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<b>Annual Compliance Fees</b>		
LIHTC	Annually on January 31st or Upfront	Annual - 2% of annual LIHTC allocated or minimum of \$500 each year of the 15-year Compliance Period  Upfront - 1.80% of the annual LIHTC allocated multiplied by the 15 years with a minimum fee of \$9,000 (Must be reflected within the LIHTC Application)  <b>Example: Annual LIHTC Amount X 1.8% X 15 years= Upfront fee for first 15 years</b>
AHTC	Annually on January 31st or Upfront	\$250 each year for 6-year credit period (Can be paid up front without a discount)
Average Income	Cost Certification Submission	.5% of the annual LIHTC allocated for each year during the 15-year compliance period  <b>Example: Annual LIHTC Amount X .005 X 15 years= AI Election Fee</b>
Extended Use Period	After Compliance Period	The LIHTC Annual Fee will be payable in the amount as set forth in the Post Year-15 Monitoring Procedures
<b>Other Fees</b>		
Late Payment Penalty	Accounts more than 30 days delinquent	5% of the Annual Fee; any fees not collected will be turned over to legal counsel for collection
Transfer/Assumption Fee	Due upon submittal of request	\$1,500 plus attorney fees
Qualified Contract	Due upon submittal of Qualified Contract	\$5,000



## APPENDIX B

### FAIR HOUSING ACT ACCESSIBILITY CERTIFICATION

The following is a certification regarding design and construction requirements of the Fair Housing Act (the “Act”). This certification represents many, but not all, of the requirements to the Act. This certification is not intended to be exhaustive; rather, it is a helpful guide in determining if the major requirements of the Act have been met in designing and constructing the development. **If a box below is not checked due to the applicability of an exception to the Act, the architect MUST include an explanation of the exception, including a citation to the relevant section of the Act.**

#### GENERAL REQUIREMENTS

- Development has buildings containing 4 or more units and was designed and constructed for first occupancy on or after March 13, 1991.
- If it is an elevator building, all units are “covered units.”
- All units in buildings with elevators have features required by the Act.
- If it is a nonelevator building, all ground floor- units are “covered units.”
- All ground floor- units in buildings without elevators have features required by the Act.

**NOTE:** There is a narrow exception which provides that a non-elevator building in a development need not meet all of the Act’s requirements if it is impractical to have an accessible entrance to the non-elevator building because of hilly terrain or other unusual characteristics of the site.

#### ACCESSIBLE BUILDING ENTRANCE ON AN ACCESSIBLE ROUTE

- The accessible route is a continuous, unobstructed path (no stairs) through the development that connects all buildings containing covered units and all other amenities.
- The accessible route also connects to parking lots, public streets, public sidewalks and public transportation stops.
- All slopes are no steeper than 8.33%.
- All slopes between 5% and 8.33% have handrails.
- Covered units have at least one entrance on an accessible route.

- There are sufficient curb cuts for a person using a wheelchair to reach every building in the development.

#### COMMON AND PUBLIC USE AREAS

- At least two percent of all parking spaces are designated as handicapped parking.
- At least one parking space at each common and public use amenity is designated as handicapped parking.
- All handicapped parking spaces are properly marked.
- All handicapped parking spaces are at least 96" wide with a 60" wide access aisle which can be shared between two spaces.
- The accessible aisle connects to a curb ramp and the accessible route.
- The rental or sales office is readily accessible and usable by persons with disabilities.
- All mailboxes, swimming pools, tennis courts, clubhouses, rest rooms, showers, laundry facilities, trash facilities, drinking fountains, public telephones and other common and public use amenities offered by the development are readily accessible and usable by persons with disabilities.

#### USABLE DOORS

- All doors into and through covered units and common use facilities provide a clear opening of at least 32" nominal width.
- All doors leading into common use facilities have lever door handles that do not require grasping and twisting.
- Thresholds at doors to common use facilities are no greater than 1/2".
- All primary entrance doors to covered units have lever door handles that do not require grasping and twisting.
- Thresholds at primary entrance doors to covered units are no greater than 3/4" and beveled.

#### ACCESSIBLE ROUTE INTO AND THROUGH THE COVERED UNIT

- All routes through the covered units are no less than 36" wide.

#### ACCESSIBLE ENVIRONMENTAL CONTROLS

- All light switches, electrical outlets, thermostats and other environmental controls must be no less than 15" and no greater than 48" from the floor.

REINFORCED BATHROOM WALLS FOR GRAB BARS

- Reinforcements are built into the bathroom walls surrounding toilets, showers and bathtubs for the later installation of grab bars.

USABLE KITCHENS AND BATHROOMS

- At least 30" x 48" of clear floor space at each kitchen fixture and appliance.
- At least 40" between opposing cabinets and appliances.
- At least a 60" diameter turning circle in U-shaped kitchens unless the cooktop or sink at end of U-shaped kitchen has removable cabinets beneath for knee space.
- In bathroom, at least 30" x 48" of clear floor space outside swing of bathroom door.
- Sufficient clear floor space in front of and around sink, toilet and bathtub for use by persons using wheelchairs.

Certification completed by the development architect:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX C LIHTC QUARTERLY PROGRESS REPORT

## LIHTC Quarterly Progress Report

Date:

Quarter:

Development Owner:

NIFA #:

Development Name:

City:

Total Number of Buildings in Development:

Number of Buildings Placed-In-Service:

Estimated Completion Date for Entire Development:

Progress Update (please provide a brief explanation of the development's progress)

Title:

Submitted by:

## APPENDIX D GUIDELINES FOR ADDITIONAL TAX CREDIT REQUEST

Requests for additional tax credits must be submitted by email to the LIHTC Allocation Manager and the LIHTC Assistant Allocation Manager. The corresponding fee must be paid in full prior to review of the request. The following guidelines and documentation should be considered and provided when requesting additional tax credits.

- Any increase is granted at the sole discretion of the Executive Director and is not guaranteed.
- The maximum allowed request is up to 10% in annual credits.
- The need must be due to circumstances beyond control of the applicant.
- NIFA will determine if the additional credit amount is required for financial feasibility and viability of the project.
- The request cannot exceed the per project or per developer annual credit limits.
- The request cannot result in a change to the application score that would result in the application not being recommended for a conditional reservation in the round the application was awarded.
- The developer fee shall not be higher than the original amount from the final application submittal.

### Documentation

- A narrative explaining the reason for the need for additional credit and stating the Applicant's planned contribution towards filling the funding gap;
- Estimates or bids demonstrating the cost increases;
- A narrative of architectural plan review, changes proposed to the site or floor plans and changes considered and rejected, with rationale;
- A narrative of additional steps taken to decrease needed gap financing, including increases in syndicator pricing, deferral of developer fees, increase or change in permanent loans, or identification of additional resources;
- An updated Exhibit 111; and
- Any other documentation requested by NIFA.