



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

MEMORANDUM

TO: Interested Parties

FROM: Wendy Cohen (617-573-1320)

CC: Kate Racer

DATE: September 4, 2012

RE: List of Required Submissions for October 2012 Rental Round for Repeat Tax Credit Projects

If you submitted an application for tax credits in February 2012 and your application was not funded, please submit the following sections of the One Stop in the October 2012 Rental Round:

1. One Stop Excel Application, Version 1.21, including Exhibit 11
2. Threshold Criteria Narrative
3. Evidence of Local Support
4. Market Information and Acquisition Value: You will need to update your market study if it is more than six months old, and you will need to provide a new market study if the existing one is more than 12 months old. **These are Section 42 requirements.** An as-is appraisal is required if it was not provided in the prior application.
5. Required Tax Credit Certifications
6. Evidence of Construction Financing, Permanent Financing, Equity Financing and Other Commitments
7. Mortgagor's Other Real Estate
8. Developer Financial Statement and Credit Release
9. Mortgagor Personal Financial Statement
10. Individual Financial Profile

In addition, please submit the following additional information:

1. Project description identifying material changes since the last submission, and projected construction start date assuming award date within twelve weeks of application
2. Status of construction documents with architect's certificate certifying as to percent complete

3. Status of all required reviews, including environmental, historic, wetlands, etc., with evidence of sponsor compliance
4. Comparison of February 2012 sources and uses to current proposed sources and uses
5. Comparison of February 2012 operating budget to current proposed operating budget
6. A narrative detailing the results of your initial competitive bidding of the equity from the sale of any tax credits proposed to be sold for the benefit of the proposed project, as well as a plan for a competitive equity bidding process, if tax credits being requested are in fact awarded.

Please note – you do not need to submit the following exhibits to the One Stop again, as long as the materials below were included in the February 2012 application *and* no further updates are required:

1. Environmental
2. Zoning
3. Site Control
4. Marketing Plan/Affirmative Fair Housing Marketing Plan
5. Equal Opportunity Questionnaire
6. Relocation Plan
7. Special Needs Service Plan
8. Plans/Specifications
9. Soil and/or Structural Report
10. Energy Budget
11. Rental Subsidies
12. Developer Profile
13. Architect's Resume
14. Management Agent Profile
15. General Contractor Profile

We will review the items in your application submitted in February 2012 and in your slimmed-down application for the October 2012 Rental Round. We will *NOT* look back to applications that pre-date February 2012, and we will *NOT* contact you for additional information, so please make every effort to be complete in your submission. Also please make sure that the tab numbers match the exhibit numbers in the one stop and that your market study provider fills out the attached Market Study Analysis Form.

Please feel free to contact me before the round starts if you have any questions. My phone number is listed above.