

AGENDA

- 1. Introductions**
- 2. Iowa Title Guaranty**
- 3. SHPO/State Historic, if applicable**
- 4. HOME/Environmental Review, if applicable**
- 5. Construction**
 - **Energy Requirements**
 - **Construction Requirements**
 - **Construction Tab**

- All documents to be uploaded to this Tab as well as all deficiency responses. Do not send via email.
- 6. Post Closing Submittal (N/A 9% Projects)**
- 7. Prior to Placed-in-Service Package Submittal**
- 8. Change Request, Extension Request, and Assignment Tabs**
- 9. Questions/Answers**

2024 LIHTC ENERGY REQUIREMENTS

This guideline is not intended to be all inclusive. The Development team is responsible to ensure all Qualified Allocation Plan (“QAP”) requirements are met.

Note: When the preliminary Energy Consultant report, required for all projects, shows requirements that exceed ES, IECC or IFA, those Energy Consultant requirements must be met.

A. MANDATORY SUBMITTALS REQUIRED FOR A LIHTC PROJECT

1. Initial Construction Package Prior to Start of Construction

a. New Construction:

- Initial Energy Report, verifying the design will meet or exceed prescriptive standards for Multi Family New Construction (MFNC) or prescriptive standards for Energy Star Certified Homes except where those requirements have been reduced in the QAP and a Home Energy Rating Systems (HERS) Index of 70 or less from a certified rater in Iowa.

b. Acq/Rehab, Rehab:

- A copy of the energy audit conducted by a certified home energy rater.
- Appropriate specifications to meet IECC standards or alternate cost-effective energy improvements.
- Engineer or architect certification that the architect has met and coordinated the design with the energy consultant and the Ownership Entity and that the design meets the applicable IECC. N/A for Historic Projects.

c. Historic Projects:

- IECC for replaced/modified items, Energy Star for appliances and equipment.

2. Final Construction Package at End of Construction

a. Energy Star Certificates and New Construction and Adaptive Reuse Projects

Provide the following ES Checklists:

- HVAC Design Report
- HVAC Functional Testing Checklist
- Rater Design Review Checklist
- Rater Field Checklist
- Water Management System Requirement Checklists

b. Final Energy Report verifying HERS ratings or IECC compliance. This report must also confirm that insulation walk thru prior to sheet rock installation was executed and passed by the energy consultant.

- For New Construction: Energy Star New Homes or MFNC as applicable, IECC and HERS 70 or less
- For Rehab: building(s) meets IECC standards.
- For historic: IECC for replaced/modified items and construction work.

If a unit fails to achieve the required HERS rating, RESNET Sampling Protocol shall be followed.

B. REQUIREMENTS

- All new construction elements shall meet ENERGY STAR - Cold Climates (2015 IECC Zones 5 and 6)
- Heating and cooling equipment shall be sized per ACCA Manual S based on loads calculated per ACCA Manual J.
- All cooling equipment shall use R410a refrigerant.



1. Heating and Cooling Equipment

Heating and Cooling equipment shall meet or exceed the following applicable efficiency levels:

- 95 AFUE furnace, OR;
- 90 AFUE boiler, ENERGY STAR certified, OR;
- Air-source heat pump, ENERGY STAR certified with efficiency as follows: 8.50 HSPF / 14.5 SEER / 12 EER with electric backup, OR;
- Ground-source heat pump, any product type, ENERGY STAR certified.
- Split AC system – 13 SEER
- Thru Wall AC Units when used in conjunction with fluid based radiant heat systems = 9.8 EER or 9.7 CEER; otherwise, 10.7 EER or 10.6 EER.

2. Water Heaters

- In-unit gas tank-type, EF of 0.61 for tank-type gas
- In-unit electric tank-type, EF of 0.93
- Tankless water heaters, EF of 0.96
- Central water heaters 90% Thermal Efficiency rating or minimum 95% efficient thermal water storage tanks coupled to a better than 90 AFUE boiler.

