

## 2025-2026 LIHTC Application Detailed Checklist

The following exhibits must accompany the LIHTC Application. DSHA requires submission of applicable exhibits listed below before making a tax credit award or allocation.

Applicants must submit both an electronic (USB) and hard copy of the application materials. Please be sure each exhibit is labeled appropriately with exhibit number and title for each separate electronic file and tabbed hard copy.

DSHA'S Qualified Allocation Plan (QAP), Guidelines, Supplemental Documents and Download Documents referenced below can be found at the following: [Low Income Housing Tax Credit \(LIHTC\) - State of Delaware - Delaware State Housing Authority](#)

Exhibit #	Title/Description
<b>A. CORE APPLICATION</b>	
<input type="checkbox"/> <b>Part I</b>	<b>Essential Project and Applicant Information (2025-2026 QAP and Supplemental Documents)</b> Complete and provide printed version of DSHA form.
<input type="checkbox"/> <b>Part II</b>	<b>Pro Forma (2025-2026 QAP and Supplemental Documents)</b> Complete and provide printed version of DSHA form and excel file on electronic USB.
<input type="checkbox"/> <b>Part III</b>	<b>Applicant Self Scoring Work Sheet (2025-2026 QAP and Supplemental Documents)</b> Complete and provide printed version of DSHA form and excel file on electronic USB.
<b>B. APPLICATION SUPPLEMENTAL EXHIBITS</b>	
<b>APPLICANT OWNERSHIP</b>	
<input type="checkbox"/> <b>1.</b>	<b>Organization Documents</b> Including, as relevant: <ul style="list-style-type: none"> <li>• Articles of Incorporation / Formation</li> <li>• Partnership Agreement(s)</li> <li>• Limited Liability Company Agreement(s)</li> <li>• By-laws</li> <li>• Tax Status</li> <li>• Nonprofit Status – Documentation of Section 501 (c)(3) or (4) status, which states exempt purposes including the fostering of low-income housing.</li> <li>• Verification of General Partner Ownership</li> </ul>
<input type="checkbox"/> <b>2.</b>	<b>Resolution (for nonprofits only)</b> Documentation of Applicant's governing body approving the tax credit application and/or loan request must be submitted.

## DEVELOPMENT TEAM

<input type="checkbox"/>	3	<p><b>Developer Experience and Verification</b> Complete the Real Estate Owned/Developed Schedule by listing all previous multi-family housing development experience including that of any principals of the organization. For each development, include the name, number of units, type of financing and whether subsidized (type of subsidy) or unsubsidized. Note: “General Partner/ Developer” is defined as a corporate entity, partner or owner of a multi-family development company that has been a signatory/guarantor on a Tax Credit construction loan. “Developed” is defined as having gone to permanent closing on a development with an acceptable cost certification.</p> <p>Please use the <b>DSHA Real Estate Development Schedule</b> (2025-2026 QAP Download Documents)</p> <p>For additional information and scoring information please see the <b>QAP – Development Team</b>.</p>
<input type="checkbox"/>	4.	<p><b>Background and Experience of Board Officers and Staff</b> Resumes and list of officers are required.</p>
<input type="checkbox"/>	5.	<p><b>Audited Financial Statements</b> Current Audited Financial Statement for the Developer(s) and General Partner as applicable. Please see <b>QAP – Threshold Requirements – Development Team</b> for additional information.</p> <p>Applicant must document net liquid assets equal to a minimum of 3% of the permanent mortgage loans of the proposed development, including any mortgage loans for developments previously approved but not yet placed in service.</p> <p>Please use the <b>DSHA Net Liquid Assets Disclosure</b> (2025-2026 QAP Download Documents). If this requirement cannot be met, the applicant may provide confirmation from the equity provider of its acceptance of applicant’s financial capabilities.</p> <p><b>NOTE:</b> If the project ownership entity is an existing organization, the most recent and prior year's audited financial statements must be included. The audited financial statements must clearly indicate all owners of any entity(s) and their respective financial investment in the entity(s), as applicable. For Tax-Exempt applicants not seeking HDF or HOME funds, the most recent and prior year’s financial statement must be included.</p>
<input type="checkbox"/>	6.	<p><b>Resumes of Surveyor, Architect, Marketing Agents, General Contractor, and Other Members of the Development Team</b> Include the General Contractor if they are chosen at application. If the General Contractor is a Joint Venture General Contractor, an agreement must be submitted to DSHA outlining the current and long-term roles, terms, fees, and other conditions of the partners to the agreement.</p>
<input type="checkbox"/>	7.	<p><b>Joint Venture Agreement or Consultant Agreement (if applicable)</b> Applicant(s) must submit an agreement to DSHA outlining the current and long-term roles, terms, fees, and other conditions of the partners to the agreement.</p>
<input type="checkbox"/>	8.	<p><b>Litigation Disclosure(s)</b> Please use the <b>DSHA Litigation Disclosure</b> (2025-2026 Download Documents)</p>

