

**ATTACHMENT A
2015 RESERVATION
FEDERAL LOW INCOME RENTAL HOUSING
TAX CREDIT PROGRAM
CARRYOVER ALLOCATION REQUIREMENTS**

PART I

The following requirements must be received by the Agency by **November 10, 2015** to enable the Agency to execute the Carryover Allocation Agreement by November 13, 2015. *(Include completed 2015 Carryover Allocation Requirements Checklist Part I):*

- 1) The original Carryover Agreement executed by the Owner. The taxpayer identification number for the taxpayer executing the Agreement is required for a valid Carryover Agreement. **A copy of the IRS letter assigning the EIN must be provided.** Please note that the taxpayer executing the Agreement must be the party that will meet the 10% of basis expenditure test by November 13, 2016.
- 2) The executed "Owner Certification of Property Identification" Form (Exhibit "A") with either a) the current deed(s) which indicate that the taxpayer is the owner of all buildings and land in the development, or b) an extended lease agreement. All documents must be fully executed.

Please note: In the event that property is not conveyed through a deed or lease, the Agency may, in its sole discretion, accept 1) an Attorney's Opinion Letter or a Certified Public Accountant Letter that certifies that the owner has carryover allocation basis for the development pursuant to the Code, or 2) an owner's certification which includes sufficient identification of the property (i.e. legal descriptions, surveys, title insurance) to assign building identification numbers. In making this certification, the owner accepts full responsibility for all discrepancies, errors or omissions of properties and acknowledgment that subsequent adjustments may require IRS approval. The "Owner Certification of Property Identification" form is still required and may have the word "ownership" replaced with "site control and carryover allocation basis".

- 3) In the event the property is not owned by the taxpayer, evidence of site control through November 13, 2016 must be provided including evidence of payment of all extension fees. Please be advised that ownership by the taxpayer for all properties in the development is required by **November 13, 2016** and must be submitted with the 10% package due **November 28, 2016**.
- 4) The Settlement Statement(s) must be provided for each building or parcel of land in the development, and must be appropriately executed. Evidence must also be provided that the deed was recorded.
- 5) If the property(s) was purchased through a Purchase Money Mortgage, a copy of the mortgage note must be provided.
- 6) Remittance of the Carryover Allocation Fee of \$1,000 made payable to Pennsylvania Housing Finance Agency.
- 7) Remittance of the Agency Construction Monitoring Fee in the amount of \$6,000 (estimated at \$500/mo. for 12 months unless a lesser amount is shown in the Agency's approved worksheet). NOTE: Any additional amounts owed will be due at the time of the cost certification submission.
- 8) A Model Tenant Lease with LIHTC Lease Addendum. Below is a link to the Agency required Addendum available on our website.
http://www.phfa.org/forms/housing_management/tax_credits/manuals_and_documents/exhibits/lihtc_lease_addendum.pdf
- 9) Evidence of full zoning approval including all variances and special exceptions for all sites included in the development. Applicants that requested and received consideration in ranking and fail to evidence full zoning approval by November 13, 2015 may receive negative points assessed to future applications.

PART II

The following requirements must be fulfilled no later than **November 13, 2016** and received by the Agency by **November 28, 2016**: *(Include completed 2015 Carryover Allocation Requirements Checklist Part II)*

