

QUESTIONS AND ANSWERS

February 2022

Q59. Does the Section 811 NOFA qualify for 5 points related to Local Government RFP?

A59. *QAP Section V(D)(8) states ADOH will award 5 points for projects selected by local government using a request for proposals/qualifications process. The ADOH Section 811 NOFA will not qualify under this section.*

Q60. Do we need to be assigned anything to be able to upload LIHTC applications through the portal and is there a specific address/person to send any hard copies/application fees too?

A60. *Applicants will not need anything assigned to upload via ADOH's portal. Applications must be submitted in electronic format by navigating to the following website:*

<https://housing.az.gov/portals/document-upload-portals/rental-development-upload-portal>

Also, payments can be made via the payment portal:

<https://housing.az.gov/portals/adoh-payment-portal>

or check by mailing to 1110 W. Washington Street, Suite 280, Phoenix, AZ 85007.

Q61. Checklist, Form 11: Tab T (Incompatible Uses) requires a fully executed Form 11. However, the Form 11 is missing a signature block. Do you want applicants to sign at the bottom in a blank space?

A61. *The overall application signature covers this form.*

Q62. Form 3: Section V(D)₁ of the QAP allows projects to claim points for the experience of Applicants or consultants. If a project is pursuing points based on consultant's experience, where in Tab 3 of the application forms do we list the consultant information as the principal contact?

A62. *Consultants may be listed on the secondary contact line of the Form 3.*

Q63. Form 6-1: If a project is using consultant development experience for the points outlined in Section V(D)₁, do we input the development experience of the consultant or the developer in Form 6-1?

A63. Yes, input the applicable development experience for the applicant or consultant in Form 6-1.

Q64. Section V(D)(6) states that points are available for “applicants that provide WIFI in common areas and residential units throughout the project, and entirely paid for by the project owner”. Would ADOH award points to a project that has an agreement with a separate governmental entity to provide WIFI in common areas and residential units at no costs to the tenant? The project owner would not pay for the WIFI because the governmental entity will cover the costs.

A64. Points will be made available in this section if applicants can demonstrate that WIFI will be provided in common areas and residential units at no cost to the residents. WIFI will become a project cost if the government entity stops payments.

Q65. The Subsequent Phase category outlined in Section V(D)9 states that the earlier phases must have a market demand study demonstrating a vacancy rate of less than 5% and a waitlist representing at least 50% of the proposed phase’s units. If the earlier phases are still under construction, would ADOH accept documentation from the developer of preleasing activities and a waiting list of more than 100% of all phases both under construction & proposed? The market study itself could also confirm these facts.

A65. Yes, ADOH would accept documentation from the applicant demonstrating preleasing activities and waitlists of more than 100%.

Q66. Would Home Matters qualify as a Below Market Loan and if so what documentation is needed to demonstrate the source of funding?

A66. This source will count towards below market loan category of the 2022-2023 QAP. The documentation submitted as part of the application must meet the QAP requirements of a commitment letter demonstrating terms "no more demanding than those currently used under ADOH's gap financing programs."

Q67. Section V(D)2 – Supportive Housing – This section indicates that “ADOH will post a template plan on its website...” Is there a timeline of which a template supportive services plan will be posted? Should we expect this to be before the application or after awards?

A67. ADOH will work to post a template plan to our website by early March 2022.

Q68. Can a developer or codeveloper submit/receive more than one 9% LIHTC award in a Metro area?

A68. No, per 2022-2023 QAP, Section III (A)1 the principal may receive no more than the lesser of one Rural and one Metro project or \$3,500,000.

Q69. What electronic format should LIHTC applications be submitted in?

A69. ADOH will be releasing an information bulletin clarifying electronic submission requirements next week. Applicants should submit all applications via the ADOH portal. Submissions should have separate PDFs for each application Tab. Applicants must also submit excel versions of their Application Workbook and their Underwriting Workbook.

Q70. For 9% applications, the QAP states that applications must include documentation that “legislative land use authorizations (rezoning) are in place for the proposed property”. The question: if a site requires rezoning, for example rezoning to the WU Code, does it qualify under this criteria if the property has the option to rezone to WU Code? The challenge is with timing. Given the April 1 deadline, there’s no way to rezone the property in time. But if they showed their ability and intent to rezone to the WU Code, would that count?

A70. Applicants must have their zoning prior to submitting their LIHTC application. A fully executed Form 10 Zoning Confirmation is required as part of the application submission.

Q71. Community Revitalization Plan: Is it just if a site is located in a “redevelopment area?” Do other plans such as [Reinvent Phx](#) or eventually the [South Central TOD Community Plan](#) count? These are plans that are (or hopefully will be) adopted and include revitalization components.

A71. To qualify as a Community Revitalization Area in the 2022 QAP applicants must demonstrate conformance with all the requirements in Section V(D)5 of the 2022-2023 QAP.

Q72. Due to the upfront cost associated, please clarify when the energy model, list of energy improvements, and HERS energy rating, completed by a RESNET certified HERS Rater, are required for a 9% rehab project. For example, does this work need to be completed prior to developing a scope of work and submitting an application in order to prove that the energy measures will improve energy performance by 15%, or can a scope be submitted without the energy modeling and existing building HERS rating, which would be completed if funding was approved, as long as a list of significant energy efficiency measures is included in the scope of work submitted with the application? Is a third-party energy model, assessment and HERS rating documentation required to be submitted with the scope of work for the application?

A72. Applicants are not required to complete HERS testing prior to their application. Applicants must determine if a HERS test will be needed to fully identify their rehabilitation scope of work prior to application.

Q73. FAQ Questions – Will there be a cutoff date to submit FAQ questions? We are concerned about submitting our application a couple days ahead of the deadline if new information could be released in FAQs that could impact our application. We also would prefer not to wait until the due date to submit in case there are issues with uploading, etc.

A73. *The last date to submit QAP 9% LIHTC application questions will be Friday, March 4th.*

Q74. 2022-2023 QAP Application Forms 9% LIHTC - Tab 3 – Project Information, Line 32 – Supportive Housing – This cell cannot be edited to input the number of Supportive Housing Units Targeted for the project. Are you able to fix this?

A74. *A revised Application Workbook will be released next week to address this comment. If you are applying under our February 15th State Tax Credit round, please note that you may use the existing application workbook and the revised workbook will be available for those competing in future rounds.*