



2019 PRIOR TO PLACED-IN-SERVICE CHECKLIST

A. Instructions

The 2019 Qualified Allocation Plan (“QAP”) Section 8.9 and the 4% Qualified Allocation Plan (“4% QAP”) Section 4.6. list the prior to Placed-in-Service submission requirements. These documents shall be submitted to IFA on the Prior to Placed-in-Service (“PIS”) Docs Tab of the On-line Application at least 120 days prior the first Unit being Placed-in-Service.

The latest submission date for these documents shall be September 1st in the year the Project’s IRS Form 8609 Application will be submitted. **The IRS Form 8609 Application may not be submitted until all required PIS documents have been submitted and determined acceptable by IFA. Failure to comply with timely submission may result in the Project’s late submission of the IRS Form 8609 Application Package to IFA.**

B. Prior to Placed-in-Service Required Documents

A copy of the following must be uploaded:

- 1) Affirmative Fair Housing Marketing Plan Package – 1 pdf of the following bulleted items:
 - Affirmative Fair Housing Market Plan (Current HUD Form 935.2A)
 - Ads and brochures (in addition to IowaHousingSearch.org)
 - Picture of property sign; or picture of draft sign design; or statement and explanation as to why the property will not have a sign
 - Tenant Selection Plan (criteria)
 - Lease
 - Lease addendums (including the Accessible Unit Lease addendum if language isn’t included in the lease), if any
 - Resident policies and procedures, if any
 - Waiting list policy
 - Free Internet Connectivity specifications and fully executed contract, if applicable.
 - Violence Against Women Act (“VAWA”) forms:
 - HUD form 5380 - Notice of Occupancy Rights under VAWA
 - HUD form 5381 - Project-specific Emergency Transfer Plan that includes local contact information,
 - HUD form 5382 - Certification of Domestic Violence, Sexual Assault, or Stalking and Alternate Documentation
 - HUD form 5383 - Emergency Transfer (if emergency transfer plan requires written notification to request a transfer)
 - HUD-91067 - Lease Addendum.
 - IFA Required Form - Acknowledgement of Receipt of Form HUD-5380 and Form HUD-5382
- 2) Documentation the Project is registered on Iowa’s free rental housing locator at [Iowa Housing Search](#).
 - Provide printer-friendly copies of each unit size and/or bedroom size.
- 3) Written commitment between the Management Company and the Public Housing Authority (“PHA”) for the ongoing notifications to the PHA of all Project vacancies.

C. Prior to Placed-in-Service Docs Tab

1. To upload documents:
 - Select the Prior to Placed-in-Service Docs Tab
 - Upload the document by selecting the “Document Type” from the drop-down field
 - Type the title of document
 - Select the document for upload and upload



2. A username with either a “Guest” or a “Prior to Placed-in-Service” role is required to upload documents. Username requests may be submitted through the [On-line Application](#). The application creator must grant the username access to the application. Refer to the [2019 On-line Application Training Guide](#) for instructions.

D. Review Process

The IFA reviewer will send an email for clarifications and/or questions on the submission. An email will be sent once all documents have been determined acceptable by IFA.

E. IFA Contact Information

Contact [Nancy.Peterson](#) with any questions.