

2021 Low- Income Housing Tax Credit Online Application Guide

Updated February 3, 2021



IOWA FINANCE
AUTHORITY



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A. UPDATES

SECTION B. INSTRUCTIONS, 2. Overview

- d. Qualified Service Provider Request – Submission date changed to April 23, 2021 and Appendix A – Supportive Housing for Families Set-Aside has been updated to reflect the April 23, 2021 submission date.
- e. Complete Application – 2021 Application submission due date updated. Submissions dates are May 10, 2021 through 4:30 p.m. C.S.T. on May 12, 2021.
- i. Scoring – Updated QAP Part A., Section 6.2.3 Disaster Recovery to include Derecho Set-Aside and Appendix B updated to specify the counties eligible for Disaster Recovery and specify counties eligible for the Derecho Set-Aside.

SECTION C. RESOURCES

- 2. IFA website - Added line to the draft 2021 Amended Qualified Allocation Plan (“QAP) and Application Package has been updated.
- 3. Tax Credit Appendices Package – Updated Appendix A – Supportive Housing for Families Set-Aside and Appendix B – Qualified Census Tracts/Difficult to Development Areas, Rural Counties, and Major Disaster Counties
- 8. Overview of Changes:
 - ✓ a. Costs and Credit Calc. Tab – 30% PV rate used for 2021 Projects will be 4%.
 - ✓ b. Project Description Tab – Added Derecho Set-Aside under Set-Asides heading and Under Other Elections under QAP Part A., Section 6.2.3 – Rural Disaster Recovery
 - ✓ f. Exhibits – Exhibit 15Ta – Authorization of Release of Information, Exhibit 15Tb – State Agency Performance Information, and Exhibit 1HSA – Qualified Service Provider Capacity Determination have been updated.

SECTION D. GUIDANCE BY TAB

- 2. Project Description Tab
 - ✓ Other Elections – Added Derecho Set-Aside under QAP Part A., Section 6.2.3 – Rural Disaster Recovery
- 4. Site Description Tab
 - ✓ k. Legal description is now required at the Pre-Closing Review submission for the LURA to be recorded as part of the closing.
- 24. Overview Tab – Clarified that documents that contain personally identifiable information (i.e., 8609, carryover agreement) are no longer available to Public Information Reviewers within the online Application. A public information request must be submitted for such documents.
- 25. Supplemental Scoring to Supportive Housing for Families Set-Aside – Appendix A updated to reflect the submission due date of April 23, 2021.

SECTION E. AWARD OF CREDITS

The 2021 funding round awards will be approved at the September 2021 board meeting.

SECTION F. POST AWARD

- 1. Carryover
 - ✓ c. LURA – IFA will coordinate the LURA recording with Iowa Title Guaranty at closing if a mortgage has not been recorded prior to closing. If LURA is not recorded at closing, IFA will issue the LURA 60-90 days following issuance of the 10% Test Met letter.



- 4. Preclosing Review and LURA Issuance – Owners must update the Application with the building addresses (TBD or approximate not acceptable) and the legal description on the Site Description Tab as part of the Preclosing Review submission in order for the LURA to be issued and recorded as part of the closing.

SECTION G. SET-ASIDES, EXHIBITS AND SCORING CHECKLIST

- QAP Part A., Section 2.2.1 Nonprofit Set-Aside – Updated the threshold application submission dates to May 10, 2021 – 4:30 p.m. C.S.T. on May 12, 2021.
- QAP Part A., Section 2.2.2 – Supportive Housing for Families Set-Aside – Updated the submission due date for Exhibit 1HSA and the Qualified Service Provider information in the Qualified Development Team Tab to April 23, 2021.
- Exhibits 15Ta and 15Tb (IFA required forms) – Updated and the state agency submission to IFA due date updated to June 14, 2021.
- Exhibit 2B – The date the appraisal will be available was updated to September 2021.
- QAP Part A., Section 6.2.3 Rural Disaster Recovery – Derecho Set-Aside was added for eligibility for points if rural county and eligible for the Derecho Set-Aside.



B. INSTRUCTIONS

1. Users and Access

- a. Username.** All users must have own username. Username requests shall be submitted through the online Application by selecting “request one”. Username and passwords must not be shared.
- b. Granting Access.** Each Applicant shall be responsible for granting and removing Application access to each user. The person who creates the Application shall be the “creator” and shall be responsible for granting and removing Application access to authorized users. IFA recommends that a regular review of users’ access to each Application be completed by Applicants.

2. Overview

- a. Application Tabs.** Complete entry of each Application Tab, save, upload required exhibits to the threshold Application, and submit.
 - The **red X** on each Tab will change to a **green check mark** when all information is entered correctly and saved. Some Tabs will have a **red X** until each tab with corresponding requirements have been entered.
 - If a **red X** remains and no error message was received when “Submit” was selected, go back to the tab with the **red X** and save.
- b. Prior to Application Submittal.** Questions regarding an interpretation or clarification of the QAP or policies/procedures/rules of the LIHTC Program may be submitted to housingtaxcredits@iowafinance.com. The questions and answers will be placed on the [2021 Housing Tax Credit Round webpage](#). Refer to QAP Part A., Section 3.2.1 - Prior to Application Submittal.
- c. QAP Part B, Section 9.2 – Binding Obligations.** The representations made in the Application shall bind the Applicant and shall become a contractual obligation of the Developer and the Ownership Entity and any Entity the Developer or the 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.
- d. Qualified Service Provider Request.** Applicants applying under the Supportive Housing for Families Set-Aside shall submit the qualified service provider request for each Project on the 2HSA Tab in each online Application on **April 23, 2021 4:30 p.m. C.S.T.** Refer to Appendix A - Supportive Housing for Families Set-Aside of the Application Package. (Updated 2-3-2021)
- e. Complete Application.** Complete Applications for Low-Income Housing Tax Credits under the current funding round are required to be submitted through the online Application between **May 10, 2021 and 4:30 p.m. C.S.T. on May 12, 2021.** (Updated 2-3-2021)
- f. Payment of Fees.** Payment of the application, market study, and appraisal (if applicable) fees shall be made at submission of the threshold Application. Refer to Appendix C – Fee Schedule in the Application Package.
- g. After Application Submittal.** No Applicant shall contact any IFA staff or Board members, nor shall anyone contact staff or Board members on the Applicant’s behalf, in order to unduly influence IFA’s determination related to the award of Tax Credits. Refer to QAP Part A., Section 3.2.2 – After Application Submittal.
 - The Application shall be unavailable to the Applicant until such time that the Applicant needs to make a change per IFA’s request. The Application will then be available to the



Applicant to make only IFA requested changes during the Threshold Deficiency Review Period.

- h. Threshold Deficiency Review Period.** An email notification is sent to the Owner contact(s) when the deficiency report in the threshold Deficiency InWork Application is available for review and response. Each Applicant shall respond in the Application, make corrections within the appropriate Application Tabs, if applicable, and submit the Application to IFA within 21 calendar days. Refer to QAP Part A., Section 3.3.2.1 Threshold Deficiency Review Period.
- Changes to the Application shall not be allowed that maintain or improve the score received by an Applicant. Refer to QAP Part A., Section 5.1 – Complete Application.
 - A change in funding sources, including equity pricing, shall not be allowed during the threshold deficiency review period unless specifically requested by IFA.
 - The Developer fees may not be increased after submission of the threshold Application.
 - The deficiency review period is the one and only opportunity to respond to items in IFA’s deficiency report.

- i. Scoring.**
- Scoring exhibits are due at threshold Application submission.
 - Each Applicant is responsible for reviewing the Scoring Tab and certifying that the preliminary score for each category is accurate before submission of the threshold Application.
 - Scoring determinations made in prior years are not binding on IFA for the current funding round.
 - IFA awards final scoring points in accordance with QAP Part A., Section 6 – Scoring Criteria to Projects that pass threshold.
 - Plan shall show all amenities and scoring elections entered in the online Application.
 - Minimum score of 115 is required. Projects applying under QAP Part A., Section 2.2.2 – Supportive Housing for Families set-aside are exempt from this minimum score.
 - When entering each building’s address number, street name, city and nine-digit zip code, are correct by confirming the census tract is accurate. If the entry is not correct and preliminary score points are provided, Project may lose scoring points for applicable categories.
 - A preliminary score is requested in the threshold Application based on the Applicant: (i) answering applicable scoring questions correctly and/or selecting applicable check boxes or radio buttons appropriately; and (ii) uploading applicable scoring exhibits to the Exhibits Tab. This is a tentative non-binding score based on the submitted information.
 - The Table below lists the Qualified Allocation Plan (“QAP”) scoring category, QAP references, Application references, exhibits (if applicable) and guidance on requesting preliminary scoring points. Preliminary scoring points shall be shown on the Scoring Tab. Please also refer to Section G. Set-Aside, Exhibit and Scoring Exhibit Checklists.

SCORING				
QAP PART A, SECTION	TITLE	EXHIBIT	APPLICATION REFERENCE	REQUESTING PRELIMINARY POINTS
6.1.1	Serves Lowest Income Residents	None	Project Description, Buildings & Scoring	Check the box(es) on the Project Description Tab and enter the number of LIHTC Units with the applicable AMI% on the Buildings Tab.



QAP PART A, SECTION	TITLE	EXHIBIT	APPLICATION REFERENCE	REQUESTING PRELIMINARY POINTS
6.1.2	Market Rate Incentive	None	Project Description, Buildings & Scoring	Check the box on the Project Description Tab and enter the number of market rate Units in the Buildings Tab.
6.1.3	Serves Tenant Population of Households with Children	5B & 8B	Project Description, Buildings & Scoring	Check the box on the Project Description Tab and enter the number of 3+ bedroom units for which preliminary points are requested on the Buildings Tab. Plans shall reflect the unit size and bathroom configurations.
6.1.4	Provides an Opportunity for Homeownership	2S	Project Description, Exhibits & Scoring	Check the box on the Project Description Tab, upload Exhibit 2S, including the Owner's Project Plan, to the Exhibits Tab. Refer to Appendix H of the Application Package.
6.2.1	Great Places	None	Project Name and Location, Project Description & Buildings	Check the box on the Project Description Tab and enter each building's address number, street name, city, and nine-digit zip code in the Buildings Tab.
6.2.2	Iowa Opportunity Index Census Tracts	None	Project Name and Location & Buildings	Enter the address number, street name, city, and nine-digit zip code on the Buildings Tab for each building. Refer to Appendix I of the Application Package.
6.2.3 (Updated 2-3-2021)	Rural Disaster Recovery	None	Project Name and Location & Buildings	If the Project is located in a Rural city that is eligible for Section 2.2.3 Rural Disaster Recovery Set-Aside or Section 2.2.5 Derecho Set-Aside as listed in 2021 Appendix B, the online Application shall list preliminary points for this category on the Scoring Tab.



QAP PART A, SECTION	TITLE	EXHIBIT	APPLICATION REFERENCE	REQUESTING PRELIMINARY POINTS
6.3.1	Market Appeal	5B, 8B	Project Amenities	For each amenity to be provided for this scoring category, check the applicable box and enter specifications, as applicable. Plans shall show all elections.
6.3.2	Projects with Historical Significance	6S	Project Description, Buildings, Funding Sources & Costs and Credit Calc.	Check the box on the Project Description Tab, upload Exhibit 6S to the Exhibits Tab, enter each building as historic on the Buildings Tab, and enter state and federal historic tax credits on the Funding Sources Tab. If no commitment for State Historic Tax Credits, enter a General Partner/managing member Loan anticipating State Historic Tax Credits.
6.3.3.1	Federal Project-Based Rental Assistance	7T/7S	Project Description, Buildings, Buildings & Exhibit	Check the applicable box under Rental Assistance on the Project Description Tab, enter the applicable information, and upload Exhibit 7T/7S to the Exhibits Tab. Enter the HUD contract number on the Buildings Tab, if applicable.
6.3.3.2	Market Rate Rental Housing Conversion	8S	Project Description, Buildings & Scoring	Check the box on the Project Description Tab, enter a minimum of 85% of LIHTC Units in the Buildings Tab and upload Exhibit 8S to the Exhibits Tab.
6.3.4	Construction/Unit Characteristics	5B, 8B	Project Amenities, Exhibits & Scoring	On the Project Amenities Tab, check each box and/or select the radio button for each construction/unit characteristic to be provided and for which points are requested. Plans shall show all applicable elections.



