

# 2018 APPLICATION WORKSHOP



March 1, 2018

# Introduction

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1. Welcome
2. New Staff/Staff Changes
3. Best Practices Overview
4. DCA Policy Update
5. National Policy Update
6. Overview of the Day
7. Key Dates

## Key Dates

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- Pre-application March 8
- Application Intake May 24
- 9% HOME Loan Closing July 13

# General Set Aside



March 1, 2018

Marshall Aiken

## General Set Aside

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- Designation of the General Set Aside may be made either before Application Submission, during Application review, or within 45 days of the announcement of awards.
- DCA may elect to designate both the 2018 set aside and forward commit 2019 set aside funds to the same property.

# General Set Aside

- All requests for General Set Aside Designation must be submitted as a part of Pre-App
- New GSA Tab in the Pre-Application Workbook
- Up to one million (\$1,000,000) of the 9% credits available for the 2018 competitive round.

# Administrative Amendment



March 1, 2018

Marshall Aiken

# Administrative Amendment to QAP

## □ Favorable Financing

### Amended & Removed Qualifying Sources

- 8. TCAP acquisition loans passed through a Qualified CDFI revolving loan fund. (These loans do not have to be used for permanent financing or be for a minimum period of 10 years.)
- 11. Conventional bank, HUD or USDA loan. (Removed)

# 2017 Application Round Summary



March 1, 2018

Marshall Aiken

# 2017 Application Round Summary

- 73 Total Applications Submitted
  - 28 New Construction Awards
  - 4 Rehab Applications Awarded
  - 4 Rehab Applications Submitted
  - 14 Elderly/HFOP Awards
  - 18 Family Awards
  - 30 Initial Selected Applications (\$23.5 Million)
  - 2 Applications awarded after Requests for Reconsideration (\$910,000)
  - 1 General Set Aside Award (\$326,501)

# 2017 Application Round Summary

- 23 HOME Consent Requests at Pre-Application
  - 10 HOME Consents Awarded
- 5 CHDO Applications Submitted
  - 2 CHDO Applications Selected
- 54 Applications initially above scoring cut-off
  - Of these 54 Applications, 21 Applications were not above the initial cut-off but were fully reviewed and scored.
  - 19 Applications were below the cut-off

# New DCA Website

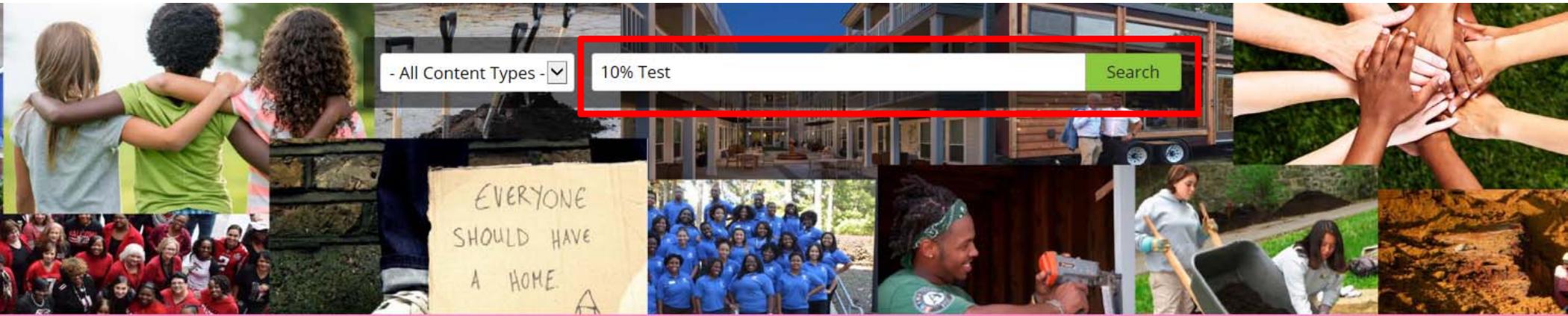


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# New DCA Website

<https://dca.ga.gov>



I am a... < Select One >

## LOCAL GOVERNMENT ASSISTANCE

Research & surveys, planning, maps, volunteerism, building codes

## COMMUNITY & ECONOMIC DEVELOPMENT

Financial assistance opportunities for communities

## SAFE & AFFORDABLE HOUSING

Helping communities meet housing needs and connecting people with housing assistance

## LOCAL GOVERNMENT ASSISTANCE

Research & surveys, planning, maps, volunteerism, building codes

## COMMUNITY & ECONOMIC DEVELOPMENT

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## SAFE & AFFORDABLE HOUSING

Helping communities meet housing needs

# Search

- All Content Types -

10% Test

Search

400 results

## RESOURCE

### 10% Test & Final Allocation Application

[10% Test](#)

[Final Allocation Application](#)

*Last modified: January 04, 2018*

*Resource*

## DOCUMENT

### 10% Test Documents

Housing Tax Credit Program (LIHTC) - Forms

# Housing Tax Credit Main Page



## Rental Housing Development

- ✓ [Frequently Requested Documents](#)
- ✓ [Asset Management](#)
- ✓ [HOME Investment Partnership Program \(HOME\)](#)
- ✓ [Compliance Monitoring](#)
- ✓ [National Housing Trust Fund \(NHTF\)](#)
- ✓ [Housing Tax Credit Program \(LIHTC\)](#)
- ✓ [Community Initiatives](#)

<https://dca.ga.gov/safe-affordable-housing>

## LOCAL GOVERNMENT ASSISTANCE

Research & surveys,  
planning, maps,  
volunteerism, building  
codes

# Housing Tax Credit Program (LIHTC)

Basic Info

Resources

Success Stories

Related Information

The Housing Tax Credit Program allocates federal and state tax credits to owners of qualified rental properties who reserve all or a portion of their units for occupancy for low income tenants.

DCA offers a streamlined, single application to access funds available through the HOME Rental Housing Loan and Housing Tax Credit programs. Applicants can apply for 9% Tax Credits through the yearly Competitive Scoring Round and/or 4% Tax Credits (Bond Financed Developments) anytime during the year. There are no 4% specific Pre-Applications and Core Applications. Applicants wishing to apply for 4% tax credits should use the corresponding 9% Pre-Application, Core Application, and forms for the year in which they are applying.

## COMMUNITY & ECONOMIC DEVELOPMENT

Financial assistance  
opportunities for  
communities

<https://dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc>

# Housing Tax Credit Main Page

[JOIN OUR EMAIL LIST](#)



QAPs and Related Documents



Application Manuals and Forms



10% Test



Construction Services



Final Allocation Application



Frequently Requested Documents

<https://dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc>

# Join Our Email List

[https://visitor.constantcontact.com/manage/optin?v=001Vzv-UqW3G55mCt6L7vcA1KLc4O6cJZ\\_B](https://visitor.constantcontact.com/manage/optin?v=001Vzv-UqW3G55mCt6L7vcA1KLc4O6cJZ_B)

  
**Georgia** Department of  
**Community Affairs**

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## LOCAL GOVERNMENT ASSISTANCE

Research & surveys,  
planning, maps,  
volunteerism, building  
codes

## COMMUNITY & ECONOMIC DEVELOPMENT

Financial assistance  
opportunities for  
communities

Safe & Affordable Housing › Rental Housing Development › Housing Tax Credit Program (LIHTC) › Qualified Allocation Plans and Related Documents

# Qualified Allocation Plans and Related Documents

## Basic Info

- [2018 Round](#)
- [2017 Round](#)
- [2016 Round](#)
- [2015 Round](#)
- [2014 Round](#)

<https://dca.ga.gov/housing/rental-housing-development/housing-tax-credit-program-lihtc/qualified-allocation-plans>

## LOCAL GOVERNMENT ASSISTANCE

Research & surveys,  
planning, maps,  
volunteerism, building  
codes

## COMMUNITY & ECONOMIC DEVELOPMENT

Financial assistance  
opportunities for  
communities

Safe & Affordable Housing › Rental Housing Development › Housing Tax Credit Program (LIHTC) ›  
Construction Services

# Construction Services

## Basic Info

- [2017 Round](#)
- [2016 Round](#)
- [2015 Round](#)
- [2014 Round](#)
- [2013 Round](#)
- [Home Draw Documents](#)
- [Closeout Documents](#)
- [Home Project Closeout Documents](#)
- [Contractors Cost Certification](#)
- [Eligible Workforce-Federal Work Authorization](#)
- [Other Documents](#)

<https://dca.ga.gov/housing/rental-housing-development/housing-tax-credit-program-lihtc/construction-services>

# QAP Big Picture DCA Strategic Goals & State Priorities



March 1, 2018

Grace Baranowski

# DCA Housing Strategic Goals - Overview

1. Increasing access to thriving communities through outreach and development in areas of opportunity
2. Partnering across Georgia to grow and achieve local visions for strong communities
3. Fostering inclusive communities free of barriers to individuals underserved by existing housing programs

## DCA Housing Strategic Goals -- Goal Nbr 1

Increasing access to thriving communities through outreach and development in areas of opportunity:

- Access to quality schools, quality jobs, diverse neighborhoods, affordable and reliable transportation
- Financing affordable housing and undertaking outreach to landlords
- Education: demonstrating to communities the value of affordable housing

## DCA Housing Strategic Goals -- Goal Nbr 2

Partnering across Georgia to grow and achieve local visions for strong communities:

- Concerted community development and measurable outcomes
- Capitalizing on existing local momentum and supporting new community development
- Education: capacity building, technical assistance, and targeted financing

## DCA Housing Strategic Goals -- Goal Nbr 3

Fostering inclusive communities free of barriers to individuals underserved by existing housing programs:

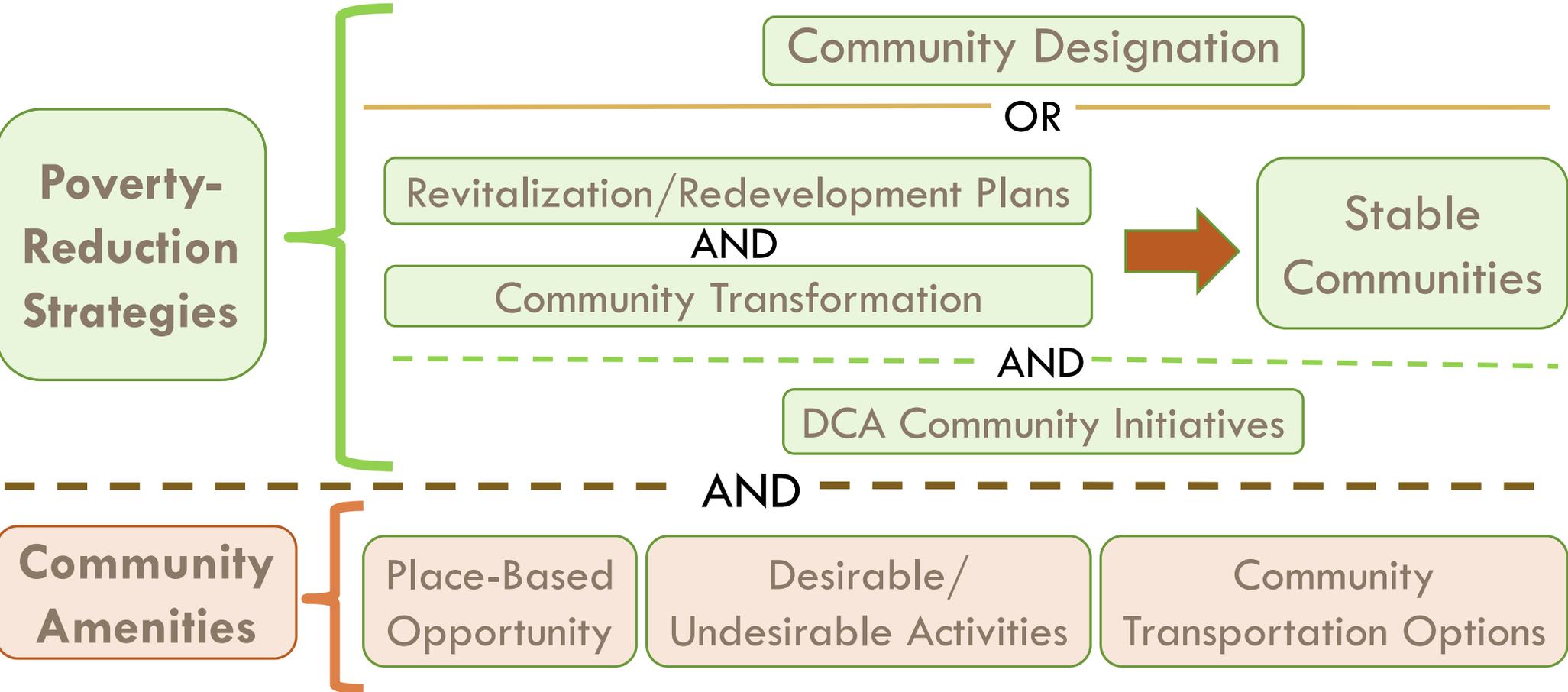
- Overcoming barriers to access for people with disabilities, returning citizens, extremely low-income households, and individuals experiencing homelessness
- Increasing access to housing support and encouraging outreach to landlords
- Education: Increasing knowledge of housing options

# State Priorities



1. Integrated Housing Opportunities for Persons with Disabilities
2. Health Outcomes for Residents
3. Preservation of Existing Affordable Housing
4. Quality Developments
5. Innovation
6. Geographic Distribution of Resources

# Overview: Community Development in QAP



# HOME Update



March 1, 2018

Charmaine Walker

# Feasibility Team Members

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## Affordable Housing Program (AHP) Feasibility Team

- Charmaine Walker      AHP Manager
- Josh Marx      Lead Underwriter
- Robert Keeler      Underwriter
- Phyllis Carr      Program Assistant

# What We Do

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From application to closing and sometimes beyond...