- 1) Financial Characteristics Forms (Exhibit "B"). Please note that these forms should reflect current numbers and information and all six (6) pages, including the Development Budget, must be completed.
- 2) For developments with commercial space or space that is a separate condominium, provide a Sources and Uses Statement for the commercial space.
- 3) Updated financing letters. If closing on the loan has already occurred, provide a copy of the executed mortgage note(s) in lieu of the updated letter. The updated financing letters or notes must be provided for all sources of financing shown on the application, including bridge loan if applicable. If the mortgage note(s) does not specify all of the fees and charges associated with the loan, provide a copy of the loan term sheet which does include this information. **Do not send copies of the actual mortgages.**
- 4) Updated syndication letter, or if it exists, executed partnership agreement (including all exhibits) signed by all the partners (including the investor limited partner(s)).
- 5) Certification of Subsidies (Exhibit "G")
- 6) The executed "Owner's Certification of Costs Incurred" Form (Exhibit "C") including either "a" or "b" shown below.
 - a. For developments with 6 units or more, the owner's certification must be audited by an independent, third party, certified public accountant (CPA). A sample form is enclosed as Exhibit "D", Independent Auditors' Report.
 - b. For developments with 5 units or less, in lieu of the certified public accountant's audit, the taxpayer may provide evidence of costs incurred in the form of copies of checks, receipts, or other records of payment. These items must total the amount indicated as expended on the "Owner's Certification of Costs Incurred."
- 7) Independent Auditor's Report (Exhibit "D"). Report must be consistent with the Agency's Sample provided.
- 8) Copy of the executed Developer's Fee Agreement (Development Services Agreement). Be sure that the Agreement stipulates the fee earned through November 13, 2016 to incur costs for inclusion in the 10% of basis expenditures test.
- 9) Syndicator/Investor Certification – If the Developer's Fee included in the 10% of basis expenditure test exceeds 20% of the total Developer's Fee, the syndicator and/or investor must certify that the percentage claimed by the accountant is a percentage acceptable to them. The letter must refer to the percentage and the amount of the Developer's Fee that is acceptable as part of the 10% of basis expenditure test. Note, however, that if a development has closed on all of the construction loans and construction is underway, a certification from the syndicator/investor is not required.
- 10) Copy of the recorded deed demonstrating transfer of ownership to owner for each building and/or parcel of land that is part of the development OR a copy of the executed extended lease agreement, if not previously submitted.
- 11) Copy of the executed Settlement Statement for each building and/or parcel of land included in the development, if not previously submitted.
- 12) The Architect's Certification of Compliance With Design Requirements for Accessible Housing, (Exhibit "E") must be executed by the Architect and taxpayer.
- 13) If the General Contractor was not selected at the time of the initial application, they must be selected and approved by the Agency no later than the 10% reasonable basis test. Submission and approval of the

Experience Certification is required. Agency Loan Applicants must also include the “Contractor’s Qualification Statement” (AIA Document A305).

- 14) Development Information Form (Exhibit “F”).
- 15) In accordance with the Agency’s Accessible Unit Policy, if your application was awarded points for providing accessible units provide a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units.
- 16) If not already submitted with Part I, provide a Model Tenant Lease with required LIHTC Lease Addendum.
- 17) Completion of the Affirmative Fair Housing Marketing Plan forms. A fillable version of these forms can be found at: <http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf>
- 18) Original executed and recorded Restrictive Covenant Agreement.

PLEASE NOTE: At the time of Agency review, compliance with Agency’s Technical Services requirements will be verified:

- A. Verification of submission of the required construction-related documents at least 60 days prior to closing (see Submission Guide for Architects, 2015 Edition); and,
- B. Verification of submission of the closing requirements at least 5 days prior to closing. For 2015 Tax Credit/Bond/PHARE Projects (Exhibit “H”); for projects with Agency Financing, see Tab 3 in the Submission Guide for Architects, 2015 Edition.

FAILURE TO MEET ALL OF THE ABOVE REQUIREMENTS WILL RESULT IN AN IMMEDIATE RECAPTURE OF THE TAX CREDIT RESERVATION. THE AGENCY WILL NOT EXTEND THE DEADLINE DATES. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

2015 Carryover Allocation Requirements Checklist (PART I)

The following requirements must be received by the Agency by **November 10, 2015**

See Carryover Allocation Requirements for detailed information for each item.

Items included in the package:

Checklist #	Yes	N/A	Description
1			Original, executed Carryover Agreement w/ copy of IRS letter assigning EIN
2			Executed "Owner Certification of Property Identification" Form (Exhibit "A") with either (a) current deed(s) or extended lease or (b) Attorney's opinion or owner's certification
3			If not owned by taxpayer, evidence of site control through November 13, 2016
4			Copy of the executed Settlement Statement for each building and/or parcel of land included in the development and evidence of recorded deed.
5			If property(s) was purchased through a Purchase Money Mortgage, a copy of the mortgage note must be provided.
6			Remittance of the Carryover Allocation Fee of \$1,000 made payable to Pennsylvania Housing Finance Agency. (Indicate "Carryover Fee" and include project name and tax credit number on the check stub.)
7			Remittance of the Agency Construction Monitoring Fee in the amount of \$6,000 (estimated at \$500/mo for 12 months unless a lesser amount is shown in the Agency's approved worksheet)
8			A Model Tenant Lease with the required LIHTC Lease Addendum
9			Evidence of full zoning approval

