum Housing Rehabilitation Standards
K	Scope of Work
L	Restrictions on Lobbying
M	Lead Based Paint Requirements
N	Providing Audits – Local Govt., Nonprofit, CHDO
O	Providing Financial Statements – For Profit
V	Noise Standards

d) Staff & Emails

- Chief Administration Officer: [Carolann.Jensen@iowa.gov](mailto:Carolann.Jensen@iowa.gov)
- LIHTC Manager: [Dave.Vaske@iowa.gov](mailto:Dave.Vaske@iowa.gov)
- HousingIowa Development Specialist: [Terri.Rosonke@iowa.gov](mailto:Terri.Rosonke@iowa.gov).
- Construction Analyst: [John.Kerss@iowa.gov](mailto:John.Kerss@iowa.gov).
- Underwriting Analyst: [Karen.Kulisky@iowa.gov](mailto:Karen.Kulisky@iowa.gov)
- LIHTC Analysts: [Stacy.Cunningham@iowa.gov](mailto:Stacy.Cunningham@iowa.gov)  
[Nancy.Peterson@iowa.gov](mailto:Nancy.Peterson@iowa.gov)
- LIHTC Administrative Assistant: [Katie.Kulisky@iowa.gov](mailto:Katie.Kulisky@iowa.gov)
- HOME Program Analysts: [Rita.Eble@iowa.gov](mailto:Rita.Eble@iowa.gov)  
[Jerry.Floyd@iowa.gov](mailto:Jerry.Floyd@iowa.gov)

- Underwriters: [Tim.Morlan@iowa.gov](mailto:Tim.Morlan@iowa.gov)  
[Derek.Folden@iowa.gov](mailto:Derek.Folden@iowa.gov)

For questions regarding:

- Affirmative Fair Housing Marketing Plans or Market Studies: Nancy Peterson
- Targeting Plans: contact Terri Rosonke
- State HOME Relocation Plan: Jerry Floyd
- Environmental Reviews – State HOME Program: Rita Eble
- LIHTC Online Application: Stacy Cunningham
- Carryover-10% or 8609 Application requirements: Karen Kulisky
- Multifamily Loans or the Senior Living Revolving Loan Program: Tim Morlan and Derek Folden

## 7. Online Application Design

The Online Application design has incorporated the 2015 QAP, IRS and Treasury regulations. If state HOME funds are requested, the Application has incorporated HOME requirements as well. Should IFA discover errors that affect the operation of the Online Application, IFA shall resolve the errors on a case by case basis. IFA reserves the right to determine if a Project meets threshold.

### a) Application Tabs

- Overview
- Project Name and Location
- Project Description
- Targeting Plan
- Site Description
- Site Control
- Zoning
- Ownership Entity
- Nonprofit (New 2015)
- Project Team
- Project Amenities
- Construction Characteristics
- Buildings
- Funding Sources
- Costs and Credit Calc.
- Projected Operating Costs
- Projected Cash Flow
- Financial Feasibility
- Scoring
- Exhibits
- HOME Requirements (if applying for State HOME funds)
- HOME (if applying for State HOME funds)
- HOME Overview (if applying for State HOME funds)
- HOME Unit Analysis (if applying for State HOME funds) Deficiency Report
- Fees

d) Symbol Identifications

- Application tabs have a red X initially. As information is entered correctly in each tab and saved, the red X shall change to a green check mark unless the tab is linked to another tab and then the red X won't clear until that tab information has been entered.
- A red asterisk (\*) indicates a required field. Some required fields in the newer Applications may not have this added yet, but an error shall result if not entered.
- There are some fields/boxes that are grey. These are mandatory QAP requirements and can't be changed. Should a Project receive an award of Tax Credits, these mandatory items shall be listed in the Carryover Allocation Agreement and the LURA.

e) Exhibits

- The Exhibits Tab contains an Exhibit checklist. This checklist shall list all required Exhibits based on information entered into the Application. If an Exhibit isn't listed that should be, especially a scoring exhibit, select submit to see if an error is shown stating the Project isn't eligible to request points for that scoring category. If no error is shown, review the QAP, Appendix K, and this training guide to see how points are to be requested for that item as it may be that the applicable box hasn't been checked in the Application.
- 2015 Exhibits are also posted on the IFA website for each allocation round. Appendix K lists all Exhibits as well.
- Review the Exhibit checklist carefully. If an Exhibit is listed that does not match, it is likely that incorrect information has been entered.
- All required exhibits shall be uploaded to the Exhibits Tab. When selecting the Exhibit name from the drop-down to upload, please ensure the correct exhibit name is selected for the exhibit being uploaded.
- IFA's 2015 Exhibit forms are to be used. Do not submit a prior year's exhibit.

f) Scoring

- Some preliminary scoring points are initially requested by the Applicant from simply adding information into the Buildings/unit Tab. Other scoring categories require boxes to be checked or a combination of thereof. The preliminary score listed in the Scoring Tab at Application submission shall not be a guarantee of the final score.
- IFA shall award each Project Application that passes threshold a final score based on information provided in the Application and exhibits for QAP Section 6 – Scoring Criteria.
- Scoring items are not correctable during the deficiency period.
- Review the entire Scoring Tab closely to ensure all points preliminary requested are shown. Even if a scoring exhibit is uploaded to the Application, but the applicable box in the Application is not selected, no preliminary scoring points have been requested.
- IFA shall not award more points than initially requested at Application submission.

- All scoring and amenity items selected in the Application shall be shown in the Project Site Plans (Exhibit 5B), Plans and Specifications (Exhibit 8B), and the Scope of Work (Exhibit 9B – if applicable) at Application submission. If a discrepancy in the requested points is discovered between the Application and exhibits, IFA shall award the least amount of points supported by the Application and the exhibits.
- Exhibit 1T shall also match the Olmstead Goal elections in the Project Application and be signed by the authorized signor on behalf of the architect listed in the Project Team Tab in the Project Application in order to fully request points for this scoring category in QAP Section 6.3.5.
- Once the Application is submitted, changes shall not be allowed that maintain or improve the score received by an Applicant.
- For each scoring category listed in Section 6 of the QAP, preliminary scoring points are initially based on two criteria: (i) Application questions answered correctly and/or check boxes marked appropriately and (ii) Application information entered accurately as required.

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
<b>QAP Section 6.1 - Resident Profile</b>					
6.1.1	Serves Lowest Income Residents	0 to 20	Project Description & Buildings/units	<p>If requesting points for this category, check the applicable box (es) in the Project Description Tab and enter the applicable number of Units with the applicable AMI% for which points are sought.</p> <ul style="list-style-type: none"> <li>• Once all Project Units have been entered, the Scoring Tab shall show the preliminary requested points if the box(es) on the Project Description Tab has been selected.</li> </ul>	<p>Applicant that elects points in:</p> <p>6.1.4 – Provides an Opportunity for Homeownership</p> <p>6.3.3 – Projects that have Federal Project Based Rental Assistance, HUD-VASH Voucher Assistance, or Local Project-Based PHA Voucher Assistance</p>

<b>QAP Section</b>	<b>Scoring Criteria</b>	<b>Points</b>	<b>Application Tabs</b>	<b>Comments</b>	<b>Not Available</b>
6.1.2	Market Rate Incentive	0 to 10	Project Description & Buildings/units	If requesting points for this scoring category, check the box on the Project Description Tab and enter the when entering Units, select the number of Units planned as Market Rate Units. <ul style="list-style-type: none"> <li>Once Project Units have been entered, the Scoring Tab shall show the preliminary requested points based upon the Unit entries if the box on the Project Description Tab has been selected.</li> </ul>	Applicant that elects points in: <p>6.1.4 – Provides an Opportunity for Homeownership</p> <p>6.3.3 – Projects that have Federal Project Based Rental Assistance, HUD-VASH Voucher Assistance, or Local Project-Based PHA Voucher Assistance</p>
6.1.3	Serves Tenant Population of Individuals with Children	7	Buildings/units	The Application shall generate the preliminary scoring points if 10% of the Units entered are 4 or more bedroom <u>LIHTC</u> units.	
6.1.4	Provides an Opportunity for Homeownership	25	Project Description & Exhibits	If requesting points for this scoring category (Iowa Rose Program), select the box on the Project Description Tab. The Scoring Tab shall show the preliminary requested points if the box is selected and all requirements for this scoring category have been met. <ul style="list-style-type: none"> <li>Exhibit 2S (and the Project Plan) required.</li> </ul>	Applicant that elects points in: <p>6.1.1 – Serves Lowest Income Residents</p> <p>6.1.2 – Market Rate Incentive</p> <p>6.4.4 - Waives Right to a Qualified Contract</p>
<b>QAP Section 6.2 – Location</b>					
6.2.1	Location Near Services	0 to 28	Project Description & Buildings	To request preliminary scoring points for this scoring category, select each box that meets the QAP service definition and distance (mileage) requirement from the Project's Primary Address. The Scoring Tab shall list the points based upon each box selected up to the	

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
6.2.1	Location Near Services	0 to 28	Project Description & Buildings	<p>maximum points.</p> <ul style="list-style-type: none"> <li>• The name and address of the service shall be entered for each checked service box.</li> <li>• The service shall be in operation and accessible via existing roads at the time of the Application due date and be within one (1) mile with the exception for Public Transportation which shall be within ½ mile.</li> <li>• If Project is a Scattered Site Project, all building addresses shall be listed for all site locations and each building address shall meet the distance requirements listed in the QAP for each service points are requested for.</li> <li>• If a Project has not been assigned a PA by the municipality, or should the PA not be shown on Google Map(s), Applicants shall contact the LIHTC Manager via email no later than 10 business days prior to submission of the Application for approval of an alternate method.</li> </ul>	
6.2.2	Great Places	3	Project Description	<p>If the Project is part of a Great Place community approved by the Department of Cultural Affairs, select the box on the Project Description Tab. The Application shall generate the preliminary scoring points for this category.</p>	

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
6.2.3	Local Government Contribution	0 to 21	Funding Sources & Exhibits	<p>If requesting points for this scoring category, enter the Local Government Contributions (LGC) in the Funding Sources Tab and provide Exhibit 5S with additional supporting documentation (if applicable). The Scoring Tab Shall show the preliminary score based upon the Total LGC entered and Total Project Costs.</p> <ul style="list-style-type: none"> <li>• If the Applicant has funding sources that qualify as a Local Government Contribution as defined in the QAP, the contribution(s) from each Government Entity or Political Subdivision shall be uploaded to the Exhibits Tab.</li> <li>• Each Exhibit 5S and additional supporting documentation (if applicable) shall be provided from each Government Entity and Political Subdivision contribution(s) at Application submission.</li> </ul>	
6.2.4	Underserved City	8	Buildings	<p>Appendix L on the IFA website and listed in the Help Tab is a listing of cities that have received an award of Low-Income Tax Credits in the past three years. If the entire Project is <b>not</b> located in one of these cities, the Application shall generate the preliminary scoring points.</p>	

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
<b>QAP Section 6.3 - Building Characteristics</b>					
6.3.1	Market Appeal	0 to 41	Project Amenities & Exhibits	<p>For each amenity provided at no cost to tenants that enhances market appeal, check the applicable boxes in the Project Amenities Tab and enter specifications (if applicable) to request points. For each amenity box checked, the Application shall generate the preliminary scoring points.</p> <ul style="list-style-type: none"> <li>All Market Appeal elections shall be provided and maintained throughout the Compliance Period and the Extended Use Period at the cost of the Project Ownership.</li> </ul>	Projects with Historic Tax Credits do not qualify for points for In-Unit laundry space with washer/dryer
6.3.2	Projects with Historical Significance	10	Project Description, Buildings & Exhibits	<p>All buildings within the Project shall be on the National Register of Historic Places or determined eligible for the National Register by the State Historic Preservation Officer. If requesting points for this scoring category, select the box on the Project Description Tab.</p> <ul style="list-style-type: none"> <li>For each building in the Project, Applicant shall answer the question as to whether the Project is on the National Register of Historic Places or determined eligible for the National Register by the State Historic Preservation Officer. If all buildings are not, the preliminary scoring points shall not be shown on the Scoring Tab.</li> </ul>	

<b>QAP Section</b>	<b>Scoring Criteria</b>	<b>Points</b>	<b>Application Tabs</b>	<b>Comments</b>	<b>Not Available</b>
6.3.2 (cont.)	Projects with Historical Significance	10	Project Description, Buildings & Exhibits	<ul style="list-style-type: none"> <li>• Applicants requesting preliminary points for this category shall use state and federal historic tax credits as a funding source.</li> <li>• Exhibit 6S shall be provided.</li> </ul>	
6.3.3	Projects that have Federal Project-Based Rental Assistance HUD-VASH Voucher Assistance, or Local Project-Based PHA Voucher Assistance	0 to 35	Project Description & Exhibits	<p>If requesting points for this scoring category, select yes from the drop down field, enter the number of assisted Units, and other related information.</p> <ul style="list-style-type: none"> <li>• Preliminary scoring points requested shall not be shown on the Scoring Tab until all Units have been entered in the Buildings Tab.</li> <li>• Points shall only be requested for one category.</li> <li>• Exhibit 7S required.</li> </ul>	<p>Applicant seeking points in:</p> <p>6.1.1 – Services Lowest Income Residents</p> <p>6.1.2 – Market Rate Incentive</p>
6.3.4	Construction/ Unit Characteristics	0 to 13	Project Amenities, Construction Characteristics & Exhibits	For each construction/unit characteristic to be provided for which points are sought, check each box or radio button and provide additional information if required. For each checked box, the Application shall generate preliminary scoring points.	Projects with Historic Tax Credits do not qualify for points for Steel frame doors.

