

FOR TCAC USE ONLY

Application No. \_\_\_\_\_

Date Received: \_\_\_\_\_

Analyst: \_\_\_\_\_

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

**COMPETITIVE ROUND**

**TAX-EXEMPT BOND APPLICATION FOR LOW-INCOME HOUSING TAX CREDITS**

**FEDERAL & STATE CREDIT**

**2007**

**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 Credits 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; 150 day readiness to proceed requirements if applicable; 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 contract 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 a 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 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 agree that TCAC is not responsible for actions taken by the applicant in reliance on a prospective Tax Credit reservation.

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 CREDIT***

**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 23, Construction and Design Description, to this page.**

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**  
**TAX-EXEMPT BOND APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT**  
**COMPETITIVE ROUND**

**PART I. GENERAL AND SUMMARY INFORMATION**

**A. Application Type**

- Preliminary Reservation**
- Placed in Service**
- A prior application was submitted but not selected.
- (TCAC #CA\_\_\_\_-\_\_\_\_)

**B. Project**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Census Tract: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

- Project is located in a DDA
- Project is located in a Qualified Census Tract (Reg. Sec. 10317(g))
- Project is a Scattered Site Project

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 and State	\$ _____	\$ _____

**D. Federal Minimum Set-Aside Election** (IRC Sec. 42(g)(1) and Sec. 142(d)(4))

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

**E. Housing Type Selection** (Reg. Sections 10315(i) (Select one))

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

**F. Tax-Exempt Bond Financing** (Reg. Section 10326)

Will project receive tax-exempt bond financing for more than 50% of the aggregate basis of the building(s) (including land) in the project? (IRC Sec. 42(h)(4))  Yes  No

Percentage of aggregate basis financed by the bonds? (Reg. Section 10326(e)(2)) \_\_\_\_\_ %

If Yes, Estimated Date of Bond Issuance (Reg. Section 10326(e)(2)): \_\_\_\_\_

Name of Bond Issuer (Reg. Section 10326(e)(1)): \_\_\_\_\_

CDLAC Allocation?  Yes  No

Date application was submitted to CDLAC: \_\_\_\_\_

Date application was approved at CDLAC: \_\_\_\_\_

Will project have Credit Enhancement?  Yes  No

If yes, identify the entity providing the Credit Enhancement: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

- What type of enhancement is being provided?
- FHA Insurance** (specify) \_\_\_\_\_
  - Private Mortgage Insurance** (specify) \_\_\_\_\_
  - Letter(s) of Credit** (specify) \_\_\_\_\_
  - Other** (specify) \_\_\_\_\_

**G. 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>
			\$
			\$
			\$
			\$
			\$
<b>TOTAL = Threshold Basis Limit. Note: Items (a) through (e) below are derived/calculated from this figure. Items (f), (g), and local development impact fees have specific requirements.</b>			\$
<b>*(a) Plus (+) 20% basis adjustment for projects required to pay state or federal prevailing wages. Checklist/Attachment 28(B)</b>			\$
<b>*(b) Plus (+) 7% basis adjustment for new construction projects which are required to provide parking beneath residential units (but not “tuck under” parking). Checklist/Attachment 28B(i)</b>			\$
<b>*(c) Plus (+) 2% basis adjustment for projects where a day care center is part of the development. Checklist/Attachment 28B(ii)</b>			\$
<b>*(d) Plus (+) 2% basis adjustment for projects where 100 percent of the units are for Special Needs populations.</b>			\$
<b>** (e) 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 28(C)</b>			\$
<b>(f) 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. Checklist/Attachment 28(B)</b>			\$
<b>Plus (+) local development impact fees required to be paid to local government entities (Regulation Section 10302(w) &amp; 10302(nn) (Certification from local entities assessing fees, Checklist/Attachment 28(A)).</b>			\$
<b>(g) 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 28(B)</b>			\$
<b>*** Plus (+) 100% basis adjustment for projects where less than 50% of the units are tax-credit restricted units.</b>			
<b>***Plus (+) 120% basis adjustment for projects where 50% or more of the units are tax-credit restricted units.</b>			\$
<b>= Adjusted Threshold Basis Limit</b>			\$

