



## 2023 10% TEST FOR CARRYOVER ALLOCATION APPLICATION CHECKLIST

All tabs within the online Application **MUST** be updated to ensure that IFA has current information for the review of the 10% Test Application.

All Construction documents must be approved by the IFA Construction Manager prior to the approval of the 10% Test Application.

In addition to updating the online Application, the following exhibits **MUST** be uploaded to the online Application and submitted to IFA by **4:30 pm on Monday July 1, 2024**.

### **Exhibit #:**

- 1C\* Application Certification. IFA Form Required.
- 2C Recorded Warranty Deed and/or Recorded Long-Term Lease and Buyers Settlement Statement.
- 3C Ownership Entity's Title Opinion or Title Guaranty Certificate.
- 4C Documentation of Proper Zoning.
- 5C Current documentation from the [HUD website](#) that substantiates the entire project is located in an eligible QCT or DDA.
- 6C Current applicable PHA, HUD, RD, or HUSM Model Utility Allowance documentation with the correct utility amounts circled. If using the HUSM model, a summary sheet for each bedroom size along with supporting documents including electric and gas tariffs sheets is required. Projects with HOME funding are required to use the HUSM model. [HUD HUSM Model](#)
- 7C Current Ownership Entity Organizational Chart.
- 8C Current Partnership Documents, including ALL attachments and Development Agreement, if applicable.
- 9C\*\* Requirements of Enforceable Financing, closing/loan documents, filed mortgages, etc.
- 10C\*\* Requirements of Pre-Paid Materials Documentation, if applicable.
- 11C\* Independent Auditor's Report. IFA Form Required.
- 12C\* Exhibit A to Independent Auditor's Report. IFA Form Required.
- 13C\* Owner's Attorney Opinion. IFA Form Required.
- 14C\* Certificate to Ownership and Basis. IFA Form Required.

\*Exhibits 1C, 11C, 12C, 13C, and 14C, are generated on the Exhibits Tab by selecting "IFA Form Required" behind the applicable Exhibit.

\*\*Requirements of Exhibit 9C, 10C, and 16C are provided on the Exhibits Tab by selecting "IFA Form Required" behind the Exhibit.

### **IF AWARDED UNDER THE NONPROFIT SET-ASIDE:**

- 15C Print out confirmation that the Nonprofit is still an IRS qualified Nonprofit. [IRS Tax Exempt Org. Search](#)

### **PROJECTS WITH PERMANENT SUPPORTIVE HOUSING UNITS:**

- 16C\*\* Fully executed written agreement between the Owner, Property Manager, and the IFA-approved Qualified Service Provider.

Construction Monitoring Fee: The Construction monitoring fee is to be paid thru the online Application at the submission of the Carryover-10% Test Application.