



2017 Q&A Posting #1

March 31, 2017

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

1. Will HUD 221(d)(4) loans be eligible for points under leveraging as part of the 2017 scoring round?
 - Yes, HUD 221(d)(4) and USDA 538 loans are eligible for points as explained on page 29 of 44 in the scoring section of the Qualified Allocation Plan.

QAP Threshold - 7 Environmental Requirements

2. Are all HOME/HUD funded projects required to complete the 8-Step Process for wetlands and/or floodplains if such are located on the property, regardless of whether the wetland or floodplain will be disturbed?
 - No, HUD recently issued additional guidance indicating that if the wetlands and/or floodplain will not be disturbed, then completion of the 8-Step Process is not needed (or the applicant would only need to complete *Step 1-No wetlands or floodplain will be impacted*).

QAP Threshold - 10 Site Zoning

3. Page 21 of 61 Threshold - Site Zoning states that the "zoning of the development site must conform to the site development plan and must be confirmed, in writing, by the authorized Local Government official." Will DCA please clarify how they would like the applicant to prove the "authorized local government official"? Same question also applies to the operating utilities letters as DCA requests that these letters be from "verifiable authorized utility authorities"; does DCA want the applicant to provide verification of the signatories' authorization? If so, can you please provide an example of what should be submitted for verification?
 - For purposes of project site zoning, the authorized Local Government official is an elected official on either the planning or zoning commission/board, or other official with the authority to handle such matters, of the local jurisdiction in which the property is located. The Applicant is not required to provide verification of

authorization with their application but rather the official's name and official title should be included in the letter on the official stationary of the local government. The letter confirming the availability of operating utilities should be on the company letterhead of the appropriate utility provider and signed by an individual authorized to handle such matters. Again, the Applicant is not required to provide verification of the authorization of the individual with their application.

QAP Threshold - 16 Building Sustainability

4. Where are the Georgia State Minimum Standard Energy Codes located?
 - The Georgia State Minimum Construction Codes can be found at the link below:
<http://www.dca.state.ga.us/development/constructioncodes/programs/codes2.asp>

QAP Threshold - 19 Qualifications for Project Participants

5. 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. If this provision applies and assuming there is not a reason to submit for a waiver or HOME Funds, will DCA clarify the following: 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? Does DCA require updated financial information?
 - 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 Experience and Compliance History Summary Workbook ("Performance Workbook") including, but not limited to, the performance questionnaire, project narrative, organizational chart, capacity and compliance history forms, as well as any other supporting documentation required as part of the qualification determination process (i.e. financial information). The required certification letter is the same as that contained in the Performance Workbook. Therefore, all entities wishing to participate in the Pre-Application Qualification Determination Process must pay the \$1,000 fee.

QAP Threshold - 19 Qualifications for Project Participants

6. Are all members of the Project Team required to complete the criminal release form or is this requirement only applicable to representatives of the Certifying Entity?
 - 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). This is not limited to the representative of the Certifying Entity.

QAP Threshold - 19 Qualifications for Project Participants

7. Are the Performance Workbook and supporting documentation required to be submitted with Pre-Apps on March 9, or strongly encouraged? Also, what documentation is required for two (2) projects and one (1) core team?
 - We strongly encourage Applicants to apply for Qualification Determination by submitting the required documentation in the Pre-Application phase; however, it is not required. See Threshold XIX section of the 2017 QAP, 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.

QAP Threshold - 19 Qualifications for Project Participants

8. 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 the signed certification document and check copies for any required payments due. You may also include a hard copy of the application checklist to verify items included on the flash drive.

QAP Threshold - 19 Qualifications for Project Participants

9. 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"; thus, no syndicator letters are required for properties located in Georgia. HFA or Syndicator letters of "good standing" should be submitted for all properties located outside of Georgia.

QAP Threshold - 19 Qualifications for Project Participants

10. 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.)