**\*For items (a)-(d) the maximum increase to the unadjusted basis shall not exceed 29% collectively.**

- \*\* If the project includes characteristics set forth on this page, adjust the Threshold Basis Limit upward accordingly as stated above. Please provide documentation, as required by Reg. Section 10327(c)(5) and check the applicable features that apply to the proposed project.
- \*\*\*Tax-exempt bond application projects may increase the threshold basis limit if applicant agrees to maintain the affordability period of the project for 55 years.

**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](http://www.ciwmb.ca.gov/RCP).



**PART II. THE POINTS SYSTEM**

**1. General Partner/Management Company Characteristics**

**Maximum 9 points**

(A) General Partner experience

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

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

**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.

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**2. Housing Needs (Points will be awarded only in 1 housing type category listed below).**

Please be advised, to receive points in this category, you must meet one of the housing type threshold requirements found in Regulation 10325(g).

**Mark one box only**

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

\_\_\_\_\_ **Points for Housing Needs**

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**3(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 for each requested point amenity. Also, each applicant must certify to the accuracy of their submissions on TCAC Form 2A. **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:

- |                          |   |                 |
|--------------------------|---|-----------------|
| <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> | <b>7 points</b> |
| <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.  | <b>6 points</b> |
| <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.  | <b>5 points</b> |
| <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.   | <b>4 points</b> |
| <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.   | <b>3 points</b> |

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**

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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**

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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**

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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**

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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**

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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**

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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 points**  
(This category may be combined with the other site amenities above).

**3(B). Service Amenities**

**Maximum 10 points**

Must be appropriate to the tenant population to be 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 placed-in-service. 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**

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**4. Sustainable building methods****Maximum 8 points**

- 4(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**
- 4(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**
- 4(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**
- 4(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**
- 4(E).** Use of at least one High Efficiency Toilet (1.3 gallons per flush or less) or dual-flush toilet per unit. **2 point**
- 4(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**
- 4(G).** Use of no-VOC interior paint (5 grams per liter or less). **1 point**
- 4(H).** Use of CRI Green-label low-VOC carpeting and pad and low-VOC adhesives. **1 point**
- 4(I).** Use of bathroom fans that exhaust to the outdoors and are equipped with a humidistat sensor or timer in all bathrooms. **2 points**
- 4(J).** Use of formaldehyde-free insulation. **1 point**
- 4(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).
- 4(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**
- 4(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**

- 4(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**
- 4(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**

**5.**  **Lowest Income** **Maximum 52 points**  
 In accordance with the table on the next page.

(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.**

## LOWEST INCOME TABLE

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

List number of points earned for each affordability level chosen.

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

### 6. 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 5(B))

**Maximum 20 Points**

- 6(A).** Enforceable commitment for all construction financing, as evidenced by executed commitment and payment of commitment fees.
- 6(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.
- 6(C).** All necessary public approvals except building permits.
- 6(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**

<b>APPLICANT'S SELF-SCORING POINT SHEET</b>	<b>APPLICANT TOTAL POINTS</b>	<b>TCAC STAFF POINT VERIFICATION</b>
<b>Total Possible Points</b> <span style="float: right;"><b>124</b></span>		
<b>General Partner Experience Section</b>		
<b>Management Company Experience Section</b>		
<b>Housing Needs Section</b>		
<b>Site Amenities Section</b>		
<b>Service Amenities Section</b>		
<b>Sustainable Building Methods Section</b>		
<b>Lowest Income Section</b>		
<b>Readiness to Proceed Section</b>		
<b>Negative Points</b>		
<b>TOTAL POINTS</b>		

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.