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
6.3.5	Olmstead Goals	0 to 24	Buildings/units, Project Team & Exhibits	<p>Enter the number of Fully Accessible, Additional Accessible Type A Units, and Visitable Units (Type C) for each building and select the applicable Accessibility type for each Unit entered if, points are sought for this category. The Application shall calculate the scoring points based upon these entries to generate a preliminary score.</p> <ul style="list-style-type: none"> <li>• The preliminary scoring points shall not be shown or completely correct until all Units have been entered.</li> <li>• The number of Units entered shall match the number entered on the Building Tab for each building.</li> <li>• If at least 50% of the Fully Accessible and Additional Accessible Type A LIHTC Units are 2, 3, or 4 bedroom Units and a minimum of 15% of the total Project Units are Fully Accessible or Additional Accessible Type A Units, the Application shall generate the preliminary scoring points.</li> <li>• If the box is marked on the Project Team Tab that on-site Property Management Staff shall complete Mental Health First Aid training</li> </ul>	

<b>QAP Section</b>	<b>Scoring Criteria</b>	<b>Points</b>	<b>Application Tabs</b>	<b>Comments</b>	<b>Not Available</b>
6.3.5 (cont.)	Olmstead Goals	0 to 24	Buildings/units, Project Team & Exhibits	approved by the Iowa Dept. of Human Services and/or an Olmstead Consumer Taskforce approved Disability awareness training program, such as may be offered by a Center for Independent Living, the Application shall generate the preliminary scoring points.	
6.3.6	Impact on the Environment	0 to 12	Project Description & Exhibits	Applicant shall check the applicable box for each item in which points are sought. When the box(es) is checked, the description box(es) shall populate with the requirement(s). For Energy Efficiency Water Heaters, enter the specifications. The Application shall generate the preliminary requested points on the Scoring Tab based on the boxes checked.	An Applicant that has a Project with HUD financing or HUD subsidy are not eligible for points in No Smoking.
6.3.7	Energy Efficiency	0 to 8	Project Description & Construction Characteristics	Applicant shall check the applicable box for the level of energy efficiency for which points are sought. If the box is checked in the Project Description Tab, the Application shall generate the applicable preliminary scoring points.	Projects that are existing structures and utilizing Historic Tax Credits are not eligible for this category.
<b>QAP Section 6.4 - Other</b>					
6.4.1	Title Guaranty	10	Ownership Entity	Applicant shall check the box certifying that the Ownership Entity shall obtain a Final Title Guaranty Owner Certificate on the real estate of the Project from the Iowa Finance Authority's Title Guaranty Division prior	

QAP Section	Scoring Criteria	Points	Application Tabs	Comments	Not Available
6.4.1 (cont.)	Title Guaranty	10	Ownership Entity	to submittal of the 8609 package. The Ownership Entity shall obtain, at a minimum, a Final Title Guaranty Certificate with an Amount of Coverage that is not less than the value of the Land and pre-existing improvements, if any, combined with the total Hard Construction Costs of the Project. If the box is checked, the Scoring Tab shall list the preliminary scoring points for this category.	
6.5.2	Developer or Owner Cash Contribution	0 to 10	Funding Sources	<p>If the Developer or Owner is committing to a cash contribution, enter this as a funding source type of Developer/Owner Cash Contribution in the Funding Source Tab. The Application shall calculate the preliminary score points based upon Application entries and Total Project Costs.</p> <ul style="list-style-type: none"> <li>• A cash contribution does not include a deferral of a Developer Fee.</li> <li>• This is in addition to the threshold requirement of the \$100 General Partner/managing member contribution stated in QAP Section 4.7.1.</li> <li>• Exhibit 6T shall be provided at Application submission.</li> </ul>	

<b>QAP Section</b>	<b>Scoring Criteria</b>	<b>Points</b>	<b>Application Tabs</b>	<b>Comments</b>	<b>Not Available</b>
6.4.3	Qualified Development Team Experience	10	Project Team	<p>To request points, enter the information for the member of the Qualified Development Team (QDT) that has completed 3 LIHTC Projects which have received an IRS Form 8609 between the dates of 7-1-2008 and 7-1-2014 as a Developer, managing member, or General Partner. If the requirement is met, the Scoring Tab shall list the preliminary points for this category.</p> <ul style="list-style-type: none"> <li>• Only one member can meet the requirement More than one team member may meet the requirement, but no additional scoring points shall be received.</li> <li>• Points shall not be obtained by a combination of QDT members meeting some of the requirements so that the QDT members combined qualifications meet the requirement.</li> </ul>	
6.4.4	Waives Right to Qualified Contract	25	Project Description	<p>If Applicant checks the box indicating the Ownership waives the right to ask IFA to find a buyer after year 15, the Applicant Shall have waived the right to a qualified contract and the Application shall generate the preliminary scoring points.</p>	<p>Applicant electing points in: 6.1.4 – Provides an Opportunity for Homeownership.</p>

## 8. 2015 Overview of Online Application Changes

This section shall provide a general overview of changes and is not intended to be a complete list all of all changes; however the Online Application has been updated to reflect the 2015 QAP.

a) Project Description Tab

Credit Request

Removed Transitional Housing

Minimum Set-Aside

Removed the Note under Deep Rent Skewing

Other Elections

- Added check boxes to elect points for QAP Section 6.1.1 – Serves Lowest Income Residents.
- Added a checkbox for Applicants to request points for QAP Section 6.1.2 – Market Rate Incentive.
- Updated the language for Historical Projects, QAP Section 6.3.2.

Location Near Services

Location Near Services language has been updated per QAP Section 6.2.1.and fields added for service(s) name and address.

Rental Assistance

Added fields to enter contact information for the Public Housing Authority (PHA)

Impact on the Environment:

Updated the language for Radon System and Water Conserving Appliances per QAP Section 6.3.6

Energy Efficiency:

- For New Construction, the HERS Index was lowered from 64 to 62 or less per QAP Section 6.3.7.
- For Existing Structures, a statement was added that a Project utilizing Historic Tax Credits is not eligible. (QAP 6.3.7).

Readiness to Proceed - Deleted

b) Targeting Plan Tab

- Changed QAP reference from 2014 to 2015.
- Updated the language under Held for Occupancy per QAP - Appendix 2.
- Added fields to enter contact information for person responsible for preparing the Targeting Plan on behalf of the Applicant and answering any IFA questions regarding the Targeting Plan.
- Added fields to enter contact information for person responsible for preparing the Affirmative Fair Housing Marketing Plan (AFHMP) on behalf of the Applicant and answering any IFA questions regarding the AFHMP.

c) Site Description Tab

- Updated language per 2015 QAP.
- Added a Readiness to Proceed heading per 2015 QAP Section 5.4 (Threshold Requirement)

- Added free parking to be included in the question regarding fee simple interest (site/buildings/free parking site).

d) Site Control Tab

Added certification box stating Applicant understands and certifies that site control shall be continuous and uninterrupted throughout the completion of the Project per QAP, Appendix 1-A

e) Zoning Tab

Added an acknowledgement box requiring the Applicant to indicate understanding that if proper zoning of the site is not possible, a substitute site shall not be permitted

f) Ownership Entity Tab

Certifications Added or Modified

- Applicant agrees to provide documentation of the Operating and Replacement Reserves accounts have been fully funded within 6 months of the date IFA sent the Ownership Entity the IRS Form 8609. (QAP Sections 4.3.1 – 4.3.2.2. & 8.11)
- Applicant agrees to provide IFA with the AFHMP at least 120 days prior to the first unit being Placed-in-Service. (QAP Sections 5.10 & 8.9.5)
- Applicant agrees to complete the IRS Form 8609 Part B and return a copy of it to IFA within 60 days from date IFA sent the executed IRS Form 8609 to the Ownership Entity. (QAP Section 8.7)
- Updated language on the PHA Notification of Vacancies per QAP Sections 5.4.4 & 8.9.4)
- Updated language on the Lease Addendum per QAP Sections 5.15.
- Added language for Iowa Housing Search per QAP Sections 5.14 & 8.9.8)
- Applicant agrees to not create a subrecipient of the Federal Historic Tax Credits in order to be eligible for more Tax Credits. (QAP Section 4.6.6)
- For Acq/Rehab and Preservation Projects a checkbox appears requiring certification that Applicant shall submit the Capital Needs Assessment (CNA) prior to start of construction. (QAP Sections 5.4.3 & 8.1.6)
- Applicant (and its management company) agrees to develop and make public written tenant selection policies and procedures that include all requirements listed QAP Section 5.17 and the submission requirements listed in QAP Section 8.9.7.
- Applicant and its managers shall comply with the requirements of the Violence Against Women Act (VAWA) and shall use HUD 91066, Certification of Domestic Violence, Dating Violence or Stalking and HUD 91067, Lease Addendum. (QAP, Part B, Section 9.14.10).

New Questions

- Is the Ownership Entity a single asset entity to which Tax Credits shall be or have been awarded? (QAP Appendix 2 – Glossary of Terms)
- Does an Identity of Interest exist between the Ownership Entity, the builder, or the general contractor? If yes is, the Builder and General

Contractor Fees on the Financial Feasibility Tab shall be listed to 10% of Hard Construction Costs. (QAP Section 4.6.2)

- How many signatures are required for execution of legal documents? Entry of authorized signor(s) shall be required as well as the upload of the applicable Exhibit 14T.
- Added questions related to QAP Sections 5.4.6.1.1-5.4.6.12, 5.4.6.2-5.4.6.2.3, 5.4.6.4-5.4.6.4.5, 5.4.6.3 – 5.4.6.3.6, (Ineligibility)

#### New Field

If the Ownership Entity is an LLC, the type of LLC is now required (manager or member).

#### g) Nonprofit Tab (New 2015)

- Projects requesting the Nonprofit Set-aside shall complete the information, upload Exhibits 1SA-5SA, and select submit request at the bottom of the tab, no later than November 7, 2014.
- Projects with a materially participating Nonprofit, shall complete this tab and provide Exhibits 1SA-5SA at Application submission, but shall not be considered for the Nonprofit Set-aside.

#### h) Project Team Tab

##### New Questions

- Added questions about authorized signors. Additional information regarding each authorized signor shall be provided and the applicable Exhibit 14T provided.
- Added questions as to whether any fees paid to parties have an Identity of Interest. If yes, additional information shall be provided in the applicable fields. Refer to QAP Sections 4.6.1 and 4.6.5.
- Added questions for QAP Sections pertaining to QAP Sections 3.2.1 – Returning or New Developer in Iowa, 3.2.2 – New Tax Credit Developer.
- Added a heading – Qualified Development Team and a question asking if the team member has Materially Participated in the role of Developer, managing member, or development consultant in the development of a LIHTC Project that has received an IRS Form 8609 from any state within the past 7 years. If yes, additional information shall be provided.
- Updated the questions regarding delinquencies per QAP Sections 5.4.6.3.1 and 5.4.6.3.2.
- Added a heading – Qualified Development Team Experience and a question inquiring as to whether a member of the QDT has completed three (3) LIHTC Projects which have received an IRS Form 8609 between July 1, 2008 and July 1, 2014 as a Developer, managing member, or General Partner. (QAP Section 6.4.3).
- Management Company specific questions added:
  - ✓ Does this management company have at least three years of LIHTC experience managing Section 42 Projects?
  - ✓ Does this management company manage LIHTC Projects in Iowa?

### New Fields

- Added field if entity type is a LLC, type of LLC (member or manager) is required.
- Added field to provide the state allocating agency name, contact name, and email for any state in which a team member has a previous LIHTC Project.
- Added fields on the Development Consultant – Project Team Tab to list all states in which the development consultant has performed as a LIHTC Development Consultant and a field to provide a list of Projects and related information.
- Changed Stakeholder title to Organizational Structure and all entities and individuals (and titles) shall be disclosed by the Applicant. (Developer, General Partner, and managing member)
- State authorized/organized in.
- Management Company specific field: List all states in which the management company manages LIHTC Projects.

### i). Project Amenities Tab

- Updated Market Appeal Characteristics per QAP Section 6.3.1.
- Updated language under Construction Characteristics per QAP Section.6.3.4.
- Community Room requirement of 20 square feet is removed and this field is now listed under Other Site Amenities.
- Added washer and dryer hook-ups (only) under Other Interior Apartment Amenities.
- Added fitness center under Other Site Amenities.

### j) Construction Characteristics Tab

- Updated language to QAP Appendix 1-G.
- Added field for providing the number of Adaptable Units.

### k) Buildings Tab

#### New Questions

- Added questions as to whether any building part of the Project has been part of a LIHTC Project.
- Added question as to whether any building that is part of the LIHTC Project is in the initial 15 year Compliance Period. (QAP Section 2.4)
- Added a question whether the building is eligible for the National Register of Historic Places.

### New Fields

Minimum set-aside election from existing LURA, for the existing LIHTC Project

### l) Funding Sources Tab

#### New Questions

Added questions regarding current State HOME debt on the Project. If yes, another question shall be answered as to whether the new Ownership Entity is assuming the Home debt.

#### Local Government Contribution

- Added Workforce Housing Tax Credits.
- For each contribution added, a description as to whether just Exhibit 5S is required or Exhibit 5S and additional supporting documentation. Refer to QAP Section 6.2.3.

#### Funding Sources

- The \$100 General Partner/managing member minimum contribution is now listed here rather than at the top of the page.
- Removed PRLF and Transitional Housing from the “type” drop down.
- Added category in the “type” drop down field for a General Partner loan for anticipated State Historic Tax Credits.

