APPENDIX LIST

APPENDIX	DESCRIPTION
A	QCTs, DDAs, and Rural Counties
B	RESERVED
C	RESERVED
D	Permanent Supportive Housing
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F	Rent Burdened Households
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2026 9% Round

APPENDIX A

QUALIFIED CENSUS TRACTS (QCTS), DIFFICULT DEVELOPMENT AREAS(DDAS) AND RURAL COUNTIES EFFECTIVE 1-1-2026

SECTION 1 – QCTs and DDAs

A. METROPOLITAN QUALIFIED CENSUS TRACTS

Ames MSA Story County 5.00, 7.00, 10.00, 11.01, 13.04	**Des Moines-West Des Moines MSA** Dallas County 504.00	**Sioux City MSA** Woodbury County 8.00, 13.00, 15.00, 36.00
Cedar Rapids MSA Linn County 10.04, 10.05, 19.00, 22.00, 27.00	**Des Moines-West Des Moines MSA** Polk County 1.01, 4.00, 5.00, 7.01, 11.00, 12.00, 17.00, 21.00, 26.00, 27.00, 39.01, 46.02, 47.02, 48.00, 49.00, 50.00, 52.00, 111.11	**Waterloo-Cedar Falls MSA** Black Hawk County 1.00, 3.00, 8.00, 17.01, 18.00, 23.03, 23.04
Council Bluffs MSA Pottawattamie County 302.00, 304.01, 306.02, 307.00, 309.00, 313.00	**Dubuque MSA** Dubuque County 1.00, 5.00, 12.02	
Davenport MSA Scott County 106.00, 107.00, 108.00, 109.00, 113.00, 114.00, 123.00, 125.01	**Iowa City MSA** Johnson County 2.00, 4.01, 5.02, 6.00, 11.00, 16.01, 16.02, 21.00, 23.00	

B. NON-METROPOLITAN QUALIFIED CENSUS TRACTS

Appanoose County 9503.00	**Des Moines County** 3.00, 4.00	**Mahaska County** 9507.00
Cass County 1905.00	**Fayette County** 804.00, 805.00	**Muscatine County** 509.00
Cherokee County 801.01	**Jefferson County** 903.02	**Wapello County** 9602.00, 9605.00, 9606.00, 9610.00
Clinton County 1.00	**Lee County** 4908.00, 4909.00	**Webster County** 3.00, 7.00

C. DIFFICULT DEVELOPMENT AREAS

None

SECTION 2 – RURAL COUNTIES

Rural: any city located in this state, except those located wholly within one or more of the eleven most populous counties in the state.

The following are the 11 most populous counties in the state, as determined by the most recent 5-year population estimates issued by the United States Census Bureau and therefore are not considered Rural.	
Black Hawk	Pottawattamie
Dallas	Scott
Dubuque	Story
Johnson	Warren
Linn	Woodbury
Polk	

Data Citation Section 1: Department of Housing and Urban Development, Docket No. FR-6565-N-01, 90 FR 46904-46910, 2025-19007, published 30 Sep 2025.

Data Citation Section 2: U.S. Census Bureau, U.S. Department of Commerce. "Total Population." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B01003, https://data.census.gov/table/ACSDT5Y2023.B01003?q=Population+Total&g=040XX00US19$0500000&moe=false&tp=true&tableFilters=ag-Grid-AutoColumn~(Margin+of+Errorundefined). Accessed on 8 Sep 2025.

APPENDIX D

PERMANENT SUPPORTIVE HOUSING

PART 1 – REQUIREMENTS

SECTION 1 – GENERAL INFORMATION

1.1 PROJECT REQUIREMENTS

The Project shall meet all QAP application requirements, unless otherwise specified. The Project shall meet any additional requirements of this Permanent Supportive Housing (PSH) Appendix (additional requirements will be determined by IFA at its sole discretion).

A Project shall meet the following requirements:

- Submit Exhibit 1HSA to IFA for review and approval during the date range specified in Section 2.1 of the QAP for the applicable round.
- Submit Exhibits 2HSA and 1S-1 as part of the Application package for review and approval;
- Be proposed by a Full Team, consisting of at a minimum, a Developer, service provider, and property manager, that has successfully completed the Iowa Supportive Housing Institute as evidenced by Exhibit 1S-1.
    - IFA will review the capacity of the Developer, property manager, and qualified service provider to provide PSH including their experience with such a Project;
- Reserve PSH Units for persons experiencing homelessness as a percentage of total Project units to be elected in the Application. These Units shall be leased only to qualified persons experiencing homelessness (as defined below). Note that persons "at risk of homelessness" do not meet the definition of "persons experiencing homelessness";
- Units reserved for PSH shall be dispersed throughout the Property rather than segregated; and
- If applicable, provide adequate supportive services space to allow for the delivery of any supportive services to be made available to tenants on-site.

Definitions:

Persons experiencing homelessness" is defined for this appendix 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 as follows:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping

accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith based or other social networks needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

SECTION 2 - QUALIFIED SERVICE PROVIDER INFORMATION AND REPORTING REQUIREMENTS

2.1 QUALIFIED SERVICE PROVIDER

The Applicant shall enter into a written agreement with the qualified service provider to provide supportive services to persons experiencing homelessness who will reside in the Project. The owner, property manager, and qualified service provider shall enter into a written agreement to forge an extensive, long-term partnership to provide PSH to eligible tenants. The Applicant shall submit the executed written agreement to IFA as part of the Carryover-10% Application.

2.2 QUALIFIED SERVICE PROVIDER CAPACITY DETERMINATION

The Applicant shall submit a completed Exhibit 1HSA - Qualified Service Provider Capacity Determination form and a complete copy of the qualified service provider's most recent independent audit (within the past 2 fiscal years) through the online Application during the date range specified in Section 2.1 of the QAP for the applicable round.

The qualified service provider must have:

(1) direct experience providing services to persons experiencing homelessness within the market area in which the proposed Project will be located;

(2) the necessary experience, staffing and operational capability to deliver case management and services to persons experiencing homelessness residing in the PSH Units; and;

(3) demonstrated the capacity to refer an adequate number of eligible tenants to occupy the PSH Units set aside for persons experiencing homelessness in the Project throughout the Compliance Period.

IFA reserves the right to deny any proposed qualified service provider that has failed to comply with program requirements in the administration of any previous project funded by IFA through any of its programs.

Collaborations or partnerships among agencies may be proposed to address the needs of PSH tenants as part of the capacity determination, although the lead qualified service provider must meet all threshold requirements for capacity determination.

Staff may request additional clarifying information to confirm the information submitted in the Exhibit. IFA reserves the right to verify information contained in the Exhibit and to discuss the Applicant's and Project qualifications. IFA also reserves the right to obtain and consider information from other sources concerning a qualified service provider and Project.

2.3 REPORTING REQUIREMENTS

The Project shall submit participant information for those tenants living in the Units designated for PSH utilizing the Iowa Homeless Management Information System ("HMIS"), according to HUD's HMIS Data and Technical Standards. This includes minimum participant demographic information according to HUD's standards for "Other Permanent Housing (OPH)," which means permanent housing projects that are designated for homeless people that provide housing and services but for which disability is not required for entry. If the qualified service provider qualifies primarily as a domestic violence service provider, the information shall be submitted in a database that meets HUD's standards as a comparable database.

PART 2 – PERMANENT SUPPORTIVE HOUSING THRESHOLD REVIEW

IFA will review the following as part of the Application submission.

SECTION 1 – TENANT CHARACTERISTICS AND SELECTION PROCESS

Describe the target population for the PSH Units in the proposed Project.

Describe the tenant eligibility screening criteria for the PSH units, including any disqualifiers or prioritization criteria. Projects should demonstrate low-barrier tenant selection criteria for prospective PSH tenants.

Describe the outreach plan to bring potential tenants into the Project. If participating in a community's Coordinated Entry system, as defined by HUD, describe this. (A HUD Coordinated Entry Policy Brief is available here: https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/). Coordinated Entry participation by the qualified service provider is considered best practice. If participation in Coordinated Entry is not planned, a detailed explanation must be provided.

Describe proposed eviction mitigation practices for the PSH tenants. Explain the role the owner and property management company will play to implement eviction mitigation practices for PSH tenants in partnership with the qualified service provider.

Describe the proposed plan to ensure effective communication among the owner, property manager, service provider, and all tenants.

SECTION 2 – SUPPORTIVE HOUSING SERVICES PLAN

Describe how and where services will be provided to participants. Typically, a mix of supportive services to be made available to PSH tenants both on-site and off-site is expected. All services provided must be flexible and voluntary.