**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. Status of Ownership Entity**

- Currently exists       To be formed, estimated date: \_\_\_\_\_
- Federal I.D. No. or Individual's Social Security No.: \_\_\_\_\_

**C. Name of General Partner(s) or Principal Owner(s)**

- \_\_\_\_\_  Nonprofit       For Profit
- \_\_\_\_\_  Nonprofit       For Profit
- \_\_\_\_\_  Nonprofit       For Profit

**D. General Partner(s) or Principal Owner(s) Type?**

- Nonprofit       For Profit       Joint Venture

**E. Contact Person During Application Process**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PART IV. THE DEVELOPMENT TEAM**

*Indicate Which Development Team Members Have Been Selected*

- |   |  |
|---|--|
| <input type="checkbox"/> Developer: _____<br>Contact Person: _____<br>Phone: (    ) _____                         | <input type="checkbox"/> Architect: _____<br>Contact Person: _____<br>Phone: (    ) _____          |
| <input type="checkbox"/> Attorney(s): _____<br>Contact Person: _____<br>Phone: (    ) _____                       | <input type="checkbox"/> General Contractor: _____<br>Contact Person: _____<br>Phone: (    ) _____ |
| <input type="checkbox"/> Tax Professionals: _____<br>Contact Person: _____<br>Phone: (    ) _____                 | <input type="checkbox"/> Investor: _____<br>Contact Person: _____<br>Phone: (    ) _____           |
| <input type="checkbox"/> Appraiser: _____<br>Contact Person: _____<br>Phone: (    ) _____                         | <input type="checkbox"/> CNA Consultant: _____<br>Contact Person: _____<br>Phone: (    ) _____     |
| <input type="checkbox"/> Consultant(s): _____<br>Contact Person: _____<br>Phone: (    ) _____                     | <input type="checkbox"/> Market Analyst: _____<br>Contact Person: _____<br>Phone: (    ) _____     |
| <input type="checkbox"/> Property Management Agent/Company: _____<br>Contact Person: _____<br>Phone: (    ) _____ |  |

**PART V. THE PROJECT**

**A. Type of Credit Requested - Check All Applicable Boxes**

- Federally-Subsidized*
  - New Construction
  - Rehabilitation (see regulation section 10326(g)(7) 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 32.

**C. Purchase Information**

Date of Purchase Contract or Option: \_\_\_\_\_ Expiration Date of Option: \_\_\_\_\_

Purchase Price: \_\_\_\_\_ Real Estate Tax Rate: \_\_\_\_\_

Name of Seller: \_\_\_\_\_ Broker fee to Affiliate \$ \_\_\_\_\_

Purchased from Affiliate?  Yes  No Special Assessment(s) \$ \_\_\_\_\_

Holding Costs per Month \_\_\_\_\_

Total Projected Holding Costs \_\_\_\_\_

Historical Property / Site?  Yes  No

**Project, Land, Building and Unit Information**

**1. Project Type (Check All Applicable Types)**

- Single Room Occupancy  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 \_\_\_\_\_)
- Other (specify) \_\_\_\_\_

**2. Land**

\_\_\_\_\_ acres

**3. Total Number of Buildings: \_\_\_\_\_ Residential \_\_\_\_\_ Community**

**Commercial Space:**  Yes  No

- 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. 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 all residential units, including 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 26)*
- \_\_\_\_\_ Total commercial space square footage (if applicable)
- \_\_\_\_\_ Total common space square footage
- \_\_\_\_\_ Total parking structure square footage (if applicable)
- \_\_\_\_\_ Total square footage of all project structures

**PART VI. 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>
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total Funds For Construction</b>			\$

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>
			\$		
			\$		
			\$		
			\$		
<b>Total Permanent Financing</b>			\$		
<b>Total Tax Credit Equity</b>			\$		
<b>Total Sources of Project Funds</b>			\$		

*Please List Below Alternative Sources Of Funds if State Credits Are Not Awarded To Your Project.*

<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>Deferred/Residual Pymt.</i>
			\$		
			\$		
<b>Total Tax Credit Equity</b>			\$		

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 \_\_\_\_\_ Type of Financing \_\_\_\_\_  
 Street Address \_\_\_\_\_ Contact Name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Committed  Not Committed

