

2018 APPLICATION WORKSHOP



March 1, 2018

Introduction

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

□ 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

- 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



March 1, 2018

Marshall Aiken

New DCA Website <https://dca.ga.gov>

The screenshot shows the DCA website homepage. At the top, there is a navigation menu with 'All Content Types' and '10% Test' highlighted with red boxes. Below the menu is a large banner image with the text 'EVERYONE SHOULD HAVE A HOME'. Underneath the banner is a dropdown menu labeled 'I am a...' with '< Select One >' next to it. At the bottom, there are three main content categories: 'LOCAL GOVERNMENT ASSISTANCE', 'COMMUNITY & ECONOMIC DEVELOPMENT', and 'SAFE & AFFORDABLE HOUSING'. The 'SAFE & AFFORDABLE HOUSING' category is highlighted with a red box.

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

DOCUMENT

10% Test Documents

Housing Tax Credit Program (LIHTC) - Forms

The screenshot shows the search results page for '10% Test'. It displays 400 results. Under the 'RESOURCE' section, there is a link for '10% Test & Final Allocation Application' with a sub-link for '10% Test' and 'Final Allocation Application'. Under the 'DOCUMENT' section, there is a link for '10% Test Documents' with a sub-link for 'Housing Tax Credit Program (LIHTC) - Forms'.

Housing Tax Credit Main Page

The screenshot shows the Housing Tax Credit Main Page. It features a navigation menu with 'Rental Housing Development' highlighted. Under 'Rental Housing Development', there are several links: 'Frequently Requested Documents', 'Asset Management', 'HOME Investment Partnership Program (HOME)', 'Compliance Monitoring', 'National Housing Trust Fund (NHTF)', 'Housing Tax Credit Program (LIHTC)', and 'Community Initiatives'. The 'Housing Tax Credit Program (LIHTC)' link is highlighted with a red box. At the bottom, there is a URL: <https://dca.ga.gov/safe-affordable-housing>

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

LOCAL GOVERNMENT ASSISTANCE

COMMUNITY & ECONOMIC DEVELOPMENT

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.

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

The screenshot shows the Housing Tax Credit Program (LIHTC) page. It includes a navigation menu with 'Basic Info', 'Resources', 'Success Stories', and 'Related Information'. The main content area provides information about the program, including a description of how it allocates federal and state tax credits to owners of qualified rental properties. It also mentions that DCA offers a streamlined, single application to access funds available through the HOME Rental Housing Loan and Housing Tax Credit programs.

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>

The screenshot shows the Housing Tax Credit Main Page with a grid of service icons. The icons include 'QAPs and Related Documents', 'Application Manuals and Forms', '10% Test', 'Construction Services', 'Final Allocation Application', and 'Frequently Requested Documents'. The 'JOIN OUR EMAIL LIST' link is highlighted with a red box. At the bottom, there is a URL: <https://dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc>

Join Our Email List

Georgia Department of Community Affairs

Sign up to stay in touch!

Sign up to get interesting news and updates delivered to your inbox.

* Email Address

First Name

Last Name

Compliance

General Interest

Security Check

To complete your subscription, please enter what you see below including any spaces.

CALL AVENIDA

Type the text

Sign Up

https://visitor.constantcontact.com/manage/optin?v=001Vzv-UqW3G55mCt6L7vcA1Klc4O6cJZ_B

The screenshot shows the 'Join Our Email List' form. It includes a header for 'Georgia Department of Community Affairs' and a sub-header 'Sign up to stay in touch!'. The form asks for an email address, first name, and last name. There are checkboxes for 'Compliance' and 'General Interest'. A 'Security Check' section asks the user to enter what they see below, including any spaces. There are images of 'CALL' and 'AVENIDA' signs. At the bottom, there is a 'Sign Up' button and a URL: https://visitor.constantcontact.com/manage/optin?v=001Vzv-UqW3G55mCt6L7vcA1Klc4O6cJZ_B

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

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

COMMUNITY & ECONOMIC DEVELOPMENT
Financial assistance opportunities for communities

