

2025 NHTF APPLICATION MANUAL

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. You are only allowed to upload your responses one time into the application. Once deficiency responses are submitted, you will no longer have access to the application.

Scoring. Scored 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. PROJECTS MUST ALSO EARN A MINIMUM OF HALF THE AVAILABLE POINTS TO BE CONSIDERED FOR AN AWARD.

APPLICATION SECTIONS

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

General Information

This manual is a summary of the application; this is not an all-inclusive document.

Project Name & Description Tab

1. **Project Name.** Complete the name of the project. This project name will remain with your project throughout the period of affordability.
2. **Project Type.** *From the dropdown box select:* New Construction, Gut Rehab, Acquisition/New Construction (Adaptive Reuse), or Acquisition/Rehabilitation.
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 5% of NHTF units, round up).
10. **Number of units for the hearing/visually impaired.** Fill in the number of hearing/visually impaired units (minimum 2% of NHTF units).
11. **Project-based Assistance.** *From the dropdown box select:* Yes or No. (Yes, if the project will utilize project-based assistance. If yes, a letter of support/intent must also be provided in the exhibits.

12. **CDC Social Vulnerability Index.** *From the dropdown box select:* Yes or No. (Yes, if the entire project is located within a community located in a county with the following level of vulnerability, based upon Overall SVI, Iowa-Statewide comparison for the most recent year in which data is available at the time of application).
13. **Describe the Accessory building and area.** Describe the area where the project will be located. If there are any buildings located on the site, please describe what will be done with those building(s) because of the project.
14. **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.
15. **Description of the project.** Provide a brief description of the project that may be released to the public.
16. **Freestanding structure.** NHTF funding cannot be used for the rehabilitation or construction of a freestanding structure including detached garages, and/or community centers. If these structures are included in your project, please describe what sources of funds will be used to rehab or construct these structures. (NHTF funding can only be used for the construction of the NHTF units).
17. **Need.** Provide a description of the need for the project. This description needs to be specific about your project. How will your project answer the need for the local housing market? The information will provide IFA reviewers with details and make the project competitive with other projects competing for this round of NHTF.
18. **Local Support.** Provide a description of the local support for your project. This should specify who is providing the support and how they have been involved with the development of the proposed project.
19. **Iowa Title Guaranty.** *From the dropdown box select:* Yes or No. (Yes, if the Ownership Entity, at a minimum, will obtain a Final Iowa Title Guaranty Certificate from IFA 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).
20. **Tenants.** *From the dropdown box select:* Yes or No. (Yes, if the tenants pay for any of their utilities).
21. **Flexible Tenant Selection Criteria.** *From the dropdown box select:* Yes or No.
22. **Environmental Measures.** *From the dropdown box select:* Yes or no. Will the project implement one or more of the following environmental measures: No Smoking Policy, Water Conserving Measures, and/or In-Unit Energy efficient Water Heaters.

Site Description

Enter the information for the project site. Please add the legal description of the land. This is needed by IFA to complete documents if the project is to be funded.

Location near Services. From the dropdown box select: Yes or no. Will the project be located near the following services: Full-service grocery store, Senior Center, Medical Services, Public Library, Park (city, state or local), Licensed Day Care Center (family projects only), Pharmacy, Community College, Convenience Store.

Site Control

Enter the information for the site control entity and if the owner has fee simple ownership and the date of the ownership. Please ensure that if a purchase agreement is needed for the site, that it is good from 9 months after the IFA Board makes 2025 awards.

Zoning

Enter the zoning information for the project. If the project is not zoned correctly, please provide a timeline for when the project will be zoned correctly. The project will be held to this timeline, so the project remains on the overall time schedule for the proposed project.



Ownership Entity

Company Name

Address

City

State

Zip

Phone

General Information

Entity Type

Is the Ownership Entity a non-profit?

UEI #

Tax Identification #

Contact Person

First and Last Name

Address

City

State

Zip

Phone

Email (Deficiencies will be sent to this address. Ensure that this is an accurate email address, and that this person will be responsible for responding to the deficiency report).

Project Team

Enter each team member that will be working on the development of the housing project. There should be adequate team members involved to ensure the success of the project. Ensure that each team member listed will have an active role in the proposed project. Indicate the length of partnership between team members. Be sure to add the authorized signatory for the project.

