

FOR TCAC USE ONLY Application No. _____ Date Received: _____ Analyst: _____
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**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
2007 COMPETITIVE APPLICATION
FOR LOW-INCOME HOUSING TAX CREDITS**

APPLICANT STATEMENT

APPLICANT NAME: _____

PROJECT NAME: _____

PLEASE ATTACH APPLICATION FEE HERE
Cashier's Check Only (Reg. Section 10335(a))

The undersigned applicant hereby makes application to the California Tax Credit Allocation Committee ("TCAC") for a reservation of Federal, or Federal and State Low-Income Housing Tax Credits ("Credits") in the amount(s) of

\$ _____ annual Federal Credits, and

\$ _____ total State Credits (Reg. Section 10317(c))

for the purpose of providing low-income rental housing as herein described. I understand that Credit amount(s) preliminarily reserved for this project, if any, may be adjusted over time based upon changing project costs and financial feasibility analyses which TCAC is required to perform on at least three occasions.

I agree it is my responsibility to provide TCAC with two copies of a complete application and a letter from the local government of the jurisdiction in which the project is located identifying the agency designated as the Local Reviewing Agency for the Tax Credit Allocation Committee. I agree that it is also my responsibility to provide such other information as TCAC requests as necessary to evaluate my application. I represent that if a reservation or allocation of Credit is made as a result of this application, I will also furnish promptly such other supporting information and documents as may be requested. I understand that TCAC may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform TCAC when any information in the application or supplemental materials is no longer true and to supply TCAC with the latest and accurate information.

I acknowledge that if I receive a reservation of Tax Credits, I will be required to submit requisite documentation at each of the following stages: for a carryover allocation; for application for a final reservation; and at the time the project is placed-in-service.

I represent I have read Section 42 of the Internal Revenue Code (IRC) pertaining to Federal Tax Credits, and if applying for State Tax Credits, I represent I have also read California Health and Safety Code Sections 50199.4 et seq. and California Revenue and Taxation Code Sections 12206, 17058, and 23610.5 pertaining to the State Tax Credit program. I understand that the Federal and State Tax Credit programs are complex and involve long-term maintenance of housing for qualified low-income households. I acknowledge that TCAC has recommended that I seek advice from my own tax attorney or tax advisor.

I represent that I have read and understand the requirements set forth in Regulation Section 10322(j) pertaining to re-applications for Credit.

I certify that I have read and understand the provisions of Section 10322(e), and that the determination of completeness, compliance with all basic thresholds, and the point total of the application, shall be based entirely on the documents contained in the application as of the date of submission. No additional documents in support of the basic thresholds or point selection categories shall be accepted from the sponsor beyond the application filing deadline, unless the Executive Director, at his or her sole discretion, determines that the deficiency is a clear reproduction or application assembly error, or an obviously transposed number. In such cases, applicants shall be given up to five (5) business days from the date of receipt of staff notification, to submit said documents to complete the application. For threshold omissions other than reproduction or assembly errors, the Executive Director may request additional clarifying information concerning local approvals from local government entities.

I agree to hold TCAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the Credit programs.

I agree that TCAC will determine the Credit amount to comply with requirements of IRC Section 42 but that TCAC in no way warrants the feasibility or viability of the project to anyone for any purpose. I acknowledge that TCAC makes no representation regarding the effect of any tax Credit which may be allocated and makes no representation regarding the ability to claim any Credit which may be allocated.

I acknowledge that all materials and requirements are subject to change by enactment of federal or state legislation or promulgation of regulations.

In carrying out the development and operation of the project, I agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all Credit program requirements, rules, and regulations.

I acknowledge that neither the Federal nor the State Tax Credit programs are entitlement programs and that my application will be evaluated based on the Credit statutes, regulations, and the Qualified Allocation Plan adopted by TCAC which identify the priorities and other standards which will be employed to evaluate applications.

I acknowledge that a reservation of Federal or State Tax Credits does not guarantee that the project will qualify for Tax Credits. Both Federal law and the state law require that various requirements be met on an ongoing basis. I agree that compliance with these requirements is the responsibility of the applicant.

I acknowledge that the information submitted to TCAC in this application or supplemental thereto may be subject to the Public Records Act or other disclosure. I understand that TCAC may make such information public.

I acknowledge that if I obtain an allocation of Federal and/or State Tax Credits, I will be required to enter into a regulatory agreement which will contain, among other things, all the conditions under which the Credits were provided including the selection criteria delineated in this application.

I declare under penalty of perjury that the information contained in the application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of my knowledge and belief. I understand that misrepresentation may result in cancellation of Tax Credit reservation, notification of the Internal Revenue Service and the Franchise Tax Board, and other actions which TCAC is authorized to take pursuant to California Health and Safety Code Section 50199.22 and negative points per Regulation Section 10325(c)(3) or under general authority of state law.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with TCAC rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

I further certify that more than 10% of the project's total reasonably expected basis cost will be incurred and the land acquired by the date specified in the reservation preliminary or final letter.

I agree that TCAC is not responsible for actions taken by the applicant in reliance on a prospective Tax Credit reservation or allocation.

Dated this _____ day of _____, 2007 at
_____, California.

By: _____
(Original Signature)

(Typed or printed name)

(Title)

ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____

On this _____ day of _____ in the year _____ before me, _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[NOTARY SEAL]

Notary Public

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

APPLICATION FOR LOW-INCOME HOUSING TAX CREDITS

IDENTIFICATION OF LOCAL JURISDICTION CHIEF EXECUTIVE OFFICER

(Reg. Section 10322(h)(13))

Local Jurisdiction: _____

Chief Executive Officer: _____

Title of Chief Executive Officer: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone Number: _____

FAX Number: _____

E-mail: _____

Please attach a copy of **Attachment 31, Construction and Design Description, to this page.**

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

PART I. GENERAL AND SUMMARY INFORMATION

A. Application Type

- Preliminary Reservation**
- Final Reservation** Where credit has previously been awarded)
- Placed in Service** TCAC # CA_____
- Re-Application** Amount Currently Allocated & Being Returned:
- A prior application was submitted
but not selected. Federal Credit \$_____
(TCAC #CA____ - ____) State Credit \$_____

B. Project

Project Name: _____
Site Address: _____
City: _____ County: _____
Zip Code: _____ Census Tract: _____
Assessor's Parcel Number: _____

Project is located in a DDA Yes No

Project is located in a Qualified Census Tract. Yes No

Project is a Scattered Site Project Yes No

Federal Congressional District: _____ State Assembly District: _____

State Senate District: _____

C. Credit Amounts Requested (If State Credit request, Reg. Sects. 10317 & 10322(i)(11))

	Federal (annual)	State (total 4 years)
<input type="checkbox"/> *Federal Only	\$ _____	
<input type="checkbox"/> Federal and State	\$ _____	\$ _____

* Applicants that checked the box for State credit substitution on application page 19 can still elect to mark Federal only Credits.

D. Federal Minimum Set-Aside Election (IRC Sec. 42(g)(1))

- 20%/50% Test 40%/60% Test

E. Set-Aside Selection, if applicable (Reg. Section 10315(a), (b), (c), (d), (e), (f), & (g))
Please Select Only One

- Nonprofit Organization
- Nonprofit Homeless Apportionment
- Rural
- Rural/RHS 514 Rural/RHS 515 Rural/RHS 538
- Small Development
- At-Risk At-Risk/Located in Rural Census Tract
- Special Needs SRO – Single Room Occupancy

F. Housing Type Selection (Reg. Sections 10315(i) & 10325(g))
Please Select Only One

- Large Family Large Family/At-Risk Waiver Required (Reg. Sect. 10325(g)(1)(A))
- Single Room Occupancy
- At-Risk
- Special Needs (Percentage of Special Need Units _____ %)
 If between 50% and 75%, please specify other housing type construction standards that will be met:

- Seniors

G. Geographic Area (Reg. Section 10315(j))

- Los Angeles County
- Central (Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare Counties)
- Alameda, Contra Costa, Marin, Napa, Solano, Sonoma Counties
- San Diego County
- Inland Empire (San Bernardino, Riverside, Imperial Counties)
- Orange County
- San Mateo and Santa Clara Counties
- Capital/Northern Area (Butte, El Dorado, Placer, Sacramento, Shasta, Sutter, Yuba, Yolo Counties)
- Coastal California (Monterey, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura Counties)
- San Francisco County

H. Threshold Basis Limit-Refer to Application Supplement (Reg. Section 10327(c)(5))

<u>Unit Size</u>	<u>Unit Basis Limit</u>	<u>No. Of Units</u>	<u>Basis X No. Of Units</u>
			\$
			\$
			\$
			\$
TOTAL = Threshold Basis Limit			\$
Note: Items (a) through (g) below are derived/calculated from this figure. Items (h), (i), and local development impact fees have specific requirements.			
*(a) Plus (+)10% basis adjustment for projects in the following counties: Los Angeles, Alameda, Contra Costa, Marin, Napa, Solano, Sonoma, San Diego, San Bernardino, Riverside, Imperial, Orange, San Mateo, Santa Clara, Monterey, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura, and San Francisco.			\$
*(b) Plus (+)20% basis adjustment for projects required to pay state or federal prevailing wages. Checklist 38B			\$
*(c) Plus (+) 7% basis adjustment for new construction projects which are required to provide parking beneath residential units (but not “tuck under” parking). Checklist/Attachment 38B			\$
*(d) Plus (+) 2% basis adjustment for projects where a day care center is part of the development. Checklist/Attachment 38B			\$
*(e) Plus (+) 2% basis adjustment for projects where 100 percent of the units are for Special Needs populations. Checklist/Attachment 38B			\$
(f) Plus (+) 4% basis adjustment for projects which incorporate three or more energy efficiency/ resource conservation/ indoor air quality items listed on page 8. (Please indicate which items are being included in the project). Checklist/Attachment 38C			\$
(g) Plus (+) the lesser of the associated costs or up to a 15% basis adjustment for projects requiring seismic upgrading of existing structures, and/ or projects requiring toxic or other environmental mitigation as certified by the project architect. Checklist/Attachment 38C			\$
(h) Plus (+), at the discretion of the Executive Director, up to a maximum 5% basis adjustment for projects that include distributive energy technologies such as microturbines and/or renewable energy sources such as solar. Checklist/Attachment 38C			\$
Plus (+) local development impact fees required to be paid to local government entities (Regulation Section 10302(w) & 10302(nn) (Certification from local entities assessing fees: TCAC form – Attachment 38(A))			\$
= Adjusted Threshold Basis Limit			\$

Note: *The Threshold Basis Limit adjustment for items b-e above cannot exceed 29%. Please provide documentation, as Attachments #38, required by Reg. Section 10327(c)(5), and check below for all applicable features of the proposed project.

