



**2022 NHTF
APPLICATION
MANUAL**



TABLE OF CONTENTS

INSTRUCTIONS.....	2
NHTF APPLICATION	3
SCORING TABLE.....	4
NHTF Appendices	7
NHTF Exhibit List.....	7
APPLICATION SECTIONS.....	11
NHTF Threshold Items	15
NHTF Key Terms.....	19



INSTRUCTIONS

Users and Access

Username. All users must have own username. Username requests shall be submitted through the online Application by selecting “request one”. Username and passwords must not be shared.

Granting Access. Each Applicant shall be responsible for granting and removing Application access to each user. The person who creates the Application shall be the “creator” and shall be responsible for granting and removing Application access to authorized users. IFA recommends that a regular review of users’ access to each Application be completed by Applicants.

OVERVIEW

Application Tabs. Complete entry of each Application Tab, save, upload required exhibits to the threshold Application, and submit.

The **red X** on each Tab will change to a **green checkmark** when all information is entered correctly and saved. Some Tabs will have a **red X** until each tab with corresponding requirements has been entered.

If a **red X** remains and no error message was received when “Submit” was selected, go back to the tab with the **red X** and save.

Prior to Application Submittal. Questions regarding an interpretation or clarification of the NHTF policies/procedures/rules may be submitted to nationalhousingtrustfund@iowafinance.com. The questions and answers will be placed on the 2022 NHTF Round webpage each Friday until applications are due.

Binding Obligations. The representations made in the Application shall bind the Applicant and shall become a contractual obligation of the Developer and the Ownership Entity and any Entity the Developer or the Ownership Entity is representing in the Application, in the event NHTF funds are awarded to a proposed Project.

Complete Application. Complete Applications for NHTF under the current funding round are required to be submitted through the online Application **by 4:00 p.m. C.S.T. on July 1, 2022.**

After Application Submittal. No Applicant shall contact any IFA staff or Board members, nor shall anyone contact staff or Board members on the Applicant’s behalf, in order to unduly influence IFA’s determination related to the award of NHTF.

Threshold Deficiency Review Period. The Application, once submitted, shall be unavailable to the Applicant until such time that the Applicant needs to make a change per IFA’s request during the Deficiency Review period. An email will notify the Applicant of the deficiency report, that a response is needed. The Applicant shall respond within the Application, make corrections or additions within the appropriate Application Tabs, if applicable, and submit the Application to IFA within the time allowed for the deficiency responses.

Changes to the Application shall not be allowed that improve the score received by an Applicant.

A change in funding sources, shall not be allowed during the deficiency review period unless specifically requested by IFA.

The Developer fees may not be increased after the submission of the Application.

The deficiency review period is the one and only opportunity to respond to items in IFA’s deficiency report.



Scoring. Scoring exhibits are due at threshold Application submission and cannot be provided during the deficiency period. IFA will award scoring points based on the evidence provided in the Application and exhibits. IFA designed the scoring to allow Applicants to propose Projects that work best for their communities, targeted market and development organizations, not to garner maximum points. IFA shall make the final determination of the Applicant's score. Scoring determinations made in prior years are not binding on IFA for the current funding round.

PROJECTS THAT DO NOT PASS THRESHOLD WILL NOT BE SCORED

Application

GUIDANCE BY TAB (Be sure to **save each Tab before exiting** the Application)

General Information This manual highlights and is a summary of the application, this is not an all-inclusive document.

Scoring Criteria to Projects that pass Threshold.

Site Plans shall show all amenities and scoring construction elections entered in the Application.

When entering each building's address, please ensure that the number and street name, city, and nine-digit zip code, are correct. If the address does not have a current address provide a parcel number or another way to identify the location of the proposed site.

There are 12 scoring categories

1. Targeted Populations
2. Great Places
3. Home Base Iowa Community
4. Fully Accessible Units
5. Utilization of Project-Based Assistance
6. Opportunity Index Census Tracts
7. Leverage
8. Flexible Tenant Selection Criteria
9. IFA Iowa Title Guaranty Certificate
10. Zoning
11. Nonprofit Ownership
12. HTF Subsidy Per Unit

The Table below lists each scoring category, where it can be found on the application. and guidance on requesting preliminary scoring points.