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>

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

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

COMMUNITY & ECONOMIC DEVELOPMENT
Financial assistance opportunities for communities

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

Community Affairs

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

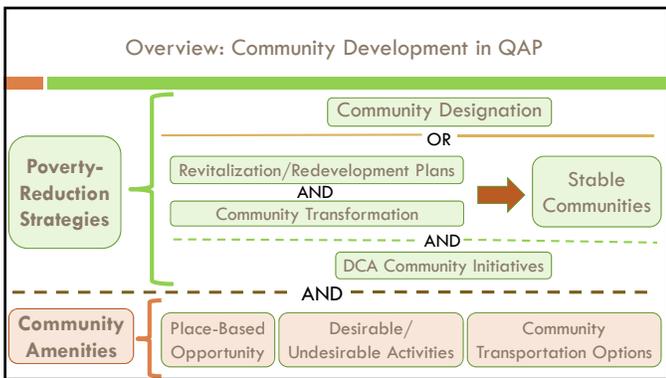
DCA Housing Strategic Goals -- Goal Nbr 3

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



HOME Update

March 1, 2018 Charmaine Walker

Feasibility Team Members

Affordable Housing Program (AHP) Feasibility Team

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

What We Do

From application to closing and sometimes beyond...

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

HOME

- 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	60% AMI	50% AMI	50% AMI
No HOME Funds	HOME Funds	No HOME Funds	HOME Funds
PBRA	No PBRA	PBRA	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

- 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

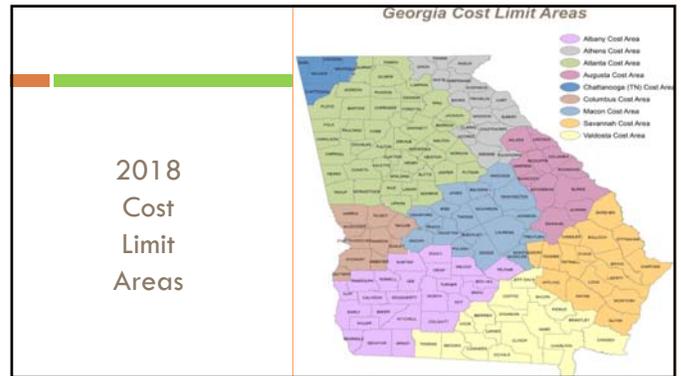
March 1, 2018

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



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

	Federal Equity Median	State Equity Median	Total Pricing Median	90% of Total Pricing
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.

2018 Qualified Allocation Plan - Threshold Page 3 of 64

Section 17. Project Reconfiguration / Application Modification

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 awarded in the scoring process? Old score _____
 Count: New # _____ Fee include? New score _____

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

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

Construction & Federal Compliance Services



March 1, 2018 Donna Tyler

Construction Services (CS) Team Members

- 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

- 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.*

31	DCA Construction Document Log (Contract Set) (drawing log)
32	DCA "Contract Set" of drawings (plans) (see directions for definition of "Contract Set")
33	DCA "Contract Set" of Project Manual (specs)
34	DCA Amenities & Design Options Re-Certification form
35	Accessibility Consultant Plan Review Comments
36	Accessibility Consultant Clearance Letter (acknowledgement of plan review comment resolutions)
37	DCA Schedule of Values form (Contract Set)
38	Other Construction Hard Cost Work Scope (support documentation for work not included in OIC agreement)
39	Third Party Front-End Cost Review for ALL PROJECTS
40	Owner/Contractor Agreement - Executed
41	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)
42	Notice to Proceed
43	Construction Schedule - Finalized
44	Permits (Land Development, Building...)
45	DCA Approved Architectural Waivers/Optional Amenities (including evidence of DCA approval)
46	DCA Placed in Service form - Draft with estimated dates (DCA Compliance Dept. form)
47	Other

2018 New Requirement: Third Party Cost Review

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.