- HOME Loan Program
- NHTF Administration
- 9% Competitive Round
- 4% Tax Exempt Bond Deals
- 8609s
- +Plus

# HOME

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- 9% Round 2018 Funds Available:
  - \$12M to \$14M
- No TCAP Funds Available for the 2018 round  
(Not enough funds to match anticipated HOME Loan awards.)

# HOME Rents

60% AMI

**No** HOME  
Funds

PBRA

60% AMI

HOME  
Funds

**No** PBRA

50% AMI

**No** HOME  
Funds

PBRA

50% AMI

HOME  
Funds

PBRA

# HOME Rents

- Note: 50% AMI Rents can be used for units that are covered by HOME and a PBRA contract.
- Projects with existing PBRA that have less than ten years remaining from Application Submission Date, must be underwritten within the maximum tax credit rents and/or HOME rents, as applicable. (All units with High HOME rents and PBRA must be underwritten at the maximum HOME rent).

# HOME Reminders

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- If your deal is awarded a HOME Loan, ALL units are required to be HOME units.
- Designate if your HOME units are Fixed or Floating at the top of the Part VI-Revenues & Expenses tab of the Core application.

## HOME Reminders (*continued*)

- ❑ Required Program Maximum Rents and applicable utility allowances, in effect as of January 1, 2018, must be used in the Submitted Application. Rents must be supported by the market study.
- ❑ Provide documentation to support the Rent and current applicable Utility Allowance used for your deal.
- ❑ If the HUD Utility Model or allowable comparable model is used, all documentation used in the calculation must be submitted.

# Cost Reasonableness



March 1, 2018

Brittney Daise, Donna Tyler & Ryan Fleming

## Cost Reasonableness

Scoring Round	Credits Reserved	Total Units	Affordable Units	Credits Per Unit	Credits Per Affordable Unit
2014	\$23.3 million	2,412	2,203	\$9,674	\$10,592
2015	\$27.1 million	2,668	2,495	\$10,174	\$10,879
2016	\$24.9 million	2,621	2,005	\$9,511	\$12,433
2017	\$24.7 million	2,359	1,932	\$10,486	\$12,804

# 2018 Cost Limit Areas

## Georgia Cost Limit Areas



# Cost Waivers

Line Item	Line Item Cost	Typical Cost	Difference
Podium Parking	\$1.5 million	\$0.5 million	\$1 million
Site Work	\$2.5 million	\$0.5 million	\$2 million
Total Overage			\$ 3 million

Threshold Section II-Cost Limits

# Cost Reasonableness: During the Round

## Equity Pricing

### 2017 Scoring Round Pricing

	<b>Federal Equity Median</b>	<b>State Equity Median</b>	<b>Total Pricing Median</b>	<b>90% of Total Pricing</b>
Flex Pool	\$0.86	\$0.53	\$1.40	\$1.26
Rural Pool	\$0.84	\$0.45	\$1.30	\$1.17

## Defining Residential Area

**Residential Square Footage** = Area available for **exclusive use of tenant**. Must measure from the inside finished surface of surrounding permanent walls, and excludes walls, columns, and projections enclosing the structural elements of the building within the unit.

Exterior space including patios and balconies that are available for the exclusive use of tenants **is also included** in this calculation.



Office of Housing Finance - Multifamily Production  
Request for Post Award Project Concept Amendment

SUBMISSION FORM

Project: Name: \_\_\_\_\_ DCA Nbr: \_\_\_\_\_ County \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact: Name: \_\_\_\_\_ Company \_\_\_\_\_  
 (Ownership Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Entity) Email: \_\_\_\_\_ Phone: \_\_\_\_\_

BIN Orig #  FEES DUE: \$1,500 Request Date: \_\_\_\_\_ Does the change effect the points  Old score   
 Count: New #  Fee Included?   awarded in the scoring process?  New score

Below, provide an explanation of the reason(s) for the requested change. Attach additional pages as needed.

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Below, provide a description of requested change. Attach supporting documentation as indicated in Table of Contents below.

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Section  
17. Project  
Recon-  
figuration  
/Appli-  
cation  
Modifi-  
cation

# Construction & Federal Compliance Services



March 1, 2018

Donna Tyler

# Construction Services (CS) Team Members

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- Donna Tyler                      Multifamily CS Manager
- Dorothy Bell                      Construction Manager Lead
- RC Connell                      Construction Manager
- Derek Briggs                      Construction Manager

# Environmental and Federal Compliance (EFC)

## Team Members

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- Chelsea Arkin      EFC Program Mgt Lead
  
- Jessica Plante      Federal Compliance Specialist

# Construction Services: Cost Reasonableness

- COMMENCEMENT SUBMISSION: Due 30 days **prior** to closing and no later than November 30, 2019.
- Any developments that represent an increase of hard costs from application submission of **5% or more** are subject to additional cost reasonableness review, supporting documentation requests, and possible project start delay.
- A **10%** increase will require a new core app and high value engineering expectations.

# Cost Reasonableness: After Award

**COMMENCEMENT SUBMISSION** : *Due 30 days prior to construction commencement and no later than November 30, 2018. \*\*Any developments that represent increase of hard costs from application submission of 5% or more are subject to additional cost reasonableness review, supporting documentation requests, and possible project start delay.*

- 01  DCA Construction Document Log (Contract Set) (drawing log)
- 02  DCA "Contract Set" of drawings (plans) (see directions for definition of "Contract Set")
- 03  DCA "Contract Set" of Project Manual (specs)
- 04  DCA Amenities & Design Options Re-Certification form
- 05  Accessibility Consultant Plan Review Comments
- 06  Accessibility Consultant Clearance Letter (acknowledgement of plan review comment resolutions)
- 07  DCA Schedule of Values form (Contract Set)
- 08  Other Construction Hard Cost Work Scope (support documentation for work not included in O/C agreement)
- 09  Third Party Front-End Cost Review for **ALL PROJECTS**
- 10  Owner/Contractor Agreement - Executed
- 11  Narrative that identifies each CarryOver Letter "Assumptions & Conditions" and provides a status update of each condition (Construction Svcs Dept items (ex.: wetlands delineations, noise mitigation plans, etc.) (restate each C.o.F in the narrative)
- 12  Notice to Proceed
- 13  Construction Schedule - Finalized
- 14  Permits (Land Development, Building,...)
- 15  DCA Approved Architectural Waivers/Optional Amenities (including evidence of DCA approval)
- 16  DCA Placed in Service form - Draft with estimated dates (DCA Compliance Dept. form)
- 17  Other:

## 2018 New Requirement: Third Party Cost Review

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All selected Applicants (Tax Credit and HOME) will be required to submit to DCA an unrelated third party cost review prepared by a DCA qualified consultant at least thirty days prior to closing. The closing should not occur until DCA approves the final costs.

Threshold Section I (2018 QAP, pg. 4 of 64)

# 2018 New Requirement: Third Party Cost Review

**COMMENCEMENT SUBMISSION** : *Due 30 days prior to construction commencement and no later than November 30, 2018. \*\*Any developments that represent increase of hard costs from application submission of 5% or more are subject to additional cost reasonableness review, supporting documentation requests, and possible project start delay.*

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16	DCA Placed in Service form - Draft with estimated dates (DCA Compliance Dept. form)
17	Other:

Threshold Section I (2018 QAP, pg. 4 of 64)



# National Housing Trust Fund (NHTF) Update



March 1, 2018

Brittney Daise

# NHTF Update

- ❑ Established under Title I of the Housing and Economic Recovery Act of 2008
- ❑ Production or preservation of affordable housing
- ❑ Affordable housing for Extremely Low Income (<30% of AMI) households
- ❑ Very similar to the HOME program
- ❑ FY16 DCA received \$3,314,847 in NHTF funds and awarded 2 deals within the Atlanta Metro area

# NHTF NOFA

- \$1,000,000 in NHTF funds will be available under the FY2017 NHTF NOFA
- Applications under the FY2017 NHTF NOFA will be accepted beginning on February 8, 2018 and ending on March 8, 2018
- Applications for NHTF that will also be seeking Low Income Housing Tax Credits (LIHTC) must submit their application in accordance with the pre-application provisions of the 2018 Qualified Allocation Plan

## Important NHTF Dates

NOFA Release	February 8, 2018
NHTF Application Deadline	March 8, 2018, 4pm EST
Pre-Application for 2018 9% Competitive Round due	March 8, 2018, 4pm EST
Anticipated NHTF Applications Selected	March 22, 2018
Final Closing Date (NHTF only funded developments)	December 31, 2018

# 2018 QAP Core



March 1, 2018

# Definitions



March 1, 2018

Grace Baranowski

# Definitions Added

## □ Interest – Direct or Indirect

Ownership Interest, Financial Interest or Controlling Interest in another entity.

## □ Project Team

General Partner, Developer, Consultant and the Principal(s) thereof.

(Excludes consultants with less than 5% interest in the project).

## Definitions Added (cont'd)

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### □ Adjacent

Immediately contiguous or abutting a neighboring property, lot or walkway (excludes across the street from or diagonally opposite or across an intersection).

## Definitions Removed

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- Paved Pedestrian Walkways
- Phased Development (moved to Scoring Section)
- Rent Standards

# 2018 QAP THRESHOLD



March 1, 2018

# Project Feasibility & Cost Limits



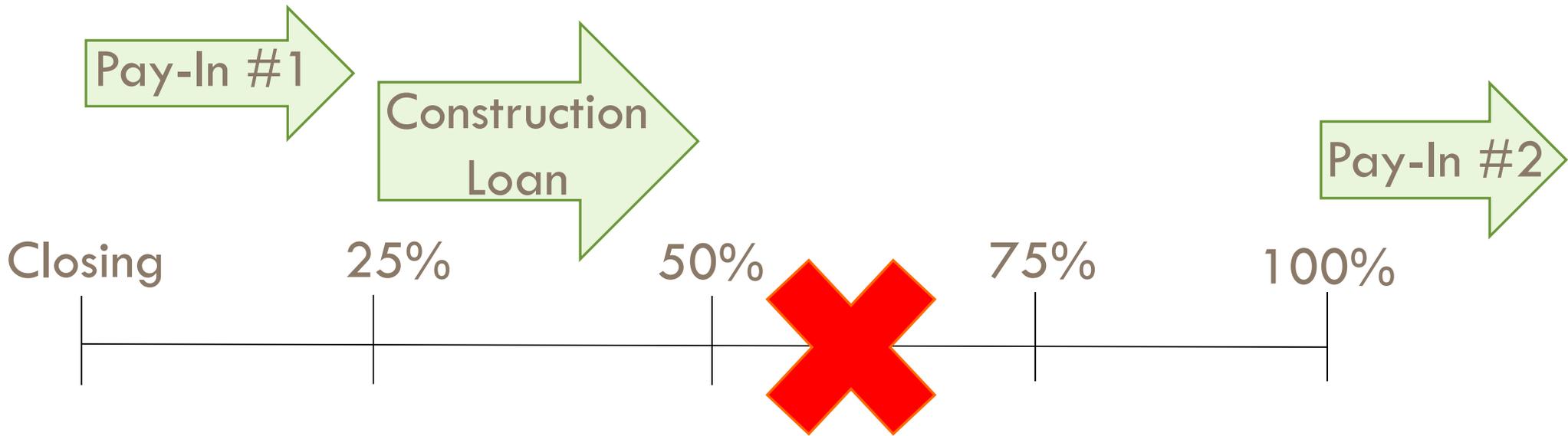
March 1, 2018

Josh Marx

# Project Feasibility

## Sources and Uses

Commitment letters demonstrate that there are no shortfall of funds during construction period.



# Deferred Developer Fee during Construction

## CONSTRUCTION FINANCING

Financing Type	Name of Financing Entity	Amount
Mortgage A	Lender A	1,000,000
Mortgage B		
Mortgage C		
Federal Grant		
State, Local, or Private Grant		
Deferred Developer Fees	Developer A	100,000
Federal Housing Credit Equity	Fed Credit Provider A	2,000,000
State Housing Credit Equity	State Credit Provider A	1,000,000
Other Type (specify)		
Other Type (specify)		
Other Type (specify)		
<b>Total Construction Financing:</b>		<b>4,100,000</b>
Total Construction Period Costs from Development Budget:		0
Surplus / (Shortage) of Construction funds to Construction costs:		4,100,000

# Deferred Developer Fee during Construction

DDF cannot exceed fee earned during the construction period.

## DEVELOPER'S FEE

Developer's Fee Earned During Construction	33.333%	500,000
Consultant's Fee	0.000%	
Guarantor Fees	0.000%	
Developer's Profit	66.667%	1,000,000
	<b>Subtotal</b>	<b>1,500,000</b>

## Project Feasibility *(continued)*

### DCA Construction Interest Calculation

- $\frac{1}{2}$  Principal balance x Interest rate x Term
  - Standard loan calculation. Want to ensure figures are reasonable.
  - Understand that projects differ in timing and when stabilization may occur.
  - If figure falls outside of 80% or 120% of calculation, expect that an explanation will be requested.
  - Provide a draw schedule.

## Project Feasibility *(continued)*

### Market Units

- Must be covered by unrestricted financing sources
- Permanent Loan to TDC %  $\geq$  Market Unit to Total Unit %

# Cost Limits

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## Significant Changes

- Counties are assigned to MSA's in the QAP
- No Valdosta rule

# Cost Limit Areas



# Cost Limits

2017 Round (2016 Limits) vs 2018 Round (2017 Limits)

	2017			2018		
	Number of Bedrooms			Number of Bedrooms		
	1	2	3	1	2	3
<b>Atlanta</b>						
Walkup	150,379	190,725	249,057	154,960	196,671	257,098
Elevator	157,897	203,010	270,681	160,129	205,881	274,508
<b>Macon</b>						
Walkup	129,832	164,538	214,614	140,627	178,438	233,177
Elevator	140,251	180,323	240,430	145,918	187,609	250,145
<b>Valdosta</b>						
Walkup	125,895	159,553	208,108	134,902	171,133	223,548
Elevator	133,769	171,988	229,318	140,558	180,717	240,956

# Cost Limits

<b>% Change</b>	<b>Number of Bedrooms</b>			<b>70 Units (35 2BR / 35 3BR)</b>
<b>Atlanta</b>	1	2	3	
Walkup	3.0%	3.1%	3.2%	\$15,881,915
Elevator	1.4%	1.4%	1.4%	\$16,813,615
<b>Macon</b>				
Walkup	7.1%	7.2%	7.3%	\$14,406,525
Elevator	5.0%	5.0%	5.0%	\$15,321,390
<b>Valdosta</b>				
Walkup	7.2%	7.2%	7.2%	\$13,813,835
Elevator	5.1%	5.1%	5.1%	\$14,758,555

# Cost Limits



## Cost Limit Waivers

Under certain circumstances, DCA will entertain waiver requests for cost limits at Pre-Application

- Environmental Remediation
- Podium Parking

# Rural HOME Preservation Set Aside



March 1, 2018

Josh Marx

## Section 7 - Set Asides

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### Rural HOME Preservation Set Aside Added

Up to 5 Applications may be selected to each receive up to \$375,000 for rehab/refinancing of existing 9% projects with existing HOME loan.