<u>Category</u>	<u>Application Section</u>	<u>Item Description</u>	<u>Points</u>
Targeted Populations	Project Name & Description	Application has a targeted population of: Families Experiencing Homelessness (Homeless persons, including homeless individuals, families, youth and/or veterans, families experiencing homelessness and persons in recovery from substance use disorder	0 to 30 pts 20 points for Category A 10 points for Category B
Great Places	Project Name & Description	Points will be awarded if the application says the project is located entirely in a Great Place and the IFA required form for Exhibit H-30, Great Places, is uploaded with the online application.	0 or 2 pts
Home Base Iowa Community	Project Name & Description	Points will be awarded if the application shows that the project is located "entirely" in a Home Base Iowa Community as shown at Home Base Iowa . The Home Base Iowa Community can be either a HBIC County or a HBIC city.	0 or 2 pts
Fully Accessible Units	Buildings	The required percentage of the HTF-assisted units must be fully accessible (not adaptable) as shown in the plans submitted with the application. "Fully accessible unit" means a unit designed and constructed for full accessibility in accordance with Section 1002 of the International Code Council (ICC) A117.1.	2 points – At least 10% but less than 25% of the HTF-assisted units will be fully accessible 5 points – At least 25% but less than 50% of the HTF-assisted units will be fully accessible 10 points – 50% or more of the HTF-assisted units will be fully accessible
Utilization of Project-Based Assistance	Project Name & Description, Exhibits	Points will be awarded to projects providing Exhibit H-29 that show it has Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance, or Local Project-Based PHA (Public Housing Authority) Voucher Assistance.	5 pts = At least 25% of the total Project Units are covered by a project-based rental assistance contract. 10 pts = At least 50% of project units are covered by a project-based rental assistance contract. 15 pts = At least 75% of the total Project Units are covered by a project-based rental assistance contract



Opportunity Index Census Tracts	Buildings	Points will be awarded if the project is located entirely in a census tract that is identified as a High or Very High Opportunity Area as shown in Appendix F.	3 pts. =High Opportunity Area; 6 pts. =Very High Opportunity Area
Leverage	Funding Sources & Leverage	The total amount of local, non-federal funds designated as leverage (as approved by IFA) will be divided by the amount of total HTF funds requested.	0 points = 0 - 4% eligible HTF leverage 3 points = 5 - 9% eligible HTF leverage 6 points = 10 - 14% eligible HTF leverage 9 points = 15 - 20% eligible HTF leverage 15 points = 21% or more eligible HTF leverage
Flexible Tenant Selection Criteria	Project Name & Description	IFA will give preference in funding decisions to applicants who intend to create units for individuals or families who face multiple barriers to securing permanent housing. Multiple barriers may include poor credit, prior evictions, past criminal convictions, poor rental history, and multiple shelter placements.	0 or 5 points
IFA Iowa Title Guaranty Certificate	Project Name & Description	Points will be awarded if the applicant selects on the application that the Ownership Entity shall, at a minimum, obtain a Final Iowa Title Guaranty Certificate with an amount of coverage that is not less than the value of the land and pre-existing improvements, if any, combined with the total Hard Construction Costs of the Project.	0 or 2 pts
Zoning	Zoning	Points will be awarded if the property is appropriately zoned at the time of application for the proposed project and the completed Zoning Exhibit, H-31, is uploaded with the application.	0 or 4 pts



Nonprofit Ownership	Ownership Entity	Points will be awarded as follows if the owner of the proposed project will be a nonprofit entity. For scoring purposes, Nonprofit Ownership may also include a nonprofit general partner of a limited partnership or a nonprofit managing member of a limited liability corporation.	<p>5 points for a nonprofit owner with experience in providing any type of housing or supportive services</p> <p>10 points for a nonprofit owner with experience in providing housing or supportive services to extremely low-income households</p> <p>15 points for a nonprofit owner with experience in providing housing or supportive services to extremely low-income households in the proposed project's market area</p>
HTF Subsidy Per Unit	Buildings	<p>The extent to which a project proposes to use the least amount of HTF subsidy per HTF-assisted unit. The project with the lowest HTF subsidy per unit requested will receive 10 points. The project with the highest subsidy per unit requested will receive 0 points. Projects in between will receive points on a sliding scale from 0 to 10 points.</p> <p>The calculation formula is: =IF (SPU Grant Amount/HTF-assisted Units) < Max SPU then 10-(10*(((SPU Grant Amount/HTF-assisted Units)-Min SPU)/ (Max SPU-Min SPU))) Else 0)</p>	0 to 10 points

Resources

IFA Website: Notices, Application Package, NHTF Exhibits, 2022 NHTF Allocation Plan, NHTF Webinar, and Appendices.