- 31 DCA Construction Document Log (Contract Set) (drawing log)
- 32 DCA "Contract Set" of drawings (plans) (see directions for definition of "Contract Set")
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- 42 Notice to Proceed
- 43 Construction Schedule - Finalized
- 44 Permits (Land Development, Building...)
- 45 DCA Approved Architectural Waivers/Optional Amenities (including evidence of DCA approval)
- 46 DCA Placed in Service form - Draft with estimated dates (DCA Compliance Dept. form)
- 47 Other:

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

Construction Services: Cost Reasonableness Tracking

9% Tax Credit Submission Log

DCA Announcement of Awards:

Proj. #	Property Name	60 Day/NLT 3/01/17			Commencement			DCA Final Inspection			Arch 8609 Clearance			Hard Cost		
		Staff	Date Rcvd	Date Compl	Staff	Date Rcvd	Date Compl	Staff	Date Rcvd	Date Compl	Staff	Date Rcvd	Date Compl	Award	Due Dll	Final Alloc

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)

- ▣ **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

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

2018 QAP THRESHOLD



March 1, 2018

Project Feasibility & Cost Limits

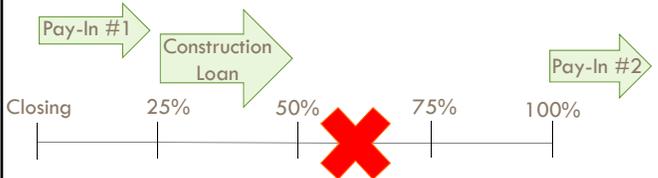


March 1, 2018 Josh Marx

Project Feasibility

Sources and Uses

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



Closing 25% 50% 75% 100%

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)		
Total Construction Financing:		4,100,000
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
Subtotal		1,500,000

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)*

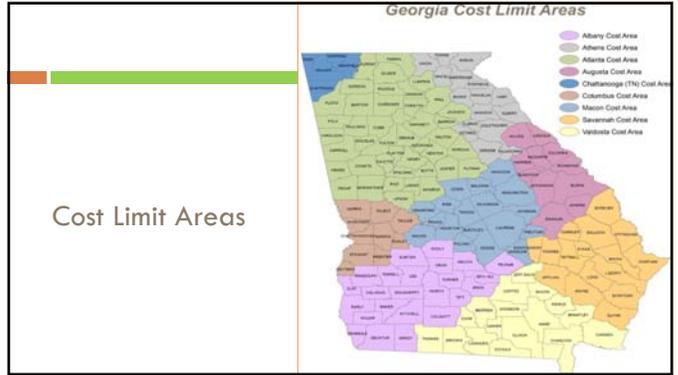
Market Units

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

Cost Limits

Significant Changes

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



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
Atlanta						
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
Macon						
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
Valdosta						
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

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

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 State: GA
 Street/Zip Address: [] City: Atlanta State: 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? Yes No
 What year were the LIHTCs awarded?

Has this property received a DCA HOME Loan Award? Yes No
 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 \$

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, 1998 - 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 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

- 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

- Threshold
- Manual Changes

Threshold

- 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.

Page 33 of 64

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.

Page 32 of 61

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)**

Page 5 of 14

Revisions: 2018

Architectural Standards Manual

Removed

V. Building Interior Design Standards

D. Room Sizes

- Minimum Dimension
- Minimum Square Footage

Minimum Unit Sizes Remain

Page 9 of 14

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.

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Market Feasibility, Environmental & Relocation



March 1, 2018 Chelsea Arkin



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

What are Aquatic Resources?

- 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

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 (*conf'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