EXHIBIT "A"
CARRYOVER ALLOCATION REQUIREMENTS
(SAMPLE FORM - to be submitted on taxpayer's letterhead)

OWNER
CERTIFICATION
OF
PROPERTY IDENTIFICATION

I hereby represent and certify that as of _____ (insert date) _____, the Taxpayer, has ownership or leasehold interest (circle one) to the properties identified below and have attached evidence. Documentation evidencing ownership will include deeds, or executed lease, and settlement statements for each property contained in the development.

The undersigned acknowledges that the Agency is relying on this certification in making a Carryover Allocation of 2015 Federal Low Income Housing Tax Credits and accepts full responsibility of all discrepancies, errors or omission of properties. The owner understands that an omission of a property which is intended to be part of the Tax Credit development from this certification will render this property ineligible for Tax Credits. Furthermore, this certification is made under penalty of perjury and is supported by appropriate documentation.

Signature

Date

Typed or Printed Name

Title

Owner Name

Owner Address

List all building addresses and/or land that are included in this development. **PLEASE NOTE: This description must agree exactly with the description shown on the Carryover Allocation Agreement.**

2015 Carryover Allocation Requirements Checklist (PART II)

The following requirements must be fulfilled **no later than November 13, 2016** and received by the Agency **by November 28, 2016**.

See Carryover Allocation Requirements for detailed information for each item.

Items included in the package:

Checklist #	Yes	N/A	Description
1			Financial Characteristics Form (Exhibit "B")
2			Sources and Uses Statement for commercial space
3			Updated Financing Letters / Copies of Mortgage Notes
4			Updated Syndication Letter or Executed LPA
5			Certification of Subsidiaries (Exhibit "G")
6			Executed Owner's Certification of Costs Incurred (Exhibit "C")
7			Independent Auditor's Report (Exhibit "D"). Report must contain language consistent with the Agency sample provided.
8			Copy of executed Developer's Fee Agreement (Development Services Agreement)
9			Syndicator/Investor Certification
10			Copy of the Recorded Deed OR copy of the executed extended lease agreement, if not previously submitted.
11			Copy of the executed Settlement Statement for each building and/or parcel of land included in the development, if not previously submitted.
12			The Architect's Certification of Compliance with Design Requirements for Accessible Housing (Exhibit "E")
13			If the General Contractor (GC) was <u>not</u> selected at the time of the initial application, they must be selected and approved by the Agency no later than the 10% reasonable basis test. Submit Certification of General Contractor Experience Form. If Agency Loan Applicant, must also include the Contractor's Qualification Statement (AIA Document A305)
14			Development Information Form (Exhibit "F")
15			If the application was awarded points for providing accessible units, provide a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units (See Agency's Accessible Unit Policy)
16			Copy of Model Tenant Lease with required LIHTC addendum, if not already submitted with Part I Carryover Requirements.
17			Completed Affirmative Fair Housing Marketing Plan forms.
18			Original executed and recorded Restrictive Covenant Agreement (PHFA Indenture of Restrictive Covenants)

B. SOURCES OF FUNDS

List all sources of financing.

1. Construction Financing (designate Grant or Loan)

<u>Source of Funds</u>	<u>Amount</u>	<u>Rate & Term of Loan</u>	<u>Debt Svc Pmt.</u>
① _____	\$ _____	_____	\$ _____
② _____	\$ _____	_____	\$ _____
③ _____	\$ _____	_____	\$ _____
④ _____	\$ _____	_____	\$ _____
⑤ _____	\$ _____	_____	\$ _____
⑥ _____	\$ _____	_____	\$ _____

Total Construction Financing: \$ _____
 (Must Include all funding available during construction, including equity)

2. Permanent Financing (designate Grant or Loan)

Annual Debt

<u>Source of Funds</u>	<u>Amount</u>	<u>Rate & Term of Loan</u>	<u>Debt Svc Pmt.</u>
① _____	\$ _____	_____	\$ _____
② _____	\$ _____	_____	\$ _____
③ _____	\$ _____	_____	\$ _____
④ _____	\$ _____	_____	\$ _____
⑤ _____	\$ _____	_____	\$ _____
⑥ _____	\$ _____	_____	\$ _____