3. Building Envelope

- a. Quality-Installed Insulation and Insulation levels: Insulation shall meet or exceed 2015 IECC levels and achieve Grade I installation per RESNET standards.
- b. For new construction, infiltration rates shall be less than or equal to 4 ACH50
- c. Fully Aligned Air Barriers - At all thermally insulated locations a complete air barrier shall be provided that is fully aligned with the insulation.
- d. Thermal bridging measures at attics and slabs, penetrations, ducts, doors, windows...etc.
- e. Ceiling R value – 49
- f. Walls R20* or 13+5 in Zone 5, R20+5 or R13+10 in Zone 6
- g. Floors R30
- h. Basement walls R15/19
- i. Crawl Space wall R15/19
- j. Piping Insulation R3 minimum
- k. Slab Edge R10, 2 feet deep minimum in Zone 5, 4 feet deep minimum in Zone 6

4. Windows & Doors

Windows, doors, and skylights shall be ENERGY STAR qualified and meet Version 7.0 specifications that took effect on October 23, 2023.

5. THERMOSTAT & DUCTWORK

- Thermostat shall meet energy star requirements unless thermostat controls a zone with radiant heat, for which manual thermostat is allowed.
- Ducts in unconditioned attics shall have insulation = R-8.
- Duct leakage to outdoors shall be = 4 CFM25 per 100 sq. ft. of conditioned floor area.

6. Lighting & Appliances

- Where refrigerators, dishwashers, washers and ceiling fans, or exhaust fans are installed, products shall be ENERGY STAR certified.
- ENERGY STAR certified light bulbs or fixtures shall be installed in 80% of RESNET-defined Qualifying Light Fixture Locations.

9% LIHTC 2024 UPDATED THRESHOLD CONSTRUCTION REQUIREMENTS OVERVIEW

This includes general IFA requirements for Construction. There are other requirements for the IRS Form 8609 Application. A red **x** will appear on the Assignments Tab of the Application when a task is due such as the initial or final construction package. Refer to Construction Tab Instructions.

A. **INITIAL CONSTRUCTION PACKAGE**

Upload to the Construction Tab prior to the start of Construction. IFA approval required prior to commencing construction.

1. Initial Energy Report from Energy Consultant that confirms approach meets Energy Star or MFNC prescriptive standards and target HERS rating for new construction & adaptive re-use projects or meets required energy standard targets for rehab projects.
2. Letter from architect or engineer certifying coordination occurred with the energy consultant and the design complies with IECC 2015.
3. Capital Needs Assessment (Acq/Rehab, Rehab Only).
4. Drawings and Specs – **submit in electronic pdf format.**
 - Upload complete Civil, Architectural, Structural, Mechanical and Electrical drawings, Project Manual, and Specifications.
 - Drawings are reviewed for: QAP requirements and amenities.

B. **PRECONSTRUCTION MEETING**

1. An IFA representative shall attend a contractor/developer construction meeting at or near the beginning of construction. Notify IFA Construction Analyst prior to the pre-construction meeting.
2. Construction Tab:
 - Upload a copy of the project schedule to the Construction Tab.
 - Enter the emails for individuals that will need to be copied on Construction correspondence on inspections and document reviews.
 - Enter the construction start date.
 - Enter the pre-construction meeting date.
 - Enter the percent construction complete throughout the construction process.
3. Provide contact information of the people IFA will work with in the field, including the Contractor, Owner, Architect, Energy Consultant, Developer Consultant.

C. **INSPECTIONS**

Provide timely notifications to IFA for the pre-sheet rock inspection, progress inspections, and the final inspection, as applicable to the project, to prevent a charge for a missed inspection.

