



2023 CONSTRUCTION TAB INSTRUCTIONS

The Construction Tab has been redesigned for the submission of construction documents, communication, and construction monitoring.

A. Users

1. Individuals uploading construction documents (if not the application creator) must have an individual user name.
2. 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".
3. Once a user name has been approved and assigned the Construction Document Upload role, an approval email will be sent to the user.
4. The application creator must grant the user name access to the application(s).
 - Go to the "View" Tab on the top of the Application.
 - 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.

B. Documents no longer required to be provided (unless requested by IFA)

1. Executed Construction Contract
2. Change Orders
3. Building Permit
4. Certificate of Occupancy/Substantial Completion
5. Construction meeting minutes

C. 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.
3. Enter the pre-construction meeting date.
4. Enter the percent construction complete throughout the construction process (update periodically).
5. Upload the Construction Schedule (may be updated as needed).

D. Foundation Inspection

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

E. 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.
3. Under the Initial Construction Package heading is a listing of all required documents and an upload field.
4. IFA's Construction Analyst will receive an automated email when a complete package has been uploaded or deficiency response submitted.
5. Deficiencies will be sent and a Deficiencies heading will be created.
6. Deficiency response shall be submitted through this section, along with uploads of corrected documents.
7. Once the initial construction package is accepted, an email notice will be provided.



F. 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.