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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. All requests need to meet the below guidelines and have all the required documentation. 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 costs.
- The need ~~has to~~ 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~~ of the application score that would result in the application not being recommended for a conditional reservation in the round the application was awarded. ~~funded.~~
- The developer fee shall not be higher than the original amount from the ~~final~~ original application ~~submittal.~~

Documentation

- A narrative explaining the reason for the need for additional credit and stating the Applicant's planned contribution toward filling the funding gap;
- Estimated bids demonstrating the cost increases;
- A narrative of architectural, structural plan review, changes proposed to ~~your~~ the site or floor plans and any other considerations reflected, with rationale;
- A narrative of additional steps taken to decrease needed gap financing, including ~~increases~~ back-to-back to ~~bid~~ bid pricings, deferral of developer fees, increase or change in permanent liens, or identification of additional resources;
- An updated Exhibit 111;
- Any other documentation requested by NIFA.