Item (e) features (Check applicable features that apply to your project)

- Exceed Title 24 standards by at least 15%.
- Use tankless hot water heaters, a high efficiency condensing boiler (92% AFUE or greater), or a solar thermal domestic hot water pre-heating system.
- Use a Minimum Efficiency Report Value (MERV) 8 or higher air-filter for HVAC systems that introduce outside air.
- Irrigation system using only reclaimed water and/or captured rainwater.
- Recycle at least 75% of construction and demolition waste (measured by either weight or volume).
- Install natural linoleum, natural rubber, or ceramic tile for all kitchens and bathrooms (where no VOC adhesives or backing is also used).
- Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, ceramic tile, or natural linoleum in all living rooms or 50% of all common areas.
- Install CRI Green Label Plus Carpet, or no carpet, in all bedrooms.
- Vent kitchen range hoods to the exterior of the building in at least 80% of units.
- Use at least four recycled products listed in the Construction, Flooring, or Recreation section of the California Integrated Waste Management Board's Recycled Content Products Database, www.ciwmb.ca.gov/RCP.

PART II. THE POINTS SYSTEM (Regulation Section 10325(c))

A maximum of 20 points shall be available in combining the cost efficiency, credit reduction, and public funds categories. However, in order to score the full 20 points, at least 2 points must be achieved in the credit reduction category.

1. Cost Efficiency/Credit Reduction/Public Funds Maximum 20 Points

(For new construction, at-risk development, or a substantial rehabilitation development where the hard costs of rehabilitation is at least \$40,000 per unit).

1A. Cost Efficiency

New Construction At-Risk Substantial Rehabilitation (\$40,000 per unit)

Projects total eligible basis that is below the maximum calculated threshold basis limits, including permitted adjustments, on application page 7.

(1 point for each full % below the maximum permitted adjusted threshold basis limits)

1. Project's adjusted threshold basis limits: \$ _____ (From application page 7)

2. Project's total eligible basis: \$ _____ (Application page 33, line B1)

3. Difference in threshold basis limits: \$ _____

Subtract line (2) from line (1)

4. Calculated percent below adjusted threshold basis limits _____ %

Divide line (3) by line (1) (Round DOWN to the nearest whole percent)

_____ Points in this subcategory

1B. Credit Reduction

_____ % Credit Reduction *(1 point for each full % that the qualified basis is reduced on application page 33)*

1. Total qualified basis: \$ _____
(From application page 33, line B5)

2. **Credit Percent Reduction** X _____ %

3. Total Qualified Basis Reduction \$ _____

(Round UP to the nearest whole number and input calculated basis reduction on application page 33, line B6 – if rehabilitation and acquisition, prorate the reduction between them on line B6)

4. Project's Total Adjusted Qualified Basis : \$ _____

Multiply line (2) times line (1). Place the total on line (3). Subtract line (3) from line (1) and place the result on line (4).

_____ Points in this subcategory

1C. Public Funds Section

- Total committed funds (including assumptions), fee waivers, or value of donated land
 ***(1 point for each full % of Total Development Cost including the value of any donations or fee waivers)
1. \$ _____ * Federal, state or local funds
2. \$ _____ * Outstanding Principal Balances of Prior Direct Federal Debt or Subsidized Debt as of the application filing deadline.
3. \$ _____ * Local Community Foundation funds
4. \$ _____ * Awarded AHP funds
5. \$ _____ Waiver of fees resulting in quantifiable cost savings and not required by federal or state law
- 6.(A) \$ _____ ** Donated or leased land by a public entity
6. (B) \$ _____ ** Donated land as part of an inclusionary housing ordinance
 _____ Date land was purchased or acquired
7. (A). \$ _____ Purchased price of land
7. (B). \$ _____ Appraised value of land
8. Total committed funds, fee waivers, or value of donated land: \$ _____
9. ***Total project/development cost: \$ _____
 (Total from application page 32)
 Percentage of funds versus TDC _____ %
 Divide line (8) by line (9) (Round DOWN to the nearest whole percent)
- _____ Points in this subcategory (Round down to the nearest whole point)

*** To receive points in this category, committed funds must be part of the permanent sources for the development. All loans must be “soft” or residual receipts loans, including outstanding principal balances of prior direct federal debt or subsidized debt, and that have terms for at least the first fifteen years. In addition, if the principal balances of any prior publicly funded or subsidized loans are to be assumed, verification of the loan assumption or other required procedure by the agency initially approving the subsidy to satisfy the commitment requirements must be provided.**

**** To receive points in this category, the value of land donated by a public entity, or as part of an inclusionary housing ordinance, must be supported by an independent, third party appraisal. Points for donated or leased land shall be calculated based on the lesser of the purchase price or appraised value, except that points for land owned by the public entity for more than three years prior to the application filing deadline shall be calculated based on its appraised value.**

**_____ Total Combined Points Earned For Cost Efficiency,
 Credit Reduction, & Public Funds**

2. General Partner/Management Company Characteristics

Maximum 9 points

(A) General Partner experience

- | | | | | | |
|---|--------------------------|-----------------|--------------|--------------------------|-----------------|
| 1-2 projects in service under 3 years | <input type="checkbox"/> | 1 point | over 3 years | <input type="checkbox"/> | 2 points |
| 3-6 projects in service under 3 years | <input type="checkbox"/> | 3 points | over 3 years | <input type="checkbox"/> | 4 points |
| 7 or more projects in service under 3 years | <input type="checkbox"/> | 5 points | over 3 years | <input type="checkbox"/> | 6 points |

_____ Points in this category

To receive points under this subsection for projects in existence for over 3 years from the filing deadline date, the applicant must submit a certification from a certified public accountant that the projects for which it is requesting points have maintained a positive operating cash flow, from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) for the year in which each development’s last financial statement has been prepared (which must be effective no more than one year prior to the application deadline) and have funded reserves in accordance with the partnership agreement and any applicable loan documents. To obtain points for projects previously owned by the proposed general partner, a similar certification must be submitted with respect to the last full year of ownership by the proposed general partner, along with verification of the number of years that the project was owned by that general partner. This certification must list the specific projects for which the points are being requested. The certification by the certified public accountant may be in the form of an agreed upon procedure report that includes funded reserves as of the report date, which shall be dated within 60 days of the application deadline.

(B) Management Company experience

- | | | | | | |
|--|--------------------------|-------------------|--------------|--------------------------|-----------------|
| 2-5 projects in service under 3 years | <input type="checkbox"/> | 0.5 point | over 3 years | <input type="checkbox"/> | 1 point |
| 6-10 projects in service under 3 years | <input type="checkbox"/> | 1.5 points | over 3 years | <input type="checkbox"/> | 2 points |
| 11 or more projects in service under 3 years | <input type="checkbox"/> | 2.5 points | over 3 years | <input type="checkbox"/> | 3 points |

OR

- Agent with certification from a Committee-approved housing tax credit compliance entity. **2 points**

_____ Points in this category

_____ **Total Points Requested For General Partner/Management Company Characteristics**

Points in subsections (A) and (B) above will be awarded in the highest applicable category and are not cumulative. For maximum points in either subsection (A) or (B) above, a completed previous participation form for the general partner or for the management agent, respectively, must be provided in the application. For points to be awarded in subsection (B), an enforceable management agreement executed by both parties for the subject application must be submitted at the time of application. “Projects” as used in this subsections (A) and (B) means multifamily, rental, affordable developments of over 10 units that are subject to a recorded regulatory agreement or, in the case of housing on tribal lands, where federal HUD funds have been utilized in affordable rental developments. General Partner and Management Company experience points may be given based on the experience of the principals involved, or on the experience of municipalities or other nonprofit entities that have experience but have formed single-asset entities for each project in which they have participated, notwithstanding that the entity itself would not otherwise be eligible for such points. Alternatively, a management company may receive 2 points if it provides evidence that the management agent assigned to the project, either on-site or with management responsibilities for the site, has been certified, prior to application deadline, by a housing tax credit certification examination by a nationally recognized housing tax credit compliance entity and be on a list maintained by the Committee. These points may substitute for other management company experience but will not be awarded in addition to such points.

**3. Housing Needs (Points will be awarded only in 1 housing type category listed below).
Mark one box only**

- | | | |
|--------------------------|--------------------------------|------------------|
| <input type="checkbox"/> | Large Family Projects | 10 points |
| <input type="checkbox"/> | Single Room Occupancy Projects | 10 points |
| <input type="checkbox"/> | Special Needs Projects | 10 points |
| <input type="checkbox"/> | Seniors Projects | 10 points |
| <input type="checkbox"/> | At-Risk Projects | 10 points |

_____ **Points for Housing Needs**

4(A). Site Amenities

Maximum 15 points

Must be appropriate to the tenant population served. To receive points the amenity must be in place at the time of application, except under the Balanced Communities subsection where the funds for the amenity must be committed and the amenity is planned to be complete when the project is placed in service. A scaled for distance map, using a standardized radius from the development site determined by the Committee, but must not include physical barriers. The map must show the distance of the site amenities from the development site. An application proposing a project located on multiple scattered sites, shall be scored proportionately in the site amenities based upon (i) each site's score, and (ii) the percentage of units represented by each site. Applicants must provide color photographs, a contact person and a contact telephone number for each requested point amenity. Also, each applicant must certify to the accuracy of their submissions on TCAC Form – Attachment 3A. **Any inaccurate information will be subject to negative points.** No more than 15 points will be awarded in this category. Only one point award will be available in each of the subcategories (1-9) listed below. Amenities may include:

- | | | |
|-----------|--|-----------------|
| 1. | <input type="checkbox"/> (a) Being part of a transit-oriented development strategy where there is a transit station, rail station, commuter rail station, or bus station, or bus stop within 1/4 mile from the project site with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. <u>and the project's density exceeds 25 units per acre.</u> | 7 points |
| | <input type="checkbox"/> (b) Being part of a transit-oriented development strategy where the project site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. | 6 points |
| | <input type="checkbox"/> (c) Being part of a transit-oriented development strategy where the project site is within 1/3 mile of a bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. | 5 points |
| | <input type="checkbox"/> (d) Being part of a transit-oriented development strategy where the project site is located within 500 feet of a regular bus stop or a rapid transit system stop. (For rural set-aside projects, these points may be awarded where van or dial-a-ride service is provided to tenants. | 4 points |
| | <input type="checkbox"/> (e) Being part of a transit-oriented development strategy where the project site is located within 1,500 feet of a regular bus stop or rapid transit system stop. | 3 points |

Multiple bus lines may not be aggregated for the above points.

