

2013 Qualified Allocation Plan
Mandatory: Instructions and Frequently Asked Questions
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General Documents

Print Area / Page Breaks / Scale

How can I print the Common Application to the correct page size/scale?

Unfortunately, while the Common Application is set to automatically print only the applicable cells, it is not set to fit properly on the page. Please follow the instructions below to print each tab correctly.

A_Project Narrative: From the Page Set-up menu, select *Fit to: 1 page wide by 4 tall*.

B_Details: From the Page Set-up menu, select *Fit to: 1 page wide by 2 tall*.

C_Addresses: From the Page Set-up menu, select *Fit to: 1 page wide by 17 tall*. From the Print menu choose to print only pages that include your project data. For example, if your project only has 3 addresses, print only page 1.

D_Dev Team: No action required. All information should print as a single page.

E_Sources: No action required. All information should print as a single page.

F_Construction: From the Page Set-up menu, select *Fit to: 1 page wide by 2 tall*.

G_Uses: From the Page Set-up menu, select *Fit to: 1 page wide by 2 tall*.

H_Income: From the Page Set-up menu, select *Orientation: Landscape*.

I_Expenses: No action required. All information should print as a single page.

J_Cash Flow: From the Page Set-up menu, select *Orientation: Landscape* and *Fit to: 2 pages wide by 1 tall*.

K_Notes: From the Page Set-up menu, select *Fit to: 1 page wide by 2 tall*.

Formatting Text

How do I format text in a Common Application text box?

Limited formatting is permitted as follows:

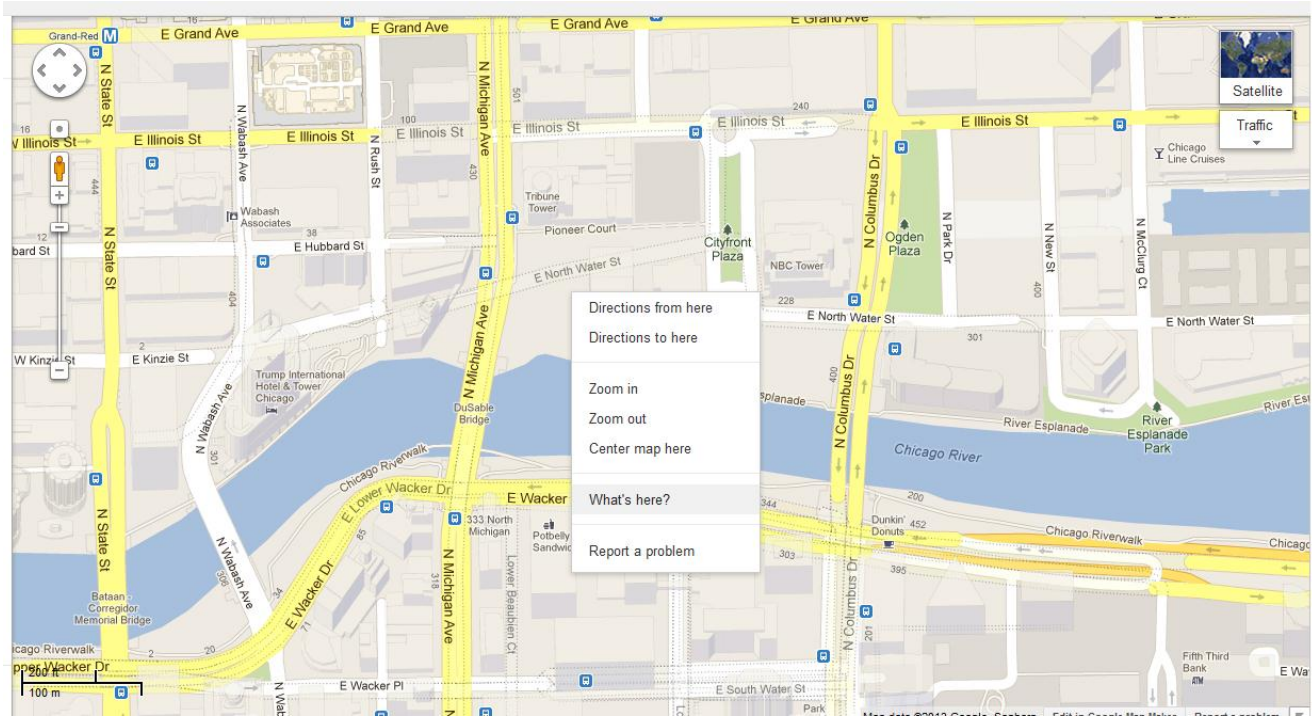
A) To create a new line of text: Alt-Enter