# Rural HOME Preservation Set Aside

## 2018 Rural HOME Preservation Set-Aside Request

Project Name (Enter Project Name to be used on full app) County Fulton Rural? 0  
Street/Site Address 0 City Atlanta, GA

The Applicant seeking Tax Credits through the Rural HOME Preservation Set Aside must complete Project Criteria section listed below. The criteria will give preference to Applicants that minimize risk of loss to DCA, demonstrate HOME experience and capacity, achieve a geographic distribution of resources, and meet DCA fair housing priorities. In addition to completing this consent, all Applicants need to complete a Performance Workbook.

### Project Criteria

Has this property received low income housing Tax Credits?

What year were the LIHTCs awarded?

Has this property received a DCA HOME Loan Award?

What year was the HOME Loan awarded?

**All Applicants who receive a Tax Credit Preliminary Award Letter will agree to match the Tax Credit Amount Award Letter Amount and stated criteria, as asserted below, in their tax credit Application Submission. Failure to do so could result in a Threshold Failure Determination. For example, Applicants should carefully consider the Tax Credits requested, and if the requested amount is appropriate for the redevelopment.**

Current DCA HOME Loan Balance

\$

Original DCA HOME Loan Balance

\$

Percentage of DCA HOME Loan Paid Off

# Rural HOME Preservation Set Aside

1. Total number of HOME-funded properties. Both the Owner and Developer entity currently own and have developed these properties. Applicant agrees to list all HOME funded projects within their Performance Workbook.

Total number of currently owned HOME Funded properties meeting above criteria

For all non-DCA HOME properties, Applicant must attach the following additional documentation from Participating Jurisdiction that funded the HOME loan:

- Verification that the HOME loan is current
- Verification of timely required payments for period of 36 months prior to January 1, 2018
- The property is currently owned by the Applicant, and all real estate taxes have been paid
- A copy of the HOME loan agreement

2. Applicant confirms that the Property's original placed-in-service date is between January 1, 1996 - December 31, 2000.

3. Applicant confirms that the Property has no other debt secured by the property beside the DCA HOME Loan.

4. Applicant confirms that the Property is located in the **Rural** pool.

5. Applicant agrees to use proceeds from Tax Credits awarded to pay off the remaining HOME loan balance of the property after after a DCA loan write-down.

6. Applicant agrees to select a general contractor that can be payment and performance bonded and will not request a waiver of the DCA payment and performance bond requirement.

7. Applicant has completed project narrative specifically noting the following:

- a.) Strength of the proposed Project Team
- b.) History of the proposed Project Team using HOME Funds
- c.) Other Comments relevant to DCA's review

# Rural HOME Preservation Set Aside

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- Appraisals due to DCA by April 1, 2018
- Applicant must submit their performance workbook at pre-application.
- Applicants will be selected at pre-application, but full applications must still pass Threshold.

# Construction & Architectural Manual



March 1, 2018

Dorothy Bell

# Covering Today

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- Threshold
- Manual Changes

# Threshold

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- Architectural Design & Quality Standards
- Accessibility Standards

# 2018 Manual Changes



## Architectural Design & Quality Standards

## Previous 2017

### Threshold XVIII: Architectural Designs & Quality Standards

#### 1. Exterior Wall Finishes (OLD Policy)

Exterior wall faces must have an excess of **40%** brick or natural or manufactured stone on each of the exterior wall surfaces.

# Revisions: 2018

## Threshold XVIII: Architectural Designs & Quality Standards

### 1. Exterior Wall Finishes (NEW Policy)

Exterior wall faces must have an excess of **30%** brick or natural or manufactured stone on each of the exterior wall surfaces.

# Revisions 2018

## Threshold XVIII: Architectural Designs & Quality Standards

**Added**

### **B. Parking:**

Parking spaces shall meet local zoning requirements. In the absence of any other requirements, there shall be no less than 1.5 spaces per unit for family tenancy projects and 1 space per unit for senior tenancy projects. **Parking areas shall be either concrete or asphalt paving and have curbs** (*NOTE: See handicapped parking exceptions*)

# Revisions: 2018

## Architectural Standards Manual

### Removed

#### V. Building Interior Design Standards

##### D. Room Sizes

- Minimum Dimension
- Minimum Square Footage

**Minimum Unit Sizes Remain**

# 2018 Manual Changes



## Accessibility Standards

## Revision: 2018

### Threshold XVIII: Accessibility Standards

#### **Added**

3. For all Senior (HFOP or Elderly) properties, regardless of the year of first residential use, 100% of the units must be accessible and adaptable, as defined by the Fair Housing Amendments Act of 1988. This is not a waivable requirement.

# Market Feasibility, Environmental & Relocation



March 1, 2018

Chelsea Arkin

# 2018 Market Feasibility



# 2018 Market Feasibility

Added from  
the Market  
Feasibility  
Scoring  
Section

- “Market capture rates for each bedroom type within each AMI market segment shall not exceed 60%”
- “Appropriate market area that does not overestimate demand”
- “Should not have more than two DCA funded projects in the primary market area which have physical occupancy rates of less than 90 percent and which compete for the same tenant base as the proposed project”

# 2018 Environmental Requirements

Worked with USACE to update Wetlands section

As a general rule, projects will not be accepted for any DCA funding or approved for tax credits (including HOME funds and/or other HUD funding sources) if they will disturb any aquatic resources (ex. streams or wetlands) on the subject property (or on any adjacent property where disturbing aquatic resources is necessary to gain access to the subject property without evidence of prior review and concurrence of the delineation by the U.S. Army Corps of Engineers (USACE). *DCA must receive evidence of submittal for concurrence by August 1, 2018. USACE concurrence may take up to 75 days!*

# 2018 Environmental Requirements

Worked with USACE to update Wetlands section

- Subject to the ebb and flow of tide
- Interstate waters, including interstate wetlands
- Lakes, rivers, streams (including intermittent), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, natural ponds
- Any waters that the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce resources, based on their definition

What are  
Aquatic  
Resources?

# 2018 Environmental Requirements

Worked with USACE to update Wetlands section

Delineation  
Report

- If aquatic resources are suspected on site, through site reconnaissance, a qualified consultant must perform an aquatic resources delineation.
- The purpose of the delineation is to verify that there are “aquatic resources” on site, and determine their extent – includes mapping, data sheets, other site info.

# 2018 Environmental Requirements

Worked with USACE to update Wetlands section

## **Delineation Concurrence**

(all projects  
that impact  
aquatic  
resources)

- ❑ Required only if the proposed development will disturb aquatic resources within the subject property
- ❑ Evidence that a delineation concurrence review request has been submitted must be provided by August 1, 2018.

# 2018 Environmental Requirements

Worked with USACE to update Wetlands section

**8-Step  
Process**  
(HOME, if  
aquatic  
resources are  
impacted)

- ❑ Required if aquatic resources will be impacted AND there are Federal Funds involved
- ❑ Applicants must submit the delineation concurrence from USACE and evidence of the 8 step process
  - ❑ FYI, FEMA must be contacted any time an 8-step process has been initiated

**The eight-step process is required to be completed before October 6, 2018.**

# 2018 Environmental Requirements

## Updated Historic Preservation section with SHPO input

Submittal to SHPO/HPD is required.

Required documentation can be found on Georgia DNR Historic Preservation Division's Review and Compliance site: <http://georgiashpo.org/review>

- HPD's Environmental Review Form  
(including required attachments)
- Limited Cultural Resources survey

The HPD review form must be prepared and submitted to HPD **prior** to application submission. Evidence of submission (a dated copy of the HPD form and all attachments) must be included in the appropriate Appendix to the Phase I ESA.

# 2018 Environmental Requirements

Updated Historic Preservation section with SHPO input

**LITERATURE**  
review by  
Preservation  
Professional

- To determine if previously known historic properties or archaeological sites are present within an Area of Potential Effect (APE)
- Evidence of a thorough literature review
- Site file search

# 2018 Environmental Requirements

Updated Historic Preservation section with SHPO input (*cont'd*)

## SITE

review by  
Preservation  
Professional

- If no historic resources survey of project area has occurred in the last five years, it will be necessary to conduct a field level cultural survey of the APE to determine if any, as yet, unrecorded historic resources or archaeological sites are present.
- A list of Preservation Professionals can be found on the DNR Historic Preservation Consultant's Directory:  
<http://georgiashpo.org/consultantsdirectory>

# 2018 Environmental Requirements

Updated Historic Preservation section with SHPO input

**DCA must  
receive HPD's  
response to  
fully evaluate  
Phase I ESA.**

# 2018 Environmental Requirements

Updated Historic Preservation section with SHPO input

Tribal  
Consultation  
(HOME)

- Information on Tribal Consultation can be found on the HUD Exchange, including a checklist that can be used to determine whether consultation is required:  
<https://www.hudexchange.info/environmental-review/historic-preservation/tribal-consultation/>
- Documentation, including letters, must be included with the Phase I ESA.

# 2018 Environmental Requirements

Worked with DNR to update the “Lead” sections

When is testing required?

- ❑ Required of both the interior and exterior of the building using EPA and HUD approved testing methods and procedures for any structure located on the subject property unless:
  - ❑ Structure constructed before 1978
  - ❑ Structure is vacant and will remain so until demolished
  - ❑ The structure has a valid certificate of compliance under applicable lead-based paint laws.

## REMINDER:

Lead inspectors must be certified in Georgia

# 2018 Environmental Requirements

Worked with DNR to update the “Lead” sections

Prior to sampling, applicants may submit a proposal to DCA for review

- If any lead paint is detected, soil sampling must conform to the requirements outlined in the 2018 Environmental Manual.
- If soil sampling has already been completed, DCA may, at its sole discretion, require additional testing and analysis.

# 2018 Environmental Requirements

Worked with DNR to update the “Lead” sections

Prior to sampling, applicants may submit a proposal to DCA for review

- If former structures have been removed and the site has been redeveloped/graded, such that sufficient soil disturbance has occurred at the locations of the previous structures, lead in soil testing is not necessary. This should be clearly documented in the report.

# 2018 Environmental Requirements

Worked with DNR to update the “Lead” sections

Remediation  
/Abatement  
Required

- Any lead-based paint in excess of applicable standards must be inspected, remediated or abated in accordance with all applicable federal, state and local laws and regulations.
- An Operations and Maintenance Plan (“O&M Plan”) is required for any lead-based paint remaining in place.

# 2018 Relocation Requirements

Goal: Minimize Impact on Residents

What's  
Required?

- Plan
- Budget
- Tenant data forms and spreadsheet
- Most recent rent rolls

Check **2018 Relocation Manual** for further requirements contingent on project details

# Common Mistakes

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## Sustainable Developments

All applications must include their score achieved and the minimum score for the program.

# 2018 QAP SCORING



March 1, 2018

# Favorable Financing



March 1, 2018

Josh Marx

# Favorable Financing - DRAFT

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## Clerical Amendments

- ❑ Removed Conventional, HUD, and USDA Loans
- ❑ TCAP funds do not have to be used for perm financing or be for min of 10 years.
- ❑ Guidance will be provided in Q&A for Local Government Loans.

# Favorable Financing

## Max Interest Rate of Long Term Monthly AFR

- Application: May 2018 Long Term Monthly AFR
- Closing: Long Term Monthly AFR as of the month of closing. Can be floating.
- <https://apps.irs.gov/app/picklist/list/federalRates.html>

# Favorable Financing

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- ❑ Project Participant cannot provide loan for points
- ❑ Long Term Ground Lease can come from a PHA that is a part of the development team

# Exceptional Non-Profit Exceptional Public Housing



March 1, 2018

Nikki Flanigan

## XIV. Exceptional Nonprofit/PHA

- Three (3) Applicants will still receive 2 points here:
  - Two (2) Applicants with a qualified Nonprofit as the managing general partner that meets the Nonprofit Set Aside requirement
  - One (1) Applicant in which the Project Team includes a qualified Public Housing Authority, their sponsoring entities, affiliated companies, or subsidiaries.
- Both PHA and NP Applicants will complete the same form and will be ranked according to the same criteria

# Minimum Documentation

Both must complete the DCA Exceptional Nonprofit/PHA Assessment Form. In addition, (orange text is new for 2018):

## A. Exceptional Nonprofit

- ❑ Copy of organization's publicly available federal Form 990 for 2015 and 2016. **If Form 990 is not available, DCA requires a clear explanation and proof of exemption.**
- ❑ Copy of 2016 and 2017 recent annual audits completed by an independent auditor. **If the Nonprofit operates on a Fiscal Year ending after Applicant submission, the Nonprofit must provide 2015 and 2016 audits.**

# Minimum Documentation

Both must complete the DCA Exceptional Nonprofit/PHA Assessment Form. In addition, (orange text is new for 2018):

## **B. Exceptional Public Housing Authority**

Copy of 2016 and 2017 annual audits completed by an independent auditor for the PHA. If the PHA operates on a Fiscal year ending after Applicant Submission, the PHA must provide 2015 and 2016 audits.