2. (a) The site is within 1/4 mile of a public park (1/2 mile for Rural set-aside projects) (not including school grounds unless there is a bona fide, formal joint-use agreement between the jurisdiction responsible for the park's/recreation facilities and the school district providing availability to the general public of the school grounds and/or facilities) or a community center accessible to the general public. **3 points**

Joint-use agreement (provide copy) YES NO

(b) The site is within 1/2 mile (1 mile for Rural set-aside). **2 points**

3. (a) The site is within 1/4 mile of a public library (1/2 mile for Rural set-aside projects). **3 points**

(b) The site is within 1/2 mile of a public library (1 mile for Rural set-aside projects). **2 points**

4. (a) The site is within 1/4 mile of a full-scale grocery store/ supermarket where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside project or projects located in inner cities). **4 points**

(b) The site is within 1/2 mile of a full-scale grocery store/ supermarket where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects or projects located in inner cities). **3 points**

(c) The site is within 1/4 mile of a convenience market where staples are sold. **2 points**

5. (a) For a **large family development**, the site is within 1/4 mile of a public elementary, middle, or high school that children living in the development may attend (1/2 mile for Rural set-aside projects). **3 points**

(b) The site is within 1/2 mile of a public elementary, middle, or high school for children living in the development may attend (1 mile for Rural Set-aside projects). **2 points**

6. (a) For a **senior development**, the project site is within 1/4 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1/2 mile for Rural set-aside) **3 points**

(b) the project site is within 1/2 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1 mile for Rural Set-aside). **2 points**

7. (a) For a **special needs or SRO development**, the site is located within 1/2 mile of a facility that operates to serve the population living in the development. **3 points**

(b) For a **special needs or SRO development**, the site is located within 1 mile of a facility that operates to serve the population living in the development. **2 points**

8. (a) The site is within 1/2 mile (1 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **3 points**

(b) The site is within 1 mile (1.5 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **2 points**

9. (a) The site is within 1/4 mile of a pharmacy (1/2 mile for Rural Set-aside). **2 points**
(This category may be combined with the other site amenities above).

(b) The site is within 1/2 mile of a pharmacy (1 mile for Rural Set-aside). **1 point**
(This category may be combined with the other site amenities above).

_____ Points in this category

4(B). Service Amenities

Maximum 10 points

Must be appropriate to the tenant population served and committed for a minimum of 10 years. To receive points in this category, programs must be of a regular, ongoing nature and provided to tenants free of charge, except for day care services. Physical space for the amenities must be available when the project is placed-in-service and the amenities must be available within 6 months of the project's placed-in-service date. Services must be provided on-site except that projects may use off-site services within 1/2 mile of the development provided that they have a written agreement with the service provider enabling the development's tenants to use the services free of charge (except for day care and any charges required by law) and that demonstrate that on-site services would be duplicative. **Referral services will not be eligible for points.** Further, applicants must provide contracts with service providers, service provider experience, and evidence that physical space will be provided, including a budget reflecting how the services will be paid for must be included in the application.

1. High speed internet service provided in each unit (free of charge to tenants) **5 points**

2. After school programs of an ongoing nature for school age children. **5 points**

3. Educational classes (such as ESL, computer training, etc.) but which are not the same as in 2 above. **5 points**

4. Licensed child care providing 20 hours or more per week (Monday through Friday) to residents of the development. **5 points**

5. Contracts for services, such as assistance with activities of daily living or provision of counseling services, service coordinator, where a contract is in place at the time of application. (Only for senior, SRO, and special needs projects) **5 points**

6. Bona fide service coordinator available. **5 points**

_____ Points in this category

_____ **Total Points Requested For Site and Service Amenities**

5. Neighborhood Revitalization**Maximum 9 points**

(These points are not available to projects applying under the Rural set-aside)

A development located in a Neighborhood Revitalization area, as defined in Section 10302(bb) of these regulations where demonstrable evidence is submitted, satisfactory to the Executive Director that shows that a neighborhood revitalization plan has been adopted and specific efforts towards achieving the plan's goals have occurred. Plans should be specific to the neighborhood, and efforts undertaken may include, but are not limited to, existing partnership coalitions with public entities, private sector enterprises, and/or nonprofit community organizations; financing commitments for work to be done in the neighborhoods; and/or commencement of a specific neighborhood project. Each application for neighborhood revitalization points must include a drawn-to-scale and scaled for distance map identifying the project and neighborhood revitalization efforts already undertaken as well as those planned.

Applications that have received HOPE awards from the U.S. Department of Housing and Urban Development, or are located in federally designated Renewal communities, Empowerment Zones, or Enterprise Communities, or are planned military base re-use projects, or are projects located on tribal lands, or are located in a State Enterprise Zone will automatically be granted the full maximum points in this category without meeting any other conditions for Neighborhood Revitalization points. Base re-use, as used in this subsection, refers to projects that are located on a military base. Generally, such projects will involve, at least in part, the rehabilitation of already existing buildings on such a base.

HOPE awards Federally designated Renewal communities Empowerment Zones
 Enterprise Communities Planned military base re-use project Tribal lands project
 State Enterprise Zone

Projects requesting points in this category are not eligible for points in the balanced community section below. Points for neighborhood revitalization will be awarded as follows to a maximum of 9 points:

- 5(A).** Location in a locally designated revitalization area as evidenced by submission of a plan adopted by the jurisdiction, including evidence that the plan for neighborhood revitalization is still in effect, and a drawn-to-scale and scaled for distance map identifying the project and neighborhood revitalization efforts already undertaken as well as those planned. The plan should include findings of need or identification of problems requiring revitalization efforts. **2 points**
- 5(B).** For 3rd party letters from governmental entities or non-profit organizations documenting and substantiating funds committed or expended within the past five years in the neighborhood as they specifically relate to the revitalization of the neighborhood where the project will be located. **Up to 2 points**
- 5(C).** A narrative explaining precisely the nature and extent of the neighborhood's revitalization efforts, how the applicant's project will fit into that framework, and how the proposed project is critical to the neighborhood's revitalization. **2 points**
- 5(D).** A letter from an official in the jurisdiction that delineates the various neighborhood revitalization efforts in the immediate vicinity of the proposed development, both already undertaken and planned, and the funds that have been committed and expended for projects within that immediate neighborhood. **Up to 3 points**

_____ **Total Points Requested For Neighborhood Revitalization Section**

6. Balanced Communities

Maximum 9 points

(These points are not available to projects applying under the Rural set-aside)

If not requesting neighborhood revitalization points, if the local government is providing funds equal to at least 5% of the total project costs of the project, and if it meets the other requirements of this section, the applicant may request points for balanced communities.

- Submission of evidence from the local government that it has formally adopted initiatives to encourage the creation of affordable rental housing in new growth and/ or high income areas and that the project is consistent with those locally adopted initiatives. Such initiatives, for example, may include inclusionary zoning ordinances, fair share requirements but must include more than adoption of a housing element. **3 points**
- Evidence the project will actually be built adjacent to housing owned and occupied by upper income families shown by either the specific plan demonstrating the proximity of land uses and comparable sales data verifying that average sales prices for homes within a ½ mile radius of the site are above 100% of area average sales prices, or census data demonstrating that the average income of that census tract is at or above 100% of area median. **2 points**
- Project will reserve at least 10% of its units for tenants with incomes not exceeding 30% of area median income. **2 points**
- Project will reserve at least 20% of its units for tenants with incomes not exceeding 30% of area median income. **3 points**
- Project will reserve at least 30% of its units for tenants with incomes not exceeding 30% of area median income. **4 points**

_____ **Total Points Requested For Balanced Communities**

7. Sustainable building methods

Maximum 8 points

- 7(A).** A new construction or adaptive reuse project that exceeds Title 24 energy standards by at least 10%. For a rehabilitation project not subject to Title 24, that reduces energy use on a per square foot basis by 25% as calculated using a methodology approved by the California Energy Commission. **4 points**
- 7(B).** For rehabilitation projects not subject to Title 24 requirements, use of fluorescent light fixtures for at least 75% of light fixtures or comparable energy-lighting for the project's total lighting (including community rooms and any common space) throughout the compliance period. **2 points**
- 7(C).** Use of Energy Star rated ceiling fans in all bedrooms and living rooms; or use of a whole house fan; or use of an economizer cycle on mechanically cooled HVAC systems. **2 points**

