Tennessee Housing Development Agency

THOMAS

User 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 allocation cycle of both programs

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

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 LIHTC: https://thda.org/rental-housing-partners/multi-family-developers/LIHTC-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 **TNAllocation@thda.org**

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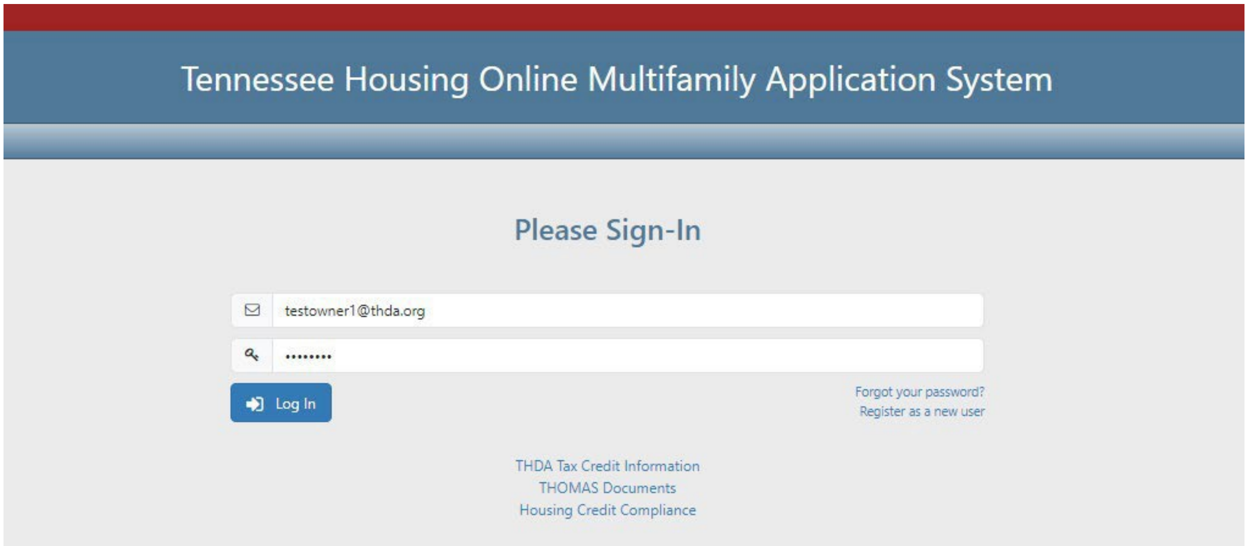
SECTION ONE

Logging into THOMAS

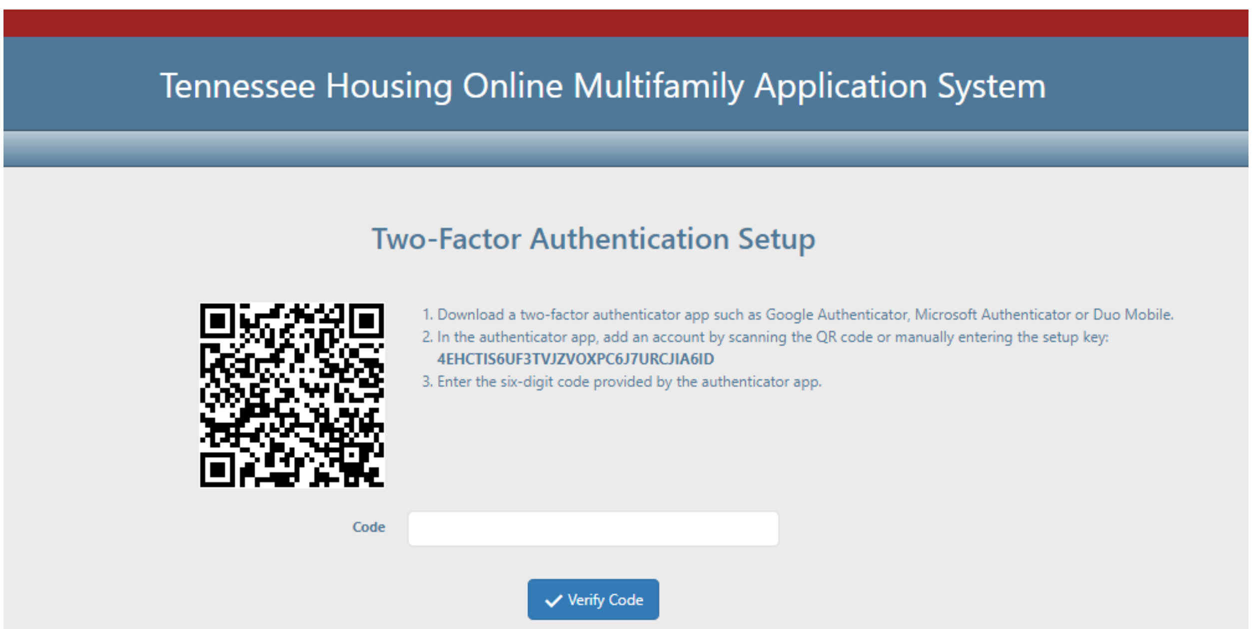
Beginning November 1, 2024, all THOMAS users are required to utilize a Multi-Factor Authentication (MFA) login. This is a two-step verification that is required for all external users. The following pages provide instructions on the MFA process. External users are welcome to use an authenticator application of their choice (i.e. Microsoft Authenticator, Google Authenticator, Cisco Duo, etc.)

New User/ User That Needs to Set Up Two-Factor Authentication

1. Enter username and password

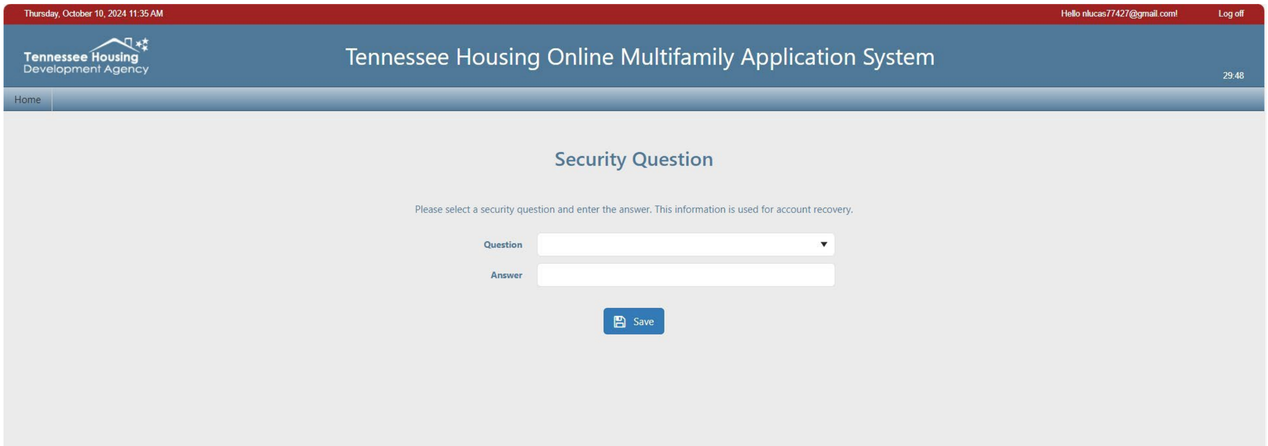


2. After logging in with the username and password for the first time, you will be asked to set up Two-Factor Authentication. Follow the authenticator app setup instructions provided on the next screen.

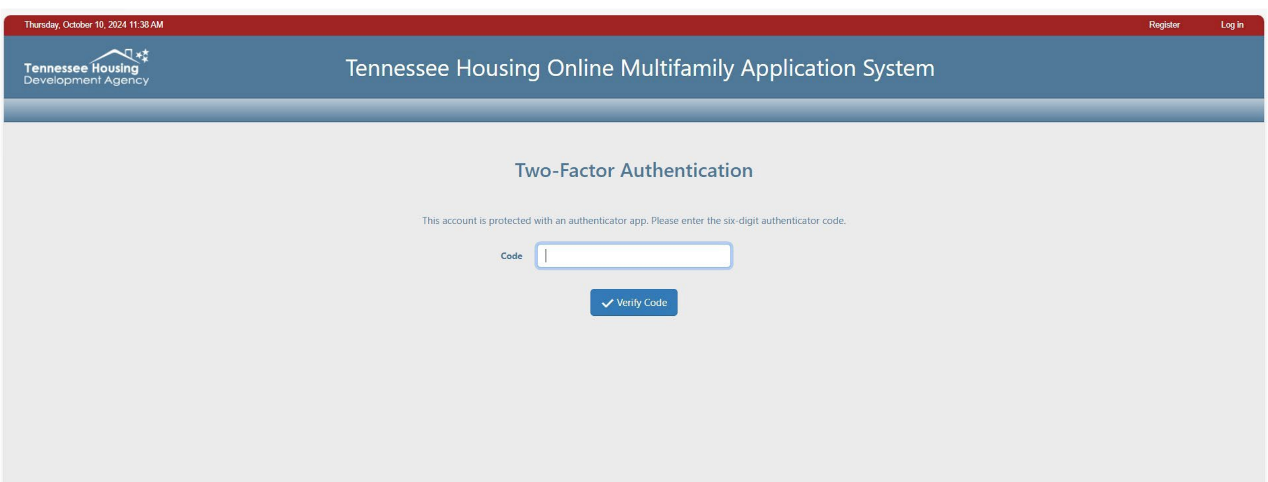


3. Enter the six-digit code provided by the authenticator app and push the “Verify Code” button.
   a. Accepted Format: 000000, 000 000, 000-000
   b. Must be between 6 and 7 characters long

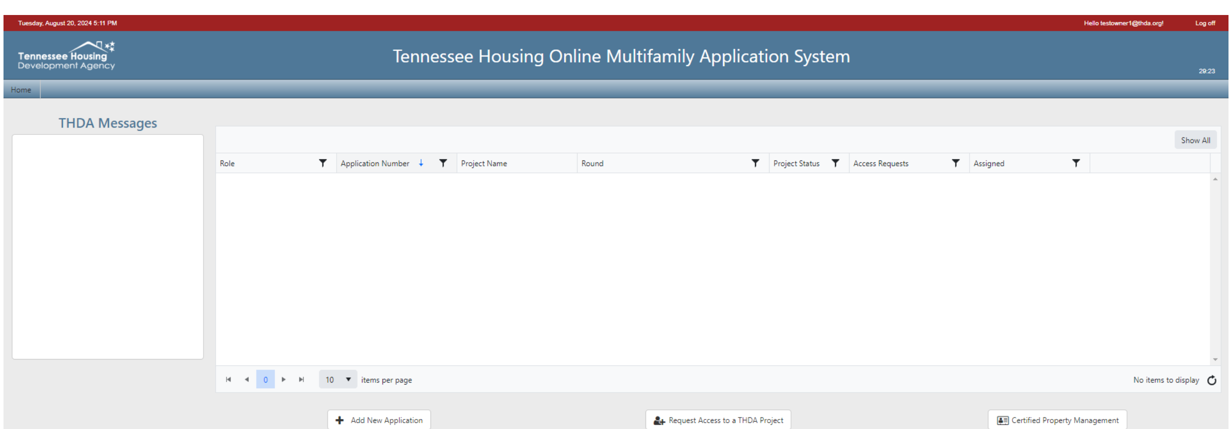
4. On first login you will next be asked to setup a security question. Choose one of the questions from the drop-down menu, and type in your answer in the "Answer" box.
    a. Hit the "Save" button



5. At the next login (and all subsequent ones after that) after entering username and password this is the screen you would see:

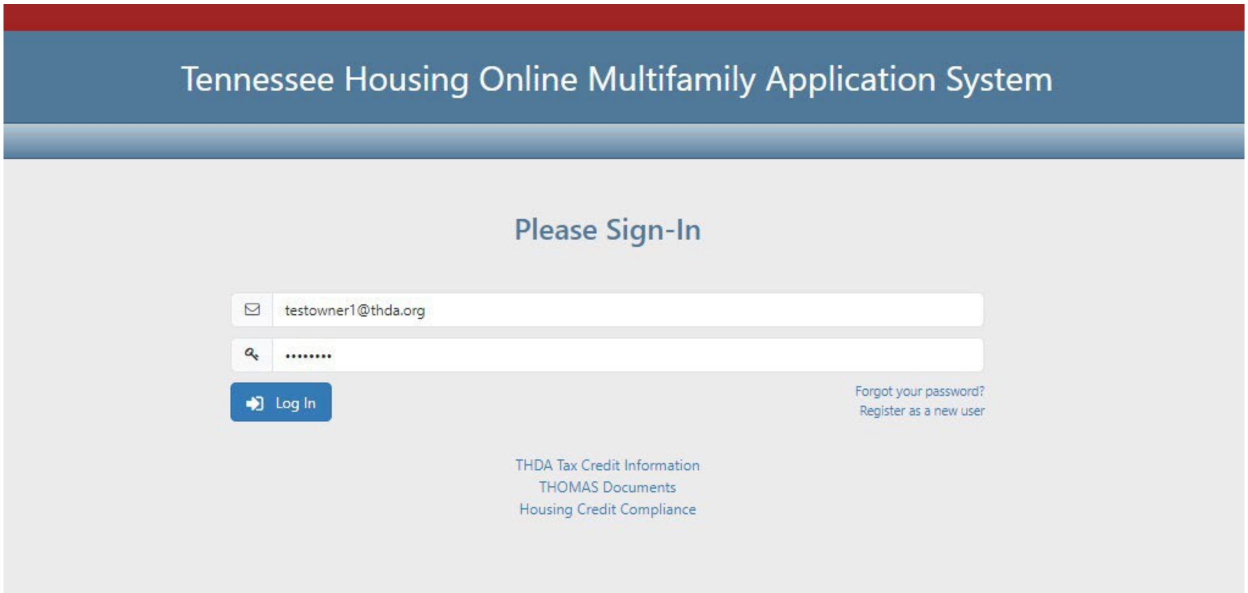


6. After entering the code from your authenticator app, you are directed directly into your normal THOMAS dashboard.



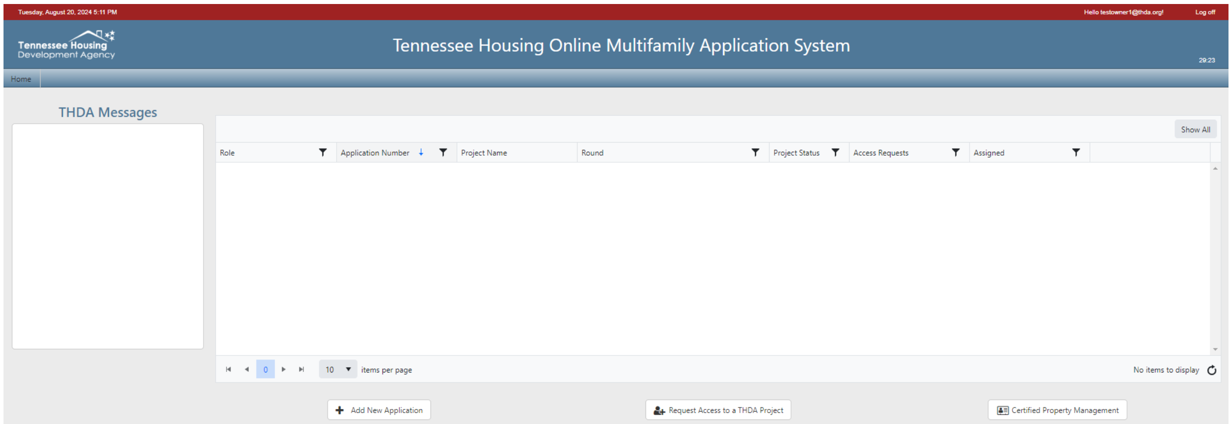
Existing User

1. Enter username and password.



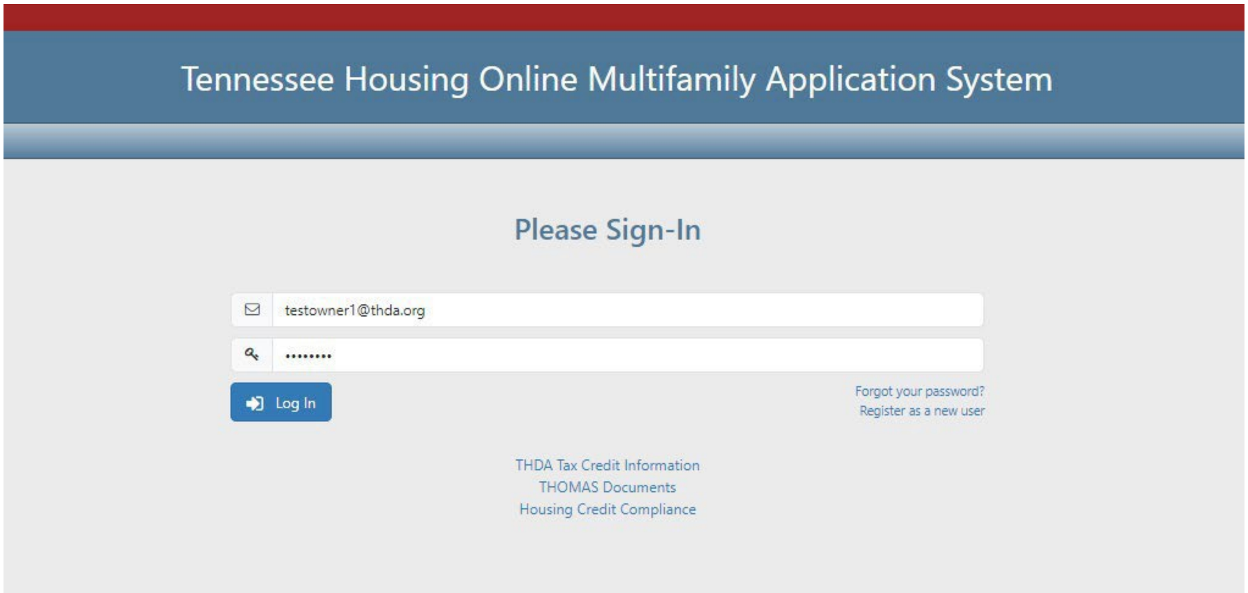
2. Enter the code provided by the authenticator app and push the "Verify Code" button.
   a. The code expires after five minutes

3. Successfully access the normal THOMAS dashboard.



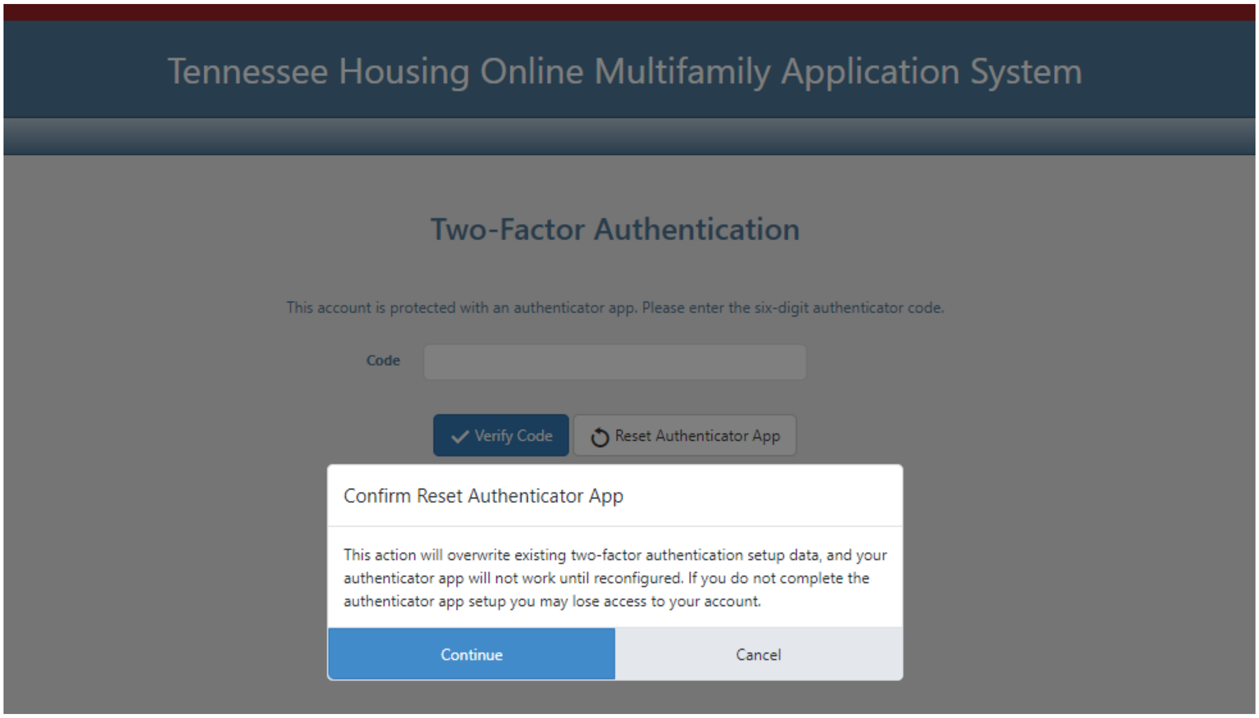
Existing User That Needs to Reset Authenticator App

1. Enter username and password.

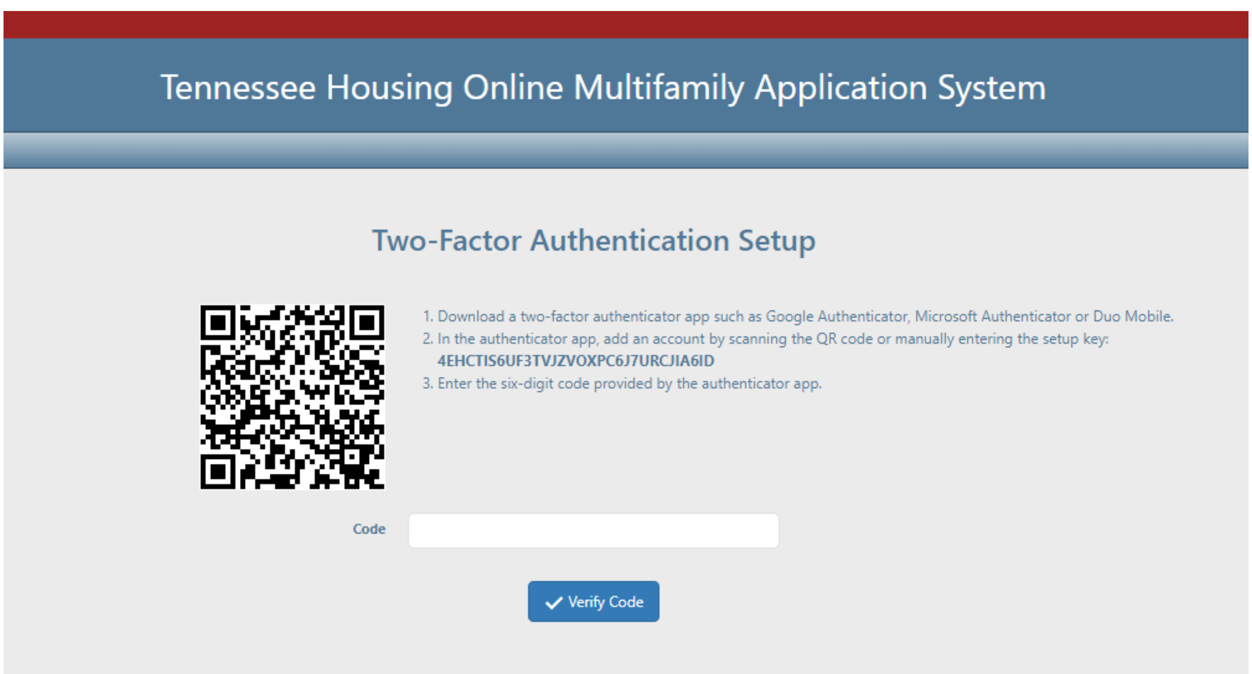


2. Push "Reset Authenticator App" button. ***PLEASE NOTE***: *The only way an external user can gain access to this feature is by contacting THDA and verifying their security question answer with the THOMAS Business Analyst over the phone*.