**PART VII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME**

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

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

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





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

**B. Determination of Eligible and Qualified Basis**

	30% PVC for New Construction /Rehabilitation	30% PVC for Acquisition
<b>Total Eligible Basis</b> (from previous page)	\$ _____	\$ _____
<i>Deduct From Eligible Basis:</i>		
All Grant Proceeds Used to Finance Costs in 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	\$ _____	\$ _____
<b>TOTAL BASIS REDUCTION</b>	\$ _____	\$ _____
 <b>TOTAL REQUESTED UNADJUSTED ELIGIBLE BASIS</b>	 \$ _____	 \$ _____
 High Cost Area Adjustment (Reg. Section 10317(g)) & (Reg. Section 10327(d)(1))	 x 100%	 x 100%
 <b>TOTAL ADJUSTED ELIGIBLE BASIS</b>	 \$ _____	 \$ _____
 Applicable Fraction (from application page 20)	 x _____ %	 x _____ %
 <b>QUALIFIED BASIS</b>	 \$ _____	 \$ _____
 <b>TOTAL COMBINED QUALIFIED BASIS</b>	 \$ _____	

**C. Determination of Federal Credit**

	New Construction/ Rehabilitation	Acquisition
C1. Qualified Basis	\$ _____	\$ _____
C2. Applicable Percentage	x 3.60%	x 3.60%
C3. Subtotal Annual Federal Credit	\$ _____ (a)	\$ _____ (b)
C4. Total Combined Annual Federal Credit	\$ _____ (a + b)	

**D. Determination of Minimum Federal Credit Necessary For Feasibility**

D1. Total Project Cost	\$ _____
D2. Permanent Financing (page 22), Excluding Equity from Tax Credits	\$ _____
D3. Funding Gap (D1 – D2)	\$ _____
D4. Tax Credits Factor (Reg. Section 10327(c)(4))	0.65 or <u>0. _____</u>
<p><b>Be sure and use the highest tax credit factor in your calculation.</b>            Use the higher of the tax credit factor listed in your Investor’s letter (TCAC form - Attachment 26A) or the minimum tax credit factors listed below.            The minimum tax credit factor for projects applying under <b>Reg. Section 10326</b> is 0.65.</p>	
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 or D6)	\$ _____
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. Eligible Basis \* \$ \_\_\_\_\_  
x .13  
(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 form in attachment 11(C)).**

	<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(g))**

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 VIII. SUBSIDIES**

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

	<b><i>Included in Eligible Basis (Yes or No)?</i></b>	<b><i>Amount</i></b>
Tax-Exempt Financing	_____	\$ _____
HOME Investment Partnership Act (HOME)	_____	\$ _____
Mc Kinney Funds	_____	\$ _____
Century Housing Corporation	_____	\$ _____
Redevelopment Set-aside Funds	_____	\$ _____
Community Development Block Grant (CDBG)	_____	\$ _____
HOPE VI	_____	\$ _____
State (specify) _____	_____	\$ _____
Local (specify) _____	_____	\$ _____
Private (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	\$ _____	Rent Sup/RAP	\$ _____
HUD Sec 236	\$ _____	Mc Kinney Funds	\$ _____
HUD Sec 236 & Tax-exempts	\$ _____	RHS 521 (rent subsidy)	\$ _____
HUD Section 8	\$ _____	State/Local	\$ _____

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

**Tax-Exempt Bond Applications.** Applicants requesting federal tax Credit under the requirements of IRC Section 42(h)(4) and state tax Credit shall provide the following information. (Reg. Section 10317(g), 10325, and 10326)

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

- A). General partner experience (TCAC form – *ATTACHMENT 1A*) (Reg. Section 10325(c)(2)(A))
- A)(i). TCAC form “Previous Participation & Schedule A” for general partner  
(TCAC form - *ATTACHMENT 12B*)
- A)(ii). CPA certification for qualifying projects (positive operating cash flow and funded reserves)
- B). Management Company experience (TCAC form – *ATTACHMENT 1B*) (Reg. Section 10325(c)(2)(B))
- B)(i). TCAC form “Previous Participation & Schedule A” for management company.  
(TCAC form – *ATTACHMENT 12B*)
- B)(ii). Enforceable management agreement executed by both parties (Reg. Section 10325(c)(2)(B))
- B)(iii). 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))

