

**HOME EXHIBIT LIST**  
**RENTAL WITHOUT TAX CREDITS**

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

Exhibit #	Description	Required
H-1	<u>Application Certification</u> (Rental without Tax Credits) <b>- IFA required form</b>	Yes
H-2	<u>Assurances Signature Page</u> <b>- IFA required form</b>	Yes
H-3	<u>Applicant/Recipient Disclosure/Update Form (HUD 2880)</u>	Yes
H-4	<u>W-9 Form (Request for Taxpayer ID # &amp; Certification)</u>	Yes
H-5	<u>Minority Impact Statement</u> <b>- IFA required form</b>	Yes
H-6	<u>No Lobbying Certificate</u> (Rental without Tax Credits) <b>- IFA required form</b>	Only if requesting over \$100,000 in HOME funds
H-7	<u>Disclosure of Lobbying Activities</u>	If applicable
H-8	<u>Local Support</u> 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 letter shall specifically mention the entity's support for the proposed project that is applying for HOME program assistance.	Yes
H-9	<u>Nonprofit Status</u> 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 HOME 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.	Only if Ownership Entity is a nonprofit or a CHDO
H-10	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.)	Yes
H-11	Color Photos of Property & Adjacent Properties	Yes

	<p>Eight photos of each building are required - looking at each bldg. from the North, South, East &amp; West, and looking out from each bldg. toward the North, South, East &amp; West.</p> <p>If an acq. or acq./rehab. project, must also provide at least one photo looking inside the building.</p> <p>All photos must include the street address and building number. Submit all color photos as ONE PDF file.</p>	
H-12	<p><u>Letters of intent from lending institutions for private construction &amp; permanent financing</u> Must be on the lending institution's letterhead.</p>	Yes
H-13	<p><u>Commitment letters from all other sources (i.e. grants, loans, etc.)</u> Each letter must include: - the value of the commitment; - the interest rate &amp; term; - the purpose the funds can be used for; - the time limitations related to the commitment.</p>	Yes
H-14	<p><u>Utility Allowance Document</u>  <a href="#">Provide a utility allowance document using one of the approved methods. The methods can be found on the HOME Resources page underneath the current Rental round.</a></p>	Yes, if tenants pay for any of their utilities
H-15	<p><u>Market Information for Proposed Project (Rental without Tax Credits)</u> <b>- IFA required form</b> If project is located in multiple primary market areas, one form is required for each primary market area.</p>	Yes
H-16	<u>3 Yrs. Balance Sheets*</u>	Yes
H-17	<u>3 Yrs. Profit &amp; Loss Statements*</u>	Yes
H-18	<p><u>Relocation Plan</u> <b>- IFA required form</b></p>	If there is an existing bldg.(s) on the site
H-19	<p><u>Document(s) providing evidence of control or ownership of site(s)</u> Provide purchase agreement, title of property, etc. Must be good through six months following the HOME round closing date.</p>	Yes
H-20	<u>Map with Site Location(s)</u>	Yes

	Provide legible recent official 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.	
H-21	<p><u>Site Plan(s) clearly listing the following:</u></p> <ul style="list-style-type: none"> <li>- Site dimensions</li> <li>- Easements &amp; setbacks</li> <li>- All buildings (including manager’s &amp; accessory bldgs.)</li> <li>- Parking</li> <li>- Play area</li> <li>- Pool</li> <li>- Other items</li> </ul>	Yes
H-22	<p><u>Plans &amp; Specifications clearly listing the following:</u></p> <ul style="list-style-type: none"> <li>- 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.)</li> <li>- The square footage of each room in the bldg.</li> <li>- Use of all rooms in the units (i.e. bedroom, bathroom, kitchen, living room, etc.)</li> <li>- The square footage of each unit</li> <li>- Designate all handicap accessible units</li> </ul>	<p>Yes</p> <p>NOTE: If requesting points for 50% HOME-assisted fully accessible units, this must be demonstrated on the plans &amp; specs</p>
H-23	<p><u>Noise Abatement and Control (1 or 2 items required)</u></p> <ol style="list-style-type: none"> <li>1) Provide the IFA required form-Noise Abatement &amp; Control</li> <li>2) If checked that any noise sensitive conditions exist, must also provide a noise assessment that meets HUD federal requirements.</li> </ol>	Yes
H-24	<p><u>Flood Zone - FEMA FIRMette map of each site</u>  <a href="#">Link: How to Find Your FIRM and Make a FIRMette</a></p>	Yes
H-25	<p><u>Sellers Acknowledgement Form</u>  <b>- IFA required form</b></p>	Yes
H-26	<p><u>CHDO Certification Checklist Appendix C &amp; D Board &amp; Staff Rosters</u>  <b>- IFA required form</b>                  Complete and provide the appendixes document.</p>	Only if applying for CHDO set-aside



H-27	<p><u>CHDO Certification Checklist</u></p> <p>- <b>IFA required form</b></p> <p>Complete the checklist, compile all required attachments and upload as a single PDF.</p>	Only if applying for CHDO set-aside
H-28	<p><u>Historical Significance</u></p> <p>Provide documentation demonstrating that the entire project is listed on the National Register of Historic Places or that it is determined eligible for the National Register by the State Historic Preservation Office.</p>	If applying for points for Historical Significance
H-29	<p><u>Ownership Entity Documentation</u></p> <p>For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> <li>- Current Certificate of Limited Partnership</li> <li>- Current Signed Partnership Agreement</li> </ul> <p>For LC, LLC, LLC, provide:</p> <ul style="list-style-type: none"> <li>- File-Stamped Articles of Organization</li> <li>- Current Signed Operating Agreement</li> </ul>	Only if OE is a for-profit AND not a sole proprietor
H-30	<p><u>Documentation for General Partner/Managing Member &amp; Co-GP/Co-MM</u></p> <p>For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> <li>- Current Certificate of Limited Partnership</li> <li>- Current Signed Partnership Agreement</li> </ul> <p>For LC, LLC, LLC, provide:</p> <ul style="list-style-type: none"> <li>- File-Stamped Articles of Organization</li> <li>- Current Signed Operating Agreement</li> </ul> <p>For Corp. or Incorp., provide:</p> <ul style="list-style-type: none"> <li>- Bylaws</li> <li>- Board Resolution approving actions of corp. concerning proposed project</li> </ul>	Only if the Project Team includes a GP/MM or Co-GP MM
H-31	<p><u>Scope of work</u></p>	Only if rehab. or acq./rehab. project
H-32	<p><u>Tax Abatement Documents for Match</u></p> <p>Provide tax abatement schedule plus assessed valuation (estimated if necessary) subject to abatement and applicable tax levy.</p>	Only if listed tax abatement as an additional Match Not Listed in Funding Sources
H-33	<p><u>Match Documentation (2 items required)</u></p> <p>1) <b>IFA required form</b></p> <p>2) Provide a letter from <u>each</u> entity providing match (must be on their letterhead). Each letter must include:</p> <ul style="list-style-type: none"> <li>- Date</li> </ul>	If applying for points for Match

	<ul style="list-style-type: none"> <li>- Name of entity providing the Match</li> <li>- Dollar amount of Match</li> <li>- Language specifying that the Match is for the proposed HOME project</li> <li>- Signature of person authorizing the commitment of Match funds</li> </ul>	
H-34	<u>Site &amp; Neighborhood Standards</u> - <b><i>IFA required form</i></b>	Yes
H-35	<u>Location near Services</u> (Upload Google Map to show distance)	If applicable, upload map