Sustainable Developments

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

2018 QAP SCORING

Community Affairs

March 1, 2018

Favorable Financing

Community Affairs

March 1, 2018

Josh Marx

Favorable Financing - DRAFT

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

- 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

VIII. Revitalization/Redevelopment Plans	7	X. Stable Communities	7
A. Qualified Census Tract/Revit. Plan	5	A. Low Poverty (Flex)	
• CRP meets QAP requirement	3	• < 5% Poverty (A1)	3
• Proposed development in QCT	+2	• < 10% Poverty (A3)	2
B. Off-Site Capital Investment	2	• < 15% Poverty (A5)	1
		• 1/4 mile from A1 (A2)	2
		• 1/4 mile from A3 (A4)	1
IX. Community Transformation	3	B. Low Poverty (Rural)	
• 5 Applicants (3 Flex, 2 Rural)		• < 10% Poverty (B1)	3
• Must receive: 3 pts: VI. Enriched Property Services		• < 15% Poverty: (B2)	2
≥3 pts: VIII. Revitalization Plan		• < 20% Poverty: (B3)	1
• Cannot receive: Stable Communities: A1, A3, A5, B1		C. GDPH Stable Communities	2
		D. Mixed-Income (Flex)	
		≥3 pts in A, B, or C	
XI. Community Designations	10	• ≥20% market-rate (D1)	2
2 Applicants (HUD Choice Neighborhood Implementation Grant, Purpose Built Communities)		• ≥15% market-rate (D2)	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
Total	2	5

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

- ### Community Revitalization Plan: Criteria (e)-(g)
- Include an assessment of the existing physical structures and infrastructure of the community
 - Include a discussion of resources that will be utilized to implement the plan
 - 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

- 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

Representative	Req'd for Family	Req'd for Senior
Education	X	
Employment	X	
Transportation		X
Health services	X	X
Local Government		

Community Transformation: Timeline

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

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!

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

Family (Monthly)	Senior (Monthly)
At least 2 services	At least 4 services
From at least 2 categories	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)	
Preventative Health Care (2 pts)	
Monthly Services	1. Screening 2. Education
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)	
Healthy Eating Initiative (1 pt)	
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
VI. Enriched Property Services		
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 ≥ 5 yrs from placed-in-service date

Tracking Outcomes

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

These Applicants agree to report annually on results for ≥ 5 yrs from placed-in-service date

Place Based Opportunity



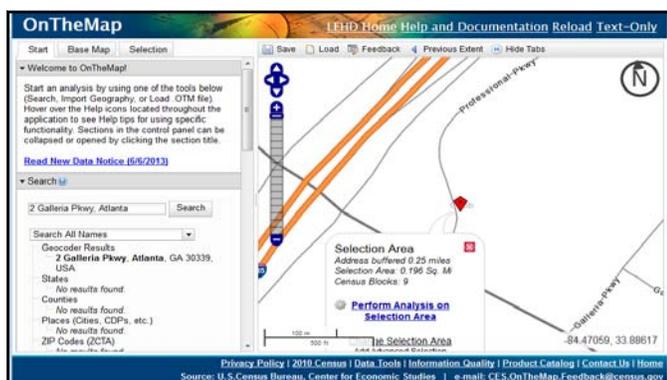
March 1, 2018 | Stephen Vlkovic

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



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

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

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

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

PROPERTY INFO: Project Name, Submittal Site Project, Competitive Post Type

PROPERTY LOCATION: Site Street Addr, City, Zip, County

CONCEPTUAL SITE DEVELOPMENT PLAN: Latitude (decimal), Longitude (decimal), Property "Undesirable" Site Entrance, Property "Desirable" Site Entrance

Desirable Activities (Maximum 10 Points)

Category	Building/Entity Name	Address	Route Type	Construction Start	Photos Included	Latitude (decimal)	Longitude (decimal)	Route Mile Included	Route Direction Included	Mileage	Points	Usage	Points
National Big Box General Merchandise Store			Generic								0		
Freightliner			Generic								0		
Traditional Town Square			Generic								0		
Delivery Stores			Generic								0		

Undesirable Certification Form page

2018 DCA DESIRABLE/UNDESIRABLE SITE CERTIFICATION

"Undesirable" Site Certification

PROPERTY INFO: Project Name, Submittal Site Project, Competitive Post Type

PROPERTY LOCATION: Site Street Addr, City, Zip, County

CONCEPTUAL SITE DEVELOPMENT PLAN: Latitude (decimal), Longitude (decimal), Property "Undesirable" Site Entrance, Property "Desirable" Site Entrance

NEAREST SUPERMARKET CONFIRMATION: Link: USDA Food Atlas

Undesirable/Inefficient Site Activities/Characteristics

Category	Facility Name or Description	Address	Route Type	Construction Start	Photos Included	Latitude (decimal)	Longitude (decimal)	Route Mile Included	Route Direction Included	Mileage	Points	Usage	Points
											0		
											0		

