



Tennessee Housing Development Agency

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MEMORANDUM

TO: Persons interested in the low-income housing tax credit program

FROM: Multifamily and Special Programs Division

DATE: October 15, 2004

SUBJECT: Draft 2004 Qualified Allocation Plan

The following document is the initial draft of the 2004 Qualified Allocation Plan for Low-Income Housing Tax Credits. The initial draft includes language regarding changes proposed by members of THDA's Board of Directors, changes proposed by the public, and changes proposed by THDA staff.

Changes proposed in this initial draft may be accepted, rejected, or modified in any respect. Changes or modifications not currently reflected in this initial draft may also be made. By posting this initial draft, no representations are being made about any item that may be included, excluded, or modified in the preparation and approval of the final 2004 Qualified Allocation Plan.

TENNESSEE HOUSING DEVELOPMENT AGENCY

Low-Income Housing Tax Credit

DRAFT 2004 QAP

OCTOBER 15, 2003

TENNESSEE HOUSING DEVELOPMENT AGENCY
LOW-INCOME HOUSING TAX CREDIT
QUALIFIED ALLOCATION PLAN
2004

Part I: Introduction

The Tennessee Housing Development Agency ("THDA") administers the Low-Income Housing Tax Credit program in Tennessee. The Low-Income Housing Tax Credit program was created by the Tax Reform Act of 1986 under Section 42 of the Internal Revenue Code of 1986, as amended ("Section 42"), to encourage the construction and rehabilitation of rental housing for low-income individuals and families. Under Section 42(m), THDA is required to develop a Qualified Allocation Plan ("QAP") to define the process by which it will allocate an annual amount of Low-Income Housing Tax Credits ("Tax Credits") in Tennessee.

This document is the QAP required by Section 42. This QAP incorporates all requirements of Section 42 unless more stringent requirements, as permitted under Section 42, are included. A public hearing was held to solicit comments. "**Exhibits**" are documents which accompany this QAP and which provide additional information. "**Attachments**" are forms or documents which must be submitted as part of the Initial Application. Exhibits, the Initial Application Form, and Attachments are all considered part of the QAP. The QAP has been approved by the THDA Board of Directors and adopted by the Governor of Tennessee.

Part II: Goals and Objectives

The goal of this QAP is to use the Tax Credits allocated to Tennessee for 2004 to the fullest extent possible to create, maintain, and preserve affordable rental housing for low-income households. Tax Credits are not intended to provide the primary or principal source of financing for a development, but are intended to provide financial incentives sufficient to fill "gaps" which would otherwise exist in developing affordable rental housing for low income households. Specific objectives of this QAP are to:

1. Make rental units affordable to households with as low an income as possible and for the longest time period possible;
2. Encourage the construction or rehabilitation of rental units in the areas of Tennessee with the greatest need for affordable housing;
3. Encourage development of appropriate housing units for persons with special needs, including the elderly and persons who are homeless or have disabilities;
4. Discourage allocation of Tax Credits to developments for which Tax Credits are not necessary to create, improve, or preserve rental housing for low-income persons;
5. Allocate only the minimum amount of Tax Credits necessary to make a development financially feasible and to ensure its viability as a qualified low-income development throughout the credit period;
6. Encourage Non-Profit entities to develop rental housing for low-income households;
7. Encourage energy efficient construction and rehabilitation;
8. Encourage fair distribution of Tax Credits among counties and developers or related parties;
9. Improve distribution among developments of varying sizes to ensure that developments with a smaller number of housing units receive fair consideration; and

10. Allocate Tax Credits fairly.

Part III: Tax Credits Available

A. Total Tax Credits

The total amount of Tax Credits available for allocation in Tennessee for 2004 is the total of the following:

1. \$1.75, plus the cost of living adjustment specified in Section 42(h)(2)(H) x Tennessee's population;
2. Any unallocated credits from previous year;
3. Any returned credit from previous years; and
4. Any amount allocated to Tennessee by the IRS from the National Pool.

For purposes of calculating the initial Non-Profit Set-Aside and any of the other Set-Asides, the amount against which the percentages will be applied will be the sum of items 1, 2, and 3 above.

B. Set-Asides

Each development will be identified as qualifying for an allocation of Tax Credits in one or more of the "Set-Aside" categories described below, if all of the eligibility requirements specified in Part VII-A-2 are met for the relevant Set-Aside. For example, a development may qualify for the Non-Profit Set-Aside, the Small Development Set-Aside, and the Rural Set-Aside. Many other combinations are also possible. The method by which these Set-Asides will be applied is described in Part VIII-E of this QAP.

1. Non-Profit Set-Aside
 - a. Qualified Non-Profits (see Part VII-A-2-a of this QAP) will be considered for an allocation of Tax Credits from the Non-Profit Set-Aside.
 - b. Ten percent (10%) of the total amount of Tax Credits available for allocation in Tennessee is reserved for qualified Non-Profit applicants as required by Section 42(h)(5).
 - c. **THDA reserves the right to make additional allocations of Tax Credits from any available Set-Aside to qualified Non-Profit applicants to meet the requirements of Section 42(h)(5).**
2. Public Housing Authority Set-Aside
 - a. Up to ten percent (10%) of the sum of Part III-A-1, -2 and -3 will be available for developments submitted by Public Housing Authorities and which qualify for this Set-Aside (see Part VII-A-2-b).
 - b. Any amount of Tax Credits allocated to Public Housing Authority developments will be deducted from the amount of Tax Credits set-aside for developments in the appropriate related category (Non-Profit, Small Developments, Urban, or Rural) as applicable.
 - c. Only Initial Applications for the Public Housing Set-Aside that meet all the eligibility requirements specified in this QAP will be accepted. If these Initial Applications meet all the requirements of this QAP, the amount of the Public Housing Set-Aside will be allocated on a competitive basis according to final scores assigned to each such Initial Application in descending order.