Total Permanent Financing: \$ _____
 (Must equal total development cost)

C. CREDIT ENHANCEMENT

- a. Is the development receiving FHA mortgage insurance? Yes No
 HUD Insurance Number _____
- b. Is the development receiving other credit enhancement? Yes No
 - PHFA
 - Risk Sharing
 - Other (describe) _____

D. SYNDICATION INFORMATION

	Anticipated Credits	Limited Partner Ownership %	Investment Per Credit	Gross Investment
Low Income Housing				
Historic Rehab				
Energy				
State Enterprise Zone				
TOTAL				

- a. Type of syndication offering: Public Private
- b. Type of investors: Individuals Corporation

c. Syndicator _____
(FIRM)

_____ (CONTACT PERSON)

_____ (STREET)

_____ (CITY, STATE, AND ZIP)

_____ (PHONE NUMBER) _____ (FAX NUMBER) _____ (EMAIL ADDRESS)

- d. Is bridge loan financing required? Yes No

If yes: Lender: _____
 Amount of Loan _____
 Rate and Term _____
 Contact Name: _____
 Contact Telephone Number _____

E. DEVELOPMENT INFORMATION

Number of Dwelling Units: _____ Mobility Impaired Units (MIU): _____
 Low Income Units: _____ Hearing/Vision (H/V) Impaired Units: _____
 Market Rate Units: _____ Both MIU & H/V Units: _____
 Manager's Unit: _____

Breakdown by Unit Size:

0 Bedrooms _____
 1 Bedroom _____
 2 Bedrooms _____
 3 Bedrooms _____
 4 Bedrooms _____
 5 Bedrooms _____

F. DEVELOPMENT BUDGET

	Proposed Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
1. CONSTRUCTION COSTS (from Statement of Probable Const Costs)			
a. General Requirements (Div.1)	\$ _____		\$ _____
Breakdown of Site Work:			Breakdown of Eligible Site Work:
b. Building Demolition \$ _____			\$ _____
c. Selective Demolition \$ _____			\$ _____
d. Site Work \$ _____			\$ _____
e. Offsite Improvements \$ _____			
f. Environmental Remediation \$ _____ (*included in construction contract)			\$ _____
g. Subtotal Site Work (Div. 2)	\$ _____		\$ _____
h. Structure	\$ _____		\$ _____
i. Builder's Overhead	\$ _____		\$ _____
j. Builder's Profit	\$ _____		\$ _____
k. Bond Premium	\$ _____		\$ _____
l. Building Permits	\$ _____		\$ _____
m. Construction Contingency	\$ _____		\$ _____
n. Other: _____	\$ _____		\$ _____
o. TOTAL	\$ _____		\$ _____
2. FEES			
a. Architect Fee – Design (_____% of \$ _____)	\$ _____		\$ _____
b. Architect Fee – Admin (_____% of \$ _____)	\$ _____		\$ _____
c. Legal	\$ _____	\$ _____	\$ _____
d. Engineering	\$ _____	\$ _____	\$ _____
e. Survey	\$ _____	\$ _____	\$ _____
f. Soils/Structural Report	\$ _____	\$ _____	\$ _____
g. Environmental Audit	\$ _____	\$ _____	\$ _____
h. Environmental Remediation (not included in contract)	\$ _____	\$ _____	\$ _____
i. Energy Audit/Testing	\$ _____	\$ _____	\$ _____
j. Property Appraisal	\$ _____	\$ _____	
k. Market Study	\$ _____		\$ _____
l. Credit Report	\$ _____		\$ _____
m. Cost Certification	\$ _____	\$ _____	\$ _____
n. Other: _____	\$ _____	\$ _____	\$ _____
o. TOTAL	\$ _____	\$ _____	\$ _____
3. MISCELLANEOUS DEVELOPMENT CHARGES			
a. Multifamily Housing Application Fee	\$ _____		
b. Agency Legal Closing Fee	\$ _____		
c. Tax Credit Reservation Fee	\$ _____		
d. Tax Credit Carryover Allocation Fee	\$ _____		
e. Tax Credit Cost Certification Fee	\$ _____		
f. Furnishings (Common Area)	\$ _____		\$ _____
g. Rent-up Expenses	\$ _____		
h. Relocation	\$ _____		
i. Utility Tap-in, Hookup, & Municipal Fees	\$ _____	\$ _____	\$ _____
j. Subsidy Layering Review Fee	\$ _____		
k. Other: _____	\$ _____	\$ _____	\$ _____
l. TOTAL	\$ _____	\$ _____	\$ _____

