



THOMAS

User Manual



Tennessee Housing Development Agency

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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

Latest Updates

2019-2020 Manual-Added Final Application Directions and made minor edits to manual	Updated on 12/30/2019
Section 7 Construction	Updated on 12/9/2020
Useful Links	Updated on 12/9/2020
Section 7-Final Construction Reporting	Updated on 10/21/2021
Section 2-Buildings and Units	Updated on 10/21/2021

Useful Links:

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

The link for THDA Attachments for both programs: <https://thda.org/rental-housing-partners/multi-family-developers/thomas-documents>

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

The link for LIHC: <https://thda.org/rental-housing-partners/multi-family-developers/lihc-program>

The link for MTBA: <https://thda.org/rental-housing-partners/multi-family-developers/multifamily-tax-exempt-bonds>

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

The link for Compliance: <https://thda.org/rental-housing-partners/multi-family-developers/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

Table of Contents	
Screen or Process	Page (s)
Section 1	
Registration	7-15
Acronyms	16-17
Software Overview	18-20
Section 2	
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	47-58
Development Schedule	59-61
Proposed Funding Sources	62-65
Other Income	66-67
Annual Operating Expenses	68-71
Total Development Costs/Calculation of LIHC	72-73
Subsidies or Regulatory Requirements	74-76
Documents	77-81
Scoring	82-84
Notes	85-86
Section 3	
Validation	88-90
Summary Report	91-92
Receipt Information	93-95
Payment Information	96-98
Section 4	
MTBA	100-116
Section 5	
Cure Cycle	118-119
Review Cycle	120-123
Final Notice	124
Preliminary Ranking and Reservation Notice	125-126
Carryover Application	127-131

Final Application	132-138
Permanent Financing Documentation	139
Enterprise Green Certification Documentation	140
Extensions and Modifications	141-144
Section 6	
Supporting Documentation Guidance	146-151
Section 7	
Construction Access	154
Pre-Construction Dashboard	156
Pre-Construction Reporting	157
Pre-Construction Meeting	158
Quarterly Reporting	159
Final Construction Reporting	160-164

SECTION ONE

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.

Tennessee Housing Online Multifamily Application System

Please Sign-In

Email Address

Log In

Forgot your password?
Register as a new user

THDA Tax Credit Information

Monday, December 4, 2017 8:42 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Register New User *bold fields are required

First Name Address

Last Name Address 2

Email City

Password State

Confirm Password Zip Code

Phone ext.

Fax ext.

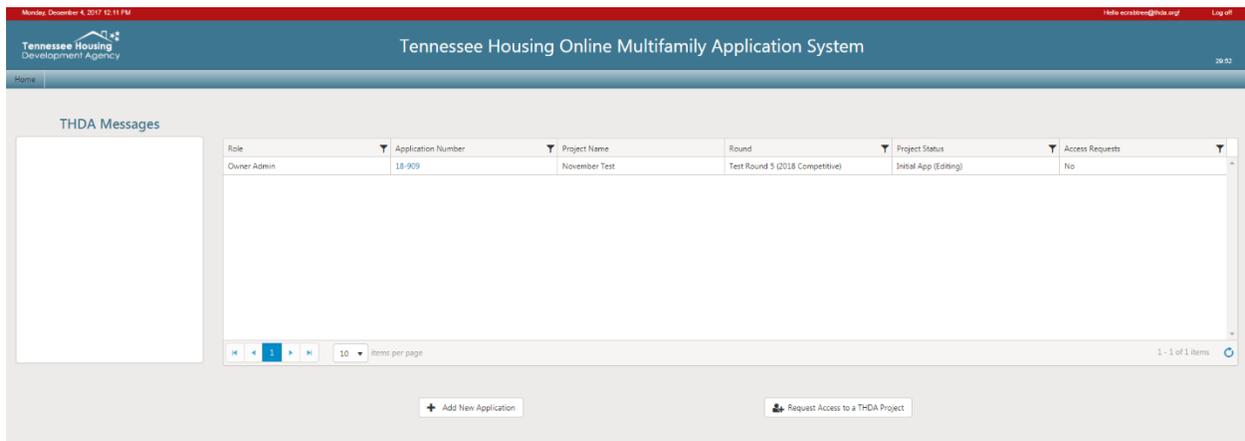
Register Cancel

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.



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	18-909	November Test	Test Round 5 (2018 Competitive)	Initial A

items per page

- 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.

The screenshot displays the Tennessee Housing Online Multifamily Application System interface. At the top, there is a header with the Tennessee Housing Development Agency logo and the system name. Below the header, there is a section for THDA Messages. The main content area features a table with the following data:

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

Below the table, there are navigation controls including a dropdown for '10' items per page and a page indicator '1 - 2 of 2 items'. At the bottom of the interface, there are two buttons: '+ Add New Application' and '+ Request Access to a THDA Project'. An orange arrow points to the 'Application Number' column in the table.

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

- Owner Admin
- Consultant
- 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/Admin 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

f. The **Owner/Admin** 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	18-901	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

10 items per page | 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 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	18-901	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

10 items per page 1 - 7 of 7 items

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

Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	Change Role 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”.

Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	Update Cancel

Consultant
Read-Only

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

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.

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

615-815-2145

Mark Cantu, Multifamily Programs Coordinator

thomas@thda.org

615-815-2212

SECTION TWO

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 includes the following fields:

- Development Name: THDA Apartments (with a note: 'Bold fields must be completed in order to Submit an application')
- Address 1, Address 2, City, Zip Code, County
- Phone (with ext. field), Fax (with ext. field), Nearest Cross Street
- If eligible for the maximum 30% basis boost, what is the project's determining factor?
- Is the site located within City, County, or Dual Jurisdiction?
- Type of Development Activities planned?
- Is the development part of a revitalization plan?
- Type of Planned Occupancies
- Type of Rental Structures
- Type of Amenities

A 'Save' button is located at the bottom right of the form.

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 wst1@thda.org! Log off

Tennessee Housing Online Multifamily Application System 29/51

Home Application Utility Allowance Annual Submission Asset Management Administration Project #: 18-905 Project Name: THDA Apartments Round: Test Round 5 (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
Development Schedule
Proposed Funding Sources
Other Income
Annual Operating Exp Budget
Total Development Costs
Subsidies Or Regulatory
Documents
Inspections
Scoring Sheet
Summary Report
Website For Submission

Site Information

Bold fields must be completed in order to Submit an application

Level One Form of Site Control <input type="text"/>	Date of Level One Site Control <input type="text"/>
Level Two Form of Site Control <input type="text"/>	Date of Level Two Site Control <input type="text"/>
Purchase Price \$ <input type="text"/>	Total Site Area Purchased/Leased <input type="text"/> acrs
Is the land part of any previous phase of allocated credit? <input type="text"/>	Site Area for the Proposed Development <input type="text"/> acrs
Map/Parcel Number <input type="text"/>	
Are all parcels or tracts of land contiguous? <input type="text"/>	
Seller/Lessor Name <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/> Zip Code <input type="text"/>
Phone Number <input type="text"/> ext. <input type="text"/>	
Additional Sellers <input type="text"/>	
How long has the seller/lessor owned the land? <input type="text"/> years	
Is this an Arms Length Transaction? <input type="text"/>	
Is the current site zoned to allow for the type of development that is being proposed (i.e. single family, residential)? <input type="text"/>	
Will the project receive any form of tax abatement? <input type="text"/>	
Describe unusual site conditions i.e. rock removal-slope control-cuts and filling-trucking soil to or from site-high water table-removal of soil/rock or debris-storage areas/ditches - wet lands - erosion - bearing soil	
Probable cost of mitigation of existing site or environmental conditions which are unacceptable \$ <input type="text"/>	
Has an environmental phase 2 site evaluation been previously performed on this site? If yes, please attach a copy <input type="text"/>	
Describe adjoining properties including all potential hazards or conditions mentioned above:	
North <input type="text"/>	
South <input type="text"/>	
East <input type="text"/>	
West <input type="text"/>	
Census Tracts <input type="text"/>	+ 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

Friday, October 6, 2017 8:30 AM Hello user@thda.org Log off

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Home Application Utility Allowance Annual Submission Asset Management Administration 29:57

Project #: 18-905 Project Name: THDA Apartments Round: Test Round 5 Q218 Competitive GAP Year: 2018 Current Status: Initial App

Contacts Bold fields must be completed in order to submit an application

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.

