

2013 QUICK REFERENCE GUIDE

A. 9% Applications

Set-Asides

- QAP 2.2
- Project Description Tab
- Exhibits Tab (Non-Profit Set-Aside Only)
- Appendix K

New Tax Credit Developer

- QAP 3.2.1
- Project Team Tab Developer & Co-Developer

New Developer in Iowa

- QAP 3.2.2
- Project Team Tab Developer & Co-Developer

Fees

- QAP 3.4.7
- Fee Tab
- Cost & Credit Calc. Tab

Income and Expense Escalator Requirements

- QAP 4.1.1
- Projected Cash Flow Tab

Required Vacancy Rates

- QAP 4.1.2
- Projected Cash Flow Tab

DSCR Requirements

- QAP 4.1.3
- Projected Cash Flow Tab
- Financial Feasibility Tab

Operating Expenses – Older Person Projects

- QAP 4.2.1
- Projected Operating Costs Tab
- Financial Feasibility Tab

Operating Expenses - Family Projects

• QAP 4.2.2

- Projected Operating Costs Tab
- Financial Feasibility Tab

Small Project Cash Flow

- QAP 4.1.4
- Projected Cash Flow Tab
- Financial Feasibility Tab

Operating Reserve Requirement

- QAP 4.3.1
- Cost and Credit Calc. Tab
- Financial Feasibility Tab

Replacement Reserve Requirement

- QAP 4.3.2
- Projected Operating Costs Tab
- Financial Feasibility Tab

Deferred Developer Fee

- QAP 4.4.1
- Funding Sources Tab
- Projected Cash Flow Tab

Developer and Builder Fees

- QAP 4.6
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Other Fees

- QAP 4.7
- Cost & Credit Calc. Tab

Unit Cost Cap (non-historic)

- QAP 4.9
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Unit Cost Cap (historic)

- QAP 4.9.1
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Readiness to Proceed

- QAP 5.4
- Project Description Tab
- Exhibits Tab (Exhibits 9S-11S)
- Scoring Tab

• Appendix K

Appraisals

- QAP 5.4.1
- Exhibits Tab (Appendix 2B)
- Appendix K

Qualified Development Team

- QAP 5.4.2
- Project Team Tab
- Exhibits Tab (Exhibits 15T-17T)
- Appendix K

Commitment to Notify Public Housing Authority of Vacancies

- QAP 5.4.4
- Ownership Entity Tab

10-Year Rule

- QAP 5.6
- Building Tab
- Exhibits Tab (Exhibit 8T)
- Appendix K

Scattered Sites

- QAP 5.9
- Exhibits Tab (Exhibit 19T)
- Appendix K

Scoring Criteria

- QAP Section 6
 - Resident Profile Serves Lowest Income Residents Building Tab – Units Scoring Tab
 - Resident Profile Resident Population with Special Needs

Project Description Tab & Special Needs

Exhibits Tab (Exhibit 1S)

Scoring Tab

Appendix F

Appendix K

Resident Profile – Resident Population with Special Needs & Affordable Assisted Living Project Description Tab & Special Needs

Exhibits Tab (Exhibit 1S-AAL)

Scoring Tab

Appendix F

Appendix K

Resident Profile – Provides an Opportunity for Homeownership

Project Description Tab

Exhibits Tab (Exhibit 2S)

Scoring Tab

Appendix G - Exhibits A, B, C

Resident Profile – Rent Reasonableness

Project Description Tab

Building Tab - Units

Scoring Tab

> Resident Profile – Waives Right to Qualified Contract

Project Description Tab

Scoring Tab

Location – Location Near Services

Project Description Tab

Exhibits Tab (Exhibit 3S)

Scoring Tab

Appendix K

Location – Great Places

Project Description Tab

Exhibits Tab (Exhibit 4S)

Scoring Tab

Appendix K

Location – Local Government Contribution

Funding Sources Tab

Exhibit Tab

Scoring Tab

Appendix K

Location – Underserved County

Building Tab

Scoring Tab

Location – Developer or Owner Contribution

Funding Sources Tab

Scoring Tab

Building Characteristics – Market Appeal

Project Amenities Tab

Scoring Tab

➤ Building Characteristics — Projects with Historical Significance

Project Description Tab

Exhibits Tab (Exhibit 6S)

Scoring Tab

- Building Characteristics Construction/Unit Characteristics
 Project Amenities Tab
 Scoring Tab
- Building Characteristics Olmstead Goals Buildings Tab – Units Scoring Tab Exhibits Tab (Exhibit 1T) Appendix K
- Building Characteristics Readiness to Proceed Project Description Tab
 Exhibits Tab (Exhibits 9S-11S)
 Scoring Tab
- Building Characteristics Impact on the Environment Project Description Tab
 Scoring Tab
- Building Characteristics Energy Efficiency Project Description Tab
 Scoring Tab
- Other Title Guaranty Ownership Entity Tab Scoring Tab
- Other Qualified Development Team Experience/Efficiency Project Team Tab – Developer, General Partner/Managing Member Exhibits Tab (Exhibit 14S & Exhibits 15T-17T) Scoring Tab Appendix K
- Other Reduced Developer Fee Cost & Credit Calc. Tab Financial Feasibility Tab Scoring Tab
- Other Project Costs
 Cost & Credit Calc. Tab
 Scoring Tab

Eligible Basis Boost

- QAP Section 7.2.1
- QAP Section 7.2.2
- Cost & Credit Calc. Tab

• Building Tab (check zip code to ensure correct)