Accessibility and Availability of Services

Required:

- Case Management

- Assistance in obtaining:
    - mainstream benefits;
    - increased income; and/or
    - employment assistance and training
- Financial Management/Budgeting

*Any Additional Services

SECTION 3 – PARTICIPANT OUTCOMES

Describe planned participant outcomes and how they will be measured. The proposed indicators/measures should set a goal specifying the targeted percentage of PSH tenants who will achieve the proposed indicators/measures. Examples of participant outcome indicators/measures include but are not limited to the following.

Housing Stability Outcomes	**Indicators/Measures**	**Data sources and measurement tools**
Example: Long term homeless households will maintain stable housing	*80% of homeless households will maintain housing for six months or more.*	*HMIS length of stay data.*
Example: Exits to permanent housing.	*80% of homeless households who exit, exit to permanent housing.*	*HMIS exit data.*
Other Outcome Goals	**Indicators/Measures**	**Data sources and measurement tools**
Example: Maximize income and benefits for all households.	*90% of households will apply for all benefits for which they are eligible within six months of program entry.*	*Case records, HMIS income data.*
Example: Maximize income from employment for all households.	*30% of households have increased income from employment within six months of program entry.*	*HMIS employment income data.*

SECTION 4 – OTHER

Describe the partnership between the owner, property management company and qualified service provider, and any previous experience these entities have working together.

If there is a source for project-based rental assistance identified, Projects must describe the source, the length and terms of the contract, and the number of Units covered under the contract. If no source of project-based rental assistance has been secured, please describe how PSH tenants are anticipated to afford rent.

Describe efforts taken to date to inform any existing residents in the Project, if a Rehab Project, and solicit neighborhood feedback/input on the proposed Project.

APPENDIX E

UNDERSERVED CITIES

Projects in the following cities are ineligible for points as they have received an award of Tax Credits within the last two years:

Adel	Davenport	Jefferson	Oskaloosa
Burlington	Des Moines	Knoxville	Spirit Lake
Carter Lake	Fort Dodge	Mason City	Waterloo
Charles City	Hawarden	Mount Pleasant	
Council Bluffs	Iowa City	Newton	

Projects in the following cities are eligible for 1 point as they have received an award of Tax Credits between the past two and four years:

Ames	Dubuque	Keokuk	Ottumwa	West Burlington
Bondurant	Grinnell	Maquoketa	Red Oak	West Des Moines
Boone	Hiawatha	Mount Vernon	Sioux City	Winterset

All cities not listed above are eligible for 2 points.

An award of Tax Credits includes a supplemental Tax Credit award. Cities will not be excluded if a Project located in that city received an award of Tax Credits within the applicable timeframe but later returned the entire Tax Credit award.

Data citation: historic IFA data collected on 08/05/2025

2026 Round

APPENDIX F

RENT BURDENED HOUSEHOLDS

Projects located in a city as shown in the chart below where an above average number of renter households are spending more than 50% of their income on housing costs. (1 point)

For the purposes of this Appendix, “above average” is defined as 1 in 4, or 25%, of renter households and “city” is defined as a municipality having at least 150 renter households.

For a Scattered Site Project, all sites must be eligible to request the point.

Algona	Denison	Johnston	Polk City	Vinton
Ames	Dubuque	Le Claire	Postville	Waukon
Anamosa	Dunlap	Manchester	Red Oak	Williamsburg
Atlantic	Fairfield	Mediapolis	Rock Valley	Woodbine
Audubon	Fayette	Monona	Sac City	
Avoca	Garner	Montezuma	Sanborn	
Burlington	Greenfield	Mount Pleasant	Sibley	
Cedar Falls	Grinnell	Oelwein	Sigourney	
Centerville	Hartley	Onawa	Story City	
Cherokee	Hawarden	Orange City	Tipton	
Clarence	Iowa City	Ottumwa	Toledo	
Coralville	Iowa Falls	Panora	Traer	

Data Citation: US Census Bureau, U.S. Department of Commerce. B25070: “Gross Rent as a Percentage of Household Income in the Past 12 Months.” American Community Survey, ACS 5-Year Estimates Data Profiles, Table B25070, 2023 https://data.census.gov/table/ACSDT5Y2023.B25070?q=B25070:+Gross+Rent+as+a+Percentage+of+Household+Income+in+the+Past+12+Months&g=040XX00US19$1600000&moe=false Accessed date: 08/07/2025

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APPENDIX G

LIHTC UNIT DENSITY

Scoring preference is given to projects that are in a census tract with a lower percentage of LIHTC Units Placed-In-Service compared to the total number of households.

Census tracts where over 20% of households (greater than 1 in 5) live in a LIHTC property	0 points
Census tracts where 11%-20% of households (greater than 1 in 10) live in a LIHTC property	1 point
Census tracts where 10% or less of households live in a LIHTC property	2 points

0 POINTS	
County Name	**Census Tract**
Black Hawk	1.00
Johnson	4.01
Linn	19.00
Polk	47.02

1 POINT	
County Name	**Census Tract**
Black Hawk	3.00
Black Hawk	9.00
Des Moines	3.00
Dubuque	12.04
Linn	10.04
Polk	1.01
Polk	42.00
Polk	50.00
Scott	106.00

2 POINTS
All other census tracts and all acquisition/rehab or rehab affordable projects covered under LIHTC, HUD, or RD.

APPENDIX H
2026 LIHTC ENERGY REQUIREMENTS

A. All Projects.

1. All Projects must meet the applicable 2020 National Green Building Standards (ICC 700-2020 NGBS) certification requirements. Each residential building must be NGBS certified.

   When the Initial Energy Consultant report shows requirements that exceed the standards detailed in this Appendix, those selected energy requirements must be met.

   The 2020 NGBS Standards baseline encompasses the following:

   a. The 2018-I codes, including IBC, IRC, and IECC.
   b. The third-party energy consultant must be certified as an NGBS Green Verifier.
   c. All materials regarding NGBS certifications can be found at the Home Innovations NGBS website.

2. All mechanical systems including Heating/Cooling Systems, Water Heating, Lighting, and Appliances shall meet the minimal ratings listed from the following:

   a. Multifamily Projects - ENERGY STAR's Exhibit 1: Multifamily Reference Design Summary of the Energy Star MFNC v1.1 (Rev. 5) Program Requirements.

   b. Single Family and Townhome Projects - ENERGY STAR's Exhibit 1: Reference Design Home Summary of SFNH v3.1 (Rev. 14) Program Requirements.

3. At a minimum, Paints, Coatings, Stains, Sealers, Caulking, and Adhesives shall comply with Green Seal standards (GS-11 and GS-36) and Regulation 8, Rule 51 of the Bay Area Air Quality Management District.

4. Projects using any Federal funding, including HOME or National Housing Trust Fund, have different baseline certification requirements.

   a. Single-family, townhome, or 3-story or fewer multifamily projects must meet 2021 IECC standards in addition to the applicable NGBS Certification as outlined below.

   b. Multifamily projects that are 4-stories and above must meet ASHRAE 90.1 minimum energy-efficiency requirements in addition to the applicable NGBS Certification as outlined below.

B. New Construction.

1. Projects must meet the 2020 NGBS Silver Certification Requirements.

2. Thermal bridging measures shall be maintained at the building envelope with slab insulation required as follows: R-10, 4' Deep, Flush with the top of the Slab.

C. Acquisition/Rehab or Rehab.
Projects must meet the 2020 NGBS Bronze Certification Requirements. NGBS allows existing buildings to use NGBS exemptions for mandatory practices that apply to building portions that remain unaltered.

D. Adaptive Reuse Projects.

1. If additions to a building exceed 75% of the original above grade conditions, the Project must meet the 2020 NGBS Silver Certification and will be held to the same standards as New Construction in Section B above.
2. If additions to a building are less than 75% of the original above grade conditions, the project must meet the 2020 NGBS Bronze Certification Requirements and will be held to the same standards as Acquisition/Rehab or Rehab Projects in Section C above.
3. Buildings with an addition of more than 75% of an existing building's above grade conditioned area should use the New Construction guidelines unless there are historic preservation restrictions. Buildings with historic designation restrictions are exempt from NGBS mandatory practices for unaltered portions.

E. Application Submission Requirements.
IFA will verify that the Energy Consultant listed on the Qualified Development Team tab in the Application is NGBS certified.

F. Initial Construction Package Requirements.

No later than the Project's submission of their 10% Test Application, Projects must submit an Initial Energy Report with the Initial Construction Package submission from the Project's Energy Consultant showing that each building will meet the required energy standards set forth here and in the QAP. If a Project has selected points under 6.3.N, Energy Efficiency, the Initial Energy Report must demonstrate that each building will meet the energy standards selected by the Project.

