

2025 4% APPENDIX LIST

Appendix	Description
A	Application Instructions
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C	Qualified Census Tracts & Difficult Development Areas
O	Market Study Guidelines

APPENDIX A 4% TAX-EXEMPT BOND FINANCED LIHTC APPLICATION INSTRUCTIONS

Applicants for Low-Income Housing Tax Credits (LIHTC) under the 4% Housing Tax Credit Program shall be required to submit an electronic Application Summary through the online Application to initiate discussion with IFA regarding the Tax-Exempt Bond process to determine whether IFA will be the conduit tax-exempt bond issuer or the bond issuer and mortgagee through the Multifamily Loan Program. IFA will review the Application Summary and request a project narrative to discuss internally. A decision by IFA will be made on whether the Applicant can proceed with the Bond Application.

1. If IFA is the conduit issuer of the tax-exempt bonds and the Applicant is approved to proceed, the Applicant shall submit the Economic Development Bond Application and fees through the online Application.
2. The Private Activity Bond Cap (CAP) requirements set forth in the 4% Qualified Allocation Plan (QAP) shall apply.
3. The LIHTC Application will not be allowed to be submitted until the Applicant receives IFA Board approval on the bond inducement resolution. LIHTC Applications may be submitted at any time using the online Application; however, Applications submitted during the 9% LIHTC Application round may not be reviewed during the 9% LIHTC Application review process.
4. Only complete Applications shall be submitted. A Project shall satisfy all the underwriting and threshold requirements of the 4% QAP.
5. Once submitted to IFA, the Application will be unavailable to the Applicant until such time that the Applicant needs to make a change per IFA's request. The Application will then be available to the Applicant for such changes.
6. If the Owner will be electing the Placed-in-Service date for the Gross Rent floor rather than IFA's determination letter for the Gross Rent Floor, make election on the Project Description Tab and submit the IFA-Required Form, Exhibit 21T. The form shall be submitted prior to any building's Placed-in-Service Date.
7. Generally, bonds need to stay in place at least through submission of the IRS Form 8609 Application package.

**APPENDIX B
4% EXHIBITS CHECKLIST**

IFA-required forms are available on the Exhibits Tab of the Application and must not be modified.

Exhibit	Title and Narrative Description	Application Reference	Required
1T	<p>APPLICATION CERTIFICATION & ACKNOWLEDGEMENTS</p> <p><u>IFA Required Form</u></p> <ul style="list-style-type: none"> The Application pre-fills the entity names entered on the Qualified Development Team Tab into Exhibit 1T. Generate Exhibit 1T by selecting IFA Form Required after all team members have been entered on the Qualified Development Team Tab. Must include original signatures or must provide valid digital signature with date and time signed. 	Qualified Development Team, Ownership Entity & Buildings	All Projects
1Ta	<p>DUE DILIGENCE CERTIFICATION & RELEASE</p> <p><u>IFA Required Form</u></p> <p>Tax Records are automatically excluded from public record and a Confidentiality Request is not necessary.</p>	Qualified Development Team, Ownership Entity	All Projects
2T	<p>CURRENT REAL ESTATE TAX ASSESSMENT DOCUMENTATION</p> <ul style="list-style-type: none"> Provide a current print-out from the county assessor for the real estate on which the Project is or will be located that shows the current owner of the real estate. 	Project Name and Location, Buildings, Site Description & Site Control	All Projects
3T's	<p>OWNERSHIP ENTITY (OE)</p> <p>3Ta: IRS F.E.I.N. letter in the Ownership Entity's name. 3Tb & 3Tc: A Limited Partnership ("LP"), Limited Liability Partnership ("LLP") or Limited Liability Limited Partnership ("LLLLP") file- stamped certificate of Limited Partnership and a current Limited Partnership Agreement. 3Td & 3Te: A Limited Company ("LC"), Limited liability Company ("LLC") Ownership Entity's- file-stamped Article of Organization and a current Operating Agreement. 3Tf: Ownership Entity organizational chart. Please do not list tax identification numbers or social security numbers.</p>	Ownership Entity	All Projects

