

# **Idaho Housing and Finance Association**

## **LIHTC-HOME-HTF**

### **Allocation Certification/Placed-In-Service Application Documents Instructions & Checklist**

Revised (07/2021)

Please submit all of the following application documents to the 'Developer Application Submission' folder in the 'Allocation Certification/Placed-In-Service Application' of your project on the ProCore platform. **APPLICATIONS WILL BE ONLY ACCEPTED ELECTRONICALLY.** All documents need to be saved with the following naming convention: Document Number – Application Year – Document Description – Project Name; e.g. "01-2022-LIHTC-HOME-HTF Application-Project Name". Please ensure the Project Name is added to each file name and that only the Project Name portion of the file name is changed for files supplied by IHFA. Please utilize the supplied forms (files 01, 02, 08, 09, 10, and 14), and submit relevant documents for the remaining required files. Any forms supplied by IHFA requiring signatures need to be digitally signed in the form, or a scan of a physically signed file needs to be uploaded. All files, as applicable, need to be submitted at the time of application; incomplete applications without prior approval for missing components will be subject to rejection.

Questions regarding the LIHTC Program:

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Questions regarding the HOME or HTF Programs:

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#### **LIHTC *Only* Applications**

##### **01. Updated LIHTC-HOME-HTF Application**

Please include any new certifications or other documentation to warrant selection criteria/preference points. Points will not be counted without adequate documentation proof.

##### **02. Updated Sponsor Certification**

##### **03. Updated documentation substantiating utility allowance calculations**

##### **04. Certificate(s) of Occupancy, or written placed in service date election by Sponsor (within a 24-month period) for rehabilitation developments**

##### **05. Applicable fees**

##### **06. Original recorded Low-Income Housing Tax Credit Regulatory Agreement**

07. Executed permanent loan documents, in particular the Note, recorded Deed of Trust, and Owner's Title Policy
08. Final Cost Certification Letter and Final Cost Certification Form by a Certified Public Accountant
09. Executed "As Built" Certification from Architect that the development is built in accordance with all applicable local, state and federal laws, including, but not limited to the Fair Housing laws as they pertain to handicapped accessibility and adaptability and the requirements in the QAP
10. If applicable, executed "As-Built" Certification for Green Building from a licensed Architect.  
Attach LEED, NW Energy Star, ICC 700 National Green Building Standard, Enterprise Green Communities, Indoor Air Plus, Passive House Institute US (PHIUS), Passive House Institute (PHI), or HERS certifications, if applicable.
11. Organizational documents, including the Limited Partnership Agreement, as amended, or LLC Operating Agreement
12. Current Rent Roll
13. If applicable, evidence of receipt of grant funds
14. If Selection Criteria/Preference points were awarded at Reservation/Conditional Commitment, "As Built" Architect Certification for Development Amenities to substantiate points awarded

PIS Building Allocation Sheet - Compliance