

**NHTF EXHIBIT LIST**  
**NATIONAL HOUSING TRUST FUND**

If applying for NHTF funds, the exhibits listed on this form must accompany the online application if required/applicable.

Exhibit #	Description	Required
NH-1	<u>Application Certification (Rental)</u> <b>- IFA required form</b>	Yes
NH-2	<u>Assurances Signature Page</u> <b>- IFA required form</b>	Yes
NH-3	<u>Applicant/Recipient Disclosure/Update Form (HUD 2880)</u>	Yes
NH-4	<u>W-9 Form (Request for Taxpayer ID # &amp; Certification)</u>	Yes
NH-5	<u>Minority Impact Statement</u> <b>- IFA required form</b>	Yes
NH-6	<u>No Lobbying Certificate (Rental with Tax Credits)</u> <b>- IFA required form</b>	Only if requesting over \$100,000 in NHTF funds
NH-7	<u>Disclosure of Lobbying Activities</u>	If applicable
NH-8	<u>Local Support</u> A letter(s) of involvement, endorsement and investment by local citizens, local organizations or the governing body of the local government in which the housing project is located. The local support letter shall specifically mention the entity's support for the proposed project that is applying for NHTF program assistance.	Yes
NH-9	<u>Nonprofit Status</u> 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 HOME are: 501(c)3 status --A charitable, nonprofit corporation; 501(c)4 status -- A community or civic organization; Section 905 status -- a subordinate organization or a 501(c) organization.	Only if Ownership Entity is a nonprofit
NH-10	<u>Good Standing from Secretary of State</u> Provide a current good standing letter from the Iowa Secretary of State's Office (i.e. a Certificate of Existence or a Certificate of Authority.)	Yes
NH-11	<u>Color Photos of Property &amp; Adjacent Properties</u> 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.  If the project involves the acquisition of existing buildings, you must also provide at least ten photos of the inside of the building.  All photos must include the street address and building number. Submit all color photos as ONE PDF file.	Yes

<p>NH-12</p>	<p><u>Letters of Intent form lending institutions for private construction &amp; permanent financing</u>                  A letter of intent from lending institutions 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>	<p>Yes</p>
<p>NH-13</p>	<p><u>Commitment letters from all other sources (i.e. grants, loans, leverage, etc..)</u>                  Each letter must include:                  -the value of the commitment;                  -the interest rate &amp; term;                  -the purpose the funds can be used for;                  -the time limitations related to the commitment;                  -if the source is from a federal program.</p>	<p>Yes</p>
<p>NH-14</p>	<p><u>PHA Utilities</u>                  If tenants pay for any of their utilities, provide a current PHA utilities dated within one year for the NHTF round closing date. If the date on the documentation is not within one year, provide written confirmation that the PHA utilities are still current.</p>	<p>Yes</p>
<p>NH-15</p>	<p><u>Market Information for Proposed Project</u>  <b><i>-IFA required form</i></b></p>	<p>Yes</p>
<p>NH-16</p>	<p><u>Ownership Entity Documentation</u>                  For LP, LLP, LLLP, provide:                  -Current Certificate of Limited Partnership                  -Current Signed Partnership Agreement                  For LC, LLC, LLLC, provide:                  -File-Stamped Articles of Organization                  -Current Signed Operating Agreement</p>	<p>Only if Ownership Entity is for-profit AND not a sole proprietor</p>
<p>NH-17</p>	<p><u>Documentation for General Partner/Managing Member &amp; Co-GP/Co-MM</u>                  For LP, LLP, LLLP, provide:                  -Current Certificate of Limited Partnership                  -Current Signed Partnership Agreement                  For LC, LLC, LLLC, provide:                  -File-Stamped Articles of Organization                  -Current Signed Operating Agreement                  For Corp. or Incorp., provide:                  -Bylaws                  -Board Resolution approving actions of corp. concerning proposed project.</p>	<p>Only if the Project Team includes a GP/MM or Co-GP/MM</p>
<p>NH-18</p>	<p><u>Document(s) providing evidence of control or ownership of site(s)</u>                  Provide purchase agreement, the title of the property, title opinion, etc. Must be good through 9 months following the NHTF round closing date.</p>	<p>Yes</p>
<p>NH-19</p>	<p><u>Map with Site Location(s)</u>                  Provide a legible, recent city map pinpointing the site location(s). Must show the address of the property, the names of surrounding streets &amp; any other information important for the site inspection.</p>	<p>Yes</p>
<p>NH-20</p>	<p><u>Site Plan(s) clearly list the following:</u>                  - Site dimensions                  - Easements &amp; Setbacks</p>	<p>Yes</p>





NH-33	<u>Location near Services</u> (Upload Google Map to show distances)	If applicable, upload map