# Community Revitalization/ Transformation & Community Designation



March 1, 2018

Grace Baranowski

# Big Picture: Development in Two Tracks

<b>VIII. Revitalization/Redevelopment Plans</b>	<b>7</b>	<b>X. Stable Communities</b>	<b>7</b>
A. Qualified Census Tract/Revit. Plan	5	A. Low Poverty (Flex)	
<ul style="list-style-type: none"> <li>• CRP meets QAP requirement</li> <li>• Proposed development in QCT</li> </ul>	3 +2	<ul style="list-style-type: none"> <li>• &lt; 5% Poverty (A1)</li> <li>• &lt; 10% Poverty (A3)</li> <li>• &lt; 15% Poverty (A5)</li> </ul>	3 2 1
B. Off-Site Capital Investment	2	<ul style="list-style-type: none"> <li>• 1/4 mile from A1 (A2)</li> <li>• 1/4 mile from A3 (A4)</li> </ul>	2 1
<b>IX. Community Transformation</b>	<b>3</b>	B. Low Poverty (Rural)	
<ul style="list-style-type: none"> <li>• 5 Applicants (3 Flex, 2 Rural)</li> <li>• Must receive: 3 pts: VI. Enriched Property Services ≥3 pts: <b>VIII. Revitalization Plan</b></li> <li>• Cannot receive: <b>Stable Communities: A1, A3, A5, B1</b></li> </ul>		<ul style="list-style-type: none"> <li>• &lt; 10% Poverty (B1)</li> <li>• &lt; 15% Poverty: (B2)</li> <li>• &lt; 20% Poverty: (B3)</li> </ul>	3 2 1
<b>XI. Community Designations</b>	<b>10</b>	C. GDPH Stable Communities	2
2 Applicants (HUD Choice Neighborhood Implementation Grant, Purpose Built Communities)		D. Mixed-Income (Flex)	
		<ul style="list-style-type: none"> <li>≥3 pts in A, B, or C</li> <li>• ≥20% market-rate (D1)</li> <li>• ≥15% market-rate (D2)</li> </ul>	2 1

# Community Revitalization Plans

- A Community Transformation Plan submitted for the 2017 funding round that satisfies criteria (a)-(f) but not (g) is still eligible to receive points as a Community Revitalization Plan.
- Section now includes Off-Site Capital Investment (2 pts)

	2017	2018
Housing contributes to a written CRP	1	3
Located in a QCT	1	2
<b>Total</b>	<b>2</b>	<b>5</b>

## Community Revitalization Plan: Criteria (a)-(d)

- a) Clearly delineate a Targeted Area that includes the proposed site but does not encompass the entire surrounding city, municipality, or county
- b) Include public input and engagement during the planning stages
- c) Call for rehabilitation or production of affordable rental housing as a policy goal for the community
- d) Designate implementation measures along with specific timeframes for the achievement of such policies and housing activities

## Community Revitalization Plan: Criteria (e)-(g)



- e) Include an assessment of the existing physical structures and infrastructure of the community
- f) Include a discussion of resources that will be utilized to implement the plan
- g) Be officially adopted by a Local Government

# Common Mistakes

- ❑ Map must clearly identify CRP's Targeted Area, containing proposed development.
- ❑ Public input and engagement:
  - ❑ Public engagement required adequately prior to adoption – not same day as adoption!
  - ❑ Documentation of notice for opportunity to engage
  - ❑ Renewing/re-adopting/amending a plan constitutes substantial change and thus requires renewed public engagement, unless Plan specifically provides for doing so *without* renewed engagement.

## IX. Community Transformation

- DCA will select up to 5 Applicants (3 Flexible, 2 Rural) to receive 3 points for qualifying as a Community-Based Developer
- Applicants must:
  - Appoint a Community Quarterback Board
  - Commit to undertaking Community Outreach and Engagement and completing a Community Transformation Plan.

# Comparative criteria for selecting Community-Based Developers

- ❑ Partnerships with at least 2 or more community nonprofits resulting in measurable improvements to community/resident outcomes
- ❑ Participated/led philanthropic activities benefiting community
- ❑ If applicable, selected by Local Government through RFP
- ❑ Secure commitment of funds to support community transformation

# Common Mistakes

## □ Community Partnerships

- Partners seek to serve the low-income community broadly – not a specialized subset.
- Quantitative data: measurable improvement in community or resident outcomes (e.g., improved reading scores, increased visits to doctor)

## □ Community Improvement Fund:

Support provision of community services/resources; expanded from 2017 requirement to focus on education.

# Community Quarterback Board

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- At least one-third: low-income residents or representatives of low-income neighborhood organizations (*Signatures*)
- At least one-third: public officials or Local Government employees (*Letters of Commitment*)

# Community Quarterback Board

<b>Representative</b>	<b>Req'd for Family</b>	<b>Req'd for Senior</b>
Education	X	
Employment	X	
Transportation		X
Health services	X	X
Local Government		

# Community Transformation: Timeline

At Pre-App	<ul style="list-style-type: none"><li>• Map of the Defined Neighborhood</li></ul>
At Application	<ul style="list-style-type: none"><li>• If GICH, list of current Community Housing Team members</li><li>• If CHDO, page of CHDO Application listing Board of Directors</li><li>• Signatures/letters from CQB representatives</li><li>• Completed Community Transformation Plan Certificate</li></ul>
Between Selection Notice & 60 days prior to placed-in-service date	<ul style="list-style-type: none"><li>• Undertake Community Engagement and Outreach</li><li>• Create Community Transformation Plan</li></ul>
At 60 days prior to placed-in-service date	<ul style="list-style-type: none"><li>• A copy of full Community Transformation Plan</li><li>• Community Outreach and Engagement documentation</li></ul>

# Pre-App: Community Transformation

## Follow 2018 Pre-Application Instructions:

- ❑ Include completed Submission Form/Checklist
- ❑ Include on flash drive all documents as required by the 2018 QAP:
  - ❑ A map of the Defined Neighborhood surrounding the proposed site (in relation to CRP Target Area, if applicable) (Scoring, p. 27 of 46).

Applicant must submit Defined Neighborhood map at Pre-app!

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If Local Government has adopted a CRP:

- ❑ Defined Neighborhood should align or fall within the Targeted Area of the CRP
- ❑ Locate page in CRP with map showing outline of its Target Area
- ❑ On map of CRP Target Area, draw:
  - ❑ Proposed site location
  - ❑ Borders of Defined Neighborhood

Applicant must submit Defined Neighborhood map at Pre-app!

---

If Local Government has not adopted a CRP:

- Pull up map of proposed site
- On map, draw:
  - Proposed site location
  - Borders of Defined Neighborhood

# Community Designation

- Remains open to only:
  - 1 Applicant receiving a HUD Choice Neighborhood Implementation (CNI) Grant, and
  - 1 Applicant designated by Purpose Built Communities.
- Applicants to this Scoring Section are ineligible for points under VIII. Revitalization/Redevelopment Plans, IX. Community Transformation, or X. Stable Communities.

# Enriched Property Services



March 1, 2018

Grace Baranowski

## Threshold IV. Required Services

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### **Family (Monthly)**

At least 2 services

From at least 2 categories

### **Senior (Monthly)**

At least 4 services

From at least 3 categories

## Threshold IV. Required Services

Categories	Examples
Social and recreational programs	Semi-monthly parties/dinners, movie nights, bingo
On-site enrichment classes	Computer tutoring, gardening, safety classes
On-site health classes	Nutrition, healthy cooking, exercise classes
Other services as approved by DCA at pre-app	Alternate services for USDA Rural properties with limited community space

## Scoring VI. Enriched Property Services:

### A. Education Outcomes (3 pts total)

- ❑ Family Applicants addressing tenants' educational attainment barriers/improving educational outcomes
  - ❑ Innovative: Not typically seen in tax credit properties
  - ❑ Replicable: Sufficiently detailed to implement elsewhere
- ❑ If at least one program service is offered on-site at least monthly, may be counted as 1 of the 2 required monthly services in Threshold (“on-site enrichment class”). Examples:
  - ❑ After-school tutoring and enrichment,
  - ❑ On-site early learning center

## “Innovative” - Common Mistakes

- ❑ Don't just tell us your concept is “unique” or “innovative”
  - show us why!
    - ❑ Filling what gap?
    - ❑ Serving what unique/underserved audience?
    - ❑ What unique process is used to plan/implement project or measure impact?
- ❑ What case studies/analysis support this innovation?
- ❑ Establish unique partnerships outside of typical housing credit delivery stakeholders

## “Replicable” - Common Mistakes

- ❑ Provide enough information for anyone reading your Application to implement this concept elsewhere.
- ❑ Documentation:
  - ❑ Actual or draft measurement tool to capture measurable benefit to tenants
  - ❑ Logic model and/or administrative documents

## Scoring VI. Enriched Property Services:

### B. Healthy Housing Initiatives (3 pts total)

Identify the locally relevant health issues through:

#### **Publicly Available Data**

- ❑ A local Community Health Needs Assessment (CHNA)
- ❑ A local Community Health Assessment (CHA)
- ❑ A local Community Health Improvement Plan (CHIP)
- ❑ County Health Rankings & Reports
- ❑ Community Health Status Indicators (CHSI)

Scoring VI. Enriched Property Services:  
B. Healthy Housing Initiatives (3-pts total)

Identify the locally relevant health issues through:

**Partner-Provided Data**

Partner(s) reports and/or data about the needs of the community in which the proposed development is located

## Scoring VI. Enriched Property Services: B. Healthy Housing Initiatives (3-pt total)

	<b>Preventative Health Care (2 pts)</b>
Monthly Services	<ol style="list-style-type: none"> <li>1. Screening</li> <li>2. Education</li> </ol>
Implications for “Required Services”	(2 services under 1 category: “on-site health classes”)
Amenities	If services provided on-site, designated screening space equipped with basic equipment
Implications for “Required Amenities – Additional Site Amenities”	Screening space counted as 1 of the at least 2 required additional amenities.
Staff	Health Services Coordinator

## Scoring VI. Enriched Property Services: B. Healthy Housing Initiatives (3-pt total)

	<b>Healthy Eating Initiative (1 pt)</b>
Monthly Services	1. Healthy eating program
Implications for “Required Services”	(1 service under 1 category: “on-site health classes”)
Amenities	Community garden (Note: if Property provides monthly, free gardening education, counted as 1 additional service under “on-site enrichment class”)
Implications for “Required Amenities – Additional Site Amenities”	Community garden counted as 1 of the at least 2 required additional amenities.
Staff	None

## Common Mistakes - Healthy Housing

- ❑ Include a copy of the data required, explain how the Initiative specifically addresses this data
- ❑ Concretely identify a strategy for measuring outcomes, naming metrics to be tracked
  - ❑ Unacceptable: “We will create a strategy to measure outcomes...”
- ❑ Fees for Health services cannot be mandatory to *all* residents

# Tracking Outcomes

Section	Documentation Required at Application	Measurement after Placed-in-Service
<b>VI. Enriched Property Services</b>		
A. Education Outcomes	Detailed plan for how the Applicant will track measurable benefit	Measurable benefit to tenant
B. Healthy Housing Initiatives, 1. Preventive Health Care	Strategy for measuring outcomes: 1) the outcomes to be measured; and 2) how these outcomes will be measured.	Designated Health Services Coordinator will track health outcomes

These Applicants agree to report annually on results for  $\geq 5$  yrs from placed-in-service date.

# Tracking Outcomes

Section	Documentation Required at App	Measurement after Placed-in-Service
<b>IX. Community Transformation</b>		
Applicant must do Section VI:	See previous slide.	See previous slide.
A. Education Outcomes; OR B. <u>Both</u> Healthy Housing Initiatives	Applicant agrees to survey residents annually	<ul style="list-style-type: none"> <li>• Results of Annual Resident Survey</li> <li>• Progress of Community Transformation Plan goals</li> </ul>

These Applicants agree to report annually on results for  $\geq 5$  yrs from placed-in-service date.

# Place Based Opportunity



March 1, 2018

Stephen Vlkovic

## Quality Education Areas

- Two (2) points if ALL K-12 schools in attendance zone which property is in have above-average CCRPI scores
  - One (1) additional point if Family

**OR**

- One (1) point if at least 1, but not all schools in attendance zone which property is in have above-average CCRPI scores (Family or Senior)

## Workforce Housing Need and Job Strength

- Meeting minimum jobs threshold:
  - Removed “where more than 60% of workers within a 2-mile radius travel 10 miles or more to their place of work”
  - Reduced points from 2 to 1
- Exceeding minimum jobs threshold by 50% remains at 2 points

Start Base Map Selection

Save Load Feedback Previous Extent Hide Tabs

## Welcome to OnTheMap!

Start an analysis by using one of the tools below (Search, Import Geography, or Load .OTM file). Hover over the Help icons located throughout the application to see Help tips for using specific functionality. Sections in the control panel can be collapsed or opened by clicking the section title.

[Read New Data Notice \(6/6/2013\)](#)

## Search

2 Galleria Pkwy, Atlanta

Search

Search All Names

### Geocoder Results

2 Galleria Pkwy, Atlanta, GA 30339, USA

### States

No results found.

### Counties

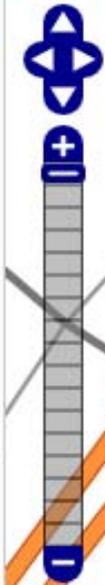
No results found.

### Places (Cities, CDPs, etc.)

No results found.

### ZIP Codes (ZCTA)

No results found.