QAP PART A, SECTION	TITLE	EXHIBIT	APPLICATION REFERENCE	REQUESTING PRELIMINARY POINTS
6.3.5	Olmstead Goals	5B, 8B	Buildings, Exhibits & Scoring	Enter the number of Fully Accessible, Units with Communication Features, and Additional Accessible Type A Units for each building on the Buildings Tab. Select the applicable accessibility type for each Unit for scoring points under this category. Accessible Units and accessibility type shall be included in the Plans. Refer to QAP Part D., Glossary of Terms – Accessible Units.
6.3.6	Impact on the Environment	8B	Project Description, Exhibits & Scoring	Check the boxes on the Project Description Tab for each item that will be provided and for which points are requested for. Enter specifications, when applicable.
6.3.7	Energy Efficiency	None	Project Description & Scoring	Check the box(es) on the Project Description Tab that apply to the proposed Project. If more than one category applies, all applicable categories must be checked to be eligible for scoring points.
6.4.1	Iowa Title Guaranty	None	Project Description & Scoring	Check the box on the Project Description Tab.
6.4.2.1	LIHTC Experience of Developer or General Partner/managing member	1S	Qualified Development Team, Exhibits & Scoring	Answer the questions, provide the requested information for the Developer and General Partner/managing member and upload Exhibit 1S, with required attachments, to the Exhibits Tab.
6.4.2.2	Multi-Family Rental Experience (New Developers Only)	3S	Qualified Development Team, Exhibits & Scoring	Answer the question on the Developer Tab and upload a pdf copy of the Certificate(s) of Occupancy as Exhibit 3S on the Exhibits Tab.



6.4.2.3	Performance	None	Qualified Development Team & Scoring	Answer the questions for the Developer or General Partner/managing member.
6.4.3	Waives Right to Qualified Contract	None	Project Description & Scoring	Check the box on the Project Description Tab.
6.4.4	Construction Costs	None	Project Description, Costs and Credit Calc. & Scoring	Check the box on the Project Description Tab. Hover over the preliminary score on the Scoring Tab to view the calculation for this category.

j. Market Study Report. The market study report shall be available in the Overview Tab of each Application following the Tax Credit Reservation Date.

k. Disclaimer. This document provides an overview of the LIHTC online Application and is not all-inclusive or a re-iteration of all QAP requirements. Updates to this guide will be available on the current funding round’s webpage. Should an inconsistency be noted between the QAP and this document, the QAP shall prevail.

C. RESOURCES

1. Help Tab - Links provided to the current funding round webpage

2. IFA Website

- Notices
- Qualified Allocation Plan (“QAP”) [2020-2021 Draft Amended QAP \(Updated 2-3-2021\)](#)
- Qualified Allocation Plan Training
- Application Package [\(Updated 2-3-2021\)](#)
- HOME Exhibits and Appendices

3. Tax Credit Appendices Package

- A Supportive Housing for Families Set-Aside [\(Updated 2-3-2021\)](#)
- B LIHTC QCT’s, DDA, Rural and Major Disaster Counties [\(Updated 2-3-2021\)](#)
- C Fee Schedule
- D Senior Living Revolving Loan Program Information
- E HOME Rental with LIHTC Requirements
- F Tax Credit Cap per LIHTC Unit
- G Ineligibility
- H Iowa Rose Program Requirements
- I Iowa Opportunity Index
- J Building Standards
- K Authorized Signors (Awarded Projects Only)

4. HOME with LIHTC Appendices

- A Tip Sheet
- B Links
- C HOME Maximum Per-Unit Subsidy Limits
- E Match Contribution Information



- F Restrictions on Lobbying
- G Providing Audits – Nonprofit
- H Providing Financial Statements – For Profit
- L Title Guaranty Division – Rate Sheet
- N Lead Based Paint Requirements
- O Noise Standards
- Q Iowa Census Tract Minority Percentages (for new construction or acquisition/new construction)

5. HOME with LIHTC Exhibit List

Exhibit	Description	Required
H-1	Application Certification – IFA Required Form	Yes
H-2	Assurances Signature Page – IFA Required Form	Yes
H-3	Applicant/Recipient Disclosure/Update Form (HUD2880)	Yes
H-4	W-9 Form (Request for Taxpayer ID # & Certification)	Yes
H-5	Minority Impact Statement – IFA Required Form	Yes
H-6	No Lobbying Certificate – IFA Required Form	Home Request over \$100,000
H-7	Disclosure of Lobbying Activities	If applicable
H-8	Local Support	Yes
H-9	Nonprofit Status <ul style="list-style-type: none"> • IRS letter stating the entity is a qualified nonprofit with a tax-exempt status ruling under 501(c); and • Current good standing letter from the Iowa Secretary of State's Office 	Nonprofit
H-13	HOME Utility Allowance Document Refer to HOME Exhibit on website.	Yes
H-17	Relocation Plan – IFA Required Form.	Existing building on the site(s)
H-22	Noise Abatement & Control (1 or 2 items required) <ul style="list-style-type: none"> • IFA Required Form – Noise Abatement and Control • If checked that any noise sensitive conditions exist, must also provide a noise assessment that meets HUD federal requirements 	Yes
H-23	Flood Zone – FEMA FIRMette map of each site Link: How to Find your FIRM and Make a FIRMette	Yes
H-24	Sellers Acknowledgement Form – IFA Required Form	Yes
H-34	Site & Neighborhood Standards – IFA Required Form	Yes

6. LIHTC Set-Asides, Exhibits, and Scoring Checklists. Refer to Section F.

7. Regulation and Statutes

- [Internal Revenue Code Section 42 \(IRC\)](#)
- [Treasury Regulation 1.42](#)
- [Iowa Code Chapter 16 - Iowa Finance Authority](#)
- [Iowa Administrative Code - Section 265](#)

8. Overview of Changes

a. Costs and Credit Calc.

- A rate of 4% will be used for the 30% PV rate (4% credit) for 2021 Projects. (Updated 2-3-2021)
- Added Energy Consultant under IV. Professional Fees. Energy Consultant will be included in the calculation of Hard Construction Costs.



b. Project Description

- Added Derecho Set-Aside to Set-Asides and under 6.2.3 Rural Disaster Recovery. (Updated 2-3-2021)

c. Qualified Development Team

- Developer – Added field to provide name(s) of person(s) who watched the Mandatory New and Returning Developer Training online video. (Applies only to New Developers and Returning Developers as defined in the QAP)
- Developer, General Partner/Managing Member – Updated dates under QAP Part A, Section 6.4.2 Developer or General Partner/Managing Member Experience and Performance.
- Developer, General Partner/Managing Member – Under QAP Part A., Section 6.4.2 Developer or General Partner/Managing Member Experience and Performance – added question to 10% Test Extension for Disaster Relief.
- Management Company – Changed date to year for when management company began managing Section 42 properties.
- Management Company – Removed questions: Has this team member received an award of LIHTC from IFA or any other state? and Has this Qualified Development Team member completed at least one LIHTC Project in which all LIHTC units have been leased at least once and received an IRS Form 8609 for that project in Iowa or any other state?
- Management Company - Removed the listing of LIHTC projects when a member/manager or management company answers yes to having ownership in a LIHTC Project and entry is only required of all states in which they have ownership in a LIHTC Project.
- Management Company – Added a Tax Identification Number field.

d. Buildings

- Tenant-paid utility allowance entry added.
- Added an assignment of tenant-paid utility allowance for each building.

e. Project Amenities

- Added patios and balcony.

f. Exhibits

- Exhibit 1T – Application Certification and Acknowledgements
- Exhibit 13T – Transitional Housing (New)
- Exhibit 15T (a-b) - 15Ta – Authorization of Release of Information and 15Tb – State Agency Performance Information (Updated 2-3-2021)
- Exhibit 7B – Political Jurisdiction Certification
- Exhibit 9B – Scope of Work (New) – Applies to Adaptive Reuse, Acq/Rehab, Rehab
- Exhibits 1HSA – Qualified Service Provider Capacity Determination (Updated 2-3-2021)

D. GUIDANCE BY TAB (Be sure to save each Tab before exiting the Application)

1. Project Name and Location

- Enter Project Name.
- Enter the address, city, zip code, and phone number of the political jurisdiction(s) and CEO's contact information where the Project shall be located. Ensure the email address is correct.
- More than one jurisdiction can be entered for a Scattered Site Project.
 - ✓ (REFERENCE) is a link to a website containing city information to look up names and/or contact information.
 - ✓ This information allows IFA to email the notification to the Chief Executive Officer of the local jurisdiction as required by the Code.



2. Project Description

- a. Project Type.** Select New Construction, Rehab, Acquisition/Rehab, or Adaptive Reuse or a combination thereof.
- b. Credit Request.** Check the box if requesting funds from the IFA-administered Senior Living Revolving Loan Program or State HOME program.
- c. Set-Asides.** Check the box for each set-aside request. This may not be changed once the threshold Application is submitted.
- If Nonprofit is checked, then the Nonprofit Set-Aside Tab and Exhibits 1SA-5SA required. Nonprofit must be identified in the Qualified Development Team Tab.
 - If a set-aside is selected that a Project is not eligible for, an error will be generated.
 - Supportive Housing for Families Set-Aside Applicants may request State HOME funds.
- d. Credit Percentage.** The Application auto-fills the credit percentage based upon the project type entered.
- e. Minimum Set-Aside Requirements.** Select one of the three irrevocable options.
- f. Occupancy Type.** Select the occupancy type (Older Persons 55, Older Persons 62, or Family) in the drop down.
- Supportive Housing for Families Set-Aside Applicants shall select Family.
 - If the proposed LIHTC Project is a senior project and will be layered with an existing Federal program, the senior occupancy restrictions for the Federal program shall apply.
- g. Transitional Housing.** Answer the question. If yes, upload Exhibit 13T and check the certification box acknowledging that the Project will be used exclusively to facilitate the transition of homeless individuals in compliance with Section 42(i)(3)(B)(iii).
- ✓ A transitional housing unit shall contain sleeping accommodations, kitchen and bathroom facilities and is located in a building and: 1) Used exclusively to facilitate the transition of homeless individuals to independent living within 24 months (within the meaning of section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302). 2) In which a governmental entity or qualified nonprofit organization provides such individuals with temporary housing and supportive services designed to assist such individuals in locating and retaining permanent housing. 3) A transitional housing unit can be rented on a month-to-month basis and not be considered transient.
 - Exhibit 13T must include information on how a non-profit or governmental entity will work to transition tenants to permanent housing within 24 months and details on the supportive service programs to be provided.
- h. Building Type.** Select the appropriate building type(s).
- A Project may consist of more than one building type.
 - The project type selected on the Project Description Tab shall match the type entered on the Buildings Tab. Note – an error will exist until all building types selected on the Project Description Tab have been entered on the Buildings Tab.
 - ✓ When making scoring election for Main Entrance Area on the Buildings Tab, make sure the scoring election is appropriate for the building type.
 - ✓ When making scoring election for energy efficiency, make sure the election(s) are appropriate for the building type and type of Project.
- i. Other Elections.** To request preliminary scoring points, refer to section B.2(i) above, Section G., and the information listed below.



QAP Part A., Section 6.1.1 Serves Lowest Income Residents. Check the applicable boxes and enter the number of Low-Income Units at each applicable AMI level to request preliminary scoring points. In the Buildings Tab, enter 40% AMI for each applicable Low-Income Unit and enter 30% AMI for each applicable Low-Income Unit for which points are sought.

This category is not available to Projects with Federal Project-Based Rental Assistance (QAP Part A., Section 6.3.3.1).

QAP Part A., Section 6.1.2 Market Rate Incentive.

- Check the box and enter the number of market rate units on the Buildings Tab. When entering buildings with residential rental Units, all residential buildings must have at least one (1) Low-Income Unit.
- Market rate single family homes are not allowed.

This category is not available to an Applicant electing points under QAP Part A., Section 6.1.4 - Provides an Opportunity for Homeownership or for Projects with Federal Project-Based Rental Assistance (QAP Part A., Section 6.3.3.1).

QAP Part A., Section 6.1.3 Serves Tenant Population of Households with Children.

- Check the box to request preliminary points for this category and enter the number of 3+ bedroom LIHTC Units for which points are requested.

QAP Part A., Section 6.1.4 Provides an Opportunity for Homeownership.

- If points are sought for this category, check the box and upload Exhibit 2S, including the Owner's Plan, to the Exhibits Tab.
- Enter the building type as single family detached.
- Enter 100% of the Project Units as LIHTC Units.
- Refer to Appendix H of the Application Package for specific Iowa Rose Program requirements.

This category is not available to an Applicant that elects points under QAP Part A., Section 6.1.2 - Market Rate Incentive or Section 6.4.3 - Waives Right to a Qualified Contract and an Applicant applying under the Supportive Housing for Families Set-Aside.

QAP Part A., Section 6.2.1 Great Places.

- Check the box if the entire Project is located within a project identified in an Iowa "Great Places" agreement that has been designated by the Iowa Great Places Board for participation in the program within the last three years, pursuant to Section 303.3C, subsection 4 of the Iowa Code.
- IFA shall verify information with the Department of Cultural Affairs.
- If a Scattered Site Project, all buildings shall meet the scoring requirement.

QAP Part A., Section 6.2.2 Iowa Opportunity Index Census Tracts.