B) To create a bullet point: Alt-0149

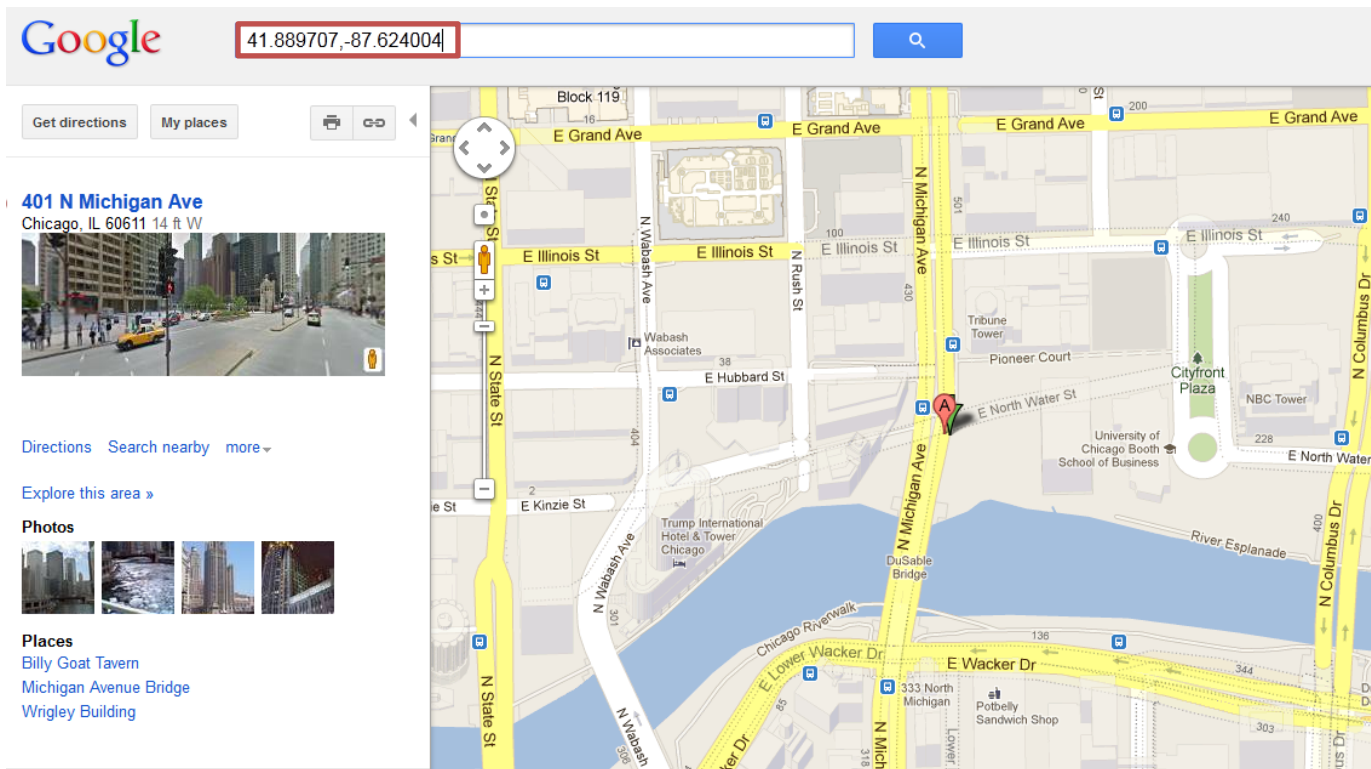
Latitude and Longitude

How do I determine a site's latitude and longitude?