3. Confirm your choice to reset the authenticator app by hitting the "Continue" button on the pop-up.

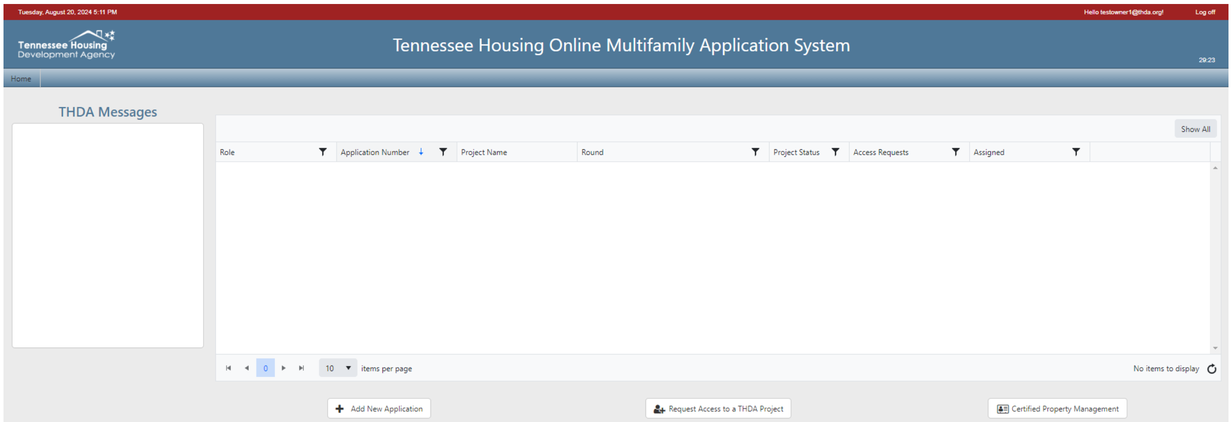


4. Follow the authenticator app setup instructions provided on the next screen.
   a. NOTE: If the user exits this page without completing the instructions they will need to press the "Reset Authenticator App" button again when they log in next.



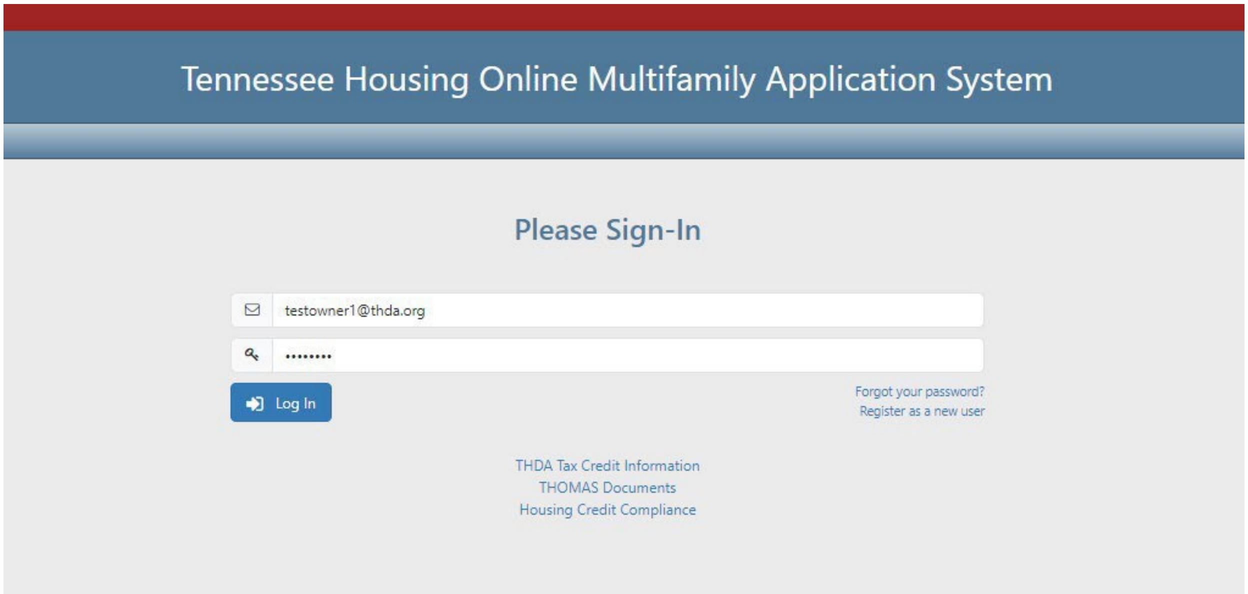
5. Enter the code provided by the authenticator app and push the “Verify Code” button. You should not be asked to re-set your security answer.

4\. Successfully access the normal THOMAS dashboard.



Existing User Enters Incorrect Code

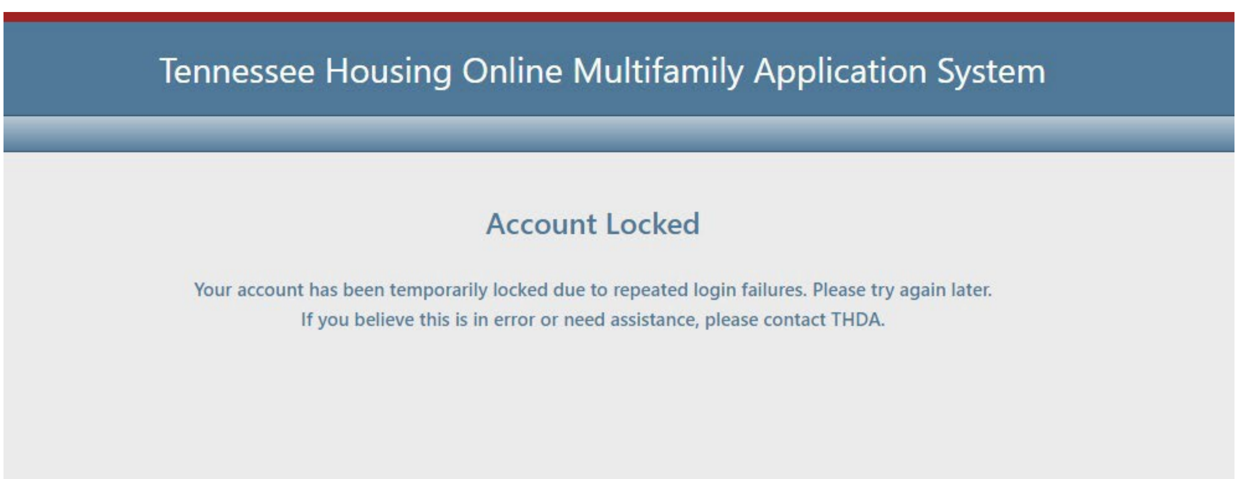
1. Enter username and password.



2. Enter an incorrect code and push “Verify Code” button.

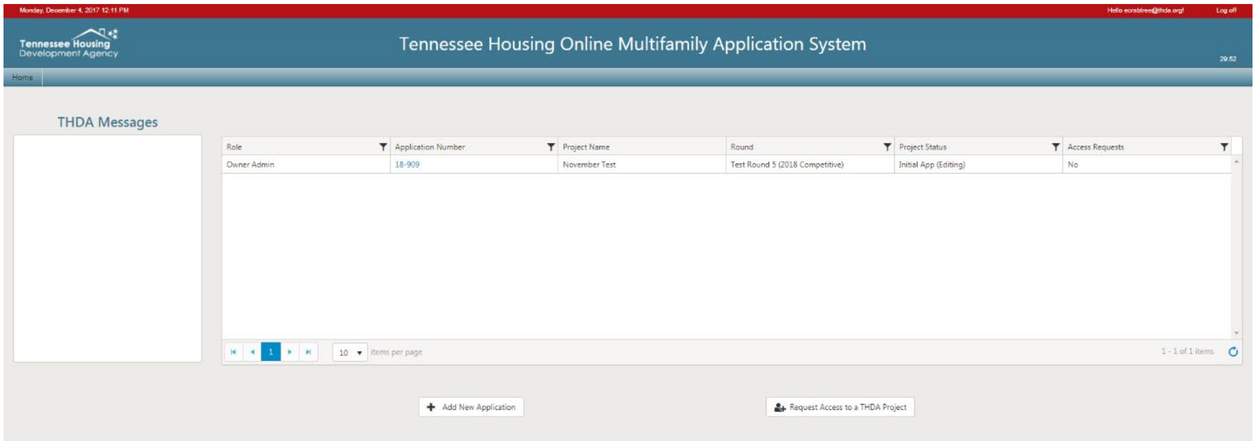
3. Error message indicates the user has entered an incorrect code.

4. After five incorrect attempts the user will be locked out and must contact THDA to have it unlocked. This is the same procedure as is used today for a locked out account.

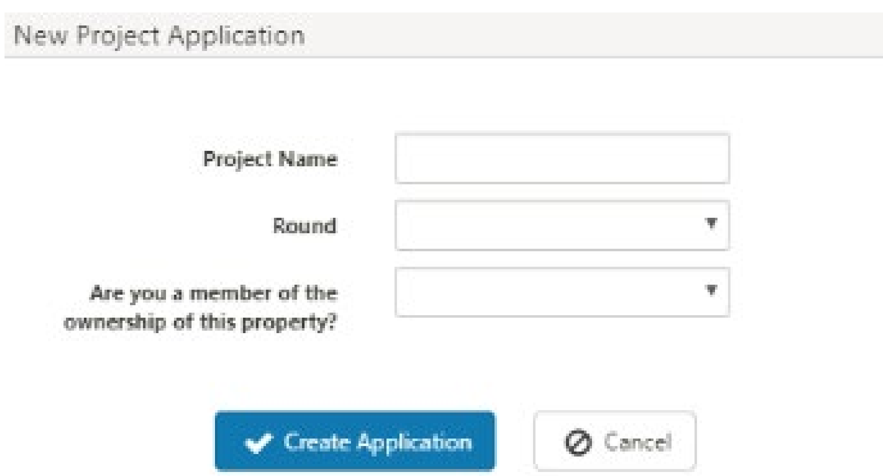


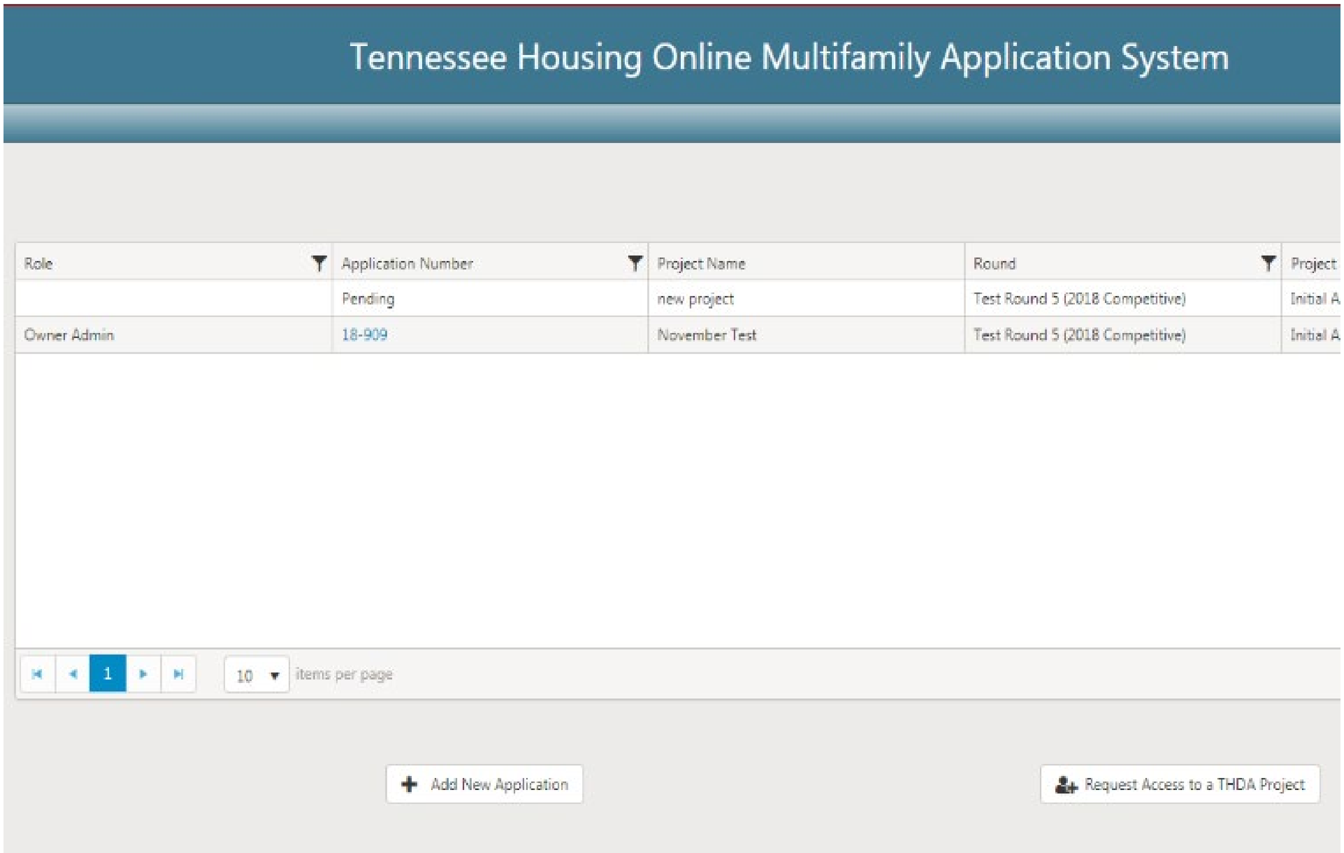
Creating an Application

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

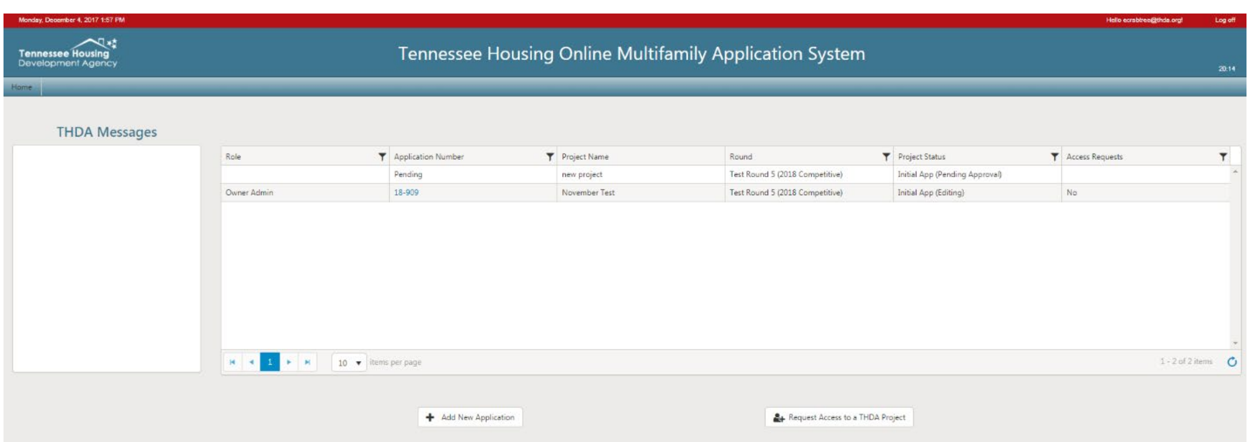


1. Click “+ Add New Application” in the lower left-hand side of the page.
2. Add the Project Name, Round, answer the last question and click “Create Application”. An application can only be created by an owner of an employee of the ownership entity, preferably a person that appears in the Ownership Organizational 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.





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

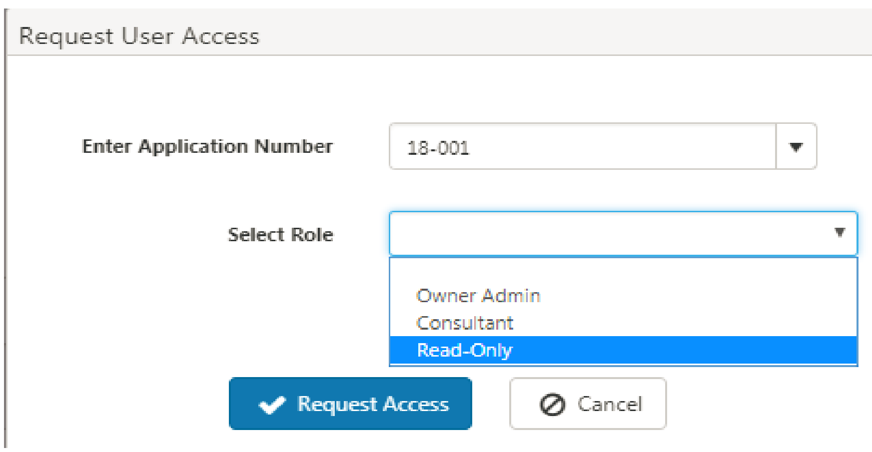


Requesting Access to a THDA Development

Any users needing access to an application that has already been approved will need to register for an account by following the steps in the “Registration” section above. Once the account has been created users will need to click on the “+Request Access to a THDA Project” button in the lower right hand corner of their THOMAS homepage. Note: The application must be approved by THDA In order for additional users (other than the “Owner”) to request access. To determine if the application has been approved, check the “Application Number” column. If an application number has been assigned in the XX-XXX format the application has been approved.

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.



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.

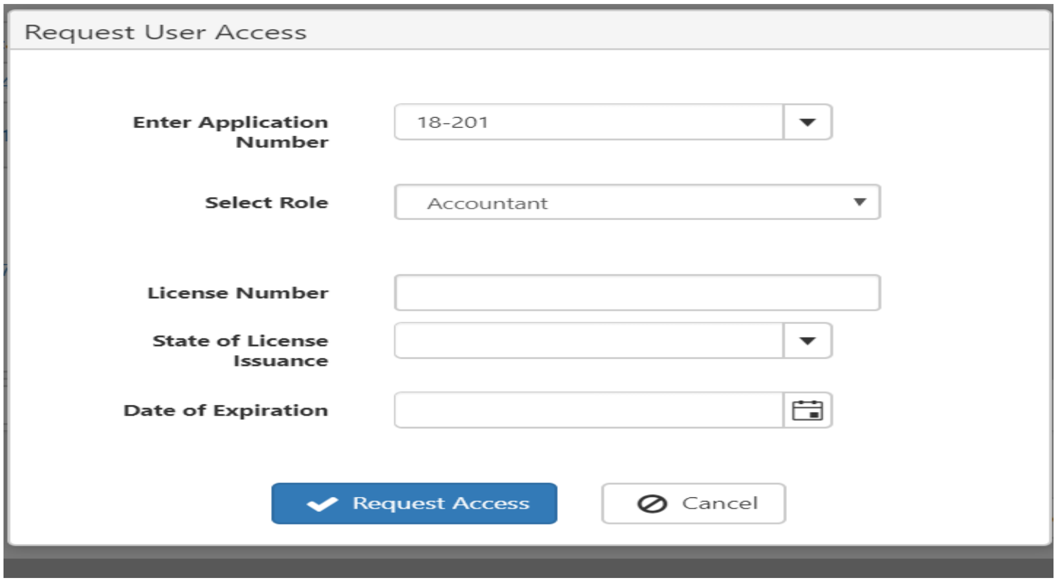
b. Consultant/Editing access
   a. This individual may be an employee of the ownership entity preferably or a third party individual employed by the ownership or developer entity that has a need to make edits in the application.
   b. This individual must register in THOMAS and will be approved by the 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.**

Examples of individuals in this role: Board Members, Syndicators, Market Study Analysts, Other employees in the Organization, etc

a. 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.

b. Once registered, the accountant may request access to the applicable application

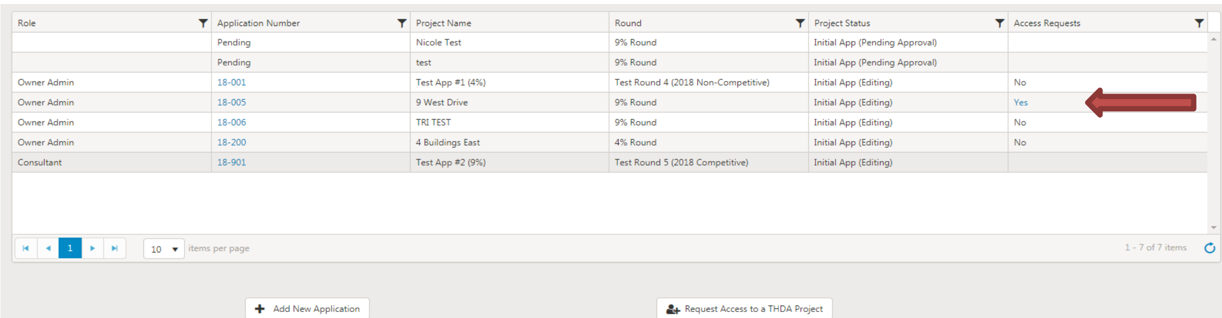


c. The **Owner/Admin** will approve the Accountant in the same fashion as all other users.