G. 8609 Application Submission Requirements.
Prior to IFA issuing the 8609, Projects must submit a Final Energy Report, NGBS Verifier certification, and documents demonstrating that required energy standards are being met for each building with the Final Construction Package. Failure to do so will result in a delayed 8609 issuance.

APPENDIX I

HIGH QUALITY JOBS

Businesses in the cities below received High Quality Jobs awards from the Iowa Economic Development Authority (IEDA) in the past two fiscal years.

Projects eligible to apply for High Quality Jobs must provide a sufficient benefits package to all full-time employees and meet either the 100% or 120% of local laborshed wage as determined by IEDA. Award amounts are set based on the number of jobs pledged and the amount of capital investment proposed. Businesses engaged in retail or local services are not eligible, and funding is geared toward manufacturing, finance, insurance, and biotech.

Projects also provide information about the number of jobs created below the wage threshold, and workers in these positions may be eligible for LIHTC housing.

Cities with companies who received High Quality Jobs awards adding at least 25 jobs where workers may be eligible for LIHTC housing. (2 points)

Boone	Iowa City	Perry
Eldridge	Knoxville	Story City

Cities with companies who received High Quality Jobs awards adding at least 75 jobs that will strengthen the overall local workforce. (1 point)

Camanche	Newton	West Des Moines
Independence	Waterloo	

APPENDIX J

TARGETED TENANT POPULATION: INDIVIDUALS WITH DISABILITIES

Projects located in a county where 16% or higher of residents have Disabilities as reported by the US Census. (1 point)

Appanoose	Emmet	Greene	Lucas	Van Buren
Clarke	Fayette	Keokuk	Montgomery	
Des Moines	Floyd	Lee	Page	

Data Citation: U.S. Census Bureau, U.S. Department of Commerce. "Selected Social Characteristics in the United States." American Community Survey, ACS 5-Year Estimates Data Profiles, Table DP02, https://data.census.gov/table/ACSDP5Y2023.DP02?q=DP02:+Selected+Social+Characteristics+in+the+United+States&g=040XX00US19$0500000&moe=false. Accessed on 13 Aug 2025.

2026 Round

APPENDIX K

DISASTER RECOVERY

IFA is extending the communities with the highest impact to housing stock per FEMA that were affected by natural disasters from 2024 for additional point eligibility in the 2026 round. IFA is not able to disclose specific data due to the data-sharing agreement in place with FEMA.

Communities eligible for 2 points:

Greenfield	Minden	Rock Valley	Spencer

Communities eligible for 1 point:

<table>
<tr><td>Correctionville</td><td>Gillet Grove</td><td>Hawarden</td><td rowspan="2">Sioux City – census tracts 06, 07, 08, 09, 14, and 15 only</td></tr>
<tr><td>Crescent</td><td>Greenville</td><td>Sioux Rapids</td></tr>
</table>

All other communities not listed above: 0 points.

APPENDIX M

ROSE PROGRAM

SECTION 1. INTRODUCTION

The Renter to Ownership Single-Family Education (Program (the "ROSE Program") is for low-income households that are initially qualified (Qualified Household) under the Low-Income Housing Tax Credit Program (LIHTC). Qualified Households participating in the ROSE Program will have the opportunity to gain knowledge necessary to purchase a home and basic skills needed for home maintenance. A Qualified Household can choose to purchase a home outside of the LIHTC property after fulfilling a one-year lease term or to purchase their rental unit after the Owner completes the 15-year LIHTC Compliance Period. All Qualified Households living in a single-family home have the right of first refusal to purchase their unit after the Compliance Period is completed. Renters will continue to have the right of first refusal to purchase their unit through the property's 30-year LIHTC Extended Use Period.

SECTION 2. ROSE PROGRAM ALLOCATION REQUIREMENTS

A. The ROSE Program cannot be used in conjunction with State HOME, National Housing Trust Fund, or Permanent Supportive Housing.

B. The ROSE Program is for general occupancy (families or individuals). No Senior housing exemptions can be used.

C. Only single-family detached homes are allowed.

D. No common buildings or shared amenities are allowed or required.

E. The Property must be 100% LIHTC and the Owner must select a minimum set-aside of 40/60.

F. Rent Affordability points for a ROSE Program project are restricted to 6.1(B) Rent Reduction.

G. Each parcel for the single-family homes shall be platted to allow the parcels of land to be split from the project after the end of the 15-year Compliance Period.

H. The Owner must continue to rent the homes through the Extended Use Period if not sold to a Qualified Household.

I. The Owner must provide a tentative Homeownership Plan for evaluation in the Application. This plan shall address a Minimum Purchase Price and provide a calculation of the Maximum Purchase Price. The Maximum Purchase Price calculation must demonstrate how the price is attainable for a Qualified Household at 60% AMI or less to purchase a single-family home using current market calculations. This shall include a required down payment, principal, interest, tax, and insurance (PITI). The Iowa Finance Authority has the right to reject incomplete or unfeasible plans.

SECTION 3. OWNER REQUIREMENTS

A. The Owner is responsible for ensuring ongoing LIHTC and ROSE Program compliance even if management duties are delegated to another agent.

B. The Owner understands it is optional for Qualified Households to participate in the ROSE Program. The Owner shall continue to offer the ROSE Program while single-family homes are being rented. See Section 5, Program Requirements.

C. The Owner understands their right to the receipt of rent is inseparable from the duty to maintain the premises until each parcel is sold and privately owned. While the unit remains a rental unit, the Owner shall maintain lawns, complete snow removal, and conduct all maintenance and repairs.

D. The ROSE Program must be explained in the project's Tenant Selection Criteria for prospective applicants.

E. The Owner will operate and maintain all single-family homes throughout the Extended Use Period if not sold to a Qualified Household.

F. Every Qualified Household in the Project must receive a copy of the fully executed Appendix at initial move in and the original executed Appendix will be maintained in their tenant file.

G. The Owner must include in the Lease or a Lease Addendum the month, day, and year a Qualified Household can first purchase a single-family home in the property. The Lease or Lease Addendum must specify all renters will be given the Right of First Refusal (ROFR) to purchase the single-family home in which they are residing at least 6 months prior to the end of the 15-year Compliance Period. If a unit is not sold, the single-family home will remain as a rental unit through the Extended Use Period unless sold to a Qualified Household. The ROFR to purchase shall be given to any Qualified Household renting a single-family unit after the initial 15-year Compliance Period. If the single-family unit is still rented at the end of the Extended Use Period, the Qualified Household residing in the unit shall be given the final ROFR one year prior to the end of the Extended Use Period and will have the right to accept or decline within 6 months and, if accepted, purchase the unit before 12/31 of the 30th year.

H. The lease cannot charge a penalty fee for early termination if the Qualified Household can provide evidence a home will be purchased. The Owner shall have the right to obtain rent through the end of the lease term if the Owner makes reasonable efforts to rent the unit to Qualified Households under the LIHTC Program. If the Owner rents the unit for a term beginning prior to the expiration of the rental agreement, it is deemed to be terminated as of the date the new tenancy begins.

I. The Owner must offer, free of charge, to all Qualified Households living at the property Homeownership Education, Financial Counseling Services, and Maintenance Education to help prepare for homeownership. See Section 5, Program Requirements.

J. The Owner must provide to IFA an updated Homeownership Plan in the first quarter of the 14th year of the Compliance Period. IFA will review and approve before the ROFR can be provided to existing Qualified Households.

K. The Owner must maintain the single-family units in good condition throughout the Extended Use Period. If it is necessary to improve units to marketable condition prior to selling that unit, the Owner shall use replacement reserves or other funding source(s) available. IFA reserves the right to inspect homes which are being sold.

SECTION 4. QUALIFIED HOUSEHOLD REQUIREMENTS

A. All utilities shall be paid by a Qualified Household regardless of whether the household actively participates in the ROSE Program.

B. Participating in the ROSE Program is not a guarantee of homeownership. Qualified Households must still obtain financing, and loan approvals through a financial institution of their choice when purchasing a home.

C. Qualified Households living at the project have two options to consider when participating in the ROSE Program:
   a. A household can purchase a home of their choice outside of the project or;
   b. Purchase their rental unit in the project after the end of the 15-year Compliance Period by exercising the ROFR.

D. Participation in the ROSE Program is optional. The Owner cannot prevent a Qualified Household from purchasing a home of their choice or exclude them from purchasing their unit in the project after the 15-year Compliance Period.