<input type="checkbox"/>	<b>9.</b>	<p><b>Management Agent Qualification Application (if applicable)</b></p> <p>The <b>DSHA Management Agent’s Qualifications Application</b> (2025-2026 Download Documents) must be completed along with all required attachments. All DSHA Management Agent Requirements must be met.</p> <p><b>NOTE:</b> All management agents must meet DSHA’s management agent requirements. All management staff must attend Fair Housing training every two (2) years at minimum. Documentation of the nature and frequency of fair housing training for management staff must be included in the Management Agent Qualification Application as part of the additional attachments.</p>
<input type="checkbox"/>	<b>10.</b>	<p><b>Management Agent Experience and Performance</b></p> <p>Documentation listing the Management Agent’s Delaware development portfolio <u>and</u> a separate listing of the Management Agent’s overall affordable development portfolio. Each list should include the name of property, location, type of property (senior vs. family), the number of 8823s filed in the last calendar year (and note any that are still unresolved), the REAC score (if applicable), and the vacancy loss percentage (per the Profit and Loss Statement) for the last calendar year. For any management agents that are part of the Development Team and currently do not manage any developments in Delaware, a listing of the same information will be required for their overall portfolio. DSHA reserves the right to verify the information from other state housing finance agencies.</p> <p>For additional information and scoring information please see the <b>QAP – Development Team</b></p> <p>Please include the <b>DSHA Section 811 and Target Unit Performance Certification</b> (2025-2026 Download Documents)</p>
<input type="checkbox"/>	<b>11.</b>	<b>Affirmative Fair Housing Marketing Plan (2025-2026 Download Documents)</b>
<input type="checkbox"/>	<b>12.</b>	<p><b>Supplier Diversity Plan</b></p> <p>Please attach any Supplier Diversity Plan to this Exhibit that is used by any member of the Development Team (Applicant, General Contractor, Developer, Management Company, etc.), if applicable. The Plan can include, but is not limited to, any marketing, outreach, or other effort utilized that supports the Plan.</p>
	<b>13.</b>	<p><b>Minority-Owned/Women-Owned/Veteran-Owned/Service-Disabled Veterans-Owned/Individuals with Disabilities-Owned Business</b></p> <p>The application must list each entity as part of the development team and commit to the entity for two years up front. Each firm must have executed contracts at application.</p> <p><b>Certification from the State of Delaware, Division of Supplier Diversity must be included with application for each entity.</b></p> <p>For additional information and scoring information please see the <b>QAP – Development Team</b></p>