*Please note that owners seeking access to the Compliance module, should email TNCompliance@thda.org for more information regarding that process

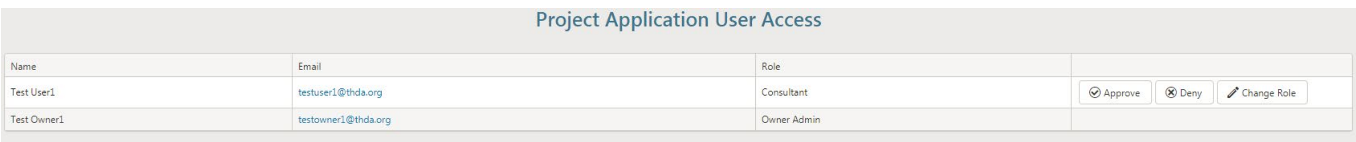
Approving Access (For Users with Owner Access)

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)	

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

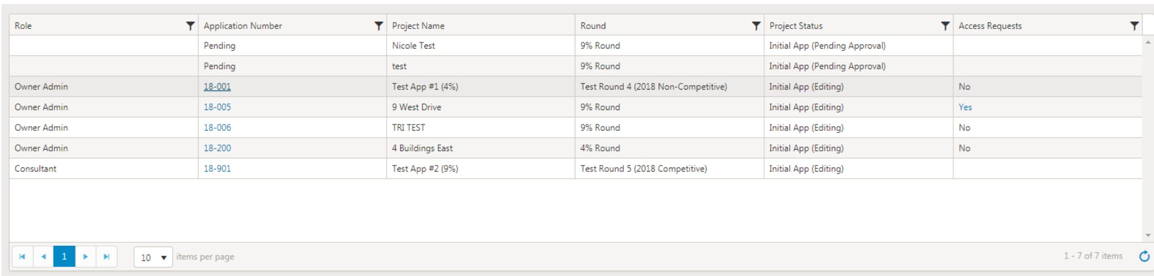


Project Application User Access

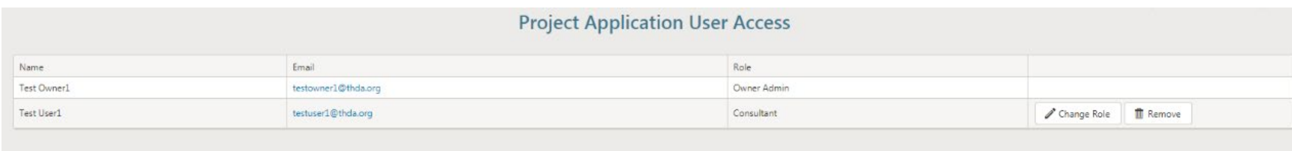
Name	Email	Role	
Test User1	testuser1@thda.org	Consultant	Approve / Deny / Change Role
Test Owner1	testowner1@thda.org	Owner Admin	

Managing User’s Roles

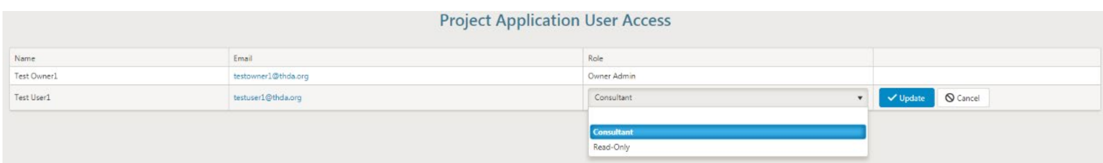
1. A list of all users for the current development can be found from the Owners homepage. Click on the application number.



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



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 can 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 until THDA returns the application back.

Software Overview

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

Screen	LIHTC 9%	MTBA with 4% LIHTC
General Information	Yes	Yes
Site Information	Yes	Yes
Contacts	Yes	Yes
Organizational Breakdown	Yes	Yes
Identity of Interest	Yes	Yes
Compliance Verification	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 and Tax Credit Calculation	Yes	Yes
Subsides or Regulatory Requirements	Yes	Yes
Documents	Yes	Yes
Notes	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
Eligible Basis Screen	Yes	Yes
Construction	Yes	Yes

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 LIHTC or MTBA

General Information

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.
    a. Exchanges, Public Notices, or Supplemental should not be entered here.
    b. If previously allocated, the previous bins from the original IRS 8609's will populate in the Buildings and Units.

13. There may be other questions on the General Information that may require a response as well.

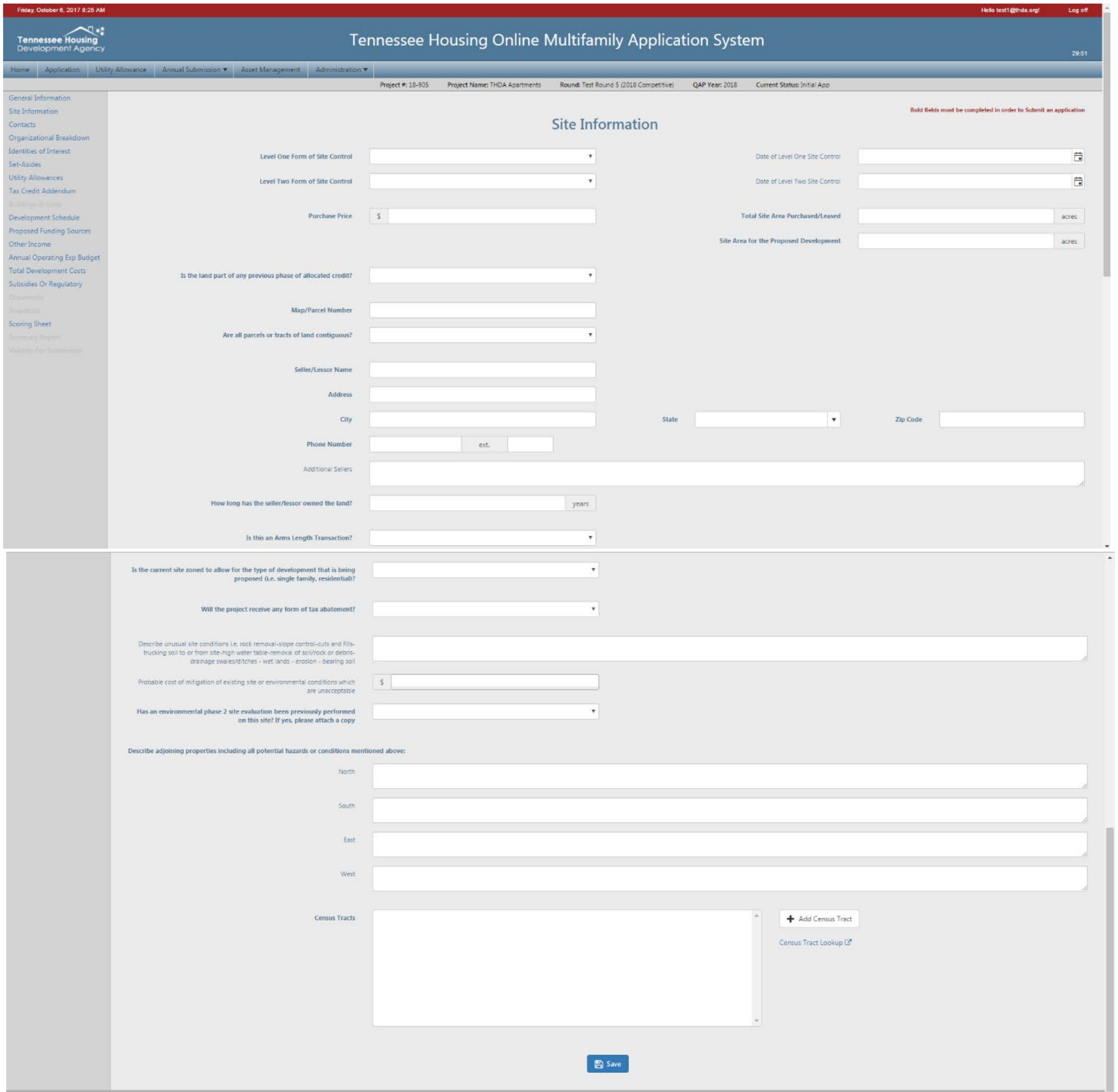
- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**

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 Utility Information

Site Information



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 LIHTC 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 sire 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. The applicants will disclose information regarding the availability of Electricity, Water, Sewer, and Natural Gas.

19. 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"
   c. The THOMAS system is programmed to verify the QCT/DDA status once validations are ran.

- **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.**

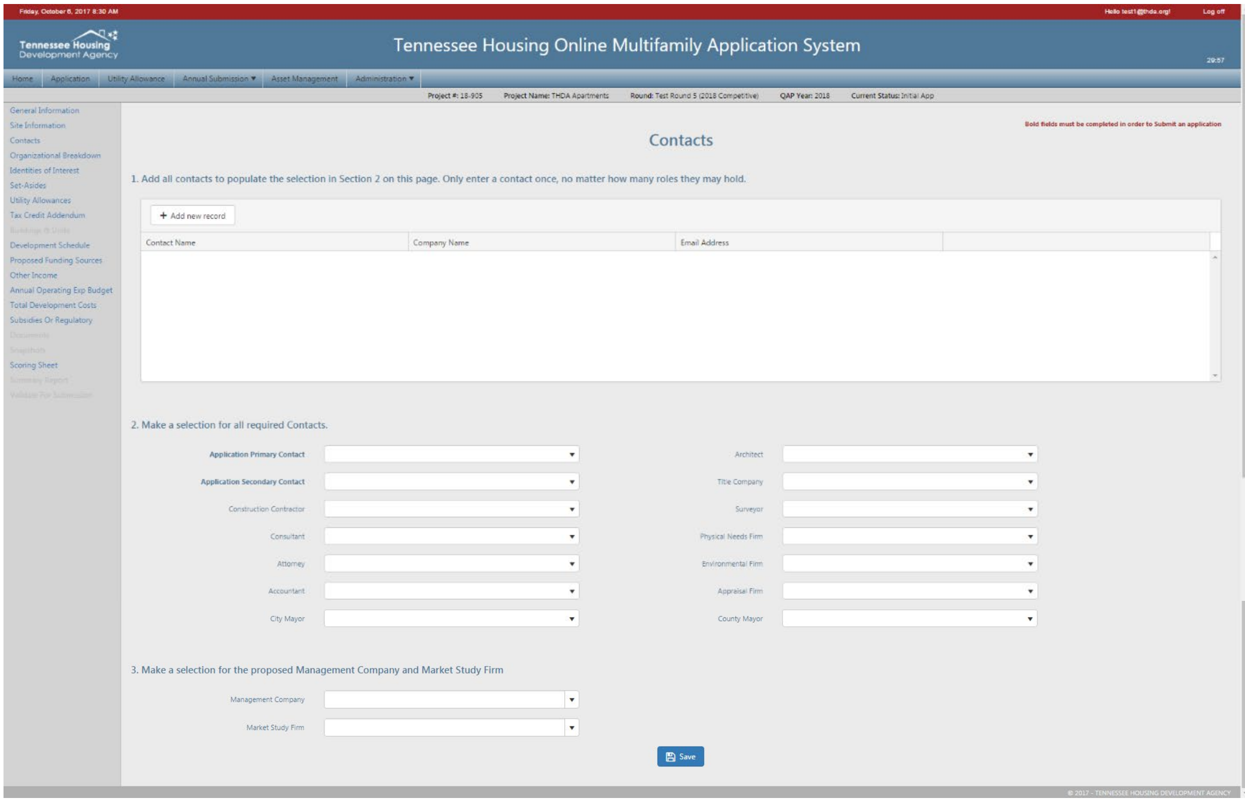
Contacts

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.
    1. County Mayor/Executive
    2. City Mayor/Executive
  - This is a required field

Contacts



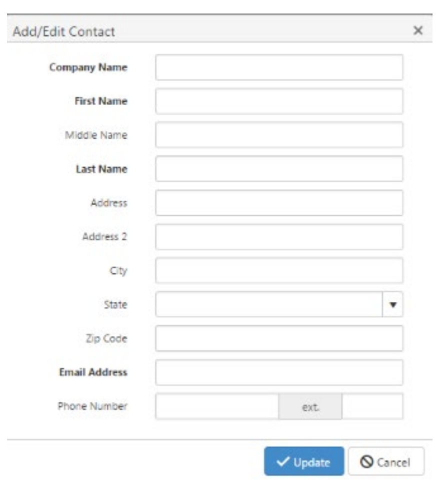
1. Applicants will indicate the individual contact(s) for multiple roles associated with the property.

2. The following contacts are required:

   a. Construction Contractor, Management, Accountant, Architect, Market Study

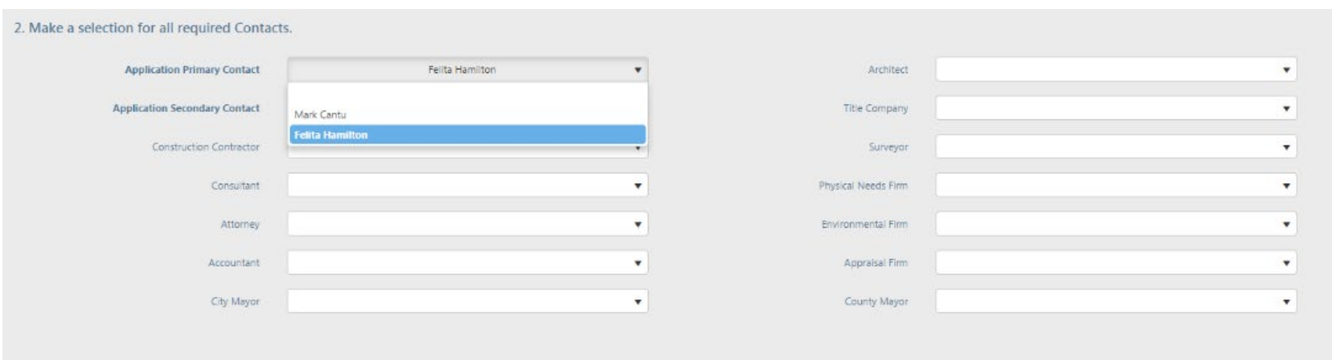
3. To begin, the applicant will select the "+ Add New Record" tab. **Bold** fields are required.

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



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

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.



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:

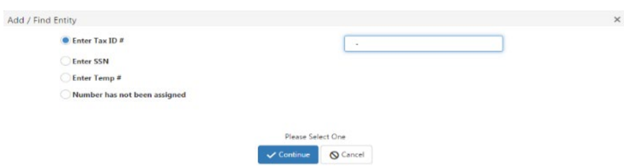
- Ownership and Developer Entity information will be collected on this screens.
    - Applicants will need to have a **functional** organizational chart that clearly illustrates the top of organization to the relevant individuals of the organization.
- Both **organizational charts and THDA Organizational Breakdowns** 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).

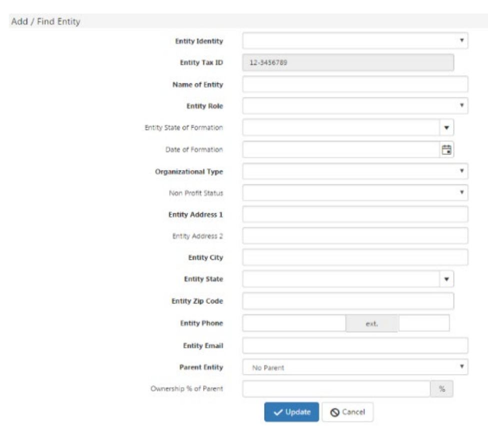
2. To begin, the applicant will select the "+ Add Entity" tab.

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.

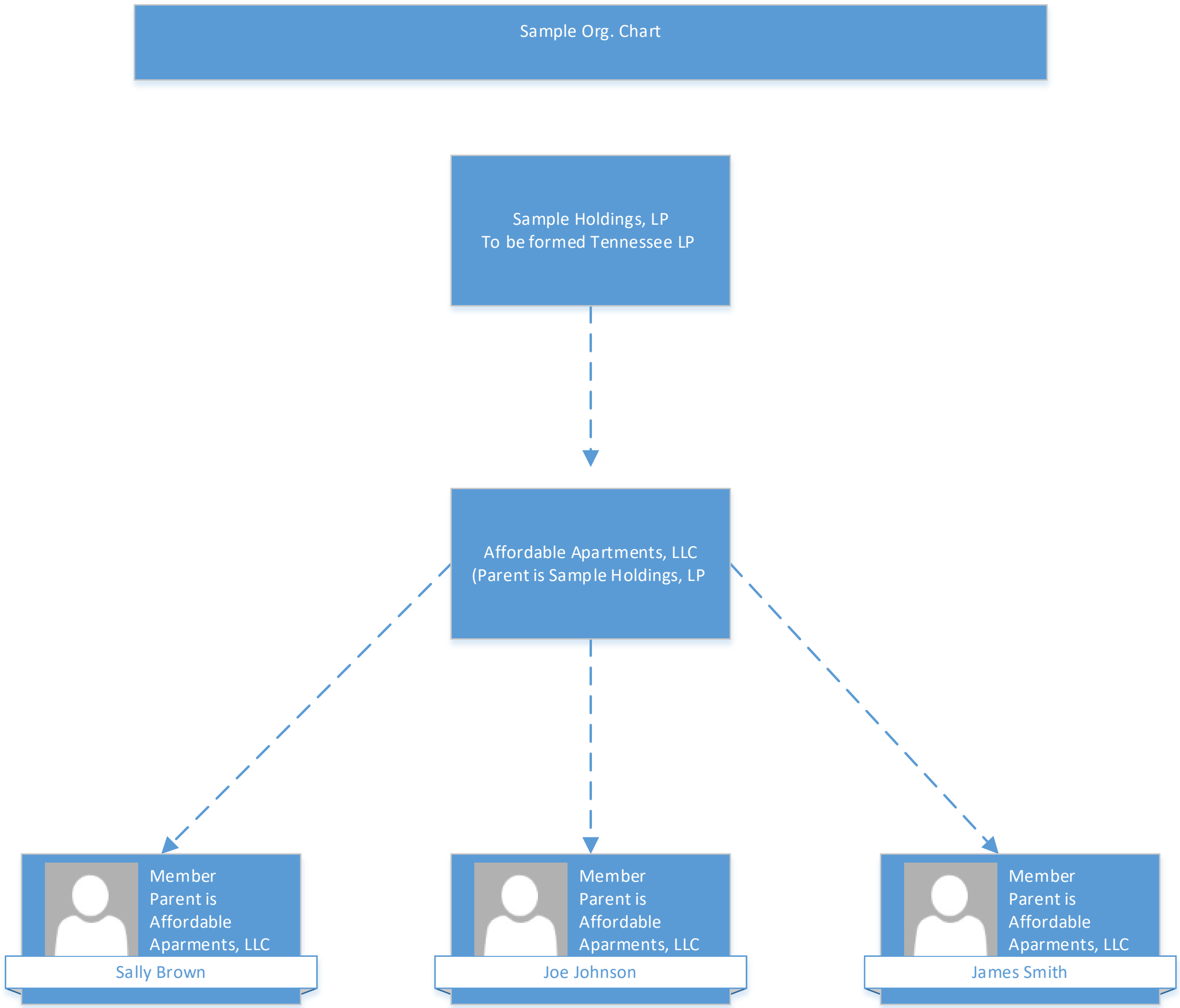


5. Click update and repeat the process until all entities are included.

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
Sample Holdings, LP
To be formed Tennessee LP
Affordable Apartments, LLC
(Parent is Sample Holdings, LP
Member
Parent is
Affordable
Aparments, LLC
Sally Brown
Member
Parent is
Affordable
Aparments, LLC
Joe Johnson
Member
Parent is
Affordable
Aparments, LLC
James Smith

Entries for Individuals

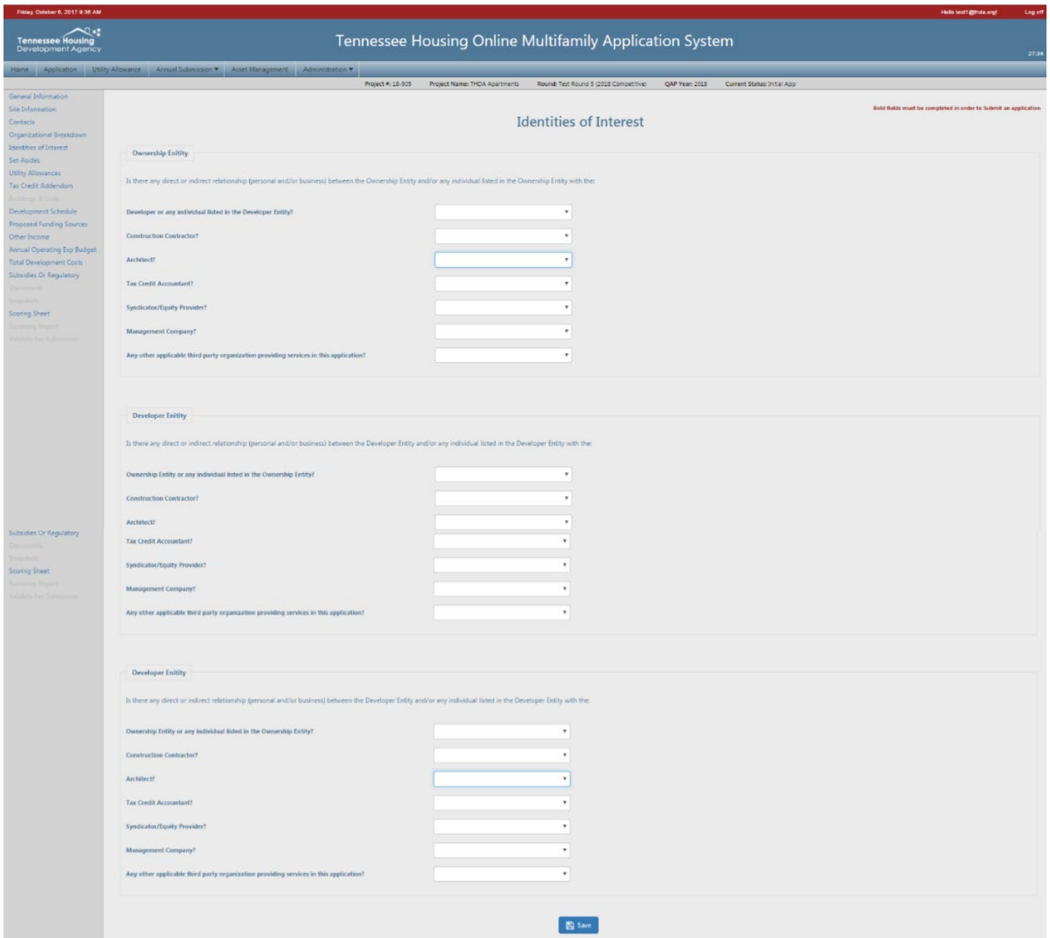
- Applicant will enter information for each individual that is associated with the Owner and Developer entities.
- The entry should appear on the organizational chart.
- If the individual is already in the system, then the system will recognize the entry if the user enters the SSN and Last Name if "Enter 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



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.

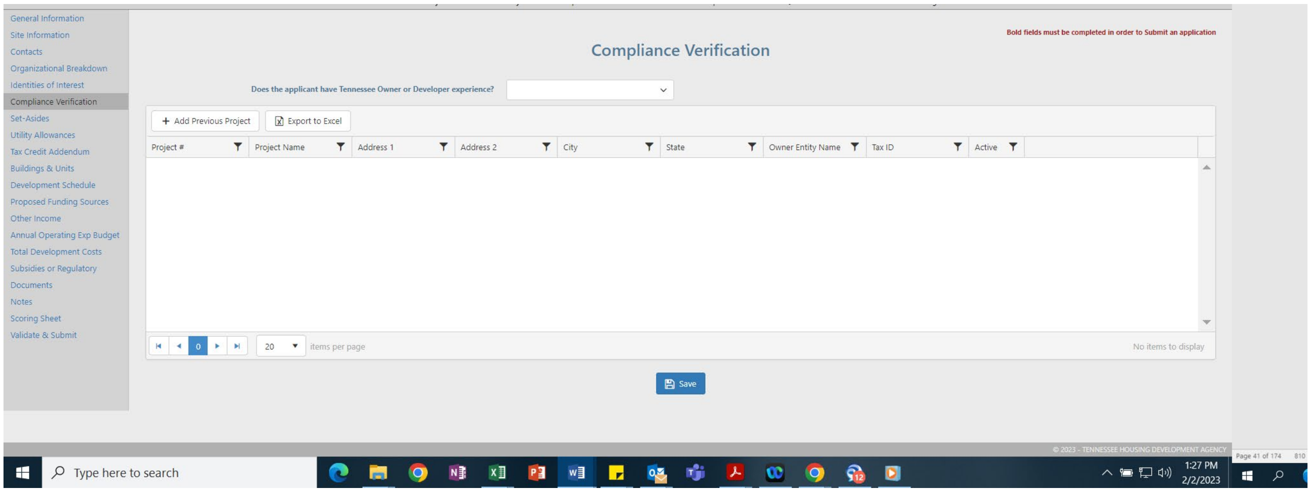
4. Click Save.