New Construction and Adaptive Re-use

1. **Foundation:** Pictures shall be emailed to Chris.Widmer@iowafinance.com of the vertical foundation insulation installation and under slab prep work to verify structural design consistency and insulation placement meets energy standards.
2. **Pre-Sheet Rock:** An inspection shall be scheduled before sheet rock and insulation are installed, to view mechanical, electrical, and plumbing installations, review fire ratings, and determine that under slab fixtures such as the radon mitigation system has been effectively installed.
3. **Progress:** An inspection may be held between rough-in and final inspection to review the general progress of construction and verify that IFA requirements for unit finishes are meeting QAP product, material, and threshold standards.
4. **Final:** An Inspection shall be held after punch list and before Occupancy on new construction and after a COSC is issued on rehab projects.

Rehab Projects will have three to four **progress inspections plus the final** inspection. Developer will only receive a copy of the final inspection. For foundation, pre-sheet rock, and progress inspections, notification will only be delivered by exception, i.e. if significant corrections are needed.

D. ACCESSIBILITY

10% of the units, or at least 1 (whichever is greater) accessible for persons with mobility disabilities constructed in accordance with Uniform Federal Accessibility Standards (UFAS) and an additional 2% (or at least 1 whichever is greater) accessible for persons with hearing or visual disabilities (Units with Accessible Communication Features).

E. FINAL CONSTRUCTION PACKAGE

1. For Adaptive Reuse and New Construction, a final energy report verifying a HERS rating of 70 or less and Energy Star checklist must be submitted to verify the performance of the units.
2. For existing structures, at the completion of the rehabilitation, a follow up energy report is required to verify that the rehabilitation work has incorporated the elements of the energy audit and report.
3. Provide copy of Certificate of Occupancy or Architect's Substantial Completion form.
4. Radon Tests must be submitted.
5. Initial and final executed pay application with schedule of values.
6. Confirmation of accessible unit counts and unit locations.

CONSTRUCTION TAB INSTRUCTIONS

All correspondence regarding the construction documents uploads and deficiency correspondence must be completed on this Tab.

Users

1. Individuals uploading construction documents (if not the application creator) must have an individual user name. A use name request may be submitted at: [Tax Credit Application and Compliance \(TAC\) \(iowafinance.com\)](#). The reason for the request should be "Construction Document Upload". Once a user name has been approved and assigned the Construction Document Upload role, an approval email will be sent to the user.
2. The application creator must grant the user name access to the application(s).
 - Go to the "View" Tab on the top of the Application and Select MyIFA Account
 - At the bottom under Authorized Users, select 'Add New Authorized User'. Enter the user name and select the radio button for Review and Upload Construction Documents.
 - Select Continue to select the application(s) to grant the user access.

Construction Status

1. Enter email addresses for all individuals that should receive communications on inspections and the construction documents.
2. Enter the construction start date and the pre-construction meeting date.
3. Enter the percent construction complete throughout the construction process (update periodically).
4. Upload the Construction Schedule (may be updated as needed).

Foundation Inspection

IFA will accept pictures for the foundation inspection. Please email to Chris.Widmer@iowafinance.com.

A. Initial Construction Package

1. For 9%, an assignment will be created after Reservation Accepted for the Owner/Development Team to enter the emails of the construction contacts and persons for whom the IFA Construction Analyst will need to communicate with regarding any construction document or inspection. Complete this assignment by entering the emails under the Construction Status heading on the Construction Tab prior to submitting the initial construction package. The assignment will appear after award for 4% Projects.
2. An assignment will also be created for the initial construction package (not for each individual document) and will remain open until all required documents have been uploaded separately.
3. IFA's Construction Analyst will receive an automated email when a complete package has been uploaded or deficiency response submitted.
4. Deficiencies will be sent and a Deficiencies heading will be created.
5. Deficiency response shall be submitted through this section, along with uploads of corrected documents. Once the initial construction package is accepted, an email notice will be provided.