- 7(D).** Use of water-saving fixtures or flow restrictors in the kitchen (2 gallons per minute or less) and bathrooms (1.5 gallons per minute or less). **1 point**
- 7(E).** Use of at least one High Efficiency Toilet (1.3 gallons per flush or less) or dual-flush toilet per unit. **2 point**
- 7(F).** Use of material for all cabinets, countertops and shelving that is free of added formaldehyde or fully sealed on all six sides by laminates and/or a low-VOC primer or sealant (150 grams per liter or less). **1 point**
- 7(G).** Use of no-VOC interior paint (5 grams per liter or less). **1 point**
- 7(H).** Use of CRI Green-label low-VOC carpeting and pad and low-VOC adhesives. **1 point**
- 7(I).** Use of bathroom fans that exhaust to the outdoors and are equipped with a humidistat sensor or timer in all bathrooms. **2 points**
- 7(J).** Use of formaldehyde-free insulation. **1 point**
- 7(K).** Use of at least one of the following recycled materials at the designated levels: **1 point**
a) cast-in-place concrete (20% flyash); b) carpet (25% recycled material);
c) road base, fill or landscape amendments (30% recycled material).
- 7(L).** Project is designed to retain, infiltrate and/or treat on-site the first one-half inch of rainfall in a 24-hour period. **1 points**
- 7(M).** Include in the project specifications a Construction Indoor Air Quality Management plan that requires the following: a) protection of construction materials from water damage during construction; b) capping of ducts during construction; c) cleaning of ducts upon completion of construction; and d) for rehabilitation projects, implementation of a dust control plan that prevents particulates from migrating into occupied areas. **2 points**
- 7(N).** Project design incorporates the principles of Universal Design in at least half of the project's units by including: accessible routes of travel to the dwelling units with accessible 34" minimum clear-opening-width entry and interior doors with lever hardware and 42" minimum width hallways; accessible full bathroom on primary floor with 30" x 60" clearance parallel to the entry to 60" wide accessible showers with grab bars, anti-scald valves and lever faucet/shower handles, and reinforcement applied to walls around toilet for future grab bar installations; accessible kitchen with 30" x 48" clearance parallel to and centered on front of all major fixtures and appliances. **1 points**
- 7(O).** Project will contain nonsmoking buildings or sections of buildings. Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous. **1 points**

Total Points Requested For Sustainable building methods

8. **Lowest Income (in accordance with the table below)** **Maximum 52 points**

(a) The “Percent of Area Median Income” category may be used only once. For instance, 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income (AMI) cannot be used twice for 100% at 50% and receive 50 points, nor can 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income for 25 points and 40% of Income Targeted Units to Total Units at 50% of Area Median Income be used for an additional 20 points. However, the “Percent of Income Targeted Units” may be used multiple times. For example, 50% of Targeted Units at 50% of Area Median Income for 25 points may be combined with another 50% of Targeted Units at 45% of Area Median Income to achieve the maximum points. All projects must score at least 45 points in this category to be eligible for 9% Tax Credit.

(b) A project that agrees to have at least ten percent (10%) of its units available for tenants with incomes no greater than thirty percent (30%) of area median and that agrees to restrict the rents on those units accordingly can receive two additional points. The 30% units must be spread across bedroom size, and measurement will begin using 10% of the largest bedroom size; however, the requirement will not exceed a minimum of 10% of the total number of units in the development. (These points may be obtained by using the 30% AMI section of the matrix.)

Only projects competing in the Rural Set-aside may use the 55% of Area Median Income column.

*In order to acquire the full 52 points, applicants must restrict at least 10% of the units at 30 AMI.

LOWEST INCOME TABLE

		Percent of Area Median Income (AMI)					
		55%	50%	45%	40%	35%	30%
Percent of Income Targeted Units to Total Tax Credit Units (exclusive of mgr.'s units)	50%	22.5	25	27.5	30	32.5	35
	45%	20	22.5	25	27.5	30	32.5
	40%	17.5	20	22.5	25	27.5	30
	35%	15	17.5	20	22.5	25	27.5
	30%	12.5	15	17.5	20	22.5	25
	25%	10	12.5	15	17.5	20	22.5
	20%	7.5	10	12.5	15	17.5	20
	15%	5	7.5	10	12.5	15	17.5
	10%	2.5	5	7.5	10	12.5	15

List number of points earned for each affordability level chosen.

Number of targeted tax credit units	% of Units @ % of Area Median Income		Points Earned
	Very Low Income Bonus Points (30% AMI)		
	Total Points Requested		
Total Number of tax credit units in Project (Excluding manager units)			

9. Readiness to Proceed

20 points will be available to projects that meet ALL of the following and are able to begin construction within 150 days of the Credit Reservation, as evidenced by submission within that time of recorded deeds of trust for all construction financing, except for AHP and MHP funds, payment of all construction lender fees, issuance of building permits (a grading permit does not meet this requirement) and notice to proceed delivered to the contractor. If no construction lender is involved, evidence must be submitted within 150 days after the Reservation is made that the equity partner has been admitted to the ownership entity and that an initial disbursement of funds has occurred. Failure to meet this timeline will result in rescission of the Credit Reservation.

Readiness to Proceed (TCAC form letter – Attachment 8(B))

Maximum 20 Points

- 9(A).** Enforceable commitment for all construction financing, as evidenced by executed commitment and payment of commitment fees.
- 9(B).** Evidence, as verified by the appropriate officials, of site plan approval and that all local land use environmental review clearance (CEQA and NEPA) necessary to begin construction are either finally approved or unnecessary.
- 9(C).** All necessary public approvals except building permits.
- 9(D).** Design review approval.

In the event that one or more of the above criteria have NOT been met, 5 points may be awarded for each one that has been met, up to a maximum of 15 points. In such cases, the 150-day requirements shall not apply to projects that do not obtain the maximum points in this category.

_____ Total Readiness to Proceed Points Requested

10. State credit substitution

- For applicants that agree that the Committee may exchange Federal Tax Credits for State Tax Credits in an amount that will yield equal equity as if only Federal Tax Credits were awarded. **2 Points**
-

APPLICANT'S SELF-SCORING POINT SHEET	APPLICANT TOTAL POINTS	TCAC STAFF POINT VERIFICATION
Total Possible Points for Non Rural 155 Total Possible Points for a Rural Project 146		
Cost Efficiency Section		
Credit Reduction Section		
Public Funds Section		
General Partner Experience Section		
Management Company Experience Section		
Housing Needs Section		
Site Amenities Section		
Service Amenities Section		
Neighborhood Revitalization Section		
Balanced Communities		
Sustainable Building Methods Section		
Lowest Income Section		
Readiness to Proceed Section		
State Credit Substitution		
Negative Points		
TOTAL POINTS		

Negative points given to general partners, co-developers, management agents, consultants, or any member or agent of the Development Team may remain in effect for up to two calendar years, but in no event shall be in effect for less than one funding round. Furthermore, negative points may be assigned to one or more Development Team members, but do not necessarily apply to the entire Team. Negative points assigned by the Executive Director may be appealed to the Committee under appeal procedures enumerated in regulation section 10330.

FOR TCAC USE ONLY

Negative points. Negative points, up to a total of 10 for each project and/or each violation, may be given at the Executive Director’s discretion for general partners, co-developers, management agents, consultants, guarantors, or any member or agent of the Development Team for items including, but not limited to:

- Failure to utilize committed public subsidies identified in an application, unless it can be demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside of the applicant’s control. **Up to 10 points**
- Failure to utilize Credit within program time guidelines, including failure to meet the 150-day readiness requirements, unless it can be demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside of the applicant’s control. **Up to 10 points**
- For projects receiving an allocation of credit after 1998, failure to request Forms 8609 for new construction projects within one year from the date the last building in the project is placed-in-service, or for acquisition/rehabilitation projects, one year from the date on which the rehabilitation is completed.. **Up to 10 points**
- Removal or withdrawal under threat of removal as general partner from a housing tax credit partnership. **Up to 10 points**
- Failure to provide physical amenities or services or any other items for which points were obtained (Unless funding for a specific services program promised is no longer available). **Up to 10 points**
- Any material misrepresentation of any fact or requirement in an application **Up to 10 points**
- Failure to correct serious noncompliance after notice and cure period within an existing housing tax credit project in California. **Up to 10 points**
- Repeated failure to submit required compliance documentation for a housing tax credit project located anywhere. **Up to 10 points**
- Failure of a building to continuously meet the terms, conditions and requirements received at its certification as being suitable for occupancy in compliance with state or local law, unless demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside the control of the Owner. **Up to 10 points**
- Failure to submit a copy of the owner’s completed 8609 showing the first year filing. **Up to 10 points**
- Failure to properly notify CTCAC and obtain approval of general partner or limited partner changes, transfer of a Tax Credit project, or allocation of the the Federal or State Credit. **Up to 10 points**
- Certification of site amenities, distances or service amenities that were, in CTCAC’s sole discretion, inaccurate or misleading. **Up to 10 points**

Total Negative Points Earned _____

PART III. APPLICANT INFORMATION

A. Identify Applicant (check all boxes that apply below)

- Applicant is the current owner and will retain ownership.

- Applicant will be or is a general partner in the to be formed or formed final ownership entity.
- Applicant is the project developer and will be part of the final ownership entity for the project.
- Applicant is the project developer and will not be part of the final ownership entity for the project.

Applicant Name: _____

Street Address: _____

City _____ State: _____ Zip: _____

Contact Person: _____

Phone: () _____ FAX: () _____

E-Mail: _____

B. Legal Status of Applicant

- General Partnership Individual Limited Partnership
- Corporation Nonprofit Organization Local Government
- Joint Venture Other (specify) _____

C. Status of Ownership Entity

- Currently exists
- To be formed, estimated date: _____

*Federal I.D. No. or Individual's Social Security No.: _____

*(Federal I.D. No. must be obtained prior to submitting carryover allocation package)

D. Name of General Partner(s) or Principal Owner(s)

- | | | |
|-------|------------------------------------|-------------------------------------|
| _____ | <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For Profit |
| _____ | <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For Profit |
| _____ | <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For Profit |

E. General Partner(s) or Principal Owner(s) Type?

- Nonprofit For Profit Joint Venture

F. Contact Person During Application Process

Name: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ FAX: () _____

E-Mail: _____

Participatory Role (e.g., General Partner, consultant, etc.): _____

PART IV. THE DEVELOPMENT TEAM

Indicate and List Development Team Members

Developer: _____ Architect: _____

Contact Person: _____ Contact Person: _____

Phone: () _____ Phone: () _____

Attorney(s): _____ General Contractor: _____

Contact Person: _____ Contact Person: _____

Phone: () _____ Phone: () _____

Tax Professionals: _____ Investor: _____

Contact Person: _____ Contact Person: _____

Phone: () _____ Phone: () _____

Consultant(s): _____ Market Analyst: _____

Contact Person: _____ Contact Person: _____

Phone: () _____ Phone: () _____

Appraiser: _____ CNA Consultant: _____

Contact Person: _____ Contact Person: _____

Phone: () _____ Phone: () _____

Property Management Agent/Company: _____

Contact Person: _____ Phone: () _____

PART V. THE PROJECT

A. Type of Credit Requested - Check All Applicable Boxes

- New Construction
- Rehabilitation (see regulation section 10325(f)(10) for minimum hard cost requirement)
- Acquisition

B. Rehabilitation and Acquisition Rehabilitation Projects

If requesting Acquisition Credit, will the acquisition meet the 10-year placed in service rule as required by IRC Sec. 42(d)(2)(B)(ii)? Yes No

If no, will it meet the waiver conditions of IRC Sec. 42(d)(6)? Yes No

Will the rehabilitation and/or the income and rent restrictions of Sec. 42 cause

relocation of existing tenants? Yes No

If yes, applicants must submit an explanation of relocation requirements, a detailed relocation plan including a budget with an identified funding source in attachment 42.