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, Phillip 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

Objective	Program	Funding	Goal Outcome Indicator	Predicted Outcome
Construction and rehabilitation of rental units	HOME	79,600,000	Rental units constructed/rehabilitated	HOME: 1990
	NHTF	22,139,750		NHTF: 150
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				
Goal Name	Program	Funding	Goal Outcome Indicator	Predicted Outcome
Construction/ Rehabilitation of rental units	HOME	25,000,000	Rental units constructed	HOME: 625
	NHTF	4,427,950	Rental units rehabilitated	NHTF: 30
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
- ▣ Today: Please fill out half-sheet surveys
 - ▣ Send any comments to 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

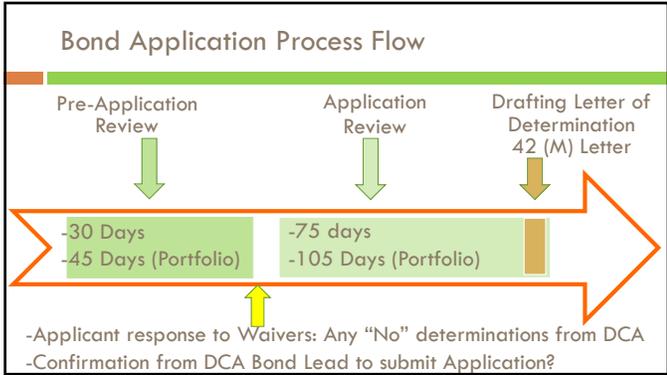
Laurel Hart, Philip Gilman, Marshall Aiken & Grace Baranowski

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



Pre-Application Submission

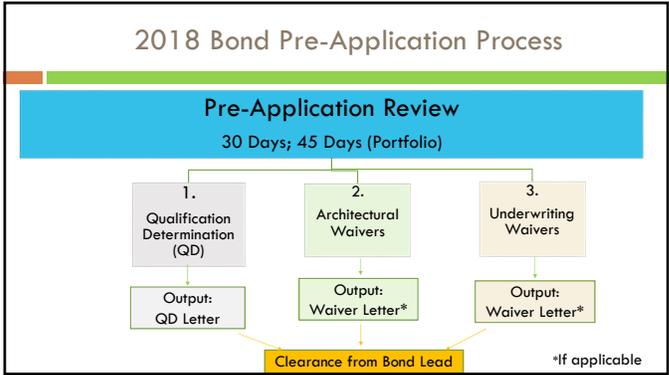
Name	Date modified
01Waiver	2/13/2018 8:07 AM
02Underwriting	2/13/2018 8:07 AM
03Qualification	2/13/2018 8:08 AM
2018PA-0xxDealNameSubmissionForm	2/7/2018 1:21 PM

