



**THOMAS**

**User Manual**



## Tennessee Housing Development Agency

Andrew Jackson Building Third Floor

502 Deaderick St., Nashville, TN 37243

(615) 815-2200

**Bill Haslam**  
Governor

**RalphM. Perrey**  
Executive Director

### **MEMORANDUM:**

---

TO: Multifamily External Partners

FROM: Felita Hamilton and Mark Cantu

DATE: December 30, 2019

SUBJECT: THOMAS Manual

---

This manual has been developed to assist Multifamily Programs External partners in the allocation process for both the Low Income Housing Credits and Multifamily Tax Exempt Bond Authority programs. The manual is being developed to encompass the entire all allocation cycles of both program activities.

The manual will updated with new information **frequently** so applicants should look for messages in the THOMAS dashboard after registration has been completed.

For any questions or concerns regarding this manual and/or application submissions contact [thomas@thda.org](mailto:thomas@thda.org)

## Latest Updates

2019-2020 Manual-Added Final Application Directions and made minor edits to manual	Updated on 12/30/2019

DRAFT

### Useful Links:

The link for THOMAS: <http://resources.thda.org/>

The link for THDA Attachments for both programs: <https://thda.org/business-partners/thomas>

The link for Multifamily Programs information: <https://thda.org/business-partners/multi-family-developers>

The link for LIHC: <https://thda.org/business-partners/LIHC>

The link for MTBA: <https://thda.org/business-partners/multi-family-tax-exempt-bonds>

The link for THDA Utility Allowances: <https://thda.org/business-partners/utility-allowances>

The link for Compliance: <https://thda.org/business-partners/housing-credit-compliance>

In order to be added to the Email listing to stay abreast of Multifamily Programs Allocation activities please email [TNAallocation@thda.org](mailto:TNAallocation@thda.org)

<b>Table of Contents</b>	
<b>Screen or Process</b>	<b>Page (s)</b>
<b>Section 1</b>	
Registration	7-15
Acronyms	16-17
Software Overview	18-20
<b>Section 2</b>	
General Information	22-24
Site Information	25-28
Contacts	29-31
Organizational Breakdown	32-35
Identity of Interest	36-38
Set Asides	39-41
Utility Allowance	42-44
Tax Credit Addendum	45-46
Buildings and Units	47-53
Development Schedule	54-56
Proposed Funding Sources	57-59
Other Income	60-61
Annual Operating Expenses	62-65
Total Development Costs/Calculation of LIHC	66-67
Subsidies or Regulatory Requirements	68-70
Documents	71-75
Scoring	76-78
Notes	79-80
<b>Section 3</b>	
Validation	82-84
Summary Report	85-86
Receipt Information	87-89
Payment Information	90-91
<b>Section 4</b>	
MTBA	90-110
<b>Section 5</b>	
Cure Cycle	112-114
Review Cycle	115-117
Final Notice	118
Preliminary Ranking and Reservation Notice	119-120
Carryover Application	121-125
Final Application	126-132
Permanent Financing Documentation	133
Enterprise Green Certification Documentation	134
Extensions and Modifications	135-139
<b>Section 6</b>	
Supporting Documentation Guidance	140-147

<b>Section 7</b>	
Construction Access	148
Pre-Construction Dashboard	149
Pre-Construction Reporting	150
Pre-Construction Meeting	151
Quarterly Reporting	152

DRAFT

# SECTION ONE

DRAFT

# THOMAS Registration

The following is the link for THOMAS registration:

<http://resources.thda.org/>

1. Click THOMAS (Tennessee Housing Online Management Application System)



Housing Credit Management System

**THOMAS (Tennessee Housing's Online Multifamily Application System)**

Weatherization Assistance Program

**THELMA (Tennessee Housing's Electronic Loan Management Application)**

HBEI Providers

Participant Information Management System

Single Family Special Programs Portal

2. Register as a new user by clicking the register as a new user button in the lower right hand of the screen.

A screenshot of the 'Tennessee Housing Online Multifamily Application System' sign-in page. The page has a dark blue header with the system name. Below the header, the text 'Please Sign-In' is centered. There are two input fields: the first is labeled 'Email Address' and has an envelope icon; the second is for a password and has a magnifying glass icon. Below the password field is a blue 'Log In' button. To the right of the 'Log In' button, there are two links: 'Forgot your password?' and 'Register as a new user'. At the bottom center, there is a link for 'THDA Tax Credit Information'.



Monday, December 4, 2017 9:42 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Register New User \* bold fields are required

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	Address 2	<input type="text"/>
Email	<input type="text"/>	City	<input type="text"/>
Password	<input type="password"/>	State	<input type="text"/>
Confirm Password	<input type="password"/>	Zip Code	<input type="text"/>
		Phone	<input type="text"/> ext. <input type="text"/>
		Fax	<input type="text"/> ext. <input type="text"/>

3. Complete registration information.
4. Once registration is complete it will need to be confirmed by accessing the link sent by email. Be sure to check your junk/spam folders as some registration confirmations will be sent there.

Monday, December 4, 2017 11:29 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Info

Check your email and confirm your account, you must be confirmed before you can log in.

# Creating an Application

Once the Applicant has successfully completed Registration and now has a valid User Name and Password, the applicant can begin the application process.



1. Click “+ Add New Application” in the lower left hand side of the page.

New Project Application

Project Name

Round

Are you a member of the ownership of this property?

2. Add the Project Name, Round, answer the last question and click “Create Application”. An Application can only be created by an owner of an employee of the ownership entity, preferably a person that appears in the Ownership Organizational structure. All other users will receive a “you are not eligible to add this application” error.
3. Once the Application has been created it will show as pending in the Application Number column as pictured above. All Applications must be **approved** by THDA before work can begin on an application, this will be done in a timely manner.

## Tennessee Housing Online Multifamily Application System

Role	Application Number	Project Name	Round	Project
	Pending	new project	Test Round 5 (2018 Competitive)	Initial A
Owner Admin	<a href="#">18-909</a>	November Test	Test Round 5 (2018 Competitive)	Initial A

10 items per page

+ Add New Application

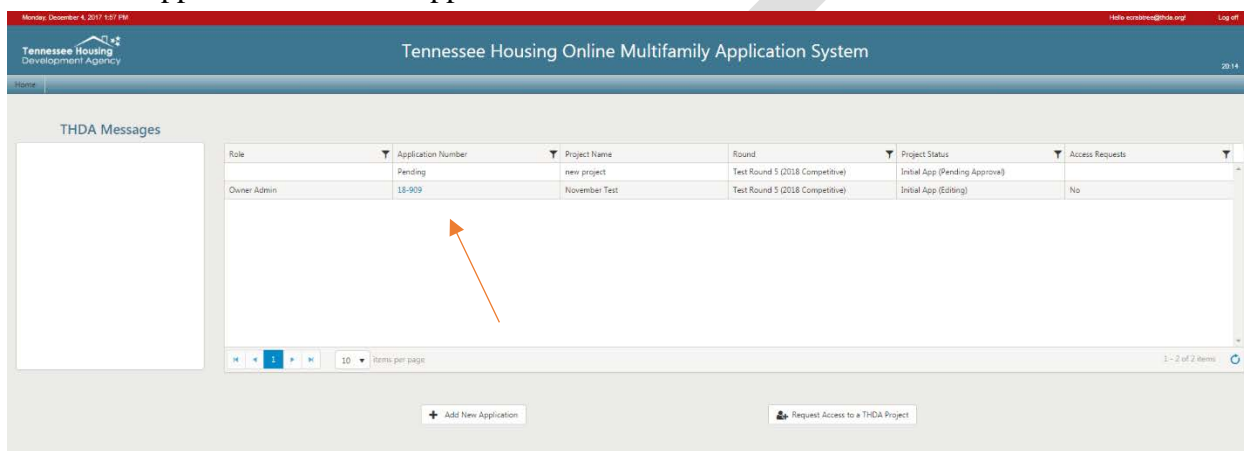
+ Request Access to a THDA Project

4. Once your application is approved you will be able to begin working the applications starting with the general information.

## Requesting Access to a THDA Development

Any users needing access to an application that has already been approved will need to register for an account by following the steps in the “Registration” section above. Once the account has been created users will need to click on the “+Request Access to a THDA Project” button in the lower right hand corner of their THOMAS homepage.

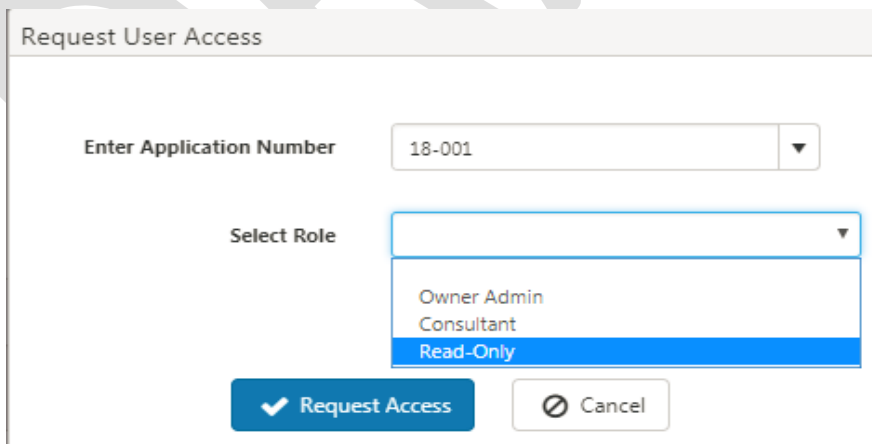
Note: The application must be approved by THDA In order for additional users (other than the “Owner”) to request access. To determine if the application has been approved, check the “Application Number” column. If an application number has been assigned in the XX-XXX format the application has been approved.



Role	Application Number	Project Name	Round	Project Status	Access Requests
Owner Admin	18-909	November Test	Test Round 5 (2018 Competitive)	Initial App (Editing)	No

THDA will only approve the first level or Owner’s access. The Owner will be responsible for approving all other access levels

1. Enter the application number, in the XX-XXX format, select your role, and request access.



Request User Access

Enter Application Number: 18-001

Select Role: Read-Only

Request Access | Cancel

2. Once the request has been submitted the Owners will receive notification and will be responsible to approving or denying the request.

## Levels of Access (Roles)

- a. Owner/Admin access
  - a. This individual should be an employee of the ownership entity preferably or a person that appears in the Ownership Organizational structure.
  - b. This individual will be responsible for approving the other two levels within the organization and outside of the organization.
  - c. This individual will have full editing rights and can make changes in the application.
  - d. THDA must approve this level of access.
  - e. THDA must facilitate the change of the individual in this role.
  - f. Example of the Individual in this role: Application Contact with a linkage to the Ownership Entity not a consultant hired by the Ownership Entity.
- b. Consultant/Editing access
  - a. This individual may be an employee of the ownership entity preferably or a third party individual employed by the ownership or developer entity that has a need to make edits in the application.
  - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
  - c. This individual will have full editing rights and can make changes in the application.
  - d. This individual can be removed and/or changed to read access by the Owner/Admin access individual.
  - e. Examples of individuals in this role: Third Party Consultants, Management Agents, Other employees in the Organization, Accountants, etc.
- c. Read-Only access
  - a. This individual may be an employee of the ownership entity, developer entity or a third party individual employed by the ownership or developer entity and will not have any need to make edits but only view data in the application.
  - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
  - c. This individual will only have read only rights and cannot make changes in the application.
  - d. This individual can be removed and/or changed to consultant access by the Owner access individual.
  - e. Examples of individuals in this role: Board Members, Syndicators, Market Study Analysts, Other employees in the Organization, etc.

- d. Accountant access
  - a. Each application that will receive 8609's must have a licensed Certified Public Accountant registered as an Accountant.
  - b. The accountant should refer to Section 1 Registration Instruction for guidance on registration.
  - c. The accountant will select the role of Accountant.
- e. Once registered, the accountant may request access to the applicable application

Request User Access

Enter Application Number 18-201

Select Role Accountant

License Number

State of License Issuance

Date of Expiration

Request Access Cancel

- f. The Owner will approve the Accountant in the same fashion as all other users.

## Approving Access (For Users with Owner Access)

1. If a request for access to an Owner’s application has been made, the “Access Requests” column will be marked “Yes”. Click on “Yes”.

Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	Nicole Test	9% Round	Initial App (Pending Approval)	
	Pending	test	9% Round	Initial App (Pending Approval)	
Owner Admin	18-001	Test App #1 (4%)	Test Round 4 (2018 Non-Competitive)	Initial App (Editing)	No
Owner Admin	18-005	9 West Drive	9% Round	Initial App (Editing)	Yes
Owner Admin	18-006	TRI TEST	9% Round	Initial App (Editing)	No
Owner Admin	18-200	4 Buildings East	4% Round	Initial App (Editing)	No
Consultant	18-001	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

1 - 7 of 7 items

+ Add New Application    Request Access to a THDA Project

2. From this screen, the Owner can approve, deny, or change a user’s access level.

Project Application User Access			
Name	Email	Role	
Test User1	testuser1@thda.org	Consultant	<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/> Change Role
Test Owner1	testowner1@thda.org	Owner Admin	

## Managing User’s Roles

1. A list of all users for the current development can be found from the Owners homepage. Click on the application number.

Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	Nicole Test	9% Round	Initial App (Pending Approval)	
	Pending	test	9% Round	Initial App (Pending Approval)	
Owner Admin	18-001	Test App #1 (4%)	Test Round 4 (2018 Non-Competitive)	Initial App (Editing)	No
Owner Admin	18-005	9 West Drive	9% Round	Initial App (Editing)	Yes
Owner Admin	18-006	TRI TEST	9% Round	Initial App (Editing)	No
Owner Admin	18-200	4 Buildings East	4% Round	Initial App (Editing)	No
Consultant	18-001	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

1 - 7 of 7 items

2. From the General Information screen click on the “Roles” button in the upper left hand

Project Application User Access			
Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	<input type="checkbox"/> Change Role <input type="checkbox"/> Remove

corner.

3. To change a user's role click "Change Role". Select the new role and updates. To remove a user's access click "Remove".

Project Application User Access

Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	<input type="checkbox"/> Update <input type="checkbox"/> Cancel

Consultant  
Read-Only

DRAFT



## Multifamily Programs Acronyms

ADA	Americans with Disabilities Act
AFHMP	Affirmative Fair Housing Marketing Plan
AFFM	Affirmatively Furthering Fair Housing
AGMI	Area Gross Median Income
ARRA	American Recovery and Reinvestment Act of 2009
AUR	Available Unit Rule
BIN	Building Identification Number
CFR	Code of Federal Regulations
CNA	Capital Needs Assessment (aka PNA)
CNI	Choice Neighborhoods Initiative
CO	Certificate of Occupancy
CRC	Continuing Residency Certification
CRP	Community Revitalization Plan
DDA	Difficult Development Area
DOB	Date of Birth
EER	Energy Efficiency Ratio
EGC	Enterprise Green Community
EH&S	Exigent Health and Safety
EPA	Environmental Protection Agency
EUA	Extended Use Agreement
FHA	Fair Housing Act
FMR	Fair Market Rent
GP	General Partner
HCMS	Housing Credit Management System (being replaced with THOMAS)
HERA	Housing and Economic Recovery Act of 2008
HIC	Household Income Certification
HMFA	HUD Metro FMR Areas
HUD	Housing and Urban Development
HVAC	Heating, Ventilation and Air Condition
IBC	International Building Codes
IEEC	International Energy Efficient Code
IRC	Internal Revenue Code
IRS	Internal Revenue Service
LED	Light Emitting Diode
LIHC	Low-Income Housing Tax Credit
LURA	Land Use Restrictive Agreement (same document as LURC) (official name)
LURC	Land Use Restrictive Covenant (same document as LURA)
MTBA	Multifamily Tax-Exempt Bond Authority (aka TEB, TEMBA, Bonds,)
MTSP	Multifamily Tax Subsidy Program
MP	Multifamily Programs
NFM	No Further Monitoring
NNMGI	National Nonmetropolitan Median Gross Income
OAC	Owner's Annual Certification
PD	Program Description (Guiding document for MTBA Program)
PHA	Public Housing Authority
PILOT	Payment In Lieu of Taxes
PIS	Placed in Service

PNA	Physical Needs Assessment (aka CNA)
PTAC	Packaged Terminal Air Conditioner
QAP	Qualified Allocation Plan
QCP	Qualified Contract Process
QCT	Qualified Census Tract
RAD	Rental Assistance Demonstration
RD	Rural Development
TEFRA	Tax Equity and Fiscal Responsibility Act
TEMBA	Multifamily Tax-Exempt Bond Authority (aka MTBA or TEB)
S8	Section 8
SEER	Seasonal Energy Efficiency Ratio
SRO	Single Room Occupancy
SSN	Social Security Number
TCAP	Tax Credit Assistance Program
THDA	Tennessee Housing Development Agency
THOMAS	Tennessee Housing Online Management Application System
TIC	Tenant Income Certification (known at THDA as a HIC)
UA	Utility Allowance
UPCS	Uniform Physical Condition Standards
USDA	U.S. Department of Agriculture
UVR	Unit Vacancy Rule

DRAFT

## Software Overview

THOMAS will replace the HCMS and ADMS systems that support all aspects of the Multifamily Programs activities beginning in 2018.

- ✓ All 9% Competitive and MTBA with 4% Noncompetitive Applications will be supported by the THOMAS system.
- ✓ While the applicant has the ability to jump from page to page, the application is easiest to complete if the applicant begins at the General Information page and work their way through the application, one page at a time.
- ✓ If this is not done, keep in mind that there may be areas within certain pages that rely upon previous pages being completed which may or may not be **populated either completely or correctly**.
- ✓ As you complete the application there are a few items to keep in mind to make completion easier.
- ✓ The application has a timer in the right top side of 30 minutes.
  - The timer will re-start after every time applicant utilizes the save feature.
  - Very important to save.
  - In the event that the applicant tries to leave a page without saving, a message will appear that will ask the applicant to either **stay on the page and save or leave the page and not save**.
  - Use the Tab key to go from field to field or place the cursor over the field needing completion.
- ✓ The Software will have fields with required fields that are indicated by bold fields
  - These fields are required to be answered or application will **not be able to be submitted**.
  - Each page will always show the bolded fields text regardless if all the fields are completed.
  - The **Validate for Submission** feature is intended to validate the entire application to ensure all required fields are answered.
- ✓ Upon a clearance of the Validate for Submission page, the applicant may choose to submit the application.
  - A customer receipt will be generated with a confirmation number.
  - Applicant will utilize a Wire Transfer to submit all application fees.

- Once application is submitted, the applicant does not have the ability to do any editing.

DRAFT

## Software Overview

The Initial Application will have the following pages/screens that will apply to both programs.