Age of Existing Structures _____ No. of Existing Buildings _____

No. of Occupied Buildings _____ No. of Existing Units _____

No. of Stories _____ Current Use: _____

C. Purchase Information

Date of Purchase Contract or Option: _____ Expiration Date of Option: _____

Purchase Price: \$ _____

Name of Seller: _____

Phone:() _____

Purchased from Affiliate? Yes No

Broker fee to Affiliate \$ _____

Holding Costs per Month \$ _____

Special Assessment(s) \$ _____

Total Projected Holding Costs \$ _____

Real Estate Tax Rate: _____

Historical Property/ Site? Yes No

D. Project, Land, Building and Unit Information

1. Project Type (Check All Applicable Types)

Single Room Occupancy

Townhouse/Row House

One or Two Story Garden

Two or More Story With an Elevator (number of stories _____)

Two or More Story Without an Elevator (number of stories _____)

Single Family Home

Detached 2, 3, or 4 Family

Condominium

Housing Cooperative

Tenant Homeownership

Other (specify) _____

Inner City Infill Site

One or More Levels of Subterranean Parking

2. Land

_____ feet X _____ feet

_____ acres _____ square feet

3. Total Number of Buildings: _____ Residential _____ Community _____

Commerical Space: Yes No Explain: _____

Buildings are on a contiguous site

Buildings are not on a contiguous sites

If not contiguous, do buildings meet the requirements of IRC Sec. 42(g)(7)? _____ Y/N

4. Do any buildings have 4 or fewer units? _____ Y/N

If yes, are any of the units to be occupied by the owner or a person related to the owner (IRC Sec. 42(i)(3)(c))? _____ Y/N

5. Project Unit Number and Square Footage

_____ Total number of units

_____ Total number of units excluding managers' units

_____ Total number of low-income units

_____ % *Ratio of low-income units to total units excluding managers' units*

_____ Total square footage of all residential units, excluding managers' units

_____ Total square footage of low-income units

_____ % *Ratio of low-income residential to total residential square footage excluding managers' units*

_____ % *Applicable fraction, smaller of unit or square footage ratio (use on page 33)*

_____ Total community room square footage

_____ Total commercial space square footage (if applicable)

_____ Total common space square footage (including managers' units)

_____ Total parking structure square footage (if applicable)

_____ Total square footage of all project structures

PART VI. LOCAL APPROVALS REQUIRED & DEVELOPMENT TIMETABLE

A. Local Approvals Required

<i>Application Submittal Date</i>	<i>Estimated Approval Date</i>	<i>Actual Approval Date</i>
---------------------------------------	------------------------------------	---------------------------------

Negative Declaration under CEQA			
NEPA			
Toxic Report			
Soils Report			
Coastal Commission Approval			
Article 34 of State Constitution			
Site Plan			
Design Review			
Conditional Use Permit Approved or Required			
Variance Approved or Required			

Project and Site Information

Current Land Use Designation	
Current Zoning and Maximum Density	
Proposed Zoning and Maximum Density	
Does this site have Inclusionary Zoning?	
Occupancy restrictions that run with the land due to CUP's or density bonuses?	
Building Height Requirements	
Required Parking Ratio	
Is site in a Redevelopment Area?	

B. Development Timetable

Actual Or Scheduled

Month / Year

SITE

____ / ____ Environmental Review Completed
____ / ____ Site Acquired

LOCAL PERMITS

____ / ____ Conditional Use Permit
____ / ____ Variance
____ / ____ Site Plan Review
____ / ____ Grading Permit
____ / ____ Building Permit

CONSTRUCTION FINANCING

____ / ____ Loan Application
____ / ____ Enforceable Commitment
____ / ____ Closing and Disbursement

PERMANENT FINANCING

____ / ____ Loan Application
____ / ____ Enforceable Commitment
____ / ____ Closing and Disbursement

OTHER LOANS AND GRANTS

____ / ____ Type and Source: _____
____ / ____ Application
____ / ____ Closing or Award

OTHER LOANS AND GRANTS

____ / ____ Type and Source: _____
____ / ____ Application
____ / ____ Closing or Award

OTHER LOANS AND GRANTS

____ / ____ Type and Source: _____
____ / ____ Application
____ / ____ Closing or Award

____ / ____ *10% of Costs Incurred*
____ / ____ *Construction Start*
____ / ____ *Construction Completion*
____ / ____ *Placed In Service*
____ / ____ *Occupancy of All Low-Income Units*

PART VII. PROJECT FINANCING (Sources of Funds)

A. Construction Financing

List Below All Projected Sources Required To Complete Construction.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>
			\$
			\$
			\$
			\$
			\$
			\$
Total Funds For Construction			\$

1. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

2. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

3. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

4. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

B. Permanent Financing

List Below All Projected Sources Of Funds, Including Grants, Land donations, deferred fees, owner equity, etc.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>	<i>Annual Debt Service</i>	<i>Residual Receipts/Deferred Pymt.</i>
			\$		
			\$		
			\$		
			\$		
			\$		
Total Permanent Financing			\$		
Total Tax Credit Equity			\$		
Total Sources of Project Funds			\$		

1. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

2. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

3. Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Type of Financing _____
 Committed Not Committed

Name of Lender/Source _____
 Street Address _____ Contact Name _____
 City _____ State _____ Phone Number _____
 Committed Not Committed

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME

A. Development Budget

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	PERMANENT SOURCES					70% PVC for New Construction/ Rehabilitation	30% PVC for Acquisition
				Tax Credit Equity	1	2	3			
<i>LAND COST/ACQUISITION</i>										
Land Cost or Value								XXXXXXXXXX	XXXXXXXXXX	
Demolition								XXXXXXXXXX	XXXXXXXXXX	
Legal								XXXXXXXXXX	XXXXXXXXXX	
Total Land Cost or Value								XXXXXXXXXX	XXXXXXXXXX	
Existing Improvements Value								XXXXXXXXXX		
Off-Site Improvements								XXXXXXXXXX		
Total Acquisition Cost								XXXXXXXXXX		
<i>REHABILITATION</i>										
Site Work										
Structures										
General Requirements										
Contractor Overhead										
Contractor Profit										
Prevailing Wages										
General Liability Insurance										
Total Rehab. Costs										
Total Relocation Expenses										
<i>NEW CONSTRUCTION</i>										
Site Work										
Structures										
General Requirements										
Contractor Overhead										
Contractor Profit										
Prevailing Wages										
General Liability Insurance										
Total New Construction Costs										

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for New Construction/Rehabilitation	30% PVC for Acquisition
<i>ARCHITECTURAL FEES</i>									
Design									
Supervision									
Total Architectural Costs									
Total Survey & Engineering									
<i>CONST. INTEREST & FEES</i>									
Const. Loan Interest									
Origination Fee									
Credit Enhance. & App. Fee									
Taxes									
Insurance									
Title and Recording									
Total Const. Interest & Fees									
<i>PERMANENT FINANCING</i>									
Loan Origination Fee								XXXXXXXXXX	XXXXXXXXXX
Credit Enhance. & App. Fee								XXXXXXXXXX	XXXXXXXXXX
Title and Recording								XXXXXXXXXX	XXXXXXXXXX
Other								XXXXXXXXXX	XXXXXXXXXX
Total Perm. Financing Costs								XXXXXXXXXX	XXXXXXXXXX
<i>LEGAL FEES</i>									
Lender Legal Pd. by Applicant									
Other (Specify) _____									
Total Attorney Costs									
<i>RESERVES</i>									
Rent Reserves								XXXXXXXXXX	XXXXXXXXXX
Capitalized Rent Reserves								XXXXXXXXXX	XXXXXXXXXX
* 3-Month Operating Reserve								XXXXXXXXXX	XXXXXXXXXX
Total Reserve Costs								XXXXXXXXXX	XXXXXXXXXX
Total Appraisal Costs									

Note: Syndication Costs may not be included as a project cost. * Operating Reserve is required - Regulation Section 10327(c)(8)(C).

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for New Construction/Rehabilitation	30% PVC for Acquisition
TOTAL CONSTRUCTION CONTINGENCY COSTS									
<i>OTHER</i>									
TCAC App/Alloc/Monitor Fees								XXXXXXXXXX	XXXXXXXXXX
Environmental Audit									
Local Dev. Impact Fees									
Permit Processing Fees									
Capital Fees									
Marketing								XXXXXXXXXX	XXXXXXXXXX
Furnishings									
Market Study									
Other (specify)_____									
Total Other Costs									
Subtotals									
	Total Project Cost	Total Residential	Total Commercial					Subtotal Eligible Basis*	
<i>DEVELOPER COSTS</i>									
Developer Overhead/Profit									
Consultant/Processing Agent									
Project Administration									
Syndicator Consulting Fees									
Personal Guarantee Fees									
Construction Management Oversight by Developer									
Other (specify)_____									
Total Developer Costs									
TOTAL PROJECT COST									
Note: Syndication Costs may not be included as a project cost.									
*Calculate Maximum Developer Fee pursuant to Regulation 10327(c)(2) using these eligible basis subtotals. Reminder: Developer cost limits are different than basis limits.									
								Total Eligible Basis	

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME (cont.)