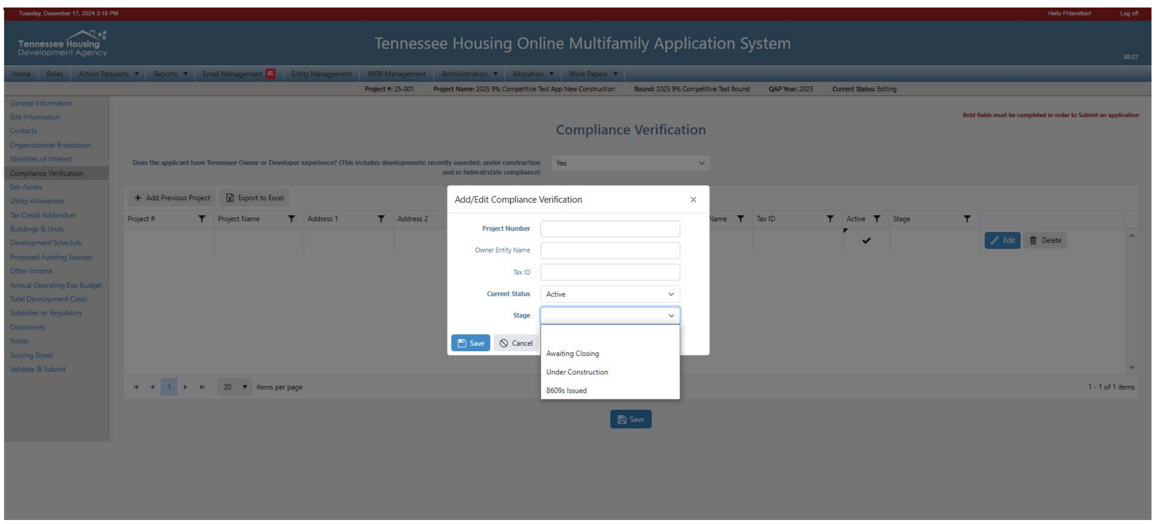
- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**

Compliance Verification

The purpose of this screen is for applicants to enter status of developments issued 8609's, developments under construction, and developments awaiting closing.

Compliance Verification Screen





1. If any individual in the Ownership and/or Developer entity has experience in a previously allocated development then answer Yes
    a. This includes all developments that have received a Competitive or Noncompetitive award.

2. Add the applicable TN ID
    a. If the Owner Entity and Tax ID are known, then enter that as well.
    b. The applicant must identify the proper Stage
        i. Awaiting Closing-Any pipeline development that has received a Carryover Allocation Agreement or Allocation of Multifamily Bond Authority will need to be identified.
        ii. Under Construction-Any pipeline development that has closed on equity and construction financing and is reporting to THDA Construction.
        iii. 8609's Issued-Any development that has received IRS form 8609's.

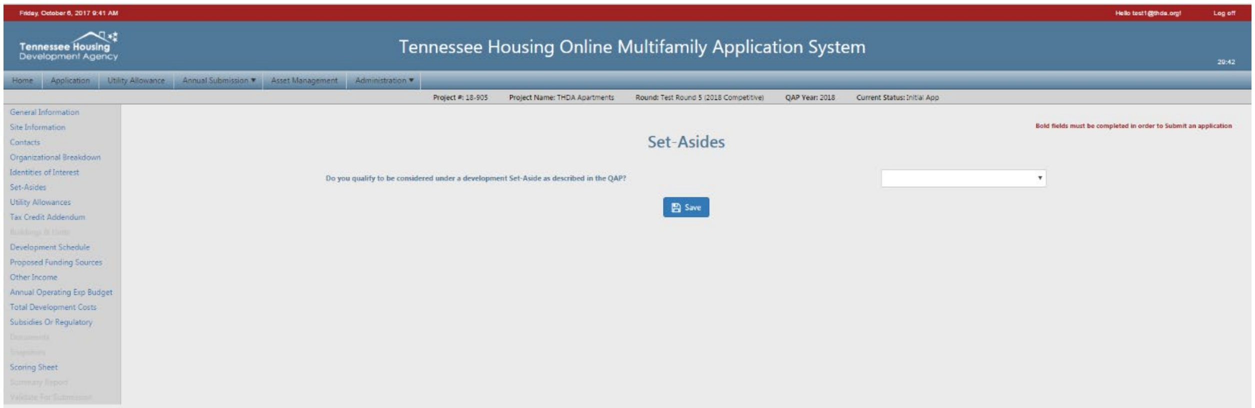
c. Current Status
   i. If the applicable individual in the owner-entity is no longer involved with the previously allocated transaction, then Inactive
   ii. If an individual is inactive**, a narrative and any applicable documentation should be uploaded as Compliance verification**. Do not just upload the export of the page in the folder.

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



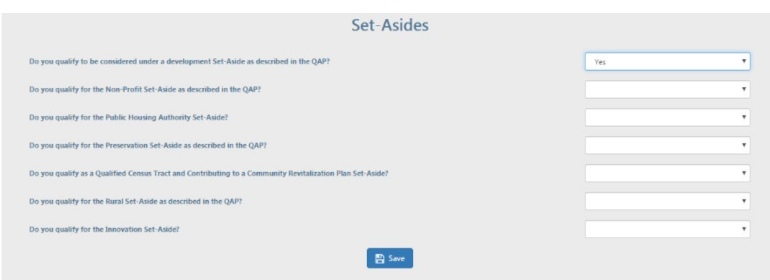
1. Each applicant must identify if they would like for the development to be considered under a Set Aside for the applicable QAP.

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.

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.



6. The Set Asides will always be tied to the applicable QAP.

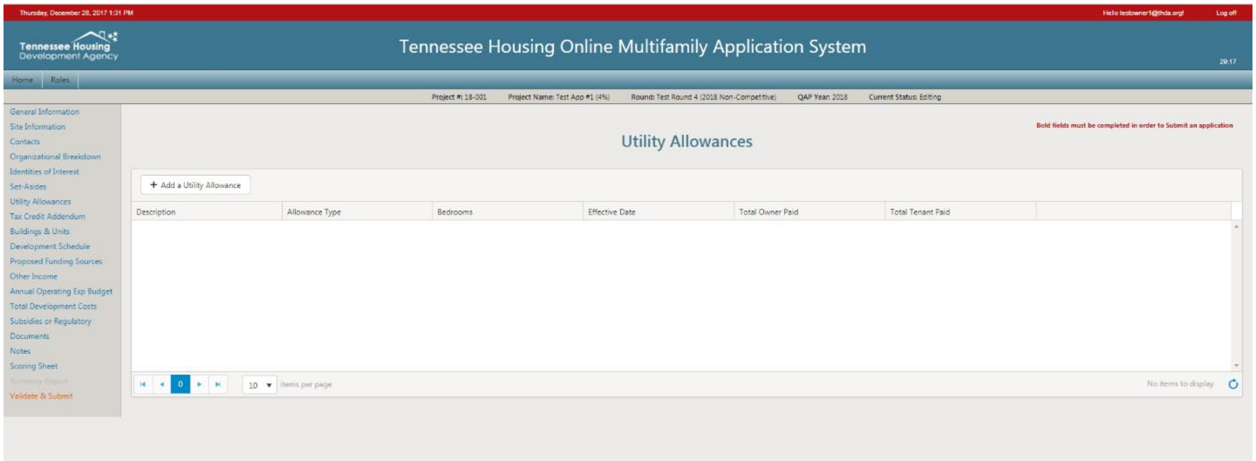
7. All answers must be saved to be recorded.

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.
- Applicants that are interested in utilizing the Energy Star Utility Allowances should see this Energy Star Memorandum published December 19, 2016.

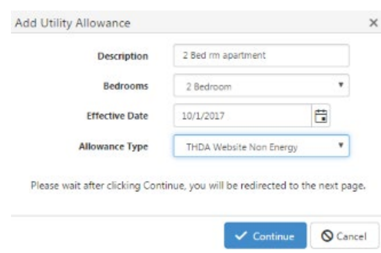
Utility Allowances



1. Applicant will click "+ Add new record".

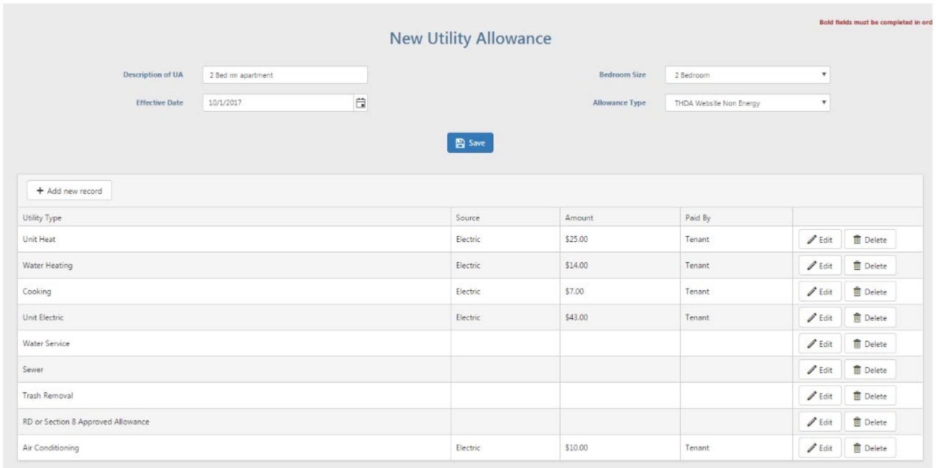
2. Each record will require the applicant to provide the following:

   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



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.

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

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.**

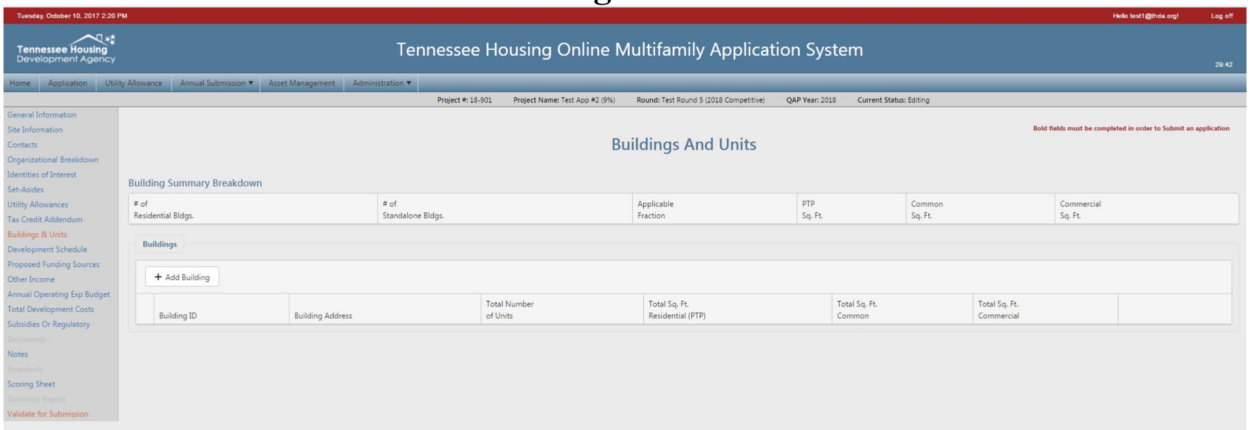
5. Click Save.

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 LIHTC 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 if necessary

Building and Units

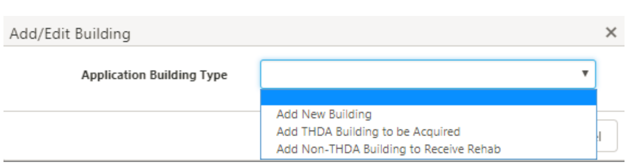


1. In order for the Building and units tab to display two question on the general information tab must be answered:
    a. Type of development activities planned?
    b. Is the development part of any previously allocated LIHTC or MTBA?

<u>Adding buildings for New Construction and or buildings that have never received LIHTC/MTBA.</u>

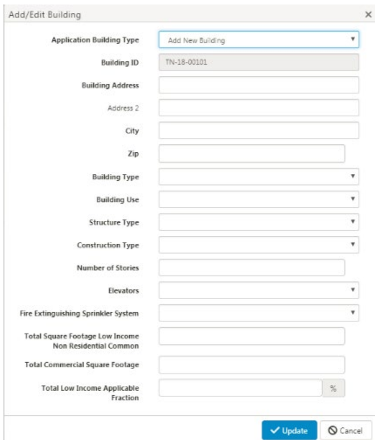
1. To add a building click “Add Building”.

2. Select the type of building.

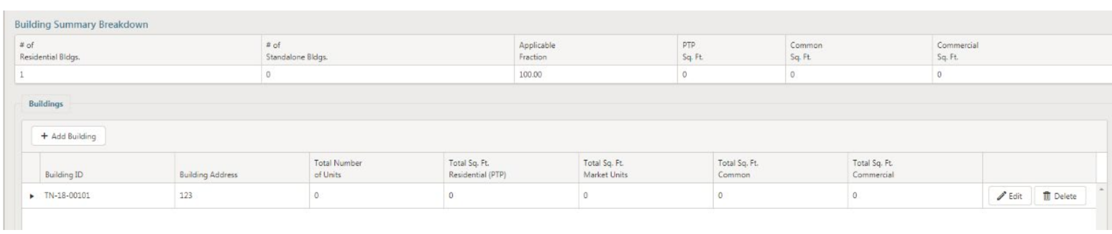


    a. For new construction the only option will be “Add New Building”.
    b. For existing buildings that have never received LIHTC or MTBA select “Add Non-THDA Building to Receive Rehab”.
    c. New Construction and Existing activities cannot be in the same application.

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



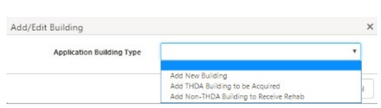
4. Once the building has been added it will appear in the chart below. Repeat steps 1-3 until all buildings have been added.



Adding buildings for previously allocated projects

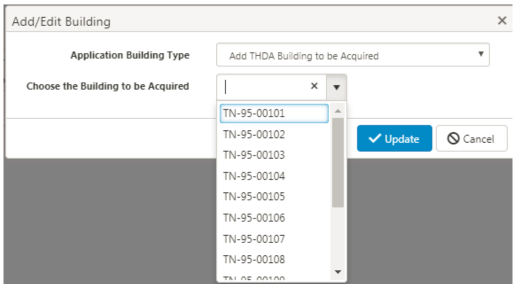
1. To add a building click "Add Building".

2. Select the type of building.

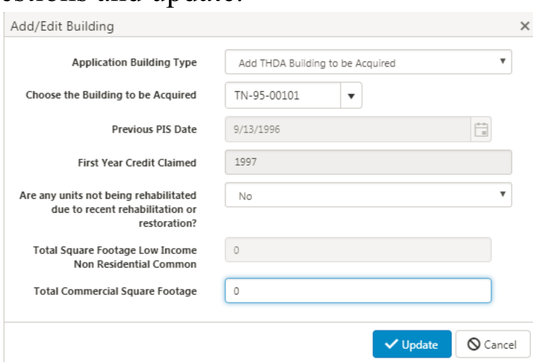


a. For buildings that were previously allocated LIHTC or MTBA select “Add THDA Building to be acquired”.

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



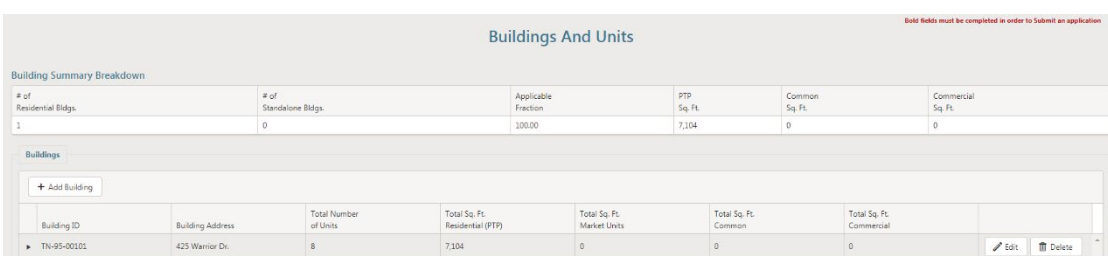
4. Most information for previously allocated building will auto populated. Answer the two additional questions and update.



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.



   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.

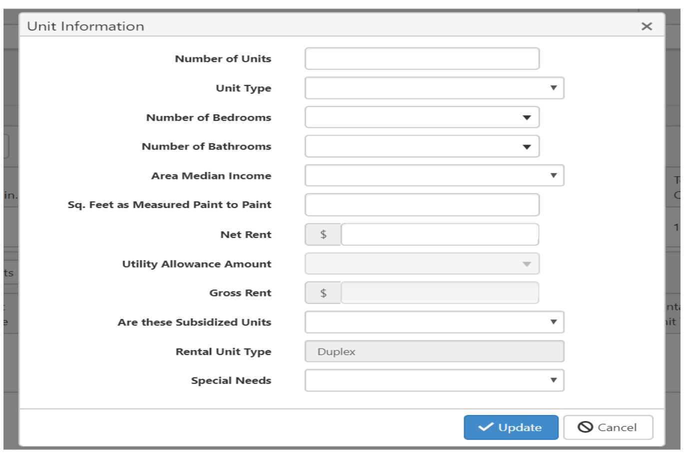
Adding Units for New Construction and Non-THDA Building to be acquired.

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".

2. All fields in this box are required.

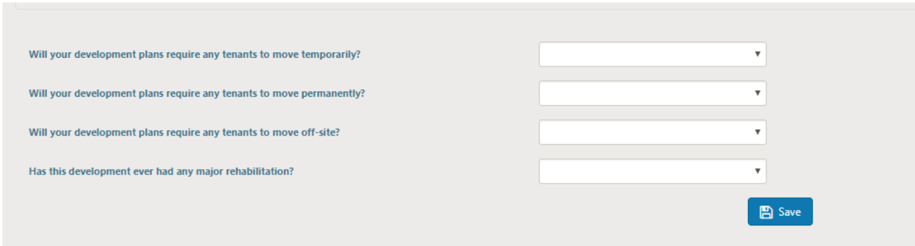
   a. To add multiple units of the same bedroom count, square footage, AMI, and unit type enter the number of units you would like to create in the "number of units" box.
   b. If all units aren't of equal square footage, bed room count, AMI, or unit type then separate entries will need to be made for each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



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

3. 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.

4. Answer the last four questions and save.



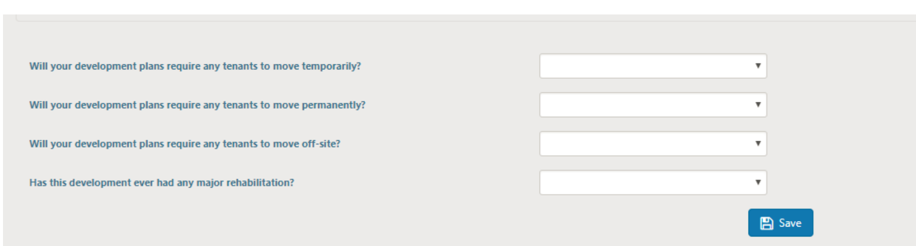
Adding Units for Previous Allocated Buildings

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".

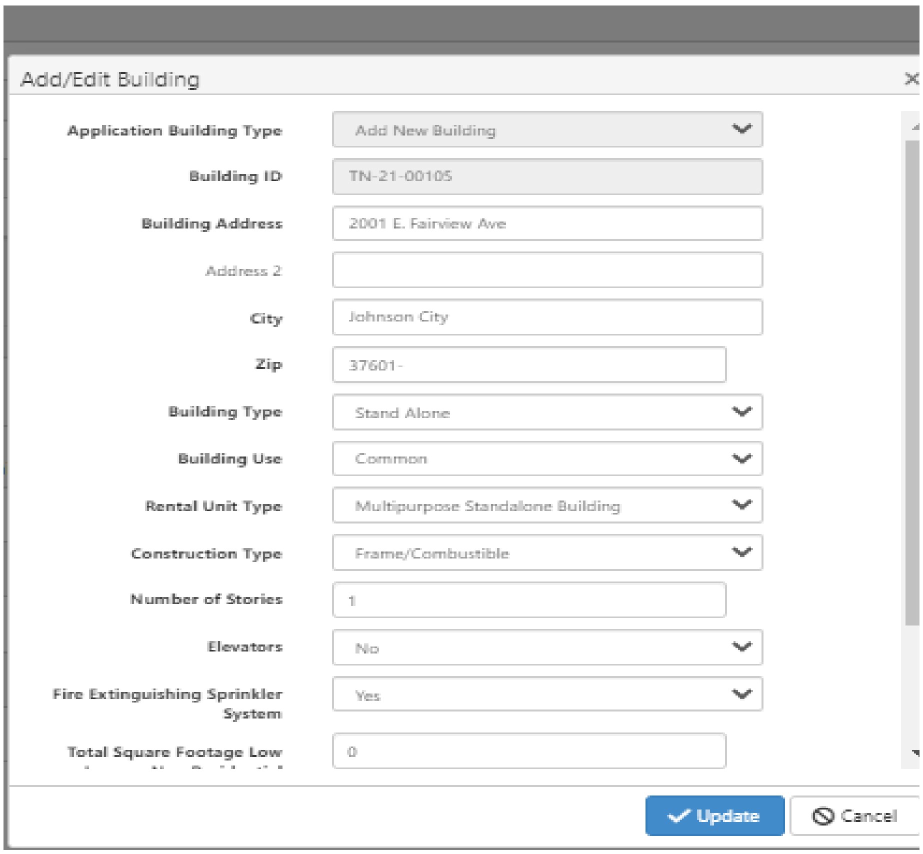
a. Information for units in a building of a previously allocated development will auto populate.
b. The rent information will be blank until THDA is contacted so the most recent information can be populated for previous allocated buildings.
c. Repeat step one for all building until all units have been added.
d. Unit numbering is not a requirement at initial application, but is a part of Construction requirements if an allocation is made.