Tax Credits allocated to a development under this Part III-B-2 will not be counted against the limits by county or by developer specified in Part IV-A and -C.

3. Small Developments Set-Aside
 - a. Up to ten percent (10%) of the sum of Part III-A-1, -2 and -3 will be set-aside for developments with 32 or fewer units on a single site (see Part VII-A-2-c).
 - b. Any amount of Tax Credits allocated to developments in the Small Developments Set-Aside will be deducted from the amount of Tax Credits set-aside for developments in the appropriate related category (Non-Profit, or Urban or Rural, as applicable).
 4. Urban and Rural Set-Asides
 - a. Urban Set-Aside: sixty-eight percent (??%) of the sum of Part III A-1, -2 and -3 above after the Non-Profit Set-Aside is deducted is available for allocation to developments in the Urban Set-Aside (see Part VII-A-2-d);
 - b. Rural Set-Aside: thirty-two percent (??%) of the sum of Part III A-1, -2 and -3 above after the Non-Profit Set-Aside is deducted is available for allocation to developments located in the Rural Set-Aside (see Part VII-A-2-e).
- C. THDA reserves the right to revise the amount of Tax Credits available for each Set-Aside based on requirements imposed by Congress or the IRS, and consistent with the intent of the various Set-Asides.**

Part IV: Limits on Amount of Tax Credits Available

A. By County

The maximum amount of Tax Credits that may be allocated to developments in any one **urban** county shall not exceed two million one hundred thousand dollars (**\$2,100,000**). The maximum amount of Tax Credits that may be allocated to developments in any one **rural** county shall not exceed one million dollars (**\$1,000,000**). **Exhibit 1** to this QAP identifies urban and rural counties.

B. By Development

The maximum amount of Tax Credits that may be allocated to a single development shall not exceed seven hundred thousand dollars (**\$700,000**). THDA reserves the right, in its sole discretion, to determine whether Initial Applications received reflect a single development or multiple developments for the purpose of applying this limitation. In making this determination, THDA will consider the physical location of developments; the relationships among owners, developers, management agents, and other development participants; the structure of financing; and any other information which might clarify whether Initial Applications reflect a single development or multiple developments.

C. By Developer or Related Parties

1. The maximum amount of Tax Credits that may be allocated to a single applicant, developer, owner, or related parties shall not exceed one million four hundred thousand dollars (**\$1,400,000**). THDA reserves the right, in its sole discretion, to determine whether related parties are involved for the purpose of applying this limitation.
2. An applicant, developer, owner, or related party may not submit more than one Initial Application or be involved in more than one development per county with respect to 2004 Tax Credits. THDA reserves the right, in its sole discretion, to determine whether related parties are involved for the purpose of applying this limitation.

3. The following list includes, without limitation, related parties, however, THDA reserves the right to determine, in its sole discretion, that other related parties are involved for the purpose of applying this limitation:
 - a. Any person or entity who has a right to (i) replace the developer, (ii) act as co-developer, (iii) replace any individuals or entities who comprise a developer or co-developer, or (iv) otherwise direct the activities of the developer will be considered a developer for purposes of applying this limit.
 - b. Any person or entity who has a right to (i) replace the general partner of the owner or applicant, (ii) act as co-general partner of the owner or applicant, (iii) replace any individuals or entities who comprise a general partner or co-general partner of the owner or applicant, or (iv) otherwise direct the activities of the general partner of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.
 - c. Any person or entity who has a right to (i) replace the controlling stockholder of the owner or applicant, (ii) act as controlling stockholder of owner or applicant, (iii) replace any individuals or entities who comprise a controlling stockholder of the owner or applicant, or (iv) otherwise direct the activities of the controlling stockholder of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.
 - d. Any person or entity who has a right to (i) replace the managing member of the owner or applicant, (ii) act as co-managing member of the owner or applicant, (iii) replace any individuals or entities who comprise a managing member or co-managing member of the owner or applicant, or (iv) otherwise direct the activities of the managing member of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.
 - e. This limit will also apply to any person or entity that is related to any person or entity specified above.

D. By Unit

1. Per Unit Maximum (4% Tax Credit)

<u>Number of Units</u>	<u>Maximum Tax Credits per Unit</u>
1 – 32	\$3,425
33 – 72	\$3,200
73 or more	\$3,065

2. Per Unit Maximum (9% Tax Credit)

<u>Number of Units</u>	<u>Maximum Tax Credits per Unit</u>
1 – 32	\$7,000
33 – 72	\$6,500
73 or more	\$6,200

3. No development is guaranteed the amount of Tax Credits reflected in 1 and 2 above. THDA will evaluate Initial Applications in accordance with the requirements of this QAP and Section 42 to determine the actual amount of Tax Credits appropriate for a particular development, which amount may be less than, but never more than, the amounts reflected in 1 and 2 above.

E. For Financial Feasibility

Section 42(m)(2) requires that THDA not allocate more Tax Credits than necessary for the financial feasibility of a development and its viability as a qualified low-income housing development. THDA reserves the right, in its sole discretion, to reject Initial Applications for Tax Credits when THDA determines that the proposed development is not financially feasible or does not need Tax Credits. THDA also reserves the right, in its sole discretion, to reserve or allocate an amount of Tax Credits less than the amount requested in an Initial Application, in a Carryover Application or in a Placed in Service Application. THDA's determination under Section 42(m)(2) shall not be construed to be a representation or warranty by THDA as to the financial feasibility, viability, or lack thereof, of any development.

Tax Credits allocated pursuant to this QAP are not intended to provide the primary or principal source of financing for a development, but are intended to provide financial incentives sufficient to fill "gaps" which would otherwise exist in developing affordable rental housing for low and very-low income households. The maximum obtainable rents supported by the market study will be expected to support reasonable operating expenses and maximum mortgage debt service prior to Tax Credits filling any financial "gaps". When rents for Tax Credit units in an Initial Application, a Carryover Application or a Placed in Service Application are below the maximum rents supported by the required market study, such rents, reflected as a percentage of maximum rents permitted under Section 42, must be maintained throughout the Compliance Period.