- Enter the address number, street name, city, and the correct nine-digit zip code for each building in the Buildings Tab. The online Application will make the preliminary scoring determination based upon the Application entries. Incorrect information may result in a loss of points.
- If a Scattered Site Project, all buildings shall be listed in a qualifying census opportunity area to be eligible for points.
- If buildings are in different categories of qualifying opportunity areas, the lesser points shall be awarded.
- Refer to Appendix I – Iowa Opportunity Index.



QAP Part A., Section 6.2.3 Rural Disaster Recovery.

If the Project is located in a Rural city and is eligible for QAP Part A., Section 2.2.3 – Disaster Recovery Set-Aside or [Section 2.2.5 – Derecho Set-Aside](#), preliminary scoring points shall be listed on the Scoring Tab. Refer to Appendix B of the Application Package. (Updated 2-3-2021)

QAP Part A., Section 6.3.1 Market Appeal. Enter scoring elections on the Project Amenities Tab. Application entries must match plans.

QAP Part A., Section 6.3.2 Historic Project.

- Check the box if all buildings in the Project are on the National Register of Historic Places or determined eligible for the National Register by the State Historic Preservation Officer, answer the related question for each building in the Buildings Tab, upload Exhibit 6S to the Exhibits Tab, and enter state and federal historic tax credits as funding sources on the Funding Sources Tab.
- If a commitment for State Historic Tax Credits has not been received, provide a General Partner/managing member loan commitment for Exhibit 6T.
- Enter the residential portion of the Federal Historic Tax Credit in the Costs and Credit Calc. Tab.
- If a Project is historic and contains market rate Units, the LIHTC Units shall be disbursed throughout all of the buildings.

QAP Part A., Section 6.3.3.1 Federal Project-Based Rental Assistance. Enter the applicable information under “Rental Assistance” on the Project Description Tab and enter the HUD contract number on the Buildings Tab, if applicable.

- Exhibit 7T/7S required.

This category is not available for Supportive Housing for Families Set-Aside Applicants.

QAP Part A., Section 6.3.3.2 Market Rate Rental Housing Conversion. Check the box and upload Exhibit 8S to the Exhibits Tab.

- 85% of the Units entered on the Buildings Tab shall be LIHTC Units converted from an existing 100% market-rate Project.

QAP Part A., Section 6.3.4 Construction Characteristics. Enter scoring elections on the Project Amenities Tab. Application entries must match plans.

QAP Part A., Section 6.3.5 Olmstead Goals. Enter the Accessible Units and type on the Buildings Tab and for each Unit.

- Show the Accessible Units (by type) on the plans. Refer to QAP Part D., Glossary of Terms – Accessible Units.

QAP Part A., Section 6.3.6 Impact on the Environment. Check the applicable boxes. Application entries shall match plans.

QAP Part A., Section 6.3.7 Energy Efficiency. Check the applicable box(es).

QAP Part A., Section 6.4.1 Iowa Title Guaranty. Check the box.

QAP Part A., Section 6.4.2.1 LIHTC Experience. Answer the questions and enter the information on the Qualified Development Team Tab for the Developer or General Partner/managing member.

- Upload Exhibit 1S to the Exhibits Tab.



This category is not available if the one point is requested under QAP Part A., Section 6.4.2.2 Multi-Family Rental Experience.

QAP Part A., Section 6.4.2.2 Multi-Family Rental Experience.

- If a New Developer, answer the question on the Qualified Development Team Tab and upload one pdf copy of the Certificate(s) of Occupancy as Exhibit 3S to the Exhibits Tab.

This category is not available if points are requested under QAP Part A., Section 6.4.2.1 LIHTC Experience.

QAP Part A., Section 6.4.3 Waives Right to Qualified Contract. Check the box.

An Applicant electing points under QAP Part A., Section 6.1.4 - Provides an Opportunity for Homeownership is not eligible for this category.

QAP Part A., Section 6.4.4 Construction Costs. Check the box and complete entry of the Costs and Credit Calc. Tab.

- Hover over the preliminary score of this category on the Scoring Tab to view the calculation.

i. Location Near Services. Check the box for each service that meets the applicable QAP service definition and distance requirements as set forth in QAP Part A., Section 5.4.2 and upload Exhibit 17T to the Exhibits Tab.

✓ Service definitions are provided in QAP Part D. – Glossary of Terms.

✓ Projects located in a Rural city shall be within the required distance of two services and all other Projects shall be within the distance of three services.

k. Federal Project-Based Rental Assistance.

- If the Project has federal project-based rental assistance, select yes and upload Exhibit 7T to the Exhibits Tab.
- Upload Exhibit 7T/7S to the Exhibits Tab if requesting points for this category.
- Enter the subsidy source and the number of Units.
- Enter the contract number(s) for the federal project-based rental assistance.
- If the federal project-based rent exceeds the LIHTC Rent limit, check the box on the Buildings Tab to exceed the rent limit.
 - ✓ The rent and utility allowance entry on the Buildings Tab match the most current HUD or RD rent schedule.
- Enter loan number if applicable.
 - ✓ The six percent (6%) limit on net rent increases stated in QAP Section 4.1.7 does not apply to a Project that has an executed federal project-based rental assistance contract.
 - ✓ Preliminary scoring points shall be listed in the Scoring Tab if all information has been entered correctly and the Project is eligible for this scoring category.

l. Transfer of Physical Asset

- If HUD approval for the transfer of physical asset is required, select yes.
- If RD approval for the transfer of the physical asset is required, select yes.
- If IFA approval for the transfer of the physical asset is required, select yes.

3. Nonprofit Set-Aside

- Enter the Nonprofit entity name, tax id number, address, and select yes or no from the drop-down field for type of Nonprofit exemption.
- Enter explanation for the type of tax exemption the Nonprofit is organized and operated exclusively for; Select either 501(c)(3) or 501(c)(4).
- Answer remaining questions in Section A and provide requested explanations.
- Answer all of the questions and provide explanations in Sections B and C.



- Enter the person's name and contact information and answer the remaining questions in Section D.
- Upload Exhibits 1SA-5SA on the Exhibits Tab.
- If State HOME funds requested, provide Exhibit H-9 as well.

4. Site Description

- a. Current Property Use Description.** Enter 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. Refer to QAP Part C., H – Submission of Site Characteristics.
- b. Location and Site Requirements.** Answer the question on whether the entire Project is located in an incorporated city as of the date of Application submission. Refer to QAP Part A., Section 5.4.
- c. Site Acreage.**
- Enter total site acreage.
 - Ensure the site acreage entered matches the lease and/or purchase agreement/option(s) to purchase (Exhibit 1B) and any related exhibit.
 - Do not include excess land or acreage not required for the proposed Project. Refer to QAP Part C., H – Submission of Site Characteristics.
- d. Scattered Site Project.** (QAP Part A., Section 5.4.1.1 – Scattered Sites) Check the box, upload Exhibit 19T to the Exhibits Tab, and enter the number of additional primary market areas, if applicable.
- ✓ A higher market study fee shall be charged for additional primary market areas. Refer to Appendix C – Fee Schedule of the Application Package.
 - ✓ Refer to QAP Part D. – Glossary of Terms, Scattered Site Project.
- e. Access to Utilities.** Check the boxes identifying the utilities available at the site and with adequate capacity.
- Provide explanation and funding source for any utility that is not available at the site and/or without adequate capacity.
- f. Access to Paved Roads.** Project site(s) shall have direct contiguous access from the Project site(s) to existing paved publicly dedicated rights of ways.
- Answer questions and provide information on paved roads or extension cost and funding source.
- g. Demolition.** Answer the question. If yes, enter an explanation.
- i. Relocation.** Answer the question. If yes, enter relocation information and save.
- Ensure the relocation budget amount entered matches the amount entered on the Costs and Credit Calc. Tab.
 - Exhibit H-17 required when State HOME funds are requested.
- j. Site Characteristics.** (QAP Part C., H – Submission of Site Characteristics) Answer all the questions, enter an explanation for all questions with a yes answer, and upload Exhibits 6b(a), 6b(b), and 6b(c) to the Exhibits Tab.
- If State HOME funds are requested, the Project may not be located within any flood zone and no part of the Project site(s) may be designated wetland.
 - Exhibit H-22 – Noise Abatement and Control and Exhibit H-34 – Site and Neighborhood Standards required if State Home funds are requested.



- Exhibit H-23 – FEMA FIRMETTE map of each site is required when State HOME funds are requested.
 - If any part of the Project site(s) is located within a 100-year flood zone, as determined by the Iowa Department of Natural Resources, FEMA map, or a FIRM map, enter the additional information. The following applies to sites located within a 100-year flood zone (N/A if State HOME funds requested – no HOME project in any flood zone):
 - a) Projects must be included in flood control projects approved and funded by the Iowa Flood Mitigation Board with the following additional requirements;
 - ✓ Applicant shall ensure elevating the lowest finished floor elevation to two (2) feet above the base flood elevation (i.e., two feet above the “100-year” flood plain), or at the elevation of the “500-year” floodplain, whichever is higher. Floodplain elevation is determined by the Iowa Department of Natural Resources, FEMA map or FIRM map;
 - ✓ Applicant shall acquire flood insurance on the property;
 - ✓ Applicant shall obtain and provide personal property insurance for each residential tenant with the premium cost to be paid by the Applicant or if paid by the tenant, the insurance premium shall be part of gross rent; or a tenant reimbursement plan acceptable to IFA; and
 - ✓ Prior to placing the Units in service, the Owner shall have a plan in place for providing assistance to tenants in the event the Units become uninhabitable due to a flooding event. The plan shall address, at a minimum, moving costs and similar expenses and must be acceptable to IFA; and
 - b) Acq/Rehab Applications for existing LIHTC Properties that have exceeded the 15-year Compliance Period and have submitted a flood mitigation plan acceptable to IFA.
 - If the site(s) are located within 300 feet of an electrical power substation, natural gas, or similar substation, enter description for the mitigation of the visual effects.
- k. Legal Description.** This field is required in the Pre-Closing Review submission. Enter the complete legal description of all of the real estate encompassing or will encompass the proposed Project. (Updated 2-3-2021)
- Ensure the legal description entered matches the legal description in the warranty deed/recorded long term lease and Iowa Title Guaranty documents.
- l. Zoning.** Enter the present zoning classification of the site(s) and provide the required information.
- ✓ Information shall match the city’s completed Exhibit 7B, as well as any other exhibit submitted.
 - ✓ If not zoned appropriately at threshold Application submission, documentation that appropriate zoning has been received, must be provided in the Carryover-Ten Percent (10%) Application. Refer to QAP Part C., C – Zoning.

5. Site Control

- a. Entity Name.** Enter the entity name that has site control for the Project.
- b. Site/Project Seller.** Answer seller and site control documents (“evidence”) questions.
 - Identity of Interest will auto-fill from the Identity of Interest Tab.
- c. Site Control Documents.** Answer the questions, along with the parking requirement questions.
 - If the Ownership Entity does not have site control at Application submission, no change to the site control may occur for the proposed Project until the environmental review process is complete if HOME funds requested.
- d. Sole Fee Simple Title.** Answer the questions.
 - If sole fee simple title, enter purchase date.



- If the Owner has an option to purchase/contract/purchase agreement, answer yes and enter the related information.
 - ✓ The expiration date of the exclusive executed option/contract shall be valid for nine (9) months following the date of the Application due date.
 - If the Owner does not have an option/contract/purchase agreement, enter the name of the entity that does.
 - ✓ The expiration date of the exclusive executed option/contract shall be valid for nine (9) months following the date of the Application due date.
 - If sole fee simple title or option/contract only, answer yes to the question: If yes to sole fee simple title or option to purchase, are existing buildings or land for which the Project's residential buildings will be built included in the Ownership Entity's option to purchase and/or sole fee simple title; otherwise, if both sole fee simple title and leasehold interest, answer no.
- e. Leasehold Interest.** Answer yes and enter the number of years if Ownership Entity has an executed lease for the Property in which the Project will be located.
- If Option to lease, answer yes and enter the related information.
 - If only a leasehold interest or option to lease, answer yes to the question: Does the Ownership Entity's executed lease and/or option to lease include residential buildings or land for which the Project's residential buildings will be built; otherwise answer no.
- f. Cash from Project reserve accounts transferred to the Ownership Entity with the acquisition of the Project.** Check the box. If yes, enter amount and check the certification box.
- g. Easements.** Answer the questions under Site Access Easements and Site – Vacation of a Public Right to Use. For each yes answer, enter an explanation.
- Check the boxes stating understanding of the site access and site control requirements.
 - Ensure easements are addressed in Exhibit 1B and shown on the site plans.
- h. Acquisition or Rehabilitation Projects Only.** Enter the Rehabilitation Expenditure(s) amount allocable to the low-income Units, the adjusted basis amount, and the number of buildings acquired for the development.
- Answer the question as to whether all of the buildings are currently under site control for the development.
- i. Ten-Year Rule.** The Application will generate this section based on the information entered for the prior to Placed-in-Service Dates and the estimated Placed-in-Service Dates on the Buildings Tab.
- Upload Exhibit 8T to the Exhibits Tab if acquisition credits are requested.
- 6. Ownership Entity** (Must be formed at Application submission for LIHTC projects requesting State HOME funds)
- a. Single-Asset Entity.** Answer the question on whether the Ownership Entity is a single-asset entity.
- b. Ownership Entity.**
- For LIHTC with State HOME – threshold Application:
 - ✓ Complete entire Tab.
 - ✓ Submit all applicable 3T exhibits and HOME Exhibits in the threshold Application.
 - ✓ Must have a DUNS number for the Ownership Entity.
 - ✓ The entity type and status selected should match applicable Ownership Entity's 3T Exhibits.
 - ✓ The tax identification number entered for the Ownership Entity must match Exhibit 3Ta and Ownership Entity Components.