Screen	LIHC 9%	MTBA with 4% LIHC
General Information	Yes	Yes
Site Information	Yes	Yes
Contacts	Yes	Yes
Organizational Breakdown	Yes	Yes
Identity of Interest	Yes	Yes
Set Asides	Yes	No
Utility Allowances	Yes	Yes
Tax Credit Addendum	Yes	Yes
Buildings & Units	Yes	Yes
Development Schedule	Yes	Yes
Proposed Funding Sources	Yes	Yes
Other Income	Yes	Yes
Annual Operating Expense Budget	Yes	Yes
Total Development Costs	Yes	Yes
Subsidies or Regulatory Requirements	Yes	Yes
Documents	Yes	Yes
Applicant Self Scoring	Yes	Yes
Validate For Submission	Yes	Yes
Printable Initial Application Summary Report (actually a drop-down)	Yes	Yes
MTBA	No	Yes
Tax Credit Calculation	Yes	Yes

**If you have questions while completing the Online Application, feel free to contact:**

Felita Hamilton, Multifamily Programs Allocation Manager

[thomas@thda.org](mailto:thomas@thda.org)

615-815-2145

Mark Cantu, Multifamily Programs Coordinator

[thomas@thda.org](mailto:thomas@thda.org)

615-815-2212

# SECTION TWO

DRAFT

## General Information

The General Information Screen will allow applicants to enter information such as:

- Address
- Project Rental Structure
- Census Tract
- Type of Occupancy
- Type of Jurisdiction-City, County, or dual jurisdiction for IRS 42 notification purposes
- Amenities
- Previous Award of LIHC or MTBA

# General Information

The screenshot displays the 'General Information' form within the Tennessee Housing Online Multifamily Application System. The form is titled 'General Information' and includes a 'Save' button at the bottom. The form fields are as follows:

- Development Name: THDA Apartments
- Address 1: [Empty]
- Address 2: [Empty]
- City: [Empty]
- Zip Code: [Empty]
- County: [Dropdown menu]
- Phone: [Empty] ext. [Empty]
- Fax: [Empty] ext. [Empty]
- Nearest Cross Street: [Empty]
- If eligible for the maximum 30% basis boost, what is the project's determining factor?: [Dropdown menu]
- In the development part of a revitalization plan?: [Dropdown menu]
- Type of Planned Occupancies: [Empty]
- Type of Rental Structures: [Empty]
- Type of Amenities: [Empty]

A note at the top right of the form states: 'Bold fields must be completed in order to Submit an application.'

1. THDA Application Number: Will automatically default using THDA numbering system.
2. Development Name: Applicant should indicate the prior development name in parenthesis.
3. Address: This should be the address of the property.
  - a. If the project has more than one building (site), enter the address of the leasing office or management office if there is one. If not, enter just one of the addresses.
  - b. Applicants should provide nearest cross street.
  - c. For projects that are new construction that might not have an address assigned yet, enter the most accurate description possible.
4. Phone and fax of the management or leasing office if known. Most applicable to rehabilitation properties.
  - a. New Projects-please use 999-999-9999. At PIS, applicant should update the field with the proper phone number at the property.
5. County: Applicant must select county in order to claim points for Development Location
6. Basis Boost: Applicant should select the determining factor if applicable for the basis boost as described in the applicable QAP.



7. Site Location: Applicant will select if property is in a City, County, and/or Dual Jurisdiction. THDA will send notification to the local government official.  
**Applicants should ensure that accurate information is supplied.**
8. Development Activities Planned: Applicant will select the type of construction activity that is being proposed.
  - a. Acquisition/Rehabilitation and/or Rehabilitation must enter the current occupancy rate.
  - b. This question must be answered in order to claim points for Development Characteristics
9. Planned Occupancies: Applicant can choose more than one type of planned occupancy.
10. Rental Structure: Applicant can choose more than one type of rental structure
11. Amenities: Applicant can choose multiple amenities that will be offered at the property.
  - a. Applicants that indicate certain amenities in scoring should reflect those amenities in this section as well as any other amenities that will be offered.
12. Existing Developments-Applicants must disclose if the development has been allocated housing credits before.
13. There may be other questions on the General Information that may require a response as well.

- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**

## Site Information

The Site Information screen will allow applicants to enter information such as:

- Site Acreage
- Map/Parcel
- Purchase Price
- Seller/Lessor information (contact information)
- Multiple seller/lessor can be entered.
- Arm's Length Transaction information
- Zoning
- Other Information like unusual site conditions, potential hazards
  - THDA will ask for applicant upload an Environmental Phase 2 if the applicant discloses that one has been prior to the application date as part of the application submission.

# Site Information

Friday, October 6, 2017 8:25 AM Hello user@this.org! Log off

Tennessee Housing Online Multifamily Application System 29/31

Home Application Utility Allowance Annual Submission Asset Management Administration **Project #:** 18-905 **Project Name:** THDA Apartments **Round:** Test Round 5 (2018 Competitive) **GAP Year:** 2018 **Current Status:** Initial App

**Site Information** **Bold fields must be completed in order to Submit an application**

**General Information**  
Site Information  
Contacts  
Organizational Breakdown  
Identities of Interest  
Set-Asides  
Utility Allowances  
Tax Credit Addendum  
Development Schedule  
Proposed Funding Sources  
Other Income  
Annual Operating Exp. Budget  
Total Development Costs  
Subsidies Or Regulatory  
Expenses  
Scoring Sheet  
Timeline Report  
Workflow Log Submission

Level One Form of Site Control  Date of Level One Site Control

Level Two Form of Site Control  Date of Level Two Site Control

Purchase Price \$  Total Site Area Purchased/Leased  ACRES

Site Area for the Proposed Development  ACRES

Is the land part of any previous phase of allocated credit?

Map/Parcel Number

Are all parcels or tracts of land contiguous?

Seller/Lessor Name

Address

City  State  Zip Code

Phone Number  ext.

Additional Sellers

How long has the seller/lessor owned the land?  years

Is this an Arms Length Transaction?

Is the current site zoned to allow for the type of development that is being proposed (i.e. single family, residential)?

Will the project receive any form of tax abatement?

Describe unusual site conditions i.e. rock removal-slope control-cuts and fill-trucking soil to or from site-high water table-removal of soil/rock or debris-drainage swales/ditches - wetlands - erosion - bearing soil

Possible cost of mitigation of existing site or environmental conditions which are unacceptable \$

Has an environmental phase 2 site evaluation been previously performed on this site? If yes, please attach a copy

Describe adjoining properties including all potential hazards or conditions mentioned above:

North

South

East

West

Census Tracts  + Add Census Tract  
Census Tract Lookup

1. Level One: Applicant will select the type of property control being submitted in conjunction with the application.
  - a. The document should be in effect no more than 6 months of the application due date.
  - b. Applicant should ensure that the buyer is part of the “Ownership”
  - c. Applicant should also ensure that legal description(s) match in level one and in level two.

- 2. Level Two:** Applicant will select the Title Insurance as the level two property control that has been uploaded.
  - a. The document should be in effect no more than 6 months of the application due date.
  - b. Applicant should ensure that the seller is the same that appears in level one and in the preceding questions related to the seller on this page.
  - c. Applicant should also ensure that legal description(s) match in level one and in level two.
- 3. Purchase Price:** Applicant will enter the applicable purchase price referenced in the documentation uploaded to THDA.
- 4. Total Site Area Purchased/Leased:** Applicant will enter the applicable site acreage referenced in the documentation uploaded to THDA.
- 5. Site Area Proposed Development:** Applicant will enter the applicable site acreage being utilized for the development in the event that the entire site area is not being utilized.
- 6. Previous Phase:** Applicant will indicate if the proposed property is part of a previous phase of prior LIHC and/or MTBA allocations.
  - a. Applicant will also indicate if any of the common space amenities will be shared amongst the phased properties.
  - b. Applicant will the ability to indicate the specific amenities
  - c. Applicant must also indicate if the land cost calculation for the proposed development was taken into account in the previous allocation. This will be critical in the THDA financial feasibility review.
- 7. Map/Parcel:** Applicant will indicate one or more map/parcel numbers
- 8. Contiguous:** Applicant will indicate if the map/parcels are contiguous or non-contiguous
- 9. Seller/Lessor Name:** Applicant will provide the seller or lessor name and address.
  - a. Space has been provided for additional sellers as well
- 10. Years land owned :** Applicant will provide how many years the seller or lessor has owned the land
- 11. Arm's Length Transaction:** Applicant must indicate if the transaction is arm's length.

- a. A Yes response requires a response.
  - 12. Current Zoning:** Applicant must indicate if the site is currently zoned.
    - a. This question should be consistent with the zoning item on the Scoring page.
  - 13. Tax abatement:** Applicant must indicate if there is any tax abatement associated with the property.
    - a. A Yes response requires a response
    - b. The response should be consistent with the PILOT question on the Operating Expense page.
  - 14. Unusual site conditions:** Applicant can indicate any unusual site conditions.
    - a. Examples may include: rock removal, wet lands, erosion, removal of soil/rock etc.
  - 15. Costs:** Applicant should indicate the cost of mitigation of the existing site or environmental conditions
  - 16. Environmental Study:** Applicant will indicate if a Phase Two (2) study has been performed.
    - a. If Yes, then applicant will need to upload a copy of the Phase Two report
  - 17. Hazards:** Applicant: Applicant can indicate any potential hazards to the north, south, east, and west of the property.
  - 18. Census Tracts:** Applicant must indicate the census tract(s) that the property is designated for.
    - a. Multiple Census Tracts may be added.
    - b. Census Tract Lookup link has been provided under the “Add Census Tract”
- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**

## Contacts

The Contacts screen will allow applicants to enter information such as:

- Name, email, phone and address for third parties
- Applicants will disclose Primary and Alternate contact for the submission.
- The following five are required:
  - Construction Contractor
  - Management
  - Consultant if applicable
  - Accountant
  - Architect
- Other third party contacts that may be disclosed:
  - Title Company
  - Surveyor
  - Physical Needs Firm
  - Appraiser
  - Market Study Vendor from THDA Approved Listing
  - Environmental Firm
  - Attorney
- Government Contacts
  - This is where THDA will collect government information so that a copy of the application is sent to the proper jurisdiction(s) per IRS 42 requirements.
    - i. County Mayor/Executive
    - ii. City Mayor/Executive
  - This is a required field

# Contacts

The screenshot shows the 'Contacts' page in the Tennessee Housing Online Multifamily Application System. The page includes a navigation menu on the left with options like 'General Information', 'Site Information', and 'Contacts'. The main content area has a title 'Contacts' and a note: 'Bold fields must be completed in order to Submit an application'. Below this, there are three numbered instructions: 1. Add all contacts to populate the selection in Section 2. 2. Make a selection for all required contacts. 3. Make a selection for the proposed Management Company and Market Study Firm. The form includes a table for adding new records and several dropdown menus for selecting roles and companies. A 'Save' button is located at the bottom right of the form area.

1. Applicants will indicate the individual contact(s) for multiple roles associated with the property.
2. The following contacts are required:
  - a. Construction Contractor, Management, Accountant, Architect, Market Study
3. To begin, the applicant will select the “+ Add New Record” tab. **Bold** fields are required.

- a. **Company Name**
- b. **First Name**
- c. **Email Address**
- d. Not Required Fields:
- e. Address
- f. City
- g. State
- h. Zip Code
- i. Phone

The 'Add/Edit Contact' modal form contains the following fields: Company Name, First Name, Middle Name, Last Name, Address, Address 2, City, State (dropdown menu), Zip Code, Email Address, and Phone Number. There is an 'ext.' label next to the Phone Number field. At the bottom right, there are 'Update' and 'Cancel' buttons.

4. Once the applicable fields have been entered, the applicant should select the blue “Update” tab

1. Add all contacts to populate the selection in Section 2 on this page. Only enter a contact once, no matter how many roles they may hold.

+ Add new record

Contact Name	Company Name	Email Address	
Mark Cantu	THDA	mcantu@thda.org	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Felita Hamilton	THDA	Fhamilton@thda.org	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. The Contact(s) will now appear in the chart above.
6. Applicant can edit or delete any applicable record.
7. All contacts must be entered before the contacts can be merged with the applicable roles.
8. In order to merge individual contacts to a role simply, identify the applicable role and select from a dropdown applicable contact.

2. Make a selection for all required Contacts.

Application Primary Contact	<input type="text" value="Felita Hamilton"/>	Architect	<input type="text"/>
Application Secondary Contact	<input type="text" value="Mark Cantu"/>	Title Company	<input type="text"/>
Construction Contractor	<input type="text" value="Felita Hamilton"/>	Surveyor	<input type="text"/>
Consultant	<input type="text"/>	Physical Needs Firm	<input type="text"/>
Attorney	<input type="text"/>	Environmental Firm	<input type="text"/>
Accountant	<input type="text"/>	Appraisal Firm	<input type="text"/>
City Mayor	<input type="text"/>	County Mayor	<input type="text"/>

9. The system will allow the same individual to serve in multiple roles.
  10. Save.
- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**



## Organizational Breakdown

The Organizational Breakdown screen will allow applicants to enter information such as:

- Ownership and Developer Entity information will be collected on this screens.
  - Applicants will need to have a **functional** organizational chart that clearly illustrates the top of organization to the relevant individuals of the organization.
- Both organizational charts must be uploaded as part of the application submission.

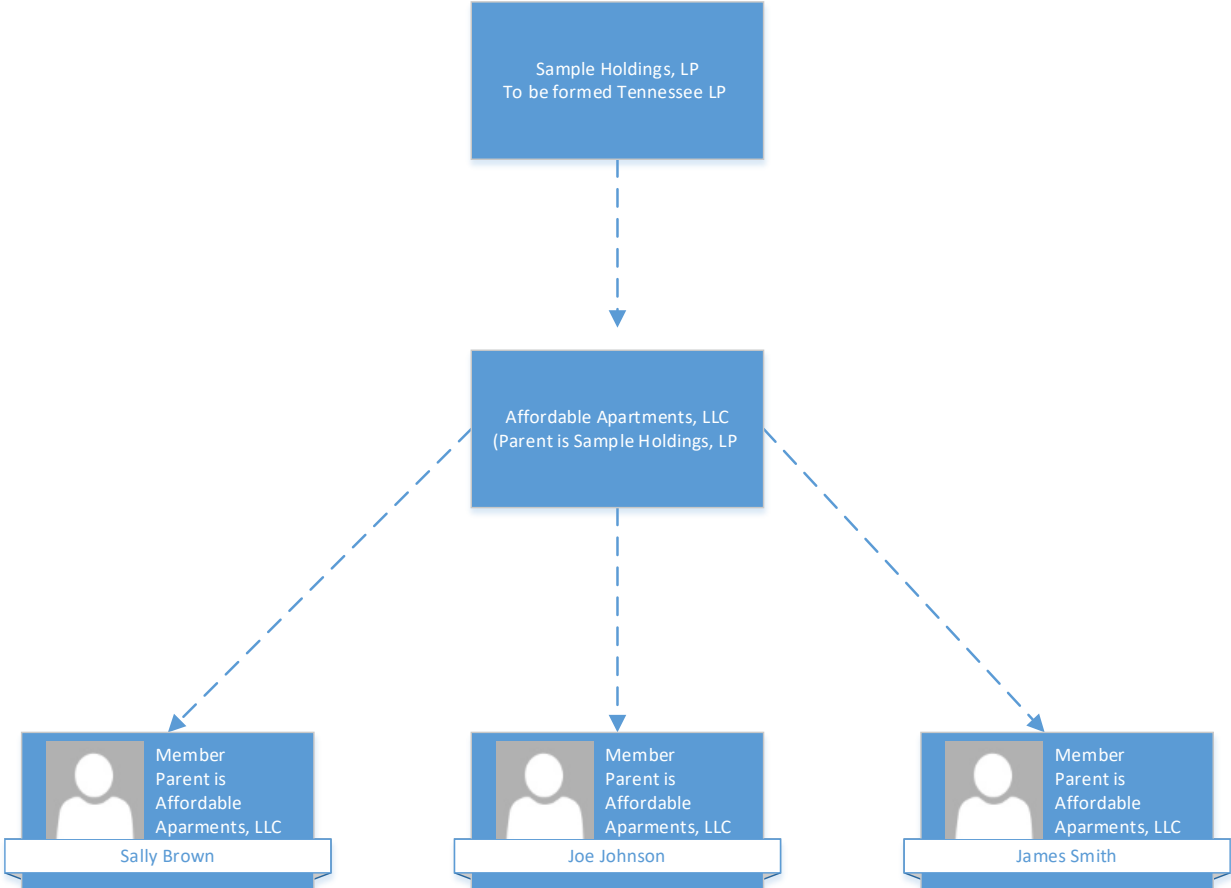
# Organizational Breakdown-

1. Applicant will need to enter all entities associated with the development.
  - a. It is recommended to work from an organizational chart to ensure all entities are included (sample on page 30).
2. To begin, the applicant will select the “+ Add Entity” tab.
3. Based on the type of entity the applicant will need to enter the Tax ID #, SSN (if entity is an individual), Temporary #, or select that the Number has not been assigned.

4. All bold fields are required.
  - a. For entities with a parent organization, make sure the parent entity is entered first. Then select the parent organization in the parent entity drop down.

5. Click update and repeat the process until all entities are included.
6. The Entity(s) will now appear in the white area of the screen.
7. Applicant can edit or delete any applicable record.
8. Click save.

Sample Org. Chart



## Entries for Individuals

- Applicant will enter information for each individual that is associated with the Owner and Developer entities.
- The entry should appear on the organizational chart.
- If the individual is already in the system, then the system will recognize the entry if the user enters the SSN and Last Name if “Enter SSN” is selected.
- In the event that a development receives a carryover allocation agreement, the applicant must update any temporary # for individuals
- For individuals, there will be a field Title to which the individual may enter the applicable title i.e. (Vice President, CEO, President)
- An individual may appear more than once in the THOMAS grid if the individual serves in multiple capacities of the ownership and/or developer entities.

## **Identities of Interest**

The Identities of Interest screen will allow applicants to enter information such as:

- Any identity of interest direct or indirect relationship between the Ownership Entity and other key entities
- Any identity of interest direct or indirect relationship between the Developer Entity and other key entities

# Identities of Interest

Friday, October 6, 2017 9:35 AM 1456 test1@thda.org Log Off

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Home Application Utility Allowance Annual Submission Asset Management Administration Project #: 18-905 Project Name: THDA Apartments Round: Test Round 3 (2018 Competitive) QAP Year: 2018 Current Status: Initial App

General Information  
Site Information  
Contacts  
Organizational Breakdown  
Identities of Interest  
Set-Asides  
Utility Allowances  
Tax Credit Addendum  
Building Details  
Development Schedule  
Proposed Funding Sources  
Other Income  
Annual Operating Exp Budget  
Total Development Costs  
Subsidies Or Regulatory  
Financing  
Scoring Sheet  
Contingency Budget  
Website For Submission

**Identities of Interest** Bold Items must be completed in order to Submit an application

**Ownership Entity**

Is there any direct or indirect relationship (personal and/or business) between the Ownership Entity and/or any individual listed in the Ownership Entity with the:

Developer or any individual listed in the Developer Entity?