Part V: Limits On Developer and Consultant Fees, and Contractor Profit, Overhead, and General Requirements

A. Limit on Developer Fees and Consultant Fees

1. The combined total of developer and consultant fees (Attachment 15: Development Costs; #10, columns B & C) which may be included in the determination of the amount of Tax Credits for a particular development cannot exceed five percent (5%) of that portion of THDA determined eligible basis attributable to acquisition (before the addition of the developer and consultant fees), and cannot exceed fifteen percent (15%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the developer and consultant fees). Construction Advisory or Construction Supervision fees listed separately from the maximum allowed Contractor Fees will be considered as a Consultant and will be included in Consultant Fees.
2. No points will be awarded under Part VII-B-4 if the Initial Application reflects a combined total of developer and consultant fees in excess of two percent (2%) of the THDA determined eligible basis attributable to the acquisition cost of the development.
3. If the developer and contractor are related persons as defined in Section 42(d)(2)(D)(iii), then the combined total of developer fees, consultant fees, and contractor profit, contractor overhead, and general requirements, which may be included in the determination of the amount of Tax Credits for a particular development, cannot exceed fifteen percent (15%) of THDA determined eligible basis of that portion of the development attributable to acquisition (before the addition of the fees), and cannot exceed twenty-five percent (25%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the fees).
4. THDA will determine, in its sole discretion, whether other fees will be considered consultant or developer fees for purposes of applying this limitation.

B. Limit on Contractor Fees, Profit, Overhead and General Requirements

1. The total contractor fees, including contractor profit, contractor overhead and general requirements shall be limited to fourteen percent (14%) of total THDA determined site work

costs, plus accessory buildings plus either new building hard costs or rehabilitation hard costs. The structure of this fee is limited to the following:

Contractor profit:	may not exceed six percent (6%)
Contractor overhead:	may not exceed two percent (2%)
Contractor general requirements (including building permits, payment and performance bonds, and tap fees):	may not exceed six percent (6%)
Total Contractor fees	may not exceed fourteen percent (14%)

2. If the developer and contractor are related persons as defined in Section 42(d)(2)(D)(iii), then the combined total for contractor profit, overhead, and general requirements, developer fees and consultant fees which may be included in the determination of the amount of Tax Credits for a particular development, cannot exceed fifteen percent (15%) of THDA determined eligible basis on that portion of the development attributable to acquisition (before the addition of the fees), and cannot exceed twenty-five percent (25%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the fees).
3. THDA will determine, in its sole discretion, whether other fees will be considered contractor or developer fees for purposes of applying this limitation.

Part VI: Initial Application Submission

A. Initial Application Requirements

A complete Initial Application must be submitted in accordance with Part VI-B by the Initial Application deadline specified in Part VI-C. To be considered complete, an Initial Application must meet **ALL** of the following requirements:

1. Have content, formatting and pagination identical to that of the attached Initial Application Form;
2. Be computer generated or typed (hand written Initial Applications are prohibited);
3. Bear original signature(s) as specified in Part VI-D;
4. Include all required Attachments and supporting documentation, with all such Attachments and supporting documentation containing correct, complete, and consistent information as required in this QAP and bearing original signatures to the extent specified in Part VI-D;
5. Have no missing information or any information that is erroneous, incomplete or inconsistent;
6. Include a complete original and four complete copies;
7. Be submitted by the Initial Application deadline specified in Part VI-C; and
8. Include a certified check in the amount of all fees required with the Initial Application as specified in Part XV-A.

B. Initial Application Delivery

An Initial Application must be identified as a "Tax Credit Application" and be delivered to:

<p style="text-align: center;">Tennessee Housing Development Agency Suite 1114 404 James Robertson Parkway</p>

Initial Applications may be delivered to THDA by mail, in person, by courier, or by other means of physical delivery. **(Applications by express delivery services should be sent to the address above but at Zip Code 37219-1522.)** Telecopy, facsimile, or other transmission or delivery of “copies” or “representations” of the Initial Application or other documents **will not be accepted.**

THDA assumes no responsibility for late delivery or delivery to locations other than stated above. **Only those Initial Applications arriving at the location stated above by the Initial Application deadline specified in Part VI-C will be considered.**

C. Initial Application Deadline

No Initial Applications will be accepted after 1:00 p.m. Central Standard Time on Tuesday, March 23, 2004. No Initial Applications will be accepted at any location other than the location specified in Part VI-B.

- **No erroneous, missing, incomplete or inconsistent supporting documentation or Attachments, or clarifications to the Initial Application, supporting documentation, or Attachments, or any other materials required in the Initial Application or in support of the Initial Application will be accepted after the Initial Application deadline except as specified in Part VIII-B.**

D. Original Signatures Required

All forms and documents provided by THDA to be completed as part of the Initial Application must bear **original** signatures where signatures are required. No photocopies, telecopies, or other reproductions of documents with signatures will be accepted on these forms and documents.

E. Local Government Notification

Following receipt of Initial Applications, THDA will notify the chief executive officer (or the equivalent) of the local government in whose jurisdiction a development proposed in an Initial Application is to be located. Such individual will have an opportunity to comment on the development proposed in the Initial Application to be located in the jurisdiction, as required by Section 42(m)(1)(A)(ii).

Part VII: Initial Application Eligibility and Scoring

A. Eligibility Determination

THDA will evaluate each Initial Application that meets the requirements of Part VI to determine whether the following eligibility requirements are met:

1. Minimum Score Required

To be eligible, an Initial Application must obtain a **minimum score of ??? points** as determined by THDA in accordance with Part VII-B.

