



Closeout Instructions for Workforce Housing Tax Incentive Program

Recipients of Workforce Housing Tax Incentive Program (WHTIP) tax credits must ensure that the project has been closed by the Iowa Economic Development Authority (IEDA) prior to claiming any tax incentives with the Iowa Department of Revenue.

If a sales and use tax refund is submitted to the Department of Revenue before the project is closed, the refund request will be returned by Revenue and the recipient must resubmit the request after the project is closed with IEDA.

The project close out process typically takes 30 days from the date on which IEDA has received all necessary information.

Instructions for closing a WHTIP project:

1. Upload all required information into lowagrants.gov under “Required Uploads”
 - a. Schedule of Claimed Expenses Form
 - b. Tax Release Authorization Form
 - c. Articles of Incorporation
 - d. Certificate of Existence
 - e. Local/State Building Code Compliance (Certificate of Occupancy)
 - f. Third party auditor’s report/ CPA Examination

CPA examinations must be completed in accordance with the American Institute of Certified Public Accountants’ statements on standards for attestation engagements, completed by a certified public accountant (CPA) authorized to practice in this state. The attestation applicable to this examination is SSAE No. 10 (as amended by SSAE Nos. 11, 12, 14), AT section 101 and AT section 601. The procedures used by the CPA to conduct the examination should allow the CPA to conclude that, in the CPA’s professional judgment, the expenditures claimed are eligible pursuant to the agreement; Iowa Code chapter 15, subchapter II, part 17; and all rules adopted pursuant to Iowa Code chapter 15, subchapter II, part 17, in all material respects.

2. Enter final project expenditures and final project funding sources into lowagrants.gov under “Cost Documentation.”
3. Download Written Certification Statement from lowagrants.gov under “Required Documents.” Review and sign the statement. Upload into lowagrants.gov under “Required Documents.”

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4. Submit \$500 Compliance Fee to IEDA. Payment should be made in the form of check and should be made to Iowa Economic Development Authority, with a notation that payment is for “Compliance fee for *(insert contract number)*”

Please send payment to:

Khristy Smith
Iowa Economic Development Authority
1963 Bell Avenue, Suite 200
Des Moines, IA 50315

5. Please review all contact information in lowagrants.gov under “Project Information” is correct. Please review names, address, phone number, email address and tax ID number to ensure all information is correct.

Please contact Khristy Smith with updates to contact information: Khristy.smith@ioweda.com.

Receiving your tax credit certificates:

Upon submittal of documentation listed above and compliance fee, IEDA staff will review submitted information. If there are questions or missing information, IEDA will notify recipients.

Before IEDA can issue tax credit certificates for a project, we are required to collect a compliance fee equal to ½ of 1% of the amount of tax credits to be issued for the project. This fee is described in Section 4.4(k) of the Workforce Housing Tax Incentive contract with IEDA. IEDA is required by Iowa Code to collect this fee. (Iowa Code Section 15.354 (3)(b)). Recipients will receive an email from IEDA once the close out process has been completed. This email will provide the amount of the compliance fee required.

After the compliance fee is received, IEDA will send tax credit certificates for both the investment tax credit and the sales tax refund. Final tax credit certificate amounts will be based on actual project expenditures and may be less than the maximum amount included in the contract.

Tax credit certificates will be sent via Fed Ex to the contact listed; Please note a physical address is required for Fed Ex (not a PO Box).

Tax credit transfers and sales tax refunds

Tax credit transfers and sales tax refunds are handled by the Iowa Department of Revenue. Instructions for requesting the transfer of tax credits can be found here:

[Tax Credit Transfers \(iowa.gov\)](http://www.iowa.gov)

Instructions for filing for a sales tax refund through the Department of Revenue can be found here:

<https://www.iowaeconomicdevelopment.com/userdocs/programs/EDA-SalesAndUseTaxRefundsInfo.pdf>