- LIHTC without State HOME– threshold Application:
 - ✓ Answer question on single asset entity.
 - ✓ Enter Company name, address, city, state, zip, phone, email.
 - ✓ Complete the Contact Information.
 - ✓ Upload Exhibit 3Tf to the Exhibits Tab.
 - ✓ Complete Ownership Entity Components.
- Awarded LIHTC Projects without State HOME within 30 days of the Reservation Date:
 - ✓ Instructions will be provided to awarded projects.

c. Ownership Entity Components. Select, “Add Ownership Entity Component” and enter information on the General Partner/managing member, Limited Partner, Special Limited Partner, and any other member of the Ownership Entity.

- Ensure the entity names and the ownership percentages match the Ownership Entity’s 3T exhibits and the General Partner(s)/managing member’s 4T exhibits.
- Ensure the tax Identification Number (“TIN”) for the General Partner(s)/managing member(s) matches the TIN entered on the General Partner/managing member Tab.
- ✓ Exhibits 14Ta and Exhibit 14Tb will be required of all awarded Projects within 30 days of the Reservation Date.

d. Authorized Signor(s). Answer the question about the number of authorized signor(s) and enter information.

- Ensure the organizational documents supports the name(s) of the individuals authorized to sign.
- ✓ Exhibits 14Ta and Exhibit 14Tb shall be required of all awarded Projects within 30 days of the Reservation Date.

7. Qualified Development Team Members. Enter all team members by selecting, “Add New Team Member” and enter information into each team member Tab.

- If one of the team member “titles” doesn’t match the type of team member, list the entity as “other” and explain role.
- ✓ For each GP/MM, enter the entity name in the field titled “GP/mm of”. Information should be consistent with Exhibit 3F. Exhibit 3F may not change.
- ✓ All team members shall be disclosed and listed in the Application, along with any Identity of Interest and fees.
- ✓ A Project with a Tax Credit investor who has an Identity of Interest with an Owner Representative of the Project shall have a third-party asset manager that is pre-approved by the IFA LIHTC Manager. Refer to QAP Part A., Section 5.3.4.
- ✓ A direct investor shall have a LIHTC asset management department with at least three years of experience. Refer to QAP Part A., Section 5.3.4.
- ✓ If State HOME funds requested, additional mandatory team members may be required (i.e., HOME Relocation Consultant, HOME Lead Safe Renovator).

a. Experience Narrative. (QAP Part A., Section 5.3) Enter detailed explanation regarding the experience when requested for a team member.

b. Organizational Structure. Select “Add” and enter information.

- Enter the entity or individuals with ownership and the percent of ownership.
- After saving the entity information, enter the officers/directors/members, stockholders or partners of the entity. If more than one entity has ownership of the GP/mm, repeat.
- Required for Developer and General Partner/Managing Member team members.
 - ✓ The partnership or operating agreements must support the structure entered in the Application.



- c. *Mandatory New or Returning Developer Training.*** (Developer Tab) Required for a Developer that has not been allocated Tax Credits in any state or has not submitted an Application to IFA in the three previous 9% LIHTC rounds. Refer to QAP Part A., Section 5.3.1.1 – Mandatory New or Returning Developer Training.
- Enter the name(s) of the individual(s) who viewed the online Mandatory New or Returning Developer Training video.
 - ✓ A development consultant cannot be substituted for the Developer to meet this QAP requirement.
- d. *Qualified Development Team.*** Answer the questions and enter explanations, as applicable.
- ✓ A Developer that has never been allocated Tax Credits (“New Developer”) is eligible to receive an award of Tax Credits for one Project. Refer to QAP Part A., Section 5.3.1 – New Developer.
 - ✓ A new developer shall complete at least one LIHTC Project in which all LIHTC Units have been leased at least once and has received an IRS Form 8609, in Iowa or any other state, before being allowed to submit a subsequent Application. This includes being listed on any Application in any team member role. Refer to QAP Part A., Section 5.3.1 – New Developer.
- e. *Nonprofit Set-Aside Qualified Materially Participating Nonprofit.*** On the Developer, General Partner/managing member Tabs, answer the questions under “Materially Participating Qualified Nonprofit” and select the Nonprofit entity name in the drop-down. Note – the Nonprofit name in the drop-down field will pull from the Nonprofit Set-Aside Tab. If the name is not listed in the drop-down, then enter the name on the Nonprofit Set-Aside Tab.
- f. *LIHTC Experience.***
- Enter the percentage of the Developer Fee and Consultant Fee the Developer shall receive on the Developer Tab or the percentage of interest of the GP/mm on the GP/mm Tab.
 - ✓ Percentage of the Developer and Consultant Fees and/or the percentage of interest in the GP/mm shall be no less than fifty percent (50%) for this scoring category.
 - Answer the questions, enter the information for both categories under QAP Part A., Section 6.4.2.1 - LIHTC Experience in which points are requested for and upload Exhibit 1S to the Exhibits Tab.
- g. *Multi-Family Rental Experience.*** Answer the question and upload Exhibit 3S to the Exhibits Tab.
- ✓ Exhibit 3S is a pdf of the Certificate(s) of Occupancy for each multi-family building in a multi-family Project (minimum of 48 Units).
 - ✓ Available to New Developers only.
 - ✓ Refer to QAP Part A., Section 6.4.2.2.
- h. *Performance.*** Answer the questions for the Developer, General Partner/managing member of this Project and provide the requested information. Refer to QAP Part A., Section 6.4.2.3.
- i. *Authorized Signors.*** Enter the number of persons the organizational documents require to execute legal documents and then “Add New Authorized Signor”.
- Ensure the organizational documents supports the name(s) of the individuals authorized to sign.

8. Identity of Interest

- Complete entry of all information for entities and individuals in which an Identity of Interest exists.
 - ✓ Recommend entry of all team members on the Qualified Development Team Tab before completing the Identity of Interest Tab to prevent missing an Identity of Interest relationship.
- Enter fees paid to an entity or individual in which an Identity of Interest exists.



- ✓ If an Identity of Interest exists between the seller of the real estate, this will auto-fill to the Site Control Tab. An IFA-commissioned appraisal will be required. Refer to QAP Part D., Glossary of Terms – Identity of Interest.
- ✓ If an Identity of Interest exists between the Owner and the Builder and General Contractor, the builder and general contractor fees shall be limited to 10% of Hard Construction Costs. Refer to the Financial Feasibility Tab and QAP Part D., Glossary of Terms - Hard Construction Costs.

9. Ineligibility

- Answer all the questions for each Qualified Development Team member and affiliates thereof.
 - ✓ Review the Ineligibility questions with all team members and affiliates thereof and obtain answers prior to answering the questions.
- Provide explanations and entity names, as applicable.
- Refer to Appendix G – Ineligibility of the Application Package.

10. Project Amenities

- a. Market Appeal.** Check applicable boxes to request preliminary scoring points. The QAP requirement will populate in the description box for each checked box.
 - If points are elected for Video Security System, enter the expense on the Projected Operating Costs Tab.
 - If an item has a specification box, enter.
 - Show elections in plans.
- b. Construction/Unit Characteristic.** Check applicable boxes or select radio buttons to request preliminary scoring points.
 - Show in plans.
- c. Other Site Amenities.**
 - Check the certification box and answer questions.
 - Check box if the Project will have or has a Community Building.
 - Check the box and enter the square footage if the Project will have or has a Community Room (will not appear if Community Room was selected for points, when applicable).
 - Show in plans.
- d. On-site and Off-site Parking.** (surface, underground, and garages)
 - Enter the number of each type of parking, whether rent shall be charged, and the amount charged, if applicable.
 - Parking income shall be reflected in the Projected Cash Flow Tab.
 - If no charge for parking, costs may be included in Eligible Basis.
 - Number of parking spaces and type of parking entered in the Application shall match the site plans.
 - ✓ For leased parking, an executed lease agreement, meeting requirements set forth in QAP Part C., A – Site Control, must be provided in the threshold Application.
 - Costs must be shown on the Costs and Credit Calc Tab in the applicable line item.
- e. Amenities and Other Interior Apartment Amenities.** Check the box for each amenity to be provided. Plans must match entries in the Application.
 - Check the box indicating all the amenities selected shall be provided to all Units.
 - Enter an amenity being provided that is not listed as an option.
 - Enter a description of the difference(s) between Low-Income & Market rate Unit Amenities. If no market rate Units, leave blank.
 - The entry of the following shall populate to the Construction Characteristics Tab:
Heating Type



- Cooling Type
- Water Heating Type
- Window Covering Type
- The following mandatory site amenities are pre-checked and greyed out to prevent editing:
 - *Site Lighting
 - *Wiring for High Speed Internet Access per Unit
 - *Range
 - *Refrigerator
 - *Microwave
 - *Window Coverings

11. Construction Characteristics

- Review the instructions.
- Enter the information for each category by selecting the applicable check boxes and/or entering material or model information as requested.
 - ✓ If a scoring election is made on another tab that relates to a specific minimum construction characteristic, it will be shown on this tab.
 - ✓ **Plans must be consistent with the information entered in the Application.**

12. Buildings

a. *Tenant-Paid Utilities*

Select “Add New Tenant Paid Utility” and name the utility allowance. Enter amounts by bedroom size for each tenant paid utility. Save changes and close.

- ✓ The utility allowance must be assigned to each building when entering each building.
- ✓ If multiple building types or buildings have different utility allowance, the assignment will be made by the name assigned to the applicable tenant paid utility.

b. *General Building Information.*

Select “Add New Building” and continue to add buildings until all buildings in the Project are entered.

- If State HOME funds, enter fixed or floating for the Units.

c. *Address Information.* Enter the address number, street name, city, and the correct nine-digit zip code. The “blue” zip code reference is a link to the United States Postal Service that will provide the complete nine-digit zip code.

- Census tract is auto filled by the online Application based upon the address entered for each building. Applicant shall confirm the census tract shown in the Application is correct prior to submittal of the threshold Application.
- Ensure the nine-digit zip code entered is correct and accurately represents the site/buildings’ location.

d. *Primary Address.* Check the box for the building with the primary address for the Project.

- Exhibit 16T required when a Project is located in a QCT or DDA.
 - ✓ Each Owner must maintain documentation of the eligible Project’s QCT or DDA status in its records and provide a copy with each submitted Application.
- If a site does not have an assigned address number and/or street name, email the housingtaxcredits@iowafinance.com for approval to use an alternate primary address for threshold.

e. *Other Information.* Select new or acquired for the building.

- Enter the number of stories. Should match plans.
- Enter the building type (if a building type is entered that wasn’t selected on the Project Description Tab, an error will result). Should match plans.



