

APPENDIX K

4% EXHIBITS CHECKLIST

EXHIBIT	SUPPLIED BY	APPLICATION REFERENCE	NARRATIVE DESCRIPTION	WHEN REQUIRED
THRESHOLD EXHIBITS				
1T	IFA Required Form & Applicant Upload	Qualified Development Team & Buildings	Application Certification & Acknowledgements	All Projects
2T	Applicant Upload & Online Application	Site Control	Current Real Estate Tax Assessment Documentation <ul style="list-style-type: none"> • Refer to 4% QAP Appendix 1-A 	All Projects
3T's	Applicant Upload & Online Application	Ownership Entity	Ownership Entity (OE) Documentation <u>3Ta</u> : IRS F.E.I.N. letter in the Ownership Entity's name. <u>3Tb & 3Tc</u> : A Limited Partnership ("LP"), Limited Liability Partnership ("LLP") or Limited Liability Limited Partnership ("LLLP") file-stamped certificate of Limited Partnership and a current Limited Partnership Agreement. <u>3Td & 3Te</u> : A Limited Company ("LC"), Limited liability Company ("LLC") Ownership Entity's- file-stamped Article of Organization and a current Operating Agreement. <u>3Tf</u> : Ownership Entity organizational chart.	All Projects
4T's	Applicant Upload & Online Application	Qualified Development Team	Owner Representative(s) (General Partners/managing members) Documentation <u>4Ta & 4Tb</u> : LP, LLP, or LLLP Owner Representative's file-stamped certificate of Limited Partnership and current Limited Partnership Agreement. <u>4Tc & 4Td</u> : LC and LLC Owner Representative's file-stamped Articles of Organization and current Operating Agreement. <u>4Te, 4Tf, & 4Tg</u> : A Corporation Owner Representative's file-stamped <u>Articles of Incorporation, By-laws and Board Resolution approving actions of the corporation concerning the proposed Project.</u>	All Projects
5T	Applicant Upload & Online Application	Funding Sources	Letters of intent from lending institutions (on their letterhead) for all construction and permanent financing. <ul style="list-style-type: none"> • Refer to QAP Section 2.3.1. 	All Projects
6T	Applicant Upload & Online Application	Funding Sources	Commitment letters from all other funding sources. This includes any existing debt to be assumed, grants, loans, tax credits, tax increment financing, etc. The minimum General Partner/managing member contribution shall require a commitment letter. <ul style="list-style-type: none"> • Refer to 4% QAP Section 2.3.2. 	All Projects
6Ta	Applicant Upload & Online Application	Funding Sources	Nonprofit Board of Director's Board Resolution Allowing a Deferred Payment Obligation to the Project <ul style="list-style-type: none"> • Refer to 4% QAP Section 2.2. 	If applicable
7T	IFA, PHA, or Rural Development (RD) Required Form, Applicant Upload & Online Application	Project Description & Buildings	IFA (HUD), Rural Development (RD), or IFA (Public Housing Authority (PHA) Authorization to Release of Information <ul style="list-style-type: none"> • Submit when the Project has HUD, HUD VASH Voucher, RD, or PHA project-based voucher assistance. 	If applicable
8T	IFA Required Template, Applicant Upload, & Online Application	Project Description, Site Control, Buildings, & Costs and Credit Calc Tab	Attorney Opinion as to Project Acquisition Qualification <ul style="list-style-type: none"> • Refer to 4% QAP Section 3.5 Confirmation of Eligibility – Rehabilitation or Acquisition requesting Acquisition Tax Credits shall submit an Attorney Opinion letter as to the qualification for acquisition Tax Credits according to the Internal Revenue Code. 	If applicable