4T's	<p>OWNER REPRESENTATIVE(S) (GENERAL PARTNERS/MANAGING MEMBER) ORGANIZATIONAL DOCUMENTS</p> <p>4Ta: Each General Partner's (listed in the Application and Organizational Chart) file-stamped Certificate of Limited Partnership; and 4Tb: Current Limited Partnership Agreement for each.</p> <p>4Tc: Each Managing Member's (listed in the Application and Organizational Chart) file-stamped Articles of Organization; and 4Td: Current Operating Agreement for each.</p> <p>4Te: Corporation's File-Stamped Articles of Incorporation 4Tf: By-laws 4Tg: Board Resolution approving actions of the corporation concerning the proposed Project, including minutes of election of officers and minutes for authorization of individual(s) to sign, along with title.</p> <ul style="list-style-type: none"> • Required for each. 	Ownership Entity – Components & Qualified Development Team	All Projects
5T	<p>CONSTRUCTION AND PERMANENT FINANCING LETTER OF INTENT</p> <p>Provide letter of intent on lending institution's letterhead that includes loan amount, interest rate, term, amortization period (min. of 30 years required for first mortgage debt), fees, pre-payment penalties, anticipated security interest in the Property and lien position.</p>	Funding Sources	All Projects
6T	<p>LETTERS OF INTENT FROM OTHER FUNDING SOURCES</p> <p>Provide letters for all other funding sources that includes existing debt to be assumed, that states the value of the funding, the purpose of the funds may be used for, and any time limitations.</p>	Funding Sources	All Projects
6Ta	<p>FEDERAL AND STATE HISTORIC TAX CREDIT DOCUMENTATION</p> <ul style="list-style-type: none"> • Provide documentation from the State Historical Preservation Officer demonstrating that all buildings within the Project are listed on the National Register of Historic Places or determined to be eligible for the National Register by the State Historical Preservation Officer. If Part 1 has been approved, provide a copy. • Provide letter of intent for the equity for both the federal and state historic tax credits. 	Buildings, Funding Sources, Costs and Credit Calc.	If applicable

7T	<p>HUD OR RURAL DEVELOPMENT (“RD”) AUTHORIZATION TO RELEASE OF INFORMATION</p> <p><u>IFA Required Form</u></p> <ul style="list-style-type: none"> • Provide the signed applicable HUD or RD Required Form. 	Project Description, Site Control & Buildings	If applicable
7Ta	<p>CURRENT RENT ROLL</p>	Project Description & Buildings	Acq/Rehab, Rehab Projects
8T	<p>ATTORNEY OPINION AS TO ELIGIBILITY FOR ACQUISITION CREDITS</p> <p><u>IFA Required Template</u></p> <ul style="list-style-type: none"> • Do not modify the form. An attachment providing clarification is acceptable. • A certification may not be relied as sole source/basis for the attorney opinion. • 	Project Description, Buildings, Site Control, Costs and Credit Calc.	If Acquisition Credits requested
9T	<p>EXECUTED COPY OF THE DEVELOPMENT CONSULTANT AGREEMENT(S)</p> <ul style="list-style-type: none"> • Provide an executed copy of the Agreement(s). 	Qualified Development Team & Costs and Credit Calc.	Projects with a Development Consultant
10T	<p>SYNDICATION OR OTHER SALE OR EXCHANGE OF TAX CREDIT INTEREST TO INVESTORS DOCUMENTATION</p> <ul style="list-style-type: none"> • Provide a copy of the Syndicator/Direct Investor letter of interest that includes equity price and approximate equity amount. 	Qualified Development Team & Funding Sources	All Projects
11T	<p>TENANT PAID UTILITY ALLOWANCE DOCUMENTATION</p> <p>Submit one of the following:</p> <ol style="list-style-type: none"> 1) Public Housing Authority (“PHA”) utility allowance schedule. <ul style="list-style-type: none"> • Circle the amounts on the PHA utility allowance schedule. • If more than 13 months old, provide a letter from the PHA stating the utility allowance schedule is still current. 2) Utility allowance prepared using the HUD Utility Schedule Model (HUSM) and <u>supporting documentation</u>. <ul style="list-style-type: none"> • If HOME funds will be used, HUSM is required. 3) If the Project has federal project-based rental assistance with HUD or Rural Development (“RD”), provide a copy of the current HUD Rent Schedule or utility allowance documentation from RD instead of the PHA utility allowance schedule. 	Project Description, Buildings & Project Amenities	When utilities are not included in rent or if a Project has federal project-based rental assistance.