E. Qualified Household means you qualified under the LIHTC Program income restrictions upon initial occupancy. Since this program is 100% LIHTC, your income could increase over time and exceed the income limits. The Owner shall always rent the next available single-family unit to an income qualified household.

F. Qualified Households must follow the lease and is subject to Iowa Landlord and Tenant Laws and LIHTC Program rules.

SECTION 5. PROGRAM REQUIREMENTS

The ROSE Program has the following requirements:

A. **HOMEOWNERSHIP EDUCATION AND FINANCIALCOUNSELING SERVICES:** The Owner shall offer at no cost to Qualified Households personal homeownership education and financial counseling sessions quarterly during the first year of participation. Participation does not start until the Qualified Household requests counseling and then bi-annually thereafter if the Qualified Household wishes to continue to meet with a housing counselor. The housing counselor shall be an Iowa licensed residential insurance agent or real estate agent and not an employee of the Owner. The counselor must be able to guide and educate Qualified Households on what to expect, what is necessary, and potential obstacles when purchasing a home. These sessions should be private between the counselor and the Qualified Household. The Qualified Household may participate as long as they have interest in achieving homeownership by attending scheduled sessions. The Qualified Household should have the opportunity to participate in sessions in person if they do not have the capability to use an alternative method of participation. The counselor shall maintain a list of participants and general content of session topics. If a Qualified Household cancels three times in a row without reason or regard to the counselor's time, the counselor can refuse to continue to work with the Qualified Household. Sessions should include but are not limited to topics relating to:

a. Understanding and establishing objectives to obtain homeownership;
b. Reviewing progress and set goals;
c. Identifying areas of needed improvement; and
d. Creating a timetable to complete the named objectives.

B. **MAINTENANCE EDUCATION WORKSHOPS:** The Owner shall offer, at no cost to Qualified Households, semi-annual maintenance workshops. Workshop participation is optional for Qualified Households. The Owner shall maintain a record of workshops held, attendee(s), date, location, and topic covered to demonstrate on-going compliance. Workshops should be conducted by a knowledgeable person who possesses the skills necessary to cover workshop topics, including maintenance staff assigned to the project.. Workshop topics should include but are not limited to:
   a. Becoming familiar with electrical, heating, and plumbing systems;
   b. Addressing problems identified in maintenance inspections;
   c. Recognizing and teach seasonal preventative maintenance; and
   d. Developing home maintenance knowledge in general.

This is maintenance education only. Qualified Households are not required to maintain rental single-family homes as this is the Owner's obligation.

C. **OPT-IN and OPT-OUT FORM:** The Owner will allow one opt-in and one opt-out each lease term or per calendar year if month to month.

D. **DOWN PAYMENT AND CLOSING COSTS:** Participating Qualified Households will need to save towards the purchase of a home outside of the project or to purchase a home in the project at the end of the Compliance Period. The Qualified Household should utilize the offered homeownership education and financial counseling sessions to develop a plan to save and find available programs to obtain a mortgage that will be needed to maintain their home.

E. **FINANCING HOMEOWNERSHIP RESOURCES:** The Iowa Finance Authority (IFA) offers a variety of programs for first-time mortgage financing, down payment, and closing cost assistance. IFA has a network of lenders across the state who work with our programs as well as offering other financing programs. Other programs for individuals interested in purchasing their first home are available through various resources, including but not limited to:

- Department of Housing and Urban Development (HUD)
- United States Department of Agriculture - Rural Development (USDA RD)
- Federal Home Loan Bank (FHLB)
- Department of Veterans Affairs (VA)

The best way to determine the most suitable program is for each purchaser to contact a local lender.

THE HOUSEHOLD ACKNOWLEDGMENT AND UNDERSTANDING OF THE ROSE PROGRAM REQUIREMENTS

Acknowledgment and understanding with respect to the Renter to Ownership Single-Family Education (ROSE) Program is entered into by and between the Owner and the adult Qualified Household member(s) listed below.

Owner Entity Name:

Owner Contact Name:

Authorized Agent for the Owner:

Title:

_______________________________ _____________

Signature of Owner or Authorized Agent Date

If an accommodation for a disability is needed, an accommodation request should be submitted in writing to the Owner. (If an accommodation request is provided orally, the Owner must document the request in writing, including the person making the request, what accommodation was requested, and date of the request).

By Qualified Household Member(s):

Printed Name:

_______________________________ _____________

Signature Date

Printed Name:

_______________________________ _____________

Signature Date

A copy of this fully executed Acknowledgment and Understanding shall be kept in the tenant file.

Renter to Ownership Single-Family Education Program

Opt In or Opt Out Form

Page 1 of 2

Qualified Household Name(s):

Address: ______________________________

____

I AM OPTING IN:

I wish to participate in the ROSE Program which provides education opportunities to gain knowledge to purchase a home. If successful, this Program will allow me to purchase a home of my choice or purchase my single-family home being rented in the property after the end of the 15-year Compliance Period required by the Internal Revenue Service (IRS). The opportunity to purchase a single-family home at the property will not occur before January 1, _________.

☐ **To participate in homeownership education and financial counseling as described in Section 5 of Appendix M, ROSE Program which I have signed, effective ___________________ (MM/DD/YEAR)**

☐ **To participate in maintenance education workshops as described in Section 5 of Appendix M, ROSE Program which I have signed, effective ___________________ (MM/DD/YEAR)**

I AM OPTING OUT:

☐ **To participate in homeownership education and financial counseling as described in Section 5 of Appendix M, ROSE Program which I have signed, effective ___________________ (MM/DD/YEAR)**

☐ **To participate in maintenance education workshops as described in Section 5 of Appendix M, ROSE Program which I have signed, effective ___________________ (MM/DD/YEAR)**

I understand that I may opt-in or opt-out only one time per lease term or, if leasing month to month, once per calendar year.

I am not required to participate and if participating I have read all sections and understand information provided in Appendix M, ROSE Program.

Signatures on the Next Page

Opt In or Opt Out Form

Page 2 of 2

Qualified Household Name(s): ____

Address: __________________________

____

Signature: ____ Date: __________

Signature: ____ Date: __________

Property Name: ____

Owner Entity Name: _______________________________________

Signature of Authorized Owner Representative: ___________________________

Date: ________

Name of Management Company (if applicable): ______________________________

A copy of this executed Appendix will be provided to Qualified Household, and the original will be retained in the tenant file.

APPENDIX N
9% EXHIBITS CHECKLIST

IFA-required forms are available on the Exhibits Tab of the Application and must not be modified. Projects requesting State HOME or National Housing Trust Fund should also refer to the HOME and National Housing Trust Fund Exhibit Checklists & Appendices on the applicable round on the federal Housing Tax Credit round website.

NONPROFIT SET-ASIDE EXHIBITS

NONPROFIT SET-ASIDE. Upload Exhibits 1SA, 2SA, 3SA, 4SA, and 5SA on the Exhibits Tab by the Application submission due date. Refer to QAP Part A, Section 1.2(B) for the set-aside requirements.

Exhibit	Title and Narrative Description
1SA	**INTERNAL REVENUE SERVICE (IRS) LETTER** • Provide a copy of the IRS letter stating the Nonprofit organization is a qualified Nonprofit under Section 501(c)(3) or Section 501(c)(4).
2SA	**ATTORNEY'S OPINION** **IFA Required Template** • Must state the proposed nonprofit entity is legally organized and eligible to participate as a materially participating qualified nonprofit and signed by the attorney (not firm) • Must confirm the nonprofit entity has a minimum of one paid employee. • Do not modify the form but may attach clarification or explanation.
3SA	**NONPROFIT FILE-STAMPED ARTICLES OF INCORPORATION** • Must have the fostering of low-income housing as one of its purposes as required in Internal Revenue Code 42(h)(5) as of the date of the Threshold Application submission due date. • Must demonstrate the satisfaction of the two-year requirement of the fostering of low-income housing as set forth in QAP. • Nonprofit must have previously placed affordable housing units into service.
4SA	**NONPROFIT RESUME** • Must demonstrate the nonprofit's capacity to materially participate in the operation of the Project throughout the Compliance Period.
5SA	**IRS NONPROFIT WEBSITE PRINT OUT** • Copy of IRS website print out confirming the qualified Nonprofit entity is listed as a 501(c)(3) or 501(c)(4) entity. • Tax Exempt Organization Search | Internal Revenue Service

<table>
<tr><td>1HSA</td><td colspan="3">PERMANENT SUPPORTIVE HOUSING – QUALIFIED SERVICE PROVIDER CAPACITY FORM AND COMPLETE COPY OF THE QUALIFIED SERVICE PROVIDER'S MOST RECENT INDEPENDENT AUDIT (within the past 2 fiscal years)

