

APPENDIX L

REQUIRED THRESHOLD & SET-ASIDE EXHIBITS

The Exhibits listed on this form must accompany the Threshold Application in the order shown. All exhibits are to be tabbed and indexed accordingly.

Exhibit #	Supplied & Required by IFA	Narrative Description	When Required	Yes	N/A
Threshold - Exhibits					
1H	X By link	2009 Housing Fund Application	Only if applying for HOME (YES to App. Section 1.13)		
1T	X By link	An executed IRS Form 8821 (Tax Information Authorization) for the Developer (& Co-Developer, if applicable). NOT THE GENERAL PARTNER	For all projects		
2T		Provide the following for either the Project Developer, General Partner/Managing Member, or Development Consultant: <ul style="list-style-type: none"> • A copy of an issued Form 8609 showing that the team member has completed a LIHTC project. • A letter from the allocating agency for that completed project stating that the project is in good standing with them. 	For all projects		
3T	X	Letter notifying the CEO of Local Jurisdiction about the project.	For all projects		
4T		<u>For the Ownership Entity:</u> <ul style="list-style-type: none"> • Provide an IRS F.E.I.N. letter in the Ownership Entity's name. • If the Ownership Entity is a Limited Partnership or Limited Liability Partnership, provide a current certificate of Limited Partnership <u>and</u> current limited partnership agreement. • If the Ownership Entity is a Limited Liability Company, provide file-stamped Articles of Organization <u>and</u> current operating agreement. NOTE: If the name doesn't match exactly on all of the documents in this exhibit, provide an explanation as to why.	For all projects		
5T		<u>For each Owner Representative (General Partner/Managing Member):</u> <ul style="list-style-type: none"> • If the Owner Representative is a Limited Partnership or Limited Liability Partnership, provide a current certificate of Limited Partnership <u>and</u> current partnership agreement. • If the Owner Representative is a Limited Liability Company, provide file-stamped Articles of Organization <u>and</u> current operating agreement. • If the Owner Representative is a Corporation, provide file-stamped Articles of Incorporation, By-laws <u>and</u> Board Resolution approving actions of corporation concerning the proposed tax credit development. NOTE: If the name doesn't match exactly on all of the documents in this exhibit, provide an explanation as to why.	For all projects		
6T		<u>Letters of intent</u> from lending institutions (on their letterhead) for all private construction and permanent financing.	For all projects		
7T		For all other sources, excluding State HOME funds, <u>a commitment letter</u> for funding must be provided. This includes any other grants, loans, tax credits, etc. The letter must be from the entity making the commitment and must specify: <ul style="list-style-type: none"> • the value of commitment • the interest rate and term • the purpose the funds can be used for • the time limitations related to the commitment 	For all projects		
8T	X	Market Study Change Information	Only for 9% tax credit projects that submitted a Pre-App by 9-3-08		
9T	X	Market Study Application	Only for 9% tax credit projects that <u>did not</u> submit a Pre-App by 9-3-08		
9TE		Market Study	Only for 4% tax credit projects w/tax-exempt bonds		
10T		Provide rental assistance contracts.	Only for Acq./Rehab. & Rehab. projects IF answered YES to App. Section 3.14		
11T	X	Type of ownership control. (Site control, number of units, bedroom size and acquisition cost.)	Only for Acq./Rehab. & Rehab. projects (If completed App. Section 8 or 9)		
12T		Provide the following for each building that has rehabilitation expenditures: <ul style="list-style-type: none"> • building address or number • amount of total rehabilitation expenditures for the building • expected amount of rehabilitation expenditures that will be allowable to or substantially benefit the affordable units in the building • answer the question, "Did the Applicant acquire the building from a governmental unit?" 	Only if entered number of 1 or greater in App. Section 9.01		