- A) Go to maps.google.com and zoom in to your site's location.
- B) Right click on the site and select "What's Here?"



- C) The Latitude and Longitude will now appear in the search box. Copy these numbers into the C_Addresses tab of the Common Application.



Sponsors

How do I identify Project "Sponsors"?

Project Sponsors are the non-single purpose entities holding an interest in the single purpose Owner of the tax credit Project. Partnerships and LLCs formed specifically for the purpose of holding ownership interest in the Project are not Sponsors. Individuals CAN act as Project Sponsors. Applicants are asked to identify a Primary Sponsor for contact purposes, but there is no limit to the number of Sponsors a Project can have. Project Sponsors listed in the D_Dev Team tab of the Common Application must match the Sponsors listed in the Organization Chart and Application Certification Form.

G) Site Physical Information

3) Mining

How do I locate and print a map from the ISGS website?

A) To find the correct mine map on the ISGS website, follow this link to the Map Viewer:

<http://www.isgs.illinois.edu/viewers/coal-mines.shtml>

B) Zoom in to your site and click on the map where your site is located.

C) A new link will appear at the bottom of the map viewer that says either:

- 1) “**Click here** to view detailed coal mine maps and information for _____ **County**”

Click on this link. A new window will open displaying the correct mine map for your site. Clicking on the map will open a pdf that you can save, print, and submit.

Note: DO NOT SUBMIT A MINE MAP WITHOUT IDENTIFYING YOUR SITE(S) ON THE MAP. This can be accomplished electronically or by simple hand marking.

-or-

- 2) “ _____ County does not contain any mine or coal data”

If the county where your site is located does not contain any mine or coal data, please indicate there is no mine or coal data in section G Site Physical Information on the notes tab of the Mandatory Application Checklist.

N) Market Study

Changes

What are some of the highlights of changes to the Standards for Site and Market Study Reviews and Professionals, updated February 2013.

A) Section III, Certification (page 2) is revised to indicate professional Site and Market Study Firms should be members of the National Council of Housing Market Analysts (NCHMA), formerly the National Council of Affordable Housing Market Analysts. Membership "in good standing," as defined by NCHMA, is not required.

B) Section III, C, Affordable Properties within the Primary Market Area (page 7) is adjusted to relieve the burden of detail required for non-comparable affordable properties in the PMA. The section now reads: "List all affordable (with rent restriction or subsidy) properties within the PMA. Present properties organized by population served (Senior, Family, Supportive Housing, etc.). For properties included as a comparable property (see III, B above), the details included in the summary table are sufficient. For all other affordable properties not considered a comparable, please provide details pursuant to the information requested in the table shown in Exhibit 3."

C) Section VIII, B, All Affordable Housing Table (page 11) is revised to remove the requirement of providing the Affordable Housing Table (Exhibit 3) for non-IHDA projects only. This requirement was inconsistent with the requirements of Section III, C.

Insurance

Is Professional Liability insurance with a policy limit of \$1,000,000 per occurrence and \$2,000,000 excess umbrella required of Market Analyst firms?

An excess umbrella policy for Professional Liability is not required providing that the Market Analyst firm be able to provide proof of General Liability, Auto, and Workers Compensation insurance. Each Market Study should be submitted with a General Liability, Auto, and Workers Compensation insurance certificate attached. If more than one Market Study is being submitted by a single firm, certificates should be attached to each submittal.

Please refer to the updated IHDA Standards - Supplemental Professional Services Firm Requirements Multifamily Affordable Housing projects available on our Website.

O) Appropriate Development Team

2)(b) Management Experience

For the Property Manager licensure requirements, are licenses issued by any state acceptable?

QAP required licenses that are state-issued (e.g. Licensed Leasing Agent), must be issued by the State of Illinois. Out of state licenses are not acceptable.

I cannot find a property manager that meets these experience thresholds—what can I do?

Although these requirements may exceed legal requirements, we feel they are necessary given the heightened scrutiny on fair housing in the LIHTC program.

For property managers that do not meet these requirements, please submit proof that they are working towards complying with these requirements in the Application by identifying which staff (or positions) will obtain which license, through what venue, and over what time frame.