Minimum Development Characteristics

- QAP Appendix I, G.
- Construction Characteristics Tab
- Project Amenities Tab

Glossary of Terms

• QAP Appendix 2



2013 QUICK REFERENCE GUIDE

B. 4% Applications

Private Activity Bond Cap

• QAP 9.1

Market Study

• QAP 9.3

New Tax Credit Developer

- QAP 9.4.16
- Project Team Tab Developer & Co-Developer

New Developer in Iowa

- QAP 9.4.15
- Project Team Tab Developer & Co-Developer

Fees

- QAP 9.4.13
- Fee Tab
- Cost & Credit Calc. Tab

Income and Expense Escalator Requirements

- QAP 10.1.1
- Projected Cash Flow Tab

Required Vacancy Rates

- QAP 10.1.2
- Projected Cash Flow Tab

DSCR Requirements

- QAP 10.1.3
- Projected Cash Flow Tab
- Financial Feasibility Tab

Operating Expenses – Older Person Projects

- QAP 10.2.1
- Projected Operating Expense Tab
- Financial Feasibility Tab

Operating Expenses - Family Projects

- QAP 10.2.2
- Projected Operating Expense Tab

• Financial Feasibility Tab

Operating Reserve Requirement

- QAP 10.3.1
- Cost and Credit Calc. Tab
- Financial Feasibility Tab

Replacement Reserve Requirement

- QAP 10.3.2
- Projected Operating Costs Tab
- Financial Feasibility Tab

Deferred Developer Fee

- QAP 10.4.1
- Funding Sources Tab
- Projected Cash Flow Tab

Developer and Builder Fees

- QAP 10.6
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Other Fees

- QAP 10.7
- Cost & Credit Calc. Tab

Unit Cost Cap (non-historic)

- QAP 10.8
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Unit Cost Cap (historic)

- QAP 10.8.1
- Cost & Credit Calc. Tab
- Financial Feasibility Tab

Readiness to Proceed

- QAP 11.4
- Project Description Tab
- Exhibits Tab (Exhibits 9S-11S)
- Scoring Tab
- Appendix K

Appraisals

- QAP 11.4.1
- Exhibits Tab (Appendix 2B)
- Appendix K

Qualified Development Team

- QAP 11.4.2
- Project Team Tab
- Exhibits Tab (Exhibits 15T-17T)
- Appendix K

Commitment to Notify Public Housing Authority of Vacancies

- QAP 11.4.4
- Ownership Entity Tab

10-Year Rule

- QAP 11.4.8
- Building Tab
- Exhibits Tab (Exhibit 8T)
- Appendix K

Scattered Sites

- QAP 11.4.11 (Add Link)
- Exhibits Tab (Exhibit 19T)
- Appendix K

Minimum Score

- QAP 11.4.14
- Scoring Tab

Scoring Criteria

- QAP Section 6
 - Resident Profile Serves Lowest Income Residents Building Tab – Units
 Scoring Tab
 - ➤ Resident Profile Resident Population with Special Needs

Project Description Tab & Special Needs

Exhibits Tab (Exhibit 1S)

Scoring Tab

Appendix F

Appendix K

Resident Profile – Resident Population with Special Needs & Affordable Assisted Living Project Description Tab & Special Needs

Exhibits Tab (Exhibit 1S-AAL)

Scoring Tab

Appendix F

Appendix K

Resident Profile – Provides an Opportunity for Homeownership

Project Description Tab

Exhibits Tab (Exhibit 2S)

Scoring Tab

Appendix G, Exhibits A,B,C

Resident Profile – Rent Reasonableness

Project Description Tab

Building Tab - Units

Scoring Tab

➤ Resident Profile – Waives Right to Qualified Contract

Project Description Tab

Scoring Tab

Location – Location Near Services

Project Description Tab

Exhibits Tab (Exhibit 3S)

Scoring Tab

Appendix K

Location – Great Places

Project Description Tab

Exhibits Tab (Exhibit 4S)

Scoring Tab

Appendix K

Location – Local Government Contribution

Funding Sources Tab

Exhibit Tab

Scoring Tab

Appendix K

Location – Underserved County

Building Tab

Scoring Tab

Location – Developer or Owner Contribution

Funding Sources Tab

Scoring Tab

Building Characteristics – Market Appeal

Project Amenities Tab

Scoring Tab

➤ Building Characteristics — Projects with Historical Significance

Project Description Tab

Exhibits Tab (Exhibit 6S)

- Building Characteristics Construction/Unit Characteristics
 Project Amenities Tab
 Scoring Tab
- Building Characteristics Olmstead Goals Buildings Tab – Units Scoring Tab Exhibits Tab (Exhibit 1T)
- Building Characteristics Readiness to Proceed Project Description Tab
 Exhibits Tab (Exhibits 9S-11S)
 Scoring Tab
- Building Characteristics Impact on the Environment Project Description Tab
 Scoring Tab
- Building Characteristics Energy Efficiency Project Description Tab
 Scoring Tab
- Other Title Guaranty
 Ownership Entity Tab
 Scoring Tab
- Other Qualified Development Team Experience/Efficiency Project Team Tab – Developer, General Partner/Managing Member Exhibits Tab (Exhibit 14S & Exhibits 15T-17T) Appendix K Scoring Tab
- Other Reduced Developer Fee Cost & Credit Calc. Tab
 Financial Feasibility Tab
 Scoring Tab
- Other Project Costs Cost & Credit Calc. Tab Scoring Tab

Eligible Basis Boost

- QAP 9.4.10
- Cost & Credit Calc. Tab
- Building Tab (check zip code to ensure correct)

Minimum Development Characteristics

- QAP Appendix I, G.
- Construction Characteristics Tab
- Project Amenities Tab

Glossary of Terms

• QAP Appendix 2