#### m) Costs and Credit Calc. Tab

- Reduced the Eligible Basis boost from 30% to 15% for Projects located in a non-MSA City or County per QAP Section 7.2.2.
- Added two line items for Adjustment to QCT so all Eligible Basis boosts are listed in the applicable line (QCT, Non-MSA, and Special). (QAP 7.2.1 – 7.2.3.2)
  - ✓ No Project shall receive more than 30% increase in Eligible Basis per QAP 7.2 or no Project shall receive an award of tax credits greater than the Project cap of \$800,000 per QAP Section 2.3.1.
  - ✓ Per QAP 7.2.3, Applicants that elected points under Section 6.1.1 shall qualify for the Special Considerations Basis Boost for Projects Serving Lower AMI's, but must exceed the maximum scoring percentage of 15% by providing an additional 15% (total of 30%) of the Units serving tenants with incomes at 40% or less of AMI to qualify for an increase of 15% in Eligible Basis.
  - ✓ Per QAP 7.2.3, Applicants that elected points under Section 6.1.1 shall qualify for the Special Considerations Basis Boost for Projects Serving Lower AMI's, but must exceed the maximum scoring percentage of 5% by providing an additional 5% (total of 10%) of the Units serving tenants with incomes at 30% or less of AMI to qualify for an increase of 15% in Eligible Basis. These Units are in addition to any Units selected for the 40% or less AMI.
- Removed Paving Extension from Section II. Site Work, but left Off Site Work for Utility.
- The 9% rate has changed from 7.7% to 7.6%.
- If there are fees paid to parties who have an Identity of Interest, these shall be disclosed by the Applicant and reviewed by IFA. Refer to 2015 QAP Sections 4.6.1 and 4.6.5.
- The IFA Construction Monitoring fee has been included in the applicable line item.

n) Projected Operating Costs Tab

Included line for Free Internet Connectivity

o) HOME Tab

Added fields at the top of the page that require entry of Hard Cost of Construction/Rehab for HOME-Assisted Units and Hard Cost of Construction/Rehab for Non-HOME Units when the Units are not comparable

p). HOME Requirements Tab

Language added to the bottom of the page regarding the HOME subsidy to the Project shall be at least \$1,000 per Unit.

q). HOME Overview Tab

- The zip code column has been replaced with an address that auto-fills with each building address in the Building Summary Table.
- Control type has been deleted from the Building Summary Table.
- In the Building Summary, changed # Units to # Total Units and added a column that says # Home Units that shall auto-fill with HOME Units from each building.

r). Home Unit Comparability Tab

Renamed to Home Unit Analysis Tab

s). Financial Feasibility Tab

- Updated language and requirements to the 2015 QAP.
- Added statement for builder and general contractor fees that the fee is limited to 10% of Hard Construction Costs if an Identity of Interest exists between the Owner, builder, and general contractor.
- Added statement under Developer Fees pertaining to 2015 QAP Section 4.6.1.
- Added statement under Tax Credit Cap per LIHTC Unit that Projects qualifying for the Eligible Basis boost shall be allowed to exceed the Tax Credit Cap per LIHTC Unit as listed in QAP Section 4.9.1 as defined in QAP Section 7.2. The maximum increase a Project may qualify for is 30% as no Project shall receive more than 30% increase in Eligible Basis. A Project qualifying for and receiving an increase in the Tax Credit cap per LIHTC Unit shall also be limited to the \$800,000 Tax Credit award amount per Project listed in QAP Section 2.3.2.
- Added statement to bottom of tab stating that IFA reserves the right to limit professional and other fees related to services rendered to the Project. Fees paid to parties who have an Identity of Interest shall be fully disclosed and at IFA's discretion shall be included in the allowable Developer fee. (QAP Section 4.6.5)

- Added statement at the bottom of the tab stating, in the event the Developer fee, Consultant Fee, or builder fee limits are in excess of limits imposed, IFA shall make the appropriate adjustments during the underwriting phase of the evaluation of the Application. (QAP Section 4.6.3)

t). Scoring Tab

- Updated all scoring categories per QAP Section 6.
- Added statement that all scoring and amenity items selected in the Application shall be shown in the Project Site Plans (Exhibit 5B), Plans and Specifications (Exhibit 8B), and the Scope of Work (Exhibit 9B – if applicable). If a discrepancy in the requested points is discovered between the Application and exhibits, IFA shall award the least amount of points supported by the Application and the exhibits.
- If an Applicant is eligible for points for QAP Sections 6.1.1 or 6.1.2 based upon units entered in the Buildings/unit Tab and QAP Section 6, but failed to check the box(es) on the Project Description Tab, a reminder shall appear that points for this category have not been requested. Applicants should notice this anyhow as zero (0) shall be listed in the preliminary point's column, but this is an additional courtesy reminder.

u) Fees Tab

Updated per QAP Section 3.4.7

v). Exhibits Tab - These are the Updated Exhibits for 2015.

- Exhibit 1T (Updated for 2015)
- Exhibit 3Tf (New 2015)
- Exhibit 6Ta (New 2015)
- Exhibit 7T (Revised for 2015)
- Exhibit 12T (Required for 2015)
- Exhibit 14T (New 2015)
- Renamed Exhibits 15T, 16T, & 17T to 15a, 15b, & 15c (Revised for 2015)
- Exhibits 5B, 7B, and 9B (Shall show/list all scoring and amenity items selected in the Application)
- Exhibit 2S (Updated for 2015)
- Exhibit 3S (No longer a required Exhibit required at Application submission)
- Exhibit 5S (Updated for 2015)
- 7S (Revised for 2015)
- 2B (Required at Application submission and not 30 days after the Application due date)
- Exhibits 9S-11S (Reserved for 2015)

9. Tax Credit Application Submission Due Date

The LIHTC Applications may be submitted anytime between December 5, 2014 and 4:30 p.m. C.S.T. on December 9, 2014.

## 10. Ineligible Parties

- If an Applicant has any issue regarding a potential ineligibility issue per QAP Sections 5.4.6 through 5.4.6.5, contact Dave Vaske, LIHTC Manager, to discuss any concerns/issue prior to submission of the Application.
- Applicants shall ensure all Application questions are answered accurately for all relevant questions to enable IFA to determine eligibility/ineligibility.

## 11. General Comments Regarding Online Application & Process

- Description, explanation, and specification boxes are expandable.
- Should IFA update the Application, any Application saved in the system, at the time of the update, shall automatically update as of the next business day.
- IFA prefers Exhibits to be PDF formats.
- Photos shall be labeled and in one pdf.
- Exhibit 8B uploads shall be limited to four (4).
- Applicants shall not mail IFA any document with an original signature(s) unless requested by IFA.
- Before submitting questions to IFA, ensure all information has been entered into each Application tab first. Entering information into all tabs resolves error associated with linked tabs.
- An Application entered, but not submitted during the allocation, round shall be deleted following the March 2015 Board award of Tax Credits.
- During the threshold deficiency period, Applicants shall be permitted to make changes to income targeting, decreased rents and the addition of amenities, if recommended by the market study analyst. Changes made by the Applicant that weren't recommended shall not be allowed. Refer to QAP Section 3.4.1.3.
- During the deficiency period, a change in funding sources or equity pricing shall not be allowed unless specifically requested in the IFA deficiency notification. Refer to QAP Section 5.1.

## 12. Threshold Application Submission

- The Application may be submitted after all information is entered, required exhibits uploaded, and the Application and Market Study fees paid through the Online Application.
- The Application is coded for some threshold requirements that shall prevent an Applicant from submitting, depending on a specific answer(s). Do not change the answer(s) in order to submit. Each Applicant is certifying to IFA all Application and exhibit information submitted is correct and accurate.
- Following an Application submission, it shall no longer be accessible to the Applicant.
- During the deficiency period, the only changes permitted are those requested by IFA. No scoring items are correctable.
- Once an Application has been submitted, an Applicant shall not contact any IFA Staff or Board Member, nor shall anyone contact staff or Board on the Applicant's behalf, in order to unduly influence IFA's determination related to the award of Tax Credits. Refer to QAP Section 3.3.

## B. CREATING AND ENTERING A 9% THRESHOLD APPLICATION

Before creating and entering an Application, please note QAP, Section B. 9.2, “The representations made in the Application shall bind the Applicant and become a contractual obligation of the Developer and the Ownership Entity and any Entity the Developer or Ownership Entity is representing in the presentation of the Application or a successor in interest in the event Tax Credits are awarded to a proposed Project.”

To enter an application, select:

Create a New 9% Application and begin entering information into each tab. Refer to the QAP for specific requirements.

### 1. Project Name and Location Tab

#### a) Project Name

- Type Project Name in the box.

#### b) Jurisdiction

- Enter the name, address, city, zip code, and phone number of the political jurisdiction(s) where the Project shall be located.
- More than one jurisdiction can be entered for a Scattered Site Project that is part of more than one political jurisdiction.
- Enter the email address of the CEO of the political jurisdiction.
- The blue (REFERENCE) is a link to <https://www.iowaleague.org/Pages/CitiesInIowa.aspx>. This website contains city information to look up names or contact information.
- Enter the CEO First Name, Last Name, and Title (typically Mayor). Please ensure the email entered is correct.
- This information is required in order for IFA to provide notification to the Chief Executive Officer of the local jurisdiction as required by the IRC.
- Review information for typographical or data entry errors then select Save.

### 2. Project Description Tab

#### a) Project Type

- Select New Construction, Rehab, Acquisition/Rehab, or Adaptive Reuse or a combination thereof.

#### b) Credit Request

- Two (2) boxes are provided for requesting program funds IFA administers or has a joint application review with. Check all applicable boxes. These are: Senior Living Revolving Loan Program & State HOME.

- ✓ For all other sources, except State HOME funds and IFA-approved participating cities with allocated HOME funds, a commitment for funding shall be made in advance. Refer to QAP Section 4.5.2.

- i. Set-Asides – Section 2.2 of the QAP lists the established set-asides. Four Set-Asides have been established.

- QAP Section 3.4.8 lists the priority list for review and award of Tax Credits with the following Set-Asides in order of prioritization: Select the applicable box(es) to make Set-Aside(s) requests.
  - Nonprofit (10% of all available credits)
  - Preservation (10% of all available credits)
  - Senior (15% of all available credits)
  - Rural (15% of all available credits)
- ii. Percentages
- The Application Shall auto-fill the credit % applied for based upon the Project-type entered.
  - If applying for acquisition and rehab credits, the Application shall auto-fill both 4% and 9%; otherwise 9% for New Construction and Rehab Projects. Acq/Rehab shall have both 9% and 4% listed as Shall Adaptive Reuse.
- iii. Federal Financing
- Enter Yes or No.
  - If yes, select the type of Federal Financing as shown in the drop-down box.
  - If other is selected, then an explanation of this other federal financing source shall be provided in the box.
- iv. Minimum Set-Aside Requirements
- Select either 20/50 or 40/60 for the Minimum Set-Aside Election. The IRS requires a minimum set-aside election of 20/50 or 40/60.
  - If Deep-Rent Skewing is elected, select the box. Please note that if selected, 15% of the Units shall be entered at 40% or less of AMI.
- c) Other Elections
- i. Waives Right to Qualified Contract (QAP Section 6.44) – In order to request points for this category, an Applicant shall select the box. If the box is checked, the Applicant is waiving the Ownership Entity’s right to request a Qualified Contract in year 14 of the Compliance Period. A 30-year commitment is being made with this election.
- An Applicant electing points for Section 6.1.4, - Provides an Opportunity for Homeownership is not eligible for these scoring points.
- ii. Great Places (QAP Section 6.2.2) – If the entire Project Shall be located in and be a part of a Great Place community approved by the Department of Cultural Affairs check the box if preliminary points are requested for this category.
- iii. Serves Lowest Income Residents (QAP Section 6.1.1) – Applicants requesting points for QAP Section 6.1.1 shall check the applicable box(es) and enter the number of planned Units at each applicable AMI level. When entering 40% or less Units in the Buildings/unit Tab, enter

40% AMI for each applicable Unit and when entering 30% or less Units, enter 30% AMI for each applicable Unit planned for the Project.

- This category is not available to an Applicant that elects points in Section 6.1.4 – Provides an Opportunity for Homeownership or Section 6.3.3 – Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA Voucher Assistance.
  - ✓ If the special consideration for Projects serving lower AMI's (15% increase in Eligible Basis) shall be needed per QAP Section 7.2.3 & 7.2.3.1, Applicant shall request the increase by entering an additional 15% of 40% or less AMI Units for a total of 30% of Units at 40% AMI or less.
  - ✓ If the special consideration for Projects serving lower AMI's (15% increase in Eligible Basis) shall be needed per QAP Section 7.2.3 & 7.2.3.2, Applicant shall request the increase by entering an additional 5% of 30% or less AMI Units (these Units shall be in addition to any Units selected for the 40% AMI or less) for a total of 10% of the Units at 30% AMI or less.
  - ✓ No Project shall receive more than a 30% increase in Eligible Basis.
  - ✓ No Project shall receive more than a Tax Credit award of \$800,000 and no single Developer developing Projects shall receive an award of Tax Credits more than \$1,200,000 per QAP Section 2.3.1 – Tax Credit Cap for Single Developer/Project.

- iv. Market Rate Incentive (QAP Section 6.1.2) – If a Project shall provide market rate Units (not eligible for Tax Credits), an Applicant shall request points by checking the box and entering the number of planned Market Rate units in the Buildings/unit Tab.
  - This category is not available to an Applicant electing points in QAP Section 6.1.4 - Provides an Opportunity for Homeownership.
- v. Historic Project (QAP Section 6.3.2) - If all buildings within the Project shall be on the National Register of Historic Places or determined eligible for the National Register by the State Historic Preservation Officer, check the box to request points for this scoring category.
  - Answer the question for each building entered as to whether the building is eligible or has been determined eligible for the National Register of Historic Places. All buildings shall meet this requirement or no preliminary scoring points shall be generated.
  - Selecting this box shall require the submission of Exhibit 6S.
  - Selecting this box shall also require the use of State and Federal Historic Tax Credits as a funding source. If the Applicant doesn't have a commitment for State Historic Tax Credits, a General Partner loan commitment (Exhibit 6T) shall be provided...
  - If a Project Shall be Historic and a mixed Project, the LIHTC Units shall be disbursed throughout all of the buildings in the Project.
  - The residential portion of the Federal Historic Tax Credit shall be deducted from Eligible Basis.

- Applicants shall not create a subrecipient of the Federal Historic Tax Credits in order to become eligible for more LIHTC.
- Not all scoring categories are available to Historic Projects. Refer to QAP, Sections 6.3.1, 6.3.4, and 6.3.7.

d) Occupancy Type

- Occupancy Type – Select occupancy type from the drop down box. Options from the drop down box are: Older Persons 55, Older Persons 62, and Family.
- IFA shall not allow any material changes to the Project per QAP Section 8.3. Once the occupancy type has been established and submitted to IFA, it shall not be changed.

e) Location Near Services (QAP Section 6.2.1)

- If requesting points for this scoring category, select the applicable boxes for each service meeting the QAP requirements and enter the service name and complete address in the fields provided.
- Each service must be in operation and accessible via existing roads at the time the Application due date
- IFA shall use the Primary Address (PA) listed in the Buildings Tab of the application to determine the distance to the services.
- A Scattered Site Project, in order to receive points, all building addresses shall be listed for all site locations and each building address shall meet the QAP distance listed in QAP Section 6.2.1. Refer to QAP Appendix 2 – Glossary of Terms for service definitions.

The following services shall be within one (1) mile driving distance.	
Full Service Grocery Store	4 points
Schools (Family Project Only)	4 points
Senior Center (Older Persons Project Only)	4 points
Medical Services	4 points
Workforce Training	4 points
Public Library	4 points
Cultural Arts Facility	4 points
Park (City, State, or County)	4 points
	4 points
The following service shall be within one half (1/2) mile walking distance.	
Public Transportation	4 points

- If the Project hasn't been assigned a PA by the municipality, or should the PA not be shown on Google Map(s), an Applicant must contact the LIHTC Manager via email ten (10) business days PRIOR to submission of the Application due date for approval of an alternate method.
- IFA shall not award more points for any category than requested.
- If incorrect service names or addresses or the services do not meet the QAP Requirements, no points shall be awarded.

f) Building Type  
Select the appropriate building type(s).