PROPERTY AND LOCATION		
<input type="checkbox"/>	14.	<b>Photograph of Property</b>
<input type="checkbox"/>	15.	<b>Location Map</b>
<input type="checkbox"/>	16.	<p><b>Site Control</b>  Site control can be demonstrated by recorded deed, recorded long term lease, municipal or county disposition and development agreement, an option to purchase or lease, or a purchase contract. <u>The sales agreement or lease agreement and all pertinent terms therein must be submitted at the time of application.</u> DSHA reserves the right to determine if a development is ineligible to compete for tax credits if site control documentation is amended after application submission.</p> <p>Include <b>Reality Transfer Tax Declaration</b> if applicable (2025-2026 Download Documents)</p>
<input type="checkbox"/>	17.	<b>Detailed Preliminary Plot Plan (include survey with all wetland and/or flood plain elevation, easements proposed or existing).</b>
<input type="checkbox"/>	18.	<b>Verification of Flood Plain and Wetlands Status and Other Unusual Site Features or Notice of Non-Applicability</b>
<input type="checkbox"/>	19.	<p><b>Phase I Environmental Audit and Phase I Environmental Site Assessment</b>  All developments require a Phase I Environmental Site Assessment (ASTM E1527-13). The report shall be accompanied by a certification from the applicant stating that any issues raised in the environmental site assessment have been reviewed and budgeted accordingly in the development budget.</p> <p>Developments with existing structures on the property require both a Phase I Environmental Site Assessment <u>and</u> a Phase I Environmental Audit that addresses all structures on site and the existing materials/conditions of the structures (must include tests results for lead in water, lead-based paint, asbestos, radon, and PCBs etc.).</p> <p>Only the executive summary of the Phase I Environmental Audit report shall be submitted in the hard copy application; however, the full report shall be submitted with the electronic application. Cost estimates for any remediation work shall be provided and included in the executive summary and in the development budget.</p> <p>Applicant must include the <b>DSHA Environmental Review Checklist</b> (2025-2026 Download Documents)</p>
<input type="checkbox"/>	20.	<p><b>Zoning</b> - Please include the following with this exhibit:</p> <ol style="list-style-type: none"> <li>1. Verification of zoning classification, re-zoning, or variance application request; and</li> <li>2. Current Census Tract Verification.</li> </ol>
<input type="checkbox"/>	21.	<p><b>Promoting Balanced Housing Opportunities</b>  Documentation of address of property and current Census Tract number. DSHA will make final determination if property is located in Distressed, Stable, or Area of Opportunity.</p> <p><b>DSHA QAP Map Reference Guide</b> (2025-2026 Download Documents)</p>

<input type="checkbox"/>	<b>22.</b>	<p><b>Community Revitalization and Downtown Development Districts</b></p> <p>Applicant's claiming points in this category must submit information relevant to the considerations included in the QAP Definition of CCRP and documentation of the project's location within a Qualified Census Tract, contribution to the CCRP, and / or inclusion in a DDD. Applicant must include project's Census tract number in the submission.</p> <p>For scoring information please see the <b>QAP – Community Impact</b></p> <p><b>DSHA Downtown Development District Certification or DSHA Opportunity Zone Certification</b> (2025-2026 Download Documents)</p> <p><b>DSHA Concerted Community Revitalization Plan</b> (2025-2026 Download Documents)</p> <p>Locations of QCT and HUD Designated Difficult Development Areas and Opportunity Zones; <b>DSHA 2025 QCTs, DDAs, OZs</b> (2025-2026 Download Documents)</p>
<input type="checkbox"/>	<b>23.</b>	<p><b>Site and Neighborhood</b></p> <p>Must include copy of or reference to specific site features identified in the Market Study.</p> <p>For scoring information please see the <b>QAP – Community Impact</b></p>
<input type="checkbox"/>	<b>24.</b>	<p><b>Access to Transit</b></p> <p>For additional details and scoring information please see the <b>QAP – Community Impact</b></p> <p><b>DSHA Access to Transit Certification</b> (2025-2026 Download Documents)</p>
<input type="checkbox"/>	<b>25.</b>	<p><b>Independent Market Study</b></p> <p>Document of sufficient scope to determine if Low Income Tax Credit Housing is in demand and is feasible for the proposed location. Market study must include, but not necessarily be limited to, the information noted in the attached Market Study Requirements. Additionally, the market study shall clearly indicate distances to services, including, but not limited to, retail/commercial facilities, employment, daycare, and public transportation. List and describe separately how each of these services that the development has access to improves the quality of life for the residents.</p> <p>DSHA must pre-approve the preparer of every market study. Minimum requirements for the preparer are also noted in the Market Study Requirements:</p> <ul style="list-style-type: none"> <li>• <b>DSHA Market Study Requirements Checklist</b> (2025-2026 Download Documents)</li> <li>• <b>Pre-approved Market Study Providers</b> (2025-2026 Download Documents)</li> </ul>
<input type="checkbox"/>	<b>26.</b>	<p><b>Community Compatibility</b></p> <p>For scoring information please see the <b>QAP – Community Impact</b></p> <p>A narrative of the proposed development that details the design and outlines how the development is compatible with the surrounding community and enhances the visual character of the surrounding area and fosters creativity. That includes the following:</p> <ul style="list-style-type: none"> <li>• Residential Appropriateness; and</li> <li>• Community Design.</li> </ul>