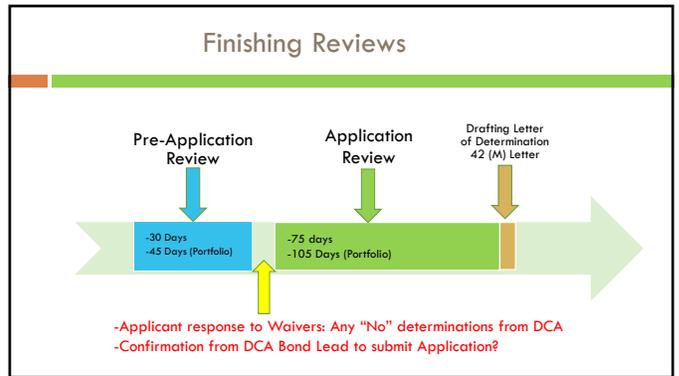
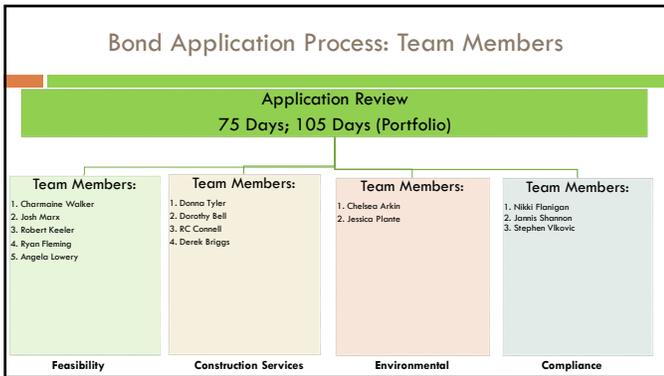
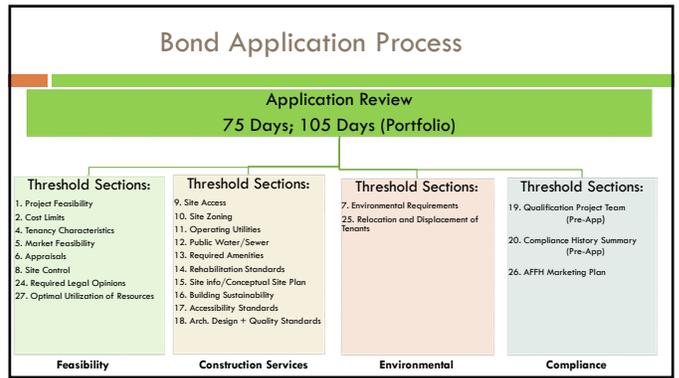
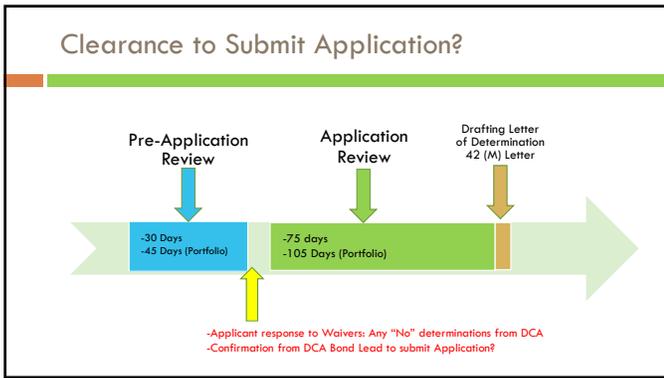
Pre-Application Folder Structure

Pre-Application Submission

Item	Due	Priority
01 Pre-Application Required Submission Form and Checklist	3/8/18	High
02 Lender's Financial Statement	3/8/18	High
03 Operating Expense Waiver*	3/8/18	High
04 Cost Share Waiver	3/8/18	High
05 HOME Loan Consent Request Fee (if applicable)	3/8/18	High
06 HOME Loan Consent Request Fee (For Public Unit Tenants)	3/8/18	High
07 HOME Consent Request Form*	3/8/18	High
08 Rural Designation	3/8/18	High
09 DCA/DCO Application of application	3/8/18	High
10 Organizational Chart, Short Performance Workbook*	3/8/18	High
11 Successful HOME Loan and Other HUD-Public Project Experience Form*	3/8/18	High
12 Narrative Project Description (not included in HOME Consent form application above)*	3/8/18	High
13 Enclosed Credit History Release* for each principal of GP & Developer, if req'd	3/8/18	High
14 HOME Environmental Rehabilitation Requirements Acknowledgement*	3/8/18	High
15 Public Benefit Affidavit*	3/8/18	High
16 Contribution of QCT for CDA location, if applicable	3/8/18	High
17 State Home Loan Request (if applicable)	3/8/18	High
18 Qualification Determination Fee	3/8/18	High
19 Performance Workbook* (includes Organizational Chart and Performance Guidelines, which requires signed register page)	3/8/18	High
20 Financial Statements (2015 and 2016)	3/8/18	High
21 Conflicts of Interest or Identity of Interest Disclosure	3/8/18	High
22 Financial Certification and Credit Release	3/8/18	High
23 Other	3/8/18	High
24 Request for Preliminary Qualification only	3/8/18	High
25 Evidence of the owner's full-time employment in LHMTC industry	3/8/18	High
26 Evidence of material participation in successful development in LHMTC projects	3/8/18	High
27 Insurance for each principal and key staff	3/8/18	High
28 Guaranty Agreement or Documentation of Project Team Liability	3/8/18	High
29 Proof Project Number*	3/8/18	High
30 Other	3/8/18	High
31 Request for Significant Address Efficacy Waiver request only	3/8/18	High
32 Certificate of Waiver	3/8/18	High
33 Documentation of Successful Tax Credit Development and Lending	3/8/18	High
34 Documentation of resources assembled, reports available	3/8/18	High
35 All documents signed by Significant Address Efficacy	3/8/18	High
36 Documentation of previous DCA waiver, if applicable	3/8/18	High