NOTE: Only 1 person per team member type can be listed except for team member type "Other".

A developer shall have completed at least one NHTF Project, in Iowa, in which all NHTF Units have been leased and has provided IFA with the completion form for the project before being allowed to submit a subsequent Application. This includes being listed on any Application in any team member role.

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; name the team member and explain.*
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; name the team member and explain.*
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. If yes, name the team member and explain.*
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. If yes, name the team member and explain.*

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. If yes, name the team member and explain.
10. **Name the Project Team member that has completed a National Environmental Protection Act (NEPA) process for HUD. An experienced staff or consultant must be prepared to start the environmental immediately, once awards are made.** Provide name, title, company, number of years, and the number of environmental ERRs completed.
11. **Does the Project Team represent capacity with developer experience, marketing experience, property management experience, NEPA experience, and contract management experience?** *From the dropdown box select:* Yes or No. If yes, enter the experience under the applicable category found in the “Staffing Experience For Proposed Project” section. A competitive application should include Team Members who have had a successful development of rental units, including experience in developing, marketing, managing, environmental, and construction.

Staffing Experience for Proposed Project

Enter individual or company information in each area where there is staffing experience. Type of position held must fall into one of the following defined categories:

1. **Staff.** 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.** Individuals who are paid but not entitled to receive benefits.
3. **Partners.** Legally or contractually defined role in the control of the project decision-making (e.g. tax credit investors, joint ventures, etc.).
4. **Others.** Consultants, architects, marketing firms, etc.

Developer Experience

Rental Projects 1-11 units; 12-48 units; 49-100 units; and/or 100+ units

Marketing

Advertising, sales/leasing

Property Management

Compliance (program regulations, building codes, and contractual responsibilities)

Property Management

Property Maintenance

Lease/tenant relations (including rent collection, re-leasing, termination, and other tenant-related issues)

Financial Management (bookkeeping, profit & losses, and balance sheets)

Capital Planning (focuses on long term capital replacement, planning, annual updates, and management of replacement reserves)

Contract Management

Design (engineer and architect)

Construction

Marketing

Property Management

Owner Experience

Experience in providing any type of housing or supportive services

Experience in providing housing or supportive services to extremely low-income households

Experience in providing housing or supportive services to extremely low-income households in the proposed project's market area



Project Timetable

If awarded funds, the project must be completed within 24 months of the executed contract. Enter your dates into the project timetable.

NOTE: It is taking projects five to seven months to complete the environmental process. Please be prepared to start your environmental process immediately to keep your project on a 24-month schedule.

Buildings

1. **Buildings.** *Click Add New Building.* You will be prompted to enter the following information:
Address Information. Enter the address and all other requested information for the project address.
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.
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. **NHTF units are.** *Select fixed or floating.*
3. **All units entered with similar bedroom counts are within 20 square feet in area.** *Select Yes/No.*
4. **Do all units have similar amenities (fixtures, appliances, floorcoverings, etc.).** *Select Yes/No.*
NOTE: If the units are not comparable in size or amenities the units then must be fixed.
5. **Total Hard Cost of construction/rehab for NHTF-Assisted Units (not per unit).**
6. **Total Hard Cost of construction/rehab for non-NHTF-Assisted Units (not 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.

NOTE: During this time of uncertain economic stability, it is most likely that other funds will be needed to ensure that the project is successful in getting through construction and rent up, but to also have a stable project through the period of affordability of thirty years.

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** (cannot exceed 15% of the site work, construction, and soft cost items)
9. **Project Reserve**

Projected Annual Operating Costs

Input cost for annual operating cost.

Projected Cash Flow

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

Exhibits

Upload all exhibits that are required for your project.

Requirements

Read ALL requirements. *Check the box that states “I agree” to the requirements listed on the page.* **Webinar.** Did a member of the applying entity attend or view the NHTF Application webinar?

NOTE: Applicants are **required** to view the webinar. A recording will be posted on the NHTF resources page.