- Duplex
- Row/Townhouse
- Single Family Detached
- Standard Apartment

Notes: When uploading Exhibit 11T – Utility Allowance Documentation, the documentation shall list the correct building type as selected in the Application. If more than one building type, ensure that when entering buildings, the correct building type information is entered for each building.

Appendix 2-Glossary of Terms of the QAP requires a Project providing an Opportunity for Home Ownership (ROSE Program) to be a single family detached building type and be new construction without an existing LURA.

- A Project may consist of more than one building type.

g) Ownership Type

- Rental - If the Project Shall be a rental Project, select the box. A LIHTC Project may not be both rental and homeownership (Iowa Rose Program).
- Iowa Rose Program (QAP Section 6.1.4) - If the Project is a planned an Iowa Rose Program Project providing an opportunity for homeownership, select the box to request points for this scoring category. Refer to Appendix G for more specific information.
  - ✓ 100% of the Project Units shall be 100% LIHTC. No market rate Units in an Iowa Rose Program Project shall be permitted.
  - ✓ 100% of the Project Units must be entered as 60% AMI Units.
  - ✓ Applicant shall elect the 40/60 Minimum Set-Aside.
  - ✓ State HOME funds shall not be requested or listed as a funding source if an Applicant elects points for this category
- Exhibit 2S including the required written plan shall be provided,

h) Rental Assistance

- Federal Assistance - If Project Shall be utilizing federal assistance, select yes from the drop down; otherwise select no.
- If the Project shall be a HUD-VASH Voucher Project (QAP Section 6.3.3), then select yes from the drop down; otherwise select no.
- Enter source providing the HUD-VASH Vouchers.
- If yes, then enter the number of Units covered by a written commitment for HUD-VASH Voucher Assistance. The Application shall generate the preliminary scoring points once all Units have been entered in the Buildings/units Tab, the box selected, source entered, and the number of Units covered by a written commitment for HUD-VASH Voucher Assistance is entered.
- If the Project Shall be receiving Federal Project-Based Rental Assistance (QAP Section 6.3.3) select yes from the drop down; otherwise select no.

- If yes, then provide the subsidy source and the number of Units. The Application shall generate the preliminary scoring points once all Units have been entered in the Buildings/units Tab, the box selected, subsidy source selected, and the number of Units covered by the federal Project-based rental assistance contract is entered.
  - If the Project shall have Local Project-Based PHA Voucher Assistance (QAP Section 6.3.3) select yes from the drop down; otherwise select no.
  - If yes, then enter name of the local PHA and the number of Project-based vouchers committed by the PHA as well as contact information for the PHA.
  - Once all Units have been entered in the Buildings/units Tab, the PHA information entered, and the number of Units entered covered by the PHA commitment for local Project-based PHA voucher assistance, the Application shall generate the preliminary scoring points.
  - If yes was selected and points are sought for QAP Section 6.3.3, Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA Voucher Assistance, Exhibit 7S shall be required. Exhibit 7T shall be required for threshold.
  - Enter the Contract Number(s) for the federal Project-based rental assistance.
  - Enter Loan Number if Project has a Rural Development Section 515 mortgage.
  - If HUD assistance is received that requires HUD's approval for transfer of physical assets, select yes from the drop down; otherwise, no.
  - If RD assistance is received that requires RD's approval for transfer of physical assets, select yes from the drop down; otherwise, no.
  - If IFA approval for transfer of physical assets is required, select yes from the drop down; otherwise, no.
- i) Impact on the Environment (QAP Section 6.3.6)
- i. Environmentally Friendly Interior Paint – Select the box if the Applicant agrees to use all interior paints and primers that comply with Green Seal standards for low VOC limits and is requesting points for this scoring category. This election shall be listed in the plans and specifications and the scope of work (if applicable).
  - ii. Environmentally Friendly Adhesives – Select the box if the Applicant agrees to use all adhesives that comply with all of the requirements listed in the Description box in the application and is requesting points for this scoring category. This election shall be listed in the plans and specifications and the scope of work (if applicable).
  - iii. No Smoking – Select the box if the Applicant agrees to have a no smoking policy as stated in the QAP and is requesting points for this scoring category.
    - This scoring category is not available for Projects that have HUD financing or have a HUD subsidy contract.

- iv. Energy Efficient Water Heaters – Select the box if the Applicant agrees to install energy efficient water heaters that meet the QAP requirements and is requesting points for this scoring category.
    - If Energy Efficient Water Heaters box is selected, Applicant shall specify the water heater tank type. A specific brand name does not have to be provided. \*\*The water heat type shall match any utility allowance entered in the Building Tab and listed in the plans and specifications and the scope of work (if applicable).
    - The information entered shall also match the Construction Characteristics Tab description/specifications entered.
  
  - v. Water Conserving Measures – Select the box if the Applicant agrees to install water conserving measures as listed in the QAP and is seeking points for this category, a specific brand name does not have to be provided. The water conserving measures shall be listed in the plans and specifications and scope of work (if applicable).
  
  - vi. Passive (New Construction) or Active(rehab/reuse) Radon System – Select the box if the Applicant agrees to install and is requesting points for this scoring category. This election shall be listed in the plans and specifications and the scope of work (if applicable).
  
  - j) Energy Efficiency (HERS or IECC) (QAP Section 6.3.7) - If Applicant is seeking points for this scoring category and is committing to comply with the QAP requirements, select the applicable box. Refer to QAP, Appendix 1, G-21 for further information on the minimum requirements for energy efficiency. Ensure the election matches the information entered on Construction Characteristics Tab.
    - Applicant is committing to a more restrictive energy efficiency requirement than the minimum requirements and shall be held to this election. Election shall be met prior to IFA issuing an IRS Form 8609.
  
  - k) Overview
    - Provide a brief, well-written description of the proposed Project. Ensure correct spelling and grammar are used. This may be used for news releases or other such communication initiatives.
3. Targeting Plan Tab
- a) Summary – Select the certification the Applicant/Owner certifies to comply with the Targeting Plan requirements stated in QAP Section 5.16.
  
  - b) Check the box if the Project Shall be an Affordable Assisted Living Program/Facility.
  
  - c) Enter the contacts and information for the Affirmative Fair Housing Marketing Plan (AFHMP) and Targeting Plan.
  
  - d) Held for Occupancy Policy - Applicant shall check the box to confirm understanding of the policy. The policy is listed in the Description Box.

- Applicant shall select the check box agreeing to adhere to IFA's Target Population and Held for Occupancy Policy.
  - Failure to mark either box shall result in the Applicant's inability to submit the LIHTC application.
- e) Fair Housing – Applicant shall check the box acknowledging its responsibility to ensure that all Fair Housing requirements are met.
- f) Boarding Home Registration – Applicant shall check the box to indicate understanding of the Iowa Boarding Home Registration and then mark the applicable box to indicate whether this shall apply or not apply to the Project.
4. Site Description Tab
- a) Site Acreage
- Enter total site acreage. This shall match the site acreage listed in a purchase agreement or option to purchase (Exhibit 1B). Excess land or acreage that shall not be part of the proposed Project and shall not be included.
  - If a Scattered Site Project, mark the box indicating scattered site. Exhibit 19T required. Scattered site Projects shall also pay a higher market study fee as listed in the QAP Section 3.4.7.
  - Scattered sites shall be 100% LIHTC.
  - Enter the number of additional primary market areas in the box provided. Refer to QAP Section 5.9 for more information.
- b) Readiness to Proceed - Utilities and Infrastructure Available
- Select the applicable boxes that identify utilities and infrastructure currently available and with adequate capacity for the Project site(s). Refer to QAP, Appendix 1-D, and E.
- c) Demolition - From the drop down box, answer the question, "Is the demolition of any buildings required or planned?" If yes an explanation is required in the description box.
- d) Relocation
- Occupied Buildings On the Site - From the drop down box, answer the question, "Are existing buildings on the site currently occupied?" If yes, enter a brief description of the situation in the description box. Refer to QAP Section 5.5 Displacement of Tenants for more information. Exhibits 13T or H-24 shall be required.
  - If any building on the site(s) is currently occupied, answer the two questions on the type of displacement (temporary or permanent) from the drop down boxes provided. In addition, in the description box, enter the relocation plan and assistance narrative.
  - IFA requires a relocation plan, Exhibit 13T, even if the Applicant is not planning on temporary displacement of tenants. This plan should be provided and followed in the event unforeseen events occur and displacement of tenants is needed.

- If applying for State HOME funding, submit the HOME Exhibit H-24 for Relocation Plan instead of Exhibit 13T as HOME program requirements for tenant relocation shall be met.
- If no State HOME funding is requested, but a relocation plan is required, Exhibit 13T shall be provided.

e) Site Characteristics

- ii. Flood Zone - From the drop down box, answer the question, "Is any portion of the site in a flood zone?" If yes, Applicant shall not be unable to submit. Refer to QAP, Appendix 1-B and Appendix 1-H.
- iii. Site or Adjoining Site Location - Applicant shall disclose whether any portion of the site or adjoining sites are located within ½ mile of storage areas for hazardous or noxious materials, sewage treatment plant or other solid waste facility, businesses, or equipment producing foul odors or excessive noise or the site is a prior storage area for hazardous or noxious materials, sewage, or other solid or liquid waste. Answer the question from the drop down. If yes, a description shall be entered into the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.
- iv. Site or Adjoining Site Slope/Terrain - From the drop down box, answer the question as to whether any portion of the site or adjoining sites have slope/terrain that is not suitable for the Project based on extensive earth removal/replacement requirements. If yes, a description shall be entered into the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.
- v. Physical Barriers - If Applicant is aware of any obvious physical barriers of any portion of the site or adjoining sites, it shall be disclosed. Answer the question from the drop down box. If yes, a description shall be entered into the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.
- vi. Location near Sanitary Landfill - If any portion of the site or adjoining sites is located within ½ mile of a sanitary landfill or sites that were previously used as a sanitary landfill, Applicant shall answer from the drop down box. If yes, a description shall be entered in the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.
- vii. Flood Hazard Area - If any portion of the site or adjoining site(s) is located within a flood hazard area, at or on a 100-year flood zone as determined by the Iowa Department of Natural Resources, FEMA map, or FIRM map or a designated wetland, answer yes from the drop down box; otherwise answer no. If yes, a description shall be entered in the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.

viii. Airport Runway Clear Zone - If any portion of the site or adjoining sites is located within 500 feet of an airport runway clear zone or accident potential zone, Applicant shall answer yes from the drop down box; otherwise answer no.

If yes, an explanation shall be entered in the description box and Exhibits 6Ba-6Bc shall be required. Refer to QAP Appendix I-H for more information.

- ix. Native Prairie Land, Wet Lands, Endangered Habitats – No Project sites shall be native prairie land, wet lands, or endangered habitats. If yes is answered, Applicant shall be unable to submit. Refer to QAP Appendix 1-H.
- x. Site Legal Description - Enter the complete and accurate legal description of the entire property. The legal description provided in the application shall match any legal description submitted in any Exhibit and shall be complete and accurate.

5. Site Control Tab

- a) Check the box agreeing to comply with the QAP site control requirements.
- b) Entity Name with Site Control - Enter the entity name that has site control for the Project. The Ownership Entity shall have site control. Refer to QAP Appendix 1-A.
- c) Identity of Interest - Applicant shall disclose any Identity of Interest that exists between the Owner/Principal and Ownership Entity with the option/contract for purchase of the property and the Seller of the property.
- Select answer from the drop down. If yes, enter an explanation of the relationship in the specification box provided.
  - If yes is answered, provide an appraisal by an MAI certified appraiser who is not a related party. The appraisal shall not be more than 180 days old from the Application due date. Exhibit 2B shall be provided at Application submission.
  - Appraisal shall be evaluated to determine whether the purchase/option price is not excessive and can be substantiated. Refer to QAP Sections 5.4.1.1 and 5.4.1.2.
  - If Applicant is applying for State HOME funding, an appraisal shall be required regardless of an Identity of Interest in to value the land and building(s) acquired.
  - If Applicant is requesting points under Local Government Contribution, an Appraisal for land and buildings listed in Exhibit 5S shall be provided by the Application due date.
- d) Ownership Type
- If the Ownership Entity has fee simple ownership of the property, enter yes from the drop down box; otherwise no.

- Enter the purchase price. This amount shall match price listed in the Costs and Credit Calc. Tab.
- If no, enter the current expiration date of the option/contract/lease to purchase. This date shall not be less than 180 days from the date of the Application due date.
- If yes, enter the purchase date in the box provided.
- If State HOME was selected on the Project Description Tab, then a question shall be required to be answered by the Applicant as to whether the HOME funds recipient shall have a leasehold interest in the site. If yes, an error shall be generated. Refer to QAP Appendix 1-A (5).
- The type of site control and the purchase date or option/contract/lease date shall also be entered in the Buildings Tab for each building. The information entered on the Site Control Tab, Building Tab, and Exhibit 1B shall match.

e) Acquisition or Rehabilitation Projects Only

- List rehabilitation expenditure amounts allocable to the low-income Units.
- Enter the adjusted basis amount.
- Enter the number of buildings that shall be acquired for the development.
- From the drop down box, Applicant shall indicate yes or no as to whether all of the buildings are currently under site control for the development.

6. Zoning Tab

Classification - In the box provided, enter the present zoning classification of the site(s).

- Answer question, "Is the site zoned appropriately for proposed development?" from the drop down (yes or no).
- If no, select the box acknowledging that if the Project is awarded Tax Credits, the Project shall be properly zoned by the Carryover-10% Application submission due date.
- If no, select the box acknowledging that an alternate site shall not be approved should proper zoning not be obtainable.
- If any variances, special or conditional use permits or any other item requires a public hearing to develop the proposal, select yes from the drop down; otherwise, select no.
- If yes, Applicant shall select yes or no from the drop down for the question pertaining to whether the hearings have been completed and permits obtained. If yes, specify permit or variance required and date obtained in the box.
- If no, enter a description of the permits/variances required and a schedule for obtaining them.
- This information shall match zoning information provided in Exhibit 7B.
- Refer to QAP, Appendix 1-C.

