



2023 AWARDED PROJECTS PRIOR TO PLACED-IN-SERVICE DOCUMENTS SUBMISSION INSTRUCTIONS

A. Instructions

The 2023 Qualified Allocation Plan (“QAP”) Section 10 and the 4% Qualified Allocation Plan (“4% QAP”) Section 5.3. list the prior to Placed-in-Service submission requirements. These documents shall be submitted to IFA on the Prior to Placed-in-Service (“PIS”) Docs Tab of the online Application at least 120 days prior the first Unit being Placed-in-Service. The Assignments Tab shall show an “assignment” due for this submission and red flag will indicate there are open assignments to be completed.

The latest submission date for these documents shall be no later than September 1st in the year the Project’s IRS Form 8609 Application will be submitted. **The IRS Form 8609 Application may not be submitted until all required PIS documents have been submitted and determined acceptable by IFA. Failure to comply with timely submission may result in the Project’s late submission of the IRS Form 8609 Application Package to IFA.**

B. Assignments Tab

Please ensure the Project’s Development Team members are monitoring the Assignments Tab in the Application. An assignment will appear for the Prior to Placed-in-Service submission. A red flag indicates there is an open assignment.

C. Prior to Placed-in-Service Required Documents

There are three separate uploads that must be provided:

1) **Affirmative Fair Housing Marketing Plan Package – 1 pdf of the following bulleted items:**

- Affirmative Fair Housing Market Plan (Current HUD Form 935.2A)
- Property Ads and brochures (in addition to IowaHousingSearch.org)
- Picture of property sign; or picture of draft sign design; or statement and explanation as to why the property will not have a sign.
- **Qualified Service Provider Certification on Tenant Selection Plan** (applies to projects with permanent supportive housing units)
- Tenant Selection Plan which includes your waiting list policy(criteria)
- Lease
- All Lease addendums (including the Accessible Unit Lease addendum if language isn’t included in the lease),
- Resident policies and procedures
- Violence Against Women Act (“VAWA”) forms:
 - HUD form 5380 - Notice of Occupancy Rights under VAWA
 - HUD form 5381 - Project-specific Emergency Transfer Plan that includes local contact information,
 - HUD form 5382 - Certification of Domestic Violence, Sexual Assault, or Stalking and Alternate Documentation
 - HUD form 5383 - Emergency Transfer (if emergency transfer plan requires written notification to request a transfer)
 - HUD-91067 - Lease Addendum.
 - IFA - Acknowledgement of Receipt of Form HUD-5380 and Form HUD-5382

2) **Documentation the Project units are registered on Iowa’s free rental housing locator at [Iowa Housing Search.org](https://www.iowahousingsearch.org) upload all detailed listings (ads) as 1 pdf:**

- Each listing (ad) should be per bedroom/bathroom sizes and unit square footage if rent level differs due to square footage.



- All AMI rent restriction levels should be advertised. If non-income restricted Market rate units are available in a specific unit size they can be advertised within the ad or can be advertised separate from income restricted units.
- Different building types should be advertised separately (standard apartments, townhouse/row houses, duplex, etc.)
- Items listed should be consistent with the awarded application.

3) Written commitment between the Management Company and the Public Housing Authority (“PHA”) for the ongoing notifications to the PHA of all Project vacancies. Both PHA and Management Company must sign to acknowledge this on-going commitment.

D. Prior to Placed-in-Service Docs Tab

- 1) A username with either a “Guest” or a “Prior to Placed-in-Service” role is required to upload documents. Username requests may be submitted through the online Application. The application creator must grant the username access to the Application. Refer to the Online Application Training Guide on the LIHTC website for instructions.
- 2) Prior to leasing activities, enter the estimated date leasing will begin.
- 3) To upload documents:
 - Select the Prior to Placed-in-Service Docs Tab.
 - Upload the document by selecting the “Document Type” from the drop-down.
 - Type the title of the document.
 - Select the document for upload and then select upload.

E. Review Process

The IFA reviewer will send an email for clarifications and/or questions on the submission. An email will be sent once all documents have been determined acceptable by IFA.

F. IFA Contact Information

Contact housingtaxcredits@iowafinance.com with any questions.