Overview

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

NHTF Unit Analysis

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

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 10 scoring categories:

1. Targeted Populations
2. Fully Accessible Units
3. Utilization of Project-Based Rental Assistance
4. CDC Social Vulnerability Index
5. Leverage
6. Local Support
7. IFA Iowa Title Guaranty Certificate
8. Zoning
9. Nonprofit Ownership
10. HTF Subsidy Per Unit
11. Successful completion of the Iowa Supportive Housing Institute

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



Category	Application Section	Item Description	Points
Targeted Populations	Project Name & Description	Application has a targeted population of: Category A: Families Experiencing Homelessness (Homeless persons, including homeless individuals, families, youth and/or veterans, families experiencing homelessness; and/or Category B: persons in recovery from substance use disorder.	0, 10 or 15 pts 15 points: Category A 10 points: Category B
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 units” means a unit designed and constructed for full accessibility in accordance with Section 1002 of the International Code of Council (ICC) A117.1.	0, 2, 5 or 10 pts. 2 pts: At least 10% but less than 25% of the HTF-assisted units will be fully accessible 5 pts: At least 25% but less than 50% of the HTF-assisted units will be fully accessible 10 pts: 50% or more of the HTF-assisted units will be fully accessible
Utilization of Project-Based Assistance	Project Name & Description	Points will be awarded to projects providing Exhibit H-30 that show it has Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance, or Local Project-Based PHA (Public Housing Authority) Voucher Assistance.	0, 5, 10 or 15 pts 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

CDC Social Vulnerability Index	Buildings	Points will be awarded based upon the project located within a community located in a county with the following level of vulnerability, based upon Overall SVI, Iowa – Statewide Comparison for the most recent year in which data is available at the time of application submitted. The Social Vulnerability Index (SVI): Interactive Map CDC	0, 2, 5 or 10 pts 0 pts: low 2 pts: low to moderate 5 pts: moderate to high 10 pts: high
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. Exclude deferred developer fee and estimated value of property tax abatement	0, 3, 6, 9 or 15 pts 0 pts: 0-4% eligible HTF leverage 3 pts: 5-9% eligible HTF leverage 6 pts: 10-14% eligible HTF leverage 9 pts: 15-20% eligible HTF leverage 15 pts: 21% or more eligible HTF leverage
Local Support	Funding Sources & Leverage	Points will be awarded if the applicant demonstrates a commitment to the proposed Project for property tax abatement or exemption. A letter signed by the city with the amount committed to the project. Include Resolution if available	0 or 5 pts
IFA Iowa Title Guaranty Certificate	Project Name & Description	Points will be awarded if the applicant selects on the application that the Ownership Entity shall 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.	0, 5, 10 or 15 pts 5 pts: nonprofit owner with experience providing any type of housing or supportive services 10 pts: nonprofit owner with experience providing housing or supportive services to extremely low-income households 15 pts: nonprofit owner with experience providing housing or supportive services to extremely low-income households in the proposed project's market area
HTF Subsidy Per Unit	Buildings	The extent to which a project proposes to use the least amount of HTF subsidy per HTF-assisted unit.	0 to 10 pts 0 pts: Project with highest subsidy per unit 10 pts: Project with lowest subsidy per unit 1-9 pts: Remaining projects on a sliding scale.
Successful completion of the Iowa Supportive Housing Institute	Project Team	Team successfully attended the Institute and received a certificate from Corporation for Supportive Housing.	0 to 5 pts

NHTF Appendices

Appendices	Description
A	Tip Sheet
B	Links
C	NHTF Maximum Per Unit Subsidy Limit
D	Leverage Contribution Information
E	Underwriting Standards
F	CDC Social Vulnerability Index
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

NHTF Exhibits

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

Exhibit #	Description	Required
NH-1	Application Certification – IFA required form	Yes
NH-2	Assurances Signature Page - IFA required form	Yes
NH-3	Applicant/Recipient Disclosure/Update Form (HUD 2880)	Yes
NH-4	W-9 Form (Request for Taxpayer ID number & Certification)	Yes
NH-5	Minority Impact Statement – IFA required form	Yes
NH-6	No Lobbying Certificate – IFA required form	Only if requesting over \$100,000 in NHTF funds
NH-7	Disclosure of Lobbying Activities	If applicable
NH-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
NH-9	Nonprofit Status 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.	Only if Ownership Entity is a nonprofit.
NH-10	Current good standing letter from the Iowa Secretary of State's Office (i.e., a Certificate of Existence or a Certificate of Authority.)	Yes