2. Special Set-Asides

- a. Non-Profit Set-Aside: To be eligible for Tax Credits from the Non-Profit Set-Aside, an Initial Application must contain information satisfactory to THDA demonstrating that the development proposed in the Initial Application involves a qualified non-profit

organization. To be qualified, a non-profit organization must meet ALL of the following:

- (i) The organization must be a *bona fide* non-profit organization, as evidenced by the following:
 - (A) The organization must be an IRS 501(c)(3) or 501(c)(4) entity;
 - (B) The organization must be organized and existing in the State of Tennessee or if organized and existing in another state, must be qualified to do business in Tennessee;
 - (C) The organization must: (i) not be formed by one or more individuals or for-profit entities for the principal purpose of being included in the Non-Profit Set-Aside; (ii) not be controlled by a for-profit organization; and (iii) not have any staff member, officer or member of the board of directors who will materially participate, directly or indirectly, in the proposed development as or through a for-profit entity; and
 - (D) The organization must be engaged in the business of developing and building low-income housing in Tennessee and must have been so engaged during all of calendar year 2002 and calendar year 2003.
 - (ii) The organization must, prior to the reservation of Tax Credits: (i) own all of the general partnership interests of the ownership entity of the development; or (ii) own, alone or with other non-profits who meet all of the requirements of this Part VII-A-2-a, one hundred percent (100%) of the stock of a corporate ownership entity of the development; or (iii) own, alone or with other non-profits who meet all of the requirements of this Part VII-A-2-a, one hundred percent (100%) of the stock or 100% of the partnership interests of an entity that is the sole general partner or sole managing member of the ownership entity of the development proposed in the Initial Application;
 - (iii) The organization must be materially participating (regular, continuous and substantial on-site involvement) in the development and operation of the development throughout the “compliance period” (as defined in Section 42(i)(1)).
 - (iv) To demonstrate eligibility under this Part VII-A-2-a, ALL of the following must be submitted as part of the Initial Application:
 - (A) A copy of the IRS determination letter clearly stating the organization’s status as an IRS 501(c)(3) or 501(c)(4) entity; and
 - (B) A Certificate of Existence from the Tennessee Secretary of State’s Office dated not more than thirty (30) days prior to the date of the Initial Application;
 - (C) **Attachment 17**; and
 - (D) **Attachment 18**.
- b. Public Housing Authority Set-Aside:

An Initial Application may qualify for the Public Housing Authority Set-Aside in one of two ways, either through a public housing authority (“PHA”) without use of the HOPE VI Revitalization Program (the “HOPE VI Program”) or through a PHA using the HOPE VI Program.

- (i) To qualify for the Public Housing Authority Set-Aside without use of the HOPE VI Program, an Initial Application must contain information satisfactory to THDA

demonstrating that the development proposed in the Initial Application involves a qualified PHA. To be qualified, a PHA must meet ALL of the following:

- (A) The PHA must, prior to the reservation of Tax Credits: (1) be the sole general partner or the sole managing member of the ownership entity of the development; or (2) own, alone or with qualified non-profits who meet all requirements of this QAP or other qualified PHAs who meet all the requirements of this QAP, one hundred percent (100%) of the stock of a corporate ownership entity of the development; or (3) own, alone or with qualified non-profits who meet all requirements of this QAP or other qualified PHAs who meet all the requirements of this QAP, one hundred percent (100%) of the stock or 100% of the partnership interests of an entity that is the sole general partner or sole managing member of the ownership entity of the development proposed in the Initial Application;
 - (B) The PHA must materially participate (regular, continuous and substantial on-site involvement) in the development and operation of the development throughout the “compliance period” (as defined in Section 42(i)(1));
 - (C) The PHA must be acting solely within the geographic area of its jurisdiction.
 - (D) To demonstrate eligibility under this Part VII-A-2-b, an attorney’s opinion letter, in the form of **Attachment 26** must be submitted as part of the Initial Application.
- (ii) To qualify for the Public Housing Authority Set-Aside using the HOPE VI Program, the Initial Application must contain the following:
 - (A) A copy of the HOPE VI Revitalization Grant Assistance Award (form HUD-1044) which identifies the PHA receiving the HOPE VI grant and the amount of the grant;
 - (B) A letter from the Executive Director of the identified PHA in the form of **Attachment 27** certifying that: (1) the development proposed in the Initial Application is identified in the PHA’s HUD approved HOPE VI application or Revitalization Plan; (2) the housing units are an essential element of that Plan; and (3) the Tax Credits for the development proposed in the Initial Application are an essential component of the financing plan for the PHA’s HOPE VI Program; and
 - (C) A copy of the HUD approved Revitalization Plan.
 - (iii) An Initial Application may qualify for the Public Housing Set-Aside under Part VII-A-2-b-(i) or under Part VII-A-2-b-(ii), but not both. Only one Initial Application for one development in the jurisdiction of the relevant PHA will be considered.
- c. Small Developments Set-Aside: The Initial Application must be for a development with thirty-two or fewer total housing units on a single site.
 - d. Urban Set-Aside: To be eligible for consideration in the Urban Set-Aside, the development must be located in one the urban counties of Tennessee (Metropolitan Statistical Area or “MSA” counties) shown on **Exhibit 1** to this QAP.
 - e. Rural Set-Aside: To be eligible for consideration in the Rural Set-Aside, the development must be located in one of the rural counties of Tennessee shown on **Exhibit 1** to this QAP.
3. Non-compliance

