

FREQUENTLY ASKED QUESTIONS 2010 FUNDING ROUND #4

APPLICATION SUBMISSION

- 1. Does the project entity need an FEIN? If it is a to-be-formed entity we would not yet have an FEIN.**
 - A. No. Prior to the issuance of form 8609's the agency must be in receipt of the project's FEIN or Tax I.D. Number.

- 2. What would an applicant use as proof of attending the application workshop?**
 - A. No proof is necessary. No points are associated with attending the workshop.

- 3. Based on the requirement that LHFA commissioning the market study it is my understanding that Exhibits 38 & 39 will not apply correct?**
 - A. Correct.

- 4. Is there a required architect certification for the green building selection criteria? Nothing is noted in the application or checklist.**
 - A. No, there is no form letter. However, the architect of record must provide certification regarding which "Green Building" criteria the project will adhere to.

- 5. Where do we find the LHC Certification that needs to be signed for projects competing in the PHA Pool?**
 - A. The local PHA must acquire from the Louisiana Housing Council.

- 6. What if the area where the proposed development is located does not publish a newspaper, or has a local newspaper but only publishes once a week, twice a week or once every three weeks? Will it be sufficient to publish at least once in that area and at least three consecutive days in the official state journal nearest that area (of course, at least seven days before the application deadline)?**
 - A. The ad should run at least once (whether, weekly, biweekly, etc.) in the local newspaper as well as run three consecutive days in the official state journal in order to meet the Local Community Notification Requirement. As you correctly

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stated, the notice must run seven (7) calendar days prior to the application deadline. See below the list of official state journals:

- The Advocate
- Alexandria Daily Town Talk
- The Advertiser (Lafayette)
- The Times Picayune (New Orleans)
- The Times (Shreveport)
- The Lake Charles American Press
- The News Star (Monroe)
- The Houma Daily Courier

APPLICATION

7. What is the QCT Worksheet referred to in the application checklist as Exhibit 21?

A. The worksheet is not a part of this year's application. However, this information is captured on the Secondary Input tab of the application.

8. Is the Construction Information Form required at this point? If so, there would be a number of items that would not yet be clear like specific dates for funding and construction. Do we just make assumptions for some of the items requested?

A. Yes. Complete the Development Information and Ownership Information. Awarded projects will have to submit the form as monthly progress updates.

9. We have started working on our application document and have saved it a number of times. It has not yet generated a security number. Is this a glitch in the application that was available on the website?

A. The security number only comes into play once the applicant has completed most of the numerical entries; rehab, sources & uses, pro forma etc. The applicant should complete the entire application before verifying that the security code is working.

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10. Please confirm what exhibits are to be copied to the diskette. Is it just the exhibits in the Excel workbook or all of the exhibits contained in the complete application? Also, the instructions state that we must print the application from the diskette. The Syndication worksheet needs to be executed by our syndicator. May we print this prior to putting the application on the diskette so we can send it to our syndicator?

A. See FAQ #3 – Section 2 “Electronic Disk”

SELECTION CRITERIA

11. How would an applicant best show a development cost reduction if land is being donated to a project? Instead of there being a source (like a grant) to cover the cost of the land there simply is not a land cost at all. We would like to earn points for the donation of land being a reduction of development costs but are not quite sure how to ensure we would get those points.

A. The point category associated with reduction of a projects development cost is:
III. G. **Government Support.** The land would have to be donated by a governmental unit. Additionally, according to the QAP an appraisal must be submitted establishing the fair market value of donated land.

12. If a developer requests a PHA referral agreement to be executed by a PHA which has jurisdiction over the area within which the project is located and the PHA refuses to execute the PHA referral agreement, will the Agency accept substitute documentation?

A. Absent an executed PHA referral agreement, the only substitute document that will be accepted by the agency will be a certification signed under penalty of perjury by the developer that (i) the developer offered to enter into a PHA referral agreement with the local PHA and (ii) the local PHA refused to execute the same and (iii) that the developer is willing to accept PHA referrals.

QAP

13. Is a “Community Facility” as noted in the scoring document the same as a “Community Service Facility” as noted in the definition section of the QAP?

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- A. The QAP has separate definitions for the Community Facility and Community Service Facility. **Note** – The points referenced in the selection criteria are for “Community Facility” only.

14. The QAP states:

“10. Rehabilitation projects must include in its scope of work elevation of the project to meet new FEMA Guidelines dated 4/12/2006 for elevation of housing relative to Base Flood Elevation. A flood elevation survey for the project must be submitted if it is located inside a levee protected area.”

When researching the FEMA Guidelines dates 4/12/2006, there is no reference to a substantial rehabilitation project, but only new construction, reconstruction and/or repair work for single-family homes. With this being said what is going to be the required documentation for a rehab project to satisfy this requirement? Since we are located outside a levee-protected area will an Elevation Certificate (a.k.a. Flood Elevation Survey) be required? If not, what will be required to satisfy this threshold item?

Additionally, since this report was published back in 2006, FEMA has updated their FIRM maps and replaced Advisory Base Flood Elevations with Base Flood Elevations. What maps does the state expect developers to utilize during the design phase of the project should we receive an allocation of funding this year?

- A. The map adopted by the local jurisdiction is acceptable as long as it is current. Minimum elevations are typically the purview of the local governmental authorities, be it the local incorporated community or the Parish government. In those cases where this is not clear, the agency recommends that the Developer submit an “engineer’s certificate” that the proposed elevation meets federal, state, and local requirements.

15. We are preparing to submit an application for a project in which we are converting a former commercial building into housing through a complete gut rehab. The QAP seems to say that we need to submit a Capital Needs Assessment for any existing buildings. Our architect is arguing that it is not relevant for a commercial building being converted into housing where all of the systems are being changed and the building is being reconfigured. He seems to

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**believe that a CNA should only be done for existing housing being rehabbed.
Can you confirm whether we need to submit a CNA for our project or not?**

- A. A conversion of a nonresidential building to residential use (i.e., conversion to residential units) does not require a Capital Needs Assessment.