**Washington State Housing Finance Commission**

**LIHTC Addendum Checklist**

**2016**

*Please insert the following attachments behind the appropriate tab.*

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| **Inside Front Cover of Binder** | |  |
|  |
|  | Copy of Application Package and Attachments on CD or flashdrive | |

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| **Tab 1: Project Summary** | |  |
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|  | **Attachments** | |
|  | Architect Certification of Gross Residential Square Footage | |

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| **Tab 2: Project Description** | |  |
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|  | **Attachments** | |
|  | Evergreen Owner Certification (Non-HTF Funded Projects only) | |

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| **Tab 3: Need & Population Served** | |  |
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|  | **Attachments** | |
|  | Notification of Public Housing Authority | |

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| **Tab 6: Development Budgets** | |  |
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|  | **Attachments** | |
|  | Documentation of QCT status for 130% basis boost | |

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| **Tab 7: Project Financing** | |  |
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|  | **Attachments** | |
|  | Projects eligible for Historic Rehabilitation Tax Credits:   * Itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation Expenses * Explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs * Detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the Project | |

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| **Tab 8: Project Operations** | |  |
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|  | **Attachments** | |
|  | If using a Utility Allowance based on an Energy Consumption Model, attach evidence of selected engineer as well as a copy of the energy consumption modeling plan | |
|  | Projects with Rental Assistance: documentation of rental assistance | |

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| **Tab 9: Development Team** | |  |
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|  | **Attachments** | |
|  | Certification Regarding Financial Solvency and Litigation Status | |
|  | Consent Granting Signature Authority | |
|  | Property management agreement or letter of intent | |
|  | IRS notification of Ownership Entity’s federal identification number | |
|  | Secretary of State Certification of Existence for Ownership Entity | |
|  | Organizational chart identifying each entity or individual with an ownership interest in the Project, including percentage of ownership. | |
| **Tab 11: LIHTC Addendum** | |  |
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|  | LIHTC Addendum Forms | |
|  | **Attachments** | |
|  | Certification of Ability to Contribute Equity to the Project | |
|  | Local Funding Commitment Points: If using rental assistance to meet the threshold, provide the calculation used to determine the total value. | |
|  | Historic Property Points: documentation of eligibility | |
|  | Eligible Tribal Area Points: site map documenting eligibility | |
|  | Location Efficiency Points: list of services with addresses and a site map documenting required walking distance | |
|  | Area Targeted by a Local Jurisdiction: documentation of eligibility and site map | |
|  | Transit Oriented Development: site map documenting eligibility | |
|  | Job Center Points: site map documenting eligibility | |
|  | Nonprofit Sponsor Points:   * Nonprofit Organization’s IRS determination letter * Articles of incorporation as filed with the Secretary of State * Bylaws and/or other governing instruments of the organization * Documentation of ownership and Material Participation * Certification of Non-Affiliation * Board Member list | |
|  | Urban Type Projects – Documentation of eligibility | |
|  | Acquisition Credit – Documentation of compliance with 10 year rule | |
|  | Energy Consumption Model Utility Allowance:   * Evidence of selected engineer * Plan for energy consumption model | |
|  | Application fee | |
| **Tab 12: LIHTC Rehab Addendum** | |  |
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|  | Rehab Addendum Forms | |
|  | **Attachments** | |
|  | Documentation of Project Age | |
|  | Capital Needs Assessment | |
|  | Evidence of Existing Use Restrictions (if any) | |
|  | Appraisal (Related Party Transactions only) | |
|  | Documentation of Project Reserve Balances | |