NHTF Appendices

Appendices	Description
A	Tip Sheet
B	Links
C	NHTF Maximum Per Unit Subsidy Limit
D	Leverage Contribution Information
E	Underwriting Standards
F	Opportunity Index Census Tracts
G	Appraisal Information
H	Restrictions on Lobbying
I	Lead-Based Paint Requirements
J	Providing Audits – Nonprofit
K	Providing Financial Statements – For Profit
L	Long-Term Inspection Fees
M	Iowa Title Guaranty - Rate Sheet
N	Noise Standards
O	Iowa Census Tract Minority Percentages (for new construction or acquisition/new construction)

NHTF Exhibits

The exhibits listed on this form must accompany the online NHTF Application if required/applicable.

Exhibit #	Description	Required
H-1	Application Certification – IFA required form	Yes
H-2	Assurances Signature Page - IFA required form	Yes
H-3	Applicant/Recipient Disclosure/Update Form (HUD 2880)	Yes
H-4	W-9 Form (Request for Taxpayer ID # & Certification)	Yes
H-5	Minority Impact Statement – IFA required form	Yes
H-6	No Lobbying Certificate_– IFA required form	Only if requesting over \$100,000 in NHTF funds
H-7	Disclosure of Lobbying Activities	If applicable
H-8	Local Support A letter(s) of involvement, endorsement, and investment by local citizens, local organizations or the governing body of the local government in which the housing project is located. The local support shall promote the objectives of the housing activity or projects assisted through the NHTF program.	Yes



Exhibit #	Description	Required
H-9	<p>Nonprofit Status (Both items required)</p> <p>1) Provide a letter from the IRS stating that the entity is a qualified nonprofit and has received a tax-exempt ruling under 501(c) depending on the type and purpose of the organization seeking the designation for tax exemption: The 501(c) designations permissible under NHTF are: 501(c)3 status -- A charitable, nonprofit corporation; 501(c)4 status -- A community or civic organization; Section 905 status -- a subordinate organization or a 501(c) organization.</p> <p>2) Provide a current good standing letter from the Iowa Secretary of State's Office (i.e. a Certificate of Existence or a Certificate of Authority.)</p>	Only if Ownership Entity is a nonprofit
H-10	<p>Color Photos of Property & Adjacent Properties Eight photos of each site are required looking at each site from the North, South, East, & West, and looking out from each site toward the North, South, East & West.</p> <p>If the project involves the acquisition of existing buildings, you must also provide at least ten photos of the inside of the building.</p> <p>All photos must include the street address and building number. Submit all color photos as ONE PDF file.</p>	Yes
H-11	<p>Letters of intent from lending institutions for private construction & permanent financing a letter of intent from the lending institution on their letterhead is required. This letter must clearly state the term of the permanent loan, how the interest rate will be indexed and the current rate at the time of the letter, the amortization period, fees, any prepayment penalties, anticipated security interest in the Property, and lien position. The letter of intent must extend at least 6 months beyond the Application date due at IFA.</p>	Yes
H-12	<p>Commitment letters from all other sources (i.e. grants, loans, leverage, etc.) Each letter must include: - the value of the commitment; - the interest rate & term; - the purpose the funds can be used for; - the time limitations related to the commitment; - if the source is from a federal program.</p>	Yes
H-13	<p>PHA Utilities If tenants pay for any of their utilities, provide current PHA utilities dated within one year of the NHTF round closing date. If the date on documentation is not within one year, also provide written confirmation that the PHA utilities are still current.</p>	Only if tenants pay for any of their utilities.



