

2018 QUICK REFERENCE GUIDE

	QAP	APPLICATION	APPENDIX	EXHIBIT
THRESHOLD APPLICATION				
SET-ASIDES:	2.2	Project Description & Exhibits		
• Nonprofit	2.2.1 & 3.3.4 & 4.6.4			1SA – 5SA, 4Te, 4Tf & 4Tg, 6Ta
• Supportive Housing for Families	2.2.2		M	1HSA & 2HSA
• Preservation	2.2.3			
• Rural	2.2.4		B	
Maximum Credit Allocation	2.3.1 – 2.3.3	Costs & Credit Calc., Qualified Development Team & Financial Feasibility		
Market Study & Analysis	3.3.1 – 3.3,1.4	Exhibits		12T
Fees	3.3.7	Site Description, Costs & Credit Calc. & Fees		
Underwriting	4.0 – 4.1.8	Costs & Credit Calc., Projected Cash Flow, Projected, Financial Feasibility, Site Control, Funding Sources, Buildings, Project Description & Exhibits		5T, 6T & 1B
Operating Expenses	4.2.1 – 4.2.3	Projected Operating Expenses, Projected Cash Flow, Financial Feasibility & Project Description		
Operating Reserve	4.3.1 – 4.3.1.3	Costs and Credit Calc. & Financial Feasibility		
Replacement Reserve	4.3.2 – 4.3.2.2	Projected Operating Expenses, Projected Cash Flow, Financial Feasibility & Project Description		
Deferred Developer Fee	4.4	Funding Sources, Projected Cash Flow, Qualified Development Team & Exhibits		6Ta
Financing Commitments	4.5	Funding Sources & Exhibits		5T & 6T
Developer & Builder Fees	4.6.1-4.6.2	Ownership Entity, Project Description, Costs and Credit Calc. & Financial Feasibility		
Construction Contingency	4.7.2	Project Description Tab, Costs and Credit Calc. & Financial Feasibility		
Unit Cost Cap	4.9	Buildings, Costs and Credit Calc. & Financial Feasibility		

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Tax Credit Cap per LIHTC Unit	4.9.1	Project Description Tab, Buildings, Costs and Credit Calc. & Financial Feasibility		
Basis Boost	4.10 – 4.10.3.2	Buildings, Costs and Credit Calc., Buildings, Project Description, & Financial Feasibility		
Appraisals	5.4.1.1 – 5.4.1.2	Site Control, Buildings, Costs and Credit Calc., Ownership Entity, Funding Sources, Qualified Development Team & Exhibits		2B
Qualified Development Team	5.4.2	Qualified Development Team & Exhibits		15T
Preliminary Costs & Scope of Work for All Projects	5.4.3 & Appendix 1-I.	Construction Characteristics, Costs and Credit Calc. & Exhibits		9B
Ineligibility	5.4.6 – 5.4.6.5	Qualified Development Team & Exhibits		15T
Displacement of Tenants (Relocation)	5.5	Site Description & Costs and Credit Calc.		
Confirmation of Eligibility for Acq/Rehab (10-year Rule)	5.6	Site Description, Buildings & Exhibits		8T
Building Standards & Minimum Development Characteristics	5.8 & Appendix 1	Construction Characteristics, Buildings, Project Amenities & Exhibits		4B, 5B, 8B, 9B & 1S
Scattered Sites	5.9	Buildings, Site Description & Exhibits		4B, 5B, 19T
Site Control	Appendix 1-A.	Ownership Entity, Site Control, Buildings, Costs and Credit Calc. & Exhibits		1B
Zoning	Appendix 1-C.	Site Description & Exhibits		7B
Access to Paved Roads & Utilities	Appendix 1-D. & E.	Site Description & Exhibits		3B, 4B, & 5B
Site Characteristics	Appendix 1-H.	Site Description, Costs and Credit Calc. & Exhibits		3B, 6B(a-c) & 4S
Capital Needs Assessment	Appendix 1-J. & 8.1.6	Project Description & Exhibits		1S