- a. To be eligible, individuals involved (either directly or indirectly) with the developer or the ownership entity (whether formed or to be formed) identified in the Initial Application must not have any involvement (either directly or indirectly) with the developer or the ownership entity of any prior Tax Credit development which has an event of noncompliance under Section 42 or under the restrictive covenants recorded in connection with such development. Ineligibility due to noncompliance shall be in effect for the calendar year in which the non-compliance was identified and for the following calendar year. THDA will determine, in its sole discretion, whether an event of noncompliance exists which has not been cured.
 - b. **Attachment 19** must be submitted as part of the Initial Application to demonstrate eligibility under this Part VII-A-3.
4. Developments
- a. The Initial Application must propose an eligible development. To be eligible, a development proposed in the Initial Application must meet ALL of the following:
 - (i) The development must be a qualified low-income housing development as defined in Section 42(g), containing qualified low-income buildings as defined in Section 42(c)(2) and low-income units as defined in Section 42(i)(3). THDA, in its sole discretion, may require opinions from relevant counsel regarding transitional housing for the homeless, single room occupancy units, service provision or other matters in connection with a determination of eligibility;
 - (ii) One hundred percent (100%) of the “covered units” (as defined in the Fair Housing Act) in the development must be designed and built in accordance with the Fair Housing Act and all other areas in the development open to the public must be designed and built in accordance with the Americans With Disabilities Act. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609;
 - (iii) Proposed developments that request acquisition Tax Credits must meet Section 42(d)(2) (10-year rule);
 - (iv) If the development proposed in the Initial Application is located on scattered sites, then the Initial Application must reflect that all sites are included under a common plan of financing and the scattered sites must be appraised as a single proposed development, using appraisal methodology appropriate for rental property as described in Part VII-A-10.
 - (v) If the development proposed in the Initial Application involves rehabilitation, hard rehabilitation costs must be at least 40% of total development costs. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609
 - b. A development which is part of a restructuring pursuant to the Multifamily Assisted Housing Reform and Affordability Act of 1997 under the supervision of the Office of Multifamily Housing Assistance Restructuring is eligible to apply for Tax Credits in an amount which would not produce syndication proceeds in excess of seventeen percent (17%) of rehabilitation costs required under that program.
 - c. The following types of developments are not eligible for Tax Credits:

- (i) Developments presently having or proposed to have development-based subsidies under the Section 8 Moderate Rehabilitation program, unless the subsidies are tied to developments utilizing the Stewart B. McKinney Homeless Assistance Act;
 - (ii) Developments that have been part of “Bargain Sales” with a “step-up” in sales price paid to an intervening Non-Profit;
 - (iii) Developments containing units that are not for use by the general public, including, but not limited to, hospitals, nursing homes, sanitariums, life care facilities, trailer parks, or intermediate care facilities for persons with mental and physical disabilities;
 - (iv) Developments in which continual or frequent nursing, medical, or psychiatric services are provided. Examples include, but are not limited to, hospitals, nursing homes, sanitariums, life care facilities, or intermediate care facilities for persons with mental and physical disabilities; or
 - (v) All developments listed on **Attachment 19** that submitted a Final Application for Tax Credits prior to January 1, 2003 must have satisfied, prior to April 1, 2004, all THDA requirements for the release of the Owner’s copies of the IRS Form(s) 8609. THDA, in its sole discretion, will determine if all such requirements have been satisfied.
- d. **Attachment 20 must be submitted** as part of all Initial Applications to demonstrate eligibility under this Part VII-A-4.
 - e. **Attachment 21 must be submitted** as part of any Initial Application that requests acquisition Tax Credits to demonstrate eligibility under Part VII-A-4-a-(iii).
5. Existing, Incremental, and New Developments
- a. Developments which received reservations/allocations of Tax Credits under QAPs at any time during the prior fifteen (15) years and which are not proposing additional housing units will be considered “existing” developments. Developments which have received reservations/allocations of Tax Credits under the 2003 QAP, but which are proposing additional housing units will be considered “incremental” developments. All other developments will be considered “new” developments.
 - b. Initial Applications proposing “incremental” developments will be reviewed, evaluated and scored based solely on the costs, characteristics, and other elements of the development attributable to the housing units added pursuant to the Initial Application submitted for 2004 Tax Credits. None of the costs, characteristics, or other elements attributable to the existing development will be considered, evaluated, or scored. If Tax Credits are allocated to an “incremental” development, the limitations specified in Part IV, and the limitations specified in Part V will apply, based on the cumulative amount of Tax Credits allocated to the entire development for 2004 and the cumulative costs of the development as proposed in 2003 and 2004.
 - c. If there are sufficient qualified Initial Applications for “new” developments and/or “incremental” developments, Initial Applications for “existing” developments will not be reviewed or scored, and the application fee will be returned.
 - d. If Tax Credits are allocated to an “existing” development, the limitations specified in Part IV and the limitations specified in Part V will apply, based on the cumulative amount of Tax Credits reserved for the entire development in 2004 and allocated to the development at any time during the prior fifteen (15) years and the cumulative costs of the development as proposed in 2004 and for the prior fifteen (15) years.