Exhibit #	Description	Required
H-14	<p>Market Information for Proposed Project- IFA required form If the project is located in multiple primary market areas, one form is required for each primary market area.</p>	Yes
H-15	<p>Ownership Entity Documentation For LP, LLP, LLLP, provide: - Current Certificate of Limited Partnership - Current Signed Partnership Agreement For LC, LLC, LLC, provide: - File-Stamped Articles of Organization - Current Signed Operating Agreement</p>	Only if Ownership Entity is for-profit AND not a sole proprietor
H-16	<p>Documentation for General Partner/Managing Member & Co-GP/Co-MM For LP, LLP, LLLP, provide: - Current Certificate of Limited Partnership - Current Signed Partnership Agreement For LC, LLC, LLC, provide: - File-Stamped Articles of Organization - Current Signed Operating Agreement For Corp. or Incorp., provide: - Bylaws - Board Resolution approving actions of corp. concerning proposed project</p>	Only if the Project Team includes a GP/MM or Co-GP MM
H-17	<p>Document(s) providing evidence of control or ownership of site(s) Provide purchase agreement, the title of the property, title opinion, etc. Must be good through 6 months following the NHTF round closing date.</p>	Yes
H-18	<p>Map with Site Location(s) Provide a legible, recent city map pinpointing the site location(s). Must show the address of the property, the names of surrounding streets & any other information important for the site inspection</p>	Yes
H-19	<p>Site Plan(s) clearly list the following: - Site dimensions - Easements & setbacks - All buildings (including manager's & Accessory Bldgs.) - Parking - Play area - Pool - Other items</p>	Yes
H-20	<p>Plans & Specifications clearly list the following: - Use of all rooms in the bldg. (i.e. exercise room, computer learning center, manager's office, library, craft room, maintenance room, dining room, etc.) - The square footage of each room in the bldg. - Use of all rooms in the units (i.e. bedroom, bathroom, kitchen, living room, etc.) - The square footage of each unit - Designate all handicap accessible units</p>	<p>Yes NOTE: If requesting points for fully accessible units, this must be demonstrated on the plans & specs</p>



Exhibit #	Description	Required
H-21	Leverage Documentation (Both items required) 1) Provide the IFA required form 2) Provide a letter from each entity providing leverage (must be on their letterhead). Each letter must include: <ul style="list-style-type: none"> - Date - Name of the entity providing the leverage - Dollar amount of leverage - Description of leverage - Language specifying that the leverage is for the proposed NHTF project Signature of the person authorizing the commitment of leverage funds	If applying for points for Leverage
H-22	Noise Abatement & Control (1 item required and 2 required if applicable) 1) Provide the IFA required form - Noise Abatement & Control 2) If checked that any noise-sensitive conditions exist, in form 1 above, must also provide a noise assessment that meets HUD federal requirements.	Yes
H-23	Sellers Acknowledgement Form – IFA required form	Yes
H-24	Relocation Plan – IFA required form	If there is an occupied existing bldg.(s) on the site
H-25	Site & Neighborhood Standards – IFA required form	Yes
H-26	Flood Zone – FEMA FIRMette map of each site Link: How to Find Your FIRM and Make a FIRMette	Yes
H-27	3 Yrs. Balance Sheets/Profit & Loss Statements or Non-Profit Audits- Provide documentation for the ownership entity. Alternative financial information may be accepted if IFA deems it sufficient.	Yes
H-28	Tax Abatement Documents Provide tax abatement schedule plus assessed valuation (estimated if necessary) subject to abatement and applicable tax levy.	Only if have tax abatement
H-29	Project-Based Rental Assistance Provide a letter from the subsidy provider that the project has Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance, or Local Project-Based PHA (Public Housing Authority Voucher Assistance).	If requesting points for Utilization of Project-Based Assistance
H-30	Great Places – IFA required form	If requesting points for Great Places
H-31	Zoning Provide documentation on the status of zoning. This exhibit must be provided by the city/municipality where the proposed project will be located. The city/municipality must state (1) the property's current zoning classification and (2) if this zoning classification permits the construction of the proposed project.	If requesting points for zoned correctly at the time of application