12T	MARKET STUDY REPORT <ul style="list-style-type: none"> Submit a comprehensive market analysis with a full narrative report following IFA's current market study guidelines that is prepared by an independent third-party National Council of Housing Market Analysts member unaffiliated with the developer. Refer to Appendix O – Market Study Guidelines. 	Exhibits	All Projects
13T	TRANSITIONAL HOUSING <ul style="list-style-type: none"> Provide information detailing how a non-profit or governmental entity will work to transition tenants out to permanent housing within 24 months and detail the supportive service programs. 	Project Description	Transitional Housing Projects
14T RESERVED			
15T	CONFIDENTIALITY REQUEST <u>IFA Required Form</u> It is recommended that Applicant contact Michael Thibodeau, Legal Counsel, at 515-452-0436 or Michael.Thibodeau@iowafinance.com prior to submitting a confidentiality request.	Exhibits	Applicant requesting confidentiality treatment.
16T	QUALIFIED CENSUS TRACT (“QCT”) / DIFFICULT TO DEVELOPMENT AREA (“DDA”) MAP <ul style="list-style-type: none"> Provide a current map generated from the HUD GIS Website showing the entire Project is currently located in a QCT or DDA. 	Project Name and Location, Buildings & Costs and Credit Calc.	If applicable
17T	PUBLIC HOUSING AUTHORITY “PHA” PROJECT-BASED VOUCHER DOCUMENTATION <ul style="list-style-type: none"> Provide Letter from PHA confirming the number of project-based vouchers committed to the Project. 	Project Description	If applicable
18T	COMMUNITY SERVICE FACILITY <u>IFA Required Form</u>	Project Description, Buildings & Costs and Credit Calc.	If applicable
19T – 20T RESERVED			

21T	<p>GROSS RENT FLOOR ELECTION FOR THE DATE OTHER THAN DATE OF IFA'S SECTION 42M LETTER</p> <p><u>IFA Required Form</u></p> <ul style="list-style-type: none"> Enter election on the Project Description Tab if the Owner is electing the Placed-in-Service date to establish the Gross Rent Floor and upload the Exhibit. Exhibit 21T shall be uploaded to the Exhibits Tab before first building is placed in service. 	Project Description	If applicable
1B	<p>SITE CONTROL DOCUMENTATION</p> <ul style="list-style-type: none"> Provide executed documents showing the site control requirements set forth in the QAP have been met. Site control document must include only the acreage necessary for the proposed Project. 	Site Control, Ownership Entity, Qualified Development Team, Buildings & Costs and Credit Calc.	All Projects
2B	<p>APPRAISAL OR IFA APPROVAL OF WAIVER</p> <ul style="list-style-type: none"> For land and buildings acquired from a party with an Identity of Interest. Acquisition/Rehabilitation Projects requesting acquisition credits. 	Project Description, Site Control, Qualified Development Team & Costs and Credit Calc.	If applicable
3B	<p>COLOR PHOTOS OF PROJECT & ADJACENT PROPERTY</p> <p><u>New Construction Projects</u> Eight photos for each site location.</p> <ul style="list-style-type: none"> Looking toward the center of each site from the North, South, East & West. Looking out from the center of each site toward the North, South, East & West. <p><u>Adaptive Reuse, Acq/Rehab, Rehab Projects</u></p> <ul style="list-style-type: none"> Photos looking at each building from the North, South, East, and West. Four of the overall site looking in from each cardinal direction. 	Project Name and Location, Buildings & Site Description	All Projects
4B	<p>MAPS – CITY MAP AND PLAT MAP (BOTH ARE REQUIRED)</p> <ol style="list-style-type: none"> Legible recent official city map pinpointing the site location(s) that shows the legal address of the property, the names of surrounding streets, and any other information important for the site inspection; <u>or recent aerial map, if available.</u> An assessor plat map or civil engineer's proposed replatting map for each site location 	Project Name and Location, Buildings & Site Description	All Projects

