2017 Pre-Application FAQ

March 7, 2017

1. Which members of the Project Team are required to submit the Criminal Release Form? Does this include the architect, general contractor or development consultant as well?
    - All Project Team members are required to complete the Criminal Release form. The QAP defines "Project Team" as the General Partner, Developer, Consultants, and Principal(s). "Consultant" is defined as an entity acting in the capacity of Owner, Developer, or General Contractor or which provides technical assistance to the Owner, Developer, or General Contractor. The architect and general contractor would not be required to complete the criminal release form as part of the qualification process but any consultants would be required to complete the criminal release form.
2. When submitting the Performance Questionnaire online, does the Project Team Member that is the Non-Certifying Entity include the Certifying Entity's documents (Experience Form and Capacity Form) in their attachments, and, the Non-Certifying Entity's individual Org Chart, Narrative, Compliance History Summary Form, Performance Workbook Certification Letter, and Credit and Criminal Release form?
    - The Non-Certifying Entity should not include the Capacity and Experience documents for the CE with their questionnaire. The Non-Certifying Entity should upload the required explanations as applicable for their questionnaire answers, Certification and release forms, and the Excel Performance Workbook. Each entity, Certifying or Non-Certifying, should submit documentation appropriate to their Questionnaire.
3. When filling out the Performance Questionnaire online, does the Certifying Entity include the same docs that the Non Certifying Entity attached (Experience Summary, Capacity Form for Certifying Entity), the Certifying members individual Org Chart, Narrative, Compliance History, Performance Workbook Certification Letter, and Credit and Criminal Release form?
    - The Certifying Entity must upload the required explanations as applicable for their questionnaire answers, Certification and release forms, and the complete Excel Performance Workbook, including the Capacity and Experience tabs as applicable. A Grandfathering Certifying Entity is not required to complete the Experience tab.

4. Are syndicator “good standing” letters (separate from the Experience Summary “ownership interest” letters) required for tax credit projects in Georgia that are listed on the Compliance History Summary?
    - DCA will assume responsibility of confirming “good standing,” and, thus, no syndicator letters are required for properties in Georgia. HFA or Syndicator letters of "good standing" should be submitted for all properties outside of Georgia.
5. Do we need to provide the manila folders (i.e. hard copies) of the supporting documents, as stated in the instructions? Or do we only provide the payment form, check and flash drive to DCA?
    - No hard copy documents are required with the exception of any required payments.
6. In previous years, DCA issued a Multi-State Release Form that the Applicant completed. Although this form is no longer required, is there a specific format required for the letters we are to obtain from the HFAs? What if the state agency does not respond by the March 9th deadline?
    - The multi-state release form has been removed from the Performance Workbook. DCA will accept a letter, email or other documents identifying the properties under the jurisdiction of the HFA indicating that the projects are in good standing. If the HFA has not responded to your requests by the March 9th Pre-Application deadline, the project team may receive an "Incomplete" Pre-Application determination. All required threshold documents must be included in the Competitive Round application submission.
7. We must submit the Cost Waiver and fees by the pre-application deadline but will not be able to include the supplemental information as requested in the QAP at that time. The QAP states that all information will need to be submitted prior to closing, so I assume that we do not need to submit all requested information at pre-application. If we submit a narrative describing our site and the reason for the cost waiver and the check, will that be sufficient?
    - Generally, DCA will not consider cost waiver requests for any 9% Applications before or at Application Submission. All submitted 9% Applications must be within DCA cost limits except in the limited exceptions laid in Section II of the QAP. In very limited circumstances, DCA will consider a preliminary waiver request at pre-application for unusual or extraordinary costs not typically seen in most properties. An example would be a proposed development with podium parking. If costs are considered to be unusual or extraordinary, please provide a detailed narrative and all available documentation related to the requested waiver. Extensions may be available to obtain final cost estimates associated

with the requested waiver. Any waiver request granted at the pre-application stage is preliminary. If selected, the Applicant will need to submit a full cost waiver with actual figures and documents as requested by the DCA construction cost prior to closing. If sufficient information is not available for DCA to accurately estimate the cost of the extraordinary improvement or basis for the request, the waiver will not be granted.