Construction Contractor?

Architect?

Tax Credit Accountant?

Syndicator/Equity Provider?

Management Company?

Any other applicable third party organization providing services in this application?

**Developer Entity**

Is there any direct or indirect relationship (personal and/or business) between the Developer Entity and/or any individual listed in the Developer Entity with the:

Ownership Entity or any individual listed in the Ownership Entity?

Construction Contractor?

Architect?

Tax Credit Accountant?

Syndicator/Equity Provider?

Management Company?

Any other applicable third party organization providing services in this application?

**Developer Entity**

Is there any direct or indirect relationship (personal and/or business) between the Developer Entity and/or any individual listed in the Developer Entity with the:

Ownership Entity or any individual listed in the Ownership Entity?

Construction Contractor?

Architect?

Tax Credit Accountant?

Syndicator/Equity Provider?

Management Company?

Any other applicable third party organization providing services in this application?

1. The Ownership and Developer Entities must identify any direct or indirect relationship whether person and/or business between each other and other third party firms associated with this initial application.
2. There are seven related entity questions that must be answered for both the Ownership and Developer Entity.
  - a. Owner to Developer and Developer to Owner
  - b. Construction Contractor
  - c. Architect
  - d. Tax Credit Accountant
  - e. Syndicator/ Equity Provider
  - f. Management Company
  - g. Other Third Parties

3. All Yes responses will require an explanation.

4. Click Save.

- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**

## **Set Asides and Pools**

The screen will allow applicants to enter information such as:

- Interest in competing in any Set Aside available in the applicable QAP year.



# Set Asides

Friday, October 6, 2017 9:41 AM Hello test1@thda.org? Log off

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Home Application Utility Allowance Annual Submission Asset Management Administration Project #: 15-925 Project Name: TheDA Apartments Round: Test Round 3 (2015 Competitive) QAP Year: 2015 Current Status: In/Out App

General Information  
Site Information  
Contacts  
Organizational Breakdown  
Identities of Interest  
Set-Asides  
Utility Allowances  
Tax Credit Affidendum  
Development Schedule  
Proposed Funding Sources  
Other Income  
Annual Operating Exp Budget  
Total Development Costs  
Subsidies Or Regulatory  
Documents  
Scoring Sheet

Bold fields must be completed in order to Submit an application

### Set-Asides

Do you qualify to be considered under a development Set-Aside as described in the QAP?

1. Each applicant must identify if they would like for the development to be considered under a Set Aside for the applicable QAP.
2. If the applicant would not like to be considered for a set aside, then simply select “No” and hit the save to record the answer.
3. If the applicant would like to be considered for a set aside, then select Yes to the consideration question.

Set-Asides

Do you qualify to be considered under a development Set-Aside as described in the QAP?

Yes  
No

4. After the applicant has indicated a Yes to be considered, the applicant must indicate which set aside(s) they would like to be considered.
5. Each question must be answered Yes or No. There will be some Yes responses that will trigger more questions.

Set-Asides

Do you qualify to be considered under a development Set-Aside as described in the QAP?

Do you qualify for the Non-Profit Set-Aside as described in the QAP?

Do you qualify for the Public Housing Authority Set-Aside?

Do you qualify for the Preservation Set-Aside as described in the QAP?

Do you qualify as a Qualified Census Tract and Contributing to a Community Revitalization Plan Set-Aside?

Do you qualify for the Rural Set-Aside as described in the QAP?

Do you qualify for the Innovation Set-Aside?

6. The Set Asides for 2019-2020 are:
  - a. Non Profit
    - i. Must indicate if the organization will materially participate as defined in Section 469 (h) of the Internal Revenue Code
    - ii. Must indicate Non Profit Experience that is key to qualifying for the Set Aside. Will need indicate number of units, placed in service, role of nonprofit, type of housing, development name, and address.
    - iii. If this is not a previous LIHC then use 99999 for the Bin
  - b. CNI
    - i. Indicate if a CNI Grant has been obtained
  - c. Public Housing
    - i. Indicate if a PHA is involved
    - ii. Indicate if RAD involved
    - iii. Indicate if the development is covered under a Community Revitalization Plan
  - d. Existing Pool
    - i. Indicate if the development is covered under a Community Revitalization Plan
  - e. New Construction Pool
    - i. Indicate if the development will be competing in the New Construction Pool
  - f. General Pool
    - i. Indicate if the development will be competing in the General Pool
  - g. Innovation applicants will compete in a separate round.

7. All answers must be saved to be recorded.

## Utility Allowances

The Utility Allowances screen will allow the applicant to enter information such as:

- Information for Monthly Utility Allowance Calculation.
- Applicant will provide estimates from the applicable source and indicate that source.
- For applicants that utilize THDA Utility Allowances, the link for that information is [THDA Utility Allowances](#)
- Applicants that are interested in utilizing the Energy Star Utility Allowances should see this [Energy Star Memorandum](#) published December 19, 2016.

# Utility Allowances

Thursday, December 26, 2017 1:21 PM

Tennessee Housing Development Agency

Tennessee Housing Online Multifamily Application System

Project #: 13-001 Project Name: Test App #1 (4%) Round: Test Round 4 (2018 Non-Competitive) QAP Year: 2018 Current Status: Editing

Utility Allowances

+ Add a Utility Allowance

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid
-------------	----------------	----------	----------------	------------------	-------------------

10 items per page

No items to display

1. Applicant will click “+ Add new record”.

Utility Allowances

+ Add new record

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid
-------------	----------------	----------	----------------	------------------	-------------------

2. Each record will require the applicant to provide the following:

- Description-applicant will determine the proper description
- Bedroom size-efficiency to 8 bedroom
- Effective Date- effective date of the allowance
- Allowance Type-source utilized. See the **Utility Allowance Policy** regarding the various types.

Add Utility Allowance

Description: 2 Bed rm apartment

Bedrooms: 2 Bedroom

Effective Date: 10/1/2017

Allowance Type: THDA Website Non Energy

Please wait after clicking Continue, you will be redirected to the next page.

Continue Cancel

3. Once a record is created the applicant should click “continue” to indicate the dollar amounts for each utility type.

- Continue should direct applicant to the next page.

4. On each utility type click “edit” to apply the following:

- Source – gas, electric, oil etc.
- Amount- dollar amount of the source
- Paid by Owner or Tenant

Bold fields must be completed in ord

### New Utility Allowance

Description of UA:       Bedroom Size:

Effective Date:       Allowance Type:

Utility Type	Source	Amount	Paid By	
Unit Heat	Electric	\$25.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Water Heating	Electric	\$14.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Cooling	Electric	\$7.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Unit Electric	Electric	\$43.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Water Service				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sewer				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Trash Removal				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
RD or Section 8 Approved Allowance				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Air Conditioning	Electric	\$10.00	Tenant	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. After the source, amount, and paid-by records have been completed hit “update” to save the records.
6. RD or Section 8 properties may indicate the approved allowance instead of each individual record.
7. Hit the blue “Save” key in the middle of the page to save all records.

### Utility Allowances

Description	Allowance Type	Bedrooms	Effective Date	Total Owner Paid	Total Tenant Paid	
2 Bed in apartment	THDA Website Non Energy	2 Bedroom	10/1/2017	\$0.00	\$99.00	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

8. The Utility records can be copied, edited, and deleted at the applicant’s discretion
9. If the applicant is utilizing the THDA Utility allowances , the link can be found [here](#)
10. In order to use Energy Star Utility Allowances, the applicant must adhere to the following [guidance](#) .

## **Tax Credit Addendum**

The Tax Credit Addendum screen will allow the applicant to enter the information such as:

- Gross Rent Floor Election
- Extended Use Preference
- Section 42 Irrevocable Set Aside Election

# Tax Credit Addendum

The screenshot displays the 'Tax Credit Addendum' form within the Tennessee Housing Online Multifamily Application System. The form includes several sections with dropdown menus and text boxes:

- Subsidy Choices for IC Requested:** A dropdown menu.
- Section 42 Irrevocable Set-Aside Election:** A dropdown menu.
- Land Use Restrictive Covenant:** A text box with a red warning message: "Redd fields must be completed in order to Submit an application".
- Does the owner choose to extend the period before they can enter the Qualified Contract Process pursuant to Part 95.8-5(c) of the QAP?** A dropdown menu.
- Gross Rent Floor Election:** A text box with detailed instructions regarding Section 42(g)(1) and Section 42(g)(2)(A).
- The undersigned owner hereby makes the following election with respect to the Gross Rent Floor effective date for each building in the development:** A dropdown menu.
- Save:** A blue button at the bottom.

1. Subsidy Choices: Applicant must indicate if federal subsidies are applicable or if the 10 Year Federal Waiver is applicable.
2. Section 42 Irrevocable Set-Aside Election: Applicant must determine the Irrevocable Set Aside Election.
  - a. **This is in accordance with Section 42(g)(1), applicants are advised to seek competent tax counsel with regard to this selection.**
  - b. **Existing developments applying for Low Income Housing Credits will not have the ability to select a new Irrevocable Set Aside. THDA will refer to the LURC on record for continued compliance monitoring.**
3. Qualified Contact Process
  - a. Applicant must indicate if the owner chooses to enter in the extended use period.
  - b. A “Yes” selection has an impact on the ability to select Extended Use points on the Self Scoring tab.
  - c. In Non-Competitive developments, the item will auto populate.
4. Gross Floor Election
  - a. Applicant must indicate the gross rent floor election.
  - b. **This is in accordance with Section 42(g)(2)A), applicants are advised to seek competent tax counsel with regard to this selection.**
5. Click Save.

## Buildings and Units

The Buildings and Units screen will allow applicants to enter such as:

- General information on existing buildings
- Relocation information on existing tenants
- Building information on proposed new construction building
- Unit information
- Adjoin existing LIHC or MTBA properties with conventional properties in an acquisition/rehabilitation transaction.
- Applicants entering information for THDA existing properties must contact **THDA** first and provide rent information per bedroom type as the properties are pulling from a table on file.
  - Contact [thomas@thda.org](mailto:thomas@thda.org) for assistance with the Existing Properties rent information.



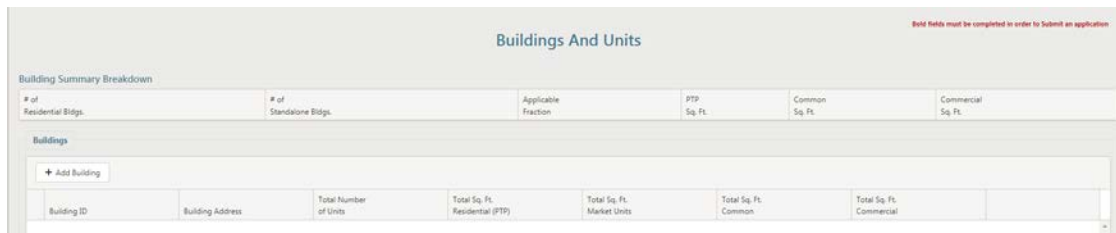
# Building and Units



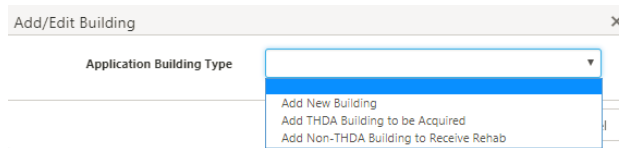
1. In order for the Building and units tab to display two question on the general information tab must be answered:
  - a. Type of development activities planned?
  - b. Is the development part of any previously allocated LIHC or MTBA?

## Adding buildings for New Construction and or buildings that have never received LIHC/MTBA.

1. To add a building click “Add Building”.



2. Select the type of building.



- a. For new construction the only option will be “Add New Building”.
- b. For existing buildings that have never received LIHC or MTBA select “Add Non-THDA Building to Receive Rehab”.

- For new and acquired non-THDA building you will need to enter all applicable information. All bold fields below are required.

- Once the building has been added it will appear in the chart below. Repeat steps 1-3 until all buildings have been added.

# of Residential Bldgs.	# of Standalone Bldgs.	Applicable Fraction	PTP Sq. Ft.	Common Sq. Ft.	Commercial Sq. Ft.
1	0	100.00	0	0	0

Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Market Units	Total Sq. Ft. Common	Total Sq. Ft. Commercial
TN-18-00101	123	0	0	0	0	0

Adding buildings for previously allocated projects

- To add a building click “Add Building”.

- Select the type of building.

- For buildings that were previously allocated LIHC or MTBA select “Add THDA Building to be acquired”.

- Select the building from the previous allocation you would like to add.

The screenshot shows the 'Add/Edit Building' form. The 'Application Building Type' is set to 'Add THDA Building to be Acquired'. The 'Choose the Building to be Acquired' dropdown is open, displaying a list of building IDs: TN-95-00101, TN-95-00102, TN-95-00103, TN-95-00104, TN-95-00105, TN-95-00106, TN-95-00107, and TN-95-00108. The 'Update' button is highlighted in blue.

- Most information for previously allocated building will auto populated. Answer the two additional questions and update.

The screenshot shows the 'Add/Edit Building' form with the following fields populated: 'Choose the Building to be Acquired' is set to 'TN-95-00101', 'Previous PIS Date' is '9/13/1996', 'First Year Credit Claimed' is '1997', 'Are any units not being rehabilitated due to recent rehabilitation or restoration?' is 'No', 'Total Square Footage Low Income Non Residential Common' is '0', and 'Total Commercial Square Footage' is '0'. The 'Update' button is highlighted in blue.

- Once the building has been added it will appear in the chart below. Repeat steps 1-4 until all buildings have been added.

Build Facts must be completed in order to Submit an application

### Buildings And Units

Building Summary Breakdown

# of Residential Bldgs.	# of Standalone Bldgs.	Applicable Fraction	PTP Sq. Ft.	Common Sq. Ft.	Commercial Sq. Ft.
1	0	100.00	7,104	0	0

Buildings

Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Market Units	Total Sq. Ft. Common	Total Sq. Ft. Commercial	
TN-95-00101	425 Warner Dr.	8	7,104	0	0	0	Edit Delete

- To add new construction or existing Non-THDA buildings to a previously allocated deal use a combination of the steps above.
- Note: Previously allocated buildings will retain their original BIN, only new construction or existing Non-THDA buildings will receive a new BIN.

Adding Units for New Construction and Non-THDA Building to be acquired.

**\*Note, before units can be added all utility allowances must be complete\***

1. Click on the arrow next to the Building ID in the Building Chart and then “Add Unit”.

Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Market Units	Total Sq. Ft. Common	Total Sq. Ft. Commercial
TH-18-00101	123	0	0	0	0	0

2. All fields in this box are required.

- a. To add multiple units of the same bedroom count, square footage, AMI, and unit type enter the number of units you would like to create in the “number of units” box.
- b. If all units aren’t of equal square footage, bed room count, AMI, or unit type then separate entries will need to be made for each grouping of units.
- c.

Unit Information

Number of Units:

Unit Type:

Number of Bedrooms:

Number of Bathrooms:

Area Median Income:

Sq. Feet as Measured Paint to Paint:

Net Rent: \$

Utility Allowance Amount:

Gross Rent: \$

Are these Subsidized Units:

Rental Unit Type: Duplex

Special Needs:

- d. Repeat steps above until all units in every building are created.

- Once all units for that building are created they will appear in the chart below. Repeat the steps above for all building until all units for the entire property have been created.

Buildings

+ Add Building

Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Market Units	Total Sq. Ft. Common	Total Sq. Ft. Commercial	
TH-18-00101	123	21	15,750	0	0	0	Edit Delete

+ Add Unit

# of Units	Unit Type	# of Bedrooms	AMI	Sq. Ft. PTP	Net Rent	Utility Allowance	Gross Rent	Special Needs	
10	Program Unit	2 Bedroom	60%	750	\$825.00	\$97.00	\$922.00	None	Edit Delete
10	Program Unit	2 Bedroom	50%	750	\$675.00	\$97.00	\$772.00	None	Edit Delete
1	Maintenance	2 Bedroom	60%	750	\$825.00	\$97.00	\$922.00	None	Edit Delete

- Answer the last four questions and save.

Will your development plans require any tenants to move temporarily?

Will your development plans require any tenants to move permanently?

Will your development plans require any tenants to move off-site?

Has this development ever had any major rehabilitation?

## Adding Units for Previous Allocated Buildings

**\*Note, before units can be added all utility allowances must be complete\***

1. Click on the arrow next to the Building ID in the Building Chart and then “Add Unit”.

The screenshot shows the 'Buildings And Units' interface. At the top, there is a 'Building Summary Breakdown' table:

# of Residential Bldgs.	# of Standalone Bldgs.	Applicable Fraction	PTP Sq. Ft.	Common Sq. Ft.	Commercial Sq. Ft.
1	0	100.00	7,104	0	0

Below this is a 'Buildings' section with an '+ Add Building' button and a table of existing buildings:

Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Market Units	Total Sq. Ft. Common	Total Sq. Ft. Commercial	
<input checked="" type="checkbox"/> TH-95-00101	425 Warrior Dr.	8	7,104	0	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Below the buildings table is a detailed view of the selected building's units:

# of Units	Unit Type	# of Bedrooms	AME	Sq. Ft. PTP	Net Rent	Utility Allowance	Gross Rent	Special Needs
8	Program Unit	2 Bedroom	50%	888	\$0.00	\$177.00	\$177.00	None

- a. Information for units in a building of a previously allocated development will auto populate.
- b. The rent information will be blank until THDA is contacted so the most recent information can be populated for previous allocated buildings.
- c. Repeat step one for all building until all units have been added.

2. Answer the last four questions and save

The screenshot shows a form with four questions, each followed by a dropdown menu:

- Will your development plans require any tenants to move temporarily?
- Will your development plans require any tenants to move permanently?
- Will your development plans require any tenants to move off-site?
- Has this development ever had any major rehabilitation?