	Proposed Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
4. CONSTRUCTION & FINANCING CHARGES			
a. Construction Loan Interest	\$ _____	\$ _____	\$ _____
b. Construction Loan Origination Fee	\$ _____	\$ _____	\$ _____
c. Construction Loan Credit Enhancement	\$ _____		\$ _____
d. Construction Loan Application Fee	\$ _____		\$ _____
e. Taxes During Construction	\$ _____		\$ _____
f. Insurance During Construction	\$ _____		\$ _____
g. Title Insurance	\$ _____	\$ _____	\$ _____
h. Recording	\$ _____	\$ _____	
i. PHFA Construction Servicing Fee	\$ _____	\$ _____	\$ _____
j. Other: _____	\$ _____	\$ _____	\$ _____
k. TOTAL	\$ _____	\$ _____	\$ _____
5. PERMANENT FINANCING			
a. Agency Loan Reservation Fee	\$ _____		
b. Agency Loan Origination Fee	\$ _____		
c. Permanent Loan Origination Fee	\$ _____		
d. Permanent Loan Credit Enhancement	\$ _____		
e. Cost of Issuance/Underwriter's Discount	\$ _____		
f. Other: _____	\$ _____		
g. TOTAL	\$ _____		
6. LAND & BUILDING PURCHASE			
a. Acquisition of Land	\$ _____		
b. Acquisition of Existing Structures	\$ _____	\$ _____	
c. Acquisition Legal Fees	\$ _____	\$ _____	
d. Closing Costs	\$ _____	\$ _____	
e. Demolition of Existing Structures	\$ _____		
f. Other: _____	\$ _____	\$ _____	
g. TOTAL	\$ _____	\$ _____	
7. REPLACEMENT COST	\$ _____	\$ _____	\$ _____
(Total Sections 1 – 6)			
8. DEVELOPMENT RESERVES			
a. Operating Reserve	\$ _____		
b. Transformation Reserve	\$ _____		
c. Rental Subsidy Fund	\$ _____		
d. Development Contingency Fund(DCF)	\$ _____		
e. Real Estate Taxes (1 st yr escrow)	\$ _____		
f. Insurance (1 st yr escrow)	\$ _____		
g. Supportive Services Escrow	\$ _____		
h. Other: _____	\$ _____		
i. TOTAL	\$ _____		

	Proposed Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
9. DEVELOPER'S FEE & OVERHEAD			
a. Rehabilitation/New Construction	\$ _____		\$ _____
b. Acquisition (less Land)	\$ _____	\$ _____	
c. Add'l Fee for Subsidies and/or Services	\$ _____		\$ _____
d. TOTAL	\$ _____	\$ _____	\$ _____
10. SYNDICATION FEES & EXPENSES			
a. Organizational	\$ _____		
b. Bridge Loan Interest During Construction	\$ _____		\$ _____
c. Bridge Loan Interest After Construction	\$ _____		
d. Bridge Loan Fees & Expenses	\$ _____		\$ _____
e. Legal Fees	\$ _____		
f. Accountant's Fees	\$ _____		
g. Other: _____	\$ _____		
h. TOTAL	\$ _____		\$ _____
11. OTHER			
a. Tax Credit Compliance Monitoring Fee	\$ _____		
b. Other: _____	\$ _____		
c. TOTAL	\$ _____		
12. TOTAL DEVELOPMENT COST (Sections 7 -11)	\$ _____	\$ _____	\$ _____
13. If Tax Credits will be issued on other than Eligible Basis, enter the amount here:			\$ _____
a. Less any portion of any grant or federal subsidy not to be included in basis		(\$ _____)	(\$ _____)
b. Less amount of non-qualified non-recourse financing		(\$ _____)	(\$ _____)
c. Less amount of costs for commercial space or for any areas that tenants will be charged to use		(\$ _____)	(\$ _____)
d. Less non-qualifying unit costs for higher quality items			(\$ _____)
e. Less historic tax credit (residential portion)			(\$ _____)
f. Less Energy Credit (Enter 50% of the Energy Tax Credit Amount)			(\$ _____)
14. ELIGIBLE BASIS		\$ _____	\$ _____
15. HIGH COST AREA (if applicable)			_____ %
16. TOTAL ELIGIBLE BASIS		\$ _____	\$ _____
17. APPLICABLE FRACTION		_____ %	_____ %
18. TOTAL QUALIFIED BASIS		\$ _____	\$ _____
19. APPLICABLE PERCENTAGE		_____ %	_____ %
20. TOTAL TAX CREDITS REQUESTED		\$ _____	\$ _____