7. Ownership Entity Tab

- If the Ownership Entity is a single-asset entity, check the box. If the Ownership Entity is not a single-asset entity, the Applicant shall be ineligible

- to submit the Application. Refer to QAP, Appendix 2 – Glossary of Terms – Owner/Ownership Entity.
- Answer question regarding whether an Identity of Interest exists between the Ownership Entity and the general contractor and builder. If yes, the Builder and General Contractor Fees shall be limited to 10% of Hard Construction Costs on the Financial Feasibility Tab. Refer to QAP Section 4.6.2.
  - Name & Contact - Enter the Ownership Entity Name. The Ownership Entity name listed on Site Control Tab and in all uploaded Exhibits shall match the name on the Ownership Entity Tab for the Ownership Entity.
  - Enter the remaining contact information for the Ownership Entity. Select the box, copy address above, if the contact has the same address; otherwise, enter contact address.
  - Ensure the state duly organized in is entered and the entity is and the information matches Exhibit 3Ts.
- a) Entity Type & Status - Enter the Entity Type for the Ownership from the drop down box. Ensure the correct election is made as this shall determine the Exhibits that are required to be submitted shown on the Exhibits Tab.
- If entity type is LLC, the type of management shall be selected as member or manager. Note: If the Ownership Entity is an LLC, do not enter a General Partner of the Ownership Entity as an LLC shall have a managing member.
  - Select the correct Entity Status from the drop down. If not “already formed” by the date of application due date, Applicant shall not meet threshold. Refer to QAP Section 5.2.
  - Tax Identification Number - Enter the Tax ID Number assigned to the Ownership Entity by the IRS. This number shall match the IRS issued Tax ID Number and Exhibit 3Ta.
  - If State HOME funds are requested there shall be additional questions that shall be answered or information provided.
- b) Certification/acknowledgement boxes
- Title Guaranty - Check the box if points are requested for scoring category 6.4.1.
  - There are greyed out boxes that are mandatory QAP requirements.
  - Check all remaining applicable boxes.
- c) Mandatory Developer Application Training - Enter Attendee Name who attended the Mandatory Developer Application Training. The Developer or designee shall attend one of the training sessions. Refer to QAP Sections 3.2.3 and 5.4.2.
- If neither of the required attendees participated in the Mandatory Developer Training for the current year QAP, Applicant shall not be eligible.
- d) Ownership Entity Components  
To enter the Ownership Entity Components, select Add Ownership Entity Component.

- Add the General Partner and Limited Partner information as requested. The entity name (company name) and the ownership percentage shall match the Ownership Entity Exhibits and the General Partner(s)/managing member Exhibits.
- The Tax Identification Number (TIN) for the General Partner(s)/managing member(s) shall match the TIN entered on the Project Team.

e) Authorized Signor(s)

- Answer the question about number of authorized signors for legal documents.
- Provide the applicable Exhibits 14T.
- Enter all Owner Authorized Signor information.
- More than one can be entered, if applicable

h) Ineligibility/Qualified Development Team

- Answer all questions.

8. Project Team Tab

- Add all Project Team Members by selecting “Add New Team Member.” Applicants shall disclose all Project team members, related parties, and those with an Identity of Interest.
- Applicant shall list all entities affiliated with the Project. If one of the Project team member “titles” doesn’t match the type of Project team member list the entity as “other” and provide all requested information, including any Identity of Interest. Refer to Section 5.4.2 and Appendix 2, Glossary of Terms – Identity of Interest and Qualified Development Team.
- If a Mandatory Team Member is missing, Applicant shall not be able to submit the Application.
- If State HOME funds are requested, additional mandatory team members are required.
- If there is a co-developer or co-general partner, enter as a team member.
- When entering Mandatory Team Members (Refer to QAP, Appendix 2, Glossary – Qualified Development Team), a narrative box is provided for each Team Member. Enter detailed information on how that team member possesses the necessary experience to successfully complete the proposed Project and all other Projects under construction.
- Indicate whether the member has developed Projects of comparable size and financing complexity as the proposed Project.
- Identity of Interest questions shall be marked correctly and relationship to any Qualified Development Team Member identified as applicable.
- If there is an Identity of Interest, additional information shall be provided regarding fees. Refer to QAP Sections 4.6.1 and 4.6.5.
- When answering questions for each Project team member tab, if a yes is answered to any question pertaining to QAP Sections 5.4.6.1 to 5.4.6.3.6, the Applicant shall not be eligible to submit.
- When answering questions in each Project team member tab, if a yes is answered to any question pertaining to QAP Sections 5.4.6.4 to 5.4.6.4.5, an explanation is required for further evaluation by IFA staff. Applicant shall be

able to submit as long as an explanation is provided, but IFA staff shall review for ineligibility determination.

- Answer/enter information for all Project team members.

9. Project Amenities Tab

a) Current Property Use Description - Enter a detailed description of the current use of the property, all adjacent property land uses, and surrounding neighborhoods in the description box provided at the top of the page.

b) Market Appeal Characteristics - (Check all that apply for scoring points requested by the Applicant.) Items selected shall be provided at no cost to tenants and enhance market appeal and promote long-term viability. Refer to QAP Section 6.3.1.

- Once a box is selected, a description shall populate showing the current QAP requirements that shall be met and what the Applicant is agreeing to comply with throughout the Compliance and Extended Use Periods. If a specific item has a specification box, enter the requested information. Elections shall generate preliminary points in the Scoring Tab for QAP Section 6.3.1.
  - ✓ Video Security System (10 pts.)
  - ✓ Medical Alert System – Senior Project Only (7 pts.)
  - ✓ In-Unit Laundry Space with Washer & Dryers (6 pts.)
  - ✓ Storage Units (5 pts.)
  - ✓ Computer Learning Center or Free Internet Connectivity (5 pts.)
  - ✓ Built-in Dishwasher (3 pts.)
  - ✓ Free Parking (one space per Unit within ½ mile walking distance of the Project's Primary Address and meets IFA's site control requirements. (3 pts.)
  - ✓ Bike Racks (2 pts.)
- In-Unit Laundry Space with Washer & Dryer is not available to an Applicant with a Project that is a Historic Project utilizing Federal Historic Tax Credits.
- If the Ownership Entity Shall be paying an internet provider for the free internet connectivity, the expense shall be listed in the projected Operating Costs Tab.

c) Construction Characteristics (check all that apply)

Once a box is selected, a description shall populate showing the requirements that shall be met. Some selections require more specification of equipment or further information to be entered in the additional specification box provided.

i. Exterior Construction – Durability (0 to 13 pts.)

- Check all boxes that apply to the exterior construction materials that shall be installed. Preliminary scoring points shall be elected for QAP Section 6.3.4, Construction/Unit Characteristics when the boxes are checked. Preliminary points for each checked box shall be listed in the Scoring Tab.

- ✓ 8 points for Minimum of 60% of the gross exterior (excluding window and door areas), of brick, stone, stucco over masonry, architectural CMU block, pre-cast concrete wall panels. The remaining 40% should be aesthetically pleasing and in harmony with the architecture of the rest of the building. Window infill panels, if present, shall be constructed of 100% fiber cement board siding or pre-finished aluminum metal AND pre-finished aluminum metal or fiber cement board fascia and vented soffit systems.
  - ✓ 7 points for 100% fiber cement board siding (excluding window and door areas) AND pre-finished aluminum metal or fiber cement board fascia or nominal 2" thick manufactured stone over ¾" stucco and vented soffit systems.
  - ✓ 6 points for Minimum of 60% of the gross exterior (excluding window and door areas), of brick, stone, stucco over masonry, architectural CMU block, pre-cast concrete wall panels, or nominal 2" thick manufactured stone over ¾" stucco. The remaining 40% should be aesthetically pleasing and in harmony with the architecture of the rest of the building. Window infill panels, if present, shall be constructed of 100% fiber cement board siding OR pre-finished aluminum metal.
  - ✓ 5 points for 100% fiber cement board siding (excluding window and door areas).
  - ✓ 2 points for Pre-finished aluminum metal or fiber cement board fascia or nominal 2" thick manufactured stone over ¾" stucco and vented soffit systems.
- ii. Steel Frame Doors (Projects with Historic Tax Credits do not qualify) (2 pts.)
- iii. Main Entrance Areas – Shall be designed with a foyer and equipped with a remote security and intercom system to each unit to control entry to common areas; or a covered entry and storm door for unit main entrance to exterior. (2 pts.)
- iv. Vertical grab bars in the bathtub/shower and lever door hardware throughout the unit. (1 pt.)
- d) Other Site Amenities (check all that apply)
- Community Building – Ensure square footage matches site/building plans. This is different than a community room.
  - Community Room – Enter the square footage if applicable.
  - Garages - Answer whether rent shall be charged, amount charged, and the number of garages. Income shall be reflected in the Cash Flow. If no charge, then the costs may be included in the Cost/Credit Calc. Tab in Eligible Basis.
  - Surface Parking - Answer whether rent shall be charged, amount charged, and the number of parking spaces provided. Income should be reflected in the Cash Flow. If no charge, then the costs may be included in the Cost/Credit Calc. Tab in Eligible Basis.

- Underground Parking - Answer whether rent shall be charged, amount charged, and the number of parking spaces provided. If no charge, then the costs may be included in the Cost/Credit Calc. Tab in Eligible Basis.
  - Mark all amenities listed that Shall be included at the Project:
    - ✓ Beauty Salon/Barber
    - ✓ Craft/Game Room
    - ✓ Laundry Room
    - ✓ Library
    - ✓ Media Center Room
    - ✓ On-site leasing office
    - ✓ Fitness Center
    - ✓ Playground Area with Commercial Equipment
    - ✓ Picnic Area/Tables
    - ✓ Security Locked Building
    - ✓ Site Lighting (\*mandatory)
    - ✓ Swimming Pool
    - ✓ Dining Room
    - ✓ 24-Hour On-Site Resident Manager
    - ✓ Gazebo
    - ✓ High Speed Internet Access per Unit (\*mandatory)
  - Other - Enter an amenity being provided not listed as an option in the Application.
  - Description – Enter a description of the difference(s) between Low-Income & Market-rate Unit Amenities in the box provided. If no market rate Units, no description is necessary.
- e) Other Interior Apartment Amenities (check all that apply)  
 Applicants shall mark the box indicating that all the amenities selected in this section shall be provided to all Units.
- Check all boxes for the amenities that shall be provided by the Owner.
    - ✓ Ceiling fans
    - ✓ Garbage Disposal
    - ✓ Kitchen Exhaust Fan
    - ✓ Range (\*mandatory)
    - ✓ Refrigerator (\*mandatory)
    - ✓ Washer and Dryer hook-ups (only)
    - ✓ Flooring
    - ✓ Other (shall list in box provided)
    - ✓ Heating Type(\*mandatory) (Shall populate to the Construction Characteristics Tab)
    - ✓ Cooling Type (\*mandatory) (Shall populate to the Construction Characteristics Tab)
    - ✓ Water Heating/Cooling Type (Shall populate to the Construction Characteristics Tab)
    - ✓ Window Covering Type(\*mandatory)(Shall populate to the Construction Characteristics Tab)

- Any Election made in the Project Amenities Tab shall match corresponding explanations or specifications entered in the Construction Characteristics Tab and shall be shown on the site plans, listed in the plans and specifications and the scope of work (if applicable).

#### 10. Construction Characteristics Tab

Check all applicable boxes and specify material(s) to be used if applicable. Provide explanations for specific categories if applicable. Some items shall be populated from the Project Amenities Tab. Information provided shall be listed in site plans, shown in plans and specifications and the scope of work (if applicable).

- ✓ Exterior Construction
- ✓ Roofs
- ✓ Exterior Entry Doors to Common Areas
- ✓ Unit Doors – Direct access to exteriors
- ✓ Unit Doors – Interior common hall unit entry door
- ✓ Overhead Doors
- ✓ Appliances
- ✓ Carpeting – Within the dwelling units & Common Areas
- ✓ Resilient Flooring – Kitchens
- ✓ Resilient Flooring – Bathrooms
- ✓ Shower Flooring – Roll-in Showers
- ✓ Cabinetry
- ✓ Window Coverings
- ✓ Sidewalks
- ✓ Laundry
- ✓ Heating and Air Conditioning
- ✓ Accessible Units (list the number of Adaptable Units)
- ✓ Construction Warranty
- ✓ High Speed Internet Access
- ✓ Closets
- ✓ Energy Efficiency
- ✓ Minimum Unit Square Footage
- ✓ Site Lighting

#### 11. Buildings Tab

Select Add New Building

- a) Home Units – Fixed or Floating
  - If State HOME funds are being requested, Applicant shall select whether the HOME Units Shall be fixed or floating Units from the drop down box.
- b) Building Information
  - Enter all address information in the boxes. Information can be entered and saved and then returned to later for further data entry.
  - When entering the zip code, a 9 digit zip code shall be entered. The “blue” zip code reference is a link to the United States Postal Service that shall help you find the complete 9 digit zip code.

- For the building that contains the “Primary Address” (PA), check the box, Primary Address
  - ✓ Note: If requesting scoring points for Location Near Services, the Primary Address shall be used to determine the distance from the PA to each service points are requested for.
- If Project is acq/rehab or rehab with buildings that have been part of a low-income housing tax credit Project in a prior year, enter “yes” from the drop down field and enter the Building Identification Number (BIN) for each building entered.
  - ✓ If a prior LIHTC Project, the same BIN numbers previously assigned shall remain with each building.
  - ✓ If a prior LIHTC Project with existing LURA is awarded, the maximum restrictions between the existing LURA and the new LURA shall be enforced. Answer the question as to whether Project is subject to an existing LURA. Applicant shall enter the minimum set-aside election for the existing LURA.
  - ✓ If an existing LIHTC Project in the initial 15-year Compliance Period, an Applicant Shall not be able to submit the application. A Project must’ve completed the 15<sup>th</sup> year of the Compliance Period. Refer to QAP Section 2.4.
  - ✓ If combining prior LIHTC Projects into one Project, contact IFA for assistance on how to proceed based on the LURA restrictions for each LIHTC Project and how the combining of more than one Project into one new tax credit Project can be accomplished with existing LURA restrictions.
  - ✓ All Applicants shall mark the check box acknowledging understanding of existing building identification numbers and Land Use Restrictive Agreements.
    - Continue to add buildings until all buildings in the Project have been entered.

c) Other Building Information

- Indicate whether the building has been determined or is eligible for the National Register of Historic Places.
- Select whether building is new or acquired.
- Enter the number of stories.
- Enter the Acquisition and Rehabilitation Costs (if applicable). The total rehabilitation costs entered for each Bldg. shall match the total rehabilitation amount entered in the Cost and Credit Calc.Tab.
- Enter the Date Placed in Service by Previous Owner (if Acquisition/Rehabilitation). If a prior LIHTC Project, use date from 8609 for each building.
- Enter the estimated Placed-in-Service Date. This date shall be listed in a Carryover Allocation Agreement for an awarded Project.
- Enter Date Constructed.
- Enter Type of Control information. This shall match the type of control entered on the Site Control Tab.