### **2. Site Amenities** (Reg. Section 10325(c)(5)(A))

- A). Applicant certification to accuracy of their site amenity submissions,  
(TCAC form – *ATTACHMENT 2A*).
- A)(i). Evidence of a transit oriented development strategy.
- A)(ii). A scaled for distance map evidencing the site is within ¼ 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 ¼ 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 ¼ 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 ½ 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 ¼ mile (1/2 mile for Rural set-aside projects) of a public library. (Reg. Section 10325(c)(5)(A)(3))
- C)(i). A scaled for distance map evidencing the site is within ½ mile (1 mile for Rural set-aside projects) of a public library. (Reg. Section 10325(c)(5)(A)(3))
- D). A scaled for distance map evidencing the site is within ¼ 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 ½ 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 ¼ 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 ¼ 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 ½ 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 ¼ 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 ½ 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 ½ 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 ½ 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 ¼ 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 ½ 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))

**3. 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 or more 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.

**4. Sustainable Building Methods** (Reg. Section 10325(c)(8))

- A). Certification from the APPLICANT AND ARCHITECT OR MECHANICAL ENGINEER that the new construction or adaptive reuse project will utilize materials that will increase energy efficiency by at least 10% above Title 24 energy standards or for a rehabilitation project, not subject to Title 24, the energy use on a per square foot basis will be reduced by 25% as calculated using a methodology approved by the California Energy Commission (CEC). Include a description of the CEC methodology used. (Reg. Section 10325(c)(8))  
**(TCAC form – ATTACHMENT 4).**
- B). Certification from the APPLICANT AND ARCHITECT OR MECHANICAL ENGINEER as to what additional sustainable building methods will be incorporated into the project. (Reg. Section 10325(c)(8)). **(TCAC form – ATTACHMENT 4).**

**5. 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 5B for checklist items 5B through 5E)
- 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))

**6.  Eligible rural census tract application** (Reg. Section 10322(i)(9))

**7. 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))

**8. Demonstrated site control. Evidence of site control (Reg. Section 10326(g)(2))**

- A)(i). A current title report (within 90 days of application) showing the applicant holds fee title.
- 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 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). Current title report (Reg. Section 10326(g)(2)(B)).

**9.  Evidence and description of subsidies – see Application, Part VIII. (Reg. Section 10322(h)(21))**

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

**10.  Local approvals. Evidence of local approvals and zoning provided on (Reg. Sec. 10326(g)(3)). TCAC form -*ATTACHMENT 10*.**

**11. Financial feasibility (Reg. Section 10326(g)(4), & 10327(c))**

- A). Financing plan – if project receives both federal and state tax credits  
Reg. Section 10322(h)(15)
- A)(i). Financing plan – if project receives only federal tax credits (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. Section 10322(h)(22) & 10326(g)(4))
- C). Utility allowance estimates accompanied by a letter from H.A. Applicants must indicate which components of the utility allowance schedule apply to the project. (R.S. 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))

**12. Sponsor/Development team characteristics (Reg. Section 10326(g)(5))**

- A). Project participants (Reg. Section 10322(h)(5))
- A)(i). Current financial statements for the general partner(s), principal owner(s), and developer(s) (Reg. Section 10325(g)(5)(A))
- B). TCAC form – ATTACHMENT 12B, “Previous Participation and Schedule A” for the applicant, developer, and proposed general partners.
- C). TCAC form – ATTACHMENT 12B, “Previous Participation and Schedule A” OR resume for all other members of the Development Team. (Reg. Section 10326(g)(5)(B))
- D). Organizational documents (Reg. Section 10322(h)(3))

E. Default/foreclosure for applicant and general partners (Reg. Section 10326(g)(5)(D))

**13. Minimum construction standards** (Reg. Section 10326(g)(6))

A. Provide certification from owner/applicant.

B. Request for waiver of any unnecessary or excessively expensive rehabilitation project requirements.

**14.  Issuer determination of Credit** (Reg. Section 10326(d))

**15. Additional application requirements** (Reg. Section 10326(e))

A. Name, phone number and contact person of bond issuer

B. Verification of availability of the bond financing, the bond issuance date, and the percentage of aggregate basis (including land) financed by the bonds verified by a CPA or other tax professional.

