
Arizona Department of Housing 2013 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 09-13

ISSUED: April 18, 2012

RE: 2013 LIHTC Application

Questions and Clarifications

Questions and requests for clarifications for the 2013 LIHTC round will be accepted until 5pm April 26, 2013.

Form 3

ADOH has posted an updated version of Form 3 on its website at the following link. The update corrects three cells that were not calculating correctly.

<http://www.azhousing.gov/ShowPage.aspx?ID=451&CID=16>

In the event that you have already completed Form 3 you may make corrections to these three cells yourselves. The three cells in P5 of Form 3 that should be updated as follows, to ensure that all formulas work properly:

- In the cell for Total Taxes & Insurance type =SUM(Z23:Z26)
- In the cell for Total Operating Expenses type =SUM(Z14:Z26)
- In the cell below to the right of the Annual Replacement Reserve per Unit enter =P4!M64*P3!L14

Each cell is highlighted in the posted form to allow applicants to find them quickly. It is not necessary to begin the entire Form 3 again, as these cells are not protected. Developers do not need to highlight them for ADOH.

Application Format

Section 2.4 of the QAP states: "Applicant must submit one (1) hard copy, one (1) CD and one (1) electronic submittal, of the complete Application." This information bulletin clarifies the requirements for the CD and electronic submittal.

The CD shall include all documents provided in the hard copy of the application, including Tabs 1 – 28. If the files will not all fit onto one (1) CD, then additional CDs shall be provided as needed. Each file shall be provided in pdf format and labeled as follows: "Project Name – Tab 1", "Project Name – Tab 2", etc.

The Market Demand Study, the Appraisal and Capital Needs Assessment should be separate files on the CD and labeled as follows: "Project Name – Market Demand Study", "Project Name – Appraisal", etc.

The electronic submittal through the portal shall include all Forms in .pdf format, labeled as follows:
“Project Name – Form 2”, “Project Name – Form 2-1”, “Project Name – Form 3”, etc.

With the exception of the forms, ADOH will not require that the balance of the application be submitted through the portal. The portal is located at the following link:

<http://www.azhousing.gov/ShowPage.aspx?ID=468>

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