EXHIBIT "C"

OWNER'S CERTIFICATION OF COSTS INCURRED

Development Name: _____

Development No.: _____

Owner: _____

Date of Reservation: _____

	Latest Budget Approved by PHFA (1)	Reasonably Expected Basis (REB) (2)	Cost Incurred no later than Nov. 13, 2016 (3)
1. Construction Costs			
General Requirements			
Building Demolition			
Selective Demolition			
Site Work			
Offsite Improvements			
Environmental Remediation			
Structures (Div. 3 – 16)			
<u>Subtotal</u>			
Builder's Overhead			
Builder's Profit			
Bond Premium			
Building Permit			
Construction Contingency			
Other: _____			
Total			
2. Fees			
Arch Fee - Design			
Arch Fee- Admin			
Legal			
Engineering			
Survey			
Soils/Structural Report			
Environmental Audit			
Energy Audit/Testing			
Property Appraisal			
Market Study			
Credit Report			
Cost Certification			
Other: _____			
Total			

	Latest Budget Approved by PHFA (1)	Reasonably Expected Basis (REB) (2)	Cost Incurred no later than Nov. 13, 2016 (3)
3. Miscellaneous Project Charges			
Application Fees			
Agency Legal Closing Fee			
Tax Credit Reservation Fee			
Tax Credit Carryover Allocation Fee			
Tax Credit Cost Certification Fee			
Furnishings (Common Area)			
Rent-Up Expenses			
Relocation			
Tap-In, Hook-Up, Municipal Fees			
Subsidy Layering Review Fee			
Other: _____			
Total			
4. Construction & Financing Charges			
Construction Loan Interest			
Construction Loan Orig Fee			
Const Loan Credit Enhancement			
Construction Loan App Fee			
Taxes During Construction			
Insurance During Construction			
Title Insurance			
Recording			
PHFA Construction Servicing Fee			
Other: _____			
Total			
5. Permanent Financing			
Agency Loan Reservation Fee			
Agency Loan Origination Fee			
Permanent Loan Org. Fee			
Perm Loan Credit Enhancement			
Cost of Issuance/Underwriter's Disc.			
Other: _____			
Total			
6. Land and Building Purchase			
Acquisition of Land			
Acquisition of Existing Structures			
Acquisition Legal Fees			
Closing Costs			
Demo of Existing Structures			
Other: _____			
Total			

	Latest Budget Approved by PHFA (1)	Reasonably Expected Basis (REB) (2)	Cost Incurred no later than Nov. 13, 2016 (3)
7. Development Reserves			
Operating Reserve			
Transformation Reserve			
Rental Subsidy Fund			
Development Contingency Fund			
Real Estate Taxes (first year)			
Insurance (first year escrow)			
Supportive Services Escrow			
Other: _____			
Total			
8. Developer's Fee & Overhead			
Rehab./New Construction			
Acquisition less Land			
Add'l Fee for Subsidies and/or Svcs			
Total			
9. Syndication Fees & Expenses			
Organizational			
Bridge Loan Int. During Const			
Bridge Loan Int. After Const			
Bridge Loan Fees & Expenses			
Legal Fees			
Accountant's Fees			
Other: _____			
Total			
10. Other			
Tax Credit Monitoring Fee			
Other: _____			
Other: _____			
Total			
11. TOTAL DEVELOPMENT COSTS			
		% of REB	%

- (1) Must agree with most current worksheet approved by either the Tax Credit Department or Development Division of PHFA.
- (2) Must reflect current estimate of Reasonably Expected Basis
- (3) Must reflect costs incurred no later than date indicated above, and this column cannot exceed amounts reflected in column 2.