Pre-Application Submission & Home Consent (Excel Workbook)





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

To: 300 THE CANTON APARTMENTS LP
From: Phila Carter, Director, Office of Housing Finance
Re: 180152001
Att: Determination Letter and Related Tax Credit Documents

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

Please enclose the determination letter and return it to my attention within 30 calendar days of issuance of letter of Determination, along with the tax credit promissory fee document (please use the determination letter for the amount) and the rent floor election statements and completed D.C.G.A. 50-26-1 Affidavit.

If you wish to elect for 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 borrower and the tax exempt bond issuer, and return it to DCA no later than the close of the 15th day of the month following the month in which the tax-averaging bonds were issued. This election is irrevocable. If done to provide the confirmation will result in the credit percentage being fixed as of the election or service date.

Please note that these determination letters are contingent upon execution and availability of the project and are subject to conditions no later than the date that the bonds are issued. The original recorded land use restriction 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 Phila.Carter@dca.ga.gov or 404-679-1177.

Pre-App/QD Update

March 1, 2018

Nikki Flanigan & Stephen Vlkovic

City of Atlanta
Community Affairs

2018 Updates

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

Qualified Project Teams

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

Four Main Components

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

Certifying Entity

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

Experience

- ❑ 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

Name of Certifying Member, Entity or Principal: _____ Proposed Project Participation Role: _____

Percentage of Interest in the Proposed Role: _____ Requested Determination Review: _____

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 (Item 110) if applying for a waiver, should be added from most current to oldest. Layered properties may count for both tax credit and HCFME experience. If the GP and Developer own the same properties, the same projects may be counted to meet the 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.

HCFME Waiver: If applying for HCFME Waiver, the General Partner or Developer team member must prove that they currently operate at least one (1) Multifamily HCFME Loan-funded property in which that member owns the center and developer. This Multifamily HCFME Loan-funded property must have been awarded after January 1, 2008. If this project was funded without tax credits (HCFME only), please list it separately from the other projects.

Project Name	Current	Tax Credit	Current	Role/Exp. Code	% of GP	% of Dev.	Completion	Activity	Primary Funding	Secondary Funding
State	Year	Program	Year	Entity	Entity	Entity	Date		Source (Type/Donor)	Source (Type/Donor)
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>
				<< Select >>				<< Select >>	<< Select >>	<< Select >>

Performance Questionnaire

- 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: _____

Applicant Contact Section

Name: _____ Title: _____

Address: _____ Direct Line: _____

City: _____ County: _____ Office: _____

State: _____ Zip+4: _____ Cellular: _____

E-mail: _____

General Applicant Information

Is the business entity that is part of the Application currently registered with the Georgia Secretary of State's Office? Yes No

Number of Successful Projects (placed in service as DCA and other regulations require): _____

How many applications are you submitting for review in 2018? _____

When you or the entity deemed to meet the 2018 QAD experience requirements by providing the required experience documents, such as 9509 forms or Certifications 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
_____	_____
_____	_____
_____	_____

Grandfathering Determination

- 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

Name of Certifying Member, Entity or Principal: _____

Proposed Project Participation Role: _____

Requested Determination Review: << Select >>

Percentage of Interest in the Proposed Role: _____

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 attached area, five (5) Successful Tax Credit Projects (own 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 principals, 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 Credits: If applying for HOME Credits, the General Partner or Developer team member must show that this currently operates at least one (1) qualified HOME Loan-funded property in which that member has the order and developer. This subsidiary 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 below.