2. Answer the last four questions and save

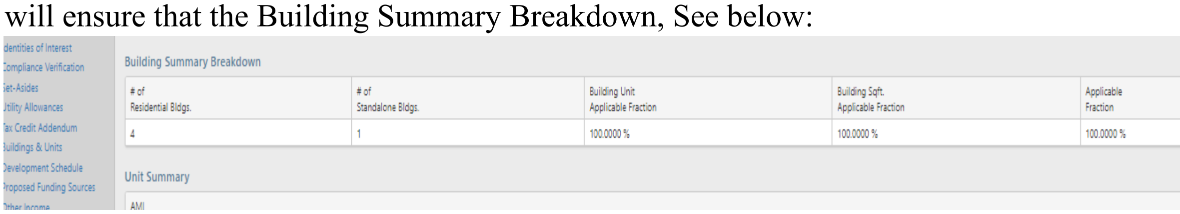


Adding Community Building with No Residential Units

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



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



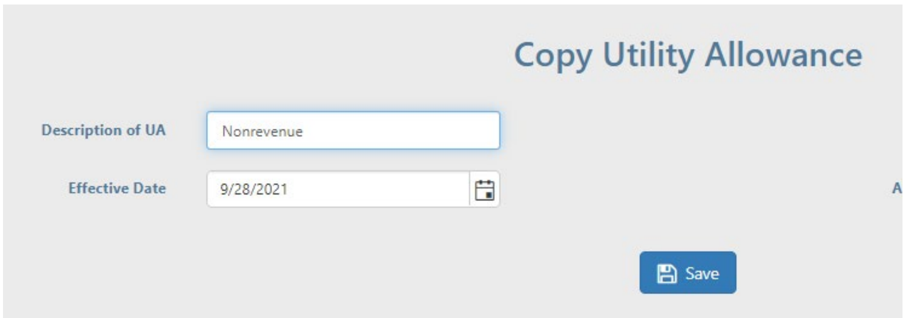
8. Please note that the Building and Unit information will transfer over to the Compliance module after 8609's are issued.
   a. **The coordinator will issue a finding to correct this during the evaluation process.**

Adding in Non-Revenue Unit for Developments

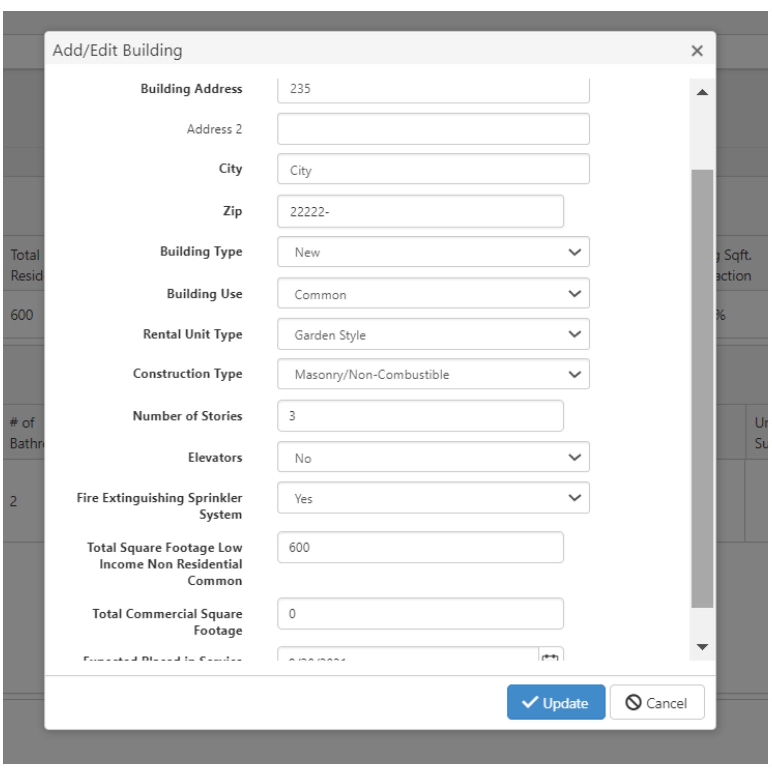
Note, before units can be added all utility allowances must be complete

1. As LIHTC 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-Revnue Unit(s) please create a specific Utility Allowance
    a. Description of the UA-NonRevenue

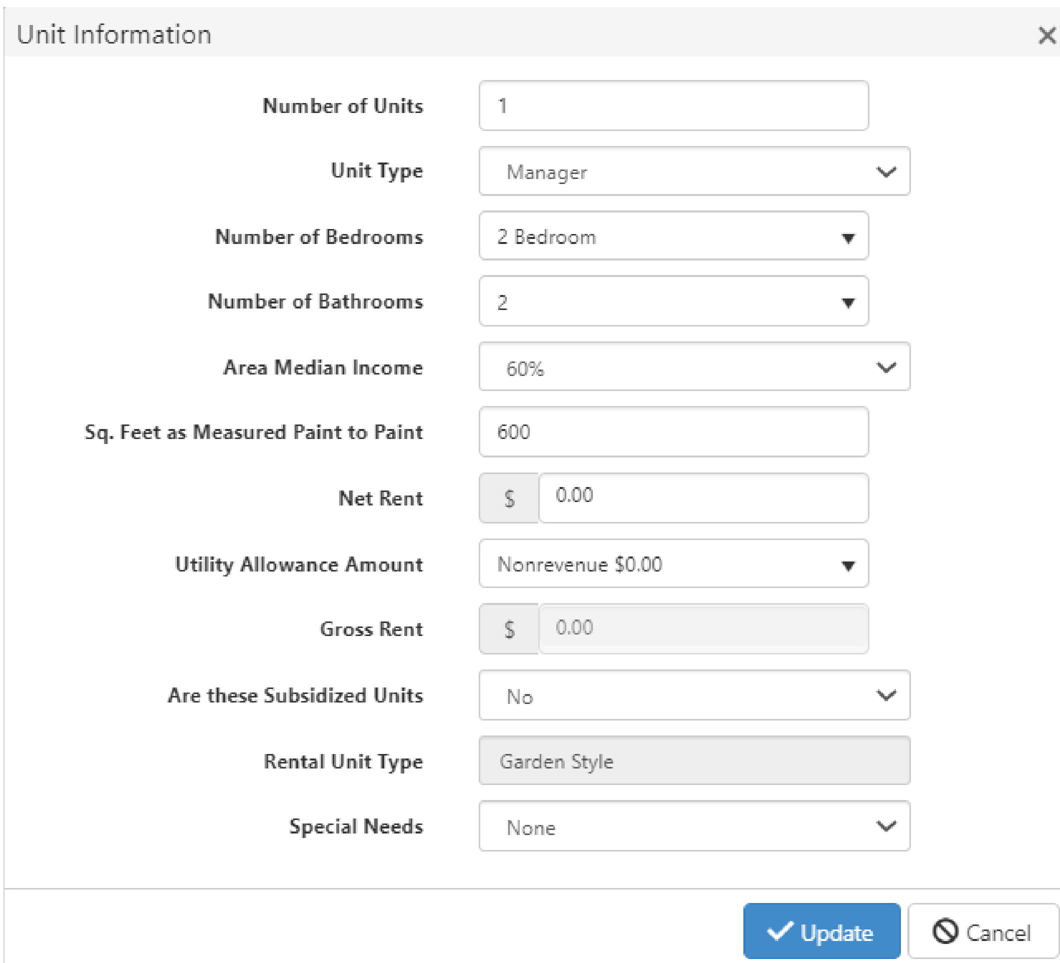


    b. Make the description NonRevenue
    c. Mark the proper Bedroom Size.
    d. Complete the other two fields.
    e. This distinct descriptor will be used to indiciate to staff that there is a Non-Revenue unit and account properly in the Unit Counts
4. Next, go to the Buildings and Units screen to create 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 approriate 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	1
Unit Type	Manager
Number of Bedrooms	2 Bedroom
Number of Bathrooms	2
Area Median Income	60%
Sq. Feet as Measured Paint to Paint	600
Net Rent	$ 0.00
Utility Allowance Amount	Nonrevenue $0.00
Gross Rent	$ 0.00
Are these Subsidized Units	No
Rental Unit Type	Garden Style
Special Needs	None

Update Cancel

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

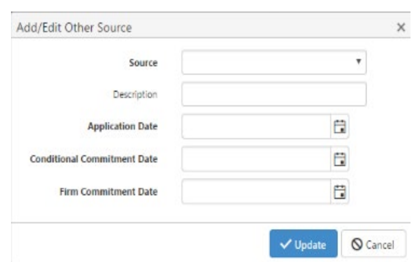
The Development Schedule screen will applicants to enter such as:

- Key dates of important development activities.

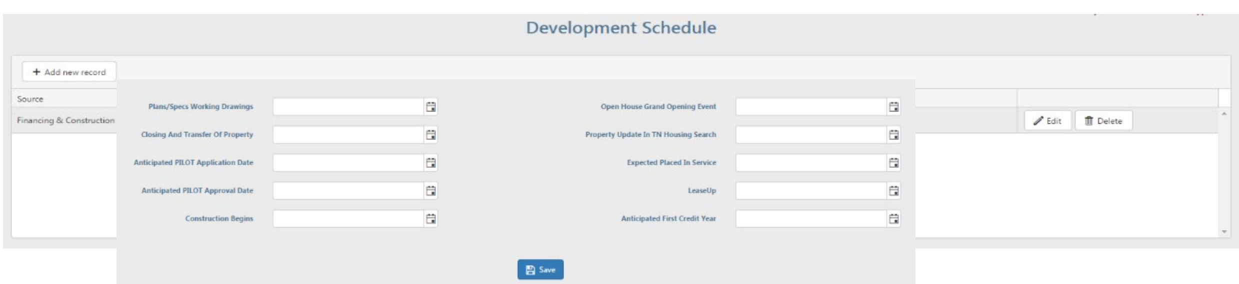
Development Schedule

1. The development schedule tab is designed to capture several key dates in the development timeline. There are some financing key dates that may have multiple milestones, so these dates will be added by the "+ Add new record" tab.

2. Applicant will enter the following in the "+ Add new record". **Bold** fields are required.
   a. Source
   b. Description
   c. Application Date
   d. Conditional Commitment Date
   e. Firm Commitment Date
   f. Select the blue Update tab to add the record.



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



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

5. Applicants that make entries for Construction and Permanent Financing in Proposed Sources of Funds, must enter in proposed dates in the sources grid.

6. Applicant should select Save.

Proposed Funding Sources

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

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

Proposed Funding Sources

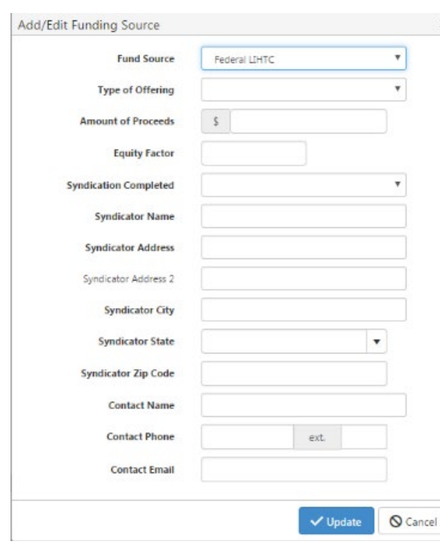
1. Applicant will indicate the Proposed Funding Source(s) that will be utilized with this property.

2. Applicant will "+ Add a Source of Funds".

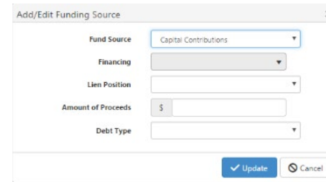
3. Applicant will identify the applicable Fund Source
    a. Federal LIHTC
    b. Historic LIHTC
    c. Capital Contributions
    d. Construction Financing
    e. Permanent Financing

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.

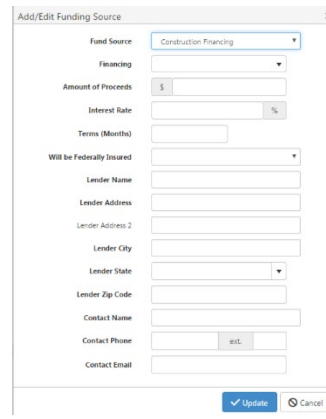
5. The LIHTC fields will include data points regarding:
    a. Type of Offering: Public or Private
    b. Amount of Proceeds: Total syndication
    c. Equity Factor: Pricing per $1.00
    d. Completion of Syndication
    e. Syndicator Contact Information



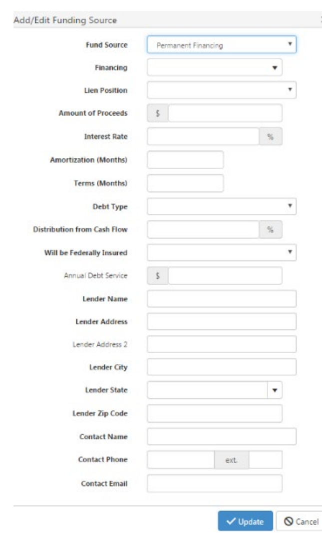
6. The Capital Contributions fields will include data points regarding
    a. Type of financing: Deferred Developer Fee, Owner Equity, Capital Reserves, Reserves, etc.
    b. Lien position: 1-8th
    c. Amount: Dollar amount
    d. Type of debt: soft or hard



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



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

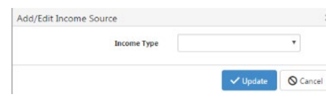
Other Income

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.

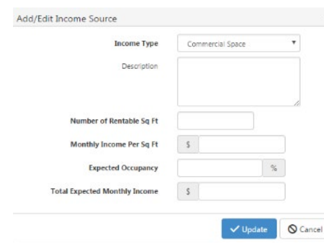
a. Commercial
b. Laundry
c. Parking
d. Other

Other Income

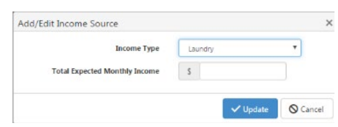
1. Applicant will disclose other income on the Other Income screen



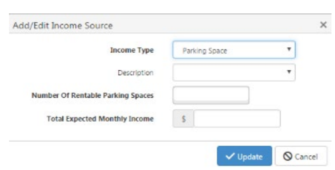
2. Applicant will select "+Add new record"
    a. Income Type-Commercial, Laundry, Parking, or Other



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

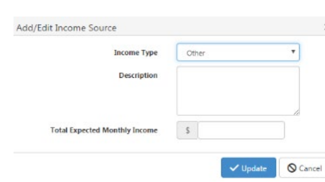


4. Laundry fields will include
    a. Total Expected Monthly Income



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

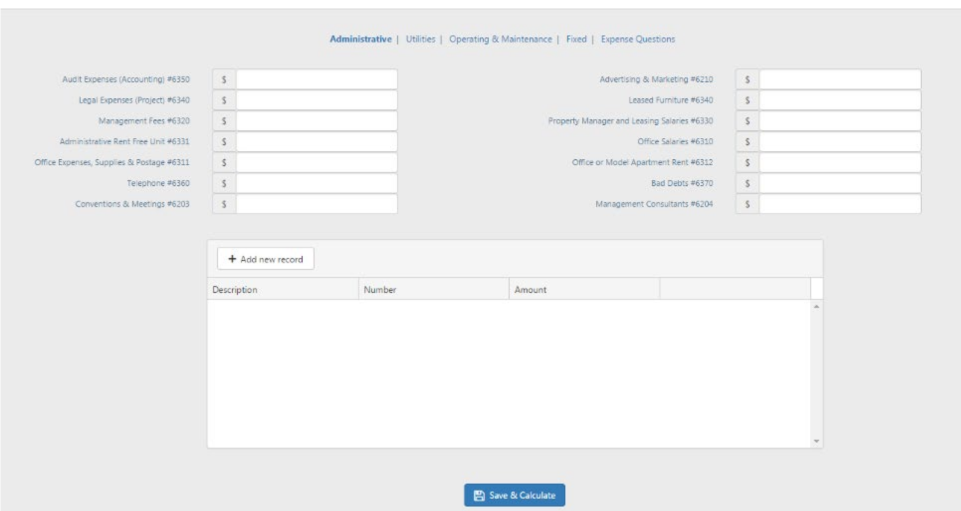
Annual Operating Expenses and Budget

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.

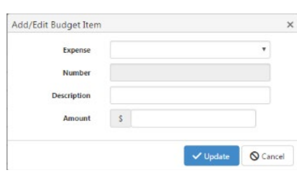
3. The Annual Operating Expenses and Budget has 4 distinct categories
   a. Administrative
   b. Utilities
   c. Operating & Maintenance
   d. Fixed

4. Administrative



   a. Will include fees related to the administration of the property.

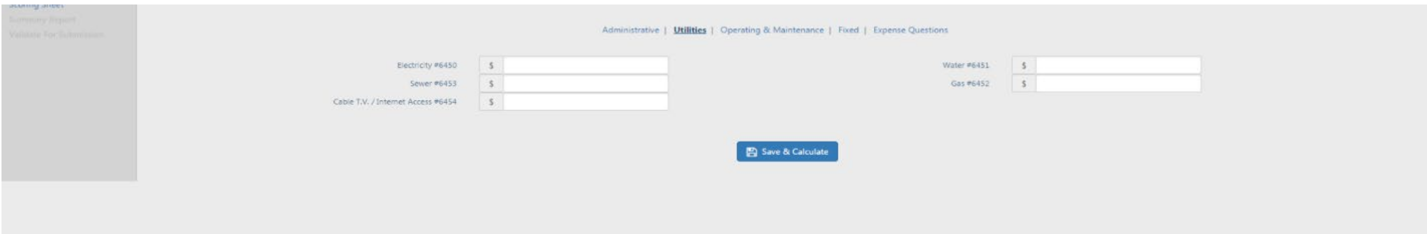
   b. In the event that the applicant has an expense that is not listed on the screen then select the "+ Add New Record" tab.



   c. Select the type of expense either Miscellaneous Administrative or Other renting expense
   d. Provide a description

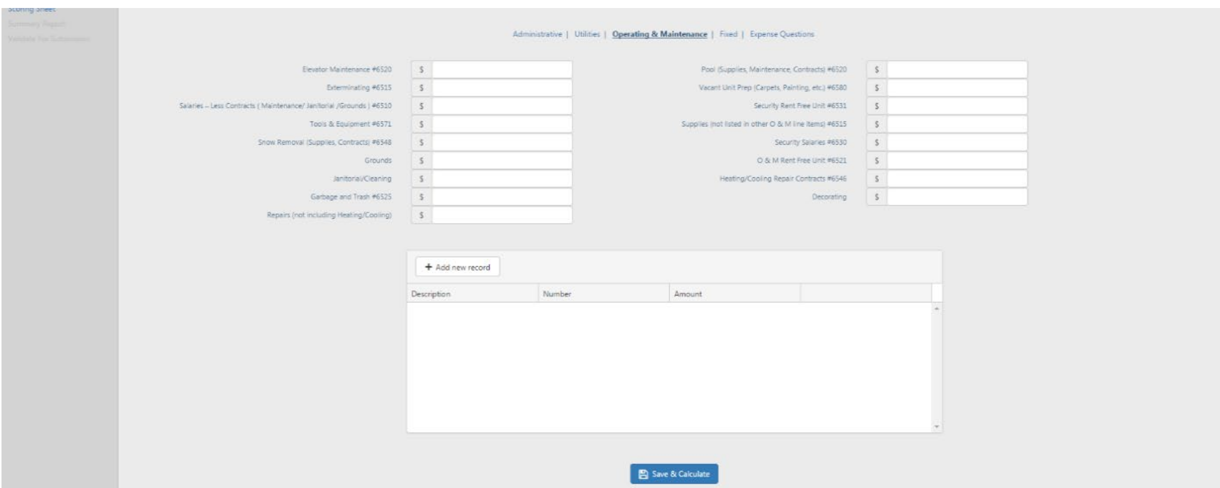
e. Enter the annual dollar amount.
f. Click the blue "Update" button to save the line item.

5. Utilities

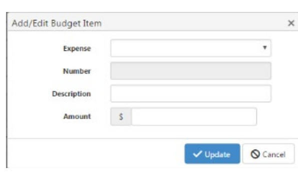


a. Will include fees related to the utilities of the property.
b. Click the blue "Save and Calculate" once all entries are done on the page.
c. The top portion should show the total of all entries on the utilities page.

6. Operating & Maintenance

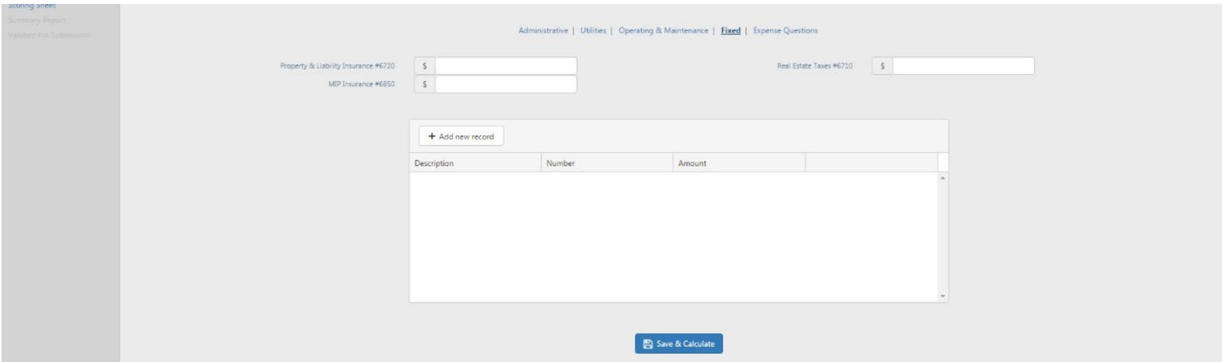


a. Will include fees related to the Operating & Maintenance of the property.
b. In the event that the applicant has an expense that is not listed on the screen then select the "+ Add New Record" tab.

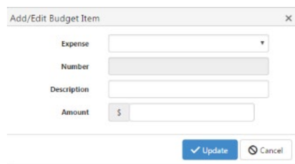


c. Select the type of expense either Miscellaneous Operating & Maintenance Expense
d. Provide a description
e. Enter the annual dollar amount.
f. Click the blue "Update" button to save the line item.
g. Click the blue "Save and Calculate" once all entries are done on the page.
h. The top portion should show the total of all entries on the Operating & Maintenance page.

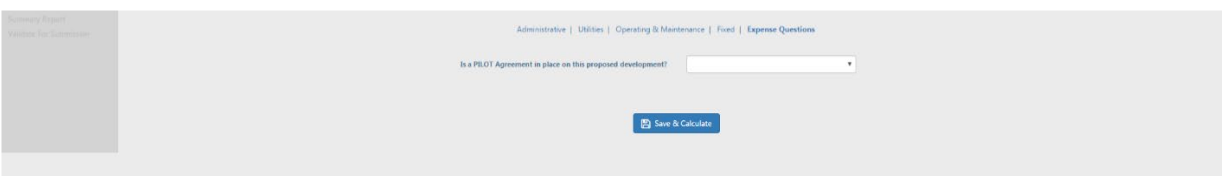
7. Fixed



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



8. Expense Questions



9. If a PILOT is awarded at a later date then this field will need to be updated and the proper documentation should be uploaded.
10. **Remember, the information in THOMAS should match the first year of the uploaded Pro-Forma**
11. 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

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.