(Prepare on Owner's Letterhead)

OWNER'S CERTIFICATION OF COSTS INCURRED

I hereby represent and certify that as of _____ (date) _____, _____ (owner name) _____ has incurred more than 10% of the reasonably expected basis in the _____ (development name) _____ as represented above.

_____ (owner name) _____ has accumulated carryover allocation basis of at least \$ _____ in the _____ (development name) _____ representing _____% of the reasonably expected total basis in the development of \$ _____.

This certification is made under penalty of perjury and is supported with appropriate documentation. This certification is part of the requirements for obtaining a Carryover Allocation of 2015 Federal Low-Income Housing Tax Credits.

Signature

Date

Typed or Printed Name

Title

Owner Name

Owner Address

EXHIBIT "D"

**INDEPENDENT AUDITOR'S REPORT
SAMPLE**

Date:

To: Pennsylvania Housing Finance Agency
211 North Front Street
Harrisburg, PA 17101

And

Owner Name
Street
City, State, Zip Code

Re: Project Name and Tax Credit Number

We have examined the accompanying Owner's Certification of Cost Incurred ("Exhibit C") for _____ (the "Project") as of _____. Exhibit "C" is the responsibility of the Owner and the Owner's management. Our responsibility is to express an opinion on Exhibit "C" based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the amounts and disclosures in Exhibit "C" and performing such other procedures as we considered necessary in the circumstances. We believe that our examination audit provides a reasonable basis for our opinion.

The accompanying Exhibit "C" was prepared in conformity with the accounting practices prescribed by the Internal Revenue Service under the accrual method of accounting, and by the Pennsylvania Housing Finance Agency, which is a comprehensive basis of accounting other than generally accepted accounting principles.

The 10% Test includes an estimate prepared by the Owner of total development costs and reasonably expected basis, as defined in Treasury Regulation Section 1.42-6. We have not examined or performed any procedures in connection with such estimated total development costs and reasonably expected basis and, accordingly, we do not express any opinion or any other form of assurance of such estimates. Furthermore, even if the Project is developed and completed there will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

In our opinion, Exhibit "C" referred to above presents fairly, in all material respects, costs incurred for the Project as of _____, on the basis of accounting described above.

In addition to examining Exhibit "C" we have, at your request, performed certain agreed upon procedures, as enumerated below, with respect to the Project. These procedures, which were agreed to by the Owner and the Pennsylvania Housing Finance Agency, were performed to assist you in determining whether the development has met the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6. These agreed-upon procedures were performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representations regarding the sufficiency of the procedures below either for the purpose for which this report has been requested or for any other purpose.

We performed the following procedures:

- We calculated, based on estimates of total development costs provided by the Owner, the project's total reasonably expected basis, as defined in Treasury Regulation Section 1.42-6, to be \$_____ as of _____, 2016.
- We calculated the reasonably expected basis incurred by the Owner as of _____ to be \$_____.
- We calculated the percentage of the development fee incurred by the Owner as of _____ to be ____% of the total development fee.
- We compared the reasonably expected basis incurred as of _____ to the total reasonably expected basis of the Project, and calculated that ____% had been incurred as of _____.
- We determined that the Owner uses the accrual method of accounting, and has not included any construction costs in carryover allocation basis that have not been properly accrued.
- Based on the amount of total reasonably expected basis listed above, for the Owner to meet the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6, we calculated that the Development needed to incur at least \$_____ of costs prior to _____. As of _____, costs of at least \$_____ had been incurred, which is approximately ____% of the total reasonably expected basis of the Project.

We were not engaged to, and did not, perform an audit of the Owner's financial statements or of the Project's total reasonably expected basis. Furthermore, even if the Project is developed and completed there will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those difference may be material. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Owner and Owner's management and for filing with the Pennsylvania Housing Finance Agency and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Signature

Date

Exhibit D

EXHIBIT "E"

**ARCHITECT'S CERTIFICATION OF COMPLIANCE WITH DESIGN
REQUIREMENTS FOR ACCESSIBLE HOUSING**

Development Name: _____

Check Appropriate: New Construction
 Substantial Rehabilitation
 Moderate Rehabilitation

 Townhouse Elevator
 Walkup Apartments Non-Elevator

To the best of my knowledge and belief I certify that the referenced development has been or will be constructed in conformance with the following rules and regulations as they apply to this development and as amended by Federal, State and local authorities.