8. Is there a full HOME core app (i.e. with sources and uses, operating pro-forma, etc.) that will be due on March 9 with the 9% pre-app? There is a requirement for a HOME CORE shown within the Underwriting tab.
    - No, there is not a HOME Core. HOME applicants will certify whether loans amortize or other competitive criteria, which will be verified once the full app comes in. If HOME is awarded based upon such a claim that is not demonstrated, the HOME consent will be rescinded.
9. Can we submit a pre-application without having a site to just get qualified as a developer? Or do we have to submit a proposed site with the pre-application?
    - A site is not needed at time of pre-app, however your qualification determination will be conditional on the identification of a site. Before a Project Team can be qualified, DCA will need to know if there are any additional circumstances (e.g., if you propose a complicated historic rehab, we want to ensure you have experience to take that on specifically). It is acceptable to respond "to be determined" in fields referencing the site location.
10. If Architectural Manuals are published two days prior to the pre-app due date, will there be an extension of Architectural waivers to provide time for Applicants to review manuals and prepare the waivers?
    - Yes, DCA will grant a two (2) week extension for waiver requests extending the deadline to March 23, 2017.
11. What documentation is required for two (2) projects and one (1) core team?
    - See Threshold XIX. Qualifications for Project Participants, sections A. & D. for required documents. You are permitted to include multiple project narratives for the same project team in one Excel Performance Workbook uploaded into the electronic Performance Questionnaire.
12. According to the QAP, when a Certifying Entity was deemed to meet the experience requirements for the 2016 Round, it is not necessary to submit documentation of experience for the 2017 Round. Assuming there is not a reason to submit for a waiver or HOME Funds: Is there still a requirement to pay the $1,000 fee? Besides the Certification Letter, would DCA expect to see any other forms or documents submitted? If so, which forms and/or documents should be submitted? Is the required Certification Letter the same as the Performance Workbook Certification letter that is a part of the

Performance Experience and Compliance History Summary Workbook? Would DCA expect to see updated financial information?

- Yes, if you are requesting a pre-application review, the $1,000 fee is required. Pre-application reviews are optional except when a waiver is being requested. While the requirement to submit documentation of experience is not required for a Certifying Entity deemed to have met the experience requirements for 2016, the entity is still required to complete all other sections of the Performance Workbook including, but not limited to, the performance questionnaire, project narrative, organizational chart, capacity and compliance history summary forms, as well as any other supporting documentation required as part of the qualification determination process. The required certification letter is the same as that contained in the Performance Workbook. Please see page 35 of 61 of Threshold - financial statements may be required. If they were required for this entity(s) in 2016, it would be reasonable to provide updated financial information.

13. Assume CHDO is serving as sole general partner and will be co-developer with Non-CHDO entity. CHDO is not a Certifying Entity because it lacks the necessary experience. Non-CHDO co-developer would qualify as Certifying Entity. Non-CHDO's Application will include all of its experience for the development section but should it also include ownership experience even though it is not an owner?
    - Projects applying for HOME funds under the CHDO set aside must be pre-qualified by DCA. All information should be included on the experience tab of the Performance Workbook that reflects this requisite experience.
14. What is the preferred method for filing the supporting documentation in the flash drive for the Experience Form and the Compliance History Summary Form? The excel version of the workbook will be filed in the 0301 PerfWorkbk folder, under the applicable applicant number, but it is not clear where to upload and file the 8609's, compliance statements and partnership agreements.
    - According to the instructions in the 2017 Pre-AppSubmissionandHOMEConsent form, all supporting documents related to the Performance Workbook must be saved to the flash drive in a folder for Section 03 Qualification, Tab 13 for Documentation of Successful Tax Credit development and ownership documents in numerical order. (e.g., 031301ProjectName8609, 031302ProjectNameLPA, 031303ProjectNameSyndLtr, etc.)
15. There are 2 tabs for Project Narrative, one in the Performance Workbook and the other in the Submission Form and Checklist. The Narrative tab in the Performance Workbook will be included in the workbook that is uploaded, but where should we include the

Narrative in the Submission Form and Checklist attachment, which gives space for more detail?

- ➢ According to the instructions in the 2017 Pre-AppSubmissionandHOMEConsent form, the Project Narrative should be saved in Section 02, Underwriting, Tab 06 (e.g., 020106ProjectNameNarrative).

16. In the version of the 2017 Performance Workbook that I have, it appears there may be an issue. None of the drop down boxes for the various sections of the organizational chart have any roles listed. Also, I don't see anywhere to indicate that we are applying for a Probationary designation. Have you been able to resolve the issues with the Performance Workbook?

    - ➢ A revised copy of the Performance Workbook is available on the website and now includes the roles in the org chart and determination review categories in the Experience tab. If you completed a previous version of the Workbook, you are not required to complete the revised form. Your role and requested review will be included in the Performance Questionnaire.