6. Total Eligible Tax Credit Amount Per Year

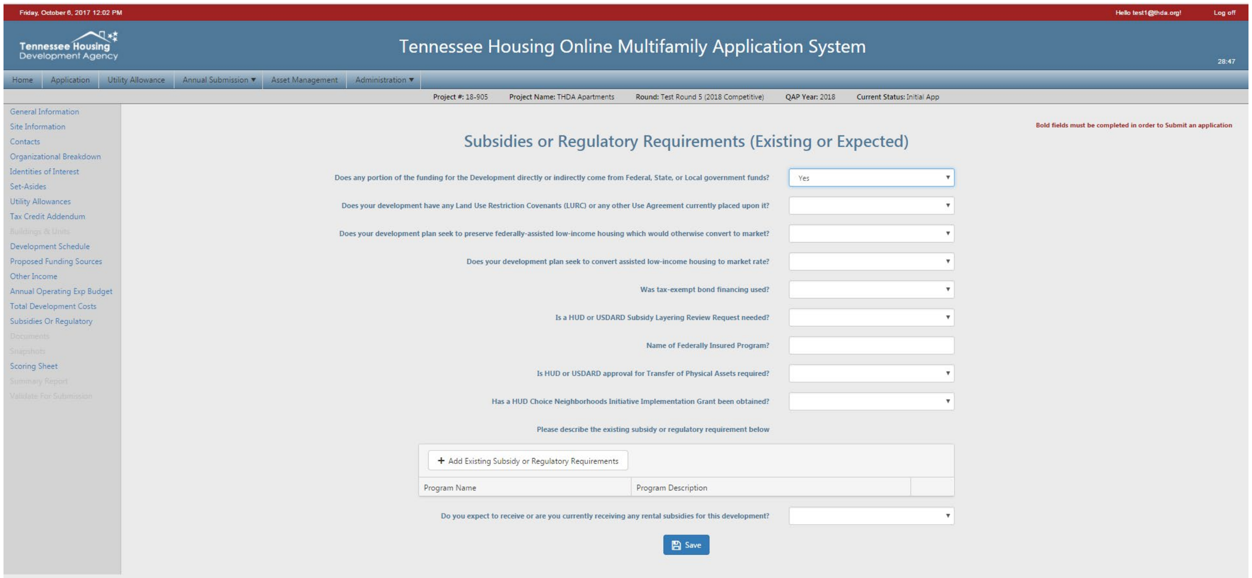
    a. Competitive LIHTC-consult the applicable QAP
    b. Noncompetitive LIHTC- consult the applicable QAP

Subsidies or Regulatory Requirements

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



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

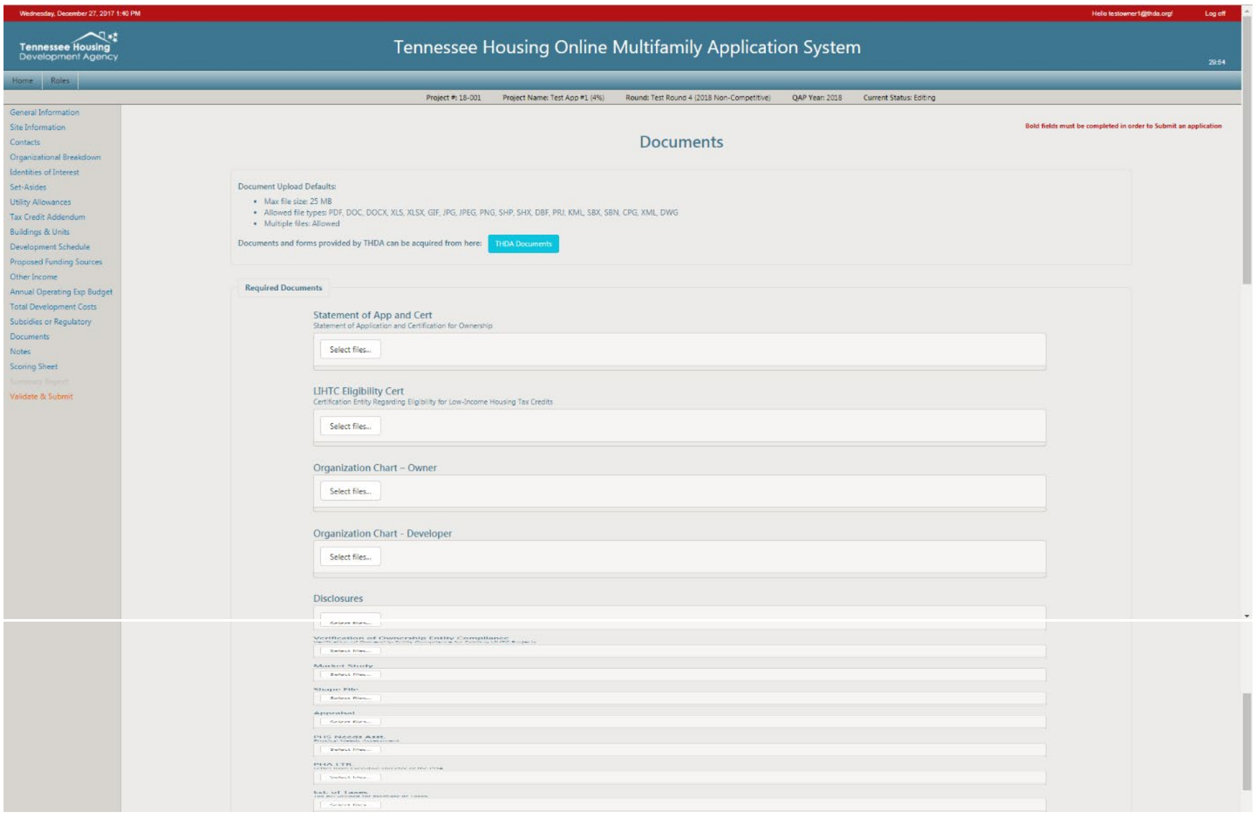
12. Click Save.

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 both MTBA and LIHTC will be on the THOMAS page of the website
- Applicants should consult the applicable QAP and MTBA regarding required documents for eligibility, scoring, and/or set-asides for 9% LIHTC
- 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.

Documents for Supporting Documentation



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:

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 for further assistance.
4. The Miscellaneous content type in Optional Documents is for documents that may not necessarily fit into the above categories.

All required uploads must be saved in THOMAS before applicant successfully validates and submits application to THDA

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% LIHTC 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

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 Competitive LIHTC New, Competitive Existing Developments and Noncompetitive Developments
4. **If a question has a "none selected option" and the applicant is not taking the points, please choose none selected.**

New Construction Competitive Scoring

a. Project Location
    i. If applicable, 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-
    i. This choice will depend on the choice from the Tax credit Addendum Page.
    ii. The appropriate amount of units must be reflected on the Buildings and Units page.
c. Development Characteristics-
    i. Applicant can select up to the maximum amount of points.

d. Sponsor Characteristics-
    i. If applicable the applicant may select the appropriate amount of points.
e. Public Housing Waiting Lists-
    i. If applicable the applicant may select this choice.
f. Residency Preference-
    i. If applicable the applicant may select this choice.
    ii. 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-
    i. If applicable the applicant may select this choice.
h. Energy Efficiency –
    i. If applicable the applicant may select the applicable choices.
i. Tennessee Growth Policy Act-
    i. If applicable the applicant may select this choice.
j. Deferral of Qualified Contract-
    i. If applicable the applicant may select the appropriate amount of points.
k. Extended Recapitalization Waiver-
    i. If applicable the applicant may select the appropriate amount of points.

After all applicable points have been selected, click Save.

Rehabilitation of Existing Housing Competitive Scoring

a. Project Location
    i. Applicant may be eligible for these points depending on QCT –CCRP verification by THDA.
b. Meeting Housing Needs-
    ii. If applicable the applicant may select the appropriate amount of points. Documentation must be provided.
    iii. The system will check the per door rehabilitation amounts based on the Rehabilitation Hard Cost line item.
c. Development Characteristics-
    iv. Applicant can select up to the maximum amount of points.

d. Sponsor Characteristics-
    v. If applicable the applicant may select the appropriate amount of points.
e. Residency Preference-
    vi. If applicable the applicant may select this choice.
    vii. 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-
    viii. If applicable the applicant may select this choice.
g. Eventual Resident Ownership-
    ix. If applicable the applicant may select this choice.
h. Energy Efficiency-
    x. If applicable the applicant may select the applicable choices.
i. Tennessee Growth Policy Act-
    xi. If applicable the applicant may select this choice.
j. Deferral of Qualified Contract-
    xii. If applicable the applicant may select the appropriate amount of points.
k. Extended Recapitalization Waiver
    xiii. If applicable the applicant may select the appropriate amount of points.

After all applicable points have been selected, click Save.

Noncompetitive Scoring

a. Project Location
    1. Applicant can select up to the maximum amount of points.

b. Meeting Housing Needs-
    2. Applicant can select up to the maximum amount of points.

c. Development Characteristics-
    3. Applicant can select up to the maximum amount of points.

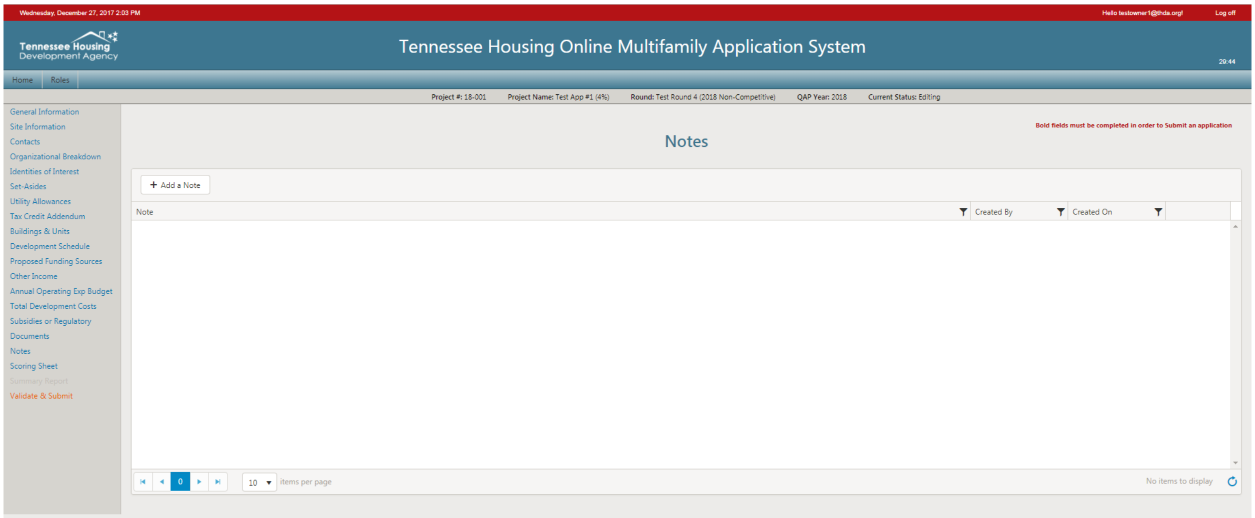
d. Sponsor Characteristics-
    4. If applicable the applicant may select the appropriate amount of points.
e. Public Housing Waiting Lists-
    5. If applicable the applicant may select this choice.
f. Residency Preference-
    6. If applicable the applicant may select this choice.
    7. Certain choices may **not** be available depending on points selected in the Development Characteristics. Documentation may be required depending on the choice.
g. Eventual Resident Ownership or Extended Recapitalization Waiver-
    8. If applicable the applicant may select this choice.
h. Energy Efficiency –
    9. If applicable the applicant may select the applicable choices.

After all applicable points have been selected, click Save.

Notes

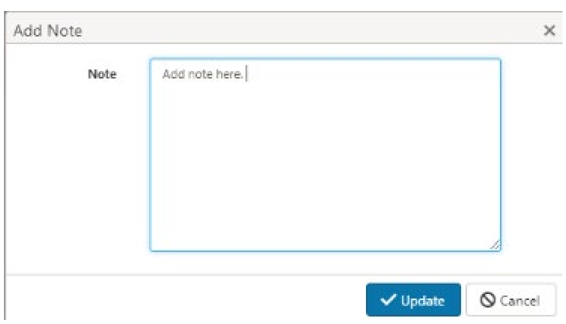
The Note screen will allow the applicant to inform THDA about special details regarding the application submission.

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

MTBA Submissions

This THOMAS system will accept applicants applying for Multifamily Tax-Exempt Bond Authority with Non-Competitive Low Income Housing Credits. The application for the MTBA program will require most of the same screens that the Competitive LIHTC 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

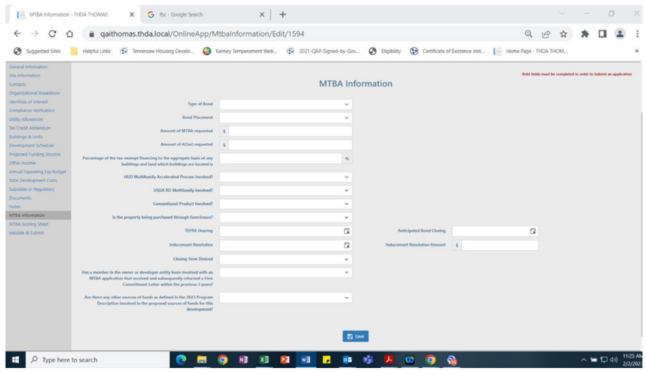
Conditional Commitment

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 applicable Program Description that is available on the MTBA webpage.

MTBA Information



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. The amount of the Inducement must be entered

11. Involvement over prior 3 years.

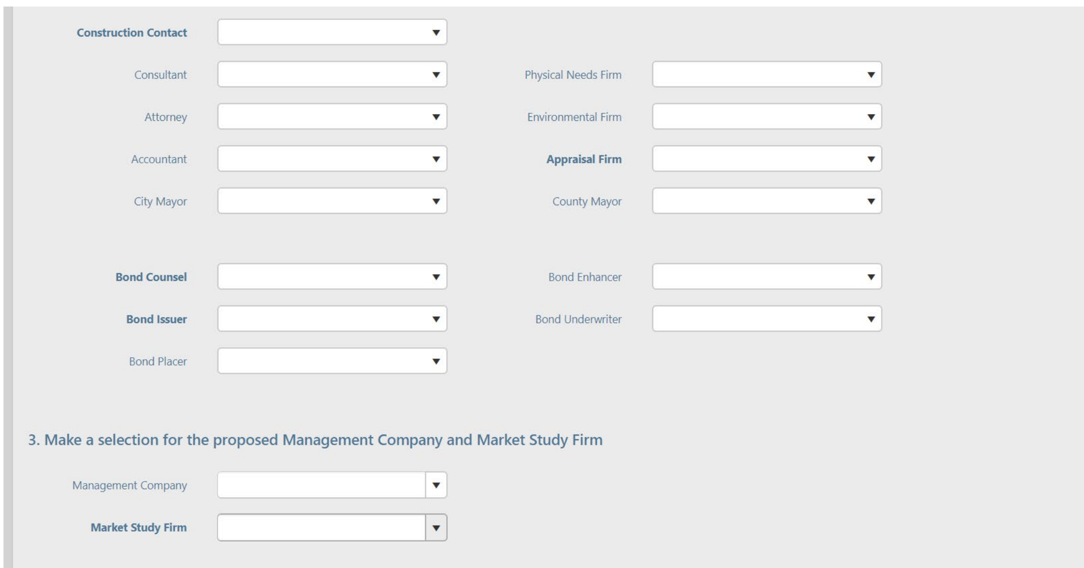
12. Sources of funds for PD Scoring.

13. 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

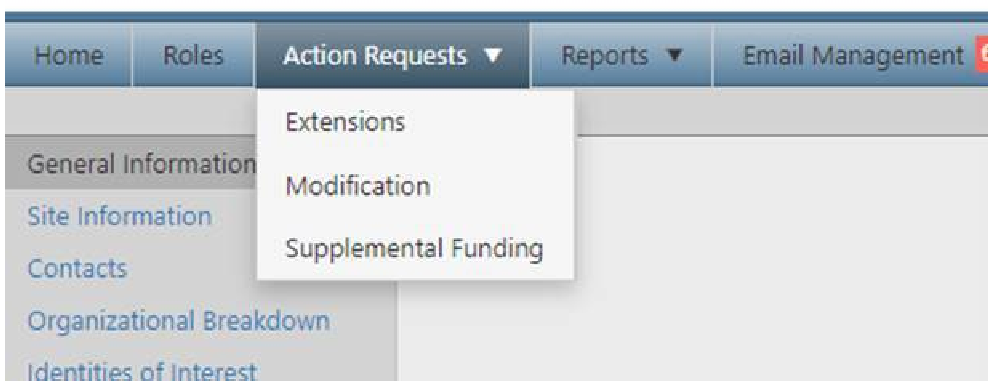
The MTBA applicants will be required to enter the Bond Issuer and Counsel. There are also placeholders for Bond Placers, Enhancer, and Underwriter.



Supplemental Submission

Beginning in 2023, MTBA applicants to begin the process, go to the Action Requests on the top blue bar of the specific file.

1. Select Supplemental Funding
    a. Amount of Funds Requested
    b. Funding Round Source
    c. Reason
2. An Upload of the detailed narrative (50% test issues), indicate if 42M is being requested along with how the cost have increased and capital stack. Attach an updated Pro-Forma with the request.
3. Once submitted, THDA will review and if eligible to apply for a supplemental the applicant can update the existing application.
4. The applicable program description will detail the other uploads necessary to review the supplemental request.



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.

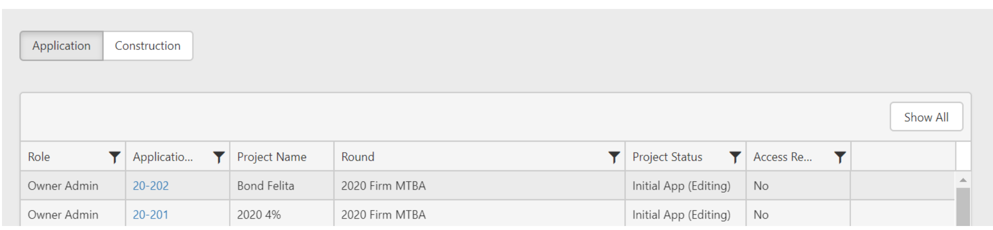
Applicants will be required to Validate and submit the application again.

Issuance of Commitment and 42(m) Letters

THDA will publish the specific round ranking list to the MTBA page. Successful applicants should expect a Firm Commitment shortly after the posting announcement.

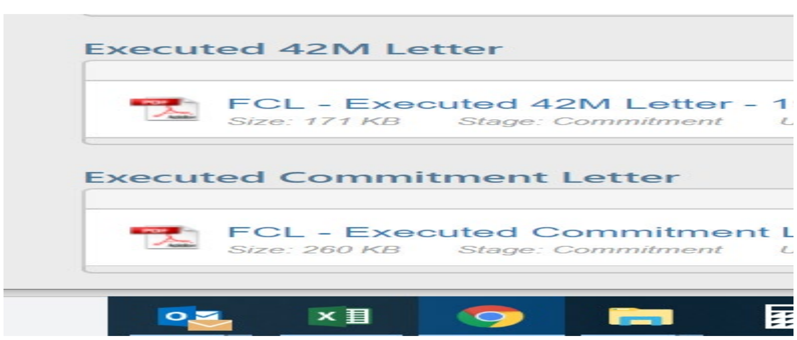
If eligible for a commitment letter, the THOMAS system will generate both the Firm and 42(m) Letters. The Thomas System will send an email alerting the primary contacts. The letters can always be found on the blue bar within the application.

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.



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

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 FOUR

Validate & Submit

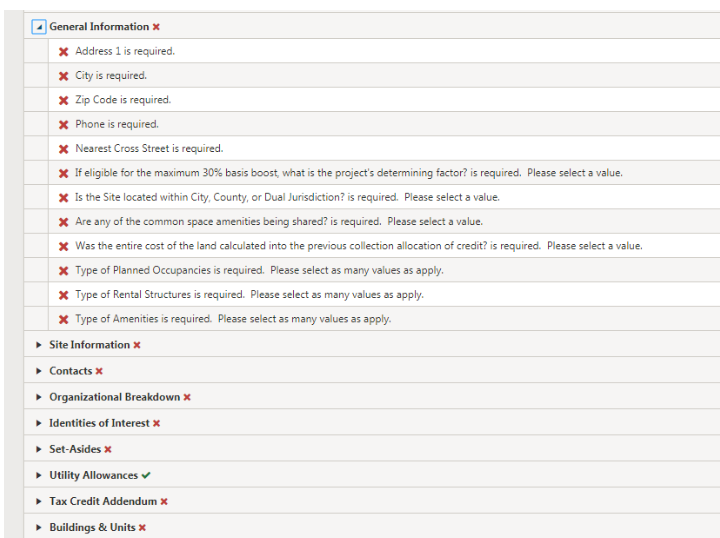
The Validate & Submit process is required for every application submission cycle.

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

Validate For Submission

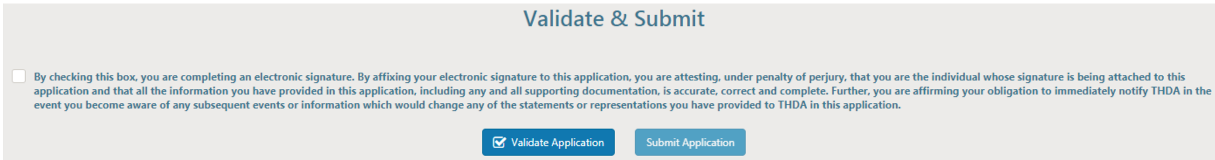
1. In order for an application to be submitted it must first be validated. The Validation process will ensure that no required fields were left blank, all applicable information is entered, and that all required documents have been uploaded.

2. After application has validated the user will receive the below report. Any tab with a red X means something needs to be corrected. Close out of the report and click on the arrow next to tabs that are marked with a red X.



3. The screen will now display the specific errors within that applicable tab. At this point you can switch back and forth between the Validation tab and the other applicable tab to correct all the errors.

4. Once all errors have been corrected. The user must acknowledge the below statement and agree to using an electronic signature.



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

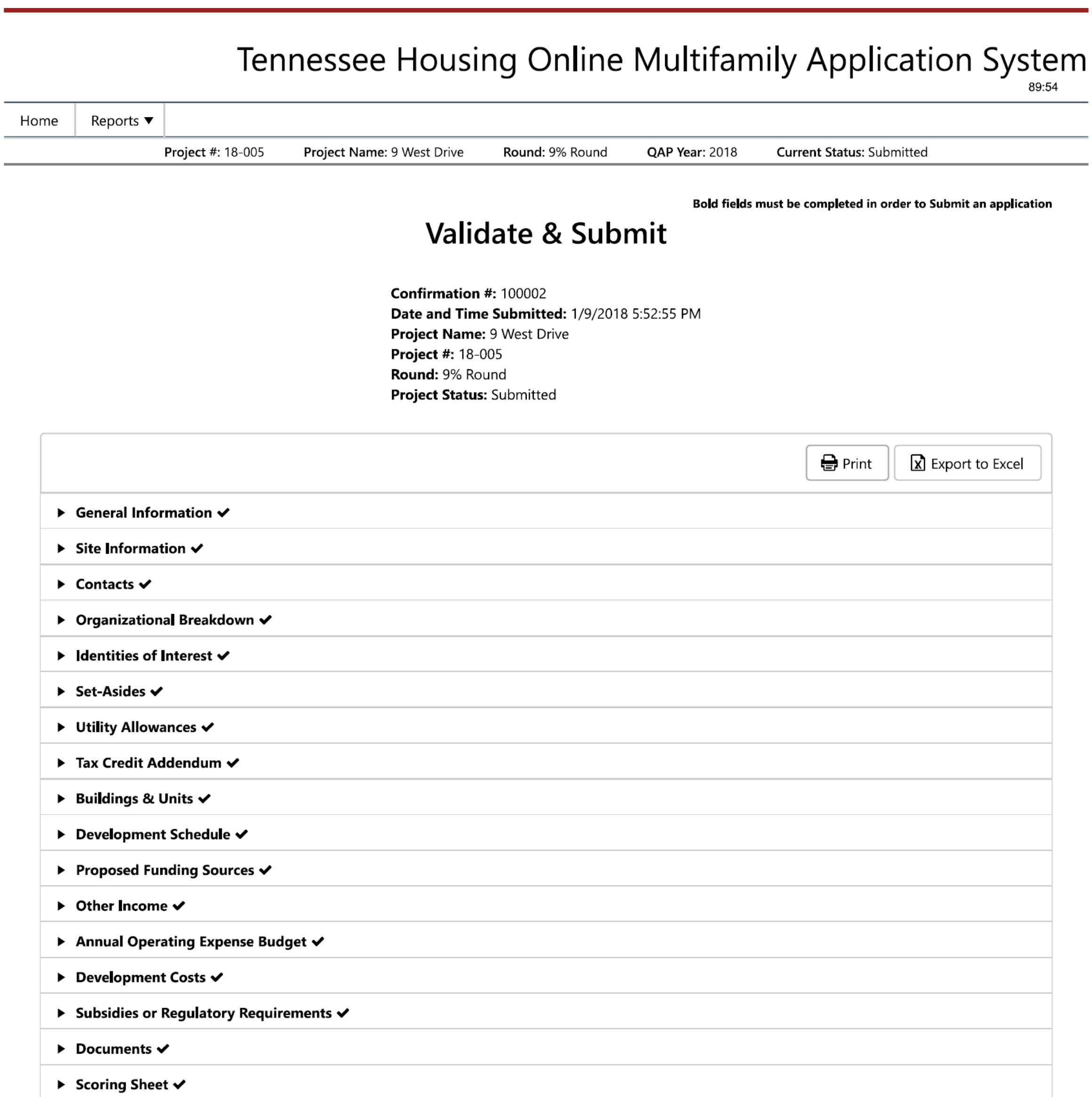
Applicants have the ability to print a summary of the completed application.