CHECK ALL THAT APPLY	APPLICABLE
• The Fair Housing Act of 1988 Fair Housing Accessibility Guidelines	_____
• ICC/ANSI A117.1 (Edition currently adopted by the PA Uniform Construction Code)	_____
• Pennsylvania Uniform Construction Code	_____
• Uniform Federal Accessibility Standard (UFAS) of the Architectural Barriers Act of 1968	_____
• Section 504 of the Rehabilitation Act of 1973	_____
• Americans with Disabilities Act Accessibility Guidelines (ADAAG)	_____
• Any Other State or Local Code or regulations pertaining to design or inclusion of rental housing accessibility features (Include name of locality and citation for applicable requirements).	_____

In reference to the preceding, I hereby further certify as follows:

The development contains a total of _____ rental dwelling units. Of this total, _____ units are or will be accessible (as set forth in 24 CFR Part 8). Of this total, _____ units have been designed and have been or will be constructed to be adaptable as defined in _____.

Of this total, _____ units have been designed and have been or will be constructed to include features for individuals with hearing or vision impairment as defined in _____.

ARCHITECT

Signed: _____ Date: _____

(to be signed by authorized officer of design architect firm)

By: _____
Name & Title (please print)

Architectural Firm

OWNER

Acknowledged and Accepted by OWNER

Signed: _____ Date: _____

By: _____
Name & Title (please print)

Owner Name

EXHIBIT "G"

CERTIFICATION OF SUBSIDIES

As Taxpayer, I certify that the sources of funds and/or rental subsidies listed below are all sources of funding, including but not limited to Federal, State, and local subsidies, that have been committed, applied for, or will be applied for as part of the financing plan for _____ (development).

NOTE: This information is required by Code for the Tax Credit Program

Source of Funds	Amount	Applied for or Committed	Date of Application or Commitment
Total			

Rental Assistance	Number of Units	Applied for or Committed	Date of Application or Commitment

Resources included as a source of financing in the Application may not be substituted or adjusted by another funding source in the financing plan unless approved by the Agency.

As the Taxpayer, I hereby certify that upon expiration or termination of the rental subsidy, the total rents charged to the residents will not exceed rents that are at or below the targeted rent levels indicated on the Application.

Taxpayer Name: _____

Date: _____

Taxpayer Representative: _____

Printed Name / Title: _____

EXHIBIT “H”

2015 TAX CREDIT/ BOND/ /PHARE PROJECTS

ONE COPY OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO PHFA FIVE (5) DAYS PRIOR TO THE SCHEDULED CLOSING

TECHNICAL SERVICES

- _____ Final Construction Cost Breakdown (Section 2.03.B of the PHFA Submission Guide for Architects) - signed by General Contractor and Owner
- _____ Fully-executed Construction Contract (AIA A101, 2007 Edition)
- _____ Original Payment Bond and Performance Bond or 25% Unconditional and Irrevocable Letter of Credit (PHFA must be listed as a Dual Obligee on Projects with PHARE funding only)
- _____ Construction Schedule
- _____ Signed Architect's Certification of Compliance with Design Requirements for Accessible Housing (Section 3.08 of the PHFA Submission Guide for Architects)
- _____ Fully-executed Architect(s) Contract (AIA B101 or B108, 2007 Edition)
- _____ 1 complete set of Final Plans (HALF SIZE) & Specifications
 - Each drawing sheet must be sealed by the design professional responsible for its preparation
 - If any addenda were issued, each sheet must be initialed by the Owner, Contractor, and Architect and attached to each specification manual
 - The wage rate determination, if applicable, must be bound into the specification manual
- _____ Building & Zoning Permit(s)
- _____ 1 CD with a PDF Copy of all above mentioned documents

Please Note: Projects with Agency Financing must follow the submission format listed in SECTION 3.05-REQUIREMENTS FOR INITIAL LOAN CLOSING BEFORE CONSTRUCTION, located in Tab 3 of the 2015 SUBMISSION GUIDE FOR ARCHITECTS.