<p>5B</p>	<p>SITE PLANS</p> <p>Shall clearly show the following:</p> <ul style="list-style-type: none"> • Location and extent of all work proposed in the Application. • Site dimensions • Site zoning • Accessible site routes • Accessible Unit types • Easements and setbacks • Show total number of parking and type of parking (surface, garages, underground) • List city requirements. • Planting, utility & general notes • Show all buildings (including manager’s Units & accessory buildings) • Provide gross square footage of buildings. 	<p>Site Description, Project Amenities, Site Control & Costs and Credit Calc., Buildings</p>	<p>All Projects</p>
<p>6B’s</p>	<p>DETRIMENTAL SITE CHARACTERISTICS REMEDIATION DOCUMENTS</p> <p>If the site or adjoining sites contain any detrimental site characteristics, provide the following:</p> <p>6B a: Remediation Plan 6B b: Budget to make site suitable 6b c: Map showing detrimental characteristics on site plan</p>	<p>Site Description & Costs and Credit Calc.</p>	<p>If applicable</p>
<p>7B</p>	<p>POLITICAL JURISDICTION CERTIFICATION</p> <p><u>IFA Required Form</u></p> <ul style="list-style-type: none"> • Generate on the Exhibits Tab after the Project Name & Location, Ownership Entity, Site Description, Site Control, Qualified Development Team, and Buildings Tabs have been completed. • Form and site plan shall be sent to the city to be completed and signed by an authorized city official. Applicant shall not complete any part of Part B of this form. 	<p>Project Name and Location, Buildings, Site Control, Site Description & Qualified Development Team</p>	<p>All Projects</p>
<p>8B</p>	<p>BUILDING PLANS</p> <p>Shall show all proposed work at a minimum schematic design level of completion.</p> <ul style="list-style-type: none"> • Show elevations. • Label the use of all rooms in the building (i.e., computer learning center, manager’s Unit, manager’s office, library, media center room, craft room, maintenance room, dining room, fitness center, laundry room, beauty salon/barber room, etc.) • Label the net square footage of each unit, each room and closet in the unit, and all common areas or other rooms in the building including any commercial space. • Show Accessible routes through the building, units and turnaround spaces and clear floor spaces. • Provide a unit plan of each unit type. 	<p>Project Description, Buildings, Site Description, Project Amenities & Costs and Credit Calc.</p>	<p>All Projects</p>

	<ul style="list-style-type: none"> • Tabulate on the plans all units by type and provide the total number of Units. • Label all rooms in the Units (i.e., bedroom, bathroom, kitchen, living room, closets, etc.) • Label the net square footage of each Unit and each room in the unit and common areas, and any commercial space. • Show gross square footage of each building. 		
9B	CAPITAL NEEDS ASSESSMENT <ul style="list-style-type: none"> • Must be prepared by a third-party that regularly provides CNA's as a basic or core service and shall assess the rehabilitation needs of each existing structure. 	Exhibits	Acq/Rehab, Rehab Projects
10B RESERVED			
11B	FEMA MAP <ul style="list-style-type: none"> • Flood Zone - FEMA FIRMette map of each site • Link: How to Find Your FIRM and Make a FIRMette 	Exhibits	All Projects

APPENDIX C - QUALIFIED CENSUS TRACTS (QCTS), DIFFICULT DEVELOPMENT AREAS(DDAS) EFFECTIVE 1-1-2025

SECTION 1 – QCTs and DDAs

A. METROPOLITAN QUALIFIED CENSUS TRACTS

Ames MSA
Story County
5.00, 7.00, 10.00, 11.01,
13.04

Des Moines-West Des Moines MSA
Dallas County
504.00

Iowa City MSA
Johnson County
2.00, 4.01, 5.02, 6.00, 11.00,
16.01, 16.02, 21.00, 23.00

Cedar Rapids MSA
Linn County
2.13, 10.05, 13.00, 18.00,
19.00, 24.00, 27.00

Polk County
1.01, 3.00, 4.00, 5.00, 7.01,
8.03, 11.00, 12.00, 17.00,
21.00, 26.00, 27.00, 29.00,
39.01, 42.00, 44.00, 45.02,
46.02, 47.01, 47.02, 48.00,
49.00, 50.00, 52.00, 108.06,
110.01, 111.11