Contact Name	Company Name	Email Address

2. Make a selection for all required Contacts.

Application Primary Contact Architect

Applicative Secondary Contact Title Company

Construction Contractor Surveyor

Consultant Physical Needs Firm

Attorney Environmental Firm

Accountant Appraisal Firm

City Mayor County Mayor

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

Management Company Market Study Firm

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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

Add/Edit Contact X

Company Name

First Name

Middle Name

Last Name

Address

Address 2

City

State

Zip Code

Email Address

Phone Number

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"/>

3. Make a selection for the proposed Management, Commercial, Market Study Firm

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.

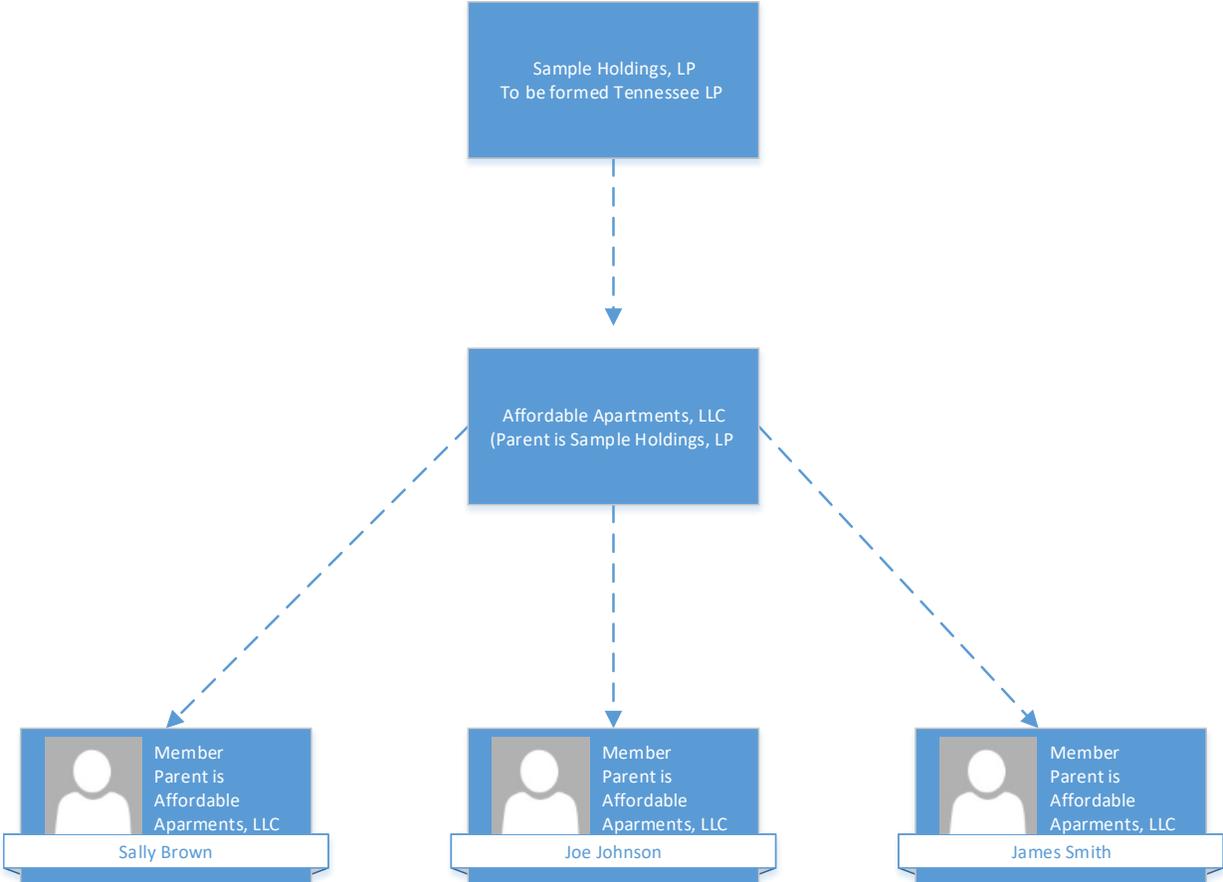
Organizational Breakdown-

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 9:38 AM 1416 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 5 (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
Buildings & Units
Development Schedule
Proposed Funding Sources
Other Income
Annual Operating Exp Budget
Total Development Costs
Subsidies Or Regulatory
Documents
Snapshots
Scoring Sheet
Summary Report
Validate For Submission

Bold Fields must be completed in order to Submit an application

Identities of Interest

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 20:42

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 Affidavit
Business Plan
Development Schedule
Proposed Funding Sources
Other Income
Annual Operating Exp Budget
Total Development Costs
Subsidies Or Regulatory
Documents
Standards
Scoring Sheet
Summary Report
Website For Submission

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?

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

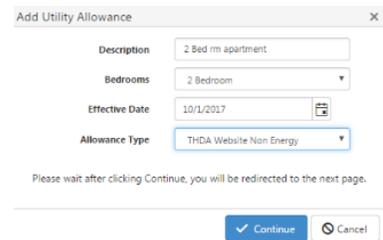


1. Applicant will click “+ Add new record”.



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

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



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

- a. Continue should direct applicant to the next page.

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

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

Bold fields must be completed in order

New Utility Allowance

Description of UA: Bedrooms 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"/>
Cooking	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 rm 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 TC Requested:** A dropdown menu.
- Section 42 Irrevocable Set-Aside Election:** A dropdown menu.
- Land Use Restrictive Covenant:** A text box with a detailed explanation of the covenant and its compliance period.
- Does the owner choose to extend the period before they can enter the Qualified Contract Process pursuant to Part VS.B-5-cj of the QAP?** A dropdown menu.
- Gross Rent Floor Election:** A text box with a detailed explanation of the election and its effect on tax credits.
- 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.
- IF the development is financed with tax-exempt bonds (as defined by Section 42 of the Internal Revenue Code), the IRS will treat the Gross Rent Floor as taking effect on the date THDA initially issues a determination letter unless the owner designates that the placed-in-service date should be used.** A text box.

A 'Save' button is located at the bottom of the form.

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 for assistance with the Existing Properties rent information.

Building and Units

The screenshot displays the 'Buildings And Units' section of the Tennessee Housing Online Multifamily Application System. The interface includes a navigation menu on the left with options like 'General Information', 'Site Information', 'Contacts', and 'Buildings & Units'. The main content area features a 'Building Summary Breakdown' table and a 'Buildings' table. A red message at the top right states: 'Build fields must be completed in order to Submit an application'.

# of Residential Bldgs.	# of Standalone Bldgs.	Applicable Fraction	PTP Sq. Ft.	Common Sq. Ft.	Commercial Sq. Ft.
Buildings					
+ Add Building					
Building ID	Building Address	Total Number of Units	Total Sq. Ft. Residential (PTP)	Total Sq. Ft. Common	Total Sq. Ft. Commercial

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”.

The screenshot shows the 'Buildings And Units' interface. At the top right, a red message states: 'Bold fields must be completed in order to Submit an application'. Below this is a 'Building Summary Breakdown' table with columns: '# of Residential Bldgs.', '# of Standalone Bldgs.', 'Applicable Fraction', 'PTP Sq. Ft.', 'Common Sq. Ft.', and 'Commercial Sq. Ft.'. Below the table is a 'Buildings' section with an '+ Add Building' button and a table with columns: 'Building ID', 'Building Address', 'Total Number of Units', 'Total Sq. Ft. Residential (PTP)', 'Total Sq. Ft. Market Units', 'Total Sq. Ft. Common', and 'Total Sq. Ft. Commercial'.

2. Select the type of building.

The screenshot shows the 'Add/Edit Building' dialog box. The 'Application Building Type' dropdown menu is open, showing three options: 'Add New Building', 'Add THDA Building to be Acquired', and 'Add Non-THDA Building to Receive Rehab'.