- e. Developments which received a reservation or allocation of tax credits from the Small Developments Set-Aside cannot add units to the development under any circumstances.
6. Development Participants
- a. All development participants must be identified in Sections 3, 4, and 5 of the Initial Application and on **Attachment 6**, which must be submitted with the Initial Application.
 - b. **Attachments 4A, 4B, or 4C** must be fully completed and submitted with the Initial Application for the Ownership Entity identified in Section 3 of the Initial Application. If the copies of Attachments 4A, 4B, or 4C included in the Initial Application do not contain enough pages to fully describe the Ownership Entity identified in Section 3 of the Initial Application, make additional copies of the relevant portions of **Attachments 4A, 4B, or 4C**, as needed, and complete all additional pages until no entities and only individuals are identified. Provide the required information for all entities and individuals at each layer of the organizational structure of the Ownership Entity. **TRACE THE PROPOSED OWNERSHIP ENTITY THROUGH ALL LAYERS OF ITS ORGANIZATIONAL STRUCTURE REGARDLESS OF THE TYPE OF ENTITY AT ANY PARTICULAR LAYER.** Applicants are encouraged, but not required, to submit an organizational chart when the proposed Ownership Entity is complex and contains multiple layers.
 - c. **Attachments 5A, 5B, or 5C** must be fully completed and submitted with the Initial Application for the Developer Entity identified in Section 4 of the Initial Application. If the copies of Attachments 5A, 5B, or 5C included in the Initial Application do not contain enough pages to fully describe the Developer entity identified in Section 5 of the Initial Application, make additional copies of the relevant portions of **Attachments 5A, 5B, or 5C**, as needed, and complete all additional pages until no entities and only individuals are identified. Provide the required information for all entities and individuals at each layer of the organizational structure of the Developer Entity. **TRACE THE PROPOSED DEVELOPER ENTITY THROUGH ALL LAYERS OF ITS ORGANIZATIONAL STRUCTURE REGARDLESS OF THE TYPE OF ENTITY AT ANY PARTICULAR LAYER.** Applicants are encouraged, but not required, to submit an organizational chart when the proposed Developer Entity is complex and contains multiple layers.
 - d. In the event any entity identified in Attachments 4A, 4B, or 4C, and/or Attachments 5A, 5B, or 5C is a corporation that is publicly traded on a nationally recognized stock exchange or similar entity, the information required in Attachments 4A, 4B, or 4C, and/or Attachments 5A, 5B, or 5C need not be provided for that entity. Complete information must be provided on Attachments 4A, 4B, or 4C, and/or Attachments 5A, 5B, or 5C for all other types of entities at each layer of the organizational structure until no entities and only individuals are identified. An opinion of counsel in the form of **Attachment 28** must be provided with the Initial Application for this exception to apply.
 - e. An **Attachment 22** (Disclosure Form) is required for each individual identified in **Attachments 4A, 4B, and 4C** for the Ownership Entity and for each individual identified in **Attachments 5A, 5B, and 5C** for the Developer Entity. Each Disclosure Form must include responses to each question and must bear the original signature of the individual, in their individual capacity. Provided, however, Attachment 22 is NOT required for individuals who are officers, directors of shareholders of a corporation that is publicly traded on a nationally recognized stock exchange or similar entity which is identified in Attachments 4A, 4B, or 4C, and/or Attachments

- 5A, 5B, or 5C. An opinion of counsel in the form of **Attachment 28** must be provided with the Initial Application for this exception to apply.
- f. An Initial Application is ineligible if any of the following apply:
- (i) **Attachment 4A, 4B, or 4C** is not fully completed and submitted as specified above.
 - (ii) **Attachment 5A, 5B, or 5C** is not fully completed and submitted as specified above.
 - (iii) **Attachment 6** is not fully completed and submitted.
 - (iv) **Attachment 22** is not fully completed as specified above, with an original signature, in an individual capacity, and submitted for each required individual as identified in **Attachment 4A, 4B, or 4C** and **Attachment 5A, 5B, and 5C**.
 - (v) **Attachment 22** for any required individual shows that any one of the following is true for that individual:
 - (A) A felony conviction of any type within the last ten (10) years;
 - (B) A fine, suspension or debarment involving financial or housing activities within the last five (5) years imposed by any federal agency;
 - (C) Currently in bankruptcy; or
 - (E) Any suspensions of required state licenses (Tennessee or any other state) within the last ten (10) years.
 - (vi) An opinion of counsel in the form of **Attachment 28** is not submitted with the Initial Application if the exception in Part VII-A-6-d and Part VII-A-6-e is claimed.
7. Property Control
- a. To be eligible, an Initial Application must demonstrate control of the property on which the development proposed in the Initial Application is to be located (the "property"). **Acceptable documentation must be in full force and effect, fully executed and include a correct legal description for the property.** The person executing the documentation on behalf of the Ownership Entity must be a person identified in Attachments 4A, 4B, or 4C. A copy of any one of items (i)-(iv) below must be part of the Initial Application:
- (i) Recorded instrument of conveyance (warranty deed, quitclaim deed, trustee deed, court order) evidencing title to the property vested in (A) the currently existing Ownership Entity identified in the Initial Application or (B) a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed;
 - (ii) Acceptable evidence demonstrating the ability to acquire the property through the power of eminent domain by (A) the currently existing Ownership Entity identified in the Initial Application or (B) a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed;
 - (iii) Contract for sale or a contract for a 99-year ground lease, which contract must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-a-(v), executed by (A) the owner of record of the property and (B) the currently existing Ownership Entity identified in the Initial Application or a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed; or

- (iv) An option to purchase or an option for a 99-year ground lease, which option must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-a-(v), executed by (A) the owner of record of the property and (B) the currently existing Ownership Entity identified in the Initial Application or a person or entity identified in the Initial Application as the general partner or managing member of the Ownership Entity to be formed.
 - (v) A ground lease for the property must have a minimum term of 99 years with no provisions for termination or reversion prior to the expiration of the extended use period as defined in Section 42(h)(6)(D).
 - b. Documentation required as part of the Initial Application to demonstrate eligibility under this Part VII-A-7:
 - (i) A copy of one of the items identified in Part VII-A-7-a above, **AND**
 - (ii) One of the following: (I) a copy of the recorded deed for the property evidencing title vested in the person or entity who executed the document required in Part VII-A-7-a above as owner and a certification by such person or entity that the deed reflects the current status of title to the property; or (II) a commitment for title insurance evidencing that title to the property is vested in the person or entity who executed the document required in Part VII-A-7-a above as owner; or (III) an executed, unqualified attorney title opinion indicating title to the property is vested in the person or entity who executed the document required in Part VII-A-7-a above as owner.
 - c. Copies of assignments of contracts or options without copies of the underlying contract or option that meets the requirements set forth above will not be accepted.
8. Market Study:
- a. To be eligible, an Initial Application must include a market study performed by an **independent third party**. This study, in a form and with content acceptable to THDA in its sole discretion, must support the need and demand for the type of housing proposed, taking into account all other subsidized developments in the market area and including data on comparable units being 90% rent occupied and the market feasibility of the proposed rent structure. **The market study must include all information identified in this Part VII-A-8.**
 - b. **Market studies must be less than six months old at the time of submission in order to be acceptable.**
 - c. **The market study must include, without limitation:**
 - (i) Name and telephone number of person performing the study, their qualifications to perform the market study, and a statement indicating the person and/or entity performing the study has no identity of interest with any person or entity involved in the Development, including, without limitation, the ownership entity and any of its partners, any other member of the development team, or any individuals involved in any such entities;
 - (ii) On site field study by person performing the market study;
 - (iii) Data identifying and describing the market areas, neighborhood and site, including geographic and demographic information;
 - (iv) Data identifying existing units and rent types including any existing LIHTC developments, any proposed developments which have a LIHTC Reservation Notice, and any proposed developments which have a