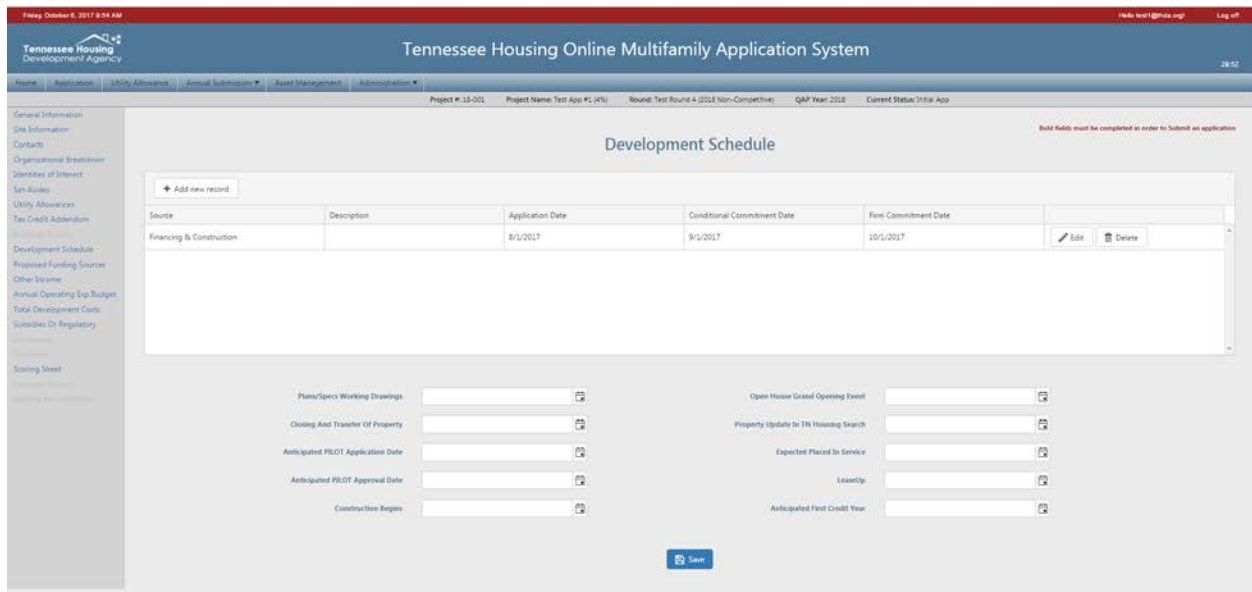
At the bottom right of the form is a blue 'Save' button.

## **Development Schedule**

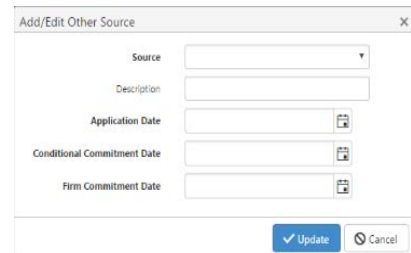
The Development Schedule screen will applicants to enter such as:

- Key dates of important development activities.

# Development Schedule

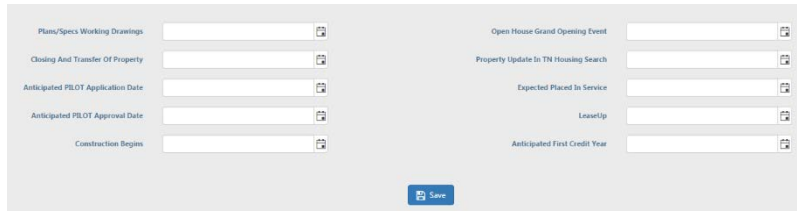


1. The development schedule tab is designed to capture several key dates in the development timeline. There are some financing key dates that may have multiple milestones, so these dates will be added by the “+ Add new record” tab.
2. Applicant will enter the following in the “+ Add new record”. **Bold** fields are required.
  - a. Source
  - b. Description
  - c. Application Date
  - d. Conditional Commitment Date
  - e. Firm Commitment Date
  - f. Select the blue Update tab to add the record.
3. The records can be edited or deleted at the applicant’s discretion.





- The other milestones associated with the property can be entered in by selecting the calendar icon associated with the milestone.



The screenshot shows a form with two columns of date pickers. Each date picker consists of a text input field and a calendar icon to its right. The milestones listed are:

- Plans/Specs Working Drawings
- Closing And Transfer Of Property
- Anticipated PEOT Application Date
- Anticipated PEOT Approval Date
- Construction Begins
- Open House Grand Opening Event
- Property Update In TN Housing Search
- Expected Placed In Service
- LeaseUp
- Anticipated First Credit Year

At the bottom center of the form is a blue button with a floppy disk icon and the text "Save".

- Applicants that make entries for Construction and Permanent Financing in Proposed Sources of Funds, must enter in proposed dates in the sources grid.
- Applicant should select Save.

## **Proposed Funding Sources**

The Proposed Funding Sources screen will allow the applicant to enter information such as:

- Federal LIHC
- Historic LIHC
- Construction Financing
- Permanent Financing
- Capital Contributions
- Contact information will be collected as well on various funding sources

# Proposed Funding Sources



1. Applicant will indicate the Proposed Funding Source(s) that will be utilized with this property.
2. Applicant will “+ Add a Source of Funds”.

3. Applicant will identify the applicable Fund Source

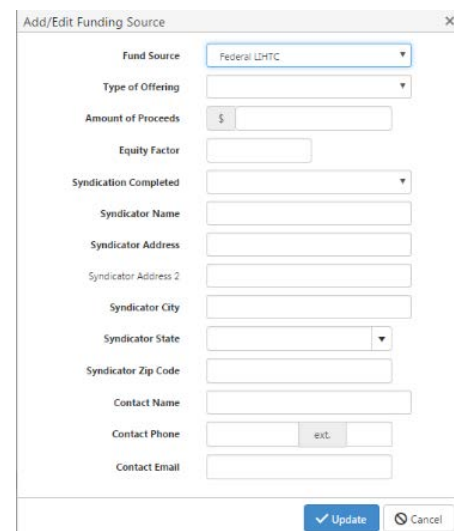
- a. Federal LIHC
- b. Historic LIHC
- c. Capital Contributions
- d. Construction Financing
- e. Permanent Financing



4. The bolded fields are required. If the information is not known applicant can enter NA or some other data source in the field
  - a. At the time of Placed in Service, THDA will expect the information to be revised to reflect the correct information.

5. The LIHC fields will include data points regarding:

- a. Type of Offering: Public or Private
- b. Amount of Proceeds: Total syndication
- c. Equity Factor: Pricing per \$1.00
- d. Completion of Syndication
- e. Syndicator Contact Information



6. The Capital Contributions fields will include data points regarding
  - a. Type of financing: Deferred Developer Fee, Owner Equity, Capital Reserves, Reserves, etc.
  - b. Lien position: 1-8th
  - c. Amount: Dollar amount
  - d. Type of debt: soft or hard

A screenshot of a web form titled "Add/Edit Funding Source". The "Fund Source" dropdown is set to "Capital Contributions". Other fields include "Financing" (dropdown), "Lien Position" (dropdown), "Amount of Proceeds" (text input with a dollar sign), and "Debt Type" (dropdown). At the bottom right are "Update" and "Cancel" buttons.

7. The Construction fields will include data points regarding:
  - a. Type of Financing: Conventional, Federal, CDBG, Owner Equity
  - b. Amount of Proceeds: Dollar amount
  - c. Interest Rate : Applicable Interest Rate
  - d. Terms : Indicate in months
  - e. Federally Insured: Yes or No
  - f. Lender Contact Information

A screenshot of a web form titled "Add/Edit Funding Source". The "Fund Source" dropdown is set to "Construction Financing". Fields include "Financing" (dropdown), "Amount of Proceeds" (text input with a dollar sign), "Interest Rate" (text input with a percentage sign), "Terms (Months)" (text input), "Will be Federally Insured" (dropdown), "Lender Name", "Lender Address", "Lender Address 2", "Lender City", "Lender State" (dropdown), "Lender Zip Code", "Contact Name", "Contact Phone" (with "ext." field), and "Contact Email". At the bottom right are "Update" and "Cancel" buttons.

8. The Permanent fields will include data points regarding:
  - a. Type of Financing: Conventional, Federal, CDBG, Owner Equity
  - b. Amount of Proceeds: Dollar amount
  - c. Interest Rate : Applicable Interest Rate
  - d. Amortization: Indicate in months
  - e. Terms : Indicate in months
  - f. Type of Debt: Soft or Hard
  - g. Cash Flow Distribution: Percentage distribution of Cash Flow
  - h. Federally Insured: Yes or No
  - i. Lender Contact Information

A screenshot of a web form titled "Add/Edit Funding Source". The "Fund Source" dropdown is set to "Permanent Financing". Fields include "Financing" (dropdown), "Lien Position" (dropdown), "Amount of Proceeds" (text input with a dollar sign), "Interest Rate" (text input with a percentage sign), "Amortization (Months)" (text input), "Terms (Months)" (text input), "Debt Type" (dropdown), "Distribution from Cash Flow" (text input with a percentage sign), "Will be Federally Insured" (dropdown), "Annual Debt Service" (text input with a dollar sign), "Lender Name", "Lender Address", "Lender Address 2", "Lender City", "Lender State" (dropdown), "Lender Zip Code", "Contact Name", "Contact Phone" (with "ext." field), and "Contact Email". At the bottom right are "Update" and "Cancel" buttons.

**If other THDA funds are being utilized (i.e National Housing Trust Fund, Housing Trust) then clearly identify that in the description.**

## Other Income

The Other Income screen will allow the applicant to enter information such as:

- Various streams of income that may be generated at the future or existing property.
  - a. Commercial
  - b. Laundry
  - c. Parking
  - d. Other

# Other Income



1. Applicant will disclose other income on the Other Income screen
2. Applicant will select “+Add new record”
  - a. Income Type-Commercial, Laundry, Parking, or Other
3. Commercial fields will include:
  - a. Description: provide a brief description
  - b. Rental Square Footage
  - c. Monthly Income per Square Footage
  - d. Expected Occupancy percentage
  - e. Total Expected Monthly Income
4. Laundry fields will include
  - a. Total Expected Monthly Income
5. Parking Space
  - a. Description : Uncovered, Carport or Garage
  - b. Number of rentable parking spaces
  - c. Total Expected Monthly Income
6. Other
  - a. Description: provide a brief description
  - b. Total Expected Monthly Income
7. Save

## **Annual Operating Expense Budget**

The Annual Operating Expense screen will allow applicant to provide information such as:

- Administrative expenses
- Utilities expenses
- Operating and Maintenance expenses
- Fixed Costs expenses
- Specific PILOT information

# Annual Operating Expenses and Budget

The screenshot shows the 'Annual Operating Expense Budget' form within the Tennessee Housing Online Multifamily Application System. The form is divided into two columns of input fields. The left column includes: Total Administrative Expenses, Total Utilities Expenses, Total Operating and Maintenance Expenses, Total Fixed Expenses, and Total Annual Operating Expenses. The right column includes: Total Number of Units Planned, Total Annual Operating Expenses per Unit, Total Annual Replacement Reserve Contribution, Total Annual Operating Expenses and Reserve Payment, and Total Annual Operating Expenses and Reserve Payment per Unit. A 'Save & Calculate' button is located at the bottom of the form.

1. The top portion of the page, will calculate automatically once other sections of the screen are populated.
2. The number of units will be populated once the Buildings & Units are completed.
3. The Annual Operating Expenses and Budget has 4 distinct categories
  - a. Administrative
  - b. Utilities
  - c. Operating & Maintenance
  - d. Fixed
4. Administrative

The screenshot shows the 'Administrative | Expense Questions' form. It features a grid of expense categories with input fields for amounts. The categories listed are: Audit Expenses (Accounting) #6330, Legal Expenses (Project) #6340, Management Fees #6320, Administrative Rent Free Unit #6331, Office Expenses, Supplies & Postage #6311, Telephone #6380, Conventions & Meetings #6209, Advertising & Marketing #6210, Leased Furniture #6340, Property Manager and Leasing Salaries #6330, Office Salaries #6310, Office or Model Apartment Rent #6312, Bad Debts #6370, and Management Consultants #6204. Below the grid is an 'Add new record' button and a table with columns for Description, Number, and Amount. A 'Save & Calculate' button is at the bottom.

- a. Will include fees related to the administration of the property.
- b. In the event that the applicant has an expense that is not listed on the screen then select the “+ Add New Record” tab.

The screenshot shows the 'Add/Edit Budget Item' dialog box. It has four input fields: 'Expense' (a dropdown menu), 'Number', 'Description', and 'Amount' (with a '\$' symbol). At the bottom, there are two buttons: 'Update' and 'Cancel'.



- c. Select the type of expense either Miscellaneous Administrative or Other renting expense
- d. Provide a description
- e. Enter the annual dollar amount.
- f. Click the blue “Update” button to save the line item.

**5. Utilities**

- a. Will include fees related to the utilities of the property.
- b. Click the blue “Save and Calculate” once all entries are done on the page.
- c. The top portion should show the total of all entries on the utilities page.

**6. Operating & Maintenance**

- a. Will include fees related to the Operating & Maintenance of the property.
- b. In the event that the applicant has an expense that is not listed on the screen then select the “+ Add New Record” tab.

- c. Select the type of expense either Miscellaneous Operating & Maintenance Expense
- d. Provide a description
- e. Enter the annual dollar amount.
- f. Click the blue “Update” button to save the line item.
- g. Click the blue “Save and Calculate” once all entries are done on the page.

- h. The top portion should show the total of all entries on the Operating & Maintenance page.

7. Fixed

- a. Will include fees related to the fixed expenses of the property.
- b. Click the blue “Save and Calculate” once all entries are done on the page.
- c. The top portion should show the total of all entries on the expenses page.

8. Expense Questions

9. Click Save.

## **Total Development Cost**

The Total Development Cost screen will allow applicants to enter cost information such as:

- Hard Building Costs
- Soft Costs
- The TC Calculation of Credit will appear on this screen.

# Total Development Costs

The screenshot shows the 'Development Costs' screen in the Tennessee Housing Online Multifamily Application System. The interface includes a top navigation bar with the agency name and a sidebar menu on the left. The main content area features a tabbed interface with the 'Land & Building' tab selected. Below the tabs, there are two columns of input fields: 'Total Construction (\$ Actual Costs)' and '3% Adjusted Basis'. The rows include 'Land Acquisition & Recording', 'Acquisition Cost of Buildings', 'Other Acquisition Related Costs', 'Land', and 'Subtotal'. A 'Save & Calculate' button is located at the bottom of the form.

1. The Development Costs screen will have seven distinct tabs. The seven distinct tabs are:
  - a. Land & Building- Costs related to land and building.
  - b. Construction- Costs related to construction fees.
  - c. Financing- Costs related to project soft fees.
  - d. Developer/Consultant Fees- Costs related to Developer and Consultant fees.
  - e. Bond-Related- Costs related to Private Activity Bond transactions.\*
  - f. Program- Costs related to program soft fees.
  - g. TC calculation- Calculation of Low Income Housing Tax Credits\*\*
2. Applicant will only be able to populate costs in the white fields of the columns.
  - a. The Financing and Program tabs will allow the applicant to add
    - i. "+ Add Soft Cost"
    - ii. "+ Add Miscellaneous Cost"
    - iii. "+ Add Escrow Cost"
  - b. Applicant must provide the Description and allocate the proper costs in the column(s).
  - c. Applicant must click the blue "Update" key in order to save the key in the line item.
3. After all the entries on the tab have been calculated, the applicant should always "Save & Calculate".
4. The subtotals on items a-f will show at the bottom of the pages.
5. The TC Calculation is dependent on Proposed Funding Sources screen and the subtotals on items a-f being completed.

## **Subsidies or Regulatory**

The Subsidies or Regulatory screen will allow applicants to enter information such as:

- Federal subsidies or if any regulatory requirements exist.
- Request for Subsidiary Layering Review
- Transfer of assets for HUD or USDA-RD
- Subsidy information

# Subsidies or Regulatory

The screenshot shows the 'Subsidies or Regulatory Requirements (Existing or Expected)' form within the Tennessee Housing Online Multifamily Application System. The form includes several dropdown menus for the following questions:

- Does any portion of the funding for the Development directly or indirectly come from Federal, State, or Local government funds? (Yes)
- Does your development have any Land Use Restriction Covenants (LURC) or any other Use Agreement currently placed upon it? (Dropdown)
- Does your development plan seek to preserve federally-assisted low-income housing which would otherwise convert to market? (Dropdown)
- Does your development plan seek to convert assisted low-income housing to market rate? (Dropdown)
- Was tax-exempt bond financing used? (Dropdown)
- Is a HUD or USDARD Subsidy Layering Review Request needed? (Dropdown)
- Name of Federally Insured Program? (Text field)
- Is HUD or USDARD approval for Transfer of Physical Assets required? (Dropdown)
- Has a HUD Choice Neighborhoods Initiative Implementation Grant been obtained? (Dropdown)

Below these questions is a section titled 'Please describe the existing subsidy or regulatory requirement below'. It features a '+ Add Existing Subsidy or Regulatory Requirements' button, a table with columns for 'Program Name' and 'Program Description', and a dropdown menu for 'Do you expect to receive or are you currently receiving any rental subsidies for this development?'. A blue 'Save' button is located at the bottom right of the form.

1. Applicant must state whether any federal, state, or local funding a part of the deal.
2. Applicant must state if an Existing Restrictive or Use Agreement in place.
3. Applicant must state if the property is preserving federally-assisted housing that could potentially convert to market rate.
4. Applicant must state if the property is converting low-income housing to market rate.
5. Applicant must state if Tax Exempt Bond financing utilized before.
6. Applicant must state if a HUD/USDARD Subsidy Layering Review is required.
7. Applicant must state the name of the Federally Insured Program.
8. Applicant must state if HUD/USDARD Transfer of Assets is required.
9. Applicant must state if a CNI has been obtained
10. Applicant must provide a description of existing subsidy or regulatory requirement.
  - a. Identify the federal program
  - b. Provide a description in the text field.
  - c. Applicant must click the blue “Update” to save the entry.
11. Applicant must indicate if a rental subsidy in place or already receiving.
  - a. Click the “+Add Rental Subsidies”
  - b. Identify the applicable source

- c. Applicant may have to identify specific data fields related to the subsidy source.  
Fields may include:

- i. Provider name
- ii. Contract Expiration Date
- iii. Renewal Option
- iv. Date of Last Renewal
- v. Date of RCS
- vi. Number of units receiving assistance
- vii. Annual operating subsidy

12. Click Save.

## Documents

The Document screen is the upload feature that applicants will use to upload all applicable supporting documents necessary for an application submission such as:

- THDA provided attachments for 9% LIHC
- Required documents for eligibility, scoring, and/or set-asides for 9% LIHC
- Applicants submitting MTBA with Noncompetitive LIHC should refer to the MTBA section regarding Document Submission.
- The completeness, correctness, and consistency of the Initial Application, Attachments, and all supporting documentation, including, without limitation, all materials required to demonstrate eligibility, all materials required for scoring, and all third party reports are the sole responsibility of the applicant.
- More guidance on documents will be found in Section 6-Supporting Document Guidance



# Documents for Supporting Documentation

Wednesday, December 27, 2017 4:40 PM Hello Welcome!@thomas.org Log Off

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System 28/34

Home Rules Project #: 18-001 Project Name: Test App #1 (4%) Round: Test Round 4 (2018 Non-Competitive) QAP Year: 2018 Current Status: Editing

**Documents** Bold fields must be completed in order to submit an application.

Document Upload Defaults:

- Max file size: 25 MB
- Allowed file types: PDF, DOC, DOCX, XLS, XLSX, GIF, JPG, JPEG, PNG, SHP, SHX, DBF, PRJ, KML, SBX, SHN, CPK, XML, DWG
- Multiple files Allowed

Documents and forms provided by THDA can be acquired from here: [THDA Documents](#)

**Required Documents**

**Statement of App and Cert**  
Statement of Application and Certification for Ownership

**LHHC Eligibility Cert**  
Certification Entity Regarding Eligibility for Low-Income Housing Tax Credits

**Organization Chart - Owner**

**Organization Chart - Developer**

**Disclosures**

**Verification of Ownership Entity Compliance**  
Verification of Ownership Entity Compliance for Existing LHHC Projects

**Market Study**

**Shape File**

**Appraisal**

**PHIS Needs Asst.**  
Physical Needs Assessment

**PHA LTR**  
Letter from Executive Director of the PHA

**Est. of Taxes**  
Tax Bill utilized for Estimate of Taxes

**Optional Documents**

**Form of Opinion Letter**  
Form of Opinion Letter Regarding Exemption under Part V.C.A.6-6

**Miscellaneous**

**Vertical & Submit**

1. The THOMAS system will provide THDA attachments within the application based on responses **throughout** the application.