APPLICATION SECTIONS

Project Name & Description Tab

1. **Project Name.** Complete the name of the project.
2. **Project Type.** From the dropdown box select: New Construction, Gut Rehab, or Acquisition/New Construction (Adaptive Reuse).
3. **Occupancy Type.** From the dropdown box select: Family.
4. **Targeted Population.** From the dropdown box select: N/A; Families experiencing homelessness (Homeless persons, including homeless individuals, families, youth, and/or veterans); persons with disabilities; persons with HIV/Aids; persons with substance abuse; victims of domestic violence, families experiencing homelessness and persons in recovery from substance use disorder.
5. **Designated Units.** From the dropdown box select if any of the units are going to be designated: N/A, persons with HIV/Aids, persons with HIV/AIDS that are chronically homeless, homeless persons and families, or homeless persons and families that are chronically homeless.
6. **Total project units.** Fill in the number of all units in the project.
7. **Total project NHTF units.** Fill in the number of NHTF units.
8. **Type of NHTF units.** From the dropdown box select: Fixed or Floating.
9. **Number of fully accessible units.** Fill in the number of fully accessible units (minimum 10% of all units).
10. **Number of units for the hearing/visually impaired.** Fill in the number of hearing/visually impaired units (minimum 2% of all units).
11. **Great Place.** From the dropdown box select: Yes or No. (Yes, if the project is located entirely in and a part of a current Great Place Community approved by the Department of Cultural Affairs.
12. **HOME Base.** From the dropdown box select: Yes or No. (Yes, If the project is located entirely in a city that is a Home Base Iowa Community as shown at <https://www.homebaseiowa.gov/resources/communities/>
13. **Project-based Assistance.** From the dropdown box select: Yes or No. (Yes, if the project will utilize project-based assistance.
14. **High or Very High Iowa Opportunity.** From the dropdown box select Yes or No. (Yes, if the entire project is located in a census tract that is identified as a High or Very High Iowa Opportunity area as shown in Appendix F.
15. **Describe the Accessory building and area.** Describe the area where the project will be located.
16. **Describe commercial facilities.** Describe if there are any commercial facilities new or on the project site and where the funds will come from for these construction costs.
17. **Description of the project.** Provide a brief description of the project that may be released to the public.
18. **Freestanding structure.** If any NHTF funding will be used for the rehabilitation or construction of freestanding structures, including detached garages and/or community centers - Explain. (NHTF funding can only be used for the construction of the NHTF units.)
19. **Need.** Provide a description of the need for the project. This description needs to be specific about your project. The information will provide IFA reviewers with details and make the project competitive with other projects competing for this round of NHTF.
20. **Local Support.** Provide a description of the local support for your project. This should be specific on who is providing the support and how they have been involved with the development of the proposed project.



21. **Iowa Title Guaranty.** From the dropdown box select: Yes or No. (Yes, if the Ownership Entity, at a minimum, will obtain an IFA Final Iowa Title Guaranty Certificate with an amount of coverage that is not less than the value of the land and pre-existing improvements, if any, combined with the total Hard Construction Costs of the Project.
22. **Tenants.** From the dropdown box select: Yes or No. (Yes, if the tenants pay for any of their utilities.
23. **Flexible Tenant Selection Criteria.** From the dropdown box select: Yes or No. (Yes, if the proposed project will create housing units for individuals or families who face multiple barriers to securing permanent housing.) IF yes, describe the anticipated barriers potential tenants face (multiple barriers may include poor credit, prior evictions, past criminal convictions, poor rental history, and multiple shelter placements) and how the proposed project will help tenants overcome those barriers to achieve and maintain permanent housing. Describe the outreach plan to bring potential tenants into the project.

If the project will be participating in a community's Coordinated Entry system, as defined by HUD, describe this process. A HUD Coordinated Entry Policy Brief is available here:

<https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>

Project Team Tab

Enter each team member that will be working with the project. There should be adequate team members involved to ensure the success of the project. Indicate the length of the partnership between team members

Capacity of Team

1. **Developer housing experience in the last five years.** Enter the date, existing project name, and city project is located.
2. **Ownership Entity/General Partner housing experience in the last five years.** Enter the date, existing project name and city project is located.
3. **Management Company housing experience in the last five years.** Enter the date, existing project name, and city project is located.
4. **List all other IFA Programs where an award or financing was received during the past 5 years for developer and ownership entity/general partner.**
5. **Have any of the Project Team members participated in a housing project that received a federal, state or local award or incentive where the project failed to reach completion.** From the dropdown box select: Yes or No. Explain if Yes.
6. **Have any of the Project Team members worked on any housing project which has resulted in the initiation or completion of a foreclosure or sheriff's sale proceedings.** From the dropdown box select: Yes or No. Explain if Yes.
7. **Have the following Project Team members worked on any housing project/program where they had to repay or forfeit any funds awarded to a federal, state, or local program.** From the dropdown box select: Yes or No. Explain if Yes.
8. **Have the following Project Team members worked on any housing project/program that currently has an outstanding non-compliance issue for a federal, state, or local program.** From the dropdown box select: Yes or No. Explain if Yes.
9. **Have the following Project Team members experienced any turnover in key staff positions in the past two years.** From the dropdown box select: Yes or No. Explain if Yes.
10. **Name the Project Team member that has National Environmental Protection Act (NEPA) experience.** Provide name, title, company, and number of years with NEPA experience. Provide the approximate number of environmental reviews completed by the individual.