<input type="checkbox"/>	27.	<p><b>Utility Availability</b> Please include the following with this exhibit:</p> <p>A. Verification of adequate sewer and water capacity, gas, electric, and storm water; B. Proof from utility company that the building has not been occupied for at least three (3) years, if applicable; and C. Written verification of utility allowance method for all tenant-paid utility costs from Public Housing Authority, RD, local utility company estimates, or Energy Consumption Engineer.</p>
<input type="checkbox"/>	28.	<p><b>Ten-Year Rule</b> A sworn statement from the applicant and/or a tax opinion that property has not transferred ownership within the last ten (10) years and is eligible for acquisition credits, if applicable.</p>
<b>PROJECT DETAIL</b>		
<input type="checkbox"/>	29.	<p><b>Architect's Conceptual Renderings of Site and Proposed Development</b> Include Conceptual Site Plan of the proposed development/redevelopment with design concepts. Conceptual plan and spec documents, floor plan with dimension, room designations, ADA units and proposed finishes as available, exterior elevations with material notations, and typical wall sections.</p>
<input type="checkbox"/>	30.	<p><b>Minimum Square Footage and Bedroom Mix</b> Preliminary plans of adequate detail to verify that units satisfy minimum square footage requirements, bedroom size, and mix.</p> <p>For requirements, please <b>DSHA's Design and Construction / Rehabilitation Standards</b></p>
<input type="checkbox"/>	31.	<p><b>Fair Housing and Accessible Units</b> Documentation by the architect through preliminary plans and/or specification of new amenities and fully accessible units claimed for points. Details covering costs of upgrades must also be included.</p> <p><b>DSHA Fair Housing Design Standards Certification</b> must be included with this exhibit (2025-2026 Download Documents)</p> <p>For scoring information please see the <b>QAP – Tenant Populations Served</b></p> <p>When accessible units are not occupied by households that need the accessible features, a lease addendum for the non-disabled household will be required for the non-disabled household to transfer to the next available non-accessible unit (of comparable or smaller size) when a household that needs the accessible features applies and is accepted to the development. Form lease addendum must be included in this exhibit.</p>
<input type="checkbox"/>	32.	<p><b>Energy Conservation Measures</b> Signed Certification(s) must be included in this exhibit. In addition, include any architectural documents that will confirm the existence of the proposed energy conservation measures.</p> <p>For scoring information please see the <b>QAP – Development Characteristics</b></p> <p><b>DSHA Energy Conservation Measures Certification (2025-2026 Download Documents)</b></p> <p><b>DSHA Quality Base Level Energy Standards Certification (2025-2026 Download Documents)</b></p> <p><b>DSHA Quality Base Level Green Certification (2025-2026 Download Documents)</b></p>