B. Final Construction Package

1. For 9% Projects, an assignment will be created after Carryover Accepted for the final construction package (not each individual document) and will remain open until all required documents have been uploaded. For 4%, this will appear at 8609 InWork.
2. At 8609 In-Work, a Final Construction Package heading will appear and list all required documents and an upload field.
3. IFA's Construction Analyst will receive an automated email when a complete package has been uploaded or a deficiency response submitted.
4. Deficiencies will be sent and responses and uploads will be completed under the Deficiencies heading.
5. IFA reserves the right to request change orders or other documentation it deems necessary.
6. The final construction documents must be approved by IFA prior to issuance of the IRS Form 8609(s) for each building in the Project in addition to the final construction inspection.

Placed-in-Service Docs

[Affirmative Fair Housing Marketing Plan Guide](#) (link is on the Prior to PIS Docs Tab in Application)

Leasing Date

Provide date for when leasing will begin:* *[Management Company or Owner must enter prior to leasing start]*

Requirement. At least 120 days before the first building's placed-in-service date. Upload the 3 items below separately. The following items must have been received by IFA and accepted by IFA prior to submission of the 8609 Application:

1. **Affirmative Fair Housing Marketing Plan Package** – 1 pdf of the following bulleted items in this #1:
 - 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. *EHO Logo should be shown. International Symbol of Accessibility (wheelchair logo) should be used if entire building can be accessible to someone in a wheelchair.*
 - Qualified Service Provider Certification on Tenant Selection Plan (applies to projects with permanent supportive housing units) (IFA Form Required)
 - Tenant Selection Plan – Includes Waiting List Polic: *Criteria to move into the property such as age and income restrictions, screening criteria, waiting list procedures, VAWA notification, allowable preferences like persons needing accessible features of a unit, income targeting.*
 - Lease: *Must be consistent with the Tax Credit Program and Iowa Landlord and Tenant Laws*
 - All Lease addendums (including the Accessible Unit Lease addendum if language isn't included in the lease): *Provide all used 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 required form - Acknowledgement of Receipt of Form HUD-5380 and Form HUD-5382
2. **Documentation the Project is registered on Iowa's free rental housing locator at www.IowaHousingSearch.org.** Upload all detailed listings (ads) as 1 pd and information must be consistent with the approved LIHTC Application and QAP:
 - Provided a listing (ad) 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.)
3. **Written and signed 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.

CHANGE REQUESTS

Please work through the online Application and do not email IFA staff members for change requests. All change requests must go through the online Application.

A. REQUESTING REVIEW OF PROPOSED CHANGES THROUGH THE ONLINE APPLICATION

1. Select “Request a Change.”
2. Complete the Request a Change Tab, including uploading applicable exhibits.
3. Submit.

B. NOTIFICATIONS

1. IFA will review the proposed changes and provide one of the following email notifications:
 - a. Change request accepted – make the change in the Application prior to next Application submittal
 - Application returns to previous Application version/status
 - b. Change request denied
 - Application returns to previous Application version/status
 - c. Change in Application and exhibits required
 - Application automatically goes to Change in Work upon LIHTC Director acceptance of the change request.
 - d. Material Change in Application and exhibits required
 - Application automatically goes to Change in Work (material) upon LIHTC Director acceptance of the change request.
2. If a Change or Material Change in Application submission has deficiencies, a Deficiency Report is sent. An email notification will also be sent for approvals and denials.

C. CHANGE IN APPLICATION

1. Enter the changes in the Application and upload applicable exhibits and Submit.
3. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and submit.
4. IFA will provide notification as listed above in B.(2.). No fee.

D. MATERIAL CHANGE IN APPLICATION

After January 1, 2023, all approved material changes will result in a loss of one point for a Developer or General Partner/Managing Member. Refer to QAP Part B, Section 6.4(C).

1. Enter the changes in the Application and upload applicable exhibits and Submit.
3. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and submit.
4. IFA will provide notification as listed above in B.(2.)
5. If approved, submit payment of the material change. in application fee on the Fees Tab. Refer to QAP for fee amount.