LIHTC Carryover Allocation which will be built or renovated in the market area or neighborhood;

- (v) Data to support a proposed rent structure of 90% or less of the maximum allowable net LIHTC rents for the market area or neighborhood, if such a rent structure was proposed in the Initial Application;
 - (vi) Data identifying vacancies of rental units in the market area and neighborhood;
 - (vii) Data identifying income qualified households at or below the LIHTC income limits in the market area or neighborhood;
 - (viii) Current and projected need based on market conditions supported by data from various market sources including waiting list information from all Section 8 and local public housing authorities serving the market area or neighborhood;
 - (ix). Projected absorption time (rent up) of the proposed units by the market area or neighborhood;
 - (x) Data identifying and supporting the need for rental housing for the elderly (55 years and older) and persons with disabilities, if such structure is proposed in the Initial Application;
 - (xi) Land value analysis and information with regard to comparable land sales; and
 - (xii) Color photographs of the proposed site and surrounding neighborhood.
- e. Based on the information and analysis presented in the market study, and based on other information available to THDA, THDA may determine, in its sole discretion, that market demand is not sufficient to support the proposed development.**

9. Physical Needs Assessment

- a. For Initial Applications proposing rehabilitation, the Initial Application must include a physical needs assessment conducted by an independent third party, the physical needs assessment must be in a form and with content acceptable to THDA in its sole discretion, and must include a complete and detailed work plan showing all necessary and contemplated improvements and the projected cost. Physical needs assessments must be less than six months old at the time of submission in order to be acceptable.

10. Appraisal

- a. For Initial Applications requesting acquisition Tax Credits for five or more units, an "as is" market rate appraisal not including Tax Credit benefits. The appraisal must be performed by a Certified General Appraiser licensed in Tennessee. The appraisal cannot be based solely or largely on a "cost" approach to value, but must also consider market and income approaches to value. If the development is proposed for scattered sites, the scattered sites must be appraised as a single rental development, using appraisal methodology appropriate for rental property as described here. The acquisition cost for Tax Credit purposes shall not exceed the lesser of the purchase price or the appraised value. Appraisals must be less than six months old at the time of submission in order to be acceptable.

B. Scoring Initial Applications

Applicants, Initial Applications and developments that meet all eligibility requirements stated above will be evaluated according to the scoring criteria specified below based on the information provided in each Initial Application. **A minimum of ??? points of the ??? points available is required for an Initial Application to be eligible for further consideration** under this QAP.

THDA will award points only if an Initial Application is complete, contains all required documentation, no documentation is incomplete, erroneous, or inconsistent and is submitted by the application deadline, all as specified in Part VI of this QAP. If documentation is incomplete, erroneous, or there are inconsistencies between Attachments or other supporting documentation and the Initial Application form itself or any other type of inconsistency, THDA will not award points for the scoring category which was incomplete, in error, or inconsistent. Completion, correction, or clarification of such items will be subject to the requirements of Part VIII-B and -C.

1. Development Location and Housing Needs: Maximum 90 Points

- a. Developments located in counties with the greatest rental housing need (**Exhibit 2**): **Maximum 50 points**
- b. Developments located in counties with high LIHTC occupancy rates (**Exhibit 3**): **Maximum 30 points**
- c. Developments Located in Identified Areas of Affordable Housing Need: **Maximum 10 points**
 - (i) Developments located completely and entirely in a Qualified Census Tract or a Difficult to Develop Area as designated by HUD (identified on **Exhibit 6**): **9 points**

OR

- (ii) Developments located completely and entirely in a Qualified Census Tract (identified on **Exhibit 6**, excluding Difficult to Develop Areas), the development of which contributes to an approved concerted community revitalization plan, as certified in the form of **Attachment 23**, by the chief executive of the jurisdiction within which the development is located: **10 points**

OR

- (iii) Developments located completely and entirely within a census tract (other than a Qualified Census Tract) that is, itself, completely and entirely within an area covered by an approved community revitalization plan, as certified, in the form of **Attachment 23**, by the chief executive of the jurisdiction within which the development is located and consisting wholly and completely of existing housing for which major rehabilitation is proposed: **6 points** (for developments involving acquisition and rehabilitation or rehabilitation only)

2. Development Characteristics: Maximum 60 Points

- a. Initial Applications including written documentation from the appropriate local governmental authority demonstrating that current zoning and other local land use regulations permit the development as proposed or that no such regulations currently apply to the proposed development (as new construction, acquisition and rehabilitation, or rehabilitation only): **15 points**
- b. Developments committing to maximum rents **no greater than** a percentage of **the lesser of** (a) the maximum allowable LIHTC net rents or (b) the maximum attainable net rents specified in the market study.