13T	X	Relocation Plan.	Only if answered YES to App. Section 10.01		
14T	X	Eligibility under IRC 42(d)(2)(B)(ii) Ten-Year Rule.	Only for Acq./Rehab. projects listing an amount in "Existing Structures" in Acq/Rehab. table in App. Section 13.01		
15T		An executed copy of Consultant Agreement.	Only if a consultant fee is listed in App. Section 13.09		
16T		Reserved			
17T		Documents relating to syndication or other sale or exchange of tax credit interest to investors.	Only if answered YES to App. Section 16.01		
18T		Provide most recent PHA, HUD, Rural Development or Utility Company documentation showing source of utility calculations. <ul style="list-style-type: none"> • Circle utility amounts on the chart. • If the documentation is over 1 yr. old, provide a statement from the provider confirming that the utility amounts are current. 	Only if answered NO to App. Section 18.01		
19T	X	Web-based registration of vacant units	For all projects		
Threshold - Building, Construction, Site & Rehabilitation Exhibits					
1B		Document(s) evidencing control or ownership of site(s). Must include legal description.	For all projects		
2B		For land and buildings which are acquired from a related party, provide documentation showing past transactions which substantiate the value of the property shown in the Threshold Application or an appraisal by an MAI certified appraiser who is not a related party. (Cannot be over 6 months old from date of Threshold Application.)	Only if answered Yes to App. Section 5.02		
3B		A narrative description of the current use of the property, all adjacent property land uses, & the surrounding neighborhood.	For all projects		
4B		Color photos, color copies, or a CDROM with color photos <u>of the proposed property and all adjacent properties</u> must be provided. The pictures should be taken: <ol style="list-style-type: none"> 1) in a North, South, East & West direction from the center of the lot outward OR on all four sides of an existing building structure facing away from the building, and 2) of the site from the North, South, East & West direction towards the center of the site OR taken toward all four sides of an existing building(s) to be rehabbed. <p>NOTE: A description of the view taken, the address, and the number/address of each building must be listed on each picture.</p>	For all projects		
5B		<ul style="list-style-type: none"> • Legible map provided on a recent official city map. The site location should contain the legal address of the property, identification of surrounding streets and any other information of importance for the site inspection. • A plat map of the site or a proposed re-plating map of the site. 	For all projects		
6B		Site plan clearly showing and labeling: <ul style="list-style-type: none"> • Site dimensions • Easements & setbacks • All buildings (including manager's & accessory buildings) • Parking • Play Area • Pool • Other items (specify) 	For all projects		
7B		If site or adjoining sites contain any detrimental site characteristics, attach remediation plan and budget to make site suitable.	Only if answered Yes to App. Section 5.08		
8B	X	<u>Proper zoning form completed by City/Municipality.</u>	For all projects		
9B		<u>Legible Plans and Specifications</u> for the project clearly showing and labeling: (Do not send full size set of blueprints.) <ul style="list-style-type: none"> • <u>For all rooms in the building</u> <ul style="list-style-type: none"> - Label their use (i.e. exercise room, computer learning center, manager's office, library, craft room, maintenance room, dining room, etc.) - List the square footage of the room. • <u>For all rooms in the units</u> <ul style="list-style-type: none"> - Label their use. (i.e. bedroom, bathroom, kitchen, living room, etc.) • <u>Units:</u> <ul style="list-style-type: none"> - Label the square footage of each unit. 	For all projects		
10B	X	Minimum Development Characteristics.	For all projects		
11B		Scope of Work.	Only for 9% tax credit projects that are preservation or rehabilitation projects		
Set-Aside Exhibits					
1SA	X	Set-Aside determination form.	Only for 9% tax credit projects applying for the Nonprofit Set-Aside		
2SA		A letter from the IRS which states the Nonprofit is a qualified Nonprofit under 501(c)3 or 501(c)4.	Only for 9% tax credit projects applying for Nonprofit Set-Aside & those with a materially participating non-profit entity		