- 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”.
 - c. New Construction and Existing activities cannot be in the same application.
3. For new and acquired non-THDA building you will need to enter all applicable information. All bold fields below are required.

The screenshot shows the 'Add/Edit Building' dialog box with the following fields: 'Application Building Type' (dropdown), 'Building ID' (text), 'Building Address' (text), 'Address 2' (text), 'City' (text), 'Zip' (text), 'Building Type' (dropdown), 'Building Use' (dropdown), 'Structure Type' (dropdown), 'Construction Type' (dropdown), 'Number of Stories' (text), 'Elevators' (dropdown), 'Fire Extinguishing Sprinkler System' (dropdown), 'Total Square Footage Low Income Non-Residential Common' (text), 'Total Commercial Square Footage' (text), and 'Total Low Income Applicable Fraction' (text with a percentage sign). At the bottom are 'Update' and 'Cancel' buttons.

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

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

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
▶ TN-18-00101	123	0	0	0	0	0

Adding buildings for previously allocated projects

- To add a building click “Add Building”.

Buildings And Units						
Building Summary Breakdown						
# of Residential Bldgs.	# of Standalone Bldgs.	Applicable Fraction	PTP Sq. Ft.	Common Sq. Ft.	Commercial Sq. Ft.	

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

- Select the type of building.

Add/Edit Building

Application Building Type

- Add New Building
- Add THDA Building to be Acquired
- Add Non-THDA Building to Receive Rehab

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

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

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

5. If the data that is showing is not consistent, please email the Allocation Manager to receive technical assistance.

- a. If the non-revenue units are appearing as Mar

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

Build Units 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 Warrior Dr.	8	7,104	0	0	0	Edit Delete

- a. To add new construction or existing Non-THDA buildings to a previously allocated deal use a combination of the steps above.
- b. 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”.

The screenshot shows the 'Buildings And Units' interface. At the top, there is a 'Building Summary Breakdown' table with columns for '# of Residential Bldgs.', '# of Standalone Bldgs.', 'Applicable Fraction', 'PTP Sq. Ft.', 'Common Sq. Ft.', and 'Commercial Sq. Ft.'. Below this is a 'Buildings' section with an '+ Add Building' button and a table listing buildings. The table has columns for 'Building ID', 'Building Address', 'Total Number of Units', 'Total Sq. Ft. Residential (PTP)', 'Total Sq. Ft. Market Units', 'Total Sq. Ft. Common', and 'Total Sq. Ft. Commercial'. A building with ID 'TN-18-00101' and address '123' is listed. Below the building list is an '+ Add Unit' button and a table for unit details with columns for '# of Units', 'Unit Type', '# of Bedrooms', 'AMI', 'Sq. Ft. PTP', 'Net Rent', 'Utility Allowance', 'Gross Rent', and 'Special Needs'.

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.

The screenshot shows the 'Unit Information' dialog box. It contains the following fields:

- Number of Units: Text input field
- Unit Type: Dropdown menu
- Number of Bedrooms: Dropdown menu
- Number of Bathrooms: Dropdown menu
- Area Median Income: Dropdown menu
- Sq. Feet as Measured Paint to Paint: Text input field
- Net Rent: Text input field with a '\$' symbol
- Utility Allowance Amount: Dropdown menu
- Gross Rent: Text input field with a '\$' symbol
- Are these Subsidized Units: Dropdown menu
- Rental Unit Type: Dropdown menu (currently set to 'Duplex')
- Special Needs: Dropdown menu

At the bottom right, there are 'Update' and 'Cancel' buttons.

- 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	AMG	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 a web interface titled "Buildings And Units". It features a "Building Summary Breakdown" table and a "Buildings" table. The "Buildings" table has a dropdown arrow next to the "Building ID" column, which is highlighted in blue. Below the "Buildings" table is a detailed view of a unit.

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									
+ 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			
TN-95-00101	425 Warrior Dr.	8	7,104	0	0	0	Edit	Delete	

# of Units	Unit Type	# of Bedrooms	AMI	Sq. Ft. PTP	Net Rent	Utility Allowance	Gross Rent	Special Needs
8	Program Unit	2 Bedroom	60%	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 with a floppy disk icon.

Adding Community Building with No Residential Units

1. To add a non-residential standalone Building
2. Select Add New Building
3. For the Building Type is Stand-Alone
4. Select Common as the Building use
5. Select Multipurpose Standalone Building
6. The Building detail should mirror the following screenshot

The screenshot shows a web form titled "Add/Edit Building". The form contains the following fields and values:

- Application Building Type: Add New Building (dropdown)
- Building ID: TN-21-00105
- Building Address: 2001 E. Fairview Ave
- Address 2: (empty)
- City: Johnson City
- Zip: 37601-
- Building Type: Stand Alone (dropdown)
- Building Use: Common (dropdown)
- Rental Unit Type: Multipurpose Standalone Building (dropdown)
- Construction Type: Frame/Combustible (dropdown)
- Number of Stories: 1
- Elevators: No (dropdown)
- Fire Extinguishing Sprinkler System: Yes (dropdown)
- Total Square Footage Low: 0

At the bottom right of the form are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

7. This will ensure that the Building Summary Breakdown, See below:

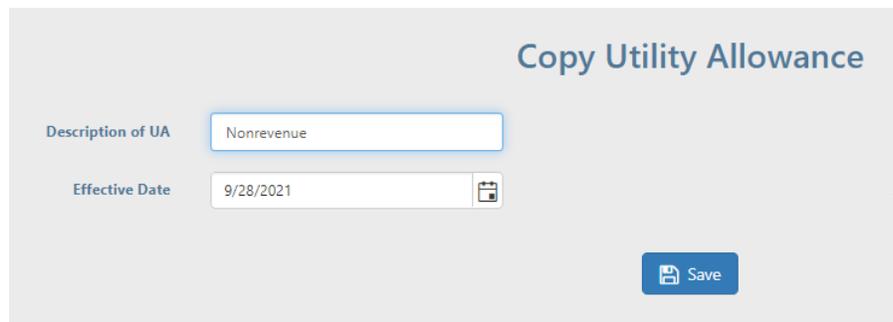
Building Summary Breakdown				
# of Residential Bldgs.	# of Standalone Bldgs.	Building Unit Applicable Fraction	Building Sqft. Applicable Fraction	Applicable Fraction
4	1	100.0000 %	100.0000 %	100.0000 %
Unit Summary				
AMI				

8. Please note that the Building and Unit information will transfer over to the Compliance module after 8609's are issued.
 - a. **The coordinator will issue a finding to correct this during the evaluation process.**

Adding in Non-Revenue Unit for Developments

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

1. As LIHC owners have the ability to designate units as Non-Revenue
2. In order to account for the Non-Revenue unit, the unit should not be a Market rate unit.
3. For Non-Revnuer Unit(s) please create a specific Utility Allowance
 - a. Description of the UA-NonRevenue



Copy Utility Allowance

Description of UA

Effective Date 

 Save

- b. Make the description NonRevenue
 - c. Mark the proper Bedroom Size.
 - d. Complete the other two fields.
 - e. This distinct descriptor will be used to indicate to staff that there is a Non-Revenue unit and account properly in the Unit Counts
4. Next, go to the Buildings and Units screen to create the Non-Revenue unit
5. In the Building that the unit is located
 - a. The Nonrevenue square Footage amount should be in the Add/Edit Building detail should be in the Total Square Footage Low Income Non-Residential Common

6. Select the appropriate Unit Type for Non-Revenue
 - a. Manager, Maintenance, and Security/Courtesy Office
 - b. Select any AMI below 60%.
 - i. Market Rate should not be selected for a Non-Revenue units
 - c. Indicate \$0.00 for the Net Rent
 - i. Select the Nonrevenue Utility Allowanve choice for \$0.00
 - d. This will indicate that this is a non-revenue unit.
 - i. The Operating Proforma should also reflect the proper revenues which does not include the Non-Revenue Unit.