2. All documents in the upper portion labeled required documents must be submitted. Documents in the lower portion are optional.
3. The forms can be found on the “THDA Documents” link at the top of the page.
4. Complete the forms and upload to correct placeholder using the select file buttons.
5. All THDA provided documents can be found [here](#).
6. The completeness, correctness, and consistency of the Initial Application, Attachments, and all supporting documentation, including, without limitation, all materials required to demonstrate eligibility, all materials required for scoring, and all third party reports are the sole responsibility of the applicant.
7. There are some documents that are **required** for each program and some are applicable based on the responses to certain questions. The following chart will detail which applicable program the document will be utilized for in each applicable document content upload:

<b>LIHC Competitive Initial Application Document Uploads</b>					
<b>Documents</b>	<b>Program</b>	<b>Required</b>	<b>THDA Template</b>	<b>Use for Both Programs</b>	<b>Notes</b>
Statement of Application and Certification (AC) for Ownership Entity	C LIHC and MTBA w. NC LIHC	Yes	Yes	No	MTBA w. LIHC applicants will upload 1 Cert for LIHC AC and another for MTBA AC
Certification Regarding Eligibility for Low Income Housing Tax Credits	C LIHC and MTBA w. NC LIHC	Yes	Yes	Yes	Applies to both Competitive and Noncompetitive LIHC programs.
Organizational Chart for Owner	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
Organizational Chart for Developer	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
LIHC Disclosures	C LIHC Only	Yes	Yes	Competitive LIHC should only complete the LIHC Disclosures.	Only 1 required per individual in Owner and/or Developer entity breakdown
Market Study	C LIHC and MTBA w. NC LIHC	Yes	Yes	Yes, only 1 upload required	Only 1 upload required
Shape Files	C LIHC and MTBA w. NC LIHC	Yes	No	Yes, only 1 upload required	
Land Appraisal (if claiming land costs)*	C LIHC and MTBA w. NC LIHC	If Applicable	Yes	Yes, only 1 upload required	Only 1 upload required
Land and Building Appraisal (if claiming acquisition credits)*	C LIHC and MTBA w. NC LIHC	If Applicable	Yes	Yes, only 1 upload required	Only 1 upload required
Disclosure Exemption	C LIHC	If Applicable	Yes	NA	
Certificate of Acquisition Eligibility for LIHC*	C LIHC and MTBA w. NC LIHC	If Applicable	Yes	Yes	Applies to both Competitive and Noncompetitive LIHC
Level One Property Control	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
Level Two Property Control	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required

<b>Documents</b>	<b>Program</b>	<b>Required</b>	<b>THDA Template</b>	<b>Use for Both Programs</b>	<b>Notes</b>
Certificate for Non Profit Sole GP or MM (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
Certificate for Non Profit Corporate GP or MM (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
Certificate for PHA RAD LP or LLC (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
Certificate for PHA RAD Corp (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
PHA Letter for CNI (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
PHA Letter for RAD (C LIHC Only)	C LIHC	If Applicable	Yes	NA	
Revitalization Plan	C LIHC	If Applicable	No	NA	
Pilot Agreement	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Evidence of Pilot Agreement	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Copy of Tax Bill	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	
Zoning Letter	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Comprehensive Service Plan	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Tenant Agreements	CLIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Historic Evidence	C LIHC	If Applicable	No	NA	
Placed In Service Documentation	C LIHC	If Applicable	No	NA	
CPA Occupancy Documentation	C LIHC	If Applicable	No	NA	

## Scoring Sheet

The Scoring Sheet will allow applicants to generate a self-scoring sheet for based on the scoring items in the QAP or Program Description for the applicable program year.

- There are certain categories in the Competitive 9% LIHC that will auto populate based upon responses on other screens associated with THOMAS.
- Minimum scoring requirements will always be found in the applicable QAP and/or Program Description for the applicable program year
- Certain scoring criteria can be found on Exhibits in the applicable QAP and/or Program Description

## **LIHC Scoring Sheet**

1. From this screen the applicant will have the ability select which points will be applicable to their application. Note: some points will auto populate based on the response to questions within the application. A detailed description along with point amount for each selection can be found in the applicable QAP.
2. Applicants must answer the following questions on other pages beforehand:
  - a. County and Type of Development on the General Information Page
  - b. Section 42 Irrevocable Set-Aside Election on the Tax Credit Addendum Page
3. There will be different criteria for New and Existing Developments.
4. **New Construction Criteria:**
  - a. The points for section one Rental Housing Needs will be based on the developments location pulled from the County dropdown on the General Information page. The auto populated scores can be found on the THOMAS Documents Page.
  - b. Meeting Housing Needs-This choice will depend on the choice from the Tax credit Addendum Page.
  - c. Development Characteristics-Applicant can select up to the maximum amount of points.
  - d. Sponsor Characteristics-If applicable the applicant may select the appropriate amount of points.
  - e. Public Housing Waiting Lists- If applicable the applicant may select this choice.
  - f. Residency Preference- If applicable the applicant may select this choice. Certain choices may not be available depending on points selected in the Development Characteristics. Documentation may be required depending on the choice.
  - g. Eventual Resident Ownership- If applicable the applicant may select this choice.
  - h. Energy Efficiency -If applicable the applicant may select either choice.
  - i. Historic Nature- If applicable the applicant may select this choice. Documentation must be provided.
  - j. Tennessee Growth Policy Act- If applicable the applicant may select this choice.
  - k. Deferral of Qualified Contract- If applicable the applicant may select the appropriate amount of points.
  - l. Extended Recapitalization Waiver- If applicable the applicant may select the appropriate amount of points.

## **5. Rehabilitation of Existing Housing Criteria**

- a. Project Location-Applicant may be eligible for these points depending on QCT verification by THDA.
- b. Meeting Housing Needs- If applicable the applicant may select the appropriate amount of points. Documentation must be provided.
- c. Development Characteristics- Applicant can select up to the maximum amount of points.
- d. Sponsor Characteristics- If applicable the applicant may select the appropriate amount of points.
- e. Residency Preference- If applicable the applicant may select this choice. Certain choices may not be available depending on points selected in the Development Characteristics. Documentation may be required depending on the choice.
- f. Public Housing Waiting Lists- If applicable the applicant may select this choice.
- g. Eventual Resident Ownership- If applicable the applicant may select this choice.
- h. Energy Efficiency- If applicable the applicant may select either choice
- i. Historic Nature- If applicable the applicant may select this choice. Documentation must be provided.
- j. Tennessee Growth Policy Act- If applicable the applicant may select this choice.
- k. Deferral of Qualified Contract- If applicable the applicant may select the appropriate amount of points.
- l. Extended Recapitalization Waiver- If applicable the applicant may select the appropriate amount of points.

6. After all applicable points have been selected, click Save.

## Notes

The Note screen will allow the applicant to inform THDA about special details regarding the application submission.



# Notes



1. Applicants can any additional information or notes about the development that may not be collected in the application fields.
2. **The Note feature can be accessed at any time throughout the cycle.**
3. Click on the "+Add a Note" button in the upper left hand corner of the screen. Add the note, and save.

A screenshot of the "Add Note" dialog box. It has a title bar "Add Note" with a close button (X). The main area is labeled "Note" and contains a text input field with the placeholder text "Add note here.". At the bottom right, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

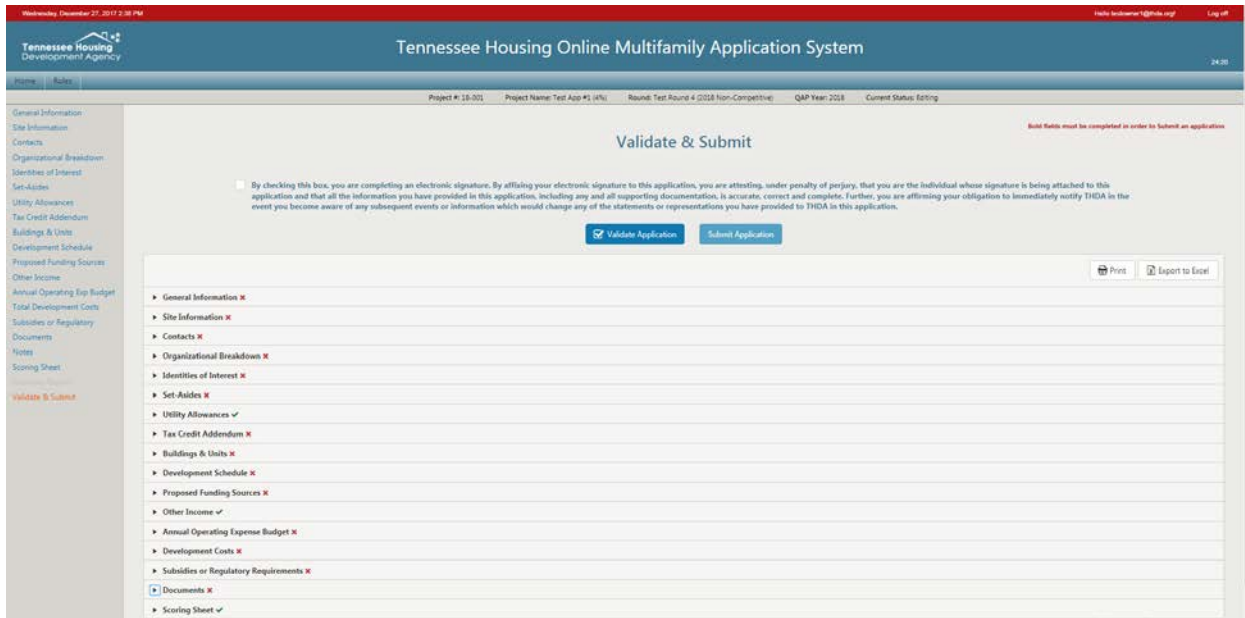
# SECTION THREE

## **Validate & Submit**

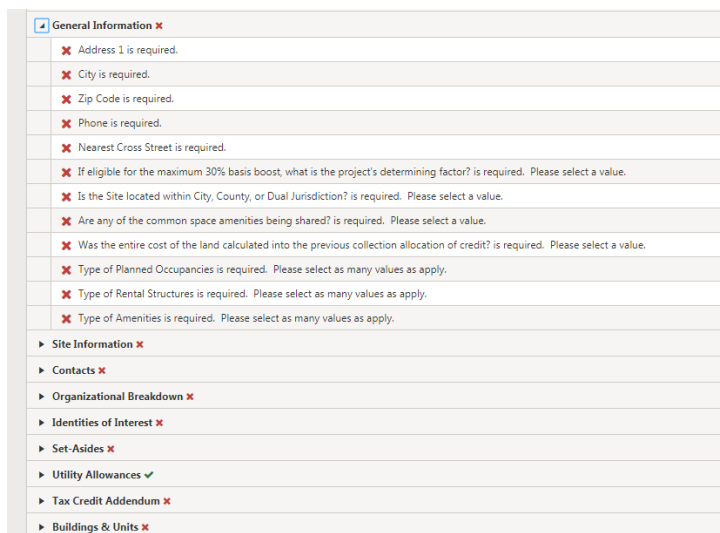
The Validate & Submit process is required for every application submission cycle.

- The application will not be submitted if any required fields are not answered.
- The application will also not be submitted if a required document has not been uploaded in the proper document loader tab.

# Validate For Submission



1. In order for an application to be submitted it must first be validated . The Validation process will ensure that no required fields were left blank, all applicable information is entered, and that all required documents have been uploaded.
2. After application has validated the user will receive the below report. Any tab with a red **X** means something needs to be corrected. Close out of the report and click on the arrow next to tabs that are marked with a red **X**.



3. The screen will now display the specific errors within that applicable tab. At this point you can switch back and forth between the Validation tab and the other applicable tab to correct all the errors.
4. Once all errors have been corrected. The user must acknowledge the below statement and agree to using an electronic signature.

**Validate & Submit**

By checking this box, you are completing an electronic signature. By affixing your electronic signature to this application, you are attesting, under penalty of perjury, that you are the individual whose signature is being attached to this application and that all the information you have provided in this application, including any and all supporting documentation, is accurate, correct and complete. Further, you are affirming your obligation to immediately notify THDA in the event you become aware of any subsequent events or information which would change any of the statements or representations you have provided to THDA in this application.

Validate Application   

5. After all steps of the validation process have been completed, the application can be submitted.

# Summary Report

The summary report is a PDF document that provides applicants a summary of the information entered into the THOMAS system.

## Summary Report

Applicants have the ability to print a summary of the completed application.

1. Within every application, applications there will be a “Reports” option on the blue ribbon at the top.
2. Expand the arrow and select the applicable report.
3. At this time, only the Initial Application report will appear.



# Receipt of Submission



## Submission Receipt

After Validation is passed and applicants submit, a confirmation will be generated and the Project Status will reflect Submitted.

# Tennessee Housing Online Multifamily Application System

89:54

Home	Reports ▼				
Project #: 18-005		Project Name: 9 West Drive	Round: 9% Round	QAP Year: 2018	Current Status: Submitted

**Bold fields must be completed in order to Submit an application**

## Validate & Submit

**Confirmation #:** 100002  
**Date and Time Submitted:** 1/9/2018 5:52:55 PM  
**Project Name:** 9 West Drive  
**Project #:** 18-005  
**Round:** 9% Round  
**Project Status:** Submitted

	<input type="button" value="Print"/> <input type="button" value="Export to Excel"/>
▶ <b>General Information</b> ✓	
▶ <b>Site Information</b> ✓	
▶ <b>Contacts</b> ✓	
▶ <b>Organizational Breakdown</b> ✓	
▶ <b>Identities of Interest</b> ✓	
▶ <b>Set-Asides</b> ✓	
▶ <b>Utility Allowances</b> ✓	
▶ <b>Tax Credit Addendum</b> ✓	
▶ <b>Buildings &amp; Units</b> ✓	
▶ <b>Development Schedule</b> ✓	
▶ <b>Proposed Funding Sources</b> ✓	
▶ <b>Other Income</b> ✓	
▶ <b>Annual Operating Expense Budget</b> ✓	
▶ <b>Development Costs</b> ✓	
▶ <b>Subsidies or Regulatory Requirements</b> ✓	
▶ <b>Documents</b> ✓	
▶ <b>Scoring Sheet</b> ✓	

## **Payment Instructions**

THDA will accept Wire transmissions on all fees associated with both the Competitive LIHC and MTBA Non Competitive LIHC programs.

## **Payment Instructions**

### **Competitive LIHC**

Persons submitting in the 9% Competitive Program must be sure to have the applicable Initial application fee wired to THDA **by the applicable due date as stated in the QAP**. Applicants that fail to send fees will not be able to compete in the 9% Competitive cycle. Applicants may send one wire to cover multiple applications as applicants should enter the applicable TN ID Number(s) in the OBI field on the wire.

### **MTBA with Noncompetitive LIHC**

Persons submitting in the MTBA with 4% Non-Competitive Program must be sure to have the applicable application fee wired to THDA within 24 hours of submission of the application in the THOMAS system. THDA will **not review any** submissions until the transmission of the wire is confirmed. Applicants may send one wire to cover multiple applications as applicants should enter the applicable TN ID Number(s) in the OBI field on the wire.

### **THDA LIHC/MULTI-FAMILY BOND PROGRAM WIRE INSTRUCTIONS**

Bank: US Bank

ABA: 064000059

BNF: THDA Clearing Account

BNF A/C: 151203673398

BNF ADDRESS: 502 Deaderick Street, Andrew Jackson Bldg. 3<sup>rd</sup> Floor  
Nashville, TN 37243

OBI: Tax Credit/Bond Application Fees + TN ID Number(s) Applicants may send one wire to cover multiple applications as applicants should enter the applicable TN ID Number(s) in the OBI field on the wire.

# Fees for LIHC

Reference Guide: [2019-2020 QAP Section 5](#)

1. Competitive LIHC should only submit the LIHC Application fee at time of Initial Application.
2. MTBA Fees:

## Example Fees Due for a MTBA Initial Submission

- A. Applicant is seeking a Firm Commitment at time of submission 90 Day Firm Request:
  1. \$20,000,000 MTBA Authority requested
  2. \$1,300,000 in Noncompetitive LIHC requested
  3. 150 units
  4. Fee Owed At Submission
    - a. MTBA Application-\$1,500
    - b. LIHC Application- 150 units @ \$40= \$6,000
    - c. LIHC Fee-.0625 of \$1,300,000= \$81,250
    - d. Firm Commitment Fee-1% of \$20,000,000= \$200,000
    - e. **Total Due to THDA at Time of Submission=\$288, 750**
  
- B. Applicant is seeking a Conditional Commitment at time of submission
  - a. \$5000 due to THDA at time of submission
  
- C. Applicant seeking a Special Request at time of initial submission
  - a. \$5000 due to THDA at time of submission

# Section Four

## MTBA Submissions

This THOMAS system will accept applicants applying for Multifamily Tax-Exempt Bond Authority with Non-Competitive Low Income Housing Tax Credits. The application for the MTBA program will require most of the same screens that the Competitive LIHC with the exception of the Set-Asides screen. Applicants should consult the previous instructions in this document for assistance. This section will provide specific guidance to the MTBA program requirements:

- Firm Commitment Submission
- Conditional Commitment Submission
- Review Process
  - First Evaluation Notice
  - Second Evaluation Notice
  - Third Evaluation Notice
- Issuance of Letters
- Closing Process

## **Firm Commitment**

In addition to the screens discussed in Section 2 and 3 of this manual, there is an additional screen specific to the Multifamily Tax Exempt Bond Authority, additional documents and additional contacts for the Contacts screen for applicants seeking a Firm Commitment of MTBA Authority

1. MTBA Screen
2. Contacts
3. Documents
4. Non-Competitive Scoring



## **Conditional Commitment**

Applicants that choose a conditional submission will have a limited number of screens that must be completed along with a limited number of documents. Applicants must select the Conditional Round and complete the application and submit the proper fee.