<u>IFA Required Form</u>

• Upload to the Application and complete the Qualified Service Provider information on the Qualified Development Team Tab and select "submit" on that tab between February 16, 2026, and February 27, 2026, 4:30 pm Central Time for IFA's review and approval of the Qualified Service Provider.
• IFA will email the approval or denial.
• The Qualified Service Provider approval is project specific. If a Qualified Service Provider will be working with several Applicants on proposed Projects, a request must be submitted for each Project through each Application.</td></tr>
<tr><td>2HSA</td><td colspan="3">PERMANENT SUPPORTIVE HOUSING - CONTINUUM OF CARE REVIEW FORM

<u>IFA Required Form</u></td></tr>
<tr><th>Exhibit</th><th>Title and Narrative Description</th><th>Application Reference</th><th>Required</th></tr>
<tr><td>1T</td><td>APPLICATION CERTIFICATION & ACKNOWLEDGEMENTS

<u>IFA Required Form</u>

• The Application pre-fills the entity names entered on the Qualified Development Team Tab into Exhibit 1T.
• Generate Exhibit 1T by selecting IFA Form Required after all team members have been entered on the Qualified Development Team Tab.
• Must include original signatures or must provide valid digital signature with date and time signed.</td><td>Qualified Development Team, Ownership Entity & Buildings</td><td>All Projects</td></tr>
<tr><td>1Ta</td><td>DUE DILIGENCE CERTIFICATION & RELEASE

<u>IFA Required Form</u>

• Tax Records are automatically excluded from public record and a Confidentiality Request is not necessary.
• Follow instructions on the IFA Required Form.</td><td>Qualified Development Team, Ownership Entity</td><td>All Projects</td></tr>
<tr><td>1Tb</td><td>DEVELOPER OR GENERAL PARTNER/MANAGING MEMBER OF THE OWNERSHIP ENTITY DOCUMENTATION OF IRS QUALIFIED NON-PROFIT STATUS

• Provide a copy of the IRS letter stating the Nonprofit is a qualified Nonprofit entity under 501(c)(3) or 501(c)(4) and a current print-out from the IRS website confirming the current status of the Nonprofit Developer or GP/MM of the Ownership Entity listed in the Application.
<u>Tax Exempt Organization Search | Internal Revenue Service</u></td><td>Qualified Development Team, Fees</td><td>If Applicable</td></tr>
<tr><td>2T</td><td>CURRENT REAL ESTATE TAX ASSESSMENT DOCUMENTATION

• Provide a current print-out from the county assessor for the real estate on which the Project is or will be located that shows the current owner of the real estate.</td><td>Project Name and Location, Buildings, Site Description & Site Control</td><td>All Projects</td></tr>
</table>

3T's	**OWNERSHIP ENTITY (OE)** **3Ta:** IRS F.E.I.N. letter in the Ownership Entity's name. **3Tb & 3Tc:** A Limited Partnership ("LP"), Limited Liability Partnership ("LLP") or Limited Liability Limited Partnership ("LLLP") file- stamped certificate of Limited Partnership and a current Limited Partnership Agreement. **3Td & 3Te:** A Limited Company ("LC"), Limited liability Company ("LLC") Ownership Entity's- file-stamped Article of Organization and a current Operating Agreement. **3Tf:** Ownership Entity organizational chart. Please do not list tax identification numbers or social security numbers.	Ownership Entity	All Projects
4T's	**OWNER REPRESENTATIVE(S) (GENERAL PARTNERS/MANAGING MEMBER) ORGANIZATIONAL DOCUMENTS** **4Ta:** Each General Partner's (listed in the Application and Organizational Chart) file-stamped Certificate of Limited Partnership; and **4Tb:** Current Limited Partnership Agreement for each. **4Tc:** Each Managing Member's (listed in the Application and Organizational Chart) file-stamped Articles of Organization; and 4Td: Current Operating Agreement for each. **4Te:** Corporation's File-Stamped Articles of Incorporation **4Tf:** By-laws **4Tg:** Board Resolution approving actions of the corporation concerning the proposed Project, including minutes of election of officers and minutes for authorization of individual(s) to sign, along with title. • Required for each.	Ownership Entity – Components & Qualified Development Team	All Projects
5T	**CONSTRUCTION AND PERMANENT FINANCING LETTER OF INTENT** Provide letter of intent on lending institution's letterhead that includes loan amount, interest rate, term, amortization period (min. of 30 years required for first mortgage debt), fees, pre-payment penalties, anticipated security interest in the Property and lien position. • Must be valid through six months after the Application submission due date.	Funding Sources	All Projects
6T	**LETTERS OF INTENT FROM OTHER FUNDING SOURCES** Provide letters for all other funding sources that include existing debt to be assumed, that state the value of the funding, the purpose of the funds may be used for, and any time limitations. • Must be valid through six months after the Application submission due date.	Funding Sources	All Projects

6Ta	**FEDERAL AND STATE HISTORIC TAX CREDIT DOCUMENTATION** • An approved Part 1 for both Federal and State Historic Tax Credits from the State Historic Preservation Office (SHPO) must be provided. If the property is a single building listed on the National Register of Historic Places and it is already a "certified historic structure" and a Part 1 is not needed, provide documentation the property is listed on the National Registry. Part 1 is required for all other properties, including individually listed properties that have more than one building. • Provide a letter of intent for the equity for both the federal and state historic tax credits.	Buildings, Funding Sources, Costs and Credit Calc., Scoring – Site Appeal	If applicable
6Tb	**OPERATING RESERVE LETTER OF INTENT** • Provide a copy of the letter of intent for the irrevocable letter of credit.	Financial Feasibility, Costs and Credit Calc.	If applicable
7T/7S	**HUD OR RURAL DEVELOPMENT ("RD") AUTHORIZATION TO RELEASE OF INFORMATION** **<u>IFA Required Form</u>** • Provide the signed applicable HUD or RD Required Form.	Project Description, Site Control & Buildings	If applicable
7Ta	**CURRENT RENT ROLL** • Provide a copy of the current rent roll.	Project Description & Buildings	Acq/Rehab, Rehab Projects
8T	**ATTORNEY OPINION AS TO ELIGIBILITY FOR ACQUISITION CREDITS** **<u>IFA Required Template</u>** • Do not modify the form. An attachment providing clarification is acceptable. • A certification may not be relied as sole source/basis for the attorney opinion.	Project Description, Buildings, Site Control, Costs and Credit Calc.	If Acquisition Credits requested
9T	**EXECUTED COPY OF THE DEVELOPMENT CONSULTANT AGREEMENT(S)** • Provide an executed copy of the Agreement(s). • Must show the consultant fee payment and must match the amount listed on the Costs and Credit Calc. Tab.	Qualified Development Team & Costs and Credit Calc.	Projects with a Development Consultant
10T	**SYNDICATION OR OTHER SALE OR EXCHANGE OF TAX CREDIT INTEREST TO INVESTORS DOCUMENTATION** • Provide a copy of the Syndicator/Direct Investor letter of interest that includes equity price and approximate equity amount.	Qualified Development Team & Funding Sources	All Projects

11T	**CURRENT PHA, HUD, RD OR HUSM UTILITY ALLOWANCE DOCUMENTATION** Submit one of the following: 1) Public Housing Authority ("PHA") utility allowance schedule. • Circle the amounts on the PHA utility allowance schedule. • If more than 13 months old, provide a letter from the PHA stating the utility allowance schedule is still current. 2) Utility allowance prepared using the HUD Utility Schedule Model (HUSM) and **supporting documentation**. 3) If the Project has federal project-based rental assistance with HUD or Rural Development ("RD"), provide a copy of the current HUD Rent Schedule or utility allowance documentation from RD instead of the PHA utility allowance schedule.	Project Description, Buildings & Project Amenities	When utilities are not included in rent or if a Project has federal project- based rental assistance.
12T	**MARKET STUDY REPORT** • Submit a comprehensive market analysis with a full narrative report following IFA's current market study guidelines that is prepared by an independent third-party National Council of Housing Market Analysts member unaffiliated with the developer. • Refer to Appendix O – Market Study Guidelines.	Exhibits	All Projects
13T	**TRANSITIONAL HOUSING** • Provide information detailing how a non-profit or governmental entity will work to transition tenants out to permanent housing within 24 months and detail the supportive service programs.	Project Description	Transitional Housing Projects
14T RESERVED			
15T	**CONFIDENTIALITY REQUEST (updated 12-17-2025)** **IFA Required Form** **2026 APPLICANTS: NO LATER THAN 20 BUSINESS DAYS PRIOR TO 3-11-26** **2027 APPLICANTS: NO LATER THAN 20 BUSINESS DAYS PRIOR TO 3-10-2027** An Applicant must contact Michael Thibodeau, Legal Counsel, at 515-452-0436 or Michael.Thibodeau@IowaFinance.com prior to submitting a confidentiality request. The confidentiality request must be emailed to housingtaxcredits@iowafinance.com with a cc: to Michael.Thibodeau@IowaFinance.com no later than the applicable date listed above. • Refer to QAP Part A, Sections 2.7(A-C). • Upload the IFA-approved redacted exhibit(s) to the Exhibits Tab in the Application, along with the unredacted exhibits prior to the Application submission due date and check the box on the top of the Exhibits Tab indicating a confidentiality request has been approved.	Exhibits	Applicant requesting confidentiality treatment.