Unit Information
✕

Number of Units	<input type="text" value="1"/>
Unit Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="Manager"/>
Number of Bedrooms	<input style="border-bottom: 1px solid #ccc;" type="text" value="2 Bedroom"/>
Number of Bathrooms	<input style="border-bottom: 1px solid #ccc;" type="text" value="2"/>
Area Median Income	<input style="border-bottom: 1px solid #ccc;" type="text" value="60%"/>
Sq. Feet as Measured Paint to Paint	<input type="text" value="600"/>
Net Rent	<input type="text" value="\$ 0.00"/>
Utility Allowance Amount	<input style="border-bottom: 1px solid #ccc;" type="text" value="Nonrevenue \$0.00"/>
Gross Rent	<input type="text" value="\$ 0.00"/>
Are these Subsidized Units	<input style="border-bottom: 1px solid #ccc;" type="text" value="No"/>
Rental Unit Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="Garden Style"/>
Special Needs	<input style="border-bottom: 1px solid #ccc;" type="text" value="None"/>

7. For previously allocated developments, ensure that once the system populates the Unit detail, that non-revenue units are 60% AMI or below.
 - a. **The coordinator will issue a finding to correct this during the evaluation process.**
8. Applicants requesting more than one, should review the Exhibit F-
<https://thda.org/pdf/Exhibit-F-Nonrevenue-Form.pdf> that will be required in Compliance
 - a. If the allocation coordinator notices more than one, an explanation will be required as part of any evaluation review.
9. The Compliance portal will account for the Building Unit and Building Sqft. Applicable Fractions

Development Schedule

The Development Schedule screen will applicants to enter such as:

- Key dates of important development activities.

Development Schedule

The screenshot shows the 'Development Schedule' tab in the Tennessee Housing Online Multifamily Application System. The page features a navigation menu on the left with options like 'General Information', 'Site Information', and 'Development Schedule'. The main content area contains a table with the following data:

Source	Description	Application Date	Conditional Commitment Date	Firm Commitment Date	
Financing & Construction		8/1/2017	9/1/2017	10/1/2017	Edit Delete

Below the table are several date input fields for key milestones:

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

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.

The 'Add/Edit Other Source' form contains the following fields:

- Source:
- Description:
- Application Date:
- Conditional Commitment Date:
- Firm Commitment Date:

Buttons:

3. The records can be edited or deleted at the applicant’s discretion.

The screenshot shows the 'Development Schedule' table with the following data:

Source	Description	Application Date	Conditional Commitment Date	Firm Commitment Date	
Financing & Construction		8/1/2017	9/1/2017	10/1/2017	Edit Delete

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

Plans/Specs Working Drawings	<input type="text"/>		Open House Grand Opening Event	<input type="text"/>	
Closing And Transfer Of Property	<input type="text"/>		Property Update In TN Housing Search	<input type="text"/>	
Anticipated PILOT Application Date	<input type="text"/>		Expected Placed In Service	<input type="text"/>	
Anticipated PILOT Approval Date	<input type="text"/>		LeaseUp	<input type="text"/>	
Construction Begins	<input type="text"/>		Anticipated First Credit Year	<input type="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

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

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

Add/Edit Funding Source

Fund Source: Permanent Financing

Financing: [dropdown]

Lien Position: [dropdown]

Amount of Proceeds: \$ [input]

Interest Rate: [input] %

Amortization (Months): [input]

Terms (Months): [input]

Debt Type: [dropdown]

Distribution from Cash Flow: [input] %

Will be Federally Insured: [dropdown]

Annual Debt Service: \$ [input]

Lender Name: [input]

Lender Address: [input]

Lender Address 2: [input]

Lender City: [input]

Lender State: [dropdown]

Lender Zip Code: [input]

Contact Name: [input]

Contact Phone: [input] ext. [input]

Contact Email: [input]

[Update] [Cancel]

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

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

- 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.

- 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

Administrative | Utilities | Operating & Maintenance | **Fixed** | Expense Questions

Property & Liability Insurance #6720 \$
MP Insurance #6850 \$
Real Estate Taxes #6710 \$

+ Add new record

Description	Number	Amount
-------------	--------	--------

Save & Calculate

- 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.

Add/Edit Budget Item

Expense
Number
Description
Amount \$

Update Cancel

8. Expense Questions

Administrative | Utilities | Operating & Maintenance | Fixed | Expense Questions

Is a PILOT Agreement in place on this proposed development?

Save & Calculate

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 page has a navigation menu on the left with options like 'General Information', 'Site Information', 'Contacts', etc. The main content area has a header 'Development Costs' and a set of tabs: 'Land & Building', 'Construction', 'Financing', 'Developer/Consultant Fees', 'Bond-Related', 'Program', and 'TC Calculation'. The 'Land & Building' tab is selected. Below the tabs, there are two columns: 'Total Construction (\$ Actual Costs)' and '9% Adjusted Basis'. Each column has five rows of input fields corresponding to the following categories: 'Legal Acquisition & Recording', 'Acquisition Cost of Buildings', 'Other Acquisition Related Costs', 'Land', and 'Subtotal'. A 'Save & Calculate' button is located at the bottom center of the form area.

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 rate? (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' with a '+ Add Existing Subsidy or Regulatory Requirements' button. This section contains a table with columns for 'Program Name' and 'Program Description', and a 'Do you expect to receive or are you currently receiving any rental subsidies for this development?' dropdown menu. A blue 'Save' button is located at the bottom 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

The screenshot displays the 'Documents' page within the Tennessee Housing Online Multifamily Application System. The page is titled 'Documents' and includes a navigation sidebar on the left with categories such as 'General Information', 'Site Information', 'Contacts', 'Organizational Breakdown', 'Identities of Interest', 'Set-Asides', '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', and 'Validate & Submit'. The main content area is divided into two sections: 'Required Documents' and 'Optional Documents'. Each section contains a list of document types with a 'Select File...' button next to each. The 'Required Documents' section includes: Statement of App and Cert, LHHC Eligibility Cert, Organization Chart - Owner, Organization Chart - Developer, Disclosures, Verification of Ownership Entity Compliance, Market Study, Shape File, Appraisal, PHIS Needs Asst., PHA LTR, and Est. of Taxes. The 'Optional Documents' section includes: Form of Opinion Letter and Miscellaneous. A note at the top right of the page states 'Bold fields must be completed in order to submit an application'.

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:

LIHC Competitive Initial Application Document Uploads					
Documents	Program	Required	THDA Template	Use for Both Programs	Notes
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

Documents	Program	Required	THDA Template	Use for Both Programs	Notes
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. **If a question has a “none selected option” and the applicant is not taking the points, please choose none selected.**
5. **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.

6. 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.

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

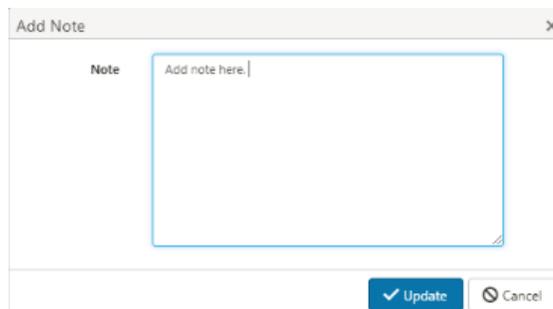
Notes

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.



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

Wednesday, December 27, 2017 3:28 PM Hello testuser1@thda.org Log off

Tennessee Housing Development Agency 24/20

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

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](#) [Submit Application](#)

[Print](#) [Export to Excel](#)

- General Information X
- Site Information X
- Contacts X
- Organizational Breakdown X
- Identities of Interest X
- Set-Asides X
- Utility Allowances v
- Tax Credit Addendum X
- Buildings & Units X
- Development Schedule X
- Proposed Funding Sources X
- Other Income v
- Annual Operating Expense Budget X
- Development Costs X
- Subsidies or Regulatory Requirements X
- Documents X
 - Scoring Sheet v

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**.