B. Determination of Eligible and Qualified Basis

	70% PVC for New Construction /Rehabilitation	30% PVC for Acquisition
B1. Total Eligible Basis (from previous page)	\$ _____	\$ _____
<i>Deduct From Eligible Basis:</i>		
All Grant Proceeds Used to Finance Costs in Eligible Basis	\$ _____	\$ _____
BMIR Federal Financing of Costs in 9% Eligible Basis	\$ _____	\$ _____
Non-Qualified Non-Recourse Financing	\$ _____	\$ _____
Non-Qualifying Portion of Higher Quality Units	\$ _____	\$ _____
Historic Credit (residential portion only)	\$ _____	\$ _____
Total Ineligible Amounts	\$ _____	\$ _____
Total Eligible Basis Amount Voluntarily Excluded	\$ _____	\$ _____
TOTAL BASIS REDUCTION	\$ _____	\$ _____
B2. TOTAL REQUESTED UNADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
High Cost Area Adjustment (Reg. Section 10317(d)(1) & 10327(d)(1))	x 130%	x 100%
B3. TOTAL ADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
Applicable Fraction (from page 25)	x _____ %	x _____ %
B4. QUALIFIED BASIS	\$ _____	\$ _____
B5. TOTAL QUALIFIED BASIS	\$ _____	
B6. TOTAL CREDIT REDUCTION	\$ _____	\$ _____
(Amount from application page 9 Part II, 1B if applicable)		
B7. TOTAL ADJUSTED QUALIFIED BASIS	\$ _____	

C. Determination of Federal Credit

	New Construction/ Rehabilitation	Acquisition
C1. Adjusted Qualified Basis, after credit reduction (B7)	\$ _____	\$ _____
C2. Applicable Percentage*	x 8.30%	x 3.60 %
C3. Subtotal Annual Federal Credit	\$ _____	(a) \$ _____ (b)
C4. Total Combined Annual Federal Credit	\$ _____ (a + b)	

*Re-applications that locked in the applicable credit percentage at Carryover must use the locked-in rate (IRS TD 8520, Section 1.42-8(a)(4)). All other re-applications shall use the applicable credit percentage as established pursuant to TCAC Regulation Section 10327(e).

D. Determination of Minimum Federal Credit Necessary For Feasibility

D1. Total Project Cost	\$ _____
D2. Permanent Financing (page 29), Excluding Equity from Tax Credits	\$ _____
D3. Funding Gap (D1 – D2)	\$ _____
D4. Tax Credits Factor (Reg. Section 10327(c)(4))	0.80, 0.83, <u>0. _____</u>
Use the highest tax credit factor in your calculation.	
Use the higher of the tax credit factor listed in your Investor’s letter (TCAC form - Attachment 36) or the minimum tax credit factors listed below.	
The minimum tax credit factor for projects using <u>federal tax credits</u> is 0.83.	
The minimum tax credit factor for projects using <u>federal and state tax credits</u> is 0.80.	
D5. Total Credits Necessary for Feasibility (D3 divided by D4)	\$ _____
D6. Annual Federal Credit Necessary for Feasibility (D5 divided by 10)	\$ _____
D7. Maximum Annual Federal Credits (lesser of C4, D6, or Reg. Sect. 10305(e))	\$ _____
D8. Equity Raised From Federal Credit (10 x D7 x D4)	\$ _____
D9. Remaining Funding Gap (D3 - D8)	\$ _____

If Funding Gap Is Greater Than Zero The Project Is Not Feasible Unless Applying For State Credit.

If Applying For State Credit Complete The Following Section.

E. Determination of State Credit (Reg. Section 10317)

E1. Adjusted Qualified Basis (only rehabilitation or new construction basis, except in rare cases of At-Risk projects eligible for State Credit on the acquisition basis at the 0.13 factor) (line C1)	\$ _____ x .30 (*x .13 if federally-subsidized)
E2. Total State Credit	\$ _____

F. Determination of Minimum State Credit Necessary for Feasibility

F1. State Credit Necessary for Feasibility (D9 divided by D4)	\$ _____
F2. Maximum State Credit (lesser of E2 or F1)	\$ _____
F3. Proceeds raised from the state Credit (F2 multiplied by D4)	\$ _____

If Line F3 is less than Line D9 the project is not feasible.

** State tax credits for Acquisition are only allowed for "At-Risk" projects.
(California Revenue and Taxation Code Sections 12206, 17058, and 23610.5)*

G. Income Information (cont.)

Rental Subsidy Income/Operating Subsidy, if any.

Number of units receiving assistance _____
 Length of contract (years) _____
 Expiration date of contract _____

TOTAL PROJECTED ANNUAL RENTAL SUBSIDY \$ _____

Miscellaneous Income

Annual Income from Laundry Facilities \$ _____
 Annual Income from Vending Machines \$ _____
 Annual Interest Income \$ _____
 Other Annual Income (Specify) \$ _____

TOTAL MISCELLANEOUS INCOME \$ _____

TOTAL ANNUAL POTENTIAL GROSS INCOME \$ _____
 (From Residential Sources)

Commercial Income

Annual Income from Professional Space \$ _____
 Annual Income from Commercial Space \$ _____

TOTAL ANNUAL COMMERCIAL INCOME \$ _____

H. Monthly Resident Utility Allowance by Unit Size (utility allowances must be itemized and correlated with the PHA utility allowance schedule)

	<i>0 BR</i>	<i>1 BR</i>	<i>2 BR</i>	<i>3 BR</i>	<i>4 BR</i>	<i>() BR</i>
Space Heating						
Water Heating						
Cooking						
Lighting						
Other (Specify)						
TOTALS						

Name of PHA Providing Utility Allowances: _____

I. Annual Residential Operating Expenses (Reg. Section 10327(f))

General Administrative

Advertising \$ _____
 Legal \$ _____
 Accounting/Audit \$ _____
 Security \$ _____
 Other \$ _____

Total General Administrative \$ _____

Management Fee

\$ _____

Utilities

Fuel \$ _____
 Gas \$ _____

Total Utilities \$ _____

Total Water/Sewer \$ _____

Payroll/Payroll Taxes

On-site Manager \$ _____
 Maintenance Personnel \$ _____
 Other _____ \$ _____

Total Payroll/Payroll Taxes \$ _____

Total Insurance \$ _____

Maintenance

Painting \$ _____
 Repairs \$ _____
 Trash Removal \$ _____
 Exterminating \$ _____
 Grounds \$ _____
 Elevator \$ _____
 Other _____ \$ _____

Total Maintenance \$ _____

Other (specify)

_____ \$ _____

Total Other \$ _____

*** TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES** \$ _____

**** TOTAL NUMBER OF UNITS IN PROJECT** _____

ANNUAL OPERATING EXPENSES PER UNIT(divide */)** \$ _____

TOTAL 3-MONTH OPERATING RESERVE (Reg. Section 10327(c)(8)(C)) \$ _____

TOTAL SERVICE AMENITIES BUDGET \$ _____

TOTAL RESERVE FOR REPLACEMENT \$ _____

TOTAL REAL ESTATE TAXES \$ _____

J. Annual Commercial Operating Expenses

TOTAL COMMERCIAL SPACE EXPENSES \$ _____

TOTAL ANNUAL COMMERCIAL DEBT SERVICE \$ _____

PART IX. SUBSIDIES

A. Loan and Grant Subsidies – *Indicate all that are proposed*

	<i>Included in Eligible Basis (Yes or No)?</i>	<i>Amount</i>
HOME Investment Partnership Act (HOME)	_____	\$ _____
RHS 514, 515, 538	_____	\$ _____
Redevelopment Set-aside Funds	_____	\$ _____
Community Development Block Grant (CDBG)	_____	\$ _____
HOPE VI	_____	\$ _____
State (specify) _____	_____	\$ _____
Local (specify) _____	_____	\$ _____
Private (specify) _____	_____	\$ _____
Other (specify) _____	_____	\$ _____

B. Rental Subsidy Anticipated (Reg. Section 10322(h)(21))

Indicate By Percent Of Units Affected, Any Rental Subsidy Expected To Be Available To The Project.

Approval Date _____ Amount per year \$ _____

Source (Specify) _____ % _____ \$ _____
 Units _____ Term _____ Total Subsidy
 Subsidized

C. Pre-Existing Subsidies (Rehab. and Rehab./Acquisition Only)

Indicate The Subsidy Amount For Any Of The Following Currently Utilized By The Project.

Sec 221(d)(3) BMIR	\$ _____	RHS 514/515	\$ _____
HUD Sec 236	\$ _____	RHS 521 (rent subsidy)	\$ _____
RHS 538	\$ _____	State/Local	\$ _____
HUD Section 8	\$ _____	Rent Sup/RAP	\$ _____
HUD SHP	\$ _____	Other (explain)	\$ _____

Will the subsidy continue? _____ Yes _____ No If yes, specify term _____

APPLICATION CHECKLIST

Please Submit Required Information Where Applicable To The Proposed Project. Label And Tab Each Attachment With The Designated Checklist Number, And Place All Attachments In Checklist Order.

IF attached: ✓ Box

IF not attached: N/A

Application Point Selection Criteria. Please provide the appropriate documentation as specified in TCAC Regulations.

1. Public Funds (Reg. Section 10325(c)(1)(C))

- A). Evidence of committed soft or residual receipts loans.
- A)(i). Evidence of outstanding principal balances of prior direct federal debt or subsidized debt.
- B). Evidence of waiver of fees.
- C). Evidence of donated or leased land by a public entity.
- D). Evidence of donated land as part of an inclusionary housing ordinance.
- E). Appraisal consistent with regulation section 10322(i)(4)(A).