- Answer yes or no from drop down for the question, “If any building in the Project consists of 4 or fewer units, Shall any Unit in such building be occupied by the owner of such building or any person who is related to such owner?”
  - If building is common space only, check the box.
  - For Projects that have a Project-based rental assistance contract and the rents exceed the LIHTC rent, check the Extend Rent Limit box and enter the Contract Number in the box. If the box isn’t selected and the gross rents exceed the LIHTC maximum rents, an error message shall be generated.
  - Enter the Building Type.
  - Enter whether there are other mandatory charges required for tenancy and the amount.
    - ✓ Mandatory charges shall be reflected in the gross rents.
  - Enter the acquisition date.
- d) Accessible Units & Olmstead Goals
- Enter the number of Fully Accessible Units in the building,
    - ✓ 10% of all Units are required to be Fully Accessible.
    - ✓ If electing points for additional Accessible Type A Units, enter the number of each Additional Accessible Type A Units for each building. When entering Units for each building, mark the applicable Units as Additional Accessible Type A.
  - If electing points for Visitable Units (Type C), enter the number of each Visitable Units (Type C Units).for each building. Enter Units for each building and mark the applicable Units as Visitable (Type C).
    - Enter the number of Units with Accessible Communication Features in the building. A minimum of 2% of all Units is required and shall be in addition to the 10% Fully Accessible Units. Refer to 2015 QAP, Appendix 1, G-17 for minimum threshold requirements for Accessible Units.
- e) Qualified Basis
- Enter the acquisition costs, if applicable.
  - Enter the rehab costs, if applicable. The amount entered shall carry over to the Cost/Credit Calc.Tab – Rehabilitation.
- f) Utilities included in rents
- Enter all utilities included in the rent (paid by the Owner). If all utilities are paid by the Owner, then a \$0 utility allowance shall auto-fill into the Unit Section; otherwise, the total of the amounts entered here shall carry over into the applicable Units.
  - All utilities shall be marked and the type indicated (electric or gas heat, electric or gas water heater, etc.) by bedroom size. Information entered shall match Exhibit 11T if there is a utility allowance or tenant paid utilities.
    - ✓ If Project shall be an Iowa Rose Program Project, all utilities shall be paid by the tenant.

- ✓ Rural Development Projects can refer to RD form 3560-7, Multiple Family Housing Project Budget/Utility Allowance, Part IV (C), for the breakdown of the utility allowance that shall be entered.
- ✓ HUD Project-based Section 8 Projects may refer to the Owner for utility documentation (breakdown of the utilities) submitted to HUD or IFA Section 8 Contract Administration for the most recent approved utility allowance .If geo-thermal is the heating source, then use electric heat on the PHA utility allowance chart if geo-thermal is not shown and the tenant Shall be paying for heating..
- ✓ Ensure the utility types (electric, gas, etc...) match the Project Amenities and Construction Characteristics Tabs and applicable building exhibits.

g) Building Features (includes)

Check the boxes that apply to the building features. If the building includes an elevator; enter the number in the box provided.

- Elevator(s)
- Accessory Building(s)
- Commercial Facilities
- Other Facilities

- ✓ Note: Accessibility shall be met regardless of the building type and include single family or duplex designs. All rooms and floors wQAP Appendix 1.

h) Square Footage Information

- The residential square footage shall populate from the units.
  - ✓ Square footage shall match the plans and specifications.
- Enter the common space square footage and any commercial/retail square footage in the applicable fields.
  - ✓ Square footage shall match the plans and specifications.
- Gross floor square footage calculation is an automatic calculation.
- A Manager's Unit with no rent charged is common space and not a residential Unit. If a Manager's Unit is planned, enter the Unit as such.
  - ✓ Shall be listed on the site plans.
- Enter any concerns or provide additional information concerning the building,

i) Units

To enter Units, select Add New Unit.

- Enter the type of Unit from the drop down:
  - ✓ Low Income
  - ✓ Market Rate
  - ✓ Manager
  - ✓ HOME Only (only if not a LIHTC unit)
- Enter the number of bedrooms and bath from the two drop down fields.
- Enter the net square footage of the Unit. Do NOT include garage space in the square footage of the unit(s).

- Unit number is not required at the time of threshold application submission, but if known, it can be entered.
- Enter the AMI% of the Unit from the drop down.
  - ✓ If the Project is an Iowa Rose Program Project, the AMI% entered shall be 60% for all Units.
- The percent of Units shall be calculated for QAP Section 6.1.1 - Serves Lowest Income Residents and Section 6.1.2 - Market Rate Incentive based upon the type and AMI level entered for Units.
- If a Unit shall be a State HOME Unit, check the box and the HOME type (Low, High, or Extremely-low) shall populate.
  - ✓ A HOME Unit can't be selected if an Iowa Rose Program Project.
- Enter the Monthly Rent. The Total Housing Expense Shall populate and cannot exceed the Rent Limit unless the Project has a Project-based rental assistance contract and the exceed rent limit was previously entered along with the contract number.
- Select yes or no from the drop down fields regarding Fully Accessible, Accessible Type A, Visitable, or Accessible Communication Features. This information populates to the Unit Summary in the Building Tab. If the building type is such that it is a multi-level Unit (such as duplex, townhome, single family detached home), each floor of the Unit must be accessible if it is marked as an Accessible Unit. Refer to QAP Appendix 1.
- When adding Units, enter the number of Units of the same type at one time to prevent having to enter individually enter. This is only if the Units are of the same type and size.
- If a Project shall have a need for a manager 24/7 at the Project, enter the manager's unit. A manager's unit is considered common space and not as a residential rental unit and shall not be shown in the total number of Units.
  - ✓ Ensure that 24/7 is also marked on the Project Amenities Tab if a manager's unit.
- If a Scattered Site Project all Units shall be entered as LIHTC Units.
- If on the Project Description Tab, New Construction and Acq/Rehab was selected, Applicant shall enter the number of LIHTC rehab Units and the number of New Construction LIHTC Units.

## 12. Funding Sources Tab

- a) Answer the questions pertaining to current State HOME debt.
- b) Syndication/Equity Price
 

Enter the estimated pricing on sale of the Federal Tax Credits.

  - This pricing shall match commitment letter from investor/syndicator.
  - The equity price can't be changed during the deficiency period unless requested by IFA. Refer to QAP Section 5.1.
- c) Local Government Contribution
 

Enter the Local Government Contribution listed in each Exhibit 5S, select the type from the drop down and enter the amount. A description field is provided showing required submissions for the type of contribution selected in the drip down.

- The type and amount shall match Exhibit 5S and any additional supporting documentation attached to the Exhibit 5S, if applicable.
- If this contribution is a Grant or Cash, ensure this is also listed under Funding Sources.

d) Enter funding sources:

- Select Add new Funding Source.
- Enter the Type of loan from the drop down.
- Enter the Source and amount of the loan.
- If non-amortizing, place a check in the box.
- Enter the Rate, Term, and Amortization Period
  - ✓ IFA shall use a minimum amortization period of 30 years for permanent debt. Refer to 2015 Section 4.1.5.
- Select yes or no from the drop down to indicate whether funding source is used for State HOME Match (if applicable).
- For non-amortizing and amortizing loans, enter the debt service amounts for years 1-15. Enter for years 1-20 if a HOME loan.
- If entering an "Other" funding source type such as EZ Credit Proceeds, list the amount only.
- A developer loan may be used to meet the DSCR requirements, but the debt shall be foreclosable (legal note with valid, recorded mortgage). Flexibility is allowed concerning the amortization. sPolk County Housing Trust Fund money, if structured as a loan, shall not reduce Eligible Basis.
- IFA reserves the right to underwrite the Project's permanent debt at the current market rate. Refer to QAP Section 4.1.4.

13. Costs and Credit Calculation (Calc) Tab

- Any amount listed under "Other" shall require a break-down and explanation." Keep these to a minimum.
- Projects shall be underwritten using a 9% rate of 7.6% and a 4% rate of 3.30%.

a) Purchase Land and Buildings

- Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.
- The amounts shall match the Site Control Tab and Exhibit 1B.

b) Site Work

Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.

c) Construction

- Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.
- Any amount of Enterprise Zone Rebate or Energy Rebate shall be subtracted from Eligible Basis as well as the total Project costs.
- Refer to QAP Section 4.6.2 regarding Builder and General Contractor fees.
- Refer to QAP Section 4.7.2 for Construction Contingency.

d) Professional Fees

- Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.
- IFA reserves the right to limit professional and other fees rendered to the Project. Fees paid to parties who have an Identity of Interest
- Shall be fully disclosed, and at IFA's discretion, Shall be included in the allowable Developer Fee. Refer to QAP Section 4.6.5.

e) Interim Fees

Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.

f) Financing Fees and Expenses

Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item shall not be larger than the initial estimated total cost for the same line item.

g) Soft Costs

Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item shall not be larger than the initial estimated total cost for the same line item.

h) Syndication Costs

These costs are not Eligible Basis items.

- i) Developer's Fees
  - Enter the estimated total cost for each line item in the first column, and any portion of that total into the Eligible Basis box(es). The 30% PV column is only for acquisition Eligible Basis items. The total of costs in 30% PV column and the 70% PV column amount of each line item cannot be larger than the initial estimated total cost for the same line item.
  - Refer to QAP Section 4.6.1 for Developer Fee requirements.
- j) Project Reserve
 

These costs are not Eligible Basis items.
- k) Credit Calculation Using Equity Gap
 

Verify Total Project Costs and all funding sources plus expected syndication equity match or are within \$3.
- l) Credit Calculation by:
 

The credits calculated by the Eligible Basis and by the Equity Gap are listed. The lower of the two shall be the credit amount recommended for award (if applicable).
- m) Other Reasonably Expected Basis (for underwriting use only)
 

If an amount listed under "other" should be included in Reasonably Expected Basis, then total the amounts and add to this field so it shall be included in the calculation of the Reasonably Expected Basis and 10% of the Reasonably Expected Basis.
- n) Actual Credits Awarded to Date
 

This shall be \$0 until tax credits have been awarded.
- o) Reasonably Expected Basis (Carryover Allocation)
 

The calculation of the Reasonably Expected Basis can be viewed by selecting the "hover" field over the number.
- p) 10% of Reasonably Expected Basis (For Carryover Allocation)
 

This is 10% of the Reasonably Expected Basis field and is shown as such in the Cost/Credit Calc. Tab.
- q) Remarks concerning Project Costs and Credit Calculation
  - Add remarks regarding this screen's data as applicable.
  - If an amount is listed under "other" in any category, provide an explanation on what is included.

#### 14. Projected Operating Costs Tab

- Enter Project operations amounts in Section I – IV for Year 1.
- Property taxes shall be entered separately for years 2-15 and shall be entered with some escalation.

- Refer to QAP Section 4.2.1 and 4.2.2 for Operating Costs required. Operating costs shall not include taxes and reserves.
  - ✓ Note: IFA reserves the right to request the last three years of financial statements which shall include a balance sheet and income statement, of existing housing Projects. Refer to QAP Section 4.2.3.
- Refer to QAP Section 4.3.2 for Replacement Reserve requirements.
- Enter any remarks concerning projected operating costs in the box provided.
- For Rose Programs, the minimum \$50 per unit per month escrow is shown as monthly expenditure. Do not net the monthly/annual savings out of rents.
- If providing Video Security System and/or Medical Alert System, these expenses shall be listed.
- Add free internet expense as applicable.

#### 15. Projected Cash Flow Tab

- Income & Expense Inflation - Enter the Income Inflation, Expense Inflation. Review QAP Section 4.1.1.
- Vacancy Rate – Enter the applicable rate. Refer to QAP Section 4.1.2.
- Operating Income - Enter any Operating Income that is separate from monthly rent. The Total Gross Income Potential, Vacancy Allowance, Net Rental/Other Income, Total Operating Expenses, and Net Operating Income Shall populate.
- Debt Service - Debt Service from funding sources shall populate.
- Ratios – Net Cash Flow and the Debt Coverage Ratio Shall populate. Refer to QAP Section 4.1.3 for Debt Service Coverage Ratio requirements.
- If a Project receives tax abatements, enter the amount of net amount of taxes which could be zero. The Debt Service Coverage Ratio requirement shall still be met.

#### 16. Financial Feasibility Tab

An overview of all financial feasibility categories

- For Projects that have acq/rehab plus new construction, the online application shall attribute all hard construction costs to the rehab portion except the amount in the new construction to figure the construction contingency minimum and maximum then allow up to amount for the new construction portion to be added to the construction contingency.

#### 17. Scoring Tab

Once all sections of the Application have been entered, the Scoring Tab shall list all preliminary points requested as a result of the Application entries. Review this closely prior to submission as scoring points are not correctible deficiency items.

- After reviewing the Scoring Tab, if it is still unclear as to how points were calculated, please contact IFA prior to submission of the Application. No further discussion can occur on scoring once the Application has been submitted.
- Select the box indicating you have reviewed the scoring tab and agree to the points requested prior to submitting application.
- Review the QAP Section 6 for all available scoring criteria.

- Once IFA has determined a Project has met threshold, scoring items shall be reviewed and a final score determined. Projects that meet threshold shall show a final score. Projects that don't meet threshold shall not receive a final score.

## 18. Exhibits Tab

In addition to entering all Application fields, required IFA Exhibits are considered part of the Application. There are Threshold Exhibits (T), Building Exhibits (B), Set-Aside Exhibits (SA), and Scoring Exhibits (S).

- Any IFA required form is listed on IFA's website. A link is being provided to each form in the Online Application.
- Do not use previous year forms. All IFA forms for the current allocation round are available on the 2015 LIHTC website. Prior year round forms are outdated and shall not be accepted.

### a). 2015 Exhibit Changes & Scoring Exhibits

#### Exhibit 1T – 2015 LIHTC Application Certification and Acknowledgements **(IFA REQUIRED FORM – Revised 2015)**

- Updated certifications to include General Partner(s)/managing member(s) and Development Consultant (if applicable).
- Architect shall certify & list the Applicant's Olmstead Goal elections in the LIHTC Application (if applicable) and also list the Adaptive Unit information.
  - ✓ If incorrect or not signed by architect, no points shall be awarded.

#### Exhibit 3Tf – Ownership Entity and General Partner(s)/managing member(s) Organization Structure Chart **(New for 2015)**

- Required for all Applicants.
- Shall provide details on organizational structure for the Owner and GP/mm and any entities that have ownership in the GP/mm.  
Example: OE a LLC, managing member of OE is an LLC with an LLC that is its managing member. (Provide structure from OE and each LLC)

Exhibit 4T – Documents shall be provided for each entity listed in the Organization Chart.