<input checked="" type="checkbox"/> General Information ✖
✖ Address 1 is required.
✖ City is required.
✖ Zip Code is required.
✖ Phone is required.
✖ Nearest Cross Street is required.
✖ If eligible for the maximum 30% basis boost, what is the project's determining factor? is required. Please select a value.
✖ Is the Site located within City, County, or Dual Jurisdiction? is required. Please select a value.
✖ Are any of the common space amenities being shared? is required. Please select a value.
✖ Was the entire cost of the land calculated into the previous collection allocation of credit? is required. Please select a value.
✖ Type of Planned Occupancies is required. Please select as many values as apply.
✖ Type of Rental Structures is required. Please select as many values as apply.
✖ Type of Amenities is required. Please select as many values as apply.
▶ Site Information ✖
▶ Contacts ✖
▶ Organizational Breakdown ✖
▶ Identities of Interest ✖
▶ Set-Asides ✖
▶ Utility Allowances ✔
▶ Tax Credit Addendum ✖
▶ Buildings & Units ✖

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
 Submit 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

	Print	Export to Excel
▶ General Information ✓		
▶ Site Information ✓		
▶ Contacts ✓		
▶ Organizational Breakdown ✓		
▶ Identities of Interest ✓		
▶ Set-Asides ✓		
▶ Utility Allowances ✓		
▶ Tax Credit Addendum ✓		
▶ Buildings & Units ✓		
▶ Development Schedule ✓		
▶ Proposed Funding Sources ✓		
▶ Other Income ✓		
▶ Annual Operating Expense Budget ✓		
▶ Development Costs ✓		
▶ Subsidies or Regulatory Requirements ✓		
▶ Documents ✓		
▶ Scoring Sheet ✓		

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.

Wire Detail will be in the applicable QAP or PD.

Fees for LIHC

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 shows 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 field with a dollar sign prefix
- Percentage of the tax-exempt financing to the aggregate basis of any buildings and land which buildings are located is: Text input field with a percentage sign
- HUD Multifamily Accelerated Process involved?: Dropdown menu
- USDA RD Multifamily involved?: Dropdown menu
- Conventional Product Involved?: Dropdown menu
- Is the property being purchased through foreclosure?: Dropdown menu
- TEFRA Hearing: Text input field with a calendar icon
- Inducement Resolution: Text input field with a calendar icon
- Anticipated Bond Closing: Text input field with a calendar icon
- Type of commitment letter: Dropdown menu

A 'Save' button is located at the bottom of the form. A red note at the top right of the form 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"/>	Physical Needs Firm	<input type="text"/>
Consultant	<input type="text"/>	Environmental Firm	<input type="text"/>
Attorney	<input type="text"/>	Appraisal Firm	<input type="text"/>
Accountant	<input type="text"/>	County Mayor	<input type="text"/>
City Mayor	<input type="text"/>	Bond Enhancer	<input type="text"/>
Bond Counsel	<input type="text"/>	Bond Underwriter	<input type="text"/>
Bond Issuer	<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-based application form titled "MTBA Scoring Sheet". On the left is a vertical navigation menu with items like "General Information", "Site Information", "Contacts", "Organizational Breakdown", "Identities of Interest", "Compliance Verification", "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", and "MTBA Information". The main content area has a header "MTBA Scoring Sheet" and a note: "Bold fields must be completed in order to Submit an application". Below this are three sections:

- 1. Project Location**: Two checkboxes. The first is "Proposed developments located wholly and completely in a QCT or DDA as designated by HUD". The second is "Proposed developments located wholly and completely in a county or municipality with a growth plan approved by the local government planning advisory committee as determined by the Tennessee Advisory Commission on Intergovernmental Relations". A text box to the right contains the number "0".
- 2. Meeting Housing Needs**: Three radio buttons. The first is "Proposed new construction multifamily housing developments or proposed conversions of buildings which are not currently used for housing to multifamily housing developments". The second is "Proposed existing multifamily housing developments which are not currently income and rent restricted". The third is "Proposed existing multifamily housing developments which are currently income and rent restricted". A fourth option is "None selected". A text box to the right contains the number "0".
- 3. Development Characteristics - You are only allowed to check 5 boxes!**: Two checkboxes. The first is "Range Oven, Fire Stop, Auto Stop, or comparable extinguishing system over the stove in each unit". The second is "Install and maintain a camera video security system". A text box to the right contains the number "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)

Documents	Program	Required	THDA Template	Use for Both Programs	Notes
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

Documents	Programs	Required	THDA Template	Use for Both Programs	Notes
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 or 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

Initial Application Document Uploads for MTBA with Non Competitive LIHC (Conditional Request Submission)					
Documents	Program	Required	THDA Template	Use for Both Programs	Notes
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.

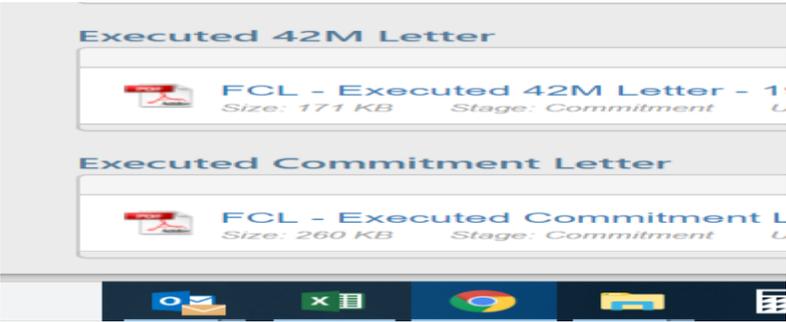


The applicant should return the executed letter in the THOMAS System. The Home page grid will have an Upload Commitment Letter feature on the last column. The letters should be uploaded there within 14 days of issuance.

The image shows a screenshot of a data table within the THOMAS system. At the top, there are two tabs: "Application" and "Construction". Below the tabs is a "Show All" button. The table has several columns: "Role", "Applicatio...", "Project Name", "Round", "Project Status", and "Access Re...".

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

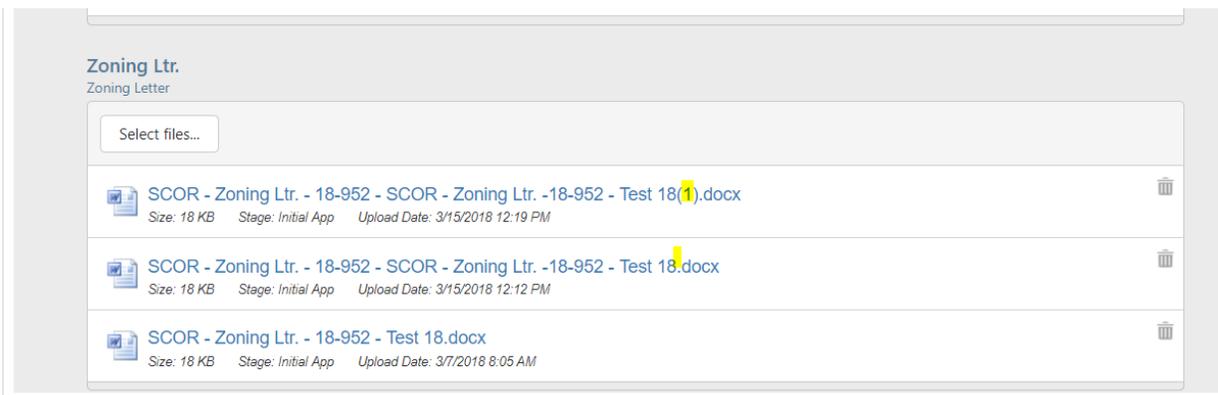
The THOMAS system will open up and accept certain changes and document uploads to address cure deficiencies from the initial eligibility and scoring review.

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)	<input checked="" type="checkbox"/> Request Board Review
2018 Competitive Round	Cure (Submitted)	
2018 Competitive Round	Cure (Submitted)	<input checked="" type="checkbox"/> 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

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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 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.