C. Evidence of application submittal to CDLAC or CalHFA initial loan commitment. (Reg. Section 10326(h) & (j))

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

**16.  Large Family Projects** (Evidence eligibility) (Reg. Sections 10325(g)(1)(A) through (I)) (TCAC form – ATTACHMENT 16)).

**17.  Senior Projects** (Evidence eligibility) (Reg. Sections 10325(g)(2)(A) through (J)) (TCAC form – ATTACHMENT 17)).

**18.  SRO Projects** (Evidence eligibility) (Reg. Sections 10325(g)(3)(A) through (L)) (TCAC form – ATTACHMENT 18)).

**19.  Special Needs Projects** (Evidence eligibility) (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 (TCAC form – ATTACHMENT 19)).

**20.  At-Risk Projects** (Evidence eligibility) (Reg. Sections 10325(g)(5)(A) & (B)) (TCAC form – ATTACHMENT 20)).

## *Site and Project Information*

21.  **Legal description** (Reg. Section 10322(h)(7))
22. **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))
23.  **Construction and design description** (Reg. Section 10322(h)(10))
24. **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.

## *Project Cost Information*

25. **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.)
- B). **Applicant's itemization of local development impact fees.** (TCAC form – *ATTACHMENT 28(A)*).

**26. Terms of syndication agreement** (Reg. Section 10322(h)(18))

- A). Use TCAC sample letter/form - *ATTACHMENT 26(A)*. Provide two written estimates.
- 1.) Federal and State Credit
  - 2.) Federal Credit only

**27.  Tax credit factor certification** (Reg. Section 10322(h)(19))

**28. Threshold basis limit increases and certifications** (Reg. Section 10302(nn) & (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 28(A), and/or other evidence from assessing entity)*
- A)(i). Applicant’s Certification of local development impact fees  
*(TCAC form - ATTACHMENT 28(A)).*
- B). Certification of the cost associated with paying prevailing wages to the project.  
*(TCAC Form ATTACHMENT 28(B)).*
- B)(i). Certification from architect that parking will be required to be located beneath the residential units.  
*(TCAC Form ATTACHMENT 28(B)).*
- B)(ii). Certification from the applicant and architect that a day care center will be part of the proposed development. *(TCAC Form ATTACHMENT 28(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](http://www.ciwmb.ca.gov/RCP). (Reg. Section 10327(c)(5)(B)). *(TCAC Form Attachment 28(C)).*
- 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 28.C. above. (Reg. Section 10327(c)(5)(B))  
*(TCAC Form Attachment 28(C)).*
- D). Architect’s or engineer’s cost certification regarding required seismic upgrading and or toxic or other environmental mitigation work. (Reg. Sect.10327(c)(5)(D))  
*(TCAC Form Attachment 28(B)).*
- 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. (Reg. Section 10327(c)(5)(E) – at Executive Director’s discretion).  
*(TCAC Form Attachment 28(B)).*



***Acquisition and Rehabilitation Credit Applications***

**29. 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))

**30. Rehabilitation Credit application** (Reg. Section 10322(i)(4))

- A). "As Is" Appraisal (Reg. Sections 10322(i)(4)(A)(i) through (v))
- B). Purchase contract (Reg. Sections 10322(i)(4)(vi))
- C). Capital needs assessment (Reg. Sections 10322(i)(4)(B))
- D). If waiver is requested under Reg. Section 10326(g)(6) 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 23, Part VII A.  
(TCAC form – ATTACHMENT 30(E))

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

**32. 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 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.

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

***PLACED-IN-SERVICE APPLICATIONS***

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

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