- Enter the date constructed (if applicable) and date placed in service by previous owner (if applicable).
 - Enter the estimated Placed-in-Service (PIS) Date (should match the Project Timeline Tab).
 - Answer question on whether the building's units having own A/C, heating, and water heating.
 - ✓ This question is tied to Energy Efficiency scoring category so make sure the question is answered correctly.
 - If the building is a community building with no residential units, check the box "Check if Building is Common Space Only."
 - If the Project has a federal project-based rental assistance contract, check the box "Extend Rent Limit" and enter the contract number.
- f. Type of Control.** Answer the questions regarding the type of control and enter the applicable dates. Make sure information matches entries made on the Site Control Tab.
- If not sole fee simple title at threshold Application submission, if awarded, the type of control for the Carryover-Ten Percent (10%) Application must be ownership or recorded long-term lease.
- g. Historic.** Answer the question as to whether the building has been determined or is eligible for the National Register of Historic Places.
- If yes, Exhibit 6S required.
 - ✓ If no, but historic is selected on the Project Description Tab, an error will be generated.
 - ✓ If a building is selected as historic, but federal and state historic tax credits or loan for anticipated state historic tax credits are not entered as a funding source, an error will be generated.
- h. Acquisition Information.**
- Enter the acquisition date, acquisition cost, rehabilitation cost, and date placed in service by previous owner.
 - If the Project has buildings that have been part of a prior or existing LIHTC Project, answer the questions and enter the Building Identification Number (BIN) previously assigned to the building.
 - Check the box for Applicant acknowledges and fully understands that original building identification numbers (BIN) are required to be used if previous tax credits have been awarded on any of the buildings that are part of this application and if any part of this application is included in a Land Use Restrictive Agreement still in effect, any applicable portion of the owner's application is bound to the most restrictive terms in the Land Use Restrictive Agreement(s).
- i. Qualified Basis.**
- Enter acquisition costs and new/rehab costs, as applicable.
- j. Utilities Included in Rent.**
- Check the box for each utility that is included in rent.
 - If the Project will be an Iowa Rose Program Project, all utilities must be paid by the tenant.
- k. Tenant Paid Utilities.**
- In the drop-down, select the name of the tenant-paid utility that is to be assigned to the building.
 - Answer the question on additional charges that are mandatory charges required for tenancy. If yes, enter amount. Mandatory charges shall be reflected in the gross rents.
 - Answer the question on sub-metering and if yes, check the box to certify that in each sub-metered rent-restricted unit, utility costs will be billed and paid by tenants based on actual consumption and treated as paid directly by the tenant for purposes of Section 42(g)(2)(B)(ii) of the Internal Revenue Code.



- Upload Exhibit 11T. Ensure the amounts for each utility type match Exhibit 11T. If State HOME funds are requested, provide HOME Exhibit H-13.

l. Building Includes.

- If the building will have a Community Service Facility, as defined by the IRS, and is located in a Qualified Census Tract (“QCT”), check the box.
- If the building will be an accessory building, check the box. If an accessory building, enter cost on the applicable line on the Costs and Credit Calc Tab.
- If the building will have commercial space/facilities, check the box.
- If there’s other facilities, check the box.
- Check the box if the building has or will have an elevator and enter the number of elevators.

m. Main Entrance Area.

- If requesting points for this scoring category, enter the election that is appropriate for the type of building.

n. Square Footage Information. Enter Common Area and/or Commercial Square Footage, if applicable.

- ✓ The residential square footage and the gross floor square footage will populate (A Manager’s Unit is common space and not a residential Unit).
- ✓ Plans shall match Application entries.

o. Units. Select “Add New Unit” and continue to add until all Units in the building have been entered.

- To add multiple Units with the exact same characteristics (sf, bedrooms size, baths, net square footage, AMI%, monthly rent, accessibility type, enter the number in the Number of Units to Add box prior to selecting save changes to the building.
- Select “Save Changes” and “Add New Unit” until all Units have been entered. When finished, select “Save Changes and return to Building”.
- If the Project is both New Construction or Adaptive Reuse and Acq/Rehab enter the number of LIHTC Rehab Units and the number of LIHTC New Construction Units.
- Select “edit” to modify Unit information after entered and saved.
- Must enter for each Unit:
 - Type
 - Number of bedrooms
 - Number of bathrooms (Minimum number must be met or required for a scoring election)
 - Net unit square footage (Do not include garage space)
 - AMI % of the Unit
 - Monthly Rent
 - Supportive Housing for Families Set-Aside Units
 - HOME Units
 - Accessibility information
- ✓ The Total Housing Expense populates and cannot exceed the LIHTC Rent Limit unless the Project has a federal project-based rental assistance contract and the exceed rent limit box was checked and the contract number entered.
- ✓ If the minimum number of HOME units are not entered, an error will be generated. Refer to the Financial Feasibility and/or HOME Unit Analysis Tabs.

p. Accessible Units. Enter the Number of Fully Accessible Units and Units with Accessible Communication Features in the building.

- If electing points under the Olmstead Goals scoring category, enter the number of Additional Accessible Type A Units.



- At the unit level, enter the Accessibility type for each Unit. The number of Units with Accessibility features must match the number of each Accessibility type entered at the building level.
- **Show all Accessible Unit types on plans.**

13. Funding Sources.

- a. Tax Credit Price.** Enter the estimated price on the sale of federal Tax Credits. The pricing shall match Exhibit 10T.
- ✓ The equity price may not be changed during the threshold deficiency period unless requested by IFA.
 - ✓ For awarded Projects, do not change equity pricing for any reason in the IRS Form 8609 Application (for example: adjusters or percent of ownership).
- b. Current State HOME debt.** Answer question regarding current State HOME debt and if yes, enter the amount.
- c. Existing Debt to be assumed by the Ownership Entity.**
Enter all debt to be assumed by the Ownership Entity.
- ✓ Provide a commitment letter for existing debt to be assumed.
- d. Federal Financing.** Answer yes or no and then select each applicable type of federal financing in the Project.
- e. Funding Sources.** Select “Add New Funding Source” and enter the information for each funding source.
- Check the mandatory box for the GP/mm’s commitment to provide the \$100 minimum GP/mm contribution to the Project and enter the General Partner/managing member minimum \$100 contribution.
 - ✓ If a Senior Living Revolving Loan is listed, an alternative source for the construction and/or permanent loan(s) may be entered. Refer to QAP Part A., Section 4.5.4 and Appendix D of the Application Package.
 - ✓ If the request for HOME funds exceeds the maximum HOME limit, an error will be generated. Refer to the Financial Feasibility Tab.

14. Costs and Credit Calc.

- a. Costs.** Enter the estimated total cost in the first column.
- b. Eligible Basis.** Enter amounts in the applicable 30% PV (4%) or 70% PV (9%) column(s).
- If there is an existing field, do not enter the cost under “Other”.
 - “Other” amounts entered require a cost break-down and explanation.
 - If a large amount will be spent on site work, provide a cost breakdown of in the comment box at the bottom of the page.
 - If fees will be charged for garages or parking, the cost shall be entered separately and not included in the construction or rehabilitation line item. List in II. Site Work – Garages (not included in rent) and/or Parking (not included in rent).
 - If Accessory Building was selected on the Buildings Tab, enter the cost on Accessory Building line item.
 - If the entire Project is located in a Qualified Census Tract (“QCT”) and has selected Community Service Facility, enter amount for such facility.
 - If Garages, Surface Parking, or Underground Parking is marked on the Project Amenities Tab and will be part of the LIHTC rent, enter the applicable cost. Do not include with construction or rehabilitation costs or an error will result.



- ✓ Amounts entered in the Eligible Basis column cannot exceed the total cost entered for any line item.
- ✓ The cost of construction of a paved road shall not be included in the project costs. Refer to QAP Part C., D – Access to Paved Roads.
- ✓ Extension of utility services that are not normal extensions may not be included in Eligible Basis but can be listed as a project cost. Refer to QAP Part C., E – Access to Utilities.
- ✓ Any amount of Workforce Housing sales tax rebates, Enterprise Zone sales tax rebates and Utility company rebates shall be included in the calculation of Total Project Costs.
- ✓ Temporary Relocation Expenses are not included in Eligible Basis.
- ✓ Soft costs contingency may not exceed the lesser of \$20,000 or 6% of the subtotals of the Interim Costs, Financing Fees and Expenses and Soft Costs minus the soft cost contingency. Refer to QAP Part A., Section 4.7.
- ✓ Developer Fee may not exceed amount shown on the Financial Feasibility Tab. Refer to QAP Section 4.6.1.
- ✓ Builder and General Contractor fees may not exceed the amount calculated on the Financial Feasibility Tab. Refer to QAP Part A., Section 4.6.2.
- ✓ IFA construction monitoring fee is automatically included.
- ✓ The 8609 Fee is automatically calculated based on the Tax Credit Reservation fee entered.
- ✓ Tax Credit Reservation fee should be based on the lesser credit amount from the Eligible Basis and Equity Gap Credit Calculation.

c. Increase in Eligible Basis. An increase in Eligible Basis per QAP Part A., Sections 4.10.1 – 4.10.3.2, if applicable, shall be listed on the applicable line item. Maximum increase is 30%.

- ✓ Qualified Census Tract (“QCT”) – 15%
- ✓ Concerted Community Revitalization Plan (“CCRP”) – 15%
- ✓ Rural City – 15%
- ✓ 40% AMI Units – 1% to 15%
- ✓ 30% AMI Units – 1% to 15%
- ✓ Supportive Housing for Families Set-Aside – 30%

d. Project’s Applicable Fraction. The online Application will base the Project’s Applicable Fraction on the lesser of the Unit fraction or the floor space fraction as defined in IRC Section 42(c)(1).

- ✓ *Each building’s applicable fraction is listed on the Buildings Tab.*

e. Tax Credit Calculation. Tax Credits are awarded based on the lower of the Eligible Basis and the Equity Gap calculations up to the Project’s Tax Credit Cap or \$840,000 and is restricted by the Tax Credit Cap.

- ✓ Equity Gap calculation cannot exceed the Eligible Basis calculation or there is a funding gap.
- ✓ Total Project Costs and all funding sources plus expected syndication equity must be within \$3.

15. Projected Operating Costs

- Sections I-IV. Enter amounts.
- Section II. Enter taxes and insurance. Property taxes must be entered separately for years 1-15 with escalation.
- If providing Video Security System, enter expense.

16. Projected Cash Flow

a. Income and Expense Escalators. Enter the income and expense inflation rates.

- ✓ Management fees shall escalate at the same rate as income.

b. Vacancy Rate. If the Project meets the requirement to use the 5% vacancy rate, check the boxes at the top. Enter the applicable vacancy rate. Refer to QAP Part A., Section 4.1.2.



- i. 7% for Projects with more than 25 Units;
- ii. 10% for Projects with 25 Units or less; or
- iii. 5% permitted if a Project has maintained a 95% or higher annual occupancy rate for the previous three (3) years and is currently occupied at a minimum of 95%.

c. Operating Income.

- If the Project has federal project-based rental assistance limited to less than 15 years and will not escalate or a similar funding situation, enter in the “Other” under Net Rental/Other Income and provide explanation.
 - ✓ Supportive Housing for Families Set-Aside line item is called PBRA.
 - ✓ This shall be included in the Cash Flow, without escalation based on information entered.
- Enter any Parking, Stores/Commercial, Laundry/Vending and Other Income.
 - ✓ Total Gross Income Potential at 100% Occupancy, Vacancy Allowance, Net Rental/Other Income populates automatically.
 - ✓ Income from a Manager’s Unit is included in Total Gross Income but is excluded from the Vacancy Allowance Calculation.
 - ✓ Total Operating Expenses, Net Operating Income, Net Cash Flow, Debt Coverage Ratio and the 15-Year Average Debt Coverage Ratio populates.

d. 15 or 20-Year Cash Flow.

- ✓ Populates based on information from entries on the Funding Sources, Projected Operating Expenses, and Projected Cash Flow Tabs.
- ✓ Net Cash Flow/Unit/Year and NOI are provided in the Cash Flow Table.
- ✓ DSCR requirements are listed on the Financial Feasibility Tab. Refer to QAP Part A., Sections 4.1.3 - 4.1.3.1.

17. Financial Feasibility

- ✓ Financial Feasibility requirements must be met in order to submit the threshold Application.
- ✓ The following maximum fee calculations may be viewed by “hovering” on the calculated amount:
 - Tax Credit Cap per LI Unit (QAP Part A., Section 4.9 and Appendix F of the Application Package)
 - Developer Fees (QAP Part A., Section 4.6.1)
 - Builder and General Contractor Fees (QAP Part A., Sections 4.6.1 – 4.6.2.)
 - Construction Contingency (QAP Part A., Section 4.7)
 - Soft Costs Contingency (QAP Part A., Section 4.7)

a. Operating Expenses. The minimum operating expense requirements set forth in QAP Part A., Sections 4.2.1 – 4.2.2 are provided and the Project’s actual operating expenses (not including taxes and reserves) and the Operating Expenses per Unit per year are shown based upon entries made on the Projected Operating Costs Tab.

b. Debt Coverage Ratio. The DSCR requirement set forth in QAP Part A., Sections 4.1.3 – 4.1.3.1 is provided and the Project’s 15-year average DSCR and the DSCR by year are listed. This is also available on the Projected Cash Flow Tab.

c. Operating Reserve. Answer question regarding a line of credit. If yes, enter the amount and provide an explanation on how the operating reserve will be established.

- ✓ The operating reserve requirements set forth in QAP Part A., Sections 4.3.1 – 4.3.1.3 are provided.
- ✓ If the minimum requirement is not met, the Application may not be submitted.

d. Annual Per-Unit Replacement Reserves. Enter explanation on how the replacement reserves will be escrowed and used only for the replacement of capital components of the Project.

- ✓ The replacement reserve requirements set forth in QAP Part A., Sections 4.3.2 – 4.3.2.2 are listed.