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.



Payment Instructions

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

Payment Instructions

Competitive LIHTC

Persons submitting in the 9% Competitive Program must be sure to have the applicable Initial application fee wired to THDA **<u>by the applicable due date as stated in the QAP</u>**. 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 LIHTC

Persons submitting in the MTBA with 4% Non-Competitive Program must be sure to have the applicable application fee wired to THDA **<u>by the applicable due date as stated in the QAP/PD</u>** within THDA will **<u>not review any</u>** 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 LIHTC

1. Competitive LIHTC should only submit the LIHTC Application fee at time of Initial Application.
    a. LIHTC Application- 150 units @ $40= $6,000

2. MTBA Fees:

<u>Example Fees Due for a MTBA Initial Submission</u>

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 LIHTC requested
    3. 150 units
    4. Fee Owed At Submission
        a. MTBA Application-$1,500
        b. LIHTC Application- 150 units @ $40= $6,000
        c. **Total Due to THDA at Time of Submission=$7,500**

Section Five

LIHTC Competitive 9% Cure Cycle

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

Cure Notice 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.

Cure Notice Process

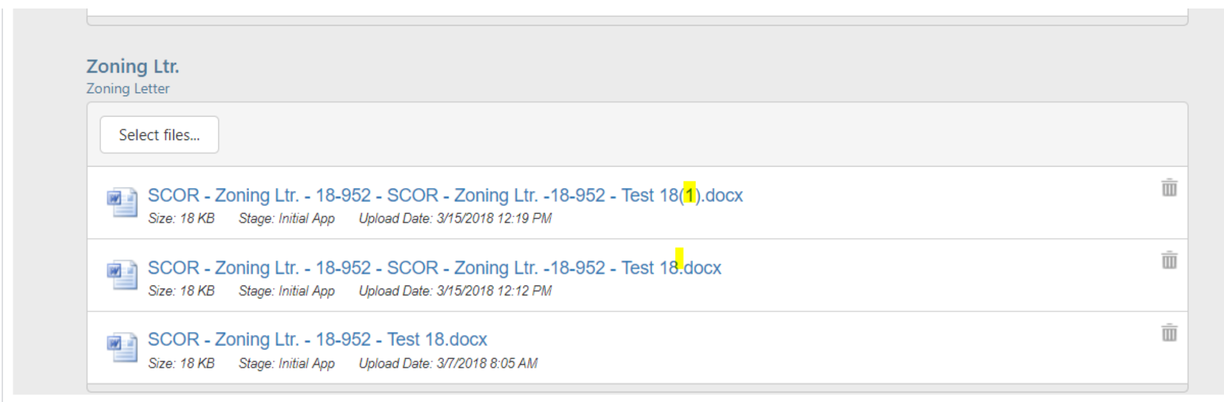
The THOMAS system will open up and accept certain changes and document uploads to address cure deficiencies from the initial eligibility and scoring review.

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

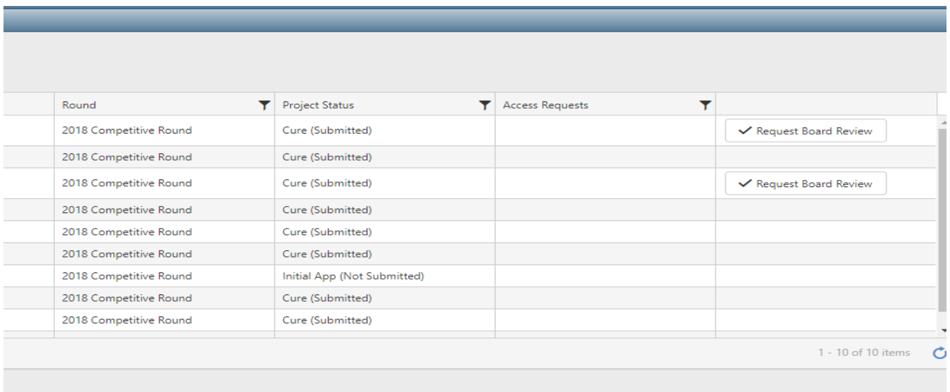
1. Applicants must validate and go through the submission process, like the initial application process.
2. For reference on this process, see page Validation section.

Review Notice Process

Per the applicable Section of the QAP. Applicants can 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 Notice Process

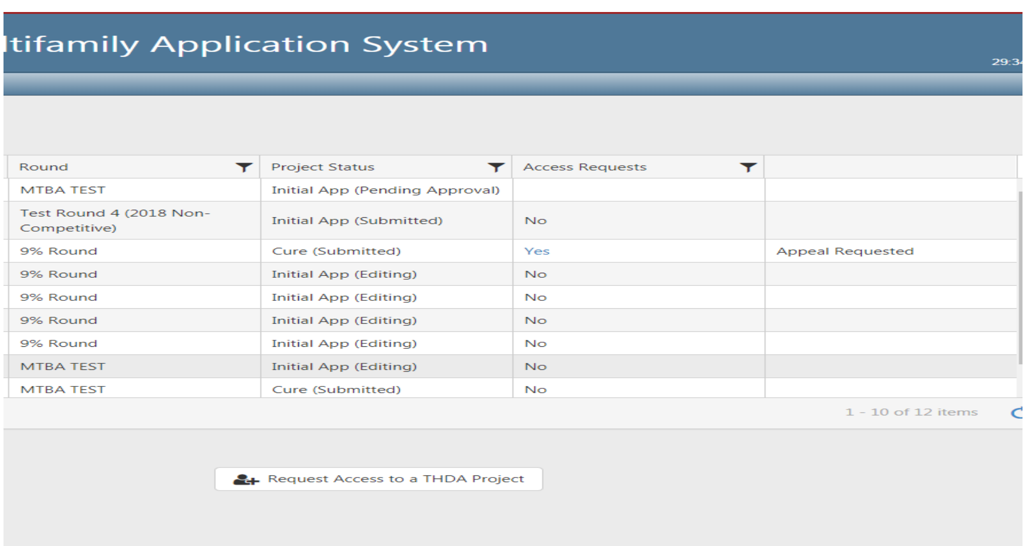
1. In the event that an applicant has responded to the Cure Notice, and if the documentation submitted during that time period does not satisfy the finding, that applicant is entitiled to submit a request for review.
2. In order to submit the request, the applicant should log into the THOMAS system.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



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

1 - 10 of 10 items

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



ltifamily Application System

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

1 - 10 of 12 items

Request Access to a THDA Project

6. Once the Appeal Requested status is shown an email will directly come to through the THOMAS email system and THDA staff will download the Request Letter.
7. This process in accordance with the applicable QAP

8. In the event that one applicant has more than application that is seeking a Board Review request, then the applicant shall make one request per application and upload the appropriate letter in the Board Appeal Letter in each application.
9. Applicants that have not responded to the Cure Notice issued earlier are not eligible to seek a Board Review request per the applicable QAP.
10. A final notice will be sent to any applicant that had a finding in the THOMAS system.

Final Notice Process

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

Preliminary Ranking Notice

THDA will notify successful applicants in the applicable award year by a posting on the LIHTC 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 LIHTC Page under Program Updates and Announcements. In accordance with the applicable QAP.

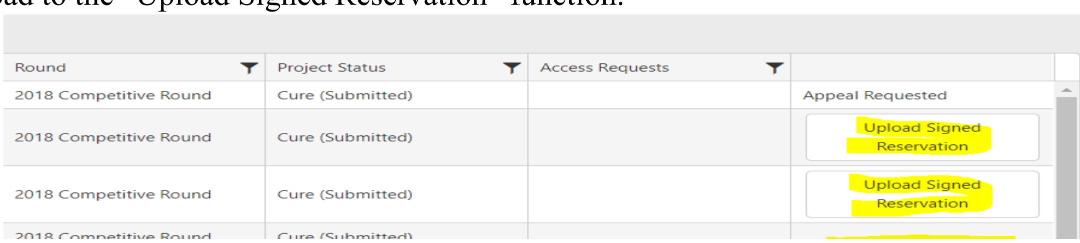
Reservation Notice Process

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 LIHTC 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	
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)		

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.

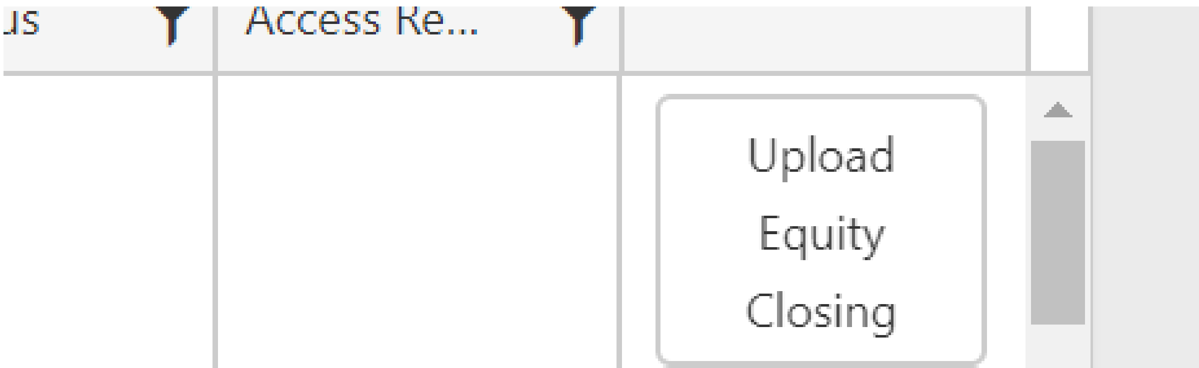
Carryover Allocation Agreement Process

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

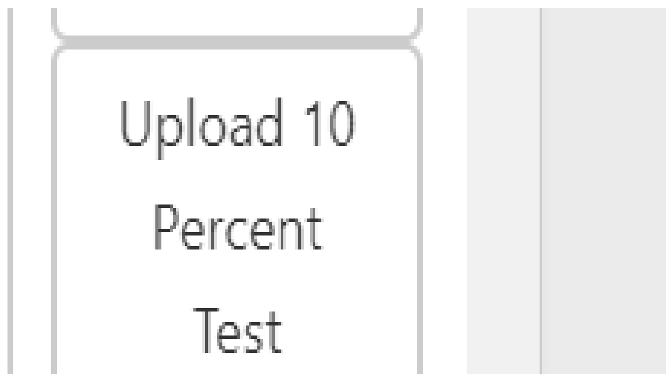
1. All competitive applicants must upload evidence of Equity Closing after the Carryover Agreement has been executed.
2. The External THOMAS Dashbard will have a Upload Equity Closing feature that the applicant will upload.
3. There is a Equity Closing Template available on the THOMAS Business Partners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

Carryover Cost Certification (10%)

1. All compettive applicants that have received a Carryover Agreement must provide a Carryover Cost Certification to evidence the 10% Tests
2. The External THOMAS Dashbard 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.

Section Six

Construction Module

The Construction module is a separate module that will appear after MTBA or Equity Closing. The owner-applicant must comply with the Construction requirements in the QAP in regard to the Pre-Construction activities, Quarterly Reporting, and Final Construction reporting. It is extremely important

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 construction module 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 bond 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 construction module during 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

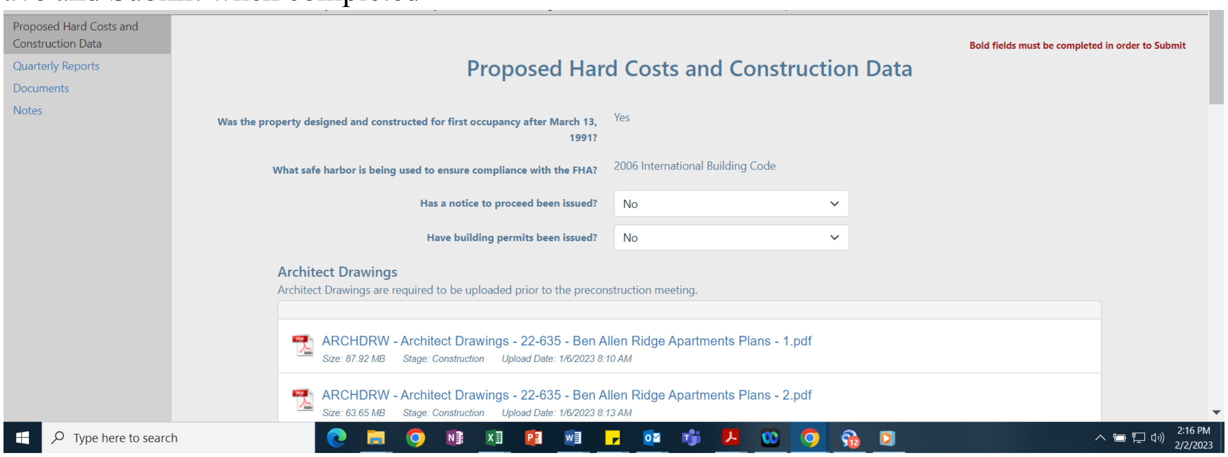
3. Under the construction tab, the application can be accessed one of two ways. To view the submitted application (read only) at the applicable stage (carryover), click the blue link under the project name column (actual development name). To access the construction reporting portal click the application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

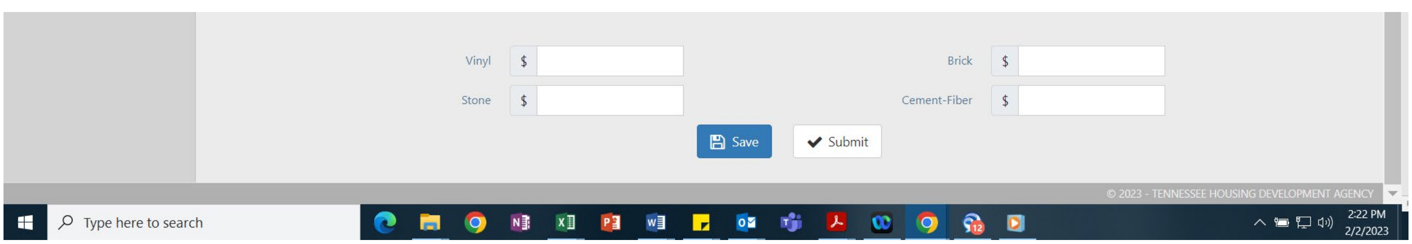
4. It may be necessary to select "Show All" if a property is not showing on the grid.

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. There is one page with both Pre-Con Data and Proposed Hard costs that will need to be submitted **before** the pre-construction meeting date.

2. Save and Submit when completed





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.
    a. Modifications to the application, are subject to THDA approval
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).
    a. The applicant will return the Application module to make corrections. The individual making edits will need to have application editing access.
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 Process

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.

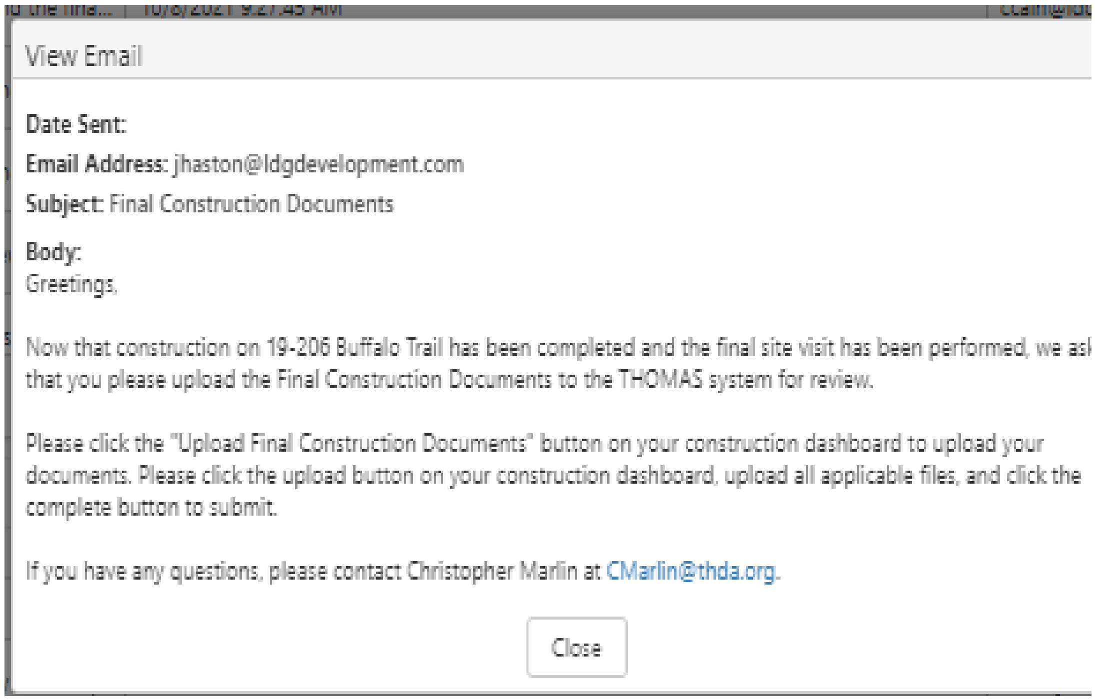
The purpose of this visit is to observe progress towards placed-in-service requirements, ensure all threshold requirements in the QAP and items selected for points in the Initial Application are completed, and the construction quality is acceptable as defined in the Uniform Physical Condition Standards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

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

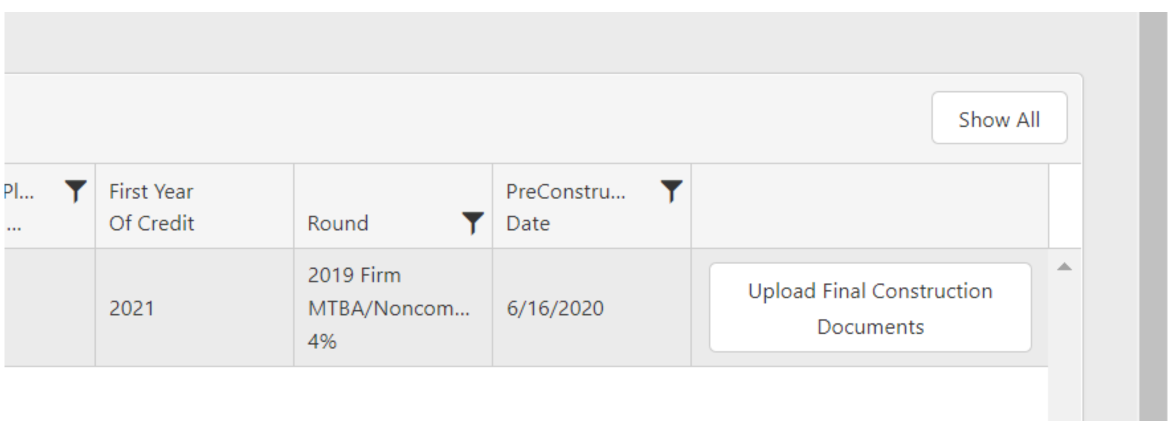
Respectfully,
Christopher Marlin
Construction Analyst

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:

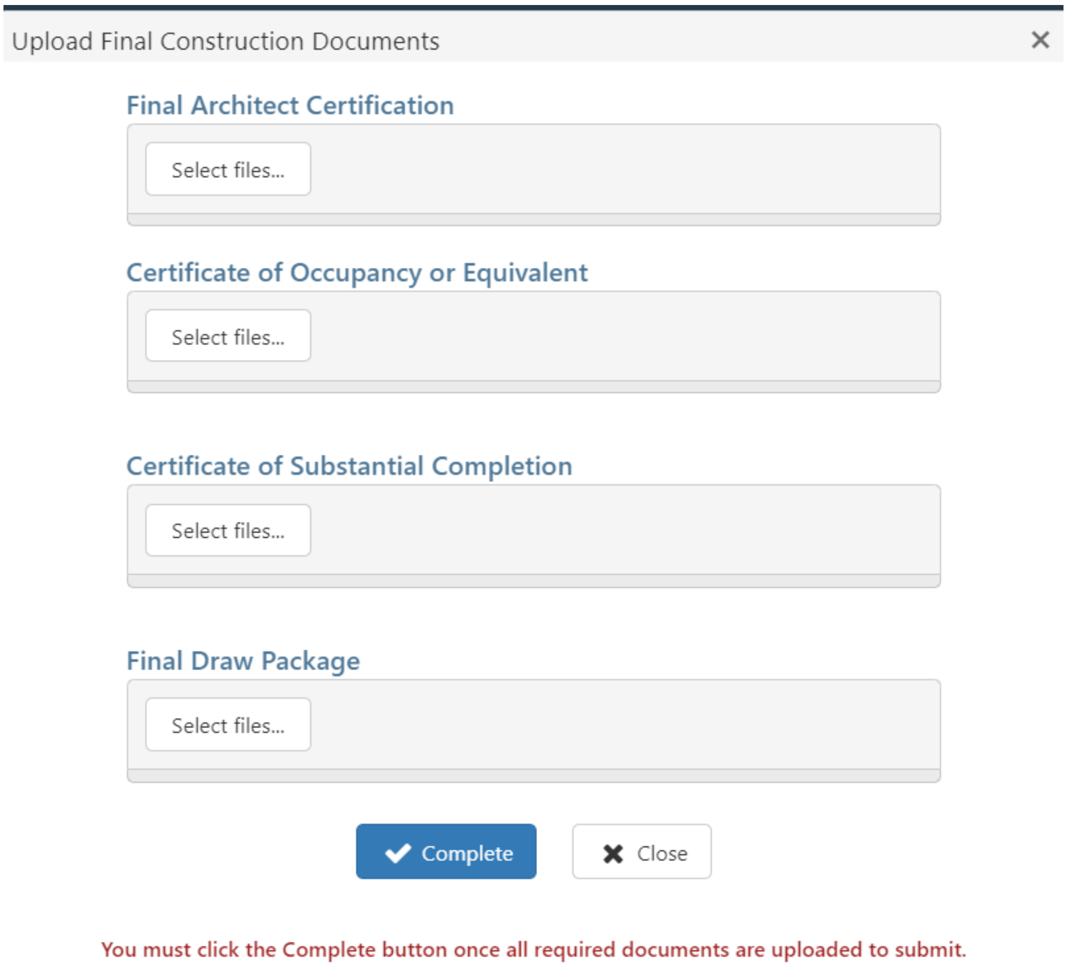


5. There will be an upload box on the Construction grid
    a. Screenshot of the Upload function is below:

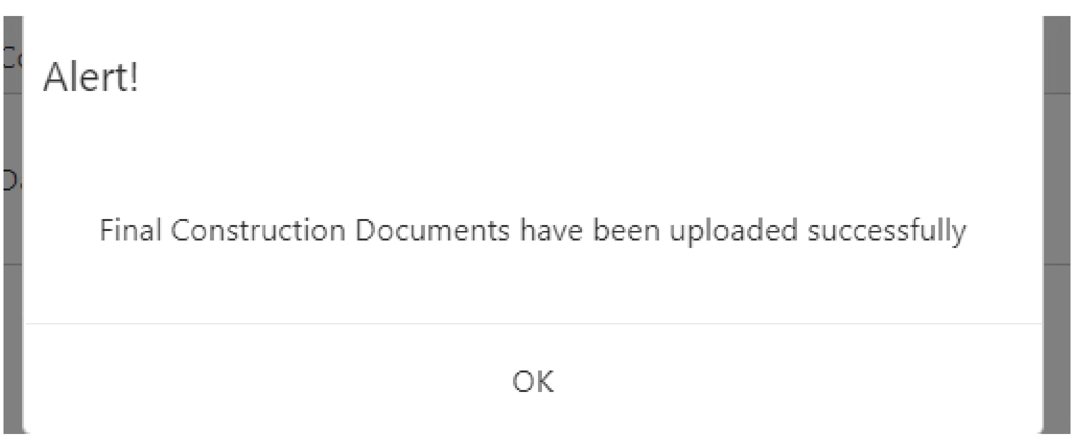


6. There are four (4) items that are required to be uploaded
    a. Final Architect Certification (Template on the THOMAS page
    b. Certificate of Occupancy or Equivalent
    c. Certification of Substantial Completion
    d. Final Draw Package

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



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 Anaylst 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 finalaed the review of the documentation, a final Construction Notice email will be sent to the contacts.
    a. Screenshot of email is below:

View Email ✕

Date Sent:

Email Address: tkanaly@ldgdevelopment.com

Subject: Final Construction Notice

Body:
Greetings,

This is the final construction notice for TN19-206 Buffalo Trail. For any further questions and/or concerns regarding this notice, please contact Felita Hamilton at FHamilton@thda.org or (615) 815-2145.