Staffing Experience – Type of position held must fall into one of the following defined categories

1. **STAFF** - Staff are full-time employees as defined by the IRS. This does not include Board members, volunteers, and consultants who do not have responsibility for day-to-day operations.
2. **CONTRACT EMPLOYEES** - Contract employees are those individuals who are paid but not entitled to receive benefits.
3. **PARTNERS** - Partners are those with a legally or contractually defined role in the control of the project decision-making (e.g. tax credit investors, joint ventures, etc.).
4. **OTHERS** - Others are consultants, architects, marketing firms, etc.
 - a. **Developer Experience**
 - i. Rental Projects 1-11 units; 12-48 units; 49-100 units; and/or 100+ units
 - b. **Marketing**
 - i. Advertising, sales/leasing
 - c. **Property Management**
 - i. Compliance (program regulations, building codes, and contractual responsibilities)
 - ii. Property Management
 - iii. Property Maintenance
 - iv. Lease/tenant relations (including rent collection, re-leasing, termination, and other tenant-related issues)
 - v. Financial Management (bookkeeping, profit & losses, and balance sheets)
 - vi. Capital Planning (focuses on long term capital replacement, planning, annual updates, and management of replacement reserves)
 - d. **Contract Management**
 - i. Design (engineer and architect)
 - ii. Construction
 - iii. Marketing
 - iv. Property Management
 - e. **Owner Experience**
 - i. Experience in providing any type of housing or supportive services
 - ii. Experience in providing housing or supportive services to extremely low-income households
 - iii. Experience in providing housing or supportive services to extremely low-income households in the proposed project's market area

Project Timetable Complete the timeline for the project. This will be inputted into your contract. The awards are scheduled to go to the IFA Board in September, but again IFA reserves the right to change this date. The applicant may want to start the timeline in October. The environmental process will take at least 120 days.



Buildings

1. **General Building Information.** Buildings. Click **Add New Building**. You will be prompted to enter the following information:
 - a. **Address Information.** Enter the address and all other requested information for the project address
 - b. **Other Information.** Enter new or acquired, number of stories, number of fully accessible units, number of hearing/visually impaired units, acquisition cost, rehabilitation cost, date building originally constructed, indicate who has control of property, input the date that the property ownership, include utilities that will be provided in rent, indicate building items, provide square footage, and provide any remarks about the building.
 - c. **Complete the chart for the units:** type of unit, number of bedrooms, number of bathrooms, net square foot, initial AMI, long term AMI, monthly rent, utility allowance, total housing expense, fair market rent, and NHTF rent limit.
2. **Determine whether the NHTF units will be fixed or floating.** Units must be comparable in size by the bedroom count and square footage of individual units. Not all units with the same number of bedrooms are comparable in size. If there is a substantial difference in the square footage of two units with the same number of bedrooms, the units are not considered comparable. All units entered with similar bedroom counts are within 20 square feet in area. Comparability in amenities means similar fixtures, appliances, and other features. In many mixed-income projects, to demand varying rents, the quality and types of amenities may vary among units. For instance, a project manager can demand a higher rent for a unit with wall-to-wall carpeting, garbage disposal, dishwasher, and finer fixtures than for a unit without these amenities. This type of project does not typically have comparability of units unless there is an equal distribution of assisted and non-assisted units that have these amenities. If the units are not comparable in size or amenities the units then must be fixed.
3. **Total Hard Cost of construction/rehab for NHTF-Assisted Units (not per unit).**
4. **Total Hard Cost of construction/rehab for non-NHTF-Assisted Units (not per unit).**
5. **HTF Subsidy Per Unit**

Funding Sources & Leverage

Enter funding sources for the project. Provide the funding source type, name of the entity providing the funding source, if the source can be used for NHTF Leverage, type of leverage, the amount, rate, term, amortization, and debt service year.