2. General Partner/Management Company Characteristics (Reg. Section 10325(c)(2))

- A). General partner experience (TCAC form - ATTACHMENT 2A.) (Reg. Section 10325(c)(2)(A))
- A)(i). CPA certification for qualifying projects (positive operating cash flow and funded reserves)
- B). Management Company experience (TCAC form – ATTACHMENT 2B)
(Reg. Section 10325(c)(2)(B))
- B)(i). Enforceable management agreement executed by both parties (Reg. Section 10325(c)(2)(B))
- B)(ii). Evidence of certification from a housing tax credit compliance entity.
- C). Declaration that negative points were previously assessed and are still in affect.(Sec.10325(c)(3))

3. Site Amenities (Reg. Section 10325(c)(5)(A))

- A). Applicant certification to accuracy of their site amenity submissions,
(TCAC form - ATTACHMENT 3A).
- A)(i). Evidence of a transit oriented development strategy.
- A)(ii). A scaled for distance map evidencing the site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m and that the project density exceeds 25 units per acre.
(Reg. Section 10325(c)(5)(A)(1))
- A)(iii). A scaled for distance map evidencing the site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m.
(Reg. Section 10325(c)(5)(A)(1))

- A)(iv). **A scaled for distance map evidencing the site is within 1/3 mile of a bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m.** (Reg. Section 10325(c)(5)(A)(1))
- A)(v). **A scaled for distance map evidencing the site is within 500 feet of a regular bus stop or rapid transit system stop.** (Reg. Section 10325(c)(5)(A)(1))
- A)(vi). **Documentation that includes a budget and operating schedule of van or dial-a-ride service for rural set-aside projects.** (Reg. Section 10325(c)(5)(A)(1))
- A)(vii). **A scaled for distance map evidencing the site is within 1500 feet of a regular bus stop or rapid transit system.** (Reg. Section 10325(c)(5)(A)(1))

- B) **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between the jurisdiction responsible for the park/recreation facilities and the school district providing availability to the general public.** (Reg. Section 10325(c)(5)(A)(2))
- B)(i) **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between a jurisdiction responsible for the park/recreation facilities and the school districts providing availability to the general public.** (Reg. Section 10325(c)(5)(A)(2))

- C). **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public library. Book Mobiles do not qualify for points under this site amenity category.** (Reg. Section 10325(c)(5)(A)(3))
- C)(i). **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public library. . Book Mobiles do not qualify for points under this site amenity category.** (Reg. Section 10325(c)(5)(A)(3))
- D). **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects or project located in inner cities) of a full-scale grocery store/supermarket where staples, fresh meat, and fresh produce are sold.** (Reg. Section 10325(c)(5)(A)(4))
- D)(i). **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects or projects that are located in the inner cities) of a full-scale grocery store /supermarket where staples, fresh meat, and fresh produce are sold.** (Reg. Section 10325(c)(5)(A)(4))
- D)(ii). **A scaled for distance map evidencing the site is within 1/4 mile of a convenience market where staples are sold.** (Reg. Section 10325(c)(5)(A)(4))
- E). **A scaled for distance map evidencing this large family development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend.** (Reg. Sec. 10325(c)(5)(A)(5))

- E)(i). **A scaled for distance map evidencing this large family development site is within 1/2 mile (1 mile or Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend. (Reg. Sec. 10325(c)(5)(A)(5))**
- F). **A scaled for distance map evidencing this senior development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))**
- F)(i). **A scaled for distance map evidencing this senior development site is within 1/2 mile (1 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))**
- G). **A scaled for distance map evidencing this special needs or SRO development site is within 1/2 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))**
- G)(i). **A scaled for distance map evidencing this special needs or SRO development site is within 1 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))**
- H). **A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))**
- H)(i). **A scaled for distance map evidencing the project site is within 1 mile (1.5 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))**
- I). **A scaled for distance map evidencing the project site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))**
- I)(i). **A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))**
- J). **Labeled color photographs, contact person, contact telephone number for each requested amenity. (Reg. Section 10325(c)(5)(A))**

4. Service Amenities (Reg. Section 10325(c)(5)(B))

- A). **Evidence of and certification of high speed internet service provided in each unit. (Reg. Section 10325(c)(5)(B)(1))**
- B). **Evidence of after school programs of an ongoing nature for school age children. (Reg. Section 10325(c)(5)(B)(2))**
- C). **Evidence of educational classes (such as ESL, computer training). (Reg. Section 10325(c)(5)(B)(3))**

- D). **Evidence of licensed child care (20 hours per week Monday through Friday).**
(Reg. Section 10325(c)(5)(B)(4))
- E). **Evidence of contracts for services such as assistance with activities of daily living or provision of counseling services (limited to senior, SRO and special needs projects). Contracts must be in place at the time of application.** (Reg. Section 10325(c)(5)(B)(5))
- F). **Evidence of bona fide service coordinator.** (Reg. Section 10325(c)(5)(B)(6))
- G). **Evidence that physical space is provided on-site or a scaled for distance map evidencing the off site service is within ½ mile of the development.**
- H). **Detailed description of the duties of the service coordinator and service providers.**
- I). **Evidence of service coordinator's and service providers' experience.**
- J). **Detailed budget on how the provided service will be funded.**
- K). **Evidence of commitment to provide services for at least 10 years.**

5. Neighborhood Revitalization (N.R.) (Reg. Section 10325(c)(6))

- A). **Evidence of a plan adopted by the jurisdiction, evidencing that the plan for N.R. is still in effect, and a drawn-to-scale and scaled for distance map identifying the project and the neighborhood efforts already undertaken as well as those planned. The plan should include findings of need or identification of problems requiring revitalization efforts.**
- B). **Evidence of 3rd party letters from governmental entities or non-profit organizations, documenting and substantiating funds committed or expended within the past five years in the neighborhood, as they specifically relate to the revitalization of the neighborhood where the project is located.**
- C). **Submission of a narrative explaining precisely the nature and extent of the neighborhood's revitalization efforts, how the project will fit into that framework, and how the proposed project is critical to the neighborhood's revitalization.**
- D). **Submission of a letter from an official in the jurisdiction that delineates the various N.R. efforts in the immediate vicinity of the proposed development, both already undertaken and planned, and the funds that have been committed and expended for projects within that immediate neighborhood.**
- E). **Evidence that the project is part of a planned military base re-use, located on tribal lands, located in one of the federally designated renewal communities, empowerment zones, state enterprise zones, or enterprise communities, or has received a HOPE award from the U.S. Department of Housing and Urban Development.**

6. Balanced Communities (Reg. Section 10325(c)(7))

- A). **Evidence from local government that it has formally adopted initiatives to encourage the creation of affordable rental housing in new growth and/or high-income areas. May include inclusionary zoning ordinances, fair share requirements, as examples, but must include more than an adoption of a housing element.**
- B). **Evidence that project will be built adjacent to housing owned and occupied by upper income families, to be shown by specific plan demonstrating the proximity of land uses and comparable sales data verifying that average sales prices for homes within ½ mile radius of the site are above 100% of area average sales price, or census data showing average income of that census tract is at or above 100% of area median.**

7. **Sustainable Building Methods** (Reg. Section 10325(c)(8))
- A). **Certification of sustainable building methods that will be incorporated into the project.**
(TCAC form – *ATTACHMENT 7A*)

A)(i). Description of the CEC methodology used in the calculation.

8. **Readiness to Proceed** (Reg. Section 10325(c)(10))

- A). **Enforceable commitments for all construction financing and evidence of commitment fee payments.** (Reg. Section 10325(c)(10)(A))
- B). **Local approvals, local land use environmental review clearance, site plan, & design review worksheet.** (Use TCAC form – *ATTACHMENT 8B* for checklist items 8B through 8E)
- C). **Verified evidence of site plan approval and all necessary local land use environmental review clearances.** (Reg. Section 10325(c)(10)(B))
- D). **Evidence of all Public approvals except building permits.** (Reg. Section 10325(c)(10)(C))
- E). **Evidence of design review approval.** (Reg. Section 10325(c)(10)(D))

Set-Aside Designation. *If applying within a set-aside, please provide the appropriate documentation as specified in TCAC Regulations.*

9. **Evidence of Non-profit Set-aside application** (Reg. Section 10322(i)(8)(A) through (F))

10. **Evidence of Homeless Assistance Apportionment** (Reg. Section 10315(b))

11. **Verification of Rural set-aside application** (Reg. Section 10322(i)(9))

12. **Evidence of RHS set-aside Apportionment** (Reg. Section 10322(i)(10))

13. **State Credit Preference** - HOME funds match letter. (Reg. Section 10322(i)(11))

Basic Threshold Requirements. *All basic thresholds shall be met at the time the application is filed through a presentation of conclusive, documented evidence to the Committee's satisfaction. (Reg. Section 10325(f))*

14. **Housing need and demand** (Reg. Section 10325(f)(1))

- A). **Evidence of Public housing waiting lists from the local housing authority.**
(Reg. Section 10325(f)(1)(A))
- B). **Market Study.** (Reg. Section 10322(h)(9))
- B)(i). **Market Analyst's Resume.**
- C). **Site location map.** (Reg. Section 10322(h)(8))

15. **Demonstrated site control** Evidence of site control (Reg. Section 10325(f)(2))

- A)(i) **A current title report (within 90 days of application).**
- A)(ii) **An executed lease agreement or lease option for the length of time the project will be regulated under this program between the applicant and the owner of the subject property.**
- A)(iii) **An executed disposition and development agreement between the applicant and a public agency.**
- A)(iv) **A valid, current, enforceable contingent purchase and sale agreement or option agreement between the applicant and the owner of the subject property.**
- A)(v) **Evidence that all extensions and other conditions necessary to keep the agreement current through the application filing deadline have been executed.**
- B). **Eminent domain proceedings. (Reg. Section 10325(f)(2)(C))**

16. Enforceable financing commitments (Reg. Section 10325(f)(3) & 10325(f)(8))

- A). **Evidence of commitments. (Reg. Section 10325(f)(3))**
- B). **Deferred-payment financing, grants and subsidies. (Reg. Section 10325(f)(8))**
- C). **TCAC worksheet to determine financing need. (TCAC form - ATTACHMENT 16C)**
- D). **Applicant Resources - Audited Certification of Available Resources. (R.S. 10327(c)(9))**

17. Evidence and description of subsidies – see Application, Part IX. (Reg. Section 10322(h)(21))

18. Certification of subsidies (Must provide even if there are no subsidies) (R.S 10322(h)(21))

19. Local approvals Evidence of local approvals and zoning provided on TCAC form - ATTACHMENT 19, (Reg. Section 10325(f)(4))

