**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
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|  |  [ ]  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 |