- e. Tax Credit Cap per LIHTC Unit.** The Tax Credit Cap per LIHTC Unit is calculated and listed.
- ✓ Projects eligible for an increase in Eligible Basis are allowed to exceed the Tax Credit Cap per LIHTC Unit by the same percentage of the Basis Boost as set forth in QAP Part A., Sections 4.10 – 4.10.1.3.
 - ✓ Supportive Housing for Families Set-Aside Applicants shall receive a 30% increase in Eligible Basis per QAP Part A., Section 2.2.2 and Appendix A of the Application Package. (Updated 2-3-2021)
 - ✓ If the Tax Credit amount determined from Eligible Basis exceeds \$840,000, the Project's Tax Credits shall be restricted to \$840,000 in accordance with QAP Part A., Section 2.3.2 – Project Cap or the Tax Credit Cap.
- f. Developer Fee.** The requirements as set forth in QAP Part A., Section 4.6.1 are provided, and the total Developer Fee from the Costs and Credit Calc. Tab is listed.
- g. Builder and General Contractor Fees.** The builder and general contractor fee requirements are listed and calculated in accordance with QAP Part A., Section 4.6.2.
- ✓ The calculated amounts for Hard Construction Costs, 12% of Hard Construction Costs, and 10% of Hard Construction Costs (for Identity of Interest) are listed.
 - ✓ The Builder and General Contractor Fees total from the Costs and Credit Calc. Tab are listed.
- h. Construction Contingency.** The construction contingency requirements as set forth in QAP Part A., Section 4.7 are listed.
- ✓ Lists the Construction Contingency amount from the Costs and Credit Calc. Tab.
 - ✓ Projects that have acq/rehab plus new construction - The 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.
- i. Soft Cost Contingency.** The maximum soft costs contingency is the lesser of \$20,000 or 6% of the subtotals of the Interim Costs, Financing Fees and Expenses, and Soft Cost minus the soft cost contingency. Refer to QAP Part A., Section 4.7.
- ✓ Lists the Soft Cost Contingency from the Costs and Credit Calc Tab.
- j. Rehabilitation Standards.** Provides the rehabilitation expenditures requirement as set forth in QAP Part A., Section 5.10 and QAP Part C., I – Rehabilitation Standards.
- ✓ Lists the Project's rehabilitation expenditures.
- k. Minimum Number of HOME Units.** Provides the minimum number of HOME funds required for the Project and shows the actual number of HOME Units entered in the Application.
- l. Maximum HOME funds for Project.** Provides the maximum HOME funds that can be requested and shows the actual HOME request from the Funding Sources Tab.
- m. Maximum HOME Funds per Unit.** Lists the total HOME funds per unit. HOME funds per unit cannot exceed the pro rata or fair share of the total project costs when compared to a similar unit.
- n. Accessible Units.** Provides the actual percentage of Accessible Units and Units with Accessible Communication Features entered in the Buildings Tab.

18. HOME Requirements. Review requirements and check the box agreeing to follow all of the requirements.



19. HOME.

- ✓ Check the box if all units have similar amenities.
- ✓ Enter the total Hard costs of construction/rehab for the HOME-assisted Units (not the per-unit cost).
- ✓ Enter the total Hard costs of construction/rehab for the non-HOME-assisted Units (not per unit)
- ✓ Check the box(es) if any of the HOME Units will be designated for any of the listed populations.
- ✓ Enter the description and explanation fields, as applicable.
- ✓ Complete the Capacity section.
- ✓ Complete the Project Timeline.
- ✓ Enter additional match that is not listed in the Funding Sources Tab.

20. HOME Overview. No entry. Provides a summary of information entered into the online Application.

21. HOME Unit Analysis. No entry. Shows the required calculations for the HOME funds.

22. Scoring

- Review the certification statements and check the boxes to accept the Application's preliminary score and to understanding the QAP requirements. Review all preliminary scoring points prior to checking the box.
- Minimum score of 115 is required unless applying under QAP Part A, Section 2.2.2 – Supportive Housing for Families Set-Aside.
- Contact IFA prior to threshold Application submission with any questions on the preliminary score.
 - ✓ The calculation for QAP Part A., Section 6.4.4 – Construction Costs may be viewed by hovering over the preliminary score number for the category.
 - ✓ The preliminary score is not a guarantee of the final score.
 - ✓ Scoring exhibits are required at threshold Application submission.

23. Exhibits

- ✓ All Exhibits are considered part of the Application Package.
- ✓ The exhibit checklist on the Exhibits Tab provides a listing of required exhibits based upon information entered in the Application, but always refer to the Exhibit Checklist listed in Section F. below.
- ✓ Each exhibit that is an IFA-required form or template shall have a link to the current funding round's website. Do not use a prior year exhibit.
- ✓ Exhibit 7B must be generated on the Exhibit Checklist on the Exhibits Tab after entering information on the Project Name and Location, Site Description and Buildings Tabs. Applicant shall send the Exhibit with the site plan to the city for completion and signature.
- ✓ Exhibit 1T must be generated on the Exhibits Tab after completion of the Qualified Development Team Tab ("QDT"). The Application will pre-fill the Architect, Developer, General Partner, Development Consultant, and Management Company names from the QDT Tab.

24. Overview (No entry required – auto-fills specific information from each Tab)

- Basic Project information is listed.
- Provides a link to the market study report. Market study report available following the [September 2021 LIHTC awards. \(Updated 2-3-2021\)](#)
- Carryover Allocation Agreement and LURA available for awarded Projects.
- Documents such as the IRS Form 8609, Carryover Allocation Agreement and the LURA are not available for public information reviewers unless document is specifically requested.

25. Supplemental Scoring to Supportive Housing for Families Set-Aside

- Complete Sections 1-4.
- Refer to Appendix A of the Application Package. [\(Updated 2-3-2021\)](#)



E. AWARD OF CREDITS

The Iowa Finance Authority Board of Directors shall make awards for the current funding round at the September 2021 Board meeting. A rankmaster shall be available at that time. The rankmaster is a ranking of all Applicants based upon the final score determined by IFA in accordance with the QAP. (Updated 2-3-2021)

- ✓ The rankmaster shall account for tiebreakers as set forth in QAP Part A., Section 7.2 Selection Criteria.
- ✓ A written notification of a Tax Credit award or non-award shall be emailed to each Applicant after the September 2021 IFA Board Meeting. (Updated 2-3-2021)
- ✓ Awarded Projects shall have 30 days from the Reservation Date to submit the reservation fee, Exhibits 14Ta and 14Tb, Exhibit 1-AA (Award letter Acknowledgement) and the Ownership Entity information in the online Application (Reservation Application).
- ✓ Awarded projects shall receive an electronic award packet following completion of the Reservation process.

F. POST AWARD

1. Carryover

a. Carryover Allocation Agreement.

The Carryover Allocation Agreement for awarded Projects shall be issued in accordance with the timeline in QAP Part A., Section 1.1.

b. Carryover-Ten Percent (10%) Test Application.

- Shall be submitted within 10 months following the date of the Carryover Agreement.
- An extension request may be submitted through the online Application by selecting Request Extension. The late submission fee invoice is created with the submission of the extension request and must be paid before the Application submittal. Refer to Appendix C – Fees of the Application Package.
- The Ownership Entity must have site control by the due date for this Application. This includes a complete legal description that must be entered on the Site Description Tab.
- ✓ IFA shall send a deficiency report through the online Application requiring correction(s) or clarifications/responses. Applicant shall make the requested changes and submit the deficiency response through the online Application.
- ✓ Once final underwriting is complete, a written notice to the Ownership Entity is provided stating whether the 10% Test was met or not met.

c. Land Use Restrictive Covenants Acknowledgement (“LURA”). (Updated 2-3-2021)

If the LURA was not recorded as part of the closing, IFA will issue the LURA 60-90 days after the 10% Test Met letter issuance. Refer to the Pre-Closing Review instructions on the website. (Updated 2-3-2021)

- ✓ Upon receipt of the signed LURA from the Ownership Entity, IFA will execute and send the LURA for recording at the county recorder’s office. IFA will bill the Applicant for reimbursement of the LURA recording fees charged by the county recorder’s office. Electronic payment shall be made through the Fees Tab.
- ✓ The LURA shall be recorded no later than December 31st of the calendar year in which the first year which Tax Credits will be claimed.

2. IRS Form 8609 Application

- The IRS 8609 Application Package requirements shall be posted on the IFA website annually.
- Awarded Applicants shall submit the IRS Form 8609 Application Package through the online Application no later than the date set forth in the QAP unless an extension has been requested and approved by the Tax Credit Manager. An earlier submission is acceptable and encouraged if an Applicant has a complete IRS Form 8609 Application Package.
- Request an extension request through the online Application by selecting Request Extension



- ✓ The late submission fee invoice is created in the Fees Tab at the submission of the extension request and payment must be made prior to the 8609 Application submission. Refer to Appendix C. – Fees of the Application Package.
- ✓ IFA shall send a deficiency notification through the online Application requiring correction(s) or clarifications/responses. Applicant shall make requested changes and submit the deficiency response through the online Application.
- ✓ IFA will send a written notification showing the final Tax Credit determination based upon the final 8609 underwritten Application.
- The Ownership Entity shall sign and return the notice of the final underwritten Tax Credit amount.
- ✓ IFA will generate an invoice for the IRS Form 8609 Application Fee based on IFA's final underwritten Tax Credit amount. Invoice shall be payable in the Fees Tab.
- ✓ IFA shall issue the IRS Form 8609 after all required Application Package documents have been submitted and reviewed, and payments for all applicable fees has been received.

3. Change in Application

After a Tax Credit Award, change requests shall be submitted through the online Application by selecting "Request a Change". Instructions shall be posted to the IFA website.

- Enter type of change and reason for the change.
- Enter bank information for the change in application fee payment.
- Select begin change request process to submit payment.
- Enter changes in the Application, save, and submit the pre-submission.
- ✓ Upon receipt of the pre-submission, IFA will review the changes, enter the required exhibits, and send an email notification to the Owner.
- Owner shall upload the exhibits and submit the Application back to IFA.
- ✓ Upon receipt of the complete submission, IFA will review and provide a deficiency report, if applicable.
- ✓ IFA shall send an email with the approval or denial letter.

4. Pre-Closing Review and LURA Issuance

A Pre-Closing Review Application shall be submitted to IFA at least two weeks prior to closing with the Syndicator/Direct Investor and should not include changes other than those for the Pre-Closing Review [and required for LURA issuance](#). Awarded Projects will go to Pre-Closing Review status following the reservation of credits. Instructions for the current funding round shall be posted to the [2020 and 2021 Housing Tax Credit Round](#) webpages. Refer to QAP Part A., Section 8.6.1. ([Updated 2-3-2021](#))

5. Prior to Placed-in-Service Documents

- ✓ Instructions for the current funding round shall be posted to the 2021 Housing Tax Credit Round webpage.
- ✓ At least 120 days prior to the first Unit Placed-in Service, a copy of each document listed in QAP Part A., Section 8.7 – Prior to Placed-in-Service Documents shall be uploaded to the Prior to Placed-in-Service ("PIS") Tab.
- ✓ The latest date for which a prior to Placed-in Service document shall be uploaded for IFA's approval is September 1st of the year in which a Project shall be submitting the IRS Form 8609 Application Package.
- ✓ All prior to Placed-in-Service required documents must be approved by IFA before the IRS Form 8609 Application can be submitted.
- ✓ Submission of the required documents at least 120 days prior the first Unit Placed-in-Service is the Owner's responsibility.
- ✓ Failure to meet the QAP requirements and not having approved prior to Placed-in-Service documents could result in an Owner having to request an IRS Form 8609 Application extension and paying the late submission fee or delaying the IRS Form 8609 Application submission to the following year.



6. Applying for Additional Credits

If the QAP in which a Project was awarded under allowed additional requests for Tax Credits, an Applicant shall use the online Application to apply for the additional Tax Credits by selecting “Apply for Additional Credits”.

- Enter all payment information and select “Complete Application Submission for Additional Credits”.
- Enter updates to the Application.
- Submit.
- ✓ IFA shall email any deficiencies.
- ✓ Board Approval required.