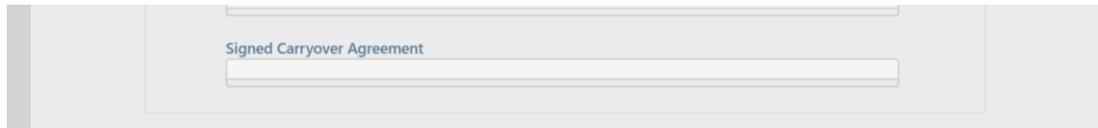
Applicants should ensure to make any necessary edits to the applicable screens that are editable during this period. The Scoring, Set Aside, and Tax Credit Addendum pages are not editable. As a reminder, applicants should ensure to update the EIN to the Ownership Entity as the THOMAS system will generate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

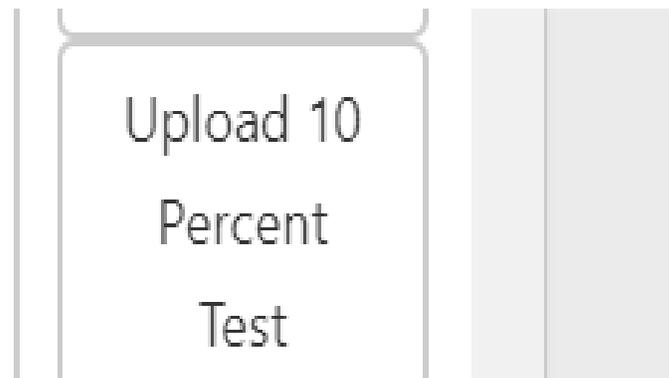
1. All competitive applicants must upload evidence of Equity Closing after the Carryover Agreement has been executed.
2. The External THOMAS Dashbard will have a Upload Equity Closing feature that the applicant will upload.
3. There is a Equity Closing Template available on the THOMAS Business Partners 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 or 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

Subtotal	\$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 label: "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.
8. Enter \$0 for Community Building with no residential units.

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

Total LIHTC Available		\$243,108.00
Total LIHTC Acquisition Available		\$184,487.51
Total LIHTC New/Rehab Available		\$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 before issuance of 8609's, should email the documentation to the Allocation Manager.

Enterprise Green Certification

Certifications received after 8609's issued should be emailed to the Allocation Manager.

Extensions and Modifications

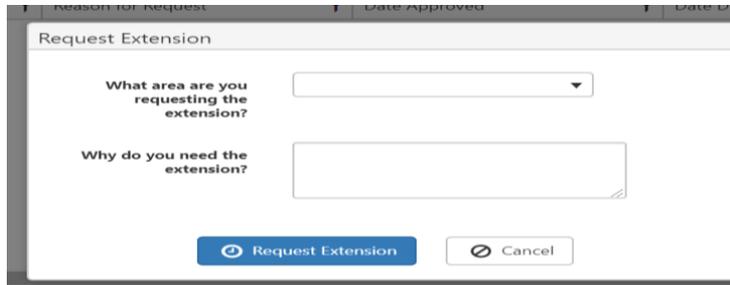
- a. Select Action Requests from the Blue Bar for the applicable application



- 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



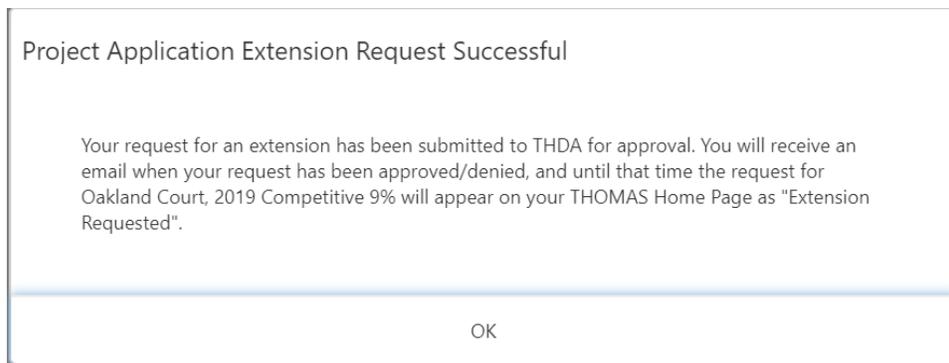
Request Extension

What area are you requesting the extension?

Why do you need the extension?

Request Extension Cancel

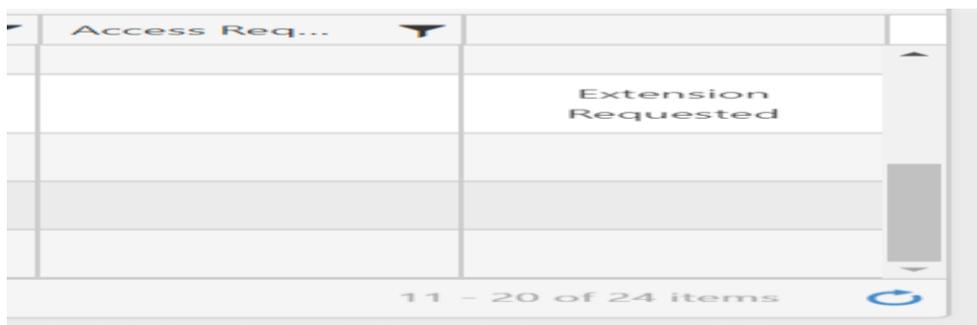
- f. Select the applicable area for the extension
- g. Hit the “Request Extension” button
- h. Provide an explanation



Project Application Extension Request Successful

Your request for an extension has been submitted to THDA for approval. You will receive an email when your request has been approved/denied, and until that time the request for Oakland Court, 2019 Competitive 9% will appear on your THOMAS Home Page as "Extension Requested".

OK



Access Req...
Extension Requested

11 - 20 of 24 items

- 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,

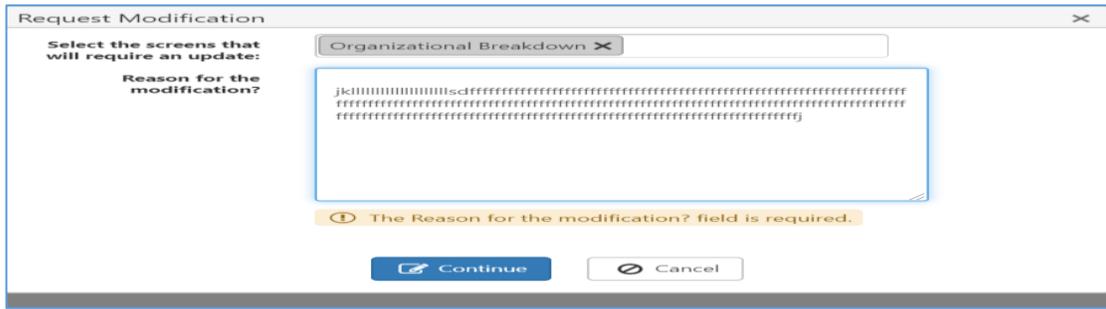
Please be advised that the Carryover Application Extension Request for TN19-922 Montgomery Commons Apartments has been approved. The extension period will be for 35 days. The new deadline will be 01/24/2020. In the event that you have any further questions and/or concerns then please contact Rebecca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

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.



Request Modification

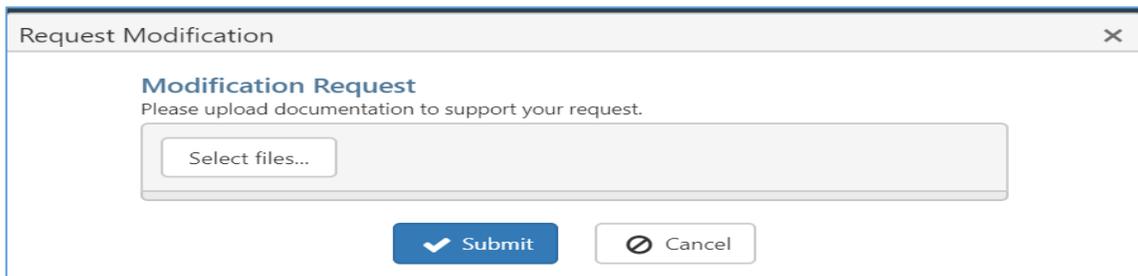
Select the screens that will require an update: Organizational Breakdown X

Reason for the modification?

The Reason for the modification? field is required.

Continue Cancel

- 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.