<input type="checkbox"/>	33.	<p><b>Utility Benchmarking</b> Applicant must certify that it will use a utility benchmarking service for all owner-paid utility accounts and a sample of tenant-paid utility accounts for a minimum of fifteen (15) years. At all times, the utility data tracked by the service shall be updated continuously and be no more than three (3) months old.</p> <p>The applicant/owner must use the process as defined in the <b>DSHA Utility Benchmarking Certification (2025-2026 Download Documents)</b></p>
<input type="checkbox"/>	34.	<p><b>Development and Unit Amenities</b> Documentation by the architect of new amenities claimed for points. Details covering costs of upgrades must also be included.</p> <p>For scoring information please see the <b>QAP – Development Characteristics</b></p>
<input type="checkbox"/>	35.	<p><b>Serving Lower Income Households</b> Documentation of the tenant income area median incomes and operating income tabs on the LIHTC Application Pro Forma. NOTE: The operating income tab and the Median Income tab of the Pro Forma should clearly note the percentage of units at various income levels, including the minimum required five percent (5%) of all units or five (5) units, whichever is greater, for eligible Special Populations. NOTE: Projects with a mixed income structure should note and document the market rate unit % for scoring consideration.</p> <p>For scoring information please see the <b>QAP – Tenant Populations Served</b></p>
<input type="checkbox"/>	36.	<p><b>Increase in Extended Use Period / Conversion to Homeownership</b> Documentation from the owner stating the intended increase in the Extended Use Period OR Conversion to Homeownership must be included.</p> <p>For scoring information and additional requirements please see the <b>QAP – Development Characteristics</b></p>
<input type="checkbox"/>	37.	<p><b>Integrated Housing for Special Populations</b> Targeting Owner/Management Certification and Integrated Special Needs Targeting Plan should be completed and included in this exhibit.</p> <p><b>DSHA Integrated Special Needs Targeting Plan (2025-2026 Download Documents)</b></p> <p><b>DSHA Integrated Housing for Special Populations/Target Units Certification (2025-2026 Download Documents)</b></p> <p>For scoring information please see the <b>QAP – Tenant Populations Served</b></p>

<input type="checkbox"/>	<b>38.</b>	<p><b>Social Services Verification</b> The provision of social and support services is an integral part of any attempt to improve the quality of life of the residents of the development.</p> <p>For scoring information and additional requirements please see the <b>QAP – Development Characteristics</b></p> <p><b>DSHA Memorandum of Understanding Provision for Social Services (2025-2026 Download Documents)</b></p> <p>NOTE: Fees may be charged to residents for social services (and not be included in the gross rent) if the services are <b><u>OPTIONAL</u></b>; however, points will not be awarded for such services.</p>
<input type="checkbox"/>	<b>39.</b>	<p><b>Letter of Support from Local Public Housing Authority</b> A letter of support from the local public housing authority that indicates that local public housing waiting lists and/or Section 8 existing waiting lists will be used when marketing the property.</p>

## COSTS AND FINANCING

<input type="checkbox"/>	<b>40.</b>	<p><b>Summary Appraised Land Value/Opinion of Project Value</b> A Summary Appraisal Report, from a qualified professional appraiser, of the unimproved land value. For all projects, the acquisition price must meet the following standards:</p> <ol style="list-style-type: none"> <li>For an arm’s length transaction, the maximum acquisition price must be the lesser of the contract price or the “as is” appraised value of the property;</li> <li>For a related party transaction where the property was acquired less than two (2) years before the application date, the maximum acquisition price may not exceed the lesser of the ‘as is’ appraised value of the property, or the original acquisition price plus carrying costs acceptable to DSHA; and</li> <li>For a related party transaction where the property was acquired two (2) or more years before the application date, the maximum acquisition price may not exceed the “as is” appraised value of the property.</li> </ol> <p>Prior to allocation, a property appraisal and, if applicable, a copy of the settlement sheet will be required. <u>Appraisers are required to contact DSHA for a list of comparable LIHTC properties, which are to be included as comparables within the property appraisal report.</u></p> <p><b>NOTE:</b> The Property Appraisal should not be more than six (6) months old at time of application submission.</p>
<input type="checkbox"/>	<b>41.</b>	<p><b>Details of Equity Financing</b> Provide written description of syndication details (letter of interest) and copy of agreement, award letter of grant, etc.</p>
<input type="checkbox"/>	<b>42.</b>	<p><b>Details of Debt Financing</b> At time of tax credit application, proof must be provided that construction and permanent financing requests have been made. Applicants must provide letters from the lending/funding entities, which include items, such as the date of request, amount of financing, interest rate, term and a statement that the development is eligible for financing under the lender’s requirements. Financing commitment letters from all funding entities are due by date listed on LIHTC Funding Round Cover Page. The Applicant must submit documentation with the commitments that outline the position of each funding source. Developments that have funding commitments at the time of application, need only submit the commitment letters and documentation outlining the position of each funding source.</p>