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Scoring Criteria	6	Scoring		
Serves Lowest Income Residents	6.1.1	Project Description & Buildings		
Market Rate Incentive	6.1.2	Project Description & Buildings		
Serves Tenant Population of Individuals with Children	6.1.3	Project Description & Buildings		
Provides an Opportunity for Homeownership	6.1.4	Project Description, Buildings & Exhibits	G	2S
Great Places	6.2.1	Project Description & Project Name and Location		
Density	6.2.2	Project Description & Buildings	L	
Iowa Opportunity Index Census Tracts	6.2.3	Project Description & Buildings	D	
Market Appeal	6.3.1	Project Amenities		
Projects with Historical Significance	6.3.2	Project Description, Funding Sources, Buildings & Exhibits		6S
Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local PHA Voucher Assistance	6.3.3	Project Description, Buildings & Exhibits		7T & 7S
Construction/Unit Characteristics	6.3.4	Project Amenities		
Olmstead Goals	6.3.5	Buildings		
Impact on the Environment	6.3.6	Project Description		
Energy Efficiency	6.3.7	Project Description		
Iowa Title Guaranty	6.4.1	Project Description		
Developer or GP/MM Experience	6.4.2	Qualified Development Team		
Waives Right to Qualified Contract	6.4.3	Project Description		
Construction Costs	6.4.4	Project Description, Costs and Credit Calc.		
Capital Needs Assessment	6.4.5	Project Description & Exhibits		1S
Environmental Assessment	6.4.6	Project Description Tab, Site Description & Exhibits		4S
Leverage – Land and/or Cash Contribution	6.4.7.1	Funding Sources, Costs and Credit Calc. & Exhibits		5S
Leverage – Below Market Interest Rate Loan	6.4.7.2	Funding Sources & Exhibits		5S(b)

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POST RESERVATION				
Construction	8.1 – 8.1.7, 8.6.3 & Appendix 1-G.	Project Timeline, Construction & Exhibits	E	8B
Application Amendment	8.2 – 8.2.2	Request a Change		As Applicable
Material Changes	8.3 – 8.3.4	Request a Change		As Applicable
Changes to the Ownership Entity	8.4.1 – 8.4.2	Request a Change		As Applicable
Pre-Closing Review	8.6.1	Project Timeline, Request a Change, Fees & Exhibits		As Applicable
Carryover-Ten Percent (10%) Test	8.6.2	Project Timeline		As Applicable
PRIOR TO CONSTRUCTION START:	Appendix 1-G25., 6.3.7, 8.1.2, 8.1.3 & 8.1.6	Project Timeline, Project Description, Construction Characteristics & Construction		
<ul style="list-style-type: none"> • Erect IFA Construction Sign. • For Projects with existing structures, an engineer or architect certification that the design meets the 2015 IECC. • For Projects requesting points under Energy Efficiency (6.3.7), Initial Energy Report • Capital Needs Assessment if applicable. 				
PRIOR TO PLACED-IN-SERVICE DOCUMENTS:	8.9	Prior to PIS Docs & Project Timeline		
<ul style="list-style-type: none"> • Affirmative Fair Housing Market Plan Package 				
<ul style="list-style-type: none"> • Documentation of listing on rental locator 				
<ul style="list-style-type: none"> • Commitment to notify the Public Housing Agency of vacancies 				
<ul style="list-style-type: none"> • Commitment to notify the Local Lead Agency of vacancies 				

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POST RESERVATION				
IRS Form 8609 Application:	8.6.4 & 8.7	Project Timeline	As Applicable	
• Compliance Training				
• Mental Health First Aid Training				
• Final HERS Rating Report				
• ANSI/ASHRAE/IES Standard 90.1-2010				
• IECC verification				
• Completed Energy Star Certificates and Report				
Annual Audited Financial <i>(Submit through IFA's online Asset Management Portal)</i>	8.10	Project Timeline		
Operating and Replacement Reserves	8.11	Project Timeline		