### Selection Area

Address buffered 0.25 miles  
Selection Area: 0.196 Sq. Mi  
Census Blocks: 9

[Perform Analysis on Selection Area](#)

[Change Selection Area](#)  
[Add Advanced Selection](#)

# Desirable Activities/Undesirables, Community Transportation Options and Priority Point



March 1, 2018

Stephen Vlkovic

# Desirable Activities

- ❑ DCA lists Desirable Activities in this section which qualify for points based upon Desirable category and distance
- ❑ Maximum of 10 points, no limit to the # that can be sought
- ❑ Rural and Flex pools have different distance requirements for 1 point desirables
- ❑ The 2 point desirables have the same distance requirement, regardless of the pool
- ❑ Qualifying for 10 points in this section may also allow Applicants to seek points in the Stable Communities Section

# Desirable Activities

## Distance Requirements – *Significant Changes*

- ❑ Rural Pool distance requirement *stays* at 2 miles for 1-point Desirables
- ❑ Flex Pool distance requirement *changes* to 1.5 miles for 1-point Desirables
- ❑ Rural and Flex Pool distance requirement for 2-point Desirables is .5 mile

# Desirable Activities

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## Documentation Requirements – Significant Changes

- ❑ All driving and walking routes submitted **must** be sourced from Google Maps
- ❑ Pictures of Desirables are no longer required
- ❑ Paved Pedestrian Walkways (PPWs) to Desirables along walking routes are no longer required to qualify for points

# Desirable Activities

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## Available Points - Significant Changes

- ❑ Desirables are weighted solely based upon distance, no longer by Desirable type/category
- ❑ Maximum points for Desirables has been reduced to 10
- ❑ Bonus point has been eliminated

# Desirable Activities

## Desirables with Same Address/Location - *Significant* Changes

DCA will allow Desirables that house/contain additional buildings or entities to claim for up to 2 Desirable categories, under the following categories:

- National big box retailer: Category a
- Supermarkets and grocery stores: Category d
- Community or recreational center: Category e

# Desirable Activities

Common mistakes, pay attention to these:

- ❑ Make sure the Desirable address on the Google Maps turn by turn directions is the same address as is listed on the Desirable/Undesirable Certification Form
- ❑ Make sure the correct Desirable address displays when geo-coordinates are used, again the Desirable address must match what is listed on the Desirable/Undesirable Certification Form
- ❑ Double check the geo-coordinates, some were inadvertently carried over or copied over from other Applications in error

# Undesirable Activities

## USDA Food Deserts

- ❑ **Two** points will be deducted from the Desirables point total if the proposed development site falls within a USDA Food Desert
- ❑ If there is a Supermarket that does exist within the USDA Food Desert, this can be indicated on the certification form and DCA will review the claim during scoring

# Undesirable Activities

## Documentation – Mitigation of Undesirable Clarification

- ❑ If the third party undertaking mitigation of an Undesirable is a Local Government, supporting documentation must clearly evidence that mitigation will be completed prior to the project's placed-in-service date and specifically identify the **exact** Undesirable condition and its location as noted on the Desirable/Undesirable Certification Form
- ❑ General plans of community mitigation in the proposed site community will **not** be considered

# Undesirable Activities

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## Avoid These Mistakes

Letter from a Local Authority does not indicate:

- ❑ The specific address of Undesirable(s)
- ❑ That the specific Undesirable(s) will be mitigated on or before the placed in service date for the development

# Desirables Certification Form page

## 2018 DCA DESIRABLE/UNDESIRABLE SITE CERTIFICATION

### "Desirable" Site Certification

(this certification form is required for all applications)

#### PROPERTY INFO

Project Name:

Scattered Site Projects:

Competitive Pool Type:

#### PROPERTY LOCATION:

Site Street Addr:

City:

Zip:  County:

#### CONCEPTUAL SITE DEVELOPMENT PLAN:

Property "Vehicular" Site Entrance:

Property "Pedestrian" Site Entrance:

Latitude  
(decimal)  
00.00000

Longitude  
(decimal)  
00.00000

Applic

DCA

Total Desirable Points

0

0

#### A. Desirable Activities (Maximum 10 Points)

Link: [2018 QAP](#)

Points will be awarded for each desirable activity/characteristic category as set forth below. Applicants will be limited to receiving a maximum of ten (10) points under this section.

##### 1. Requirements

- One (1) point will be awarded to desirable activity/characteristics which are within a 2-mile driving or walking distance of a proposed Rural site and 1.5-mile driving or walking distance of a proposed Flexible site.
- Two (2) points will be awarded to desirable activity/characteristics which are within a 0.5-mile driving or walking distance of a proposed site, regardless of Competitive Pool Type.
- Driving or walking routes must originate from geo-coordinates of the pedestrian or vehicle site entrance and end at the geo-coordinates of the desirable amenity.
- Each building/entity/location will be assigned to only one (1) desirable category, with the exception of an amenity under (a), (d), or (e) below, which may be assigned to up to two (2) desirable categories. (Example: a public park may have a gymnasium and/or a swimming pool, or a supermarket may have a pharmacy).
- Desirable characteristics that are under construction may be eligible for points if the construction site is clearly active and the new structures are above ground at the time of Applicant Submission.
- For Scattered Site Projects, desirable amenities must be measured from the center point of the Scattered Site locations.

2. Eligibility. The following Desirable activities/characteristics are eligible for points:

Site Entrance Location
Geo Coordinates (decimal degrees)

Applicants must select Competitive Pool and Route Type, then enter Mileage before Points will calculate

DCA Verification

#	Category	Building/Entity Name	Address	Route Type	Construction Status	Photos Included	Latitude (decimal) 00.000000	Longitude (decimal) 00.000000	Route Map Included	Route Directions Included	Mileage 0.0	Points	Mileage	Points
a	National Big Box General Merchandise Store			<Select>								0		
b	Hospital			<Select>								0		
c	Traditional Town Square			<Select>								0		
d	Grocery Stores			<Select>								0		
e	Community or Recreational			<Select>								0		

# Undesirable Certification Form page

## 2018 DCA DESIRABLE/UNDESIRABLE SITE CERTIFICATION

### "Undesirable" Site Certification

(this certification form is required for all applications)

#### PROPERTY INFO

Project Name:

Scattered Site Projects:

Competitive Pool Type:

#### PROPERTY LOCATION:

Site Street Addr:

City:

Zip:  County:

#### CONCEPTUAL SITE DEVELOPMENT PLAN:

Property "Vehicular" Site Entrance:

Property "Pedestrian" Site Entrance:

Latitude  
(decimal)  
00.000000

Longitude  
(decimal)  
00.000000

#### NEAREST SUPERMARKET CONFIRMATION

Link: [USDA Food Atlas](#)

Supermarket Name	Address	Site Map Included	Photos Included	USDA Food Atlas Included	Supermarket Property Boundary Location		Project Property Boundary Location		Distance (miles)	Distance (miles)	DCA Measure
					Latitude (decimal)	Longitude (decimal)	Latitude (decimal)	Longitude (decimal)			
					00.000000	00.000000	00.000000	00.000000	0.00	0.00	

#### B. Undesirable/Inefficient Site Activities/Characteristics

Link: **2018 QAP**

In determining whether an undesirable activity/characteristic is near a proposed site, the Application must consider any undesirable activity/characteristic that is located within the radius of 0.25 miles of the proposed site. Two (2) points will be deducted from the Applicant's Desirable points for each Undesirable activity/characteristic.

For scattered-site projects, the Applicant must evaluate the 0.25-mile radius from each non-contiguous parcel separately.

Undesirable Property Boundary Location	Project Property Boundary Location	Distance (miles)	Points	DCA Verification	
				Distance (miles)	Points
Geo Coordinates (decimal degrees)	Geo Coordinates (decimal degrees)	0.00	0	0.00	

#	Category	Facility Name or Description	Address	Site Map Included	Photos Included	Mitigation Docs Included	Latitude (decimal)	Longitude (decimal)	Latitude (decimal)	Longitude (decimal)	Distance (miles)	Points	Distance (miles)	Points
<b>"Two" (2) Points Deducted for Each Undesirable Activity</b>														
1												0		
Comments:														
2												0		
Comments:														

# Desirable/Undesirable Activities

## Best Practices – Helpful Hints

- ❑ Double-check **all** geo-coordinates and addresses listed on the Desirable/Undesirable Certification Form
- ❑ Clear any data from other Applications on the certification form
- ❑ Make sure **all** of the Desirable names displayed on Google routes match what is listed on the Desirable/Undesirable Certification Form
- ❑ A Desirable route that is over the required distance will **not** be considered

# Community Transportation Options

## Flex Pool – 5 points

- ❑ Flexible Pool Applications proposing a site:
  - ❑ Owned by a local transit agency which has been strategically targeted by the agency to create housing with **on-site or adjacent access** to public transportation
  - ❑ Resting along a transit line that follows a fixed route and fixed daily schedule available to the public **every day of the week.**
  - ❑ 1 point additional if serving a Family Tenancy

# Community Transportation Options

## Flex Pool – 4 points

- Flexible Pool Applications proposing a site:
  - **Within one (1) mile of a transit hub** [a station that has three (3) or more bus routes, rail options, and/or other affordable mass transit options]
  - Resting along a transit line that follows a fixed route and daily schedule serving the public **no less than 5 days per week**
  - 1 point additional if serving a Family Tenancy

# Community Transportation Options

## Flexible Pool – Varying Distances

- 3 points: Sites within .25 mile of an established public transportation stop
- 2 points: Sites within .5 mile
- 1 point: Sites within 1 mile
- Stop must rest along a transit line that follows a fixed route and fixed daily schedule serving the public no less than 5 days per week

# Community Transportation Options

## Rural Pool: On-Call Transportation – 2 Points

- ❑ Publicly operated/sponsored & established transit service available at least 5 days per week
  - ❑ On-call service must pickup/be available on site
- OR**
- ❑ If Fixed-Route Service, must be within .5 mile of Pedestrian Site Entrance

# Community Transportation Options

---

## Significant Changes – Walking Routes

- ❑ Paved Pedestrian Walkways (PPWs) as previously defined by DCA are no longer required along the routes from the pedestrian site entrance to the transportation stop
- ❑ Walking distance routes must be sourced from Google Maps

# Community Transportation Options

---

## Significant Changes – Walking Routes (*cont'd*)

- ❑ Transportation routes that run direct or express, with no local routes, will not qualify for transportation points
- ❑ This section of scoring no longer lists as a requirement that On-call transportation is affordable, however that is still part of one of “DCA’s Housing Strategic Goals”.

# Community Transportation Options

---

## Common Mistakes

- ❑ For Rural Applications, On-call Transportation, website page is missing:
  - ❑ Cost of service
  - ❑ Relevant transit route
  - ❑ Route schedule
  - ❑ Webpage URL address

# Community Transportation Options

## Common Mistakes

- ❑ Transit Service/Authority letters where website does not provide the required information, missing:
  - ❑ Cost of service
  - ❑ Relevant transit route
  - ❑ Route schedule
  - ❑ Transit Authority/Service phone number and email address

# Priority Point

## Available Points - Significant Changes

- ❑ Reduced from 2 points to 1 point
- ❑ No property size unit-count limitation
- ❑ Both Flex and Rural Pool Applications may claim this point

## Priority Point Q&A on DCA's website

Detail provided about instances in which Consultants contribute to multiple Applications

# Priority Point

## Avoid These Mistakes

- ❑ More than one property is designated, one in Flexible or one in Rural Pool, no points will be awarded for either
- ❑ Project Development Team or Member claims the Priority Point for more than one Development/Project, no points awarded for either

The point of this section is to let DCA know which of your multiple Applications is the one you most prefer to be selected.

# Round 1 Q&A Responses



March 1, 2018

Laurel Hart, Philip Gilman, Marshall Aiken & Grace Baranowski

# Consolidated Plan



March 1, 2018

Grace Baranowski

# Consolidated Plan

- DCA is in process of developing its Consolidated Plan, the five-year strategy for its HUD programs (HOME, NHTF, CDBG, ESG, HOPWA)
- These 5 HUD programs support 4 key goals:
  - Affordable Housing
  - Homelessness
  - Non-Homeless Special Needs
  - Non-Housing Community Development

# Affordable Housing Goals, 2018-22

<b>Objective</b>	<b>Program</b>	<b>Funding</b>	<b>Goal Outcome Indicator</b>	<b>Predicted Outcome</b>
Construction and rehabilitation of rental units	HOME	79,600,000	Rental units constructed/ rehabilitated	HOME: 1990 NHTF: 150
	NHTF	22,139,750		
Homeownership assistance	HOME	6,250,000	Homeowner Housing Added	63
	HOME	18,750,000	Homeowner Housing	375
	CDBG	9,500,000	Rehabilitated	125
Tenant-Based Rental Assistance	HOME	0	Tenant-based rental assistance/rapid rehousing	0

# Affordable Housing Goals, 2018-19

<b>Goal Name</b>	<b>Program</b>	<b>Funding</b>	<b>Goal Outcome Indicator</b>	<b>Predicted Outcome</b>
Construction/ Rehabilitation of rental units	HOME	25,000,000	Rental units constructed	HOME: 625 NHTF: 30
	NHTF	4,427,950	Rental units rehabilitated	
Homeownership assistance	HOME	5,000,000	Homeowner Housing Added	87
	CDBG	1,900,000	Homeowner Housing Rehabilitated	25
Tenant-Based Rental Assistance	HOME	0	Tenant-based rental assistance/rapid rehousing	0

# Opportunities to Comment

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- Today: Please fill out half-sheet surveys
- Send any comments to [conplan@dca.ga.gov](mailto:conplan@dca.ga.gov)
- Draft will be published 3/15 with 30-day comment period.

# Workshop Q&A

(use note cards located @ each table)



March 1, 2018

# Lunch

(Q&A Cards)



March 1, 2018

# Compliance Introductions



March 1, 2018

Janice Shannon

# Responses to Workshop Written Questions



March 1, 2018

Laurel Hart, Philip Gilman, Marshall Aiken & Grace Baranowski

# Bond Update



March 1, 2018

Ryan Fleming

## Bond (4% Tax Credit) Development

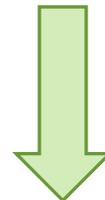
Year (QAP)	Affordable Units	Total Units	Tax Exempt Bond Amount
2013	407	408	\$28 million
2014	1,669	1,711	\$87 million
2015	1,174	1,174	\$69 million
2016	2,986	3,029	\$240 million
2017	5,104	5,127	\$389 million

# Bond Application Process Flow

Pre-Application  
Review



Application  
Review



Drafting Letter of  
Determination  
42 (M) Letter



-30 Days  
-45 Days (Portfolio)

-75 days  
-105 Days (Portfolio)



- 
- Applicant response to Waivers: Any “No” determinations from DCA
  - Confirmation from DCA Bond Lead to submit Application?