Budget

Enter budget line items for the project. The first column is for other funding sources (non-NHTF), and the second column is for NHTF eligible costs.

1. **Purchase Land and Buildings**
2. **Site Work**
3. **Construction**
4. **Professional Fees**
5. **Interim Costs**
6. **Financing Fees and Expenses**
7. **Soft Costs**
8. **Developer's Fees**



9. Project Reserve

Projected Annual Operating Costs

Input cost for annual operating cost.

Projected Cash Flow

Financial Feasibility requirements must be met in order to submit the threshold Application.

Exhibits Upload all exhibits that are required for your project.

Requirements

Read and at the bottom of the page check the box that “I agree” to the requirements listed on the page.

Overview

This tab provides a summary of your application from the information inputted into the application.

NHTF Unit Analysis

This provides analysis for units from information inputted into the application.

Threshold Items

NOTE: If a project’s application does not meet the requirements of the threshold items, the application will not be reviewed any further by IFA.

The following Threshold Table lists each code reference and description and whether it is required. There are 3 Threshold code reference categories in the Threshold Table:

1. Application
2. Federal Regulation
3. State HTF Allocation Plan



<u>Code Reference</u>	<u>Description</u>	Required
Application	Compliance with IFA Programs IFA determines, at its discretion, whether the Ownership Entity or its partners listed for the project pass threshold if they are delinquent or out of compliance with another IFA program.	Yes
Application	Complete Application	Yes
Application	Flood Zone No assisted rental unit may be located in an identified or proposed flood zone.	Yes
Application	Repay/Forfeit Funds The Ownership Entity/General Partner(s) and Developer have not worked on any housing project/program where they had to repay or forfeit any funds awarded from a federal, state, or local program.	Must answer & explain
Application	Site Control Applicant must have site control valid for six months following the NHTF round closing date.	Yes
Application	Zoning The property location is zoned correctly or will be prior to construction.	Yes
Application	Minimum NHTF Subsidy The NHTF subsidy to the project is at least \$1,000 per unit.	Yes
Application	Radon All buildings must be tested for radon. Radon gas is measured in picocuries per liter (pCi/L) of air. If a building test at over 4.0 pCi/L or over, a mitigation system must be installed. Suggestion: if new construction a passive system should be installed and then if over the 4.0 pCi/L, then the system could be made active.	Yes
Application	Local Support The application shall demonstrate local support for the proposed activity.	Yes
Application	NHTF Certification The application shall include the NHTF certification, which states that the applicant will comply with all applicable state and federal laws and regulations.	Yes



Application	Evidence of Need The application shall provide evidence of the need for the proposed activity, the potential impact of the proposed activity, the feasibility of the proposed activity, and the impact of additional housing resources on the existing related housing market. If any housing studies have been completed for the area include that information.	Yes
Application & Federal 24 CFR 93.300	Pro-Rata or Fair Share The total amount of NHTF funds awarded on a per-unit basis cannot exceed the (2012) pro rata or fair share of the total project costs when compared to a similar unit in a rental activity.	Yes
Federal 24 CFR 5, subpart A	Ineligible Parties The following parties are not on the U.S. Dept. of HUD's debarred list: Ownership Entity, General Partner, Co-General Partner, Developer, Co-Developer, and Management Company.	Yes
Federal 24 CFR 93.150	Site & Neighborhood Standards Incorporate the site and neighborhood standards of the NHTF Program as an integral part of the project evaluation process.	Yes
Federal 24 CFR 93.250	NHTF Income Limits All NHTF-assisted units shall be rented to extremely low-income households (at or below 30% AMI).	Yes
Federal 24 CFR 93.300	GAP Financing The application shall show that a need for NHTF assistance exists after all other financial resources have been identified and secured for the proposed activity.	Yes
Federal 24 CFR 93.300	NHTF Subsidy Layering IFA shall evaluate the project in accordance with subsidy layering guidelines adopted by HUD for this purpose.	Yes
Federal 24 CFR 93.301	Property Standards All rental housing shall be constructed in accordance with any locally adopted and enforced building or housing codes, standards, and ordinances. In the absence of locally adopted and enforced building or housing codes, the requirements of the state building code shall apply.	Yes
Federal 24 CFR 93.301	Handicapped Accessibility Requirement If the project is new construction or adaptive reuse, the project must have at least 5% Handicapped Accessible units.	Yes