Request Modification

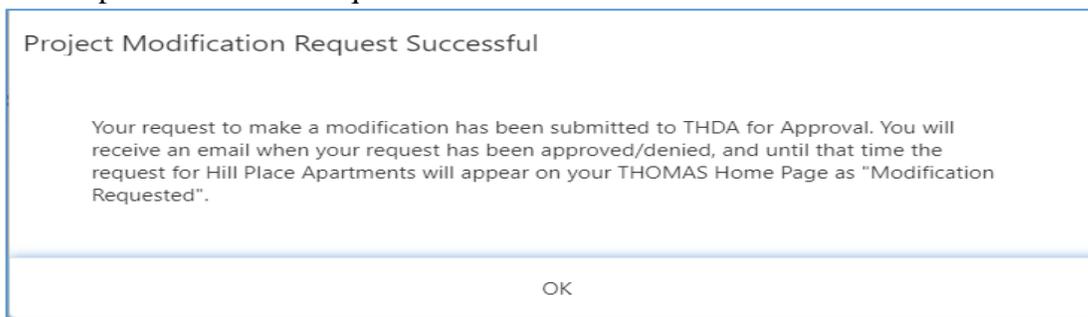
Modification Request

Please upload documentation to support your request.

Select files...

Submit Cancel

- 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.



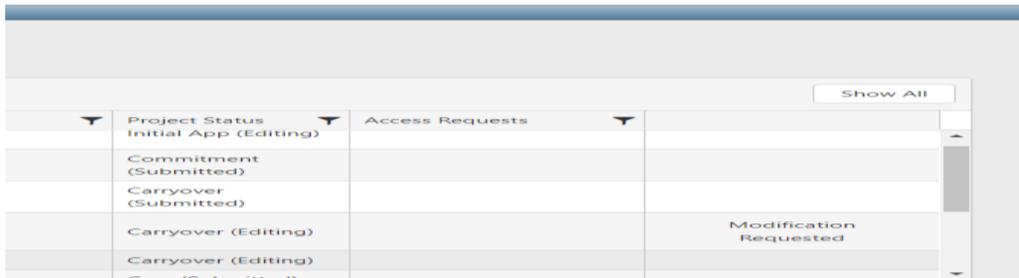
Project Modification Request Successful

Your request to make a modification has been submitted to THDA for Approval. You will receive an email when your request has been approved/denied, and until that time the request for Hill Place Apartments will appear on your THOMAS Home Page as "Modification Requested".

OK

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 has a dropdown menu. The 'Access Requests' column has a dropdown menu. The table contains several rows with different project statuses. The last row shows 'Carryover (Editing)' in the 'Project Status' column and 'Modification Requested' in the 'Access Requests' column. A 'Show All' button is visible in the top right corner of the table area.

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- See QAP for Level One requirements in the Eligibility Section
- Level Two Property Control- See QAP for Level Two requirements in the Eligibility Section
- 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. See QAP scoring for further requirements on this item.
- CPA Documentation-required if certain points are selected for Existing Housing developments. See QAP scoring for further requirements on this item.
- Occupancy Documentation- required if certain points are selected for Existing Housing developments. See QAP scoring for further requirements on this item.
- 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.
 - A Table of Contents for the plan must be attached. That documentation is on the THOMAS page.

Carryover Application Documents provided by THDA

- 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.
- The applicant should detail any other pertinent changes at this time as other documents may need to be updated.
- The applicant

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	Southside Flats	Knox	172	11/13/2019	2020	2018 MTBA Non Competitive	6/15/2018	
18-208	Oakwood Flats	Davidson	281	2/1/2020	2019	2018 MTBA Non Competitive	6/15/2018	
18-216	Haywood Manor Apartments	Haywood	25	7/15/2019	2019	2018 MTBA Non Competitive	11/20/2018	
19-916	Walker Court Apartments	Maury	88	6/1/2020	2020	2019 Exchange Round	2/11/2019	
19-917	Boscobel III	Davidson	102	11/1/2020	2021	2019 Exchange Round	9/5/2019	
19-930	Watson Glades Place (incremental)	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.
4. It may be necessary to select “Show All” if a property is not showing on the grid.

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.

Build Path is not yet complete

Construction Data

What are you going to build and construct for the first occupancy at the March 15, 2021?

Architect Drawings
Architect Drawings are required to be uploaded prior to the preconstruction meeting.

Select File...

Max File Size: 100 MB

Architect Specs
Architect Specs are required to be uploaded prior to the preconstruction meeting.

Select File...

Max File Size: 100 MB

+ Add Buildings

# of Buildings	Type of Construction	# of Stories	Footprint Shape	Footcreek	Height	Carliker System	Elevators	

Proposed Hard Costs

<p>Exterior Siding \$ <input type="text"/></p> <p>Handing \$ <input type="text"/></p> <p>Flooring \$ <input type="text"/></p> <p>Wall Structures \$ <input type="text"/></p>	<p>Appliances \$ <input type="text"/></p> <p>Doors and Windows \$ <input type="text"/></p> <p>Tire Safety \$ <input type="text"/></p> <p>Other Hard Costs \$ <input type="text"/></p>
<p>Total Hard Costs \$ <input type="text"/></p>	

[Exterior Siding](#) | [Flooring](#) | [Flooring](#) | [Wall Structures](#) | [Appliances](#) | [Doors and Windows](#) | [Tire Safety](#) | [Other Hard Costs](#)

<p>Walls \$ <input type="text"/></p> <p>Stone \$ <input type="text"/></p>	<p>Roof \$ <input type="text"/></p> <p>General Labor \$ <input type="text"/></p>
---	--

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.
3. Once the development is at 70% construction completion, the Application side will show a Project Status of Final App Editing which will allow the entity to begin to complete the Final Application necessary to receive 8609's.

Final Construction Steps

1. Upon reporting at 100% Construction Completion, the Construction Contact should reach out to THDA Construcation Analyst for a Final Site Visit.
2. Please remember that the only individuals with editing ability for the Construction module are the Construction Contact or Owner/Admin for the application.
3. After the visit is scheduled, an email from THOMAS confirming the site visit will be sent.
 - a. Screenshot of the Email is below:

Subject: THDA Construction Site Visit Confirmation

Body:

Greetings,

This email is a confirmation that THDA will perform a construction site visit at Buffalo Trail on 10/4/2021 at 12:00 AM in order to determine progress and compliance with the applicable Qualified Allocation Plan (QAP) and the Initial Application as submitted in THOMAS for the Low-Income Housing Credit program.

The purpose of this visit is to observe progress towards placed-in-service requirements, ensure all threshold requirements in the QAP and items selected for points in the Initial Application are completed, and the construction quality is acceptable as defined in the Uniform Physical Condition Standards (UPCS).

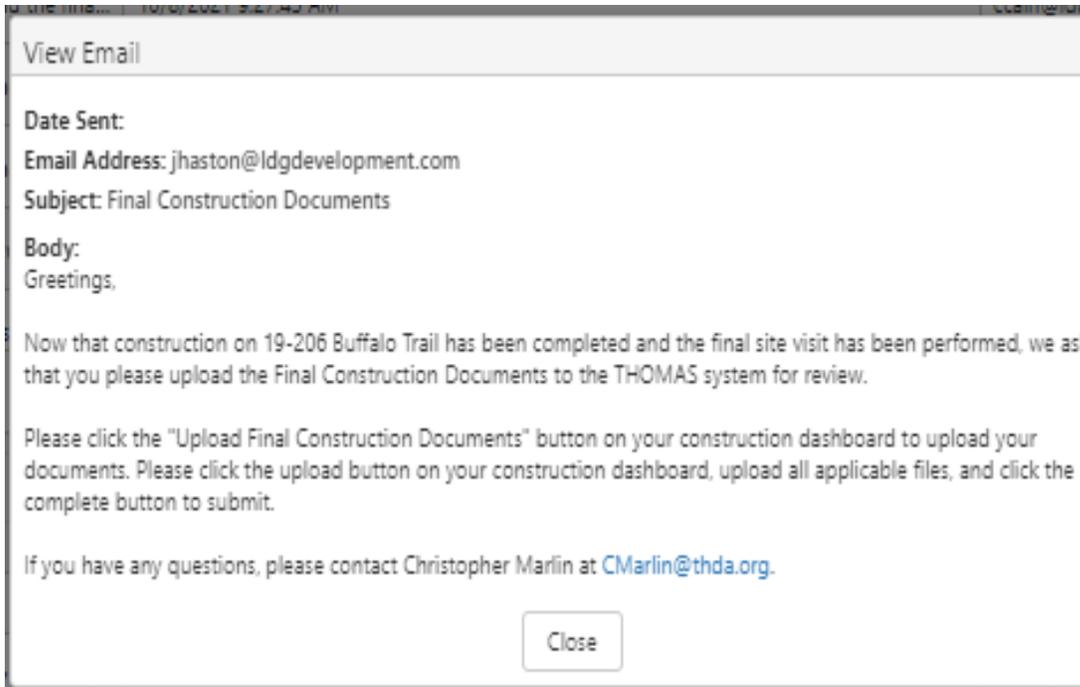
If you have any questions, please do not hesitate to call me at or email me at CMarlin@thda.org.

