

**Washington State Housing Finance Commission**  
**LIHTC Addendum Checklist**  
**2011**

*Please insert the following attachments behind the appropriate tab.*

**Tab 2: Project Description**

Reference	Attachments
Chapter 4, Section J	<input type="checkbox"/> Evergreen Owner Certification

**Tab 3: Need & Population Served**

	Attachments
Chapter 4, Section K	<input type="checkbox"/> Affirmative Marketing Plan
Chapter 4, Section P	<input type="checkbox"/> Notification of Public Housing Authority

**Tab 7: Project Financing**

	Attachments
	<input type="checkbox"/> PROJECTS ELIGIBLE FOR HISTORIC REHABILITATION TAX CREDITS: <ul style="list-style-type: none"> <li>• Itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation Expenses</li> <li>• Explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs</li> <li>• Detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the Project</li> </ul>
Chapter 5, Section A(3) & B(3)	<input type="checkbox"/> RURAL DEVELOPMENT PROJECTS: a fully-executed RD-issued Letter of Conditions

**Tab 8: Project Operations**

	Attachments
Chapter 2, Section J	<input type="checkbox"/> PROJECTS WITH RENTAL ASSISTANCE: documentation of rental assistance

**Tab 9: Development Team**

	Attachments
Chapter 2, Section C	<input type="checkbox"/> Certification Regarding Financial Solvency and Litigation Status
Chapter 4, Section A	<input type="checkbox"/> Consent Granting Signature Authority
Chapter 4, Section M	<input type="checkbox"/> Property management agreement or letter of intent
Chapter 4, Section D	<input type="checkbox"/> IRS notification of Ownership Entity's federal identification number
Chapter 4, Section R	<input type="checkbox"/> Organizational chart identifying each entity or individual with an ownership interest in the Project, including percentage of ownership
Chapter 2, Section R	<input type="checkbox"/> Current partnership, limited partnership, or limited liability company agreement

Chapter 5, Section B(1)	<input type="checkbox"/> <b>QUALIFIED NONPROFIT SET-ASIDE:</b> <ul style="list-style-type: none"> <li>• Articles of incorporation as filed with the Secretary of State</li> <li>• Bylaws and/or other governing instruments of the organization</li> <li>• Evidence of ownership and Material Participation in the development and operation of the Project throughout the Project Compliance Period</li> </ul>
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**Tab 11: LIHTC Application**

	<b>Attachments</b>
	<input type="checkbox"/> ACQUISITION CREDIT: Certification Regarding Acquisition Credit
	<input type="checkbox"/> Certification of Ability to Contribute Equity to the Project
Chapter 5, Section B(4)	<input type="checkbox"/> HOPE VI SET-ASIDE: proposed master plan for the project and/or annual status report
Chapter 6, Section C(4)	<input type="checkbox"/> NONPROFIT SPONSOR POINTS: documentation of eligibility
Chapter 6, Section C(5)	<input type="checkbox"/> FARMWORKER HOUSING: marketing and referral plan
Chapter 6, Section C(6)	<input type="checkbox"/> AT RISK POINTS: federal agency certification confirming the Project's eligibility and if applicable, the written notice required in RCW 59.28.040
Chapter 6, Section C(9)	<input type="checkbox"/> HISTORIC PROPERTY POINTS: documentation of eligibility
Chapter 6, Section C(10)	<input type="checkbox"/> TARGETED AREA POINTS: documentation of eligibility
Chapter 6, Section C(7)	<input type="checkbox"/> COMMUNITY REVITALIZATION PLAN POINTS: documentation of eligibility
Chapter 6, Section C(11)	<input type="checkbox"/> LEVERAGING OF PUBLIC RESOURCES POINTS: documentation of eligibility
Chapter 6, Section C(13)	<input type="checkbox"/> EVENTUAL TENANT OWNERSHIP POINTS: comprehensive plan
Chapter 6, Section C(14)	<input type="checkbox"/> QUALITY MANAGEMENT PROGRAM POINTS: documentation of eligibility
Chapter 3, Section K Chapter 5, Section B (3)	<input type="checkbox"/> 130% ELIGIBLE BASIS BOOST: documentation supporting boost
Chapter 3, Section B	<input type="checkbox"/> PROJECTS REQUESTING AN INCREASE IN THE MAXIMUM DEVELOPMENT COST PER HOUSING UNIT: Evidence that the Project will be subject to competitive bid requirements; or either Davis Bacon wage rates or state prevailing wage requirements.
Chapter 11, Section 11(A)	<input type="checkbox"/> Application Fee