



2017 PRIOR TO PLACED-IN-SERVICE CHECKLIST

A. Instructions

The 2017 Qualified Allocation Plan (“QAP”) Sections 8.9.1 and 8.9.2 and the 4% Qualified Allocation Plan (“4% QAP”) Sections 4.6.1 and 4.6.2, list required submission times for specific documents to be provided to the Iowa Finance Authority (“IFA”). These requirements are listed below. Please note that in the year the Project’s IRS Form 8609 Application will be submitted, the latest submission date for submission of these documents to IFA is September 1st. **The IRS Form 8609 Application may not be submitted until all required documents have been uploaded to the Prior to Placed-in-Service (“PIS”) Docs Tab in the online application and approved by IFA. The only exception is listed in Section B. below.**

B. QAP Section 8.9.1 and 4% QAP 4.6.1

Prior to the Placed-in-Service Date, a copy of the following documents must be submitted on the PIS Docs Tab in the online application. Should the below listed items **1-5** not be available prior to the Placed-in-Service Date, submission will be required no later than the IRS Form 8609 Application. Item 6 must have been uploaded to the Prior to PIS Docs Tab and approved by IFA prior to submission of an IRS Form 8609 Application.

- 1) New Construction Projects with three stories or less or a Project with any building with four or five stories above-grade (wherein each Unit has its own heating, cooling, and hot water systems, separate from other units), a copy of the final home energy rating report performed by a certified HERS rater.
 - ✓ N/A 4% Tax-Exempt Bond Financed Projects
- 2) New Construction Projects with four or more stories (not included in B1), documentation by an independent licensed engineer that the Project exceeds ANSI/ASHRAE/IES Standard 90.1-2010.
- 3) Projects with existing structure(s), an energy audit by a certified energy rater that verifies the recommended energy performance measures established in the final rehabilitation work order were installed correctly.
 - ✓ N/A 4% Tax-Exempt Bond Financed Projects
- 4) New Construction Projects and Projects with existing structure(s), a copy of the final energy audit by a certified energy rater that verifies the recommended energy performance measures established in the final rehabilitation work order were installed correctly.
 - ✓ N/A 9% Projects
- 5) Completed Energy Star checklist and Energy Certificates (submit as 1 pdf).
 - ✓ N/A 4% Tax-Exempt Bond Financed Projects
- 6) Free Internet Connectivity specifications and fully executed contract, if applicable.

C. QAP Section 8.9.2 and 4% QAP 4.6.2

At least 120 days prior to the first Unit being Placed-in-Service, a copy of the following must be submitted on the PIS Docs Tab in the online application:

- 1) Affirmative Fair Housing Marketing Plan Package – 1 pdf of the following bulleted items:
 - Affirmative Fair Housing Market Plan (Current HUD Form 935.2A)
 - Ads and brochures (in addition to IowaHousingSearch.org)
 - Picture of property sign, picture of draft sign design or explanation why the property will not have a sign
 - Tenant Selection Plan (criteria)
 - Lease and Lease addendums (including the Accessible Unit Lease addendum if language isn’t included in the lease), if any
 - Resident policies and procedures, if any
 - Waiting list policy
 - Violence Against Women Act (“VAWA”) Forms:
 - HUD: HUD-5380, HUD-5381 (Project-specific Emergency Transfer Plan that includes local contact information), HUD-5382, HUD-5383, and HUD-91067 Lease Addendum
- 2) IFA: IFA form - Acknowledgement of Receipt of HUD form 5380 and HUD form 5382



- 3) Targeting Plan
 - N/A to Homeless-Set Aside Projects and 4% Tax-Exempt Bond Financed Projects
- 4) Documentation the Project is registered on Iowa’s free rental housing locator at [Iowa Housing Search](#).
 - Provide printer-friendly copies of each unit size and/or bedroom size.
- 5) Written commitment between the Management Company and the local Public Housing Authority (“PHA”) for the ongoing notifications to the PHA of the Project’s vacancies.

D. Prior to Placed-in-Service Docs Tab

A user name and either a “Guest” or a “Prior to Placed-in-Service” role in the online application is required to upload documents to this tab. User name requests may be submitted through the online application at: <https://iowafinanceauthority.iowa.gov/secure/TAC2/Login.aspx?ReturnUrl=%2fsecure%2fTAC2%2fDefault.aspx>. If the user will only be uploading documents to this tab, indicate this on the user name request. IFA will email the requestor once approved. The application creator must grant the user access to the application. Refer to the Online Application User Guide for instructions. For questions on the online application, contact Stacy.Cunningham@iowa.gov.

To upload documents:

- Select the Prior to Placed-in-Service Doc Tab
- Upload the document by selecting the “Document Type” from the drop-down field
- Type the title of document
- Select the document for upload and upload

E. Review and Approval Process

The IFA reviewer will send an email deficiency notice, if applicable, with instructions for responding. An approval email will be sent to the Ownership Entity. Approvals are also shown in the Prior to PIS Docs Tab. It is important to ensure the contact emails in the online application are correct.

F. Contact Information

| DOCUMENT | CONTACT NAME | CONTACT EMAIL |
|---|----------------|-------------------------|
| <ul style="list-style-type: none"> • Targeting Plan | Terri Rosonke | Terri.Rosonke@iowa.gov |
| <ul style="list-style-type: none"> • Affirmative Fair Housing Marketing Plan Package • Free internet connectivity specifications and contract • Iowa Housing Search | Nancy Peterson | Nancy.Peterson@iowa.gov |
| <ul style="list-style-type: none"> • Commitment for ongoing notifications to the PHA of vacancies | Karen Kulisky | Karen.Kulisky@iowa.gov |
| <ul style="list-style-type: none"> • Final Home Energy Rating Report • ANSI/ASHRAE/IES Standard 90.1-2010 documentation • Final Energy Audit • Energy Star Checklist and Certifications | John Kerss | John.Kerss@iowa.gov |