#### Exhibit 6Ta – Nonprofit Board Resolution allowing a deferred payment obligation to the Project **(New for 2015)**

- Shall be required if Nonprofit organization and a deferred developer fee is listed in the Application.

#### Exhibit 7T – IFA or RD Release of Information Forms **(IFA or RD REQUIRED FORM – Revised 2015)**

- Shall be provided if Project has a Project-Based Rental Assistance Contract, HUD-VASH Voucher Assistance, or PHA Project-Based Voucher Assistance.

- Provide IFA form for HUD Project-Based Rental Assistance, HUD-VASH Voucher Assistance, or PHA Project-Based Voucher Assistance.
- Provide the RD for if the project-based rental assistance is provided by RD.

#### Exhibit 12T – Market Study Documentation

- Required of all Applicants.
- Applicants shall provide market information they believe may be helpful in determining market feasibility of their project.
- Applicants are also encouraged to submit any third party market information they believe would be helpful in determining the market feasibility of their project, including, but not limited to, an independently obtained market study, information from proposed service providers or other market information.

#### Exhibit 14Ta-14Tf – Authorized Signor(s) Documentation

- Required of all Applicants.
- If the applicable 3T and 4T exhibits provided for the Ownership Entity and the General Partner(s)/managing member(s) do not provide for authorized signors, the applicable 14T exhibit is required.
- 14Ta – Ownership Entity
- 14Tb – General Partner(s)/managing member(s)
- 14Tc – Developer(s)
- 14Td – Development Consultant (if applicable)
- 14Te – Management Company
- 14Tf - Architect

Note: These exhibits have been added in 2015 due to the importance for IFA to have correct documentation of authorized signor(s) for legal documents.

#### Exhibit 15Ta – Authorization of Release of Information and Project Listing **(IFA REQUIRED FORM – Revised 2015)**

- Shall be completed by any project team member associated with the application that has materially participated in the development role in a LIHTC project and as a result obtained an IRS Form 8609 from any state in the past seven years. This includes: Developer(s), General Partner(s)/managing member(s), and Ownership Interest.
- Complete one Exhibit 15Ta for each state in which the individual and/or entity has previously participated or is currently participating in the LIHTC Program, including Iowa.
- Upload a copy of the completed Exhibits 15Ta, 15Tb, and 15Tc with a copy of the email sent to each state agency to the Application no later than December 9, 2014 at 4:30 p.m. CST.
- Email Exhibits 15Ta-15Tc to each state agency listed.

Exhibit 15Tb – IRS 8823 and State NonCompliance Details and Narrative  
**(IFA REQUIRED FORM – Revised 2015)**

- Shall be completed and signed by the individual and/or entity listed in Exhibit 15Ta, Section 1.
- List all IRS Form 8823's (annual and/or on-site inspections) that were issued against each LIHTC Project October 1, 2013 – October 15, 2014.
- List all Out-of-Compliance issues that have been reported as uncorrected (regardless of whether the Out-of-Compliance for which the IRS Form 8823 was issued has subsequently been corrected) to the IRS for each LIHTC Project October 1, 2011 – October 15, 2014.
- Email Exhibit 15Tb to each state agency with Exhibits 15Ta and 15Tc.

Exhibit 15Tc – State Agency Questionnaire, Low Income Housing Tax Credit Program or Other State Program

**(IFA REQUIRED FORM – Revised 2015)**

- Complete Section 1 A.
- Email to the state agency with Exhibit 15Ta and 15Tb.

Scoring Exhibits

Exhibit 2S – Provides an Opportunity for Homeownership

IFA Appendix G – Exhibit A

**(IFA REQUIRED FORM – Revised 2015)**

Please note, the Iowa ROSE homeownership plan (“Plan”) is not an IFA Form, but required to be submitted with IFA Appendix G – Exhibits A – Owner/GP Acknowledgement and Understanding of Rose Program Requirements at the time of Threshold Application submission. Exhibit 2S consists of both the Plan and the Exhibit A-Owner/GP Acknowledgement and Understanding of Rose Program Requirements.

The Iowa ROSE Program requirements are listed in 2015 Appendix G

- For Projects requesting points for providing Homeownership under the Iowa Rose program, the Applicant shall select the box in the Project Description Tab of the Application and submit Exhibit 2S which includes the required “Plan”.
- All of the items agreed to in this document shall be included as required provisions in the LURA and Covenants and Restrictions.
- 100% of the Units shall be LIHTC Units with rents at the 60% AMI level.
- 40/60 Minimum Set-aside election shall be made.
- Tenants shall pay for all utilities.
- Shall only be single family detached homes.

Exhibit 5S – Local Government Contribution

**(IFA Required Form - Revised 2015)**

- Shall be completed, signed, and dated by the Governmental Entity or Political Subdivision.
- Shall use IFA form.

- The 2015 form contains a table with the Form of Contribution and the Supporting Documents that are required.
- The agency that is making the Local Government Contribution shall indicate the value of its contribution. The value of the Local Government Contribution is the value of the contribution made minus the value of any consideration or accommodation received by the qualified Government Entity or Political Subdivision in return for the contribution.
- The amount(s) shown in Exhibit 5S shall match the amounts entered in the Funding Source Tab – Local Government Contribution.
- Added Workforce Housing Tax Credit (equity value)

#### Exhibit 7S – IFA or RD Release of Information Form

- Shall provide the fully executed IFA Release of Information Form if requesting points for Federal Project-Based Rental Assistance (HUD), HUD-VASH Voucher Assistance, or PHA Project-Based Voucher Assistance.
- Shall provide the fully executed Rural Development (RD) Release of Information form if the Federal Project-Based Rental Assistance is provided by RD.

#### 19. Requirements Tab

Read the requirements and check the box stating you agree to the listed requirements.

#### 20. HOME Tab

##### a) Project Name and Description

- Check the box if all units have similar amenities (fixtures, appliances, floor coverings, etc).
- Enter Hard Cost of Construction/Rehab for HOME-Assisted Units.
- Enter Hard Cost of Construction/Rehab for non-Home Units.
  - ✓ Complete these (2) Hard Cost fields if the Units do not have similar amenities or if there is more than 20 square feet in are difference for any bedroom count.
  - ✓ Hard costs entered shall not include soft costs or costs associated with common areas.
- Select applicable type of population units shall be designated for; otherwise leave it unchecked.
- Enter description of accessory building(s) and area.
- Enter description of commercial facilities.
- Provide explanation if any HOME funding shall be used for the rehabilitation or construction of freestanding structures, including detached garages and/or community centers.
- Enter explanation of local support for the proposed Project.

##### b) Capacity & Staffing Experience

- Answer the applicable questions pertaining to capacity.

- Enter the Project Team Member that has the National Environmental Protection Act (environmental review) experience – First Name, Last Name, Title, Company Name.
- Follow instructions and complete list with the first and last name regarding staff, contract employees, partners, and others. Shall provide information on Developer Experience, Marketing, Property Management, and Contract Management.
  - ✓ Staff: Full time employees as defined by the IRS. This doesn't include Board members, volunteers, or consultants who don't have responsibility for day-to-day operations.
  - ✓ Contract Employee: Contract employees are those individuals who are paid but not entitled to receive benefits.
  - ✓ Partners: Partners are those with a legally or contractually defined role in the control of the Project decision making (e.g. tax credit investors, joint ventures, etc.).
  - ✓ Others: Others are consultants, architects, marketing firms, etc.

c) Project Timetable

- Enter the date (MM/YYYY) for each item under the Site, Construction Financing, Permanent Financing, Local Permits, & Other headings.
- These are required dates and an Applicant shall not be able to submit an application without the date being entered. The only non-mandatory date is Other under the Local Permits heading.

d) Additional Match Not Listed in Funding Sources

- Enter any additional sources or means of value attributed to the Project that are non-cash.
- Provide description, source, type of match, and value.

21. HOME Overview Tab

No entry is required. Please review the information. The information is pulled directly from the Application information entered.

22. Home Unit Analysis Tab

Shows the calculation of the maximum HOME investment based upon information entered in the Buildings/unit Tab, Cost and Credit Calc Tab, and the HOME Tab.

23. Fees Tab

- At the time of Application submission, all Applicants shall submit the applicable market study fee and Threshold LIHTC application fee.
- The Application fee, Change in Application Fee, Reservation Fee, Late Submission Fee for Carryover 10% Test and 8609 Applications, Market Study fees, Construction Monitoring Fees, Missed or Failed Inspections shall be paid electronically through the Online Application..
- Payment of fees can be made by credit cards or electronic checks.
- The 8609 Application fee shall be invoiced to the Ownership Entity upon final credit determination.

- Upon submission of the 8609 Application, the Applicant shall answer whether the compliance monitoring fee shall be paid annually or all up-front. An invoice is created and shall be paid upon submission.
- The LURA recording fee is a reimbursement to IFA for the recording fee and shall be paid prior to IFA's issuance of IRS form 8609 to the Ownership Entity.
- Legal fees that shall be charged to the Ownership Entity shall be invoiced to the Ownership Entity. If more than five hours of legal work on a matter shall be anticipated, IFA shall notify the Ownership Entity prior to commencing work.
- Missed or Failed Inspection Fees shall be billed upon occurrence. Refer to QAP Section 3.4.7.
- If a Project is awarded tax credits, the Construction Monitoring Fee shall be due upon submission of the Carryover-10% Application.

#### 24. Overview Tab

Information about the Project is listed in the Overview Tab so a user can obtain basic Project information rather than scrolling through all the tabs.

### **C. LIHTC CONSTRUCTION DESIGN AND PROCESS OVERVIEW**

- a. Buildings shall be durable, attractive, modest, and energy efficient.
- b. QAP contains Unit cost cap for each type of Unit. Refer to QAP Sections 4.9, 4.9.1,
- c. Designs shall be prepared by architects and engineers licensed to practice in the State of Iowa.
- d. Designs shall conform to prevailing local codes as well as IFA requirements.
- e. All contractors shall be registered to work in the State of Iowa.
- f. New Construction shall meet or exceed Energy Star 3.0 standards. HERS ratings shall be done at completion.
- g. Rehabs shall meet or exceed IECC.
- h. For Construction Items required during the Application Process, Refer to Building Exhibits, Exhibits Tab, Construction Tab, or Appendix K.
  - Exhibit 3B
  - Exhibit 4B
  - Exhibit 5B
  - Exhibit 6B
  - Exhibit 7B
  - Exhibit 8B
  - Exhibit 9B
- i. Construction items required post reservation
  - Construction shall begin within 18 months from the reservation date per QAP Section 8.1.
  - IFA may periodically request a status report on the Project's construction timeline per QAP Section 8.1.1
  - An IFA Construction sign that meets the specifications outlined in the Application and Appendices shall be erected at the initiation of construction per QAP Section 8.1.2.

- Final plans and specifications shall be submitted to and approved by IFA before commencing site work and construction. Plans shall meet all applicable building standards and codes, minimum development characteristics, and all construction related scoring criteria for which points were awarded. Final plans shall incorporate any and all remediation plans to address detrimental site characteristics per QAP Section 8.1.3.
- Applicant shall promptly notify IFA of any changes or alterations which deviate from the final plans and specifications as approved by IFA as stated in QAP Section 8.1.4.
- If the site was not zoned appropriately at the time of Application, prior to commencing construction, IFA shall receive a letter or other document from the City that states appropriate zoning has been approved. (QAP Section 8.1.5)
- If required for the Project in Appendix I, J., a Capital Needs Assessment shall be submitted to and approved by IFA prior to commencing construction. (QAP Section 8.1.6)
- For existing structures, prior to preparation of the final work rehabilitation order and start of rehabilitation, provide a copy of the energy audit conducted by a certified home energy rater to IFA. The rater, owner, and IFA Shall determine the feasibility of meeting the requirements of IECC. Appropriate specifications to meet IECC standards or alternate cost effective energy efficiency improvements shall be included in the final work rehabilitation order. (QAP Section 8.1.7)
- If the Project meets the criteria set forth in Section 5.5, a copy of the final relocation plan and copy of the notices to existing tenants shall be provided to IFA at the time of the IRS Form 8609.Application. (QAP Section 8.1.8)

j. Design Submittal

- Capital Needs Assessment (Rehab & Preservation only)
- Scope of Work (Rehab only)
- Energy Assessment/Report
- Plans and Specifications that includes completed civil, architectural, code reviews and specifications; and sprinkler, mechanical and electrical schematics that clearly show IFA requirements are met, include scoring and amenities listed in the approved Project Application.

k. Inspections and Site Visits

- IFA representative shall attend the Pre-Construction/Kick-Off Meeting.
- Purpose of inspection is to confirm IFA requirements are met.
- IFA is NOT the inspector of record. Certificate or copies of inspections by local authority should be provided at time of final inspection.
- Note the fees under QAP Section 3.4.7 for missed or failed inspections.
- Inspections are required as shown in chart below. Inspections shall be combined at Projects with both new construction and rehab work.

<b>New Construction</b>	<b>Rehab</b>
A. Foundations	A. Progress
B. Rough-In	B. Progress
C. Insulation or Progress	C. Progress
D. Final	D. Final

#### **D. TITLE GUARANTY**

If the Ownership Entity received 10 points for committing to obtain a Final Title Guaranty Certificate on the Project real estate prior to issuance of IRS form 8609, then the Ownership Entity Shall need to obtain a Title Guaranty Owner's Certificate showing the Ownership Entity as the guaranteed and showing the coverage amount equals the total value of the Project's land and improvements upon completion.

- Title Guaranty provides a discount for multiple Certificates issued simultaneously.
- Title Guaranty has the financial strength and stability of Stewart Title Company, as a reinsurance partner.
- Services provided by Title Guaranty Division are:
  - ✓ Title Coverage and Endorsements for Ownership Entities, Investors, and Lenders
  - ✓ Escrow Services
  - ✓ Closing Services
  - ✓ Construction Disbursements

#### **E. EVALUATION/SURVEY**

IFA appreciates feedback on its training sessions in order to improve its delivery of service. A survey link will be provided to each session attendees to complete.

#### **F. QUESTIONS & ANSWERS**

Prior to submitting an Application, questions shall be submitted to the LIHTC Manager on IFA's 2015 LIHTC webpage.

#### **G. RANKMASTER & AWARD OF CREDITS**

The Iowa Finance Authority Board of Directors shall make awards for the 2015 Tax Credit round at the March 2015 Board meeting. See QAP Section 1.