Sioux City MSA
Woodbury County
8.00, 13.00, 15.00, 36.00

Council Bluffs MSA
Pottawattamie County
304.01, 305.02, 306.02,
307.00, 309.00, 313.00

Warren County
209.00, 210.00

Waterloo-Cedar Falls MSA
Black Hawk County
1.00, 3.00, 7.00, 8.00,
9.00, 16.00, 17.01, 17.02,
18.00, 23.03, 23.04

Davenport MSA
Scott County
106.00, 107.00, 108.00,
109.00, 110.00, 113.00,
114.00, 125.01, 126.02

Dubuque MSA
Dubuque County
1.00, 3.00, 5.00, 7.01, 12.02

Bremer County
40.00

B. NON-METROPOLITAN QUALIFIED CENSUS TRACTS

Appanoose County
9503.00, 9504.00

Jackson County
9506.00

Muscatine County
510.00

Cass County
1905.00

Jefferson County
903.02

Page County
4902.00

Clinton County
1.00

Lee County
4908.00, 4909.00

Poweshiek County
3704.00

Des Moines County
3.00, 4.00

Mahaska County
9507.00

Wapello County
9602.00, 9605.00,
9606.00, 9610.00

Fayette County
804.00, 805.00

Marshall County
9505.00

Webster County
3.00, 7.00

C. DIFFICULT DEVELOPMENT AREAS (DDAs)

None

Data Citation: Section 1, HUD Office of Policy Development and Research (PD&R), 2025 Qualified Census Tracts and Difficult Development Area datasets accessed 09/09/2024,
<https://www.huduser.gov/portal/datasets/qct.html>

APPENDIX O

IOWA FINANCE AUTHORITY'S MARKET STUDY REQUIREMENTS

Applicants must commission their own Project market studies and the Applicant is responsible for confirming the market study requirements are met. The deadline to submit the market study is the same as the tax credit application deadline.

General

The market study shall:

- Be in conformance with IFA requirements.
- Be prepared by a third-party Market Study Firm in good standing with National Council of Housing Market Analysts (NCHMA).
- Provide a full-narrative Market Study Report effective within 6 months of application submission.
- An update of the market study can be accepted if the effective date of the original market study is within 12 months of application submission. The proposed site is required to be reinspected within 6 months of application submission. Comparable data used in rent determination and the rent comparability grid is to be updated within 6 months of application submission.
- Acknowledge the study is being completed for IFA's use and benefit.
- Demonstrate that there is adequate sustained demand for the proposed Project, and that the construction or rehabilitation of the additional affordable units will not have an adverse impact on the existing affordable units in the market area.
- Contain a Cover Sheet with Iowa Specific Requirements (see sample at the end of this appendix)

The market study provider:

- Understands they may contact IFA if any change to these requirements is required based on specific market conditions. Any changes must be approved by the Tax Credit Director prior to the study being submitted to IFA. Please submit market study questions to housingtaxcredits@iowafinance.com.
- Understands IFA has the right to contact them when reviewing the market study but is not obligated to do so.
- Shall provide the Market Study Report in a searchable PDF format.
- Shall travel to and physically inspect a proposed site and market area.
- Shall only use photographs taken by the analyst during the site inspection.

Primary Market Area (PMA)

The PMA shall be the *smallest geographic area* from which the subject development will compete with similar properties to draw most of its residents. It implies that households within the PMA would be willing to move to, or shop for, housing located therein, and that rents, amenities and

- Describe the proposed community service facility and how it can serve individuals whose income is 60% or less of the area median income located in a qualified census tract determined by HUD.
- Analyze how the community service facility will improve the quality of life for the residents and improve quality of life for individuals in the community.
- Demonstrate the facility is located within the proposed tax credit property and contains appropriate access for residents and individuals from the community.
- Determine there would be a demand for services and the services would be affordable to people with income at 60% or below.

Sample Cover Sheet for Iowa Specific Requirements

Date of last inspection and who inspected:

Number of Households in the PMA:

Absorption Period to reach an overall stabilization of 93% occupancy:

Overall Capture Rate in the PMA:

Rent Advantage Percentages (for each unit type):

# of Bedrooms	AMI %	LIHTC Proposed Rent Amount	Estimated Market Rent	Rent Advantage Percentage