		For public and private financing subsidies, written letters of interest, letters of intent, or proof of application must be provided (i.e. USDA Rural Development, HOME, HOPE VI, Section 202, Federal Home Loan Bank funding, local municipalities, foundations, etc.). The documentation provided will be used to determine financial feasibility.
<input type="checkbox"/>	43.	<b>Details of Leveraging</b> Please describe, in detail, the calculations on how DSHA-controlled funds, including tax credits, are used to leverage other permanent funding sources.
<input type="checkbox"/>	44.	<b>Per Unit Cost Reduction and Cost Balance</b> Documentation of calculation of total cost per unit.
<input type="checkbox"/>	45.	<b>Verification of New Rental Assistance or Federal Subsidy</b> Proof of commitment or contract for new rental assistance or subsidy contract from Rural Development, HUD, local municipality or other funding source for at least 75% of the total development units. For Rental Assistance Demonstration (RAD) projects, proof of the CHAP (Commitment to Enter into a Housing Assistance Payments Contract) award from HUD.
<input type="checkbox"/>	46.	<b>Resiliency Assessment Tool</b>  <b>DSHA Risk Analysis and Resilience Assessment Tool (2025-2026 Download Documents)</b>  <u>A member of the <b>architectural design</b> team MUST complete the resilience evaluation. Additional costs to implement one of the following resilient strategies as part of a capital improvements at a property identified as higher risk by the Assessment Tool should indicate whether outside grants could be utilized ahead of DSHA resources.</u>
<input type="checkbox"/>	47.	<b>Readiness</b> Provide documentation of all metrics claimed for scoring in this Exhibit. Provide a cover sheet with narrative explanation of standards met and reference to Exhibit with supporting documentation.  For scoring information and additional requirements please see the <b>QAP – Development Team</b>
<b>PRESERVATION / REHABILITATION</b>		
<input type="checkbox"/>	48.	<b>Preservation/Rehabilitation</b> Only 9% projects eligible under Preservation / Rehabilitation Category A or B under the QAP will be eligible for scoring. Tax-Exempt projects are eligible for the scoring category, however, must meet the tax-exempt Preservation/Rehabilitation definition.  <b>For scoring information and additional requirements please see the QAP – Development Characteristics</b>
<input type="checkbox"/>	49.	<b>Historic Preservation</b> Documentation that individual property, (including all buildings in the development) is listed on National Historic Register. If applicant is seeking state historic tax credits, documentation must be provided from the State Historic Preservation Office that all buildings in the development are eligible to receive state credits and that state credits will be available by conversion.

<input type="checkbox"/>	<b>50.</b>	<b>Improvements</b> Documentation of all rehabilitation/improvements done to the property in the previous ten (10) years, if applicable. Documentation must include: Date, Cost, and Use of each improvement.
<input type="checkbox"/>	<b>51.</b>	<b>Capital Needs Assessment (CNA)</b> Must be completed by a licensed architect and include an energy audit completed by a certified energy rater.  <b>For requirements, please see the DSHA Capital Needs Assessment Policy</b> <b>The CNA must include:</b> <b>DSHA’s Rehabilitation Standards Checklist (2025-2026 Download Documents)</b> <b><u>AND</u></b> <b>DSHA’s Environmental Due Diligence Checklist (2025-2026 Download Documents)</b>
<input type="checkbox"/>	<b>52.</b>	<b>Current Operating Budget</b> (if applicable)
<input type="checkbox"/>	<b>53.</b>	<b>Relocation</b> Description of relocation plans and cost, if applicable. In addition, documentation of preliminary income certifications for residents residing in occupied units demonstrating that they are tax credit income eligible or a certified letter from said residents indicating their willingness to be relocated is required for units that will be counted as tax credit eligible. Verifications/certifications of current resident’s income must be included with the application. <b>DSHA Relocation Draw form (2025-2026 Download Documents)</b>
<input type="checkbox"/>	<b>54.</b>	<b>Preservation Developments, (includes Section 8, RD Section 515 Multi-Family Program, and Rural Development’s 514-516 Farm Labor Housing)</b> Provide proof that an application for rental assistance, as well as capital assistance has been made and received by Rural Development or HUD.
<input type="checkbox"/>	<b>55.</b>	<b>Federally-Assisted Distressed Property</b> Summary of how the property qualifies as a distressed federally-assisted property, if applicable.