A rankmaster shall be available the date of the March 2015 Board Meeting. The rankmaster shall show the ranking based upon the final score of all applications and prioritization of review and award as identified in QAP Section 3.4.8.

- Nonprofit Set-Aside (1st)
- Preservation Set-Aside (2nd)
- Senior Set-Aside (3<sup>rd</sup>)
- Rural Set-Aside for those in non-MSA cities or counties (4<sup>th</sup>)
- General Pool (5<sup>th</sup>)

#### **H. NOTIFICATION OF AWARD OR NON-AWARD**

The day of the March 2015 Board Meeting, a written notification of the Tax Credit Award or non-award shall be emailed to each Applicant.

1. Awarded
  - Shall provide notification whether an Eligible Basis boost was permitted by IFA.
  - Shall provide the reservation fee amount and the due date. Reservation fee shall be paid by the due date to keep the reservation of credits.
  - Shall provide the approximate carryover application issuance date and the 10% Carryover Test date.
  - Shall provide date by which the developer meeting shall be completed.
  - Shall provide other misc. items and due dates that need to be complied with.
2. Non-Awarded – Met Threshold, but No Offer
  - Shall provide reason for non-award – no offer.
  - Shall provide details on appeal rights and submission requirements.
3. Non-Awarded – Didn't Meet Threshold
  - Shall provide reason for non-award
  - Shall provide details on appeal rights and submission requirements.

IFA shall send out an electronic copy of each market study to each Applicant following the March 2015 Board Meeting. Market Studies shall also be uploaded to each Online Application following the March 2015 Board Meeting and available from the Overview Tab.

**I. PUBLIC INFORMATION REQUEST AFTER AWARDS OR FOR PRIOR YEAR REQUESTS**

Contact Katie Kulisky by emailing [Katie.Kulisky@iowa.gov](mailto:Katie.Kulisky@iowa.gov) or by calling 515-725-4895.

- All Applications are available for review after awards via the Online Application.

**J. CARRYOVER AGREEMENT & CARRYOVER-10% TEST APPLICATION – 9% APPLICATIONS ONLY**

1. Carryover Agreement
  - The Carryover Allocation Agreement for awarded Projects shall be issued in accordance with the timeline established in the QAP. Typically this is within 60 calendar days of the award date.
2. Carryover Application - 10% Test
  - Applicants shall submit the Carryover Application, including all required exhibits, by the due date in the QAP.
  - A late submission shall result in a late fee equal to the LIHTC application fee as stated in the QAP.
  - Construction Monitoring Fee due upon submission.
  - Documents shall be posted on the IFA website. Exhibit links to the forms are provided in the Exhibits Tab of the Application.
  - IFA shall send a deficiency report through the Online application requiring Applicant correction(s) or clarifications/responses.
  - Applicant shall make requested changes and submit the deficiency response to IFA. Through the Online Application.

- Once final underwriting is complete, a written notice to the Applicant shall be provided stating whether the 10% test was met or not met. If the 10% Test wasn't met, per IRS, the allocation is treated as if it was never made; however, IFA requires a return of credit document be executed.

#### **K. LAND USE RESTRICTIVE COVENANTS ACKNOWLEDGEMENT (LURA)**

- If an Applicant met the 10% Test, IFA Shall attempt to issue the Land Use Restrictive Covenants Acknowledgement (LURA) no later than 90-120 days after the 10% Test has been met.
- The LURA shall be recorded no later than December 31st of the calendar year in which credits shall be taken.
- If a Project has an existing LURA, the existing LURA shall remain in effect and IFA Shall record the new LURA. Owner shall comply with the most restrictive requirements.
- IFA shall send the LURA for recording at the county recorder's office and bill the Applicant for reimbursement for the LURA recording fee charged by the county recorder's office.

#### **L. 8609 APPLICATION**

- The Applicant shall submit the 8609 Application & required exhibits through the Online Application no later than October 15th of the calendar year in which credits shall be requested. Earlier is acceptable and encouraged if an Applicant has a complete 8609 application package.
- A late fee shall be applied for submissions after October 15th. The late fee is equal to the LIHTC application fee. Refer to QAP Section 3.4.7.
- The annual compliance fee shall be billed in the Online Application at submission of the Application. IFA shall send the Ownership Entity an invoice for the 8609 Application fee once final underwriting has been completed.
- IFA shall send a written notification form showing the final credit determination based upon the final 8609 underwritten Application. The Applicant shall sign and return it if the final credit amount is agreed upon.
- If the final underwritten credit amount is not agreed upon, notification to IFA is required.
- IFA shall submit all 8609's to the IRS with its IRS form 8610 and 8610A no later than February 28<sup>th</sup> of each year.

#### **M. REQUESTING A CHANGE IN APPLICATION**

*(\*\*This process may change slightly in the near future)*

If after receiving a Tax Credit Award, an Applicant shall make an application change, please make the change request through the Application.

- Select Request a Change.
- Enter all information regarding payment and then select "Begin Change Request Process" at the bottom of the page.

- When selecting this, the most recent IFA approved Application shall be copied and available for the changes to be entered. If changes are accepted or denied, IFA shall provide written notification to the Ownership Entity,
- Once approved or denied, the Application Shall move back to the In-Work status it was in (Threshold or Carryover).
- A Change in Application fee shall be charged and required to be paid before submitted. Fee amount is listed in QAP Section 3.4.7.
- For permitted changes, refer to the QAP Sections 8.2-8.2.2 and 8.8.

## **N. APPLYING FOR ADDITIONAL CREDITS**

If the applicable QAP in which a Project was awarded under permitted additional requests for Tax Credits, an Applicant shall use the Online Application to apply for the additional Tax Credits.

- Select Apply Additional Credits
- Enter all information regarding payment and then select “Complete Application Submission for Additional Credits.”
- Payment shall be required at the time of submittal.

## **O. QUICK REFERENCE GUIDE**

Set-Asides

- QAP 2.2 to 2.2.5
- Project Description Tab
- Exhibits Tab (Nonprofit Set-aside, Exhibits 1SA-5SA)
- Appendix K

Tax Credit Cap for Single Developer/Project

- QAP 2.3 to 2.3.2
- Project Team

Prohibition of Applying within the Initial 15-Year Compliance Period

- QAP 2.4
- Buildings Tab

Returning or New Developer in Iowa

- QAP 3.2.1
- Project Team Tab – Developer(s), General Partner(s)/managing member(s)
- Exhibits Tab (Exhibit 18T)
- Appendix K

New Tax Credit Developer

- QAP 3.2.2
- Project Team Tab – Developer(s)

#### Mandatory Developer Training

- QAP 3.2.3
- Project Team Tab – Developer(s)

#### Market Study and Analysis

- QAP Section 3.4.1 to 3.4.2 and 5.11
- Exhibits Tab (Exhibit 12T)
- Appendix K

#### HOME Funds & Environmental Requirements

- QAP 3.4.3 to 3.4.3.1
- HOME Exhibits
- Appendix K

#### Fees

- QAP 3.4.7
- Fees Tab
- Cost & Credit Calc. Tab

#### Income and Expense Escalator Requirements

- QAP 4.1.1
- Projected Cash Flow Tab

#### Required Vacancy Rates

- QAP 4.1.2
- Projected Cash Flow Tab
- Buildings Tab (# of units)

#### DSCR Requirements

- QAP 4.1.3
- Projected Cash Flow Tab
- Financial Feasibility Tab

#### First Mortgage Amortization Minimum

- QAP 4.1.5
- Funding Sources Tab

#### Operating Expenses – Older Person Projects

- QAP 4.2.1 and 4.2.3
- Projected Operating Costs Tab
- Financial Feasibility Tab

#### Operating Expenses – Family Projects

- QAP 4.2.2 and 4.2.3
- Projected Operating Costs Tab
- Financial Feasibility Tab

#### Operating Reserve Requirement

- QAP 4.3.1 to 4.3.1.3 & 8.11
- Cost and Credit Calc. Tab
- Financial Feasibility Tab

#### Replacement Reserve Requirement

- QAP 4.3.2 to 4.3.2.2 & 8.11
- Projected Operating Costs Tab
- Financial Feasibility Tab

#### Deferred Developer Fee

- QAP 4.4.1
- Funding Sources Tab
- QAP 4.5.1 – 4.5.3
- Exhibit Tab (Exhibit 6T & 6Ta)
- Appendix K

#### Developer and Builder Fees

- QAP 4.6.1 – 4.6.5
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

#### Other Fees and Considerations

- QAP 4.7.1 (General Partner Contribution)
- QAP 4.7.2 (Construction Contingency)
- Cost & Credit Calc. Tab
- Funding Sources
- Financial Feasibility Tab

#### Unit Cost Cap & Tax Credit Cap per LIHTC Unit

- QAP 4.9. – 4.9.1
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

#### Section 811 Project Rental Assistance Program (Section 811 PRA)

- QAP 4.10
- Ownership Entity Tab

#### Appraisals

- QAP 5.4.1 – 5.4.1.2
- Exhibits Tab (Exhibits 2B and/or 5S)
- Appendix K

#### Qualified Development Team

- QAP 5.4.2
- Project Team Tab
- Exhibits Tab (Exhibits 15Ta-15Tc, & Exhibit 18T)
- Appendix K

#### Commitment to Notify Public Housing Authority of Vacancies

- QAP 5.4.4 & 8.9.4
- Ownership Entity Tab

#### Ineligibility

- QAP Section 5.4.6 – 5.4.6.5
- Project Team Tab
- Ownership Entity Tab
- Exhibits Tab (15Ta-15Tc, 18T)
- Appendix K

#### Displacement of Tenants

- QAP 5.5
- Site Description Tab
- Exhibits Tab (Exhibit 13T)
- Appendix K

#### 10-Year Rule

- QAP 5.6
- Buildings Tab
- Exhibits Tab (Exhibit 8T)
- Appendix K

#### Scattered Sites

- QAP 5.9
- Site Description Tab
- Exhibits Tab (Exhibit 19T)
- Appendix K

#### Iowa Housing Search

- QAP 5.14 & 8.9.8
- Ownership Entity Tab

#### Affirmative Fair Housing Marketing Plan

- QAP 5.10 & 8.9.5
- Ownership Entity Tab

#### Lease Addendum

- QAP 5.15
- Ownership Entity Tab

## Targeting Plan

- QAP 5.16 & 8.9.6
- Targeting Plan Tab
- Appendix F

## Tenant Selection Criteria

- QAP 5.17 & 8.9.7
- Ownership Entity Tab
- Project Team Tab – Management Company

## Scoring Criteria – QAP Section 6

Refer to Scoring Tab to view preliminary and final score

### 6.1 Resident Profile

#### 6.1.1: Serves Lowest Income Residents

- Project Description Tab
- Buildings/unit Tab

#### 6.1.2: Market Rate Incentive

- Buildings Tab-Units

#### 6.1.3: Serves Tenant Population of Individuals with Children

- Buildings/unit Tab

#### 6.1.4: Provides an Opportunity for Homeownership

- Project Description Tab
- Exhibits Tab (Exhibit 2S & Plan)
- Appendix G – Exhibits A
- Appendix K

### 6.2 Location

#### 6.2.1: Location Near Services

- Project Description Tab
- Building Tab (Primary Project Address)

#### 6.2.2: Great Places

- Project Description Tab

#### 6.2.3: Local Government Contribution

- Funding Sources Tab
- Exhibits Tab
- Appendix K

#### 6.2.4: Underserved City

- Buildings Tab
- Appendix L

### 6.3 Building Characteristics

#### 6.3.1: Market Appeal

- Project Amenities Tab
- Exhibits Tab (8B & 9B)
- Appendix K

#### 6.3.2: Projects with Historical Significance

- Project Description Tab
- Exhibits Tab (Exhibit 6S)

#### 6.3.3: Projects that have Federal Project-Based Rental Assistance, HUD VASH-Voucher Assistance, or Local Project-Based PHA Voucher Assistance

- Project Description Tab
- Buildings Tab - Units
- Exhibits Tab (Exhibits 7T & 7S)
- Appendix K

#### 6.3.4: Construction/Unit Characteristics

- QAP Appendix 1-G.
- Project Amenities Tab
- Exhibits Tab (5B, 8B, 9B)
- Appendix K

#### 6.3.5: Olmstead Goals

- Buildings Tab – Units
- Exhibits Tab (Exhibit 1T & Exhibits 5B, 8B & 9B)
- Appendix K

#### 6.3.6: Impact on the Environment

- Project Description Tab
- Construction Characteristics Tab
- Exhibits Tab (Exhibits 8B & 9B)
- Appendix K

#### 6.3.7: Energy Efficiency

- Project Description Tab
- Construction Characteristics Tab
- Exhibits Tab
- Appendix K

### 6.4 Other

#### 6.4.1: Title Guaranty

- Ownership Entity Tab

#### 6.4.2: Developer or Owner Contribution

- Funding Sources Tab
- Exhibits Tab (Exhibit 6T)
- Appendix K

#### 6.4.3: Qualified Development Team Experience

- Project Team Tab – Developer, General Partner(s)/managing member
- Exhibits Tab (Exhibits 15Ta-15Tc)
- Appendix K

#### 6.4.4: Waives Right to Qualified Contract

- Project Description Tab

#### Additional Tax Credits (Acq/Rehab, Preservation, Adaptive Reuse or Historic Preservation Projects only)

- QAP Section 6.6.2
- Project Description Tab
- Costs and Credit Calc. Tab

#### Qualified Census Tract (QCT) Basis Boost

- QAP 7.2.1
- Cost & Credit Calc. Tab
- Buildings Tab
- Appendix B

#### Non-MSA City or County Basis Boost

- QAP 7.2.2
- Costs and Credit Calc. Tab
- Buildings Tab
- Appendix B

#### Special Consideration Basis Boost for Serving Lower Income AMI's

- QAP 7.2.3 – 7.2.3.2
- Buildings/unit Tab
- Costs and Credit Calc. Tab
- Project Description Tab

#### Minimum Development Characteristics

- QAP Appendix I, G.
- Construction Characteristics Tab
- Project Amenities Tab

#### Capital Needs Assessment (CNA)

- QAP 5.4.3 & 8.1.6
- QAP Appendix I, J.

## Glossary of Terms

- QAP, Appendix 2
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*This training guide is intended to assist Applicants in submitting the LIHTC Online Application. It is not intended to be all-inclusive of all QAP requirements. Updates shall be made available as the Online Application is updated. Please check the website and/or or the Online Application for updates to this document. Should an inconsistency be noted between the QAP and this document, the QAP shall prevail.*