G. SET-ASIDES, EXHIBITS AND SCORING CHECKLIST

SET-ASIDES				
<p>QAP PART A., SECTION 2.2.1 – NONPROFIT SET-ASIDE. If requesting the Nonprofit Set-Aside, Exhibits 1SA – 5SA are required with the submittal of the Application no later than 4:30 p.m. on May 12, 2021. (Updated 2-3-2021)</p>				
<p>Internal Revenue Service (“IRS”) letter stating the Nonprofit is a qualified Nonprofit under 501(c)(3) or 501(c)(4)</p>	<p>Attorney’s opinion</p> <p><u>IFA Required Template.</u></p> <ul style="list-style-type: none"> • Must state the proposed nonprofit entity is legally organized and eligible to participate 	<p>Nonprofit file-stamped articles of incorporation</p> <ul style="list-style-type: none"> • Must have the fostering of low-income housing as one of its purposes as required in Internal Revenue Code 42(h)(5). • Must demonstrate the satisfaction of the two-year requirement of the fostering of low-income housing as set forth in QAP Section 2.2.1 (4). 	<p>Nonprofit resume</p> <ul style="list-style-type: none"> • Must demonstrate the nonprofit’s capacity to materially participate in the operation of the Project throughout the Compliance Period and the Extended Use Period. 	<p>IRS website print-out</p> <ul style="list-style-type: none"> • Must confirm the nonprofit is a qualified nonprofit. • Internal Revenue Service Nonprofit

<p>QAP PART A., SECTION 2.2.2 – SUPPORTIVE HOUSING FOR FAMILIES SET-ASIDE. Exhibits 1HSA and 2HSA are required for Applicants applying under this set-aside.</p> <ul style="list-style-type: none"> • Complete entry of the Project Name and Location Tab and enter the qualified service provider information on the Qualified Development Team Tab, and upload Exhibit 1HSA on April 23, 2021. Refer to QAP Part A., Section 3.2.1.1 and Appendix A of the Application Package. (Updated 2-3-2021) 	
<p>Exhibit 1HSA</p> <p>Qualified Service Provider Capacity Determination Form and a Complete Copy of the Qualified Service Provider’s Most Recent Independent Audit (FY 2018 or later)</p> <p><u>IFA Required Form.</u></p> <p>Submit to IFA on April 23, 2021 at 4:30 p.m. C.S.T. through the Qualified Development Team - Qualified Service Provider Tab in the online Application. (Updated 2-3-2021)</p>	<p>Exhibit 2HSA</p> <p>Continuum of Care Review Form</p> <p><u>IFA Required Form.</u></p> <p>Submit with the Application.</p>



EXHIBITS				
Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
1T	<p>APPLICATION CERTIFICATION & ACKNOWLEDGEMENTS</p> <p><u>IFA Required Form.</u></p> <p>The Application will pre-fill the entity names into Exhibit 1T from entries made on the Qualified Development Team Tab. Generate Exhibit 1T by selecting IFA Form Required after all team members have been entered on the Qualified Development Team Tab.</p>	Application & Applicant Upload	Qualified Development Team & Buildings	All Projects
2T	<p>CURRENT REAL ESTATE TAX ASSESSMENT DOCUMENTATION</p> <p>Refer to QAP Part C., A – Site Control.</p>	Applicant upload	Site Control	All Projects
3T	<p>OWNERSHIP ENTITY (OE)</p> <p><u>3Ta:</u> IRS F.E.I.N. letter in the Ownership Entity's name.</p> <p><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.</p> <p><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.</p> <p><u>3Tf:</u> Ownership Entity organizational chart.</p>	Applicant upload	Ownership Entity	<p>3Tf – All Projects at threshold.</p> <p>If State Home is requested, all Exhibits are required at threshold; otherwise, all awarded Projects shall submit no later than 30-days from the Reservation Date</p>
4T	<p>OWNER REPRESENTATIVE(S) (GENERAL PARTNERS/MANAGING MEMBER) ORGANIZATIONAL DOCUMENTS</p> <p><u>4Ta & 4Tb:</u> LP, LLP, or LLLP Owner Representative's file-stamped certificate of Limited Partnership and current Limited Partnership Agreement.</p> <p><u>4Tc & 4Td:</u> LC and LLC Owner Representative's file-stamped Articles of Organization and current Operating Agreement.</p> <p><u>4Te, 4Tf, & 4Tg:</u> A Corporation Owner Representative's file-stamped Articles of Incorporation, By-laws and Board Resolution approving actions of the corporation concerning the proposed Project. Required for each GP/MM and Member.</p>	Applicant upload	Qualified Development Team	All Projects
5T	<p>CONSTRUCTION AND PERMANENT FINANCING</p>	Applicant upload	Funding Sources	All Projects



Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
	Provide letters of intent on lending institution's letterhead meeting the requirements set forth in QAP Part A., Section 4.5.1.			
6T	<p>COMMITMENT LETTERS FROM OTHER FUNDING SOURCES</p> <ul style="list-style-type: none"> • Provide commitment letters for all other funding sources which includes, but not limited to, existing debt to be assumed, grants, loans, tax credits, etc. Refer to QAP Part A., Section 4.5.2. • A city resolution adopted by the city council for tax abatement or that allows the creation of a TIF district or an Urban Revitalization Tax Exemption ("URTE"), subject to the Project being awarded Tax Credits. Refer to QAP Part A., Section 4.5.3. • Senior Living Revolving Loan. Refer to QAP Part A., Section 4.5.5. • State HOME Funds. Refer to QAP Part A., Section 4.5.6. • The minimum General Partner/Managing Member contribution shall require a commitment letter. Refer to QAP Part A., Section 4.5.7 • Operating Income During Construction. Refer to QAP Part A., Section 4.5.8. • Financing for Paved Roads. Refer to QAP Part A., Section 4.5.9 • Financing for Utilities. Refer to QAP Part A., Section 4.5.10. 	Applicant upload	Funding Sources	All Projects
6Ta	<p>NONPROFIT BOARD OF DIRECTOR'S BOARD RESOLUTION ALLOWING A DEFERRED PAYMENT OBLIGATION TO THE PROJECT</p> <p>Refer to QAP Section 4.4.</p>	Applicant upload	Qualified Development Team & Funding Sources	If applicable
7T/7S	<p>HUD OR RURAL DEVELOPMENT ("RD") AUTHORIZATION TO RELEASE OF INFORMATION</p> <ul style="list-style-type: none"> • <u>Provide the signed applicable HUD or RD Required Form.</u> • Enter the HUD contract number on the Buildings Tab. 	Applicant upload	Project Description, Site Control & Buildings	If applicable
8T	<p>ATTORNEY OPINION AS TO PROJECT ACQUISITION QUALIFICATION</p> <p><u>IFA Required Template.</u></p>	Applicant upload	Project Description, Site Control, Buildings & Costs and Credit Calc.	If Acquisition credits requested
9T	<p>EXECUTED COPY OF THE DEVELOPMENT CONSULTANT AGREEMENT(S)</p>	Applicant upload	Qualified Development	If applicable



	<ul style="list-style-type: none"> • Provide an executed copy of the Agreement(s) and enter the Development Consultant(s) on the Qualified Development Team Tab. • Enter Fee(s) on the Costs and Credit Calc. Tab. 		Team, Identity of Interest, Costs and Credit Calc.	
Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
10T	SYNDICATION OR OTHER SALE OR EXCHANGE OF TAX CREDIT INTEREST TO INVESTORS DOCUMENTATION <ul style="list-style-type: none"> • Provide an executed copy. • Enter the Syndicator/Direct Investor information on the Qualified Development Team Tab. 	Applicant upload	Qualified Development Team & Funding Sources	All Projects
11T	TENANT PAID UTILITY ALLOWANCE DOCUMENTATION <ul style="list-style-type: none"> • Provide the HUD, Rural Development, PHA utility allowance determination. • Circle the amounts on a PHA utility allowance schedule. • If more than 13 months old, must have a letter from the PHA stating the utility allowance schedule is still current. • If State HOME is requested, provide HOME Exhibit H-13. 	Applicant upload	Project Description & Buildings	When utilities are not included in rent or when a Project has federal project-based rental assistance.
12T	MARKET STUDY DOCUMENTATION <ul style="list-style-type: none"> • Provide market information that may be helpful in evaluating the market feasibility of the Project. IFA nor the market study provider will be bound by the Applicant's written statements, independent market study or the market information. 	Applicant upload	Exhibits	Optional
13T	TRANSITIONAL HOUSING <ul style="list-style-type: none"> • Provide information on how a non-profit or governmental entity will work to transition tenants out to permanent housing within 24 months and detail the supportive service programs. • Refer to Section (C)(2)(g) above. 	Applicant upload	Project Description	Transitional Housing Projects
14T's	AUTHORIZED SIGNOR DOCUMENTATION <u>14Ta: Ownership Entity - IFA Required Form.</u> <u>14Tb: General Partner(s)/managing member(s) - IFA Required Form.</u> <ul style="list-style-type: none"> • Refer to Appendix K of the Application Package. 	Applicant upload	Ownership Entity & Qualified Development Team	All Awarded Projects within 30 days of the Tax Credit Reservation Date



Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
15T (includes a and b) (Updated 2-3-2021)	15Ta - AUTHORIZATION OF RELEASE OF INFORMATION AND 15Tb - STATE AGENCY PERFORMANCE INFORMATION <u>IFA Required Forms.</u> <ul style="list-style-type: none"> • Any Project team members associated with the Application who have materially participated in a development role are required to complete and provide the IFA forms Exhibits 15Ta and 15Tb forms. Development role includes Developer(s), General Partners/managing members and an Ownership Interest. • The Applicant shall fully complete and submit Exhibit 15Ta Authorization of Release of Information to the appropriate state agency along with Exhibit 15Tb State Agency Performance Information. • The Applicant shall complete Section A, B, & G. on 15Tb before sending. • Applicant shall email the completed Exhibit 15Ta and 15Tb to each state agency listed. • Applicant shall upload copies of all Exhibit 15Ta and 15Tb sent to each state agency, along with a copy of the email sent to each state agency, as ONE PDF as Exhibit 15T to the Exhibits Tab of the Application. • The state agency shall complete Exhibit 15Tb Sections C, D, E and F. The state agency shall return the fully completed Exhibit 15Tb to: housingtaxcredits@iowafinance.com no later than June 14, 2021. 	Applicant upload	Qualified Development Team & Ineligibility	All Projects
16T	QUALIFIED CENSUS TRACT (“QCT”) / DIFFICULT TO DEVELOPMENT AREA (“DDA”) MAP Provide a map generated from the HUD GIS Website showing the entire Project is currently located in a QCT or DDA.	Applicant upload	Project Name and Location, Buildings & Costs and Credit Calc.	If applicable
17T	LOCATION NEAR SERVICES <ul style="list-style-type: none"> • Provide a Google Map www.Googlemaps.com using the Project’s Primary Address (“PA”) listed in the Buildings Tab and the name and address of service. • Requirements of QAP Part A., Section 5.4.2 shall be met. 	Applicant upload	Project Name and Location, Project Description & Buildings	All Projects



Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
18T	<p>CONCERTED COMMUNITY REVITALIZATION PLAN (“CCRP”) FOR PROJECTS LOCATED WITHIN A QCT</p> <ul style="list-style-type: none"> • Provide a copy of the Concerted Community Revitalization Plan. • Requirements of QAP Part A., Section 4.10.1.2 shall be met. 	Applicant upload	Project Name and Location, Site Description, Buildings & Costs and Credit Calc.	If applicable
19T	<p>SCATTERED SITE GOOGLE MAP</p> <ul style="list-style-type: none"> • Provide a Google Map www.Googlemaps.com showing each site is located within a 30-mile radius. • Refer to QAP Part A., Section 5.4.1.1. 	Applicant upload	Site Description & Buildings	Scattered Site Projects
1B	<p>SITE CONTROL DOCUMENTATION</p> <p>Provide executed documents showing the site control requirements set forth in QAP Part C, A – Site Control have been met.</p>	Applicant upload	Site Control, Qualified Development Team, Identity of Interest, Ownership Entity, Site Description Buildings & Costs and Credit Calc.	All Projects
2B (Updated 2-3-2021)	<p>APPRAISAL</p> <ul style="list-style-type: none"> • For land and buildings acquired from a party with an Identity of Interest, at Application submission, IFA will commission an appraisal by a MAI certified appraiser who is not a related party and is currently in good standing. Refer to QAP Part A., Section 4.1.10.1. Refer to QAP Part D – Glossary of Terms for definition of Identity of Interest. • For Acquisition/Rehabilitation Projects requesting acquisition credits, at Application submission, IFA will commission an appraisal by a MAI certified appraiser who is not a related party and is currently in good standing. Refer to QAP Part A., Section 4.1.10.2. • IFA will upload the IFA-commissioned appraisal as Exhibit 2B to the Exhibits Tab following the September 2021 Board Meeting. (Updated 2-3-2021) 	IFA upload	Project Description, Site Control, Identity of Interest, Qualified Development Team, Costs and Credit Calc. & Exhibits	If applicable
3B	<p>COLOR PHOTOS OF PROJECT & ADJACENT PROPERTY</p> <p>Submit as one PDF file and ensure that each photo includes street address, building number & direction taken.</p>	Applicant upload	Project Name and Location, Site Description & Buildings	All Projects