# Pre-Application Submission

Name	Date modified
 01Waiver	2/13/2018 8:07 AM
 02Underwriting	2/13/2018 8:07 AM
 03Qualification	2/13/2018 8:08 AM
 2018PA-0xxDealNameSubmissionForm	2/7/2018 1:21 PM

- Pre-Application Folder Structure

# Pre-Application Submission

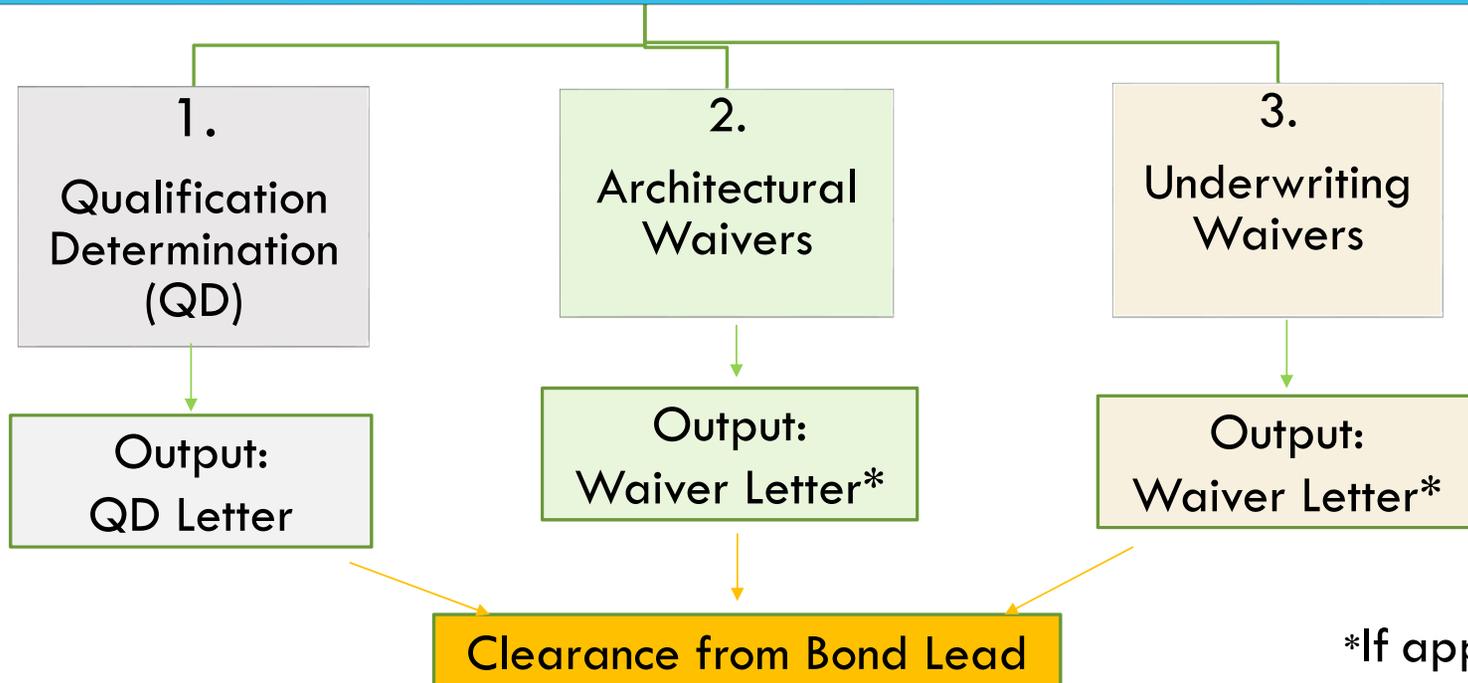
## Pre-Application Submission & Home Consent (Excel Workbook)

20	Section	Tab	Form / Document	NOTE: An asterisk * designates a DCA Form	Due	Deadline	(X)	
21	00: Intro	00	Pre-Application Required Submission Form and Checklist			3/8/18		
22	01: Waiver(s)	01	Architectural Standards Waiver*		\$1,500	3/8/18		
23		02	Amenities Pre-Approval*		\$1,500	3/8/18		
24		03	Operating Expense Waiver*		\$1,500	3/8/18		
25		04	Cost Waiver Request		\$1,500	3/8/18		
26	02: Underwriting	01	00 HOME Loan Consent Request Fee (Nonprofits)		\$500	3/8/18		
27			00 HOME Loan Consent Request Fee (For Profits/Joint Ventures)		\$1,000	3/8/18		
28			01 HOME Consent Request Form*			3/8/18		
29			02 Rural Designation			3/8/18		
30			03 CHDO Application (if applicable)			3/8/18		
31			04 Organizational Chart* (from Performance Workbook*)			3/8/18		
32			05 Successful HOME Loan and Other HUD-Funded Project Experience form*			3/8/18		
33			06 Narrative Project Description (if not included in HOME Consent core application above)*			3/8/18		
34			07 Executed Credit History Release* for each principal of GP & Developer, if req'd			3/8/18		
35			08 HOME Environmental/Relocation Requirement Acknowledgement*			3/8/18		
36			09 Public Benefit Affidavit*			3/8/18		
37			10 Confirmation of QCT or DDA location, if applicable			3/8/18		
38			02	State Basis Boost Request (extraordinary circumstances)		NONE	3/8/18	
39	03: Qualification	00	Qualification Determination Fee		\$1,000	3/8/18		
40		01	Performance Workbook* (includes Organizational Chart and Performance Questionnaire, which requires scanned signature page)			3/8/18		
41		02	Financial Statements (2016 and 2017)			3/8/18		
42		03	Conflict of Interest or Identity of Interest Disclosure			3/8/18		
43		04	Executed Certification and Credit Release			3/8/18		
44		05	Other:			3/8/18		
45			Required for Probationary Participation only					
46		06	Evidence of 5+ years full-time employment in LIHTC industry			3/8/18		
47		07	Evidence of material participation in successful development 3+ LIHTC projects			3/8/18		
48		08	Resumes for each Principal and key staff			3/8/18		
49		09	Guarantee Agreements or Documentation of Project Team Liquidity			3/8/18		
50	10	Brief Project Narrative*			3/8/18			
51	11	Other:			3/8/18			
52		Required for Significant Adverse Event(s) Waiver request only						
53	12	Narrative of basis for Request			3/8/18			
54	13	Documentation of Successful Tax Credit development and ownership			3/8/18			
55	14	Documentation of resources expended, reports if available			3/8/18			
56	15	All documents relating to Significant Adverse Event			3/8/18			
57	16	Documentation of previous DCA waiver, if applicable			3/8/18			

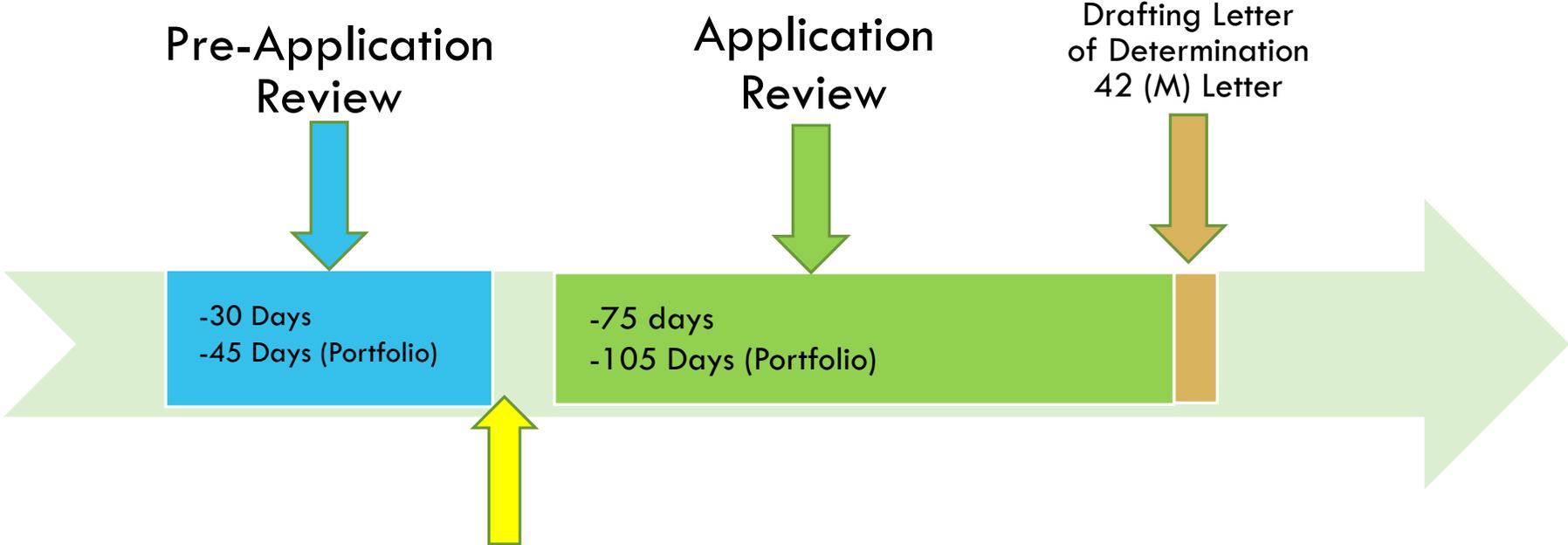
# 2018 Bond Pre-Application Process

## Pre-Application Review

30 Days; 45 Days (Portfolio)



# Clearance to Submit Application?



- Applicant response to Waivers: Any “No” determinations from DCA
- Confirmation from DCA Bond Lead to submit Application?

# Bond Application Process

**Application Review**  
**75 Days; 105 Days (Portfolio)**

## Threshold Sections:

- 1. Project Feasibility
- 2. Cost Limits
- 4. Tenancy Characteristics
- 5. Market Feasibility
- 6. Appraisals
- 8. Site Control
- 24. Required Legal Opinions
- 27. Optimal Utilization of Resources

**Feasibility**

## Threshold Sections:

- 9. Site Access
- 10. Site Zoning
- 11. Operating Utilities
- 12. Public Water/Sewer
- 13. Required Amenities
- 14. Rehabilitation Standards
- 15. Site info/Conceptual Site Plan
- 16. Building Sustainability
- 17. Accessibility Standards
- 18. Arch. Design + Quality Standards

**Construction Services**

## Threshold Sections:

- 7. Environmental Requirements
- 25. Relocation and Displacement of Tenants

**Environmental**

## Threshold Sections:

- 19. Qualification Project Team (Pre-App)
- 20. Compliance History Summary (Pre-App)
- 26. AFFH Marketing Plan

**Compliance**

# Bond Application Process: Team Members

Application Review  
75 Days; 105 Days (Portfolio)

## Team Members:

1. Charmaine Walker
2. Josh Marx
3. Robert Keeler
4. Ryan Fleming
5. Angela Lowery

**Feasibility**

## Team Members:

1. Donna Tyler
2. Dorothy Bell
3. RC Connell
4. Derek Briggs

**Construction Services**

## Team Members:

1. Chelsea Arkin
2. Jessica Plante

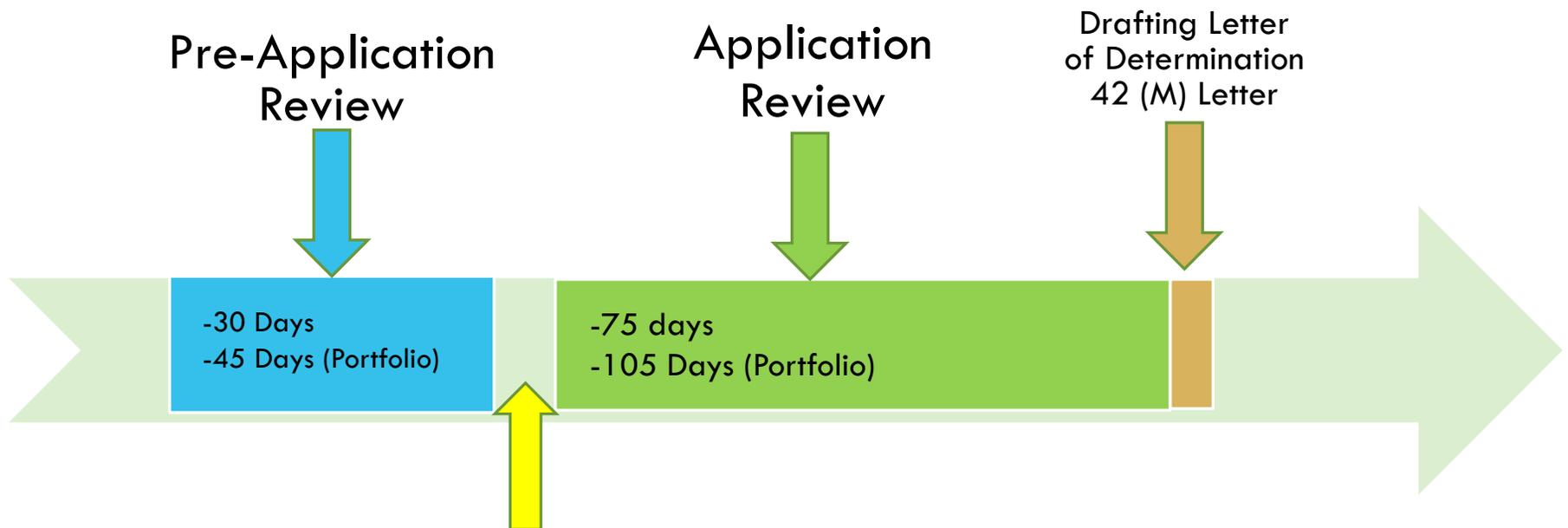
**Environmental**

## Team Members:

1. Nikki Flanigan
2. Jannis Shannon
3. Stephen Vlkovic

**Compliance**

# Finishing Reviews



- Applicant response to Waivers: Any “No” determinations from DCA
- Confirmation from DCA Bond Lead to submit Application?