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9T	Applicant Upload & Online Application	Qualified Development Team & Costs and Credit Calc.	An executed copy of the Development Consultant Agreement(s).	If applicable
10T	Applicant Upload & Online Application	Funding Sources & Qualified Development Team	Syndication or Other Sale or Exchange of Tax Credit Interest to Investors Documentation	All Projects
11T	Applicant Upload & Online Application	Buildings	<p>Utility Allowance Documentation</p> <p>Most recent PHA, HUD, RD or Utility company documentation showing source of utility calculations.</p> <ul style="list-style-type: none"> • Circle utility amounts on chart. • If the documentation is over 1 yr. old, provide a statement from the provider confirming that the utility amounts are current. • HUD projects shall provide a copy of the most current HUD Rent Schedule. • USDA-Rural Development projects shall provide current documentation of RD utility allowance approval. 	Required when a utility allowance is listed in the Application. This is not required if all utilities are included in rent <u>except</u> HUD or RD Projects shall provide a copy of the current HUD Rent Schedule or RD approved utility allowance form.
12T	Applicant Upload		<p>Market Study Documentation</p> <ul style="list-style-type: none"> • Applicants shall provide market study report. 	All Projects
	System Generated		Letter notifying the CEO of Local Jurisdiction about the Project.	All Projects
13T	Applicant Upload (IRS link provided)		<p>Executed IRS Form 8821 (Tax Information Authorization) for the Developer(s)</p> <p>www.irs.gov/pub/irs-pdf/f8821.pdf</p>	If requested by IFA
14T's	Applicant Upload & Online Application	Ownership Entity & Qualified Development Team	<p>14T's - Authorized Signor(s) Documentation</p> <ul style="list-style-type: none"> • 14a: Ownership Entity • 14b: General Partner(s)/managing member(s) 	All Projects
15T	IFA Required Form , Applicant Upload, & Online Application	Ownership Entity & Qualified Development Team	<p>State Agency Performance Information</p> <ul style="list-style-type: none"> • Upload a copy of each of the completed Exhibit 15T's along with a copy of the email sent to each state agency to the Online Application. • Email Exhibit 15T to each state agency listed. <p>Part 1 - Authorization of Release of Information & Project Information</p> <ul style="list-style-type: none"> • Any project team members associated with the application who have materially participated in a development role shall complete. Development role includes Developer(s), General Partners/managing members and Ownership Interest. • Complete for each state in which the individuals /entity has previously participated or is currently participating in the Low Income Housing Tax Credit Program, including Iowa. <p>Part 2 - IRS Form 8823 and State Noncompliance Detail and Narrative</p> <ul style="list-style-type: none"> • Shall be completed & signed by the individual/entity listed on Exhibit 15T Part 1, Section 1-D. • List all IRS form 8823's (annual reports and/or on-site inspections) that were issued against each property in the past calendar year. • List all Out of Compliance issues that have been reported as uncorrected (regardless if the "Out-of-Compliance" has been subsequently corrected) to the IRS for each LIHTC Project in the past three calendar years. • List all State Issued Notice of Noncompliance issues (which addresses issues that aren't in compliance with the LURA) that have been reported in the past three calendar years. <p>Part 3 - State Agency Performance Questionnaire</p> <ul style="list-style-type: none"> • Complete Section 1. 	All Projects