	<ul style="list-style-type: none"> • 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. • Four photos of each building are required for sites with existing buildings. <ul style="list-style-type: none"> ✓ Looking at each building from the North, South, East, & West. ✓ Eight photos of the site are required looking out from the site to the North, East, South and West, and looking towards the site from the North, South, East, & West. 			
Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
4B	<p>MAPS – CITY MAP AND PLAT MAP (BOTH ARE REQUIRED)</p> <ul style="list-style-type: none"> • Legible recent official city map pinpointing the site location(s) that shows the legal address of the property, the names of surrounding streets, and any other information important for the site inspection. • A plat map or proposed re-platting map for each site location 	Applicant upload	Project Name and Location, Buildings, Site Description	All Projects
5B	<p>SITE PLANS</p> <p>Shall clearly show the following:</p> <ul style="list-style-type: none"> • Location and extent of all work proposed in the Application • Site dimensions • Site zoning • Accessible site routes • Accessible Unit Types • Easements and setbacks • Parking • Planting, utility & general notes • All buildings (including manager’s Units & accessory buildings), total number of Units, Net square footage of each Unit, and the total square footage of each building. 	Applicant upload	Site Description, Project Amenities, Site Control & Buildings	All Projects
6B’s	<p>DETRIMENTAL SITE CHARACTERISTICS REMEDIATION DOCUMENTS</p> <p>If the site or adjoining sites contain any detrimental site characteristics, provide the following: 6B a: Remediation Plan</p>	Applicant upload	Site Description	If applicable



	<p>6B b: Budget to make site suitable</p> <p>6b c: Map showing detrimental characteristics on site plan</p> <ul style="list-style-type: none"> Refer to QAP Part C., H – Submission of Site Characteristics. 			
Exhibit	Title & Narrative Description	Supplied By	Application Reference(s)	Required
7B	<p>POLITICAL JURISDICTION CERTIFICATION</p> <p><u>IFA Required Form.</u></p> <ul style="list-style-type: none"> Generate on the Exhibits Tab after the Project Name & Location, Site Description, Qualified Development Team, and Buildings Tabs have been completed. Form and site plan shall be sent to the city to be completed and signed by an authorized city official. 	Applicant upload	Project Name and Location, Site Description, Buildings, Project Amenities, QDT & Exhibits	All Projects
8B	<p>PLANS</p> <p>Shall show all proposed work at a minimum schematic design level of completion.</p> <ul style="list-style-type: none"> Show elevations. 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 net square footage of each Unit and each room in the unit 	Applicant upload	Project Description, Construction Characteristics, Buildings, Project & Amenities	All Projects
9B	<p>SCOPE OF WORK</p> <ul style="list-style-type: none"> Provide a Scope of Work containing all the minimum requirements listed in QAP Part C, I - Rehabilitation Standards. 	Applicant Upload	Project Description, Construction Characteristics, Site Description, and Project Amenities & Costs and Credit Calc.	Acquisition/Rehab, Rehab, and Adaptive Reuse Projects
10B	<p>CAPITAL NEEDS ASSESSMENT</p> <ul style="list-style-type: none"> Submit a complete Capital Needs Assessment completed by a third party 	Applicant upload	Project Description	Acq/Rehab Projects



	<p>that regularly provides CNA's as a basic or core service.</p> <ul style="list-style-type: none"> Refer to QAP Part A., Section 5.7. 			
SCORING				
Exhibit	Scoring Category			Application Reference(s)
	<p>6.1.1 SERVES LOWEST INCOME RESIDENTS (0 - 30 POINTS)</p> <ul style="list-style-type: none"> Check the box on the Project Description Tab. On the Buildings Tab, enter the number of LIHTC Units that shall be set-aside and occupied by tenants with incomes at forty percent (40%) AMI or less and are rent restricted. On the Buildings Tab, enter the number of LIHTC Units that shall be set-aside and occupied by tenants with incomes at thirty percent (30%) AMI or less and are rent restricted. These Units shall be in addition to any Units selected for the forty percent (40%) AMI or less. <p><i>This category is not available to an Applicant whose Project has Federal Project-Based Rental Assistance.</i></p>			Project Description & Buildings
	<p>6.1.2 MARKET RATE INCENTIVE (0 – 10 POINTS)</p> <ul style="list-style-type: none"> Check the box on the Project Description Tab. Enter the market rate units on the Buildings Tab. <p><i>This category is not available to an Applicant that elects points under QAP Part A., Section 6.1.4 – Provides an Opportunity for Homeownership or to an Applicant whose Project has Federal Project-Based Rental Assistance.</i></p>			Project Description & Buildings
	<p>6.1.3 SERVES TENANT POPULATION OF HOUSEHOLDS WITH CHILDREN (0 TO 5 POINTS)</p> <ul style="list-style-type: none"> Check the box on the Project Description Tab. Enter the number of 3 or more-bedroom Units for which points are being requested. Threshold requirements for QAP Part C., G – Minimum Development Characteristics, 1.5 Unit Bathrooms shall apply. 			Project Description & Buildings
	<p>6.2.1 GREAT PLACES (2 POINTS)</p> <ul style="list-style-type: none"> Check the box on the Project Description Tab if a Project is within a project identified in an Iowa Great Places agreement that has been designated by the Iowa Great Places Board for participation in the program within the last three years, pursuant to Section 303.3C, subsection 4 of the Iowa Code. If a Scattered Site Project, all buildings shall meet the Great Places requirement. 			Project Description
	<p>6.2.2 IOWA OPPORTUNITY INDEX CENSUS TRACTS (0 - 5 POINTS)</p> <ul style="list-style-type: none"> Enter the address number, street name, city and the correct nine-digit zip code for each building on the Buildings Tab. If the incorrect nine-digit zip code is entered and places the buildings in incorrect census tract(s) and preliminary points are received, final points may not be permitted. The online Application shall determine preliminary eligibility for this scoring category based upon entries in the Buildings Tab. If a Scattered Site Project, all building addresses shall be listed in a qualifying opportunity area to be eligible for points. If buildings are in different categories of qualifying opportunity areas, the lesser points shall be awarded Refer to Appendix I of the Application Package. 			Buildings



Exhibit	Scoring Category	Application Reference(s)
(Updated 2-3-2021)	<p>6.2.3 RURAL DISASTER RECOVERY (INCLUDES DERECHO SET-ASIDE) (5 POINTS)</p> <ul style="list-style-type: none"> Enter the address number, street name, city, and nine-digit zip code for each building on the Buildings Tab and check the Disaster Recovery Set-Aside or Derecho Set-Aside box on the Project Description Tab. Projects must be located in a Rural city and eligible for QAP Part A., Section 2.2.3 – Disaster Recovery Set-Aside or Section 2.2.5 – Derecho Set-Aside to be eligible for scoring points under this category. Refer to Appendix B of the Application Package. (Updated 2-3-2021) 	Buildings
	<p>6.3.1 MARKET APPEAL (0 - 29 POINTS)</p> <ul style="list-style-type: none"> Check all applicable boxes. Show all elections in the plans and the Scope of Work, if applicable. 	Project Amenities
	<p>6.3.4 CONSTRUCTION/UNIT CHARACTERISTICS (0 - 16 POINTS)</p> <ul style="list-style-type: none"> Check the applicable boxes. Show all elections in the plans and the Scope of Work, if applicable. 	Project Amenities and Construction Characteristics
	<p>6.3.5 OLMSTEAD GOALS (0 - 14 POINTS)</p> <ul style="list-style-type: none"> Enter the number of Accessible Unit types for each building on the Buildings Tab. Enter each Accessible Unit Type when entering Units. Accessible Unit Type shall be shown in the plans. Refer to QAP Part D., Glossary of Terms - Accessible Units. 	Buildings
	<p>6.3.6 IMPACT ON ENVIRONMENT (0 - 8 POINTS)</p> <ul style="list-style-type: none"> Check the applicable boxes. Show all elections in the plans and the Scope of Work, if applicable. 	Project Description
	<p>6.3.7 ENERGY EFFICIENCY (8 POINTS)</p> <ul style="list-style-type: none"> Check the applicable box(es) Projects that include New Construction and Existing Structures must comply with each applicable election and check each box to receive the full 8 points. <p><i>The 2015 International Energy Conservation Code (“IECC”) election is not available to Projects utilizing Historic Tax Credits.</i></p>	Project Description
	<p>6.4.1 IOWA TITLE GUARANTY (5 POINTS)</p> <p>Check the box.</p>	Project Description
	<p>6.4.2.3 PERFORMANCE (-2 POINTS MAXIMUM)</p> <p>Answer the performance questions for the Developer or General Partner/managing member.</p>	Qualified Development Team
	<p>6.4.3 WAIVES RIGHT TO QUALIFIED CONTRACT (25 POINTS)</p> <p>Check the box.</p> <p><i>This category is not available to an Applicant that elects points under QAP Part A., Section 6.1.4 - Provides an Opportunity for Homeownership.</i></p>	Project Description
	<p>6.4.4 CONSTRUCTION COSTS (0 - 3 POINTS)</p> <ul style="list-style-type: none"> Check the box on the Project Description Tab. Complete the Costs and Credit Calc. Tab. Hover over the preliminary score for this category on the Scoring Tab to view the calculation. 	Project Description & Costs and Credit Calc.



Exhibit	Scoring Category	Application Reference(s)
1S	<p>6.4.2.1 DEVELOPER OR GENERAL PARTNER/MANAGING MEMBER EXPERIENCE – LIHTC EXPERIENCE (5 POINTS)</p> <p><u>IFA Required Form.</u></p> <ul style="list-style-type: none"> • Answer the questions and enter the corresponding information for the Developer and/or General Partner/managing member. • Upload Exhibit 1S to the Exhibits Tab. <p><i>This category is not available if points are elected under QAP Part A., Section 6.4.2.2 Multi-Family Rental Experience.</i></p>	Qualified Development Team
2S	<p>6.1.4 PROVIDES AN OPPORTUNITY FOR HOMEOWNERSHIP (25 POINTS)</p> <p><u>IFA Required Form.</u></p> <ul style="list-style-type: none"> • Provide the signed Owner/GP Acknowledgement of Appendix H of the Application Package, along with the required Iowa ROSE homeownership plan (“Plan”). The Plan and the signed Owner/GP Acknowledgement are due at submittal of the threshold Application as part of the Exhibit 2S. • Check the box on the Project Description Tab. • Refer to Appendix H in the Application Package and QAP Part D-Glossary of Terms, ROSE Program. <p><i>This category is not available to an Applicant that elects points under QAP Part A., Section 6.1.2 – Market Rate Incentive, Section 6.4.3 – Waives Right to a Qualified Contract or an Applicant applying under the Supportive Housing for Families Set-Aside.</i></p>	Project Description & Buildings
3S	<p>6.4.2.2 MULTI-FAMILY RENTAL EXPERIENCE (1 POINT)</p> <ul style="list-style-type: none"> • Check the box on the Qualified Development Team Tab - New Developers Only. • Upload one pdf of the Certificate(s) of Occupancy for the New Developer as Exhibit 3S on the Exhibits Tab. <p><i>This category is not available if points are requested under QAP Part A., Section 6.4.2.1 – LIHTC Experience.</i></p>	Qualified Development Team
4S & 5S	RESERVED	
6S	<p>6.3.2 PROJECTS WITH HISTORICAL SIGNIFICANCE (5 POINTS)</p> <ul style="list-style-type: none"> • Provide documentation from the State Historical Preservation Officer demonstrating that all buildings within the Project are listed on the National Register of Historic Places or determined to be eligible for the National Register by the State Historic Preservation Officer. • Enter State and Federal Historic Tax Credits as a funding source on the Funding Source Tab. • If the Applicant does not have a commitment for State Historic Tax Credits, a General Partner Loan in anticipation of receipt of the State Historic Tax Credits may be entered in the Funding Sources Tab and a commitment letter provided. • Answer the related question for each building on the Buildings Tab. • Upload Exhibit 6S to the Exhibits Tab. 	Project Description, Funding Sources & Buildings



7S	6.3.3.1 PROJECTS THAT HAVE FEDERAL PROJECT-BASED RENTAL ASSISTANCE (0 - 35 POINTS) <ul style="list-style-type: none">• Provide the applicable signed Release of Information (<u>HUD or Rural Development Required Form</u>) completed and signed by the titleholder of the real estate with the Federal Project-Based Rental Assistance.• Check the applicable box on the Project Description Tab.• Enter the HUD Contract Number on the Buildings Tab.• Upload Exhibit 7T/7S to the Exhibits Tab. <p><i>This category is not available to an Applicant that elects points under QAP Part A., Section 6.1.1 – Serves Lowest Income Residents, Section 6.1.2 – Market Rate Incentive or an Applicant applying under the Supportive Housing for Families Set-Aside.</i></p>	Project Description & Buildings
8S	6.3.3.2 MARKET RATE RENTAL HOUSING CONVERSION (3 POINTS) <p><u>IFA Required Form.</u></p> <ul style="list-style-type: none">• Check the box on the Project Description Tab to request preliminary scoring points.• Enter at least 85% of the Units as LIHTC Units in the Buildings Tab.• Upload Exhibit 8S to the Exhibits Tab.	Project Description & Buildings