# Letter of Determination

- LOD Package Includes:
  - LOD Cover Letter
  - Letter of Determination
  - Land Use Restriction Covenant (LURC)
  - Exhibit A: Gross Rent Floor Election
  - Exhibit B: Project BIN (Building ID #) Sheet
  - Exhibit C: Election of Credit Percentage
  - Exhibit D: Construction Transmittal Forms



## GEORGIA HOUSING & FINANCE AUTHORITY

Programs administered by the Georgia Department of Community Affairs

Nathan Deal  
GOVERNOR

Christopher Nunn  
EXECUTIVE DIRECTOR

**To:** John Doe, Johndoe Apartments, LP  
**From:** Philip Gilman, Director, Office of Housing Finance  
**Date:** May 11, 2017  
**Re:** Determination Letter and Related Tax Credit Documents

Enclosed please find the letter of determination, building identification number sheet, rent floor election statement, land use restrictive covenant and construction transmittal form for your proposed tax credit development.

Please execute the determination letter and return it to my attention within 30 calendar days of issuance of Letter of Determination, along with the tax credit processing fee payment (please see the determination letter for the amount) and the rent floor election statements and completed O.C.G.A. 50-36-1 Affidavit.

If you wish to elect to fix the credit percentage for the month in which the bonds are issued, please have your legal counsel provide a confirmation to that effect, signed by the taxpayer and the tax exempt bond issuer, notarized, and returned to DCA no later than the close of the 5th day of the month following the month in which the tax-exempt bonds were issued. This election is irrevocable. Failure to provide this confirmation will result in the credit percentage being fixed as of the placed in service date.

Please note that these determination letters are contingent upon execution and recordation of the attached land use restrictive covenants no later than the date that the bonds are issued. The original recorded land use restrictive covenants must be returned to DCA within 60 days of the bond issuance.

Please make a copy of any tax credit documents for your records before you return them to DCA. Please include the project name and number on all future correspondence with DCA.

If you have any questions regarding the above, please do not hesitate to contact me at [Philip.Gilman@dca.ga.gov](mailto:Philip.Gilman@dca.ga.gov) or 404-679-5277.

60 Executive Park South, N.E. • Atlanta, Georgia 30329-2231 • 404-679-4940 • 800-359-4663



[www.dca.ga.gov](http://www.dca.ga.gov)

An Equal Opportunity Employer



# Pre-App/QD Update



March 1, 2018

Nikki Flanigan & Stephen Vlkovic

# 2018 Updates

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- ❑ Clarity on who requires review
- ❑ Distinguish Performance v. Compliance Review
- ❑ Performance Questionnaire
- ❑ Clarity on Grandfathering Determination
- ❑ Required Documents

# Qualified Project Teams

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Review required of the following Project Team members:

- ❑ General Partner Entities
- ❑ Developer Entities
- ❑ Does not include Consultants unless:
  - ❑ Consultant qualifies as Developer pursuant to the QAP

# Overview

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## Four Main Components

- Experience (Certifying Entities only)
- Capacity (Certifying Entities only)
- Performance
- Compliance

# Certifying Entity

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- ❑ Project Team must have Certifying Entity in both the General Partner and Developer entities
- ❑ Must exercise effective control
  - ❑ Majority Interest
  - ❑ Managing Member

# Experience

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- ❑ 20% minimum interest in GP and/or Developer for 5 Successful Tax Credit Projects (10 if Significant Adverse Event waiver)
- ❑ Participation from Allocation to present
- ❑ Completed since 1/1/07
- ❑ Minimum 90% occupancy

# Experience

## EXPERIENCE SUMMARY

Certifying Entities only

<b>Name of Certifying Member, Entity or Principal</b>	<b>Proposed Project Participation Role</b> << Select >>
<b>Percentage of Interest in the Proposed Role</b>	<b>Requested Determination Review</b> << Select >>

**The Certifying Entity of the General Partner and the Developer must EACH currently own and operate five (5) or more Successful Tax Credit Projects that were completed after January 1, 2007.** Properties listed in the shaded area, five (5) Successful Tax Credit Properties (ten (10) if applying for a waiver), should be listed from most current to oldest. Layered properties may count for both tax credit and HOME experience. If the GP and Developer entity have the same principal(s), the same projects may be counted to meet this requirement.

A Certifying Entity that was deemed to meet experience requirements in 2017 is only exempt from submitting documentation of experience for the 2018 round. Only those certifying entities that have received a determination letter of "Qualified-Complete" in the 2017 round will be deemed to qualify under grandfathering.

**HOME Consent:** If applying for HOME Consent, the General Partner or Developer team member must show that they currently operate at least one (1) Multifamily HOME Loan funded property in which that member was the owner and developer. This Multifamily HOME Loan funded property must have been awarded after January 1, 2000. If this project was funded without tax credits (HOME only), please list it separately from the 5 Successful Tax Credit Properties by clicking a row.

Award Date Latest to Earliest (mm/yy)	State	Property Name	Currently Own?	Tax Credit Project ID ##-###	Total Units	Current Phys. Occup.	Role/Exp. Code (Drop Down)	% of GP Entity	% of Dev. Entity	Completion Date	Activity	Primary Funding Source (Drop Down)	Secondary Funding Source (Drop Down)
1							<< Select >>				<< Select >>	<<Select>>	<<Select>>
2							<< Select >>				<< Select >>	<<Select>>	<<Select>>
3							<< Select >>				<< Select >>	<<Select>>	<<Select>>
4							<< Select >>				<< Select >>	<<Select>>	<<Select>>
5							<< Select >>				<< Select >>	<<Select>>	<<Select>>
6							<< Select >>				<< Select >>	<<Select>>	<<Select>>
7							<< Select >>				<< Select >>	<<Select>>	<<Select>>
8							<< Select >>				<< Select >>	<<Select>>	<<Select>>

# Experience

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## Required Documents

- Letter from Syndicator certifying role and interest for each qualifying Successful Tax Credit Project (new)
- Limited Partnership Agreement demonstrating effective control
- 8609 forms or Certificate of Occupancy for all Successful Tax Credit Projects

# Capacity

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- Financial solvency
- Experience in similar developments
  - Size
  - Complexity
  - Scope

# Capacity

## CAPACITY FORM Certifying Entities only

The **Certifying Entity** must list each affordable housing property awarded LIHTC and/or any other source of funding development, **that has not yet begun lease up**, and in which the proposed entity(ies) and / or principal(s) have an interest. Include all types of interest that apply in the right-most column of the chart below.

	Name of entity(ies) and / or Principal(s) to whom this applies	Date of Award (mm/yy)	State	City	Tax Credit Project ID ##-###	Project Name	Number of Units	Construction Activity	% complete by budget	% complete physical	Statutory Placed in Service date (mm/yy)	Anticipated Placed in Service date (mm/yy)	% of GP	% of Dev
1								<< Select >>						
2								<< Select >>						
3								<< Select >>						
4								<< Select >>						
5								<< Select >>						
6								<< Select >>						
7								<< Select >>						
8								<< Select >>						
9								<< Select >>						
10								<< Select >>						
11								<< Select >>						
12								<< Select >>						
13								<< Select >>						
14								<< Select >>						
15								<< Select >>						
16								<< Select >>						
17								<< Select >>						
18								<< Select >>						

# Performance

---

- ❑ Pattern of intermittent non compliance or poor performance (adverse circumstances) in the development or operation of a tax credit property
- ❑ Three year period prior to Application Submission
- ❑ Noted in Performance Questionnaire or in DCA files

# Compliance

- ❑ Substantial compliance with the following:
  - ❑ DCA Rules
  - ❑ Section 42 Program Requirements/Regulations
  - ❑ HOME Program Requirements/Regulations
- ❑ Significant Adverse Events
- ❑ Good standing letters **only** required if requested by DCA (new)

# Compliance

## COMPLIANCE HISTORY SUMMARY

<b>Name of Certifying Member, Entity or Principal</b>	
[Redacted]	
<b>Proposed Project Participation Role</b>	<b>Requested Determination Review</b>
<< Select Role >>	<< Select Review >>

**All Project Team Members/Entities** must list **all affordable housing** properties in which an entity or principal has participated in the ownership and/or development. The section below should list these properties from most current to oldest. Previous participation should be listed at the bottom.

**NOTE:** The **Certifying Entity** should include all projects listed on the Experience Summary Form (ESF) within the compliance summary form as well. This includes any HOME only listed properties noted on the ESF.

**HOME CONSENT:**  
 Project Teams seeking HOME Consent must also indicate all projects where HOME was involved as a Funding Source (last column). The total of HOME deals should agree to the amount listed within the HOME consent. For HOME properties located outside of GA and used for HOME consent, please provide a letter from the State HFA confirming that the properties are in good standing, that payments for the past 36 months prior to 1/1/18 have been timely, that real estate taxes have been paid, as well as the percentage of ownership and developer interest.

Award Date, Latest to Earliest (mm/yy)	State	Property Name	Currently Own?	Tax Credit Project ID ##-###	Total Units	Current Phys. Occupancy	Role/Exp. Code (Drop Down)	Completion Date	Activity (Drop Down)	Primary Funding Source (Drop Down)	Secondary Funding Source (Drop Down)
1							<< Select >>		<<Select>>	<< Select >>	<< Select >>
2							<< Select >>		<<Select>>	<< Select >>	<< Select >>
3							<< Select >>		<<Select>>	<< Select >>	<< Select >>
4							<< Select >>		<<Select>>	<< Select >>	<< Select >>
5							<< Select >>		<<Select>>	<< Select >>	<< Select >>
6							<< Select >>		<<Select>>	<< Select >>	<< Select >>
7							<< Select >>		<<Select>>	<< Select >>	<< Select >>
8							<< Select >>		<<Select>>	<< Select >>	<< Select >>
9							<< Select >>		<<Select>>	<< Select >>	<< Select >>
10							<< Select >>		<<Select>>	<< Select >>	<< Select >>
11							<< Select >>		<<Select>>	<< Select >>	<< Select >>

# Performance Questionnaire

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- ❑ Not submitted electronically (**new**)
- ❑ Tab in the Performance Workbook
- ❑ Must be completed by each member of the Project Team
- ❑ Purpose to disclose Significant Adverse Events and Adverse Circumstances

# Performance Questionnaire

## 2018 PERFORMANCE QUESTIONNAIRE

Name of Certifying Member, Entity, or Principal:	
Project Participation Role:	<<Select>>
Requested Determination Review:	<< Select Type >>
Proposed Project Name:	
2018 Pre-Application Number for this Property (if this is applicable):	
Project Team Qualification Determination if received in 2017 Round or 2018 Pre-Application	
Name of Project Team that received the above Qualification Determination:	
Number of the Project that received the above Qualification Determination:	

<b>Applicant Contact Section</b>		<b>0</b>	<i>Yes Answers Requiring Detailed Explanation</i>
Name		Title	
Address		Direct Line	
City	County	Office	
State	Zip+4	Cellular	
E-mail			

<b>General Applicant information</b>	
<input type="checkbox"/>	Is the business entity that is part of the Application currently registered with the Georgia Secretary of State's Office?
<input type="checkbox"/>	Number of Successful Projects (placed in service as DCA and other regulations require)
<input type="checkbox"/>	How many applications are you submitting for review in 2018?
<input type="checkbox"/>	Were you or the entity deemed to meet the 2018 QAP experience requirements by providing the required experience documents, such as; 8609 forms or Certificates of Occupancy forms and Partnership Agreements or the letter from the Syndicator(s) certifying the role and the minimum of 20% interest in development and ownership for five (5) successful properties currently owner and completed after January 1, 2007?

List below, all Application numbers or Pre-Application #'s with Project Names that were submitted in the 2017 round, or during 2018 Pre-Application:

Application or Pre-App number		Project Name	
Application or Pre-App number		Project Name	
Application or Pre-App number		Project Name	
Application or Pre-App number		Project Name	

# Grandfathering Determination

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- ❑ Submitted documentation of experience in 2017 and received determination of **“Qualified-Complete”**
- ❑ Provide 2017 QD letter or applicable pre-app/app number
- ❑ Not required to submit experience documents for 2018
- ❑ **All other sections** of the Performance Workbook must be completed

# Experience

## EXPERIENCE SUMMARY

Certifying Entities only

<b>Name of Certifying Member, Entity or Principal</b>	<b>Proposed Project Participation Role</b>
	<< Select >>
<b>Percentage of Interest in the Proposed Role</b>	<b>Requested Determination Review</b>
	<< Select >>

The Certifying Entity of the General Partner and the Developer must EACH currently own and operate five (5) or more Successful Tax Credit Projects that were completed after January 1, 2007. Properties listed in the shaded area, five (5) Successful Tax Credit Properties (ten (10) if applying for a waiver), should be listed from most current to oldest. Layered properties may count for both tax credit and HOME experience. If the GP and Developer entity have the same principal(s), the same projects may be counted to meet this requirement.

A Certifying Entity that was deemed to meet experience requirements in 2017 is only exempt from submitting documentation of experience for the 2018 round. Only those certifying entities that have received a determination letter of "Qualified-Complete" in the 2017 round will be deemed to qualify under grandfathering.

**HOME Consent:** If applying for HOME Consent, the General Partner or Developer team member must show that they currently operate at least one (1) Multifamily HOME Loan funded property in which that member was the owner and developer. This Multifamily HOME Loan funded property must have been awarded after January 1, 2000. If this project was funded without tax credits (HOME only), please list it separately from the 5 Successful Tax Credit Properties by clicking a row.