## **MTBA Information**

This screen will allow applicants to provide information regarding the request for Multifamily Bond Authority. Applicants should reference the 2020 Program Description that is available on the MTBA webpage.

# MTBA Information

The screenshot displays the 'MTBA Information' form within the Tennessee Housing Online Multifamily Application System. The form includes the following fields:

- Type of bond: [Dropdown menu]
- Bond Placement: [Dropdown menu]
- Amount of MTBA requested: \$ [Text input]
- Percentage of the tax-exempt financing to the aggregate basis of any buildings and land which buildings are located is: [Text input] %
- HUD Multifamily Accelerated Process involved?: [Dropdown menu]
- UNDA RD Multifamily involved?: [Dropdown menu]
- Conventional Product involved?: [Dropdown menu]
- Is the property being purchased through foreclosure?: [Dropdown menu]
- TEIRA Hearing: [Calendar icon]
- Inducement Resolution: [Text input]
- Anticipated Bond Closing: [Calendar icon]
- Type of commitment letter: [Dropdown menu]

A 'Save' button is located at the bottom of the form. A note in the top right corner states: 'Bold fields must be completed in order to submit an application'.

1. Indicate the Type of Bond Issuance.
  - a. Exempt Facility
  - b. IDB
  - c. Small Issue
  - d. Other. If other, add a description of the bond type.
2. Indicate how the Bond will be placed.
3. Enter the amount of MTBA requested. Note that amount requested is limit to 2020 PD Section 5
4. Enter the percentage of the tax-exempt financing to the aggregate basis of any buildings and land which buildings are located is.

5. Indicate if a HUD Multifamily Accelerated Process is involved.
  - a. If yes, enter the anticipated HUD Application and Closing dates.
6. Indicate if a USDA RD Multifamily product is involved.
  - a. If yes, enter the anticipated USDA RD Application and Closing dates.
7. Indicate if a conventional product is involved.
  - a. If yes, enter the anticipated Application and Closing dates as well as the type of product being used.
8. Indicate if the property is being purchased through foreclosure.
  - a. If yes, enter the name of the financial institution it is being purchased from.
9. Enter the TEFRA hearing date, Inducement Resolution date, and Anticipated Bond Closing date.
10. Select the type of commitment letter you are requesting for this development.
  - a. This guide has a section that details requirements for the two Types of Letters.

# Contacts

The MTBA applicants will be required to enter the Bond Issuer and Counsel. There are also placeholders for Bond Placers, Enhancer, and Underwriter.

Construction Contact	<input type="text"/>		
Consultant	<input type="text"/>	Physical Needs Firm	<input type="text"/>
Attorney	<input type="text"/>	Environmental Firm	<input type="text"/>
Accountant	<input type="text"/>	<b>Appraisal Firm</b>	<input type="text"/>
City Mayor	<input type="text"/>	County Mayor	<input type="text"/>
<b>Bond Counsel</b>	<input type="text"/>	Bond Enhancer	<input type="text"/>
<b>Bond Issuer</b>	<input type="text"/>	Bond Underwriter	<input type="text"/>
Bond Placer	<input type="text"/>		

3. Make a selection for the proposed Management Company and Market Study Firm

Management Company	<input type="text"/>
Market Study Firm	<input type="text"/>

## MTBA with Noncompetitive Credit Scoring

Please refer to Section 20 of the 2019-2020 for Noncompetitive Credits for Minimum points needed.

1. Applicant can select the applicable Project Location
2. Applicant can select the applicable Meeting Housing Needs criteria
3. Applicant can select up to 5 choices for Development Characteristics
4. Applicant can select Sponsor Characteristic criteria if applicable. Applicant must enter the proper TN ID for the existing Bond allocation.
5. Applicant can select either Residency Preference for Children and Populations with Special Housing Needs (Documentation may be required)
6. Applicant can select Public Housing Needs
7. Applicant can select Eventual Resident Ownership or Extended Capitalization Period
8. Applicant can select Energy Efficiency
9. Applicant can select Historic Nature (Documentation is required)
10. After all applicable points have been selected, click Save.

The screenshot shows a web application interface for the MTBA Scoring Sheet. On the left is a vertical navigation menu with categories like General Information, Site Information, and Documents. The main content area is titled 'MTBA Scoring Sheet' and includes a red warning: 'Bold fields must be completed in order to Submit an application'. It features three sections with checkboxes and radio buttons, each followed by a score input field:

- 1. Project Location**: Two checkboxes for development locations. Score field: 0.
- 2. Meeting Housing Needs**: Three radio button options for housing types. Score field: 0.
- 3. Development Characteristics - You are only allowed to check 5 boxes!**: Two checkboxes for safety features. Score field: 0.

## Documents

## Documents

The Multifamily Tax Exempt Bond Program will allow applicants to select two types of commitment letters. All MTBA applicants will utilize the THOMAS system, so the document upload for a conditional commitment submission will be different than a firm commitment submission. Upon completion of the MTBA with Non Competitive LIHC application the THOMAS system will create a document content folder based on the document to which the applicant is expected to upload. There are some documents that are **required** for each program and some are applicable based on the responses to certain questions. All THDA provided documents can be found [here](#).

The following charts will detail which applicable program the document will be utilized for in each applicable document content upload.



**Initial Application Document Uploads for MTBA with Non Competitive LIHC (Firm Request)**

<b>Documents</b>	<b>Program</b>	<b>Required</b>	<b>THDA Template</b>	<b>Use for Both Programs</b>	<b>Notes</b>
Statement of Application and Certification (LIHC) for Ownership Entity	C LIHC and MTBA w. NC LIHC	Yes	Yes	No	MTBA w. LIHC applicants will upload 1 Cert for LIHC AC and another for MTBA AC
Certification Regarding Eligibility for Low Income Housing Tax Credits	C LIHC and MTBA w. NC LIHC	Yes	Yes	Yes	Applies to both Competitive and Noncompetitive LIHC programs.
Organizational Chart for Owner	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
Organizational Chart for Developer	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
Market Study	C LIHC and MTBA w. NC LIHC	Yes	Yes	Yes, only 1 upload required	Only 1 upload required
Shape Files	C LIHC and MTBA w. NC LIHC	Yes	No	Yes, only 1 upload required	Only 1 upload required
Evidence of Zoning	C LIHC and MTBA w. NC LIHC	Yes	No		
Land Appraisal (if claiming land costs)*	C LIHC and MTBA w. NC LIHC		Yes	Yes, only 1 upload required	Only 1 upload required and see note below
Land and Building Appraisal (if claiming acquisition credits)*/**	C LIHC and MTBA w. NC LIHC	If Applicable	Yes	Yes, only 1 upload required	Only 1 upload required. See Note below.
Certificate of Acquisition Eligibility for LIHC*	C LIHC and MTBA w. NC LIHC	If Applicable	Yes	Yes	Applies to both Competitive and Noncompetitive LIHC
Level One Property Control	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required
Level Two Property Control	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	Only 1 upload required

<b>Documents</b>	<b>Programs</b>	<b>Required</b>	<b>THDA Template</b>	<b>Use for Both Programs</b>	<b>Notes</b>
30 Year Pro-Forma	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	
Historic Evidence	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Pilot Agreement	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Evidence of Pilot Agreement	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Copy of Tax Bill	C LIHC and MTBA w. NC LIHC	Yes	No	Yes	
Comprehensive Service Plan	C LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Tenant Agreements	Competitive LIHC and MTBA w. NC LIHC	If Applicable	No	Yes	
Borrower Issuer Certification	MTBA w. NC LIHC	Yes	Yes	NA	
MTBA/NC LIHC Disclosure Form	MTBA w. NC LIHC	Yes	Yes	MTBA w. Noncompetitive LIHC should only complete the MTBA /NC LIHC Disclosures.	Only 1 required per individual in Owner and/or Developer entity breakdown
Bond Purchase Letter	MTBA w. NC LIHC	Yes	Yes	NA	
Statement of Application and Certification MTBA for Ownership Entity	MTBA w. NC LIHC	Yes	Yes	No	MTBA /NC LIHC applicant must submit a MTBA AC in addition to LIHC AC
Inducement Resolution	MTBA w. NC LIHC	Yes	No	NA	
Copy of TEFRA Notice	MTBA w. NC LIHC	Yes	No	NA	
Form of Opinion from Bond Counsel	MTBA w. NC LIHC	Yes	No	NA	

Evidence of Financing	MTBA w. NC LIHC	Yes	No	NA	
Evidence of Utility Availability	CLIHC and MTBA w. NC LIHC				

\*THDA will provide guidance for applicants not claiming any land costs to pass validation.  
 \*\*THDA is working on a template and will release the template shortly, until the template is provided applicants' attorney should provide a bond opinion.  
 \*\*\* HUD Applicants should also provide the most recent REAC inspection to support rehabilitation activities.

### Other Key Information regarding Documents

#### Final Tips for Uploading

1. The max file size is 25 MB.
2. Multiple files are allowed.
3. In the event that a file is not allowable, please contact [fhamilton@thda.org](mailto:fhamilton@thda.org) or [mcantu@thda.org](mailto:mcantu@thda.org) for further assistance.
4. The Miscellaneous content type in Optional Documents is for documents that may not necessarily fit into the above categories.
5. All required uploads must be saved in THOMAS before applicant successfully validates and submits application to THDA.

## Conditional Documents Required

<b>Initial Application Document Uploads for MTBA with Non Competitive LIHC (Conditional Request Submission)</b>					
<b>Documents</b>	<b>Program</b>	<b>Required</b>	<b>THDA Template</b>	<b>Use for Both Programs</b>	<b>Notes</b>
Statement of Application and Certification for LIHC Ownership Entity	C LIHC and MTBA w. NC LIHC	Yes	Yes	No	
Statement of Application and Certification for MTBA Ownership Entity	MTBA w. NC LIHC	Yes	Yes	No	
Inducement Resolution	MTBA w. NC LIHC	Yes	No	-	
TEFRA Notice	MTBA w. NC LIHC	Yes	No	-	
Evidence of Financing	MTBA w. NC LIHC	Yes	No	-	

## **MTBA Review Process**

Applicants will receive email from the THOMAS regarding the results of the review. The applicant should respond to the evaluation notice during the applicable time period. The applicant may receive up to three notices. Each notice will have a designated time period for the applicant to respond.

Applicants will be required to Validate and Submit the application again.

## Issuance of Commitment and 42(m) Letters

Once the evaluation process is completed, the THOMAS system will generate both the Firm and 42(m) Letters. The Thomas System will send an email alerting the primary contacts. The letters can always be found on the blue bar within the application.



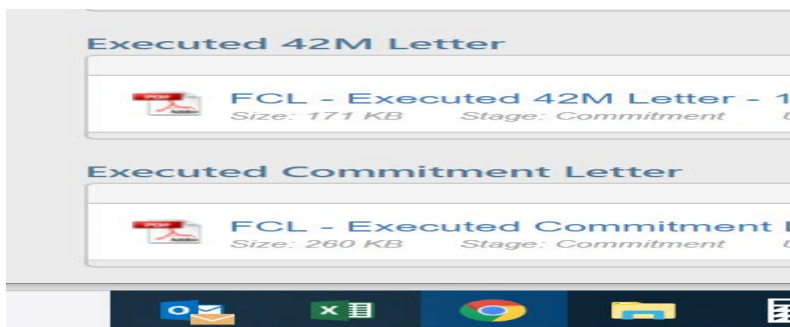
The applicant should return the executed letter in the THOMAS System. The Home page grid will have an Upload Commitment Letter feature on the last column. The letters should be uploaded there within 14 days of issuance.



The screenshot shows a grid with two tabs: "Application" and "Construction". Below the tabs is a "Show All" button and a table with the following data:

Role	Applicatio...	Project Name	Round	Project Status	Access Re...	
Owner Admin	20-202	Bond Felita	2020 Firm MTBA	Initial App (Editing)	No	
Owner Admin	20-201	2020 4%	2020 Firm MTBA	Initial App (Editing)	No	

There will not be a receipt that generates, rather applicants should be able to view the upload in the Documents screen under the Executed 42M and Commitment letter folders.



## Closing Process

The applicant will notify THDA of the closing by uploading the following documents if applicable in the THOMAS system. The Upload Closing feature will also appear on the Home Page grid.

The Closing Attorney should execute the Bond Closing template that is available on the THOMAS Documents page. The applicant should also upload the Chief Local Approval Letter and the Election Rate Lock if applicable.

There will not be a receipt that generates, rather in the Documents screen und

There will not be a receipt that generates, rather applicants should be able to view the in the Documents screen under the THDA Closing, Chief Local Approval and Rate Lock Election if applicable folders.



Once closing commences, the applicant contacts will receive an email from THOMAS regarding the Pre-Construction meeting. For more information on that process consult the applicable QAP section regarding Construction

# Section Five



## **LIHC Competitive 9% Cure Cycle**

This section will contain information for LIHC Competitive 9% Cure Cycle, which will be updated in conjunction with the opening of that submission portal.

## **Cure Process**

Per the applicable Section of the QAP all Applicants will receive a Cure Notice.

THDA will notify each applicant when the eligibility determination and scoring of their Initial Application is complete. THDA will send this notice to the contact person and the address specified in the Initial Application. Failure to receive any notice specified in the applicable QAP will not extend deadlines or modify requirements the applicable QAP.

The THOMAS system will send a notice to the application contact listed in the Contacts screen. Applicants should contact the applicable coordinator listed in the Cure Notice Memo.

## THOMAS System

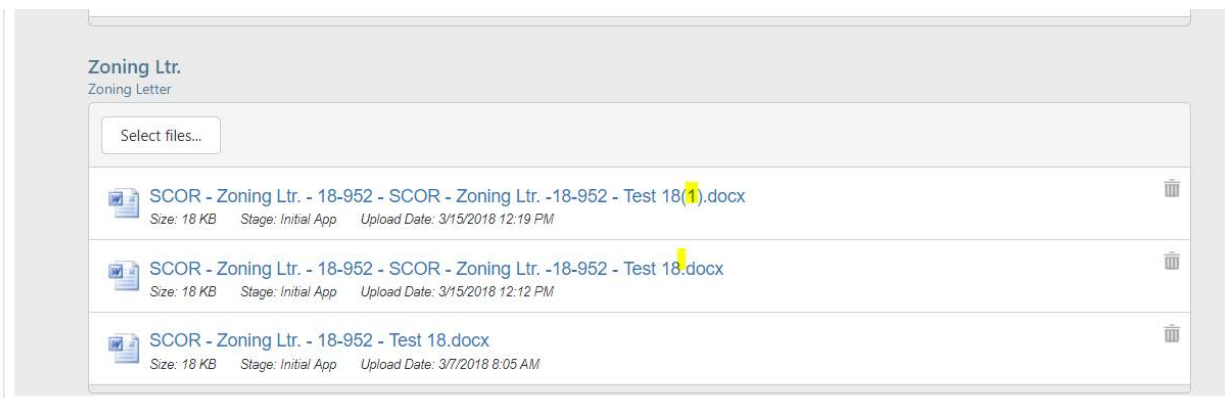
The THOMAS system will open up and accept certain changes and document uploads to address cure deficiencies from the initial eligibility and scoring review.

Screens that will not accept changes

1. Set Aside
2. Tax Credit Addendum
3. Scoring

### Document Uploads

1. In the event that a document upload warrants a correction then applicant must upload the properly executed completed and corrected document.
2. It appears that when you add a file named the same as the first one that it will add a (1) or (2) to show that it is an updated version.
3. For reference on this process, see the Documents section.



### Validation and Submission Process

1. Applicants must validate and go through the submission process, similar to the initial application process.
2. For reference on this process, see page Validation section.

## **Review Process**

Per the applicable Section of the QAP

Applicants have the ability to request a review if the documentation submitted in accordance with the Cure Notice was insufficient to remedy the eligibility and/or scoring deficiency.

## Request for Review Process

1. In the event that an applicant has responded to the Cure Notice, and if the documentation submitted during that time period does not satisfy the finding, that applicant is entitled to submit a request for review.
2. In order to submit the request, the applicant should log into the THOMAS system.
3. On the Front Page in the application grid, there will be a **Request Board Review** button that must be selected.
4. After the button is selected the applicant will upload the 1 Page Request on Company Letterhead

Round	Project Status	Access Requests	
2018 Competitive Round	Cure (Submitted)		Request Board Review
2018 Competitive Round	Cure (Submitted)		
2018 Competitive Round	Cure (Submitted)		Request Board Review
2018 Competitive Round	Cure (Submitted)		
2018 Competitive Round	Cure (Submitted)		
2018 Competitive Round	Cure (Submitted)		
2018 Competitive Round	Initial App (Not Submitted)		
2018 Competitive Round	Cure (Submitted)		
2018 Competitive Round	Cure (Submitted)		

1 - 10 of 10 items

5. After the selection is made, the display will show that an **Appeal Requested status**

Round	Project Status	Access Requests	
MTBA TEST	Initial App (Pending Approval)		
Test Round 4 (2018 Non-Competitive)	Initial App (Submitted)	No	
9% Round	Cure (Submitted)	Yes	Appeal Requested
9% Round	Initial App (Editing)	No	
9% Round	Initial App (Editing)	No	
9% Round	Initial App (Editing)	No	
9% Round	Initial App (Editing)	No	
MTBA TEST	Initial App (Editing)	No	
MTBA TEST	Cure (Submitted)	No	

1 - 10 of 12 items

Request Access to a THDA Project

6. Once the Appeal Requested status is shown an email will directly come to through the THOMAS email system and THDA staff will download the Request Letter.
7. This process in accordance with the applicable QAP
8. In the event that one applicant has more than application that is seeking a Board Review request, then the applicant shall make one request per application and upload the appropriate letter in the Board Appeal Letter in each application.
9. Applicants that have not responded to the Cure Notice issued earlier are not eligible to seek a Board Review request per the applicable QAP.
10. A final notice will be sent to any applicant that had a finding in the THOMAS system.

