

Idaho Housing and Finance Association
LIHTC-HOME-HTF-WH
Reservation/Conditional Commitment Application
Documents Instructions & Checklist

Revised (12/2022)

Please submit all of the application documents listed below to the 'Developer Application Submission' folder in the 'Reservation/Conditional Commitment Application' of your project on the Procorem platform. **APPLICATIONS WILL BE ONLY ACCEPTED ELECTRONICALLY.** Please contact Michael Leary at least one week prior to the March 10, 2023 deadline to set up access to Procorem; training will be available if requested. All documents need to be saved with the following naming convention: Document Number – Application Year – Document Description – Project Name; e.g. "01-2023-LIHTC-HOME-HTF-WH Application-Project Name". Please ensure the Project Name is added to each file name and that only the Project Name portion of the file name is changed for files supplied by IHFA. Please utilize the supplied forms (files 01-07), and submit relevant documents for the remaining required files. Any forms supplied by IHFA requiring signatures need to be digitally signed in the form, or a scan of a physically signed file needs to be uploaded. All files, as applicable, need to be submitted at the time of application; incomplete applications without prior approval for missing components will be subject to rejection. For programs requiring the same certification, duplicate certificates do not need to be submitted.

Questions regarding the WH Program:	Michael Leary 855-505-4700 ext. 4385 Email: michaelle@ihfa.org
Questions regarding the LIHTC Program:	Maudi Hernandez 208-424-7040 Email: maudih@ihfa.org
Questions regarding the HOME or HTF Programs:	Brian Poe 208-331-4882 Email: brianp@ihfa.org

Applications for Multifamily Workforce Housing Funds Allocations Shall Include:

01. LIHTC/HOME/HTF/WH Funds Combined Application Form
02. Selection Criteria & Preference Points Self Score
Please include certifications or other documentation to warrant selection criteria/preference points. Points will not be counted without adequate documentation.
03. Previous Affordable Housing Participation Certificate for Sponsor/Owner

04. Previous Affordable Housing Participation Certificate for Developer
05. Previous Affordable Housing Participation Certificate for Property Management Agent
06. Affirmative Fair Housing Marketing Plan
07. Sponsor Certification
08. Letter(s) of Interest or Commitment(s) from proposed construction and permanent Lender(s)
Documents need to identify and outline all relevant specific terms of the loan(s), including rates, term, amortization period, all relevant fees and costs, structure, required reserves, debt coverage covenants (if applicable), and bond-specific terms (for tax-exempt bond financed projects) either being offered or proposed. This list may or may not be complete depending on the specific conditions of the project; IHFA may require, at its sole discretion, additional documents or clarifications.
09. Letter of Interest for any Equity Provider(s) for the investment of all required equity and loan funds in the development
Documents need to identify and outline all relevant specific terms of the equity contribution, including pricing, costs/management fees, structure, equity injection schedule, required reserves, debt coverage covenants (if applicable), and income averaging requirements (if applicable) either being offered or proposed. This list may or may not be complete depending on the specific conditions of the project; IHFA may require, at its sole discretion, additional documents or clarifications.
10. Calculations or explanations for estimated construction loan interest, required reserve amounts, or unusual fees that are included in total development costs
11. Documentation regarding the terms and conditions of any proposed subsidies, donations, or grants
12. Documentation substantiating utility allowance calculations
13. 30-year proforma
14. Narrative description of the development
15. Market Study and Project Feasibility Documents
A current (no more than 6 months old) Market Study, appraisal, and/or market rent and vacancy documentation is required which recommends and justifies the overall market area demand for the proposed rental units. See Exhibit G for Market Study Requirements
16. Legal description
17. Location map
18. Sketch plan of site, typical unit layout, building elevations
19. Evidence of initial site control or intent thereof (purchase agreement, option, etc.)
20. Written confirmation from the municipality zoning authority that the proposed use is within the parameters of existing conforming zoning designations (see Section 4.9.2)
21. Résumés for Sponsor(s)
22. Résumés for Developer(s)
23. Résumé for General Contractor
24. Résumé for Property Management Agent

25. Résumé for Consultant; if applicable
29. The local jurisdiction's most recent Fair Housing Assessment Plan or Analysis of Impediments to Affirmatively Further Fair Housing as submitted and reviewed by the State of Idaho's CDBG Program (Department of Commerce); or a Fair Housing Assessment Plan completed by the local jurisdiction, that meets the requirements of the State of Idaho's CDBG Program, if applicable
30. Application Fee
31. Sponsor & Developer Certification of Understanding & Compliance of Treasury Guidance for ARPA-SLFRF Funds
32. Preliminary Architect Certifications

Exhibits C-1 and C-2

Additional Documents for Acquisition Applications

33. Current (6 months or less) independent third party appraisal* that includes market value (net of appraiser-recommended repairs) of the existing development with land value broken out separately

**An update will be allowed up to 6 months after the original appraisal date; although in no instance will the Association accept an appraisal beyond 12 months of the original date.*

34. Documentation that details the dollar amount of any operating and/or replacement reserves that will be transferred with the purchase of the property