Award Date Latest to Earliest (mm/yy)	State	Property Name	Currently Own?	Tax Credit Project ID ##-###	Total Units	Current Phys. Occup.	Role/Exp. Code (Drop Down)	% of GP Entity	% of Dev. Entity	Completion Date	Activity	Primary Funding Source (Drop Down)	Secondary Funding Source (Drop Down)
1							<< Select >>				<< Select >>	<<Select>>	<<Select>>
2							<< Select >>				<< Select >>	<<Select>>	<<Select>>
3							<< Select >>				<< Select >>	<<Select>>	<<Select>>
4							<< Select >>				<< Select >>	<<Select>>	<<Select>>
5							<< Select >>				<< Select >>	<<Select>>	<<Select>>
6							<< Select >>				<< Select >>	<<Select>>	<<Select>>
7							<< Select >>				<< Select >>	<<Select>>	<<Select>>
8							<< Select >>				<< Select >>	<<Select>>	<<Select>>

# Not Qualified - Partnering

## Not Qualified - Partnering As a Certifying Entity

- ❑ Entities with insufficient experience
  - ❑ Lack at least two (2) successful tax credit projects where Applicant is owner and developer
  - ❑ Have Material Participation in at least three (3) tax credit projects
- ❑ Must partner with an experienced GP and Developer
- ❑ May be subject to additional conditions or restrictions

# Probationary Participation

- Entities with material participation in at least three (3) tax credit developments but not requisite ownership or development experience
  - Ownership or development experience in more than two (2) but less than five (5) Successful Tax Credit Projects
- Additional documentation required
- May be subject to additional conditions or restrictions

# Compliance Performance



March 1, 2018

Stephen Vlkovic

# Compliance Performance

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- ❑ Each Application starts off with 10 points
- ❑ SAEs with a granted waiver will be assessed a 5 point deduction for each SAE
- ❑ ACs point deductions are detailed in the QAP
- ❑ The max point add-back amount is 5 points for 20 or more Tax Credit or HOME properties

# Compliance Performance

## Common Mistakes, Problems, and Deductions

- ❑ Property name in GHS is not the same as the property name in Mitas
- ❑ Mitas upload of transactions is not current, must be done by the 10<sup>th</sup> of each month
- ❑ Late cost certification
- ❑ AOC filings late or incomplete

# Compliance Performance

## Common Mistakes, Problems, and Deductions (*cont'd*)

- ❑ Late cost certification
- ❑ AOC filings late or incomplete
- ❑ Failure to obtain pre-approval of Management change or Ownership change
- ❑ Mitas setup/registration not completed before placing in service and leasing

# Compliance Performance

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## **More Commonly Assessed Deductions**

- ❑ Uncured findings of noncompliance
- ❑ Late fees; Compliance Monitoring, Allocation, etc.
- ❑ Amenities listed on LURC/LURA not provided or available as required

# Waivers



March 1, 2018

Donna Tyler

# Pre-App: Architectural Standards Waiver

Pre-App Submission & Home Consent (Excel Workbook)

Section	Tab	Form / Document	Fees		Incl
			Due	Deadline (X)	
01: Waiver(s)	01	Architectural Standards Waiver*	\$1,500	3/8/18	
	02	Amendments Pre-Approval	\$1,500	3/8/18	
	03	Operating Expense Waiver*	\$1,500	3/8/18	
	04	Cost Waiver*	\$1,500	3/8/18	
02: Underwriting	01	00 HOME Loan Consent Request Fee (Nonprofits)	\$500	3/8/18	
		00 HOME Loan Consent Request Fee (For Profits/Joint Ventures)	\$1,000	3/8/18	
		01 HOME Consent Request Form*		3/8/18	
		02 Rural Designation			
		03 CHDO Application (if applicable)			
		04 Organizational Chart* (from Performance Workbook*)			
		05 Successful HOME Loan and Other HUD-Funded Project Experience form*			
		06 Narrative Project Description (if not included in HOME Consent core application above)			
		07 Executed Credit History Release* for each principal of GP & Developer, if req'd			
		08 HOME Environmental/Relocation Requirement Acknowledgement*			
03: Qualification	02	09 Public Benefit Affidavit*			
		10 Confirmation of QCT or DDA location, if applicable			
		State Basis Boost Request (extraordinary circumstances)	NONE	3/8/18	
	00	Qualification Determination Fee	\$1,000	3/8/18	
	01	Performance Workbook* (includes Organizational Chart and Performance Questionnaire, which requires scanned signature page)		3/8/18	
	02	Financial Statements (2016 and 2017)			
	03	Conflict of Interest or Identity of Interest Disclosure			
	04	Executed Certification and Credit Release			
	05	Other: Required for Probationary Participation only			
	06	Evidence of 5+ years full-time employment in LIHTC industry			
	07	Evidence of material participation in successful development 3+ LIHTC projects			
	08	Resumes for each Principal and key staff			
	09	Guarantee Agreements or Documentation of Project Team Liquidity			
	10	Brief Project Narrative*			
	11	Other: Required for Significant Adverse Event(s) Waiver request only			
	12	Narrative of basis for Request			
13	Documentation of Successful Tax Credit development and ownership				
14	Documentation of resources expended, reports if available				
15	All documents relating to Significant Adverse Event				
16	Documentation of previous DCA waiver, if applicable				

**TOTAL FEES DUE FOR THIS REQUEST: \$ 0**

Applicant Comments regarding information provided on this page:

Pre-Application Folder Structure

Name	Date modified	Type	Size
01Waiver	2/13/2018 8:07 AM	File folder	
02Underwriting	2/13/2018 8:07 AM	File folder	
03Qualification	2/13/2018 8:08 AM	File folder	
2018PA-0xxDealNameSubmissionForm	2/7/2018 1:21 PM	Microsoft Excel W...	83 KB

# New Website: Architectural Waiver Form

<https://dca.ga.gov/node/4723>

The screenshot shows the Georgia Department of Community Affairs website. The header includes the logo and the tagline "Building strong, vibrant communities." The navigation menu contains "About DCA", "Trending Topics", "Newsroom", "Contact Us", and a search icon. The main content area is titled "2018 Architectural Forms" under the "Housing Tax Credit Program (LIHTC) - Forms" section. A breadcrumb trail reads "Safe & Affordable Housing > Rental Housing Development > Housing Tax Credit Program (LIHTC) > 2018 Architectural Forms". Two links are listed: "2018 Architectural Standards Waiver Form" and "2018 Optional Amenities Approval Form", both dated 2018. The left sidebar features three categories: "LOCAL GOVERNMENT ASSISTANCE" (Research & surveys, planning, maps, volunteerism, building codes), "COMMUNITY & ECONOMIC DEVELOPMENT" (Financial assistance opportunities for communities), and "SAFE & AFFORDABLE HOUSING" (Helping communities meet housing needs and connecting people with housing assistance).

Georgia<sup>®</sup> Department of  
**Community Affairs** *Building strong, vibrant communities.*

About DCA Trending Topics Newsroom Contact Us Search

Safe & Affordable Housing > Rental Housing Development > Housing Tax Credit Program (LIHTC) > 2018 Architectural Forms

## 2018 Architectural Forms

### Housing Tax Credit Program (LIHTC) - Forms

- [2018 Architectural Standards Waiver Form](#)
- [2018 Optional Amenities Approval Form](#)

2018

**LOCAL GOVERNMENT ASSISTANCE**  
Research & surveys, planning, maps, volunteerism, building codes

**COMMUNITY & ECONOMIC DEVELOPMENT**  
Financial assistance opportunities for communities

**SAFE & AFFORDABLE HOUSING**  
Helping communities meet housing needs and connecting people with housing assistance

# 2018 Architectural Standards Waiver Form

## 2018 ARCHITECTURAL STANDARDS WAIVER & DESIGN OPTIONS PRE-APPROVAL

### INSTRUCTIONS

*This form should be used if a deviation from the Architectural Manual is necessary to make the project feasible OR if deviation from the Design Options listed in the Architectural Design & Quality Standards section Threshold Criteria would better fit the project concept. If project is Scattered Site, complete a separate form for each site.*

1. SPECIFY DCA FUNDING SOURCE:
2. Please complete the form in its entirety.
3. Attach the Waiver fee made payable to the Georgia Department of Community Affairs.
4. Submit form, support documents and waiver fee on or before the date published in the Qualified Allocation Plan, or no later than 30 days prior to the submittal of the 4% application to: Georgia Department of Community Affairs, Attention: Donna Tyler, Office of Housing Finance, 60 Executive Park South, N.E. Atlanta, Georgia 30329.

### APPLICANT/OWNER INFORMATION

Entity Name:			
Contact Person:	Phone:	Fax:	
Email:			
Street Address:			
City:	State:	Zip Code:	

### PROJECT INFORMATION

Project Name:			
Street Address:			
City:	County	Zip Code:	
Rehab <input type="checkbox"/>	New <input type="checkbox"/>	# Bldgs: <input type="text"/>	# Units: <input type="text"/>
		Total Sq Ft: <input type="text"/>	
TENANCY OF PROPERTY:	Family	Senior - specify: Elderly	Housing for Older Persons <input type="checkbox"/>
	Special Needs Units - specify category: <input type="text"/>		

### ARCHITECTURAL STANDARDS WAIVER

A. Identify each specific factor or condition that the Applicant requests DCA waive. Include reference to the Architectural Manual to indicate which requirement for which you are requesting a waiver. Attach additional sheets as necessary.

1.	
2.	
3.	
4.	

**Waiver Requests MUST include:**

DCA Rehabilitation Work Scope Form

Physical Needs Assessments

(all deals other than New Construction)

# Waiver Supporting Documentation

- Pre-application approval of waivers from DCA Architectural Standards is contingent upon review of the Physical Needs Assessment and Work Scope submitted with the application for funding.
- DCA reserves the right to reexamine pre-application waivers after the information contained in the Application has been reviewed.

# Rehabilitation Standards: Architectural Waivers

- **Cost Waivers** (2018 QAP, pg. 11 of 64)
- **Threshold XIV. Rehabilitation Standards** (2018 QAP, pg. 26 of 64)
  - Architectural Waivers may be granted if:
    - Overriding public policy
    - Historic preservation need
    - PNA clearly documents the existing property does not require a comprehensive rehabilitation.
  - DCA Useful Life Requirements
  - Full funding of Capital Replacement Reserve (may be required)
    - Fannie Mae Expected Useful Life Table

# Accessibility Waiver

- ❑ Any waiver for exemptions to the applicable federal, state and local accessibility laws must be supported by a legal opinion that supports such exemptions.
- ❑ DCA cannot and does not waive any applicable accessibility requirements under federal or state law.
- ❑ DCA approves the waiver request only to the extent that DCA requirements are more stringent than any applicable accessibility requirements under federal or state law.

# Scoring Strategy Update



March 1, 2018

Marshall Aiken

# Scoring Strategy - Overall



Appeal Review of contested reconsideration decision leading to non-funding

Reconsideration review of contested scoring decisions leading to non-funding

DCA Senior Leadership Review of any point deduction leading to non-funding

HFD Leadership Review of any point deduction

Quality Control Review with Legal Staff ("QR")

Initial Review by Scoring Team (score can only go down)

Self-score from Applicant

# DCA Scoring Strategy 2017

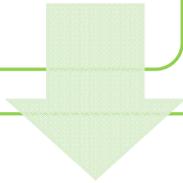
All 73 Applications scored for Innovative Project Concept and Exceptional Non-profit Points

Applicants stratified based on self-score base + competitive scoring categories (generates Max Score)

Applicants within reasonable point difference of funding range receive QR; remainder awarded Max Score (no deductions)

# DCA Working Scoring Strategy 2018

All Applications scored for Exceptional Non-profit/PHA Points



Applicants stratified based on self-score base + competitive scoring categories (generates Max Score)



Applicants within reasonable point difference receive QR of all categories; remainder receive QR of key categories

# Applicant Feedback Categories for 2018

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## Threshold

- Environmental Requirements
- Site Control
- Rehabilitation Standards
- Qualifications for Project Participant

# Applicant Feedback Categories for 2018

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## Scoring

- Sustainable Developments
- Enriched Property Services
- Revitalization/Redevelopment Plans
- Favorable Financing

# Scoring Justification Update



March 1, 2018

Marshall Aiken & Philip Gilman

# Scoring Justification

- 2017 QAP Language:

A scoring section that does not have a full scoring narrative will not be considered for points in that category.

- 2018 QAP Language:

The first scoring section that does not have a full scoring justification will not result in a point deduction. **One (1) point** will be **deducted** for Applications with 2-4 scoring sections that do not have a full scoring justification. Each additional scoring section that does not have a full scoring justification will result in a **one (1) point deduction**.

# Scoring Justification

- 2017 Scoring Justification Outcomes:
  - 10 applications lost points in 8 scoring sections
  - 3 applications lost points for blank justifications in 5 scoring sections.
  - 7 applications lost points for unacceptable justifications in 4 scoring sections.
- 2017 Scoring Justification Outcomes with 2018 QAP language:

Only 2 applications would have lost one point each.

# Scoring Justification

- ❑ **Examples of unacceptable justifications include but are not limited to:**
  - ❑ “Please see attached documents/accompanying folder.”
  - ❑ “Applicant is eligible for points claimed.”
- ❑ **Examples of Unacceptable 2017 scoring justifications:**
  - ~~❑ All supporting documentation for GICH is included in tab 35.~~
  - ❑ Site eligible for all desirable points plus bonus point (driving) in rural pool.
  - ❑ This is not a phased development

## Scoring Justification



Be sure your Justification stands on its own. Your language should not refer DCA to a tab or document within your Application submission for the Justification in that section.

# Appeals and Standards



March 1, 2018

Nikki Flanigan

# Appeal Review

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- Where DCA upholds decision after Applicant's Request for Reconsideration
- Issue – whether Applicant met requirements of the QAP
- Burden of proof on Applicant
- Only consider documents submitted with the Application

# Scoring Review Standard

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- Both Threshold and Scoring section reviews pertain only to corresponding funding round
- Reviews have **NO** effect on subsequent or future funding round scoring decisions

# Workshop Q&A

(open mic)



March 1, 2018



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**Community Affairs**