On 10/4/2021, a final on-site inspection was conducted for Buffalo Trail to ensure construction of the property was completed prior to the issuance of IRS Form 8609. During the visit, I inspected the grounds, building exteriors, and a percentage of the unit's interior to ensure compliance with the applicable 2019 QAP and the applicable building codes. My inspection concluded that the property was in compliance with THDA's guidelines.

Please thank your team for the assistance they provided during the inspection.

Sincerely,
Felita Hamilton, Construction Analyst

Close

further q... ccain@ldgdeve

SECTION SEVEN

Extensions and Modifications

The applicant can request extensions to certain deadlines and modifications to the application. Both actions are subject to THDA review and may or may not be approved.

Extensions and Modifications

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

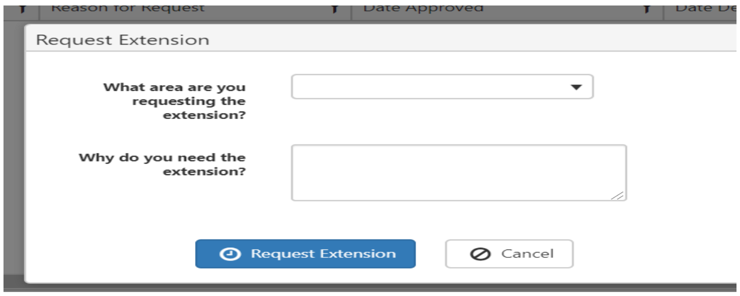
b. Select the appropriate action
   a. Extensions
   b. Modifications

c. The Modification process is a two-step process. The applicant must first receive approval to make updates to the THOMAS System.

d. Applicants may be subject to any fees as stated in the applicable QAP and Any modification or extension is subject to a Major or Minor Significant Adverse Event per the applicable QAP.

Extension Requests

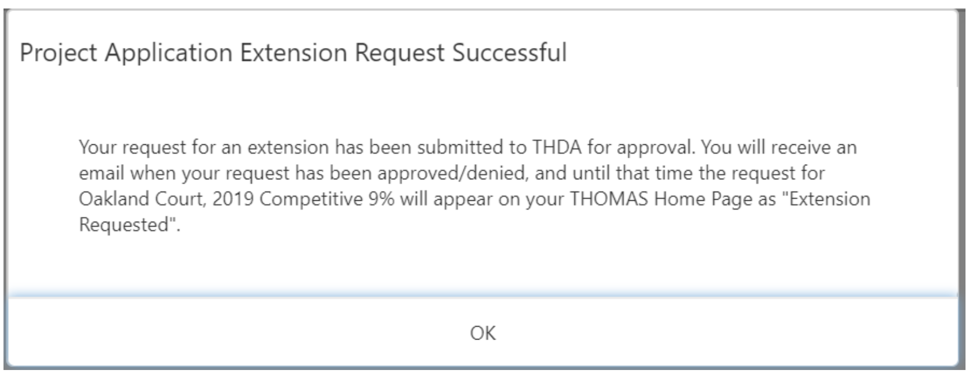
e. Navigate to the Bottom of the page and select Request Extension

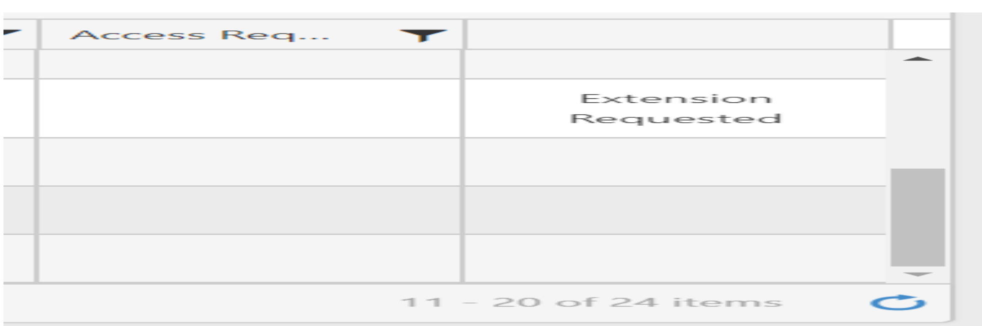


f. Select the applicable area for the extension

g. Hit the "Request Extension" button

h. Provide an explanation





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

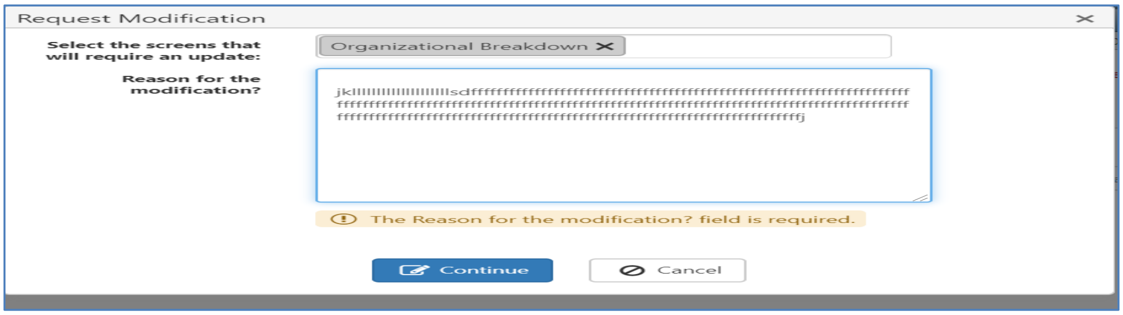
Subject: Application Extension Request Approved

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.

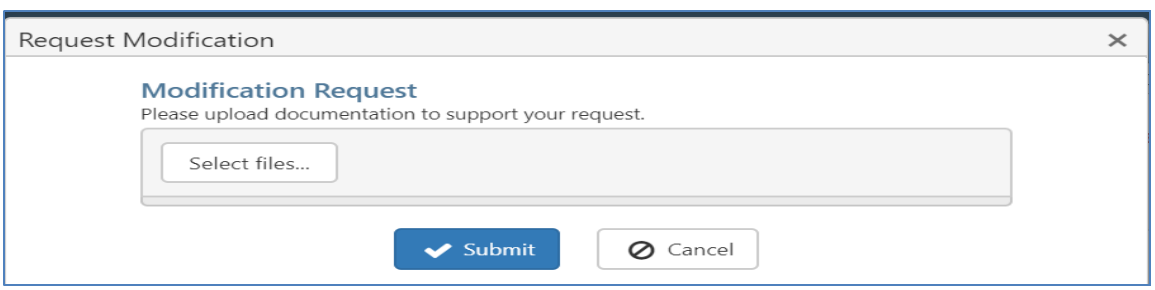
Close

Modification Requests

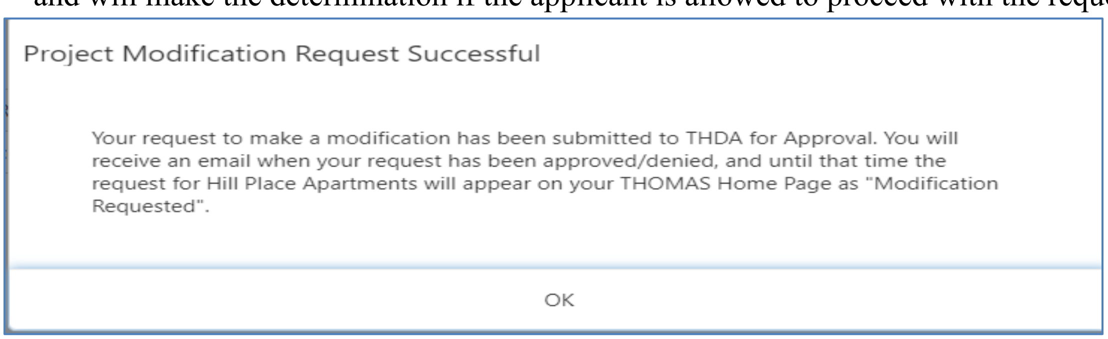
a. Select the applicable screens that will need to be modified
   i. Certain screens can only be changed by THDA. Applicants will provide supporting documentation for the change. The modification may or may not be approved.



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

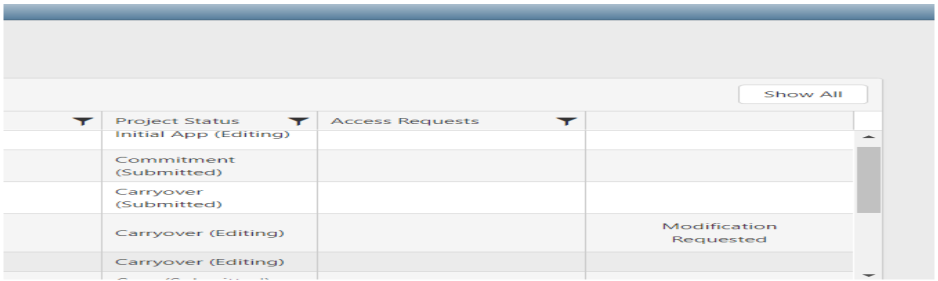


e. This will complete Step One of the Modification Request process. THDA will review the request and will make the determination if the applicant is allowed to proceed with the request.



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

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



m. Email to begin Part Two of the Process

9% Carryover Application for Low Income Housing Credits dated 11/18/2019.

The modification has been approved to allow the following change(s):
Please make changes to Site Information and upload the appraisal, market study and shape files, property control, and update the Site Information and General Information screens.

The applicant should remit $4,000.00 by 1/7/2020 to THDA. Upon remittance of the modification fee, the applicant will be allowed to update the application in THOMAS per the approMoved changes listed above the next time the application is opened for editing. The applicant will receive a Modification Approval Notice from THDA after THDA evaluates the changes made in THOMAS.

Felita Hamilton
Application Manager

Close

n. 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.
o. Once the application is released, the applicant will make the necessary changes and validate and submit the application back to THDA.
p. Once THDA has reviewed the updates, a final approval email will be sent to the owner contact(s) with the determination.
q. Any modification or extension is subject to a Major or Minor Significant Adverse Event per the applicable QAP.

SECTION EIGHT

Final Application Processing

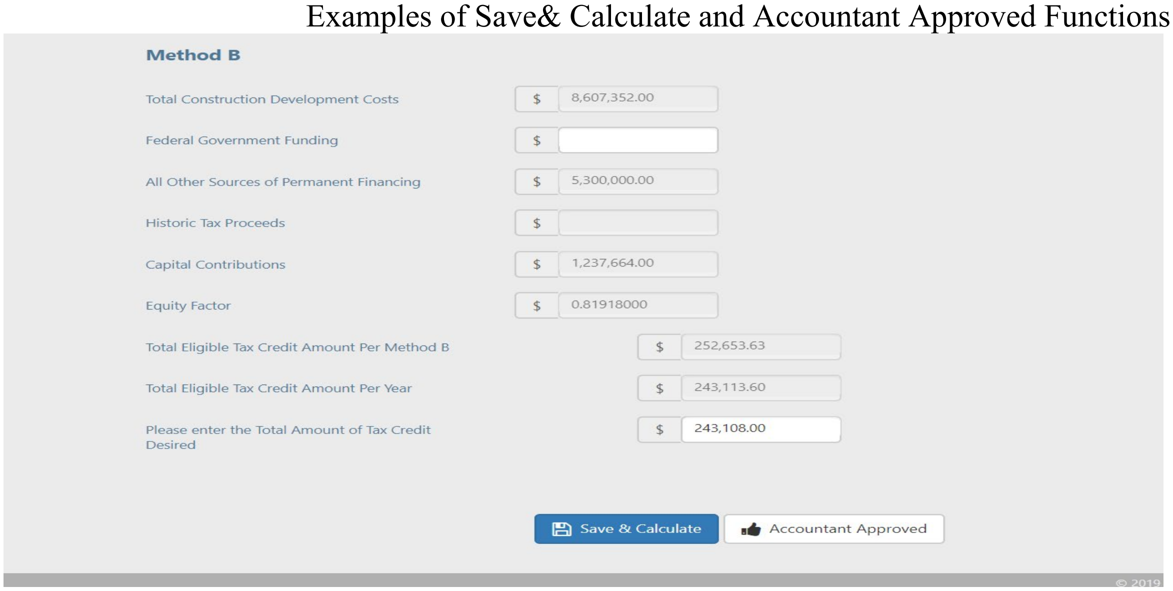
The Final Application must be filed to receive 8609's. Applicants will be able to navigate to the applicable screens in to make necessary updates. The THOMAS process will include a process for the Final Cost Certification and Verification By Building forms. The accountant will need to have THOMAS credentials to digitally sign the cost certification and building basis screens.

The Final Application documents will be found on the THOMAS Documents page.

Total Development Cost Certification 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 priviliges will Validate & Submit the submission in the same fashion of the intial and carryover applications.

Examples of Save& Calculate and Accountant Approved Functions



Confirm Approval

Are you sure you want to approve these Development Costs?

Approve   Cancel

Other Bond Related Expenses

Subtotal	$92,000.00

This page was accountant approved by I

Building Screen

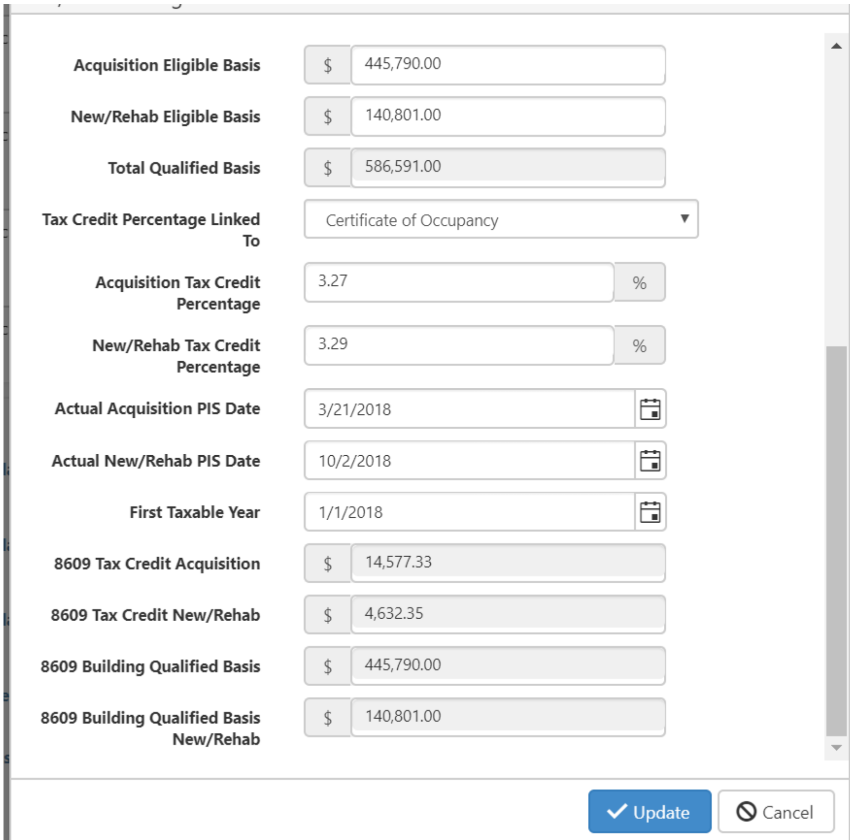
Part One

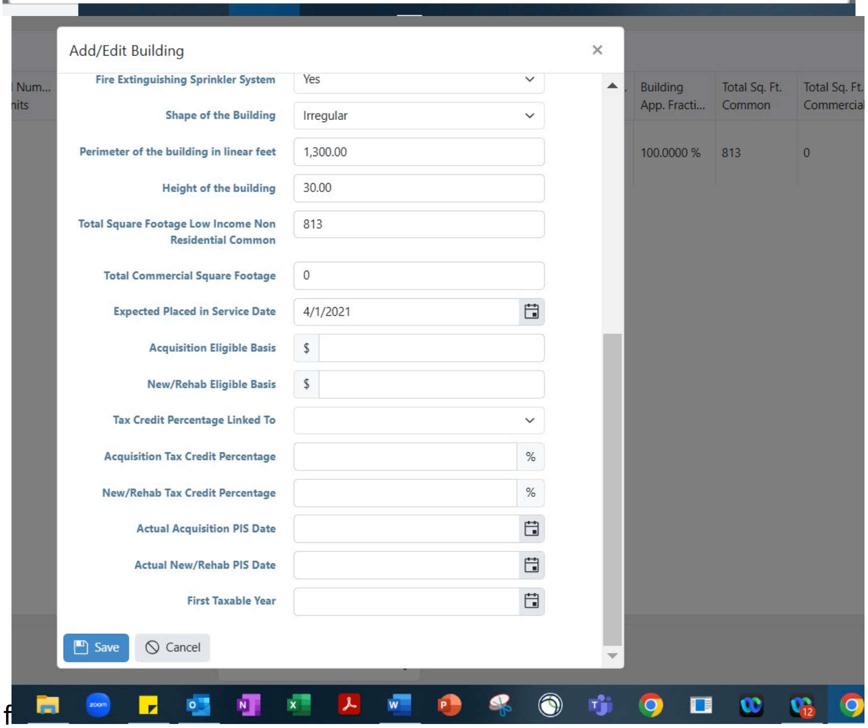
1. New Construction Developments will proceed on to Part Two of this process.
2. Developments that intend on taking acquistion credits must select Yes or No to the question below in the screenprint.
3. If Yes, the applicant or accountant must indicate which buildings will be receiving acquistion credits.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

Buildings -Part Two

1. The Applicant and Accountant should decide on who is the approriate 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. Acquistion Eligible Basis-
   b. New/Rehab Eligible Basis- 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. Acquistion Tax Credit Percentage
   e. New/Rehab Tax Credit Percentage
   f. Actual Acquistion PIS Date
   g. Actual New/Rehab PIS Date
   h. First Taxable Year
5. These data points are required for each bin.
6. Enter $0 for Community Building with no residential units.
7. The Eligible Basis Information screen will display these inputs and can be exported as check prior to submission.
8. The accountant must sign off on this page. Once the accountant signs off on this page, the only way that the page can be edited is by submitting to THDA and THDA can release the application back for the process to be completed again.

Example of the Building Bin





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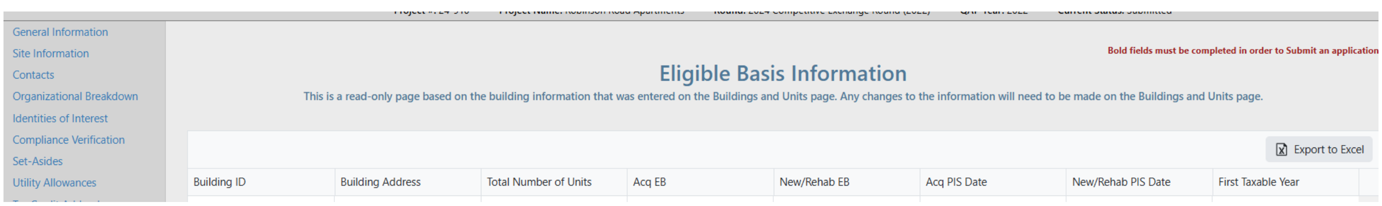
Eligible Basis Screen

1. The Eligible Basis Information Screen is a results screen designed for applicants to verify data points critical to the IRS 8609's and future compliance reporting.
2. This screen may be exported for ease of use to check data points below:
    a. Building ID- Previously allocated developments will show the prior TN ID number for those applicable bins associated with the previous allocation.
    b. Building Address-Ensure that the address is correct.
    c. Total Number of Units-Ensure that the total number of units is correct.
    d. Acquisition Eligilble Basis-This is the basis that was entered from the Buildings and Units screen.
    e. New-Rehab Eligible Basis- This is the basis that was entered from the Buildings and Units screen. If the development is eligible for the basis boost, then be sure to include the boost in each individual bin.
    f. Acquisition PIS Date-Ensure that this date is correct and consistent.
    g. New/Rehab Basis- Ensure that this date is correct and consistent.
3.



Post 8609 Process

Compliance Reporting

Once the 8609's are issued the owner is responsible for reporting the owner annual certification and tenant events. More information regarding that module can be found on the Compliance page. That module is supported by the THDA Housing Credit Compliance.

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 Coordinator and/or Allocation Manager.

Enterprise Green Certification

Certifications received after 8609's issued should be emailed to the Allocation Coordinator and/or Allocation Manager.