



NHTF EXHIBIT LIST

The exhibits listed on this form must accompany the online NHTF Application if required/applicable.

Exhibit #	Description	Required
H-1	<u>Application Certification</u> - IFA required form	Yes
H-2	<u>Assurances Signature Page</u> - IFA required form	Yes
H-3	<u>Applicant/Recipient Disclosure/Update Form (HUD 2880)</u>	Yes
H-4	<u>W-9 Form (Request for Taxpayer ID # & Certification)</u>	Yes
H-5	<u>Minority Impact Statement</u> - IFA required form	Yes
H-6	<u>No Lobbying Certificate</u> - IFA required form	Only if requesting over \$100,000 in NHTF funds
H-7	<u>Disclosure of Lobbying Activities</u>	If applicable
H-8	<u>Local Support</u> A letter(s) of involvement, endorsement and investment by local citizens, local organizations or the governing body of the local government in which the housing project is located. The local support shall promote the objectives of the housing activity or projects assisted through the NHTF program.	Yes
H-9	<u>Nonprofit Status (2 items required)</u> 1) Provide a letter from the IRS stating that the entity is a qualified nonprofit and has received a tax-exempt ruling under 501(c) depending on the type and purpose of the organization seeking the designation for tax-exemption: The 501(c) designations permissible under NHTF are: 501(c)3 status -- A charitable, nonprofit corporation; 501(c)4 status -- A community or civic organization; Section 905 status -- a subordinate organization or a 501(c) organization. 2) Provide a current good standing letter from the Iowa Secretary of State's Office (i.e. a Certificate of Existence or a Certificate of Authority.)	Only if Ownership Entity is a nonprofit
H-10	<u>Color Photos of Property & Adjacent Properties</u> Eight photos of each site are required looking at each site from the North, South, East, & West, and looking out from each site toward the North, South, East & West. If the project involves acquisition of existing buildings, you must also provide at least ten photos of the inside of the building. All photos must include the street address and building number. Submit all color photos as ONE PDF file.	Yes
H-11	<u>Letters of intent from lending institutions for private construction & permanent financing</u> Must be on the lending institution's letterhead.	Yes



H-12	<p><u>Commitment letters from all other sources (i.e. grants, loans, leverage, etc.)</u> Each letter must include:</p> <ul style="list-style-type: none"> - the value of the commitment; - the interest rate & term; - the purpose the funds can be used for; - the time limitations related to the commitment; - if the source is from a federal program. 	Yes
H-13	<p><u>PHA Utilities</u> If tenants pay for any of their utilities, provide current PHA utilities dated within one year of the NHTF round closing date. If date on documentation is not within one year, also provide written confirmation that the PHA utilities are still current.</p>	Only if tenants pay for any of their utilities
H-14	<p><u>Market Information for Proposed Project</u> - IFA required form If project is located in multiple primary market areas, one form is required for each primary market area.</p>	Yes
H-15	<p><u>Ownership Entity Documentation</u> For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> - Current Certificate of Limited Partnership - Current Signed Partnership Agreement <p>For LC, LLC, LLC, provide:</p> <ul style="list-style-type: none"> - File-Stamped Articles of Organization - Current Signed Operating Agreement 	Only if Ownership Entity is a for-profit AND not a sole proprietor
H-16	<p><u>Documentation for General Partner/Managing Member & Co-GP/Co-MM</u> For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> - Current Certificate of Limited Partnership - Current Signed Partnership Agreement <p>For LC, LLC, LLC, provide:</p> <ul style="list-style-type: none"> - File-Stamped Articles of Organization - Current Signed Operating Agreement <p>For Corp. or Incorp., provide:</p> <ul style="list-style-type: none"> - Bylaws - Board Resolution approving actions of corp. concerning proposed project 	Only if the Project Team includes a GP/MM or Co-GP MM
H-17	<p><u>Document(s) providing evidence of control or ownership of site(s)</u> Provide purchase agreement, title of property, title opinion, etc. Must be good through 6 months following the NHTF round closing date.</p>	Yes
H-18	<p><u>Map with Site Location(s)</u> Provide legible, recent city map pinpointing the site location(s). Must show the address of the property, the names of surrounding streets & any other information important for the site inspection.</p>	Yes
H-19	<p><u>Site Plan(s) clearly listing the following:</u></p> <ul style="list-style-type: none"> - Site dimensions - Easements & setbacks - All buildings (including manager's & Accessory Bldgs.) - Parking - Play area - Pool - Other items 	Yes



H-20	<p><u>Plans & Specifications</u> clearly listing the following:</p> <ul style="list-style-type: none"> - Use of all rooms in the bldg. (i.e. exercise room, computer learning center, manager's office, library, craft room, maintenance room, dining room, etc.) - The square footage of each room in the bldg. - Use of all rooms in the units (i.e. bedroom, bathroom, kitchen, living room, etc.) - The square footage of each unit - Designate all handicap accessible units 	<p>Yes</p> <p>NOTE: If requesting points for fully accessible units, this must be demonstrated on the plans & specs</p>
H-21	<p><u>Leverage Documentation</u> (2 items required)</p> <ol style="list-style-type: none"> 1) Provide the IFA required form 2) Provide a letter from each entity providing leverage (must be on their letterhead). Each letter must include: <ul style="list-style-type: none"> - Date - Name of entity providing the leverage - Dollar amount of leverage - Description of leverage - Language specifying that the leverage is for the proposed NHTF project - Signature of person authorizing the commitment of leverage funds 	<p>If applying for points for Leverage</p>
H-22	<p><u>Noise Abatement & Control</u> (1 or 2 items required)</p> <ol style="list-style-type: none"> 1) Provide the IFA required form - Noise Abatement & Control 2) If checked that any noise sensitive conditions exist, must also provide a noise assessment that meets HUD federal requirements. 	<p>Yes</p>
H-23	<p><u>Sellers Acknowledgement Form</u>- IFA required form</p>	<p>Yes</p>
H-24	<p><u>Relocation Plan</u> - IFA required form</p>	<p>If there is an occupied existing bldg.(s) on the site</p>
H-25	<p><u>Site & Neighborhood Standards</u> - IFA required form</p>	<p>Yes</p>
H-26	<p><u>Flood Zone</u> - FEMA FIRMette map of each site Link: How to Find Your FIRM and Make a FIRMette</p>	<p>Yes</p>
H-27	<p><u>3 Yrs. Balance Sheets/Profit & Loss Statements or Non-Profit Audits</u> Provide documentation for ownership entity. Alternative financial information may be accepted if IFA deems it sufficient.</p>	<p>Yes</p>
H-28	<p><u>Tax Abatement Documents</u> Provide tax abatement schedule plus assessed valuation (estimated if necessary) subject to abatement and applicable tax levy.</p>	<p>Only if have tax abatement</p>
H-29	<p><u>Project-Based Rental Assistance</u> Provide a letter from the subsidy provider that the project has Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA (Public Housing Authority Voucher Assistance).</p>	<p>If requesting points for Utilization of Project-Based Assistance</p>
H-30	<p><u>Great Places</u> - IFA required form</p>	<p>If requesting points for Great Places</p>
H-31	<p><u>Zoning</u> Provide documentation on status of zoning. This exhibit must be provided by the city/municipality where the proposed project will be located. The city/municipality must state (1) the property's current zoning classification and (2) if this zoning classification permits construction of the proposed project.</p>	<p>If requesting points for zoned correctly at time of application</p>