

Washington State Housing Finance Commission
LIHTC Addendum Checklist
2012

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 (Non-HTF Funded Projects only)

Tab 3: Need & Population Served

Reference	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

Reference	Attachments
	<input type="checkbox"/> PROJECTS ELIGIBLE FOR HISTORIC REHABILITATION TAX CREDITS: <ul style="list-style-type: none"> • Itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation Expenses • Explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs • Detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the Project
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

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

Tab 9: Development Team

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

	Attachments
	<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(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 FOR QCT/DDA/RURAL LOCATION: documentation of eligibility
Chapter 11, Section 11(A)	<input type="checkbox"/> Application Fee