## **Final Notice Process**

1. Any applicant with any finding on a Review Notice, will receive a Final Notice.
2. The notice will have the final determination of the Review Meeting.
3. There may be some findings that require no action necessary and did not require TCC action.
4. The THOMAS System will send an email notifying the applicant when the Final Notice is generated.
5. The applicant can also retrieve the notice from the reports tab on the blue bar at the top of the application.

## **Preliminary Ranking Notice**

THDA will notify successful applicants in the applicable award year by a posting on the LIHC [page](#) under Updates and Announcements. Successful applicants should expect a Reservation Notice shortly after the posting announcement.



## Reservation Letters

The Thomas system will send reservation notices to the successful awardees on the applicable year Preliminary Ranking that is posted on the [www.thda.org](http://www.thda.org) LIHC Page under Program Updates and Announcements. In accordance with the applicable QAP.

### Reservation Notice Process

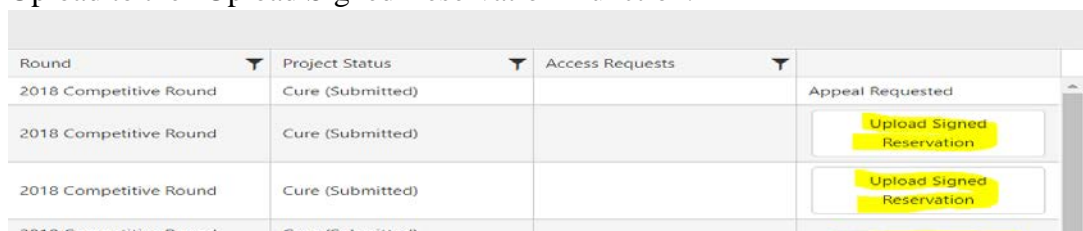
The Notices will be issued electronically to the primary and alternate Contacts. The notices may also be found:

Steps to retrieve notice:

1. An email with the attached document will be sent Or
2. Log in to the THOMAS user Portal
3. On the top blue bar, find the “Reports” drop down
4. Click on the arrow and find “Competitive LIHC Reservation Notice.
5. Please note that the applicant signature page will emailed to the primary and alternate contacts associated with the file by the applicable coordinator.

Steps to return executed notice:

1. Attach the executed signature page with the two page notice that was sent from THOMAS
2. Upload to the “Upload Signed Reservation” function.



Round	Project Status	Access Requests	Appeal Requested
2018 Competitive Round	Cure (Submitted)		Appeal Requested
2018 Competitive Round	Cure (Submitted)		Upload Signed Reservation
2018 Competitive Round	Cure (Submitted)		Upload Signed Reservation
2018 Competitive Round	Cure (Submitted)		Upload Signed Reservation

3. Wire the proper Reservation Fee to THDA per.
4. It is highly recommended to attach wire confirmation with executed reservation notice but not required.
5. Both wire fee and executed reservation notice must be received by the date in the notice.
6. If the applicants fail to satisfy the conditions of the Reservation notice then the reservation is subject to be cancelled per the applicable QAP.

## **Carryover Application Processing**

Carryover Cycle will include

1. Carryover Application
2. Carryover Allocation Agreement
3. Equity Syndication Closing
4. Carryover Cost Certification 10% Test

## **Carryover Application Process**

Applicants that accept and satisfy all the conditions of the Reservation Notice, will submit a Carryover Application. The reservation notice will detail the necessary documentation that must be uploaded during the Carryover Application time period.

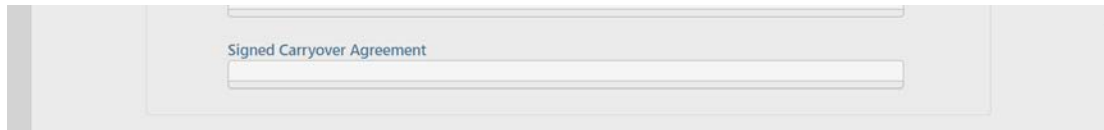
Applicants should ensure to make any necessary edits to the applicable screens that are editable during this period. The Scoring, Set Aside, and Tax Credit Addendum pages are not editable. As a reminder, applicants should ensure to update the EIN to the Ownership Entity as the THOMAS system will generate the Carryover Allocation Agreement.

Once all edits and uploads are done, the applicant will Validate and Submit in the THOMAS system. A receipt should generate.

## Carryover Allocation Agreement Process

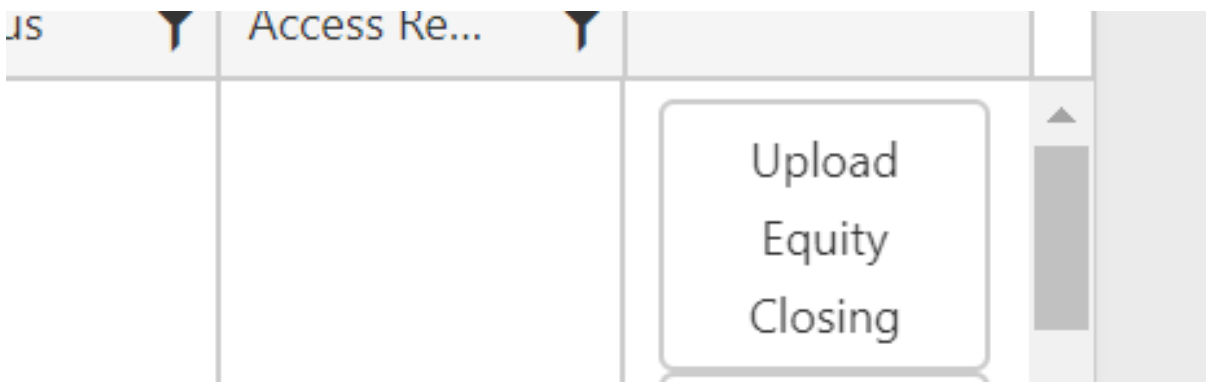
The Carryover Allocation Agreement will generate from the THOMAS system. The system will send an email alerting the contacts. The document should be executed and returned in the THOMAS system. There will be an upload function on the Home Page grid for the applicable development.

There will not be a receipt that generates, rather applicants should be able to view the in the Documents screen under the Signed Carryover Agreement folder.



## Equity Syndication Closing

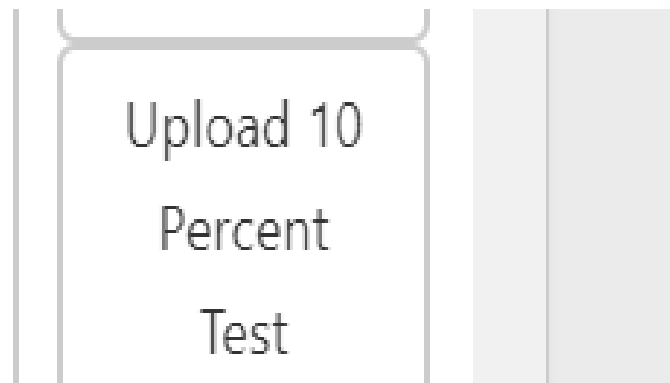
1. All competitive applicants must upload evidence of Equity Closing after the Carryover Agreement has been executed.
2. The External THOMAS Dashboard will have a Upload Equity Closing feature that the applicant will upload.
3. There is a Equity Closing Template available on the THOMAS Business Partners Page at <https://thda.org/business-partners/thomas>
4. Upload Feature Display will appear on the far right grid of the applicable property.



5. After the evidence is uploaded, the applicable coordinator will review the documentation and the application will be ready to enter the Construction portal.
6. The THOMAS system will send an email to the application contacts to schedule a Preconstruction Meeting within a certain timeframe as stated in the email.
7. For assistance with the Construction portal please contact [mcantu@thda.org](mailto:mcantu@thda.org) or [tmalone@thda.org](mailto:tmalone@thda.org)

## Carryover Cost Certification (10%)

1. All competitive applicants that have received a Carryover Agreement must provide a Carryover Cost Certification to evidence the 10% Tests
2. The External THOMAS Dashboard will have a Upload 10 Percent feature that the applicant will upload.
3. There will be a Carryover Cost Certification template available on the THOMAS Business Partners Page at <https://thda.org/business-partners/thomas>
4. Upload Feature Display will appear on the far right grid of the applicable property.



5. In the event that applicants need an extension for supplying materials (**THDA cannot extend the time needed to meet the not the 10%**) deadline then the applicant may request an extension. Extension instructions will be published soon.
6. The Carryover Agreement that has been executed will have the date to which the 10% Test has to be met.

## **Final Application Processing**

The Final Application must be filed to receive 8609's. Applicants will be able to navigate to the applicable screens in to make necessary updates. The THOMAS process will include a different process for the Final Cost Certification and Verification By Building forms. The new changes will include:

1. The Accountant must digitally sign the Cost Certification in the THOMAS system. The registration process for accountants can be found in Section One of this document.
2. Applicants will enter data into the Buildings screen for each Bin that will receive an 8609. This information was formerly a part of the Verification By Building form.
3. The Tax Credit Calculation screen will display the applicable fields that will be printed on the IRS 8609 Forms. THDA will no longer manually prepare these documents.

Applicants will also upload several required documents in the THOMAS system as well. More information regarding those documents will be found in Supporting Documentation section of this guide.

## **Total Development Cost Screen at Final Application**

1. Accountants will be the final approver on the Total Development Cost.
2. This will replace the former Schedule of Actual Costs and Eligible Basis portion of the Cost Certification
3. Accountants will upload a Independent Auditors Report in the document upload screen.
4. Owners will upload a Certificate of Actual Cost in the document upload screen.
5. Both documents in items 3 and 4 will be provided on the THOMAS Documents Page.
6. The costs on the page must be saved and calculated.
7. The Save and Calculate appears on each tab but any tab will save all the costs on any tab entered on any page.
8. Once all costs are in a final state entered the Accountant is the only authorized approver of this page.
9. The Accountant must log into THOMAS and complete the “Accountant Approved” function.
10. The Accountant will select “Accountant Approved” button and follow the prompts to confirm the approval.
11. Once approved, the Accountant’s name that approved the page will show at the bottom in red.
12. If in the event an individual other than the accountant approves this page, THDA will return the application to the applicant to obtain the proper signature for the Total Development Cost screen.
13. The page is closed for editing once the accountant approves the page. If edits are needed the application will be returned and the steps 6-10 must be repeated.
14. The Owner/Admin or anyone with editing privileges will Validate & Submit the submission in the same fashion of the intial and carryover applications.



## Examples of Save& Calculate and Accountant Approved Functions

**Method B**

Total Construction Development Costs	\$	8,607,352.00
Federal Government Funding	\$	
All Other Sources of Permanent Financing	\$	5,300,000.00
Historic Tax Proceeds	\$	
Capital Contributions	\$	1,237,664.00
Equity Factor	\$	0.81918000
Total Eligible Tax Credit Amount Per Method B	\$	252,653.63
Total Eligible Tax Credit Amount Per Year	\$	243,113.60
Please enter the Total Amount of Tax Credit Desired	\$	243,108.00

© 2019

### Confirm Approval

Are you sure you want to approve these Development Costs?

**Other Bond Related Expenses**

<b>Subtotal</b>	\$92,000.00
-----------------	-------------

**This page was accountant approved by I**

## Building Screen

### Part One

1. New Construction Developments will proceed on to Part Two of this process.
2. Developments that intend on taking acquisition credits must select Yes or No to the question below in the screenprint.
3. If Yes, the applicant or accountant must indicate which buildings will be receiving acquisition credits.
4. Existing Developments will show the original TN-ID and Bins.

The screenshot shows a web form with the following elements:

- A question: "Are you requesting acquisition credits?" with a dropdown menu set to "Yes".
- A sub-question: "Which buildings are applicable?"
- A list of building identifiers, each with a delete icon (X):
  - TN-01-00901 X
  - TN-01-00902 X
  - TN-01-00903 X
  - TN-01-00904 X
  - TN-01-00905 X
  - TN-01-00906 X
  - TN-01-00907 X
  - TN-01-00908 X
  - TN-01-00909 X
  - TN-01-00910 X
  - TN-01-00911 X
  - TN-01-00912 X
- A "Save" button with a floppy disk icon.

## **Buildings -Part Two**

1. The Applicant and Accountant should decide on who is the appropriate person to enter the following data points for Part Two.
2. This will replace the former Building By Building Verification form that has been submitted in Placed In Service packages for many years.
3. Select the “edit” function on each building/bin
4. The following data points must be entered for each Bin:
  - a. Acquisition Eligible Basis-
  - b. New/Rehab Eligible Basis-do not enter the amount that includes the basis boost as the system will automatically take that into account in the calculation.
  - c. Tax Credit Percentage Linked To-The applicant will indicate if the
    - i. Election Rate Lock, Certificate of Occupancy, Temporary Certificate of Occupancy, or Other.
  - d. Acquisition Tax Credit Percentage
  - e. New/Rehab Tax Credit Percentage
  - f. Actual Acquisition PIS Date
  - g. Actual New/Rehab PIS Date
  - h. First Taxable Year
5. These data points are required for each bin.
6. The system will auto calculate the 8609 Tax Credits for Acquisition and New/Rehab amounts based on the data points entered in the system.
7. The system will take into account if the development qualifies for the Basis Boost based on the results of the initial application review.

### Example of the Building Bin

Acquisition Eligible Basis	\$	445,790.00
New/Rehab Eligible Basis	\$	140,801.00
Total Qualified Basis	\$	586,591.00
Tax Credit Percentage Linked To	Certificate of Occupancy	
Acquisition Tax Credit Percentage	3.27	%
New/Rehab Tax Credit Percentage	3.29	%
Actual Acquisition PIS Date	3/21/2018	
Actual New/Rehab PIS Date	10/2/2018	
First Taxable Year	1/1/2018	
8609 Tax Credit Acquisition	\$	14,577.33
8609 Tax Credit New/Rehab	\$	4,632.35
8609 Building Qualified Basis	\$	445,790.00
8609 Building Qualified Basis New/Rehab	\$	140,801.00

## Tax Credit Calculation Screen

1. The Tax Credit Calculation screen is a results screen.
2. This screen may be exported for ease of use to check calculations.
3. The screen will display all the Bins that will receive 8609's.
4. The data points in this screen will automatically populate 8609's.
  - a. The Acquisition Eligible Basis shown in the Tax Credit Calculation is the same number entered on the Buildings Popout.
  - b. The 8609 Line 2 A/R TC % and N/R TC % is the maximum applicable credit percentage.
  - c. The Credit calculation per building for the "8609 Line A/R and N/R TC Line 1B" is percentage of qualified basis multiplied by the total of credits calculated for acquisition basis.
  - d. The 8609 A/R and N/R 3A is the amount of tax credits per building divided by the Tax Credit Percentage.
5. Applicants **sure ensure that the accuracy of the data points**, as THDA will **not** manually generate 8609's.

General Information

Site Information

Contacts

Organizational Breakdown

Identities of Interest

Utility Allowances

Tax Credit Addendum

Buildings & Units

Development Schedule

Proposed Funding Sources

Other Income

Annual Operating Exp Budget

Total Development Costs

Subsidies or Regulatory

Documents

Notes

Scoring Sheet

MTBA Information

MTBA Scoring Sheet

Tax Credit Calculation

Validate & Submit

### Tax Credit Calculation

Bold fields must be completed in order to Submit an application

<b>Total LIHTC Available</b>	\$243,108.00
<b>Total LIHTC Acquisition Available</b>	\$184,487.51
<b>Total LIHTC New/Rehab Available</b>	\$58,626.09

Building ID	Basis Boost	ACQ EB	N/R EB	A/R TC %	N/R TC %	8609 Line A/R TC	8609 Line N/R TC	8609 Line 1b A/R QB	8609 Line 3a N/R QB
TN-01-00901	Not Eligible	\$445,790.00	\$140,801.00	3.27 %	3.29 %	\$14,577.33	\$4,632.35	\$445,790.00	\$140,801.00
TN-01-00902	Not Eligible	\$445,790.00	\$140,801.00	3.27 %	3.29 %	\$14,577.33	\$4,632.35	\$445,790.00	\$140,801.00
TN-01-00903	Not Eligible	\$445,790.00	\$140,801.00	3.27 %	3.29 %	\$14,577.33	\$4,632.35	\$445,790.00	\$140,801.00
TN-01-00904	Not Eligible	\$392,747.00	\$124,047.00	3.27 %	3.29 %	\$12,842.83	\$4,081.15	\$392,747.00	\$124,047.00
TN-01-00905	Not Eligible	\$445,790.00	\$140,801.00	3.27 %	3.29 %	\$14,577.33	\$4,632.35	\$445,790.00	\$140,801.00
TN-01-00906	Not Eligible	\$514,867.00	\$162,619.00	3.27 %	3.29 %	\$16,836.15	\$5,350.17	\$514,867.00	\$162,619.00
TN-01-00907	Not Eligible	\$445,789.00	\$140,801.00	3.27 %	3.29 %	\$14,577.30	\$4,632.35	\$445,789.00	\$140,801.00

## Permanent Financing Conversion

Applicants that have not converted to the construction financing to permanent should upload that documentation in the THOMAS once it has been obtained. There will be an upload function on the Home Page grid for the applicable development.

# Enterprise Green Certification

Guidance will be published soon.

## Extensions and Modifications

- a. Select Action Requests from the Blue Bar for the applicable application



- b. Select the appropriate action
  - a. Extensions
  - b. Modifications
- c. The Modification process is a two-step process. The applicant must first receive approval to make updates to the THOMAS System.
- d. Applicants may be subject to any fees as stated in the applicable QAP and Any modification or extension is subject to a Major or Minor Significant Adverse Event per the applicable QAP.