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16T-18T RESERVED				
20T	IFA Form & Applicant Upload	Ownership Entity	Binding Applicable Percentage Election for Tax-Exempt Bond Financed LIHTC Projects <ul style="list-style-type: none"> Required if an Owner plans on electing the Applicable Percentage as the month in which the Bonds are issued. 	If applicable
21T	IFA Form & Applicant Upload	Ownership Entity	Binding Owner Election for Establishing the Gross Rent Floor for date other than IFA's date of determination letter (42m letter). <ul style="list-style-type: none"> Required prior to any building being Placed-in-Service. Shall submit fully executed Exhibit 21T to IFA electing the Placed-in-Service date to establish the Gross Rent Floor. 	If applicable
22T	Applicant Upload	Costs and Credit Calc. Tab & Financial Feasibility	Letter requesting IFA Board approval to exceed the Unit Cost Cap <ul style="list-style-type: none"> Provide detailed letter explaining why the Unit Cost Cap can't be met and why IFA Board should consider providing waiver to the Project. 	If applicable
23T	Applicant Upload	Costs and Credit Calc & Buildings Tab	Qualified Census Tract (QCT) or Difficult to Development Area (DDA) Validation <ul style="list-style-type: none"> Printout from HUD's website for the entire Project indicating whether the entire Project is located in a QCT or DDA. 	All Projects
BUILDING EXHIBITS				
1B	Applicant Upload & Online Application	Site Control & Buildings	Site Control or Ownership of Site(s) Documentation <ul style="list-style-type: none"> Refer to 4% QAP Appendix 1-A. 	All Projects
2B	Applicant Upload & Online Application	Site Control & Costs and Credit Calc	Appraisal <ul style="list-style-type: none"> Refer to 4% QAP Section 3.3.1.1. 	If applicable
3B	Applicant Upload	Site Description	Color Photos of Project & Adjacent Property Submit as one PDF file: <ul style="list-style-type: none"> Eight photos of each building are required for sites with existing buildings. <ul style="list-style-type: none"> Looking at each bldg. from the North, South, East, & West. Looking out from each bldg. toward the North, South, East, & West. Eight photos are required for each site location for new construction projects. <ul style="list-style-type: none"> Looking toward the center of each site from the North, South, East, & West. Looking out from the center of each site toward the North, South, East, & West. The photo shall include the street address, bldg. number & direction taken. This information can be included on the photo itself, or in the electronic name of the photo. 	All Projects
4B	Applicant Upload & Online Application	Site Description & Buildings	Maps <ul style="list-style-type: none"> Legible recent official city map pinpointing the site location(s). Shall show the legal address of the property, the names of surrounding streets & any other information important for the site inspection. A plat map or proposed re-platting map for each site location Both are required. 	All Projects
5B	Applicant Upload & Online Application	Site Description	Site and Floor Plans Shall clearly show the following: <ul style="list-style-type: none"> Location and extent of all work proposed in the Application Site dimensions Site zoning Accessible site routes Easements and setbacks Planting, utility & general notes All buildings (including manager's Units & accessory buildings), total number of Units, and the total square footage of each building. 	All Projects

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6B's	Applicant Upload & Online Application	Site Description	<p>Detrimental Site Characteristics Remediation Documents</p> <p>If the site or adjoining sites contain any detrimental site characteristics, provide the following:</p> <ul style="list-style-type: none"> • 6B a: Remediation Plan • 6B b: Budget to make site suitable • 6b c: Map showing detrimental characteristics on site plan • Refer to 4% QAP Appendix 1-H. 	If applicable
7B	IFA Required Form, Applicant Upload & Online Application	Zoning, Buildings, Site Description, & Exhibits	<p>Political Jurisdiction Certification</p> <ul style="list-style-type: none"> • Exhibit 7B is generated from the on-line application. 	All Projects
8B	Applicant Upload & Online Application	Buildings, Project Amenities, Project Description & Construction Characteristics	<p>Plans and Specifications</p> <p>Shall show all proposed work at a minimum schematic design level of completion.</p> <ul style="list-style-type: none"> • Label the use of all rooms in the building (i.e., computer learning center, manager's Unit, manager's office, library, media center room, craft room, maintenance room, dining room, fitness center, laundry room, beauty salon/barber room, etc.) • Label the square footage of each room in the building • Label Accessible routes • Label all Units with Accessibility type • List total number of Units • List total number of parking and type of parking (surface, garages, underground) • Label all rooms in the Units (i.e. bedroom, bathroom, kitchen, living room, closets, etc.) • Label the square footage of each Unit 	All Projects
9B	Applicant Upload & Online Application	Construction Characteristics, Project Amenities & Project Description	<p>Scope of Work</p> <ul style="list-style-type: none"> • Refer to 4% QAP, Appendix 1-I. 	Preservation & Rehabilitation Projects