Exhibit #	Description	Required
NH-11	<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
NH-12	<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
NH-13	<p>Commitment letters from all other sources (i.e. grants, loans, leverage, etc.) Each letter must include:</p> <ul style="list-style-type: none"> - 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. 	Yes
NH-14	<p>PHA Utilities If tenants pay for any of their utilities, provide a 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.
NH-15	<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
NH-16	<p>Ownership Entity Documentation For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> - Current Certificate of Limited Partnership - Current Signed Partnership Agreement <p>For LC, LLC, provide:</p> <ul style="list-style-type: none"> - File-Stamped Articles of Organization - Current Signed Operating Agreement 	Only if Ownership Entity is for-profit AND not a sole proprietor

Exhibit #	Description	Required
NH-17	<p>Documentation for General Partner/Managing Member & Co-GP/Co-MM</p> <p>For LP, LLP, LLLP, provide:</p> <ul style="list-style-type: none"> - Current Certificate of Limited Partnership - Current Signed Partnership Agreement <p>For LC, LLC, LLC, provide:</p> <ul style="list-style-type: none"> - File-Stamped Articles of Organization - Current Signed Operating Agreement <p>For Corp. or Incorp., provide:</p> <ul style="list-style-type: none"> - Bylaws - Board Resolution approving actions of corp. concerning proposed project 	Only if the Project Team includes a GP/MM or Co-GP MM
NH-18	<p>Document(s) providing evidence of control or ownership of site(s)</p> <p>Provide purchase agreement, the title of the property, title opinion, etc. Must be good through 9 months following the NHTF round closing date.</p>	Yes
NH-19	<p>Map with Site Location(s)</p> <p>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
NH-20	<p>Site Plan(s)</p> <p>Clearly list the following:</p> <ul style="list-style-type: none"> - Site dimensions - Easements & setbacks - All buildings (including manager's & Accessory Bldgs.) - Parking - Play area - Pool - Other items 	Yes
NH-21	<p>Plans & Specifications</p> <p>Clearly list the following:</p> <ul style="list-style-type: none"> - 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>Yes</p> <p>NOTE: If requesting points for fully accessible units, this must be demonstrated on the plans & specs</p>
NH-22	<p>Leverage Documentation (Both items required)</p> <ol style="list-style-type: none"> 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 <p>Signature of the person authorizing the commitment of leverage funds</p>	If applying for points for Leverage

Exhibit #	Description	Required
NH-23	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
NH-24	Sellers Acknowledgement Form – IFA required form	Yes
NH-25	Relocation Plan – IFA required form	If there is an occupied existing bldg.(s) on the site
NH-26	Site & Neighborhood Standards_– IFA required form	Yes
NH-27	Flood Zone Provide FEMA FIRMette map of each site Link: How to Find Your FIRM and Make a FIRMette	Yes
NH-28	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
NH-29	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
NH-30	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
NH-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
NH-32	Iowa Supportive Housing Institute- Provide a letter from the Corporation for Supportive Housing (CSH) denoting completion of the Iowa Supportive Housing Institute.	If requesting points for completing the ISH Institute at the time of 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. ***



Code Reference	Description	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	Wetland No assisted rental unit may be located in a designated wetland	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 nine 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 HOTMA Act of 2016 Sections 102, 103, 104	NHTF Income Limits All NHTF-assisted units shall be rented to extremely low-income households (at or below 30% AMI). The HOTMA regulation was issued by HUD to implement Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016. This updates HUD's regulations of income reviews, definitions of income and assets, and income determinations for families. Implementation of HOTMA begins January 1, 2026.	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 Federal 24 CFR 5.70(c))	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. HUD has recently released the NSPIRE regulations, which replace the HQS regulations. Implementation will begin with any NHTF contract signed after October 1, 2025.	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 Applicants agree 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 BABA Act, 41 USC 8301	BABA Act Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates (August 23, 2024), are subject to BABA requirements, unless excepted by a waiver.	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 2025 HUD award is \$2.3 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 three years of prior housing activities.	Yes
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2025 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 Period of Affordability.

Replacement Reserve: Initial deposit of \$800 per unit will be required to establish the replacement reserve account at construction completion. Annual deposits of \$400 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 6 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.