Respectfully,

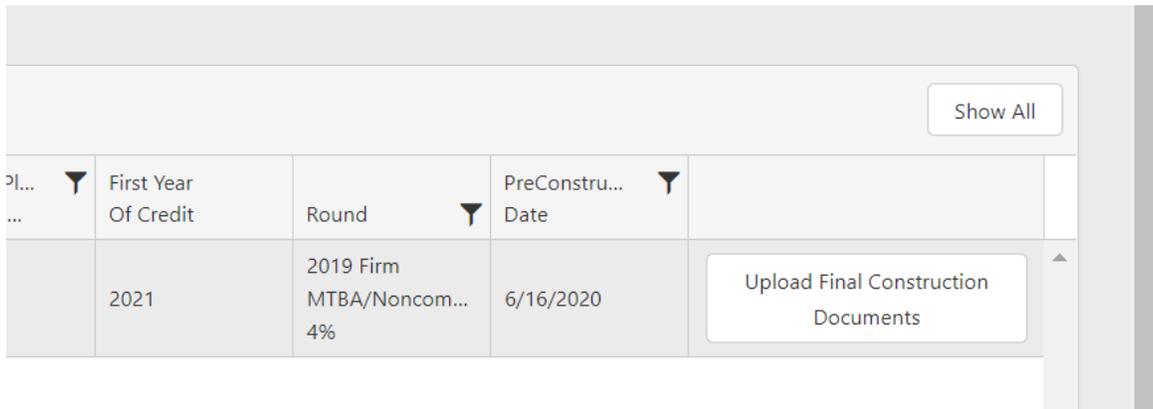
Christopher Marlin
Construction Analyst

Close

4. Upon the Final approval of the site inspection an email will be sent notifying the Construction Contact to upload the Final Construction Documents.
 - a. Screenshot of the Email is below:



5. There will be an upload box on the Construction grid
 - a. Screenshot of the Upload function is below:



6. There are four (4) items that are required to be uploaded
 - a. Final Architect Certification (Template on the THOMAS page)
 - b. Certificate of Occupancy or Equivalent
 - c. Certification of Substantial Completion
 - d. Final Draw Package

7. Select the appropriate folder as shown below
 - a. Screenshor of the Content Folders is below:

Upload Final Construction Documents ✕

Final Architect Certification

Select files...

Certificate of Occupancy or Equivalent

Select files...

Certificate of Substantial Completion

Select files...

Final Draw Package

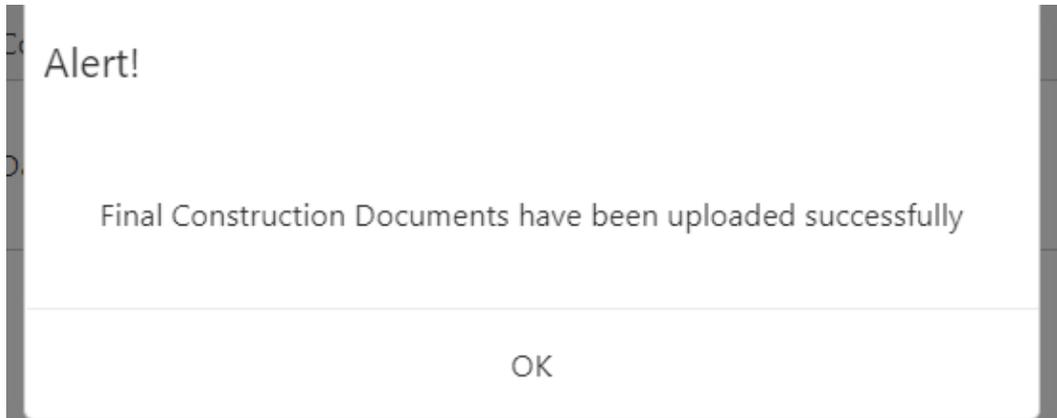
Select files...

✓ Complete

✕ Close

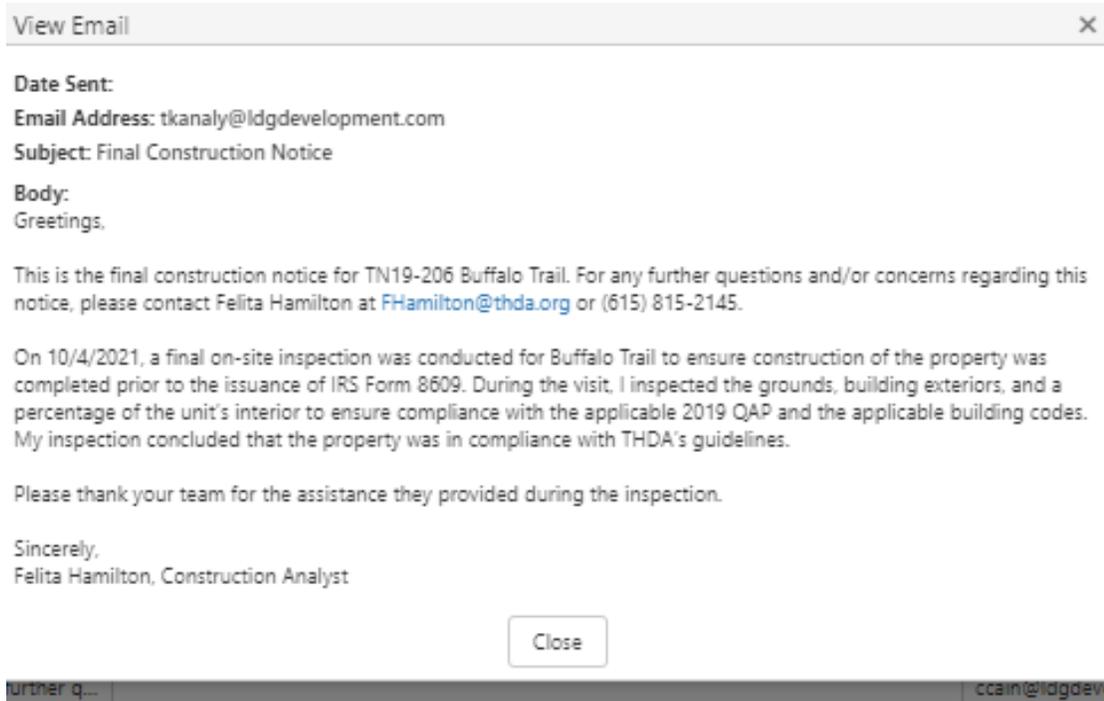
You must click the Complete button once all required documents are uploaded to submit.

8. Once done, select the blue complete button.
9. If the upload was successful, an alert will appear as shown below.
 - a. Screenshot of successful upload:



10. The THDA Construction Analyst will review these documents.
11. If the document review has findings, an email with the findings will be sent to the contacts.
 - a. Address the findings and resubmit the documentation.

12. Once the THDA Construction Analyst has finalized the review of the documentation, a final Construction Notice email will be sent to the contacts.
- a. Screenshot of email is below:



13. This concludes the Final Construction process in THOMAS.

End of the Development Process, consult the Compliance Manager for access to the Compliance reporting for OAC and Tenant Data reporting.