16T	**QUALIFIED CENSUS TRACT ("QCT") / DIFFICULT TO DEVELOPMENT AREA ("DDA") MAP** • Provide a current map generated from the HUD GIS Website showing the entire Project is currently located in a QCT or DDA or which sites in the Project are located in a QCT/DDA. If all buildings are not located in a QCT, enter the requested information on the Costs and Credit Calc. Tab to determine the applicable increase in Eligible Basis. • QCT/DDA MAP LINK	Project Name and Location, Buildings & Costs and Credit Calc.	If applicable
17T RESERVED			
18T	**COMMUNITY SERVICE FACILITY** **IFA Required Form**	Project Description, Buildings & Costs and Credit Calc.	If applicable
19T	**IOWA ROSE PROGRAM** (Refer to Appendix M of the Application Package) **IFA Required Form** • Upload to the Exhibits Tab, the signed Owner/GP Acknowledgement of Appendix M of the Application Package, along with the required Iowa ROSE homeownership plan ("Plan") combined into one (1) PDF.	Project Description & Buildings	If applicable
1B	**SITE CONTROL DOCUMENTATION** • Provide executed documents showing the site control requirements set forth in the QAP have been met. • Site control document must include only the acreage necessary for the proposed Project. • If a city is a seller of the real estate for the proposed Project, the city must complete all required notices and hearings as set forth under Iowa law authorizing the sale of the real estate as IFA will require an executed purchase agreement or option to purchase or executed lease or option to lease as Exhibit 1B.	Site Control, Ownership Entity, Qualified Development Team, Buildings & Costs and Credit Calc.	All Projects
2B	**APPRAISAL** • Required for land and buildings acquired from a party with an Identity of Interest for more than $1.00. • Acquisition/Rehabilitation Projects requesting acquisition credits. • Refer to QAP Part A., Section 4.1 G.	Project Description, Site Control, Qualified Development Team, Ownership Entity & Costs and Credit Calc.	If applicable
3B	**COLOR PHOTOS OF PROJECT & ADJACENT PROPERTY** **New Construction Projects** Eight photos for each site location. • Looking toward the center of each site from the North, South, East & West. • Looking out from the center of each site toward the North, South, East & West.	Project Name and Location, Buildings & Site Description	All Projects

	<u>Adaptive Reuse, Acq/Rehab, Rehab Projects</u> • Photos looking at each building from the North, South, East, and West. • Four of the overall site looking in from each cardinal direction.		
4B	**MAPS – CITY MAP AND PLAT MAP (BOTH ARE REQUIRED)** 1) Legible recent official city map pinpointing the site location(s) that shows the legal address of the property, the names of surrounding streets, and any other information important for the site inspection. 2) Recent aerial map. 3) An assessor plat map or civil engineer's proposed re-platting map for each site location.	Project Name and Location, Buildings & Site Description	All Projects
5B	**SITE PLANS** Shall clearly show the following: • Location and extent of all work proposed in the Application. • Site dimensions • Site zoning • Accessible site routes • Accessible Unit types • Easements and setbacks • Show total number of parking and type of parking (surface, garages, underground) • Planting and general notes • Location of all utilities noted in the Site Description Tab of the Application. • List any applicable setback, height, or general development requirements. • Show all buildings (including manager's Units & accessory buildings and trash enclosures) • Provide gross square footage of buildings.	Site Description, Project Amenities, Site Control & Costs and Credit Calc., Buildings	All Projects
6B's	**DETRIMENTAL SITE CHARACTERISTICS REMEDIATION DOCUMENTS** If the site or adjoining sites contain any detrimental site characteristics, provide the following: 6B a: Remediation Plan. 6B b: Budget to make site suitable. 6b c: Map showing detrimental characteristics on site plan. Refer to QAP Part A, Section 3.4 D.	Site Description & Costs and Credit Calc.	If applicable

7B	**POLITICAL JURISDICTION CERTIFICATION** **IFA Required Form** • Generate on the Exhibits Tab after the Project Name & Location, Ownership Entity, Site Description, Site Control, Qualified Development Team, and Buildings Tabs have been completed. • The Exhibit form and site plan shall be sent to the city to be completed and signed by an authorized city official. • The form will require the city to provide information on parking, zoning, any variances requested or required as well as Special Use Permits. • **Applicant shall not complete any part of Part B of this form.**	Project Name and Location, Buildings, Site Control, Site Description & Qualified Development Team	All Projects
8B	**BUILDING PLANS** Shall show all proposed work at a minimum schematic design level of completion. • Show building elevations and label the façade material • Provide a table that tabulates all units by bedroom type, accessible unit type, and unit area for each building. • Label the use of all rooms in the building (i.e., computer learning center, manager's Unit, manager's office, library, media center room, craft room, maintenance room, dining room, fitness center, laundry room, beauty salon/barber room, etc.) • Label the net square footage of each unit, each room and closet in the unit, and all common areas or other rooms in the building including any commercial space. • Show Accessible routes through the building, units and turnaround spaces and clear floor spaces. • Provide a unit plan of each unit type. • Label all rooms in the Units (i.e., bedroom, bathroom, kitchen, living room, closets, etc.) • Show gross square footage of each building.	Project Description, Buildings, Site Description, Project Amenities & Costs and Credit Calc.	All Projects
9B	**CAPITAL NEEDS ASSESSMENT** • Must be prepared by a third party that regularly provides CNA's as a basic or core service and shall assess the rehabilitation needs of each existing structure. • Refer to QAP Part A, Section 3.5 G. 1.	Exhibits	Acq/Rehab, Rehab Projects
10B	**BUILDING/PROJECT RENDERING** • Project Rendering should be a one-page high quality color picture, in PDF or JPG format not to exceed 10 MBs that adequately depicts the project and can be used as presentation material to the IFA Board if project is awarded. • Renderings should include at least one building of the project detailing the cladding and building façade as well as any proposed landscaping and scenic elements to bring the project into the context of the surroundings.	Exhibits	All Projects

11B	**FEMA MAP** • Flood Zone - FEMA FIRMette map of each site • **Link: FEMA Flood Map Service Center | Welcome!**	Exhibits	All Projects
SCORING EXHIBITS			
Exhibit	**Title and Narrative Description**	**Application Reference**	**Required**
1S-1	**PERMANENT SUPPORTIVE HOUSING** • Provide a letter from the Corporation for Supportive Housing (CSH) confirming the Full Team's successful completion of the Institute and whether the Project meets CSH' Dimensions of Quality Supportive Housing and if not CSH must provide an explanation.	Scoring, Qualified Development Team, Buildings, Exhibits, Permanent Supportive Housing	If applicable
1S-2	**NEIGHBORHOOD LOCATION TO SERVICES** Email housingtaxcredits@iowafinance.com at least two weeks prior to application submission due date to request approval of the coordinates for the Google Map if an address has not yet been assigned for the Project. • Upload on the Exhibits Tab, a Google Map for each service points are requested for on the Site Appeal Tab. • Each Google Map must list the Project's Primary Address, the service name, service address, and the driving distance from the Project Primary Address to each service for which points are requested. • If a Scattered Site Project, a map is required for each site to each service points are requested.	Project Name and Location, Buildings, Project Description, Scoring, Site Appeal, Exhibits	If applicable
1S-3	**LOCATION TO GROCERY STORE** Email housingtaxcredits@iowafinance.com at least two weeks prior to application submission due date to request approval of the coordinates for the Google Map if an address has not yet been assigned for the Project. . • Upload on the Exhibits Tab, a Google Map showing the driving distance from the Project's Primary Address and the Grocery store. • Google Map must list the Project's Primary Address, the Grocery Store Name and Address, and the driving distance from the Project's Primary Address to the Grocery Store. • If a Scattered Site Project, provide a Google Map for each site.	Project Name and Location, Buildings, Project Description, Scoring, Site Appeal, Exhibits	If applicable
1S 4-5 RESERVED			