Federal 24 CFR 93.301	Handicapped Accessibility Requirement If the project is new construction or adaptive reuse, the project must have at least 2% Visual/Hearing Handicapped Accessible units.	Yes
Federal 24 CFR 93.301 & 24 CFR 35	Lead-Based Paint Requirements Applicant agrees to use a Lead-Safe Renovator for lead-based paint issues. (Only required for pre-1978 buildings)	If pre-1978 project
Federal 24 CFR 93.301 & 24 CFR 51, subpart B	Noise Abatement and Control The requirements set out in Section 51.104(a) are designed to ensure that interior level noise does not exceed the 45 decibels (dB) level established as a goal in Section 51.101(a)(9)	Yes
Federal 24 CFR 93.302	NHTF Rent Limits NHTF-assisted units meet NHTF rent limits. If a unit receives Federal or State project -based rental subsidy, and the tenant pays as a contribution toward rent not more than 30 percent of the tenant's adjusted income, the maximum rent is the rent allowable under the Federal or State project -based rental subsidy program.	Yes
Federal 24 CFR 93.400	Project Timeline The Activity Timeline for completing the project is within allowed HUD guidelines.	Yes
State HTF Allocation Plan	Eligible NHTF Applicant The application is from a qualified, eligible NHTF applicant.	Yes
State HTF Allocation Plan	Eligible NHTF Activities Funds requested are for eligible NHTF activity/activities.	Yes
State HTF Allocation Plan	Per Unit Dollar Limits The total amount of NHTF funds awarded on a per-unit basis may not exceed the per-unit dollar limitations established in the State of Iowa HTF Allocation Plan.	Yes
State HTF Allocation Plan	Award Limit An award shall be limited to HUD's cap-per unit. The 2022 HUD award is \$4 million.	Yes
State HTF Allocation Plan	NHTF Purpose and Consolidated Plan The application shall propose a housing activity consistent with the NHTF purpose and eligibility requirements in the State of Iowa HTF Allocation Plan and the State Consolidated Plan.	Yes
State HTF Allocation Plan	Capacity The application shall document the applicant's capacity to administer the proposed activity. Such documentation may include successful administration of prior housing activities.	Yes



2022 Key Terms

Experienced Nonprofit Entity is defined as a 501(c)(3) nonprofit organization with experience providing housing or supportive services to extremely low-income households in the proposed project's market area.

Gut rehabilitation shall be defined as extensive alteration work to an existing structure including the reconfiguration of space of over 50 percent of the total building area or of an entire occupancy classification within the building.

Adaptive reuse shall be defined as the conversion of an existing structure from a non-housing use to a housing use in which the existing building had not provided residential housing space for a minimum of three years prior to the date of NHTF application submission.

"Families Experiencing Homelessness" is defined for NHTF scoring purposes as an individual or family who meets the definition of Homeless from the U.S. Department of Housing and Urban Development at 24 CFR Part 91.5. "[Homeless" Definition-Cornell Law](#)

Fully Accessible Unit Lease Addendum: The Owner shall lease Accessible Units designed for persons with disabilities to tenants requiring the accessibility features of the unit. The Applicant shall agree to require a lease addendum to be executed by a tenant(s) occupying that Accessible Unit who does not require such Accessible features. In the lease addendum, the tenant shall agree to move to a comparable non-accessible Unit upon the request of the Owner with moving expenses to be paid by the Owner. The lease addendum shall be submitted as part of the NHTF Grantee's Administrative Plan. The Project shall maintain use of the lease addendum throughout the Affordability Period.

Replacement Reserve: Initial deposit of \$700 per unit will be required to establish the replacement reserve account at construction completion. Annual deposits of \$350 per unit will be required throughout the NHTF compliance period

Operating Reserve: - The project must establish an operating reserve account within one year of construction completion. The initial operating reserve is an eligible NHTF project cost and may be established with NHTF funding. The calculation for the minimum operating reserve is the "gross monthly rent amount for all units x 3 months".



Fully Financing Commitment

For all projects proposing private construction and permanent financing, a letter of intent from the lending institution on their letterhead is required. This letter must clearly state the term of the permanent loan, how the interest rate will be indexed and the current rate at the time of the letter, the amortization period, fees, any prepayment penalties, anticipated security interest in the Property, and lien position. The letter of intent must extend at least 6 months beyond the Application date due at IFA.