3SA	Sample Provided	Provide an attorney's opinion stating that the proposed Nonprofit is legally organized and is eligible to participate. (The opinion must substantially conform with the IFA sample provided.)	Only for 9% tax credit projects applying for Nonprofit Set-Aside & those with a materially participating non-profit entity		
4SA		Provide file-stamped Articles of Incorporation for the Nonprofit that include as a purpose the fostering of low-income (or affordable) housing AND any other items that demonstrate satisfaction of the 2-year requirement for fostering low-income housing or requirements of 42(h)(5).	Only for 9% tax credit projects applying for Nonprofit Set-Aside & those with a materially participating non-profit entity		
5SA		Provide a resume or other documentation that demonstrates the Nonprofit's capacity to materially participate in the operation of the project through the compliance period.	Only for 9% tax credit projects applying for Nonprofit Set-Aside & those with a participating non-profit.		
Threshold Scoring Exhibits					
1S	X	QAP Part A, Section 6, Resident Profile, Category 3 - Resident Populations with Special Needs	Only for 9% tax credit projects applying for points under this category		
2S		QAP Part A, Section 6, Resident Profile, Category 4 - Provides an Opportunity for Homeownership	Only for 9% tax credit projects applying for points under this category		
3S		QAP Part A, Section 6, Location, Category 1 – Location Near Services Applicant must: <ul style="list-style-type: none"> List the specific name and address of the service. List the "Services" category that it applies to. List the distance from the project address to the service according to Yahoo directions (www/maps.yahoo.com/). Provide a printout from Yahoo verifying that the service is 1.0 miles or less from the project address. (<u>Printouts from Map Quest or other distance sources will not be accepted.</u>) <u>Example:</u> <ul style="list-style-type: none"> - Mercy Medical Hospital, 111 University, Des Moines, IA 50309 - Medical Services - .80 miles from project address - Yahoo printout 	Only for 9% tax credit projects applying for points under this category		
4S	X	QAP Part A, Section 6, Location, Category 2 – Great Places Must provide Exhibit 4S along with a copy of the 28E Agreement between the State and the designated Great Place Community.	Only for 9% tax credit projects applying for points under this category		
5S	X	QAP Part A, Section 6, Location, Category 3 – Local Government Contribution	Only for 9% tax credit projects applying for points under this category		
6S	X	QAP Part A, Section 6, Building Characteristics, Category 1 – Market Appeal	Only for 9% tax credit projects applying for points under this category		
7S		QAP Part A, Section 6, Building Characteristics, Category 2 – Projects with Historical Significance Must provide documentation demonstrating that project is a historic structure listed on the National Register of Historic Places or must be determined to be eligible for the National Register by the State Historic Preservation Officer.	Only for 9% tax credit projects applying for points under this category		
8S		QAP Part A, Section 6, Building Characteristics, Category 3 – Projects that are Subsidized Project-Based Rental Assistance Projects No less than 50% of the units are covered by a project-based rental assistance contract. Must provide a copy of the project's rental assistance contract(s). <i>This category is not available to an Applicant that elects points in Category "Serves Lowest Income Residents."</i>	Only for 9% tax credit projects applying for points under this category		
9S	X	QAP Part A, Section 6, Building Characteristics, Category 4 – Construction/Unit Characteristics	Only for 9% tax credit projects applying for points under this category		
10S		QAP Part A, Section 6, Building Characteristics, Category 6 – Readiness to Proceed <u>Capital Needs Assessment</u> - Must provide a complete Capital Needs Assessment.	Only for 9% tax credit projects applying for points under this category		
11S		QAP Part A, Section 6, Building Characteristics, Category 6 – Readiness to Proceed <u>Building Permit Issued</u> - Must provide a building permit that has been issued by the applicable government entity. The building permit needs to allow for framing of the building(s).	Only for 9% tax credit projects applying for points under this category		

12S	X	QAP Part A, Section 6, Building Characteristics, Category 6 – Readiness to Proceed <u>Utilities</u> - A letter from each applicable utility company demonstrating that the required utilities are already available at the Project site, they are adequately sized for the Project, and no extensions are needed.	Only for 9% tax credit projects applying for points under this category		
13S	X	QAP Part A, Section 6, Building Characteristics, Category 6 – Readiness to Proceed <u>Paved Road</u> - A letter from the municipality that demonstrates that the Project has direct access to an existing paved road, with no extensions needed.	Only for 9% tax credit projects applying for points under this category		
14S	X	QAP Part A, Section 6, Building Characteristics, Category 6 – Readiness to Proceed <u>Zoning</u> - The Applicant provides evidence that the project site is properly zoned for it proposed use.	Only for 9% tax credit projects applying for points under this category		
15S	X	QAP Part A, Section 6, Building Characteristics, Category 7 – Impact on Environment	Only for 9% tax credit projects applying for points under this category		
16S	X	QAP Part A, Section 6, Other, Category 1 – Title Guaranty	Only for 9% tax credit projects applying for points under this category		
17S		QAP Part A, Section 6, Other, Category 2 – Letter of Support	Only for 9% tax credit projects applying for points under this category		