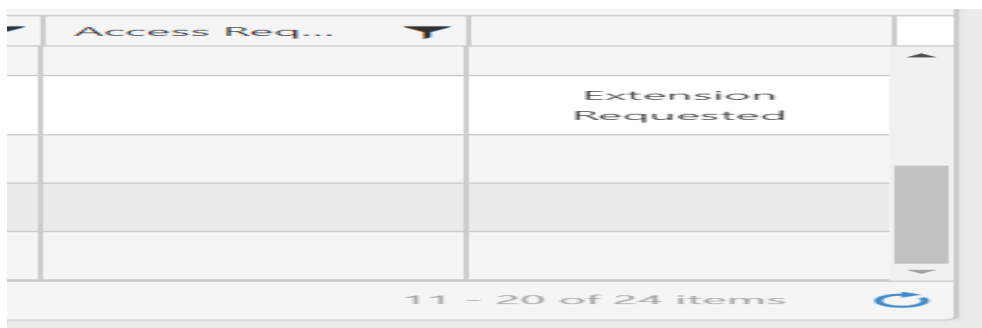
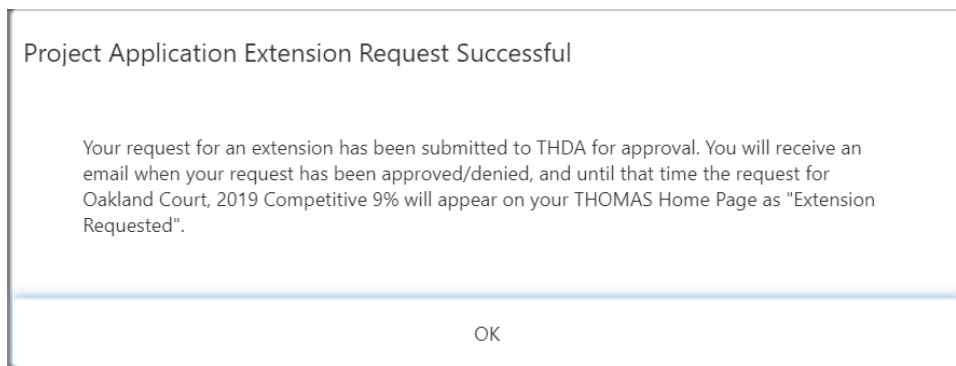


## Extension Requests

- e. Navigate to the Bottom of the page and select Request Extension



- f. Select the applicable area for the extension
- g. Hit the “Request Extension” button
- h. Provide an explanation



Access Req...
Extension Requested

- i. THDA will review the request.
- j. Once the request has been reviewed the THOMAS system will send an email with the approval or denial of the request.

View Email



**Date Sent:**

**Email Address:** kjanssen@greenwayllc.net

**Subject:** Application Extension Request Approved

**Body:**

Dear Bradley Parker,

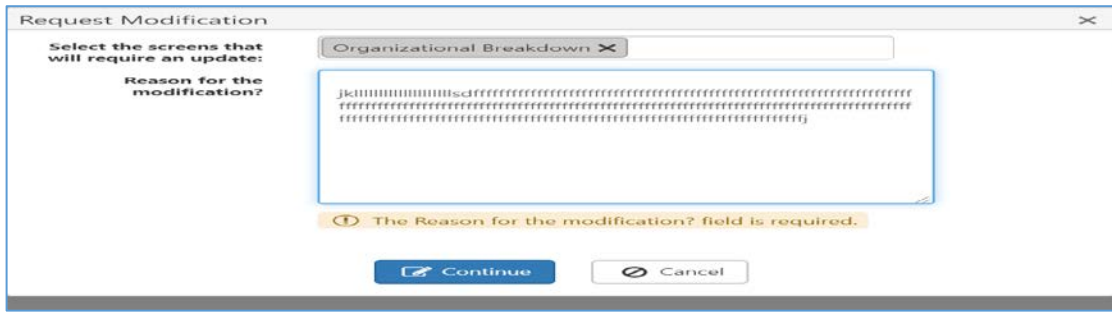
Please be advised that the Carryover Application Extension Request for TN19-922 Montgomery Commons Apartments has been approved. The extension period will be for 35 days. The new deadline will be 01/24/2020. In the event that you have any further questions and/or concerns then please contact Rebecca Scott at [RScott@thda.org](mailto:RScott@thda.org).

Close

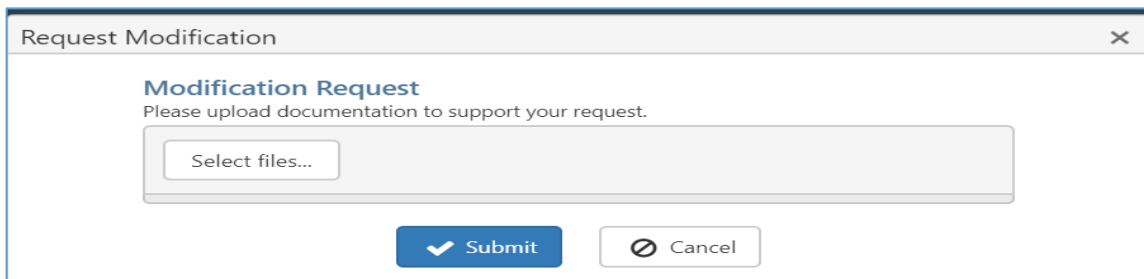
- 
- k. Any modification or extension is subject to a Major or Minor Significant Adverse Event per the applicable QAP.

## Modification Requests

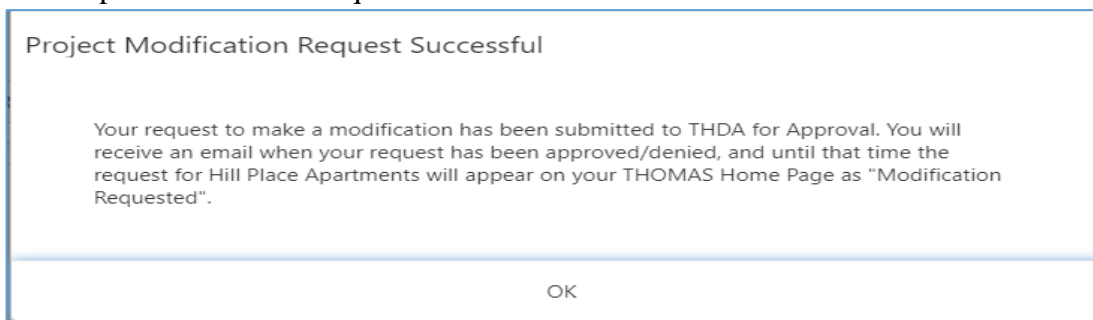
- a. Select the applicable screens that will need to be modified
  - i. No changes will be approved for the Set Aside, Tax Credit Addendum, or Scoring Sheet. These choices are in the process of being deleted.



- b. State the reason for the Modification
- c. Upload the necessary supporting documentation for the request.
- d. In the event of a Site Modification, there will be a number of previous documents that will need to be re-submitted. These documents can be uploaded in this folder or in the necessary folders when the application is released back for changes.

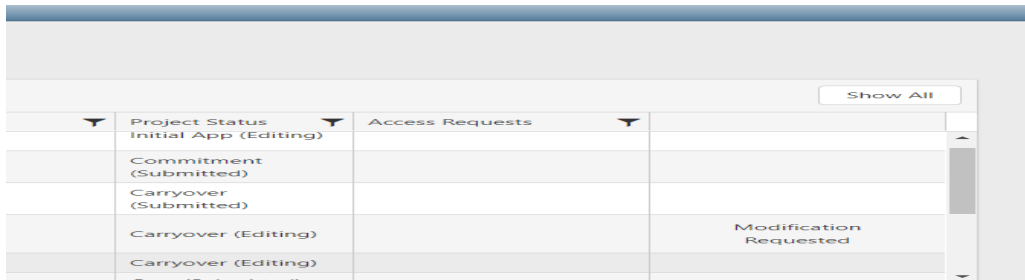


- e. This will complete Step One of the Modification Request process. THDA will review the request and will make the determination if the applicant is allowed to proceed with the request.



1. The applicant will receive an email with the determination.

m. The applicant's grid will indicate that a Modification has been requested.



The screenshot shows a table with columns for 'Project Status' and 'Access Requests'. The 'Project Status' column contains entries: 'Initial App (Editing)', 'Commitment (Submitted)', 'Carryover (Submitted)', 'Carryover (Editing)', and 'Carryover (Editing)'. The 'Access Requests' column is empty. A 'Show All' button is located in the top right corner of the table area. The 'Carryover (Editing)' row has a 'Modification Requested' status indicated in the right-hand column.

Project Status	Access Requests	
Initial App (Editing)		
Commitment (Submitted)		
Carryover (Submitted)		
Carryover (Editing)		Modification Requested
Carryover (Editing)		

n. Email to begin Part Two of the Process



- o. If a modification fee is assessed, then the applicant must remit the fee by the due date in the email before the application is released for editing.
- p. Once the application is released, the applicant will make the necessary changes and validate and submit the application back to THDA.
- q. Once THDA has reviewed the updates, a final approval email will be sent to the owner contact(s) with the determination.
- r. Any modification or extension is subject to a Major or Minor Significant Adverse Event per the applicable QAP.

# Section 6

Supporting Document Guidance

## Initial Application Documents provided by THDA

Each application cycle THDA will provide some standard templates on documents required in the initial application submission. The documents will be available for download at <https://thda.org/business-partners/thomas> .

- Statement of Application and Certification by Ownership Entity-
  - A THDA document required for the Ownership Entity that acknowledges that the application submitted has complied or will comply with all of the requirements to Housing Credits contained in the Code, the Regulations, and the applicable QAP.
  - The document must be properly executed by an individual that appears in the Ownership Entity organizational breakdown.
- Disclosure(s)-
  - A THDA document required for each individual identified in Ownership Organization Breakdown for the Ownership Entity and for each individual identified in Developer Organization Breakdown for the Developer Entity. Each Disclosure Form must include responses to each question and must bear the original signature of the individual, in their individual capacity.
  - The document is NOT required for individuals who are officers, directors of shareholders of a corporation that is publicly traded on a nationally recognized stock exchange or similar entity which is identified in Ownership Organization Breakdown and/or Developer Organization Breakdown.
  - In the event that an individual is in both the ownership and developer entity then only one disclosure is needed.
- Disclosure Exemption-Tax Credit Attorney will complete if applicable.
- PHA Documents
  - A THDA document required for the Ownership Entity that acknowledges that the application submitted is certifying that it is eligible for the Public Housing Set Aside with a RAD or CNI.
  - The PHA with RAD will also complete a Certification based on the sole general partner or sole managing member ownership organizational structure type (Corporation, Limited Partnership, or Limited Liability Company)
- Eligibility Certification
  - A THDA document required for the Ownership Entity that acknowledges that the application submitted is eligible for Low Income Housing Credits.
  - The document must be properly executed by an individual that appears in the Ownership Entity organizational breakdown.
  - The form should be executed in individual capacity (i.e. Rita A Bond )
- Acquisition Certification
  - A THDA document required for the Ownership Entity that acknowledges that the application submitted

- Non Profit Certification
  - A THDA document required for the Ownership Entity that acknowledges that the application submitted is certifying that it is eligible for the Non Profit Set Aside.
  - The applicant must pick the document based on the sole general partner or sole managing member ownership organizational structure type (Corporation, Limited Partnership, or Limited Liability Company)
  
- Approved Market Study Vendor Listing-THDA has a listing of approved vendors that may be found at <https://thda.org/business-partners/thomas>
- Market Study-THDA has specific requirements that may be found at <https://thda.org/business-partners/thomas>
- Appraisal-THDA has specific requirements for both Land and Building and Land only appraisals that may be found at <https://thda.org/business-partners/thomas>.
- Physical Needs Assessment- THDA has specific requirements for both Land and Building and Land only appraisals that may be found at <https://thda.org/business-partners/thomas>.
- Community Revitalization Plan Cover Sheet-Applicants must use this coversheet for the CRP Preference

## **Initial Application Documents provided by Applicants**

Each application cycle THDA may require applicants to upload supporting documentation as it relates to eligibility and scoring. Those items include

- Level One Property Control-
  - THDA will not accept multiple Initial Applications for the same site. To be eligible, an Initial Application must demonstrate control of the property on which the development proposed in the Initial Application is to be located (the “Property”).
  - A copy of any one of items (i)-(iv) below must be part of the Initial Application:
    - (i) Recorded instrument of conveyance (warranty deed, quitclaim deed, trustee deed, court order) evidencing title to the Property vested in (A) the currently existing Ownership Entity identified in the Initial Application or (B) a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed;
    - (ii) Acceptable evidence demonstrating the ability to acquire the Property through the power of eminent domain by (A) the currently existing Ownership Entity identified in the Initial Application or (B) a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed;
    - (iii) Contract for sale or a contract for a 50-year ground lease, which contract must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(v), executed by (A) the owner of record of the Property and (B) the currently existing Ownership Entity identified in the Initial Application or a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed; or
    - (iv) An option to purchase or an option for a 50-year ground lease, which option must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(v), executed by (A) the owner of record of the Property and (B) the currently existing Ownership Entity identified in the Initial Application or a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed. (v) A ground lease for the Property must have a minimum term of 50 years with no provisions for termination or reversion prior to the expiration of the extended use period as defined in Section 42(h)(6)(D). Proposed developments which are the subject of a Payment In Lieu of Taxes (“PILOT”) agreement may be exempt from this minimum term requirement subject to THDA’s review of and satisfaction with the terms of the PILOT.



- Level Two Property Control-Title Commitment evidencing that title to the Property is vested in the person or entity who executed the Level One as owner. A valid legal description of the property must be included. The commitment must be dated no more than 60 days prior to the Initial Application Deadline.
- Ownership Organizational Chart-Applicant must trace the proposed ownership entity through all layers (entities and individuals) of its organizational structure regardless of the type of entity at any particular layer. The organizational chart should match the THOMAS Organizational records.
- Developer Organizational Chart-Applicant must trace the proposed developer entity through all layers (entities and individuals) of its organizational structure regardless of the type of entity at any particular layer. The organizational chart should match the THOMAS Organizational records.
- Supportive Service Agreements-required if certain points are selected for Residency Preference.
- CPA Documentation-required if certain points are selected for Existing Housing developments
- Occupancy Documentation- required if certain points are selected for Existing Housing developments
- Community Revitalization Plan-required if the CRP preference is selected. Applicants should review the documentation in the definition of the QAP and ensure that each element can be found in the submitted plan.

## Carryover Application Documents provided by THDA

- Will be added soon

## Final Application Documents provided by THDA

- Will be added soon

# Section Seven

# Construction Access

## 9% Competitive Applications

1. Once the equity closing document(s) have been uploaded and reviewed by the applicable allocation coordinator, the application will be moved from allocation to construction and set to a construction status.
2. In order to edit the application during the construction phase the user will need to have one of two role types, Owner/Admin or Construction.
3. For new users (users that have never registered and do not have a THOMAS login), please see Section 1, THOMAS Registration, of this manual.
4. For existing users that are not the Owner/Admin and need access to edit during the construction phase, construction access will need to be requested. See section 1, Requesting Access to a THDA Development.

## 4% Non-Competitive Applications

1. Once the equity closing document(s) have been uploaded and reviewed by the applicable allocation coordinator the application will be moved from allocation to construction and set to a construction status.
2. In order to edit the application during the construction phase the user will need to have one of two role types, Owner/Admin or Construction.
3. For new users (users that have never registered and do not have a THOMAS login), please see Section 1, THOMAS Registration, of this manual.
4. For existing users that are not the Owner/Admin and need access to edit during the construction phase, construction access will need to be requested. See section 1, Requesting Access to a THDA Development.

## Pre-Construction Dashboard

1. Once the application has been moved into the construction process and you have appropriate construction access, your dashboard will be separated by applications in the allocation and construction phases.
2. The allocation and construction dash can be toggled back and forth by clicking on the either the allocation or construction buttons.

Application		Construction						
Application #	Project Name	County	Total Units	Expected Placed In Service Date	First Year Of Credit	Round	PreConstruction Date	
18-207	<a href="#">Southside Flats</a>	Knox	172	11/13/2019	2020	2018 MTBA Non Competitive	6/15/2018	
18-208	<a href="#">Oakwood Flats</a>	Davidson	281	2/1/2020	2019	2018 MTBA Non Competitive	6/15/2018	
18-216	<a href="#">Haywood Manor Apartments</a>	Haywood	25	7/15/2019	2019	2018 MTBA Non Competitive	11/20/2018	
19-916	<a href="#">Walker Court Apartments</a>	Maury	88	6/1/2020	2020	2019 Exchange Round	2/11/2019	
19-917	<a href="#">Boscobel III</a>	Davidson	102	11/1/2020	2021	2019 Exchange Round	9/5/2019	
19-930	<a href="#">Watson Glades Place (incremental)</a>	Sevier	80	5/15/2020	2020	2019 Exchange Round	9/20/2019	

3. Under the construction tab, the application can be accessed one of two ways. To view the submitted application (read only) at the applicable stage (carryover), click the blue link under the project name column (actual development name). To access the construction reporting portal click the application number under the application # column.

# Pre- Construction Reporting

1. Prior to the Pre-Construction Meeting, the Pre-Con data and proposed hard cost data will need to be entered, as well as all applicable documents uploaded. Each page will need to be submitted individually before the pre-construction meeting date.

The screenshot shows a web form titled "Construction Data". At the top right, it says "Build Cost Manual for completion". Below the title, there is a dropdown menu for "What is the primary project and use type? (select the End use category after March 15, 2019)".

There are two sections for document uploads:

- Architect Drawings:** Includes a "Select File" button and a "View File(s) (0/10 MB)" indicator.
- Architect Specs:** Includes a "Select File" button and a "View File(s) (0/10 MB)" indicator.

Below these is a table with a "Add Building" button. The table has the following columns: # of Buildings, Type of Construction, # of Stories, Footprint Shape, Footprint, Height, Corridor System, and Elevators. The table body is currently empty.

At the bottom, there are "Save" and "Cancel" buttons.

The screenshot shows a web form titled "Proposed Hard Costs". It features several input fields for cost estimation:

- Exterior Siding: \$
- Roofing: \$
- Flooring: \$
- Wall Structure: \$
- Appliances: \$
- Doors and Windows: \$
- Fire Safety: \$
- Other Hard Costs: \$

Below these is a "Total Hard Costs" field with a dollar sign and a blank input box.

At the bottom, there is a breadcrumb trail: "Exterior Siding | Roofing | Flooring | Wall Structure | Appliances | Doors and Windows | Fire Safety | Other Hard Costs".

Below the breadcrumb trail are two more input fields:

- Site: \$
- Soft: \$
- General: \$

At the bottom, there are "Save" and "Cancel" buttons.

## **Pre-Construction Meeting**

1. Once the construction data, proposed hard costs, and applicable documents have been submitted the Pre-Construction meeting will be scheduled. Please refer to the applicable years QAP when scheduling the pre-con meeting to ensure personnel attending the meeting meet the QAP requirements.
2. After the Pre-Construction meeting, the application will be released back to the applicant to make any necessary corrections identified during the meeting. The corrections will be issued in the form of a correction letter, identifying the item(s) needing to be corrected/updated and the proposed solution(s).
3. After all applicable corrections or updates have been completed the application will need to be validated and submitted. Please see Section 3, Submission Process, for instructions on how to validate and submit.



## **Quarterly Reporting**

1. Quarterly construction reporting will start the first quarter after the Pre-Construction meeting has been completed and will be required until the project is 100% complete.
2. The quarterly reports will be available 5 days before the quarter end and will remain open for 7 days.