1S-6	**DAYCARE, K-12 PUBLIC SCHOOL (FAMILY ONLY) OR SENIOR CENTER (SENIOR ONLY)** Email housingtaxcredits@iowafinance.com at least two weeks prior to application submission due date to request approval of the coordinates for the Google Map if an address has not yet been assigned for the Project. **Family Project** • Upload on the Exhibits Tab, a Google Map showing the distance from the Project's Primary Address to either a K-12 public school or a licensed daycare center. • Google Map must list the Project's Primary Address, the K-12 Public School or Licensed Day Care Center Name and address, and the distance between the Project and the applicable election (Daycare or K-12 Public School) • If a Scattered Site Project, provide Google Map for each site. **Senior Project** • Upload on the Exhibits Tab, a Google Map showing the distance from the Project's Primary Address to a Senior Center. • Google Map must list the Project's Primary Address, Senior Center Name and Address, and the distance between the Senior Center and the Project. • If a Scattered Site Project, provide a Google Map for each site.	Project Name and Location, Project Description, Buildings, Site Appeal, Scoring, Exhibits	If applicable
1S-7	**PUBLIC TRANSPORTATION** Email housingtaxcredits@iowafinance.com at least two weeks prior to application submission due date to request approval of the coordinates for the Google Map if an address has not yet been assigned for the Project. • Provide a Google Map using walking distance from the Project's primary address to a bus stop if the Project is located in a city that has a fixed route public transportation system available M-F. • Provide a copy of the public transportation system's hours of operation and bus route to confirm the bus stop/route used in the Google Map. • If an address has not yet been assigned to the Project, use the latitude and longitude for the Project entrance (driveway) in place of the address in the Google Map.	Project Name and Location, Buildings, Site Appeal, Scoring, Exhibits	If applicable
1S-12	**NATIONAL PARK SERVICE PARK (NPS) PART II APPROVED APPLICATION** • Upload a copy of the National Park Service approval of the part 2 application. • All buildings in the Project must be eligible for the federal historic credits to qualify for the 5 points under this category.	Project Name and Location, Buildings, Funding Sources, Scoring, Exhibits	If applicable

1S-12a	**COPY OF A CONCERTED COMMUNITY REVITALIZATION PLAN SHOWING PROJECT IS LOCATED IN A QCT AND THE PROJECT IS LOCATED IN A CCRP THAT INCLUDES AFFORDABLE HOUSING** • Upload a copy of the Concerted Community Revitalization Plan (CCRP) on the Exhibits Tab. • Each site must be located in a Qualified Census Tract (QCT) where affordable housing is part of a Concerted Community Revitalization Plan that was last updated no longer than 5 years ago. • Refer to the Glossary in QAP for definition for CCRP.	Project Name and Location, Buildings, Scoring, Site Appeal, Exhibits	If applicable
2S	**PHA PROJECT-BASED VOUCHER DOCUMENTATION** • Provide a signed letter on PHA letterhead stating the number of project-based vouchers committed to the Project by the PHA for a minimum of 10 years.	Project Description, Scoring, Exhibits	If applicable
3S	**FEDERAL PROJECT BASED RENTAL ASSISTANCE** • Provide a copy of the full expiring federal project-based rental assistance contract that shows the contract beginning and end dates and the number of units covered.	Project Description, Buildings, Scoring, Exhibits	If applicable

APPENDIX O

IOWA FINANCE AUTHORITY'S MARKET STUDY REQUIREMENTS

Applicants must commission their own Project's market studies and the Applicant is responsible for confirming the market study requirements are met. The deadline to submit the market study is the same as the tax credit application deadline.

General

The market study shall:

- Be in conformance with IFA requirements.
- Be prepared by a third-party Market Study Firm in good standing with National Council of Housing Market Analysts (NCHMA).
- Provide a full-narrative Market Study Report effective within 6 months of application submission.
- An update of the market study can be accepted if the effective date of the original market study is within 12 months of application submission. The proposed site is required to be reinspected within 6 months of application submission. Comparable data used in rent determination and the rent comparability grid is to be updated within 6 months of application submission.
- Acknowledge the study is being completed for IFA's use and benefit.
- Demonstrate that there is adequate sustained demand for the proposed Project, and that the construction or rehabilitation of the additional affordable units will not have an adverse impact on the existing affordable units in the market area.
- Contain a Cover Sheet with Iowa Specific Requirements (see sample at the end of this appendix)

The market study provider:

- Understands they may contact IFA if any change to these requirements is required based on specific market conditions. Any changes must be approved by the Tax Credit Director prior to the study being submitted to IFA. Please submit market study questions to housingtaxcredits@iowafinance.com.
- Understands IFA has the right to contact them when reviewing the market study but is not obligated to do so.
- Shall provide the Market Study Report in a searchable PDF format.
- Shall travel to and physically inspect a proposed site and market area.
- Shall only use photographs taken by the analyst during the site inspection.

Primary Market Area (PMA)

The PMA shall be the *smallest geographic area* from which the subject development will compete with similar properties to draw most of its residents. It implies that households within the PMA would be willing to move to, or shop for, housing located therein, and that rents, amenities and other aspects of housing would be similar. PMA boundaries shall be created by census tracts, school districts, jurisdictions, street names, or other geography forming the boundaries. A map of the primary market area and description shall be included. IFA will not accept radii primary market areas.

For proposed PMA's larger than 25,000 households, the market analyst is required to receive IFA approval prior to application submission.

Age Restricted Units

All age restricted projects shall use the 55+ or 62+ exemption. If the age restriction in the application conflicts with a Federally subsidized program, the more restrictive age requirement shall be used to evaluate the market.

No units in the age restricted units shall have more than 2 bedrooms.

Substandard Housing Conditions

NCHMA Market Study Terminology Definition for "substandard housing conditions" is required to be used in the market study. Housing conditions that are conventionally considered unacceptable may be defined in terms of lacking plumbing facilities, one or more major systems not functioning properly, or overcrowded conditions.

Income

Market studies shall use the HUD 2025 MTSP Rent & Income Limits. Section 8 poverty guidelines calculations will not be accepted.

Rent Comparability Grid

Estimated market rent shall be determined for each bedroom type using the HUD Form 92273-S8 Rent Comparability Grid. The following explanations are to be included, as well:

- Why and how each adjustment line item was made.
- How estimated market rent was derived from adjusted rents.
    - If the estimated market rent is higher than any comparable rents in the PMA a narrative is required on how that amount is achievable.
- How this analysis was used for a similar unit type and project type (senior vs. multi-family).

Comparable and Rent Analysis

All comparable projects used for the rent determination and rent comparability grid must be in the PMA.

All LIHTC projects located in the PMA must be identified and considered in the market study analysis. If a market study provider does not want to use a LIHTC property located in the PMA as a comparable property, the analyst shall explain to IFA's satisfaction why the project was not surveyed or considered in the analysis. When a survey is done, if LIHTC properties have not been responsive, the market analyst may notify IFA via email at housingtaxcredits@iowafinance.com.

Rent Advantage

IFA requires a rent advantage for proposed rents of at least 10 percent discount from the estimated market rents. If rent advantage is over 30 percent discount a narrative is required on why higher rents are not recommended by the analyst since achievable. The request for a rent advantage must:

- Quantify and discuss the market advantage of the proposed rents per bedroom size.
- Include a table that presents proposed rents by bedroom size.
- Estimate achievable market rent.
- Use the ratio of proposed rent to estimated achievable market rent.
- Discuss the feasibility of the proposed rent levels per bedroom size and whether the proposed rent level is achievable.
- If LIHTC rents are not achievable based on the existing market conditions, recommend alternate rents or justify why future market conditions will make the proposed rent favorable.

Rent Burden

The market analyst shall use a rent burden of 35 percent of a household's monthly income for demand and capture rate calculations.

Capture Rate – AMI and Bedroom Size
Calculate the capture rate for each income level (market rate, 80%, 60%, 40%, 30%, etc.) proposed as well as an overall capture rate.

The capture rate is the total number of project units divided by the total income and size qualified renter households in the PMA.

If the overall capture rate exceeds 10% for new construction and adaptive reuse projects, the market analyst shall provide an explanation and justification to be reviewed and accepted by IFA. If an individual bedroom capture rate exceeds 25%, the analyst shall provide a narrative in the report that justifies why the unit mix is feasible, and/or provide project recommendations to lower the capture rates. The capture rate shall consider only qualified households in the PMA.