Award Date	Letter to Lender	State	Property Name	Currently Owned?	Tax Credit Project?	Total Units	Current Units	RollExp. Code	% of GP	% of Dev	Completion Date	Activity	Primary Funding Source (Tax Credit, HOME, Other)	Secondary Funding Source (Tax Credit, HOME, Other)
<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>
<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>	<< Select >>
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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

- ❑ 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 10th 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

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 Name / Description	Fee	Deadline
Pre-App	01 Architectural Standards Waiver*	\$1,500	3/8/18
	02 Operating Expenses Waiver*	\$1,500	3/8/18
	03 Loan Consent	\$1,500	3/8/18
	04 Home Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
Waiver	01 HMDL Loan Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
	02 Loan Consent	\$1,500	3/8/18
	03 HMDL Loan Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
	04 Loan Consent	\$1,500	3/8/18
	05 HMDL Loan Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
	06 Loan Consent	\$1,500	3/8/18
	07 HMDL Loan Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
	08 Loan Consent	\$1,500	3/8/18
	09 HMDL Loan Consent Request Fee (for Pre-Applicant)	\$1,500	3/8/18
	10 Loan Consent	\$1,500	3/8/18

Pre-Application Folder Structure

Name	Date modified	Type	Size
01 Waiver	2/13/2018 8:57 AM	File folder	
02 Waiver	2/13/2018 8:57 AM	File folder	
03 Waiver	2/13/2018 8:58 AM	File folder	
04 Waiver	2/13/2018 8:58 AM	File folder	
05 Waiver	2/13/2018 8:58 AM	File folder	
06 Waiver	2/13/2018 8:58 AM	File folder	
07 Waiver	2/13/2018 8:58 AM	File folder	
08 Waiver	2/13/2018 8:58 AM	File folder	
09 Waiver	2/13/2018 8:58 AM	File folder	
10 Waiver	2/13/2018 8:58 AM	File folder	

New Website: Architectural Waiver Form

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

2018 Architectural Standards Waiver Form

2018 ARCHITECTURAL STANDARDS WAIVER & DESIGN OPTIONS PRE-APPROVAL

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 Qualified Site, complete a separate form for each site.

INSTRUCTIONS

- SPECIFY DCA FUNDING SOURCE.
- Please complete the form in all entries.
- Attach the Waiver fee made payable to the Georgia Department of Community Affairs.
- 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 submission of the AIA application to: Georgia Department of Community Affairs, Attention: Donna Tyler, Office of Housing Finance, 65 Executive Park South, N.E. Atlanta, Georgia 30329.

APPLICANT OWNER INFORMATION

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

PROJECT INFORMATION

Project Name: _____
 Street Address: _____
 City: _____ County: _____ Zip Code: _____
 Rehab New # Blots _____ # Units _____ Total Sq Ft _____
 Special Needs Units - specify category: _____ Housing for Older Persons

ARCHITECTURAL STANDARDS WAIVER

1. 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.

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



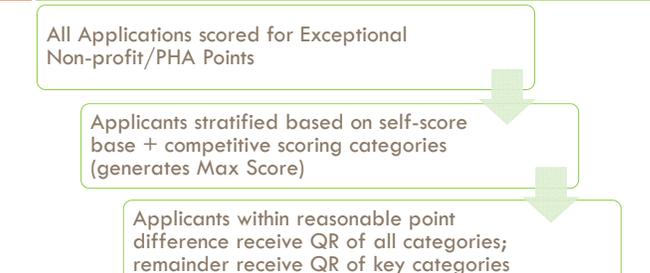
- Appeal Review of contested reconsideration decision leading to non-funding
- Reconsideration review of contested scoring decisions leading to non-funding
- DCA Senior Leadership Review of any point deduction leading to non-funding
- HFD Leadership Review of any point deduction
- Quality Control Review 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

Threshold

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

Applicant Feedback Categories for 2018

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

- 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

- 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)

Georgia Department of
Community Affairs

March 1, 2018

Georgia[®] Department of
Community Affairs