QAP Threshold - 19 Qualifications for Project Participants

11. 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).

QAP Threshold - 25 Affirmatively Furthering Fair Housing

12. The QAP states "Each Applicant selected for an award of credits must prepare and submit an Affirmatively Furthering Fair Housing Marketing Plan." But, the instructions for the AFFHMP state that it only applies to "owners of HOME-assisted projects with five or more units." Should the AFFHMP instructions be changed so that it states that every Applicant must do this?

- As per the QAP all applicants must submit an Affirmatively Furthering Fair Housing Marketing Plan, whether there is HOME funding or not.

QAP Scoring - 4 Community Transportation Options

13. A potential site is within one (1) mile of a transit hub. The transit hub is Georgia Department of Transportation Xpress bus to downtown Atlanta. There is affordable mass

transit 5 days per week with 5 inbound and 3 reverse commute trips daily, but there is a single Xpress bus route from the Park and Ride to downtown, and then back from downtown to the Park and Ride. Does this site meet all DCA tests for four (4) transit points?

- DCA will not provide a scoring decision through the Q&A process.

QAP Scoring - 9 Phased Development/Previous Projects

14. Page 25 and 26 of 44 in the 2017 Scoring section states in part: "points will be awarded to Applications in the Flexible Pool is the proposed development site is not within a 1-mile radius of a Georgia Housing Credit development that has received an award in the last five (5) DCA competitive cycles". Can DCA please clarify whether or not the 2016 HOME NOFA process is considered a "competitive cycle"?

- The 2016 HOME NOFA process is not considered a "competitive cycle".

QAP Scoring - 9 Phased Development/Previous Projects

15. When does DCA publish the final list of selects and nonselects?

- Per the Qualified Allocation Plan (QAP), Applicants can request that DCA reconsider a decision that resulted in the non-selection of an Application during the Appeal Process, which may result in an Application receiving an award. Thus, the Competitive Round may continue after the initial publication of the list of selects and nonselects. While DCA cannot provide a specific timeline for the publication of a final list, the agency will continue to make every effort possible to publish the most updated list once final decisions are made. The final list of 2016 selections was posted on March 22, 2017.

QAP Scoring - 20 Quality Education Areas

16. On page 37 and 38 of the QAP Competitive Scoring Criteria, the QAP states that points will be awarded based on 2013 through 2016 CCRPI data. DCA will review only three-year average submitted by the Applicant. However, when looking up some of the schools on CCRPI's website, some of the schools don't have data from 3 consecutive years. In a situation where there is only CCRPI scores for two years, would the average be able to be used between those two years if it scores above the average CCRPI threshold limits? Furthermore, in a situation where there is only one CCRPI score

between 2013 and 2016, could that CCRPI score be used if it scores above average CCRPI threshold limits?

- Points will be awarded based upon 2013-2016 data. If consecutive 3-year CCRPI data is not available for your proposed site between the years of 2013-2016, the average of the available scores will be considered. All other requirements for this category, including tenancy and above average scores for the attendance area must be met for the proposed site.

QAP Other

17. Were there any significant changes made from the initial 2017 QAP Draft posted December 2016 to the Final 2017 QAP posted February 2017?

- In that time, DCA corrected eight clerical inconsistencies within the 2017 QAP text. Additionally, the Commissioner of DCA, acting as Executive Director of the Georgia Housing Finance Authority, signed an Administrative Amendment to the 2017 Georgia Qualified Allocation Plan (QAP). This Administrative Amendment made four minor modifications within the 2017 QAP Scoring Section (http://www.dca.state.ga.us/housing/HousingDevelopment/programs/downloads/A_HFDMMain/FdgRd/2017/QAP/Final/2017QAPAmendment.pdf). http://www.dca.state.ga.us/housing/HousingDevelopment/programs/downloads/A_HFDMMain/FdgRd/2017/QAP/Final/2017QAPAmendment.pdf).