Penetration Rate
Provide a statement of penetration rate that considers all income qualified households and all income restricted units (not just LIHTC units) in the PMA only.

Absorption Rate
Determine the amount of time that is expected to achieve stabilized occupancy of 93% at the proposed development. If the projected absorption rate is greater than 12 months, the analyst should provide recommendations for adjustments necessary to attain stabilized occupancy with 12 months (number of units, unit mix, AMI levels, rents, etc.).

Special Housing Need
If the proposed project specifies a special housing need, including but not limited to transitional housing, permanent supportive housing, or a specific population (artist, veteran, literary activities) then the specified rental population shall be analyzed to determine if it can be sustained and is suitable for the proposed project.

Community Service Facility
If a community service facility is proposed, the market study must:

- Describe the proposed community service facility and how it can serve individuals whose income is 60% or less of the area median income located in a qualified census tract determined by HUD.
- Analyze how the community service facility will improve the quality of life for the residents and improve quality of life for individuals in the community.
- Demonstrate the facility is located within the proposed tax credit property and contains appropriate access for residents and individuals from the community.
- Determine there would be a demand for services and the services would be affordable to people with income at 60% or below.

Sample Cover Sheet for Iowa Specific Requirements

Date of last inspection and who inspected:

Number of Households in the PMA:

Absorption Period to reach an overall stabilization of 93% occupancy:

Overall Capture Rate in the PMA:

Rent Advantage Percentages (for each unit type):

# of Bedrooms	AMI %	LIHTC Proposed Rent Amount	Estimated Market Rent	Rent Advantage Percentage

APPENDIX P
INNOVATION SET-ASIDE

A. INTRODUCTION

Innovation is a core value at the Iowa Finance Authority as we continually look to turn new ideas in housing and finance into reality. The Innovation Set-Aside is an opportunity to demonstrate innovations and advance affordable housing in a way that may not always be possible in the 9% Tax Credit round. The most competitive projects in this set-aside will have multiple innovations and support the Iowa federal housing tax credit (LIHTC) Program mission and goals that include partnerships, affordability, durability, and location.

One project may be selected to apply under the Innovation Set-Aside for the 2026 LIHTC Allocation Round. If the selected project meets program requirements, the project may receive up to $1 million in federal housing tax credits. Interested applicants must submit a pre-application. IFA will review pre-applications and identify finalists to present on their concept at the 2025 HousingIowa Conference. IFA will announce the selected applicant at the HousingIowa Conference.

B. TYPES OF INNOVATION

Innovations may include, but are not limited to the following:

- Target Population/Purpose. All projects must comply with Internal Revenue Code Section 42(d)(9) General Public Use Requirement as well as all federal civil rights legislation including Fair Housing laws, and any state or local civil rights legislation.
- Operations
- Developer Partnerships
- Data-driven decision making and data sharing
- Affordability
- Construction or Durability
- Energy Efficiency
- Financing Structure

C. INNOVATION PRE-APPLICATION REVIEW AND SELECTION

1. All applicants interested in participating in the Innovation Set-Aside during the 2026 allocation year must submit a completed pre-application.

2. The pre-application will be available in the Iowa Finance Authority TAC system beginning on January 6, 2025.
3. The deadline for submission of the pre-application is May 1, 2025, at 4:30 pm CST. Late submissions will not be accepted. A $500 fee is due upon submission of the pre-application and will be donated to a housing related charitable purpose of IFA's discretion.
4. The IFA team will review all innovation pre-applications for completeness, preliminary feasibility, purpose, and impact for the residents, community, or industry. The pre-application does not require location, site control, financing, architecture, costs and proforma, or fully complete qualified development team. All pre-applications must include a Qualifying Entity as defined in the QAP.
5. IFA reserves the right to disqualify any proposal that does not comply with and cannot meet Internal Revenue Code Section 42 requirements.
6. The IFA team will select up to four finalists to present at the Innovation Set-Aside competition for the opportunity to submit a 2026 LIHTC Innovation Set-Aside full application. IFA reserves the right to select no finalists.
7. All applicants will be notified of the selected finalists for the Innovation Set-Aside competition by email no later than July 1, 2025. Finalists must accept the opportunity to compete in the Innovation Set-Aside competition by July 11, 2025. Finalists must make an in-person presentation at the 2025 Housing Iowa Conference that will be open to conference attendees.
8. A review panel will assess the Innovation Set-Aside finalist pre-applications and presentations. The review panel may be comprised of IFA staff, IEDA staff, and industry professionals in such fields as architecture, energy, construction, finance, health and human services, housing policy, and supportive services. Finalists should be prepared to answer questions from the panel and conference attendees.
9. Following the presentations, the review panel may recommend up to one finalist to submit an application for the 2026 LIHTC Innovation Set-Aside. IFA may accept the review panel's recommendation. IFA reserves the right to not select any finalists for the 2026 LIHTC Innovation Set-Aside. IFA will announce which finalist, if any, is eligible to submit an application for the 2026 LIHTC Innovation Set-Aside.

D. <u>2026 LIHTC INNOVATION SET-ASIDE APPLICATION REQUIREMENTS</u>

1. The finalist selected to submit an application for the 2026 LIHTC Innovation Set-Aside, if any, will be the only eligible applicant for the 2026 LIHTC Innovation Set-Aside.
2. The finalist may submit the LIHTC application any time up to the 2026 application submission due date. Award of credit may also be made prior to May 2026 if the full complete application is submitted prior to the 2026 application submission due date.
3. IFA may award up to one project no more than $1,000,000 in LIHTC in the Innovation Set-Aside.
4. The project described in the 2026 LIHTC Innovation Set-Aside application must be materially consistent with the project presented at the 2025 HousingIowa Conference

and in the pre-application. IFA has the sole discretion to determine whether the project submitted in the 2026 LIHTC Innovation Set-Aside application is materially consistent with the project presented at the 2025 HousingIowa Conference and in the pre-application.

5. A project application for this set-aside will not be considered for a 2026 LIHTC Award in any other Set-Aside or the General Set-Aside. An application for the same project may not be submitted separately for consideration outside of the Innovation Set-Aside.
6. The project must have a positive cash flow, no funding gap and meet financial feasibility requirements.
7. The project must meet all building codes (local, state, and federal).
8. All IRS requirements must be met.
9. IFA reserves the right to not make an award in the Innovation Set-Aside. If no Innovation Set-Aside award is made, the $1,000,000 in Tax Credits will be awarded in the General Set-Aside.
10. All LIHTC awards are subject to IFA Board approval.

E. <u>2026 QAP APPLICATION REQUIREMENT EXCEPTIONS</u>

All 2026 QAP requirements must be met except for the following exceptions to the 2026 QAP requirements.

1. QAP 1.3A: Per Unit Tax Credit Cap does not apply to the Innovation Set-Aside award.
2. QAP 1.3B: Project Cap. The maximum award amount is $1,000,000.
3. QAP 1.3C: Developer, General Partner/Managing Member Cap may be exceeded and does not apply to an Innovation Set-Aside award.
4. QAP 1.3E: Community Cap Does not apply to the Innovation Set-Aside award.
5. QAP 2.6H Application Deficiency Period. If the Innovation Application is submitted in a month prior to the month of the application submission due date, IFA may permit more than one opportunity to correct deficiencies during the Deficiency Period.
6. QAP 3.4A: Zoning as listed in the QAP does not apply. Projects <u>must</u> have proper zoning when applying for the 2026 LIHTC Innovation Set-Aside (at submission).
7. QAP 4.3D: No permanent debt is allowed. The project can have permanent debt, but does not need to have debt.
8. QAP Section 6 Scoring Criteria, 2.6(I) Scoring Determination, 7.2 Selection Criteria, and 7.4 Tiebreakers do not apply. The Innovation Set-Aside does not have scoring criteria.

9. QAP 7.7 Waiting List does not apply. The finalist selected during the 2025 HousingIowa conference is the only Applicant allowed for the 2026 LIHTC Innovation Set-Aside.

10. QAP 14.6 and 14.7 Minimum Development Characteristics - Requests for exceptions specific to an innovation shall be submitted through the Exceptions Tab in the Application prior to Application submission due date.

11. IFA may make other exceptions depending on the nature of the innovation. Submit requests through the Exceptions Tab in the Application prior to the Application submission due date.

APPENDIX Q

IOWA THRIVING COMMUNITIES

Projects eligible for the 2 points must be either:

1. A Project wholly located in one of the following cities:
    - Clear Lake
    - Ottumwa
    - Sioux Center

2. A Project wholly located within the targeted area boundaries of the following city:
    - Urbandale, targeted area boundaries are outlined in red on the map below.