20. Financial feasibility (Reg. Section 10325(f)(5) & 10327(c))

- A). **Financing plan. (Reg. Section 10322(h)(15))**
- B). **15 year proforma of all revenue and expense projections using TCAC underwriting requirements set forth in section 10327. (Reg. Sections.10322(h)(22) & 10325(f)(5))**
- C). **Utility allowance estimates accompanied by a letter from the PH.A. Applicants must indicate which components of the utility allowance schedule apply to the project. (Reg. Section 10322(h)(20))**
- D). **Certification from applicant that the required 3-month operating reserve will be funded or verification from the debt or equity source of an equal 3-month operating reserve requirement. Include 3-month total in certification or verification. (R.S. 10327(c)(8)(C))**

21. Applicant/Development team characteristics (Reg. Section 10325(f)(6))

- A). **Current financial statement(s). (Reg. Section 10325(f)(6)(A))**
- B). **TCAC form “Previous Participation and Schedule A” (TCAC form - ATTACHMENT 21) for applicant/developer, proposed general partner and other affiliates. (R.S.10325(f)(6)(B))**

- C). **TCAC form “Previous Participation and Schedule A” (TCAC form - ATTACHMENT 21) or resumes for all other members of the development team.** (Reg. Section 10325(f)(6)(B))
- D). **Designated contact person.** (Reg. Section 10322(h)(4))
- E). **Project participants.** (Reg. Section 10322(h)(5))
- F). **Organizational documents.** (Reg. Section 10322(h)(3))
- G). **Copy of the contracts for (i): Attorney(s) and or Tax Professional(s) (ii) Architect, (iii) Property Management Agency, (iv) Consultant, (v) Market Analyst.**
(Reg. Section 10325(f)(6)(C))
- H). **Default/foreclosure/negative point statements for applicant and all other members of the Development Team.** (Reg. Section 10325(f)(6)(D))
- H(i). **Legal status questionnaire. (TCAC form - ATTACHMENT 21H(i))**
- I). **Identity of interest information.** (Reg. Section 10322(h)(6))

22. Minimum construction standards (Reg. Section 10325(f)(7))

- A). **Certification from owner/applicant. (TCAC form - ATTACHMENT 22)**
- B). **Request for waiver of any unnecessary or excessively expensive rehabilitation project requirements.**

23. Project size limitations (Reg. Section 10325(f)(9))

- A). **Evidence of compliance of size limitation.**
- B). **Request for waiver of the size limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.**
- C). **Request for waiver of the credit limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.**

Additional Threshold Requirements. *Applicants applying for Credit apportioned to various housing types shall meet the following additional threshold requirements. (Reg. Sections 10325(g))*

24.

- Large Family Projects (Evidence eligibility) (TCAC form - ATTACHMENT 24)**
(Reg. Sections 10325(g)(1)(A) through (I))

25.

- Senior Projects (Evidence eligibility) (TCAC form - ATTACHMENT 25)**
(Reg. Sections 10325(g)(2)(A) through (J))

26.

- SRO Projects (Evidence eligibility) (TCAC form - ATTACHMENT 26)**
(Reg. Sections 10325(g)(3)(A) through (L))

27.

- Special Needs Projects** (Evidence eligibility) (TCAC form - *ATTACHMENT 27*)
(Reg. Sections 10325(g)(4)(A) through (L)) and, if less than 75% special needs, the non special needs units shall meet the additional thresholds of another housing type. Provide the appropriate documentation.

28.

- At-Risk Projects** (Evidence eligibility) (TCAC form - *ATTACHMENT 28*)
(Reg. Sections 10325(g)(5)(A) & (B))

Site and Project Information

29.

- Legal description** (Reg. Section 10322(h)(7))

30. **Site Layout, Location, Unique Features and Surrounding Areas** (Reg. Section 10322(h)(8))

- A). A narrative description of the current use of the subject property. (Reg. Sect. 10322(h)(8)(A))
- B). A narrative description of all adjacent property land uses, surrounding neighborhood identification and proximity of services, including transportation. (Reg. Sect.10322(h)(8)(B))
- C). Labeled color photographs or color copies of photos of the subject property and all adjacent properties. (Reg. Section 10322(h)(8)(C))
- D). A layout of the subject property, including the location and dimensions of existing buildings, utilities, and other pertinent features. (Reg. Section 10322(h)(8)(D))
- E). A site or parcel map indicating the location of the subject property and showing exactly where the buildings comprising the Tax Credit Project will be situated. If subdivision is anticipated, the boundaries of the parcel for the proposed project must be clearly marked.
(Reg. Section 10322(h)(8)(E))
- F). A description of any unique features of the site, noting those that may increase project costs or require environmental mitigation. (Reg. Section 10322(h)(8)(F))

31.

- Construction and design description** (Reg. Section 10322(h)(10))

32. **Architectural drawings** (Reg. Section 10322(h)(11))

- A). Preliminary drawings of the proposed project, including a site plan that identifies all areas or features proposed as project amenities (laundry, recreational, common space facilities, etc.), building elevations, and unit floor plans. Include square footages .
- B). Certification from the architect that the development will comply with building codes and the physical building requirements of all applicable fair housing laws.

33. **Placed-in-service schedule** (Reg. Section 10322(h)(12))

Project Cost Information

34. **Eligible basis certification** (Reg. Section 10322(h)(16))
- A). **Eligible basis certification including an acknowledgement from the tax professional that he/she is aware of the Internal Revenue Service Technical Advice Memorandum numbered 200043015, 00043016, 200043017, 200044004, and 200044005, and that the tax professional believes the project meets the requirements of Section 42(h)(1)(E) taking into consideration those rulings. If the project uses HOME Investment Partnership Program funds, the tax professional must further certify as to the treatment of the HOME Program funds for purposes of eligible basis calculations (Section 42(i)(2)).** (Note: Regulation Section 10322(h)(18) – syndication costs cannot be included in eligible basis.)
35. **Use of tax benefits** (Reg. Section 10322(h)(17))
36. **Terms of syndication agreement** (Reg. Section 10322(h)(18))
- A). **Use TCAC sample letter.** (TCAC form - *ATTACHMENT 36(A)*)
- B). **List of syndicators contacted.** (Reg. Section 10322(h)(2)(L))
37. **Tax credit factor certification** (Reg. Section 10322(h)(19))
38. **Threshold basis limit increases and certifications** (Reg. Section 10302(nm) & (Reg. Section 10327(c)(5)(A) through (E))
- A). **Evidence from the assessing entity of impact fees to be charged.** (Reg. Section 10302(w)) (*TCAC form – Attachment 38(A), or other evidence from assessing entity*)
- A)(i). **Applicant’s certification of local development impact fees provided on TCAC form - *ATTACHMENT 38(A)*.**
- B). **Applicant’s certification of the cost associated with paying prevailing wages for project.** (*TCAC form - ATTACHMENT 38(B)*).
- B)(i). **Certification from architect that parking will be required to be located beneath the residential units.** (*TCAC form - ATTACHMENT 38(B)*).
- B)(ii). **Certification from the applicant and architect that a day care center will be part of the proposed development.** (*TCAC form - ATTACHMENT 38(B)*).

- C). **Certification from the architect or mechanical engineer that lists the energy efficiency, resource conservation, or indoor air quality items that will be incorporated into the project, including if applicable, a list of the recycled products that will be used that are listed on the Integrated Waste Management Board Recycled Content Products Database, www.ciwmb.ca.gov/RCP. (TCAC form - ATTACHMENT 38(C)).(Reg. Section 10327(c)(5)(B))**
- C)(i). **Copies of the relevant pages of the Integrated Waste Management Boards’ recycled content products database printed off of their website showing the recycled products that will used as part of the project. Highlight the recycled products to be used corresponding to the list included in the certification under item 38.C. above. (Reg. Section 10327(c)(5)(B))**
- D). **Architect’s or engineer’s cost certification regarding required seismic upgrading and or toxic or other environmental mitigation work. (TCAC form - ATTACHMENT 38(B)). (Reg. Sect.10327(c)(5)(D))**
- E). **Submit required documentation from your architect or engineer along with a request for the basis increase (up to a 5% maximum increase) if the project utilizes new energy technologies. (TCAC form - ATTACHMENT 38(B)). (Reg. Section 10327(c)(5)(E) – at Executive Director’s discretion)**

Acquisition and Rehabilitation Credit Applications

39. Acquisition Credit application (Reg. Section 10322(i)(3))

- A). **Chain of title report.** (Reg. Section 10322(i)(3)(A))
- B). **Tax professional’s opinion.** (Reg. Section 10322(i)(3)(B))
- C). **Request for 10-year rule waiver.** (Reg. Section 10322(i)(3)(C))

40. Rehabilitation Credit application (Reg. Section 10322(i)(4))

- A). **“As Is” Appraisal.** (Reg. Sections 10322(i)(4)(A)(i) through (vi))
- B). **Purchase contract.** (Reg. Sections 10322(i)(4)(A)(vi))
- C). **Capital needs assessment.** (Reg. Sections 10322(i)(4)(B))
- D). **If waiver is requested under 10325(f)(7) provide specific sections of the capital needs assessment that justifies waiver request.**
- E). **A detailed breakdown of the proposed rehabilitation work to be undertaken including the approximate percentage of units and/or percentage of the component/feature to be rehabilitated or replaced, and the approximate cost of each corresponding to the structures line of the development budget, application page 30, Part VIII A. (TCAC form – ATTACHMENT 40(E))**

41. Acquisition of occupied housing application (Reg. Section 10322(i)(5))

42. Tenant relocation plan (Reg. Section 10322(i)(6))

- A). **Explanation of the relocation requirements.**
- B). **Detailed relocation plan along with a budget and identification of the funding source.**
- B)(i). **Evidence that the relocation plan has been submitted to the appropriate local agency, if applicable.**
- B)(ii). **Evidence that the relocation plan is consistent with the Uniform Relocation Assistance and Real Property Acquisition Policy Act, if applicable.**

43.

- Owner-occupied housing application** (Reg. Section 10322(i)(7))

FINAL AND PLACED-IN-SERVICE APPLICATIONS

44.

- Final reservation applications** (Reg. Sections 10322(i)(1)(A) through (L))

45.

- Placed-in- service applications** (Reg. Sections 10322(i)(2)(A) through (P))

RE-APPLICATIONS

46.

- TCAC Re-application statement** (Reg. Section 10322(j))

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