

2015 DCA Qualified Allocation Plan  
General Questions & Answers  
Posting #5  
April 14, 2015

**QAP Threshold - 1 Project Feasibility, Viability Analysis, and Conformance With Plan**

1. We will be applying for a Federal Home Loan Bank AHP loan. The application deadline for AHP is July 2, 2015. According to the QAP, we will need an Invitation Letter by July 10, 2015. Will we have enough time to give DCA the required information? What information should we include with our June 11th application?

*Response: Please see Appendix I (7 of 60), the AHP financing commitment from either the FHLB to the nonprofit entity or to the ownership entity is required to be included in the June 11, 2015 Application Submission. If you do not receive the award by July 10, 2015, the QAP allows for an alternate source to be submitted no later than July 24, 2015 (see Exhibit A to the QAP Core).*

**QAP Threshold - 5 Market Feasibility (Market Study)**

1. Page 4 of 16, of the 2015 Market Study Manual states in the Demographic Data section data for 2011, 2014, and 2016, yet on page 7 of 16 within Section E - Community Demographic Data the request is for demand related population and household data for the proposed time of project entry that is 2017. Should not the demographic data selection dates on page 4 of 16 focus upon: 2010 (last census) 2015 (the current year of the application) and 2017 the proposed year of project entry.

*Response: Yes, Market Study analysts should rely on Section E. Community and Demographic Data, beginning on page 7 of 16, to know which data DCA requires. The summary table (p. 4 of 16) in the executive summary should mirror these dates in Section E., and be 2010, 2015, and 2017.*

**QAP Threshold - 20 Qualifications For Project Participants (Performance)**

1. If an applicant is deemed "Qualified Without Conditions" what items from Tab 20. XX Qualification Determination and XXI. Compliance History are required? There are 19 items listed under this section.

*Response: If a project team receives a Qualification Determination of Qualified Without Conditions during the Pre-Application period, the Qualification Determination letter can be submitted with the funding Application. The required documents in this section do not need to be re-submitted as long as there has been no change in the project team since Pre-Application. Qualification Determinations from previous funding rounds do not apply to current funding rounds.*

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**QAP Scoring - 6 Sustainable Developments**

1. Under Sustainable Developments C. Integrated Design Charrette - Can this 1 point charrette combine with A. Sustainable Communities Certification allowing for a total of 4 points under this category or is this Integrated design Charette point only allowed to combine with B. Sustainable Building Certification for a total of 3 points when combined?

*Response: Due to necessary changes discovered in researching our response, we will be issuing a notice on April 14, 2015. The notice will answer this question and update the overall sustainability certification process.*

2. We would like to seek clarification on the Integrated Design Review Charrette in the QAP on Page 11 of 34.

C. Integrated Design Review Charrette  
1 Point

One (1) point for properties seeking a Sustainable Building Certification, where the Applicant agrees to implement an integrated Design Review Charrette during the design stage of the development process. The full-day Charrette must be facilitated by an accredited sustainability professional for the desired certification (e.g. a LEED for Homes AP or Green Verifier, EarthCraft Technical Advisor, Nat'l Green Building Standard Green Verifier, or an approved Green Communities Technical Assistant). Required participants should be representatives from all the major disciplines that influence the design and construction of a property, including but not limited to the owner/developer, architect, general contractor, site supervisor and project manager, as well as selected subcontractors or building professionals.

Documentation:

- Documentation showing that the charrette followed a professional template and process, such as that available through the Enterprise Green Communities Green Charrette Toolkit or a similar resource. Documentation may include the guidance from the facilitator, the meeting agenda, and a checklist of key topics covered in the charrette. These documents must be submitted with Step 2 Construction Documents.
- A detailed report comprised of outcomes of the Charrette complete with action items for each of the disciplines is required to be submitted and signed by the Charrette facilitator. These documents must be submitted with Step 2 Construction Documents.

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In the first sentence, it states that, “the Applicant agrees to implement” the required charrette. This seems to be a forward commitment to conduct the charrette after the award. Then in the Documentation Section it seems to require submission “with the Step 2 Construction drawings” and this submittal also occurs after the award. Based on the wording, it seems that it is DCA’s requirement that the Developer commits by letter to the charrette and then conduct the charrette after the award. This seems to make sense as the architect, general contractor, and related subcontractors would actually be hired and engaged by the developer after the awards are made. Is there a specific format of the owner/developer's commitment that DCA requires in order to document this point award?

However, Southface staff has taken the position that the charrette has to be conducted prior to the submission of the 2015 tax credit application. That would not seem to make sense as the general contractor and related subcontractors would not be on board at this time before the submission of the tax credit application and the subsequent award of credits. Further, the charrette might be conducted for projects that never are awarded funding. Please clarify DCA’s intent in this matter.

*Due to necessary changes discovered in researching our response, we will be issuing a notice on April 14, 2015. The notice will answer this question and update the overall sustainability certification process.*

3. Our property will be certified under the Earth Craft Communities program. As part of the development process, we will be conducting a charrette. However, it would appear from the QAP that only properties seeking a Sustainable Building Certification are eligible to receive the charrette point. Are those developments seeking the Sustainable Communities Certification excluded from receiving this point?

*Due to necessary changes discovered in researching our response, we will be issuing a notice on April 14, 2015. The notice will answer this question and update the overall sustainability certification process.*

**QAP Scoring - 20 Quality Education Area**

1. The QAP includes a link to the 2013 CCRPI scores. We noticed that some districts have 2014 CCRPI scores. As long as the date we download the CCRPI data is after January 1, 2015, does it matter if we use the link in the QAP (to 2013 data) or try to find 2014 CCRPI data?

*Response: DCA will evaluate 2015 applications based on the 2013 CCRPI data that was available when the 2015 QAP was published.*

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**Electronic Core Application - 1 Project Information**

1. We have a project that is part of a TOD site. We are working closely with the city on the construction of several new roads within the larger site. Our project will be located on one of these new roads, but we will not have an actual address for our site by the time of the June 11th application deadline. We have never encountered this before and need guidance on what to use in our application and in supporting documents such as utility letters, reports, financing commitments, etc. Can we use the address for the MARTA station? If not, what should we use?

*Response: The Core Application in Project Information requires a street address, if available, or a nearest physical street address AND the site geographic coordinates. You will need to determine if the MARTA station is the nearest physical street address to the proposed project, and if so, use it in the appropriate cell. The geographic coordinates should be for the specific site.*