<u>Percentage</u>	<u>Points</u>
90	5
80	7
70	10

c. New Construction Only

- (i). Developments not involving rehabilitation designed and built to promote energy conservation by meeting the standards of the Council of American Building Officials Model Energy Code. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609: **10 points**
- (ii). Developments not involving rehabilitation designed and built to meet a 15-year maintenance-free exterior standard. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609: **10 points**
- (iii). Developments not involving rehabilitation designed and built with a minimum of 60% brick exterior. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609: **15 points**

d. Rehabilitation Only

- (i). Developments involving complete replacement of one or more systems as identified in the physical needs assessment for all units in all buildings. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609. For purposes of this QAP, systems are:

Roofing material;
 Plumbing;
 Wiring;
 Replacement siding on all non-brick surfaces;
 HVAC; or
 Windows, doors, all kitchen appliances and all floor coverings.

Number of systems replaced	Points
1	10
2	25
3 or more	35

e. Combination of New Construction and Rehabilitation

- (i) For developments involving a combination of the characteristics above, points will be prorated based on the percentage of units in each category.

3. Sponsor Characteristics: Maximum 70 Points

- a. If none of the following has occurred in Tennessee at any time during calendar year 2002 or calendar year 2003 with respect to individuals involved (either directly or indirectly) with the developer or the ownership entity (whether formed or to be formed) identified in the Initial Application: **50 points**
- (i) A reservation of Tax Credits was issued and accepted for a development that the individuals identified above were involved with (either directly or indirectly) through the developer or owner, yet a Carryover Allocation was not obtained; or
 - (ii) A Carryover Allocation was made to a development that the individuals identified above were involved with (either directly or indirectly) through the developer or owner, yet an IRS Form 8609 was not obtained; or
 - (iii) An allocation of Tax Credits was made to a development that the individuals identified above were involved with (either directly or indirectly) through developer or owner, but the development failed to meet the minimum set-aside for low-income tenants as specified in the land use restrictive covenants.
- b. Development qualified for the Public Housing Authority Set-Aside using the HOPE VI Program with HOPE VI funds used as part of the financing for the development: **Only Initial Applications qualified for the Public Housing Authority Set-Aside using the HOPE VI Program as described in Part VII-A-2-b-(ii) are eligible for these points:**

HOPE VI Funds as a Percentage of Total Financing for this Development (including <u>tax credit syndication proceeds</u>)	<u>Points</u>
5%	5 points
10%	10 points
20%	20 points

4. Developer and Consultant Fees: Maximum 20 Points

- a. Initial Applications reflecting a combined total developer and consultant fees (as defined in Part V-A) in excess of 2% of THDA determined eligible basis attributable to the acquisition cost of the development : **0 points**
- b. Initial Applications reflecting a combined total developer and consultant fee (as defined in Part V-A) with the following limits:

<u>Combined Fees</u>	<u>Points</u>
0% - 9.99%	20 points
10% - 13%	10 points

5. Special Housing Needs: Maximum 15 Points

- a. Development with units designed and built for large families, (i.e., three or more bedrooms). Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609.

<u>Percent of Units</u>	<u>Points</u>
8%-10%	5 points
above 10%	10 points

OR

- b. At least fifty percent (50%) of the units designed and built for single room occupancy. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609: **5 points**

OR

- c. One hundred percent (100%) of the units designed, built and occupied by the elderly. All tenants must be age 62 or older or at least one person in each unit must be 55 or older and policies and procedures must be in place that demonstrate an intent to make units available to persons who are 55 or older. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609: **5 points**
- d. The greater of one unit or at least five percent (5%) of the total number of units in the development (which number shall be rounded up) must be designed and constructed to be fully equipped for persons with disabilities. Certification from the design architect will be required on developments of 11 units or more, from contractor on 10 units or fewer, following the issuance of the Reservation Notice. Confirmation from the supervising architect or contractor, as appropriate, will be required prior to issuing the IRS Form 8609. These points may be claimed in conjunction with a. or b. or c. above to a maximum of 15 points: **5 points**
- e. An Initial Application may meet the requirements for more than one of the preceding special needs categories, but **no more than 15 points will be awarded.**

6. Lowest Income Preference: Maximum 40 Points

- a. Election to set aside a minimum of ten percent (10%) of the units for households with incomes no higher than fifty percent (50%) of the area median income with rents maintained at or below 50% of area median income: **30 points**

OR

- b. Election to set aside a minimum of twenty percent (20%) of the units for households with incomes no higher than fifty percent (50%) of the area median income with rents maintained at or below 50% of area median income: **40 points**

7. Extended Use Preference or Tenant Ownership: Maximum 20 points

Choose only one below, a. OR b.

- a. Extended Use Preference: **Maximum 20 Points**

A binding commitment to extend the point in time at which the written request specified in Section 42(h)(6)(l) may be given:

<u>Number of Years</u>	<u>Points</u>
At least 5 years	20 points
At least 4 years, but less than 5 years	15 points
At least 3 years, but less than 4 years	10 points

OR

- b. Eventual Tenant Ownership: **5 points**

A binding commitment to offer the tenant of a single family building at the end of the fifteen-year tax credit compliance period a right of first refusal to purchase the property. The owner must provide to THDA a detailed plan with the Initial Application, specifically including how the owner will set aside a portion of the rent beginning in year two (2) of the compliance period to provide sufficient funds to the tenant at the end of the compliance period for the down payment and the closing costs to purchase the unit. The plan will be required to be updated and submitted to THDA again for approval in year 13 of the compliance period. The Restrictive Covenant Agreement will contain provisions ensuring enforcement of this provision.

8. Public Housing Priority: 10 Points

Marketing plans, lease-up plans, and operating policies and procedures which will give a priority to persons on current Public Housing waiting lists or to persons with Section 8 Housing Choice Vouchers in counties with high Section 8 voucher turnover. Initial Applications with proposed developments in areas reflected on **Exhibit 8** are eligible for these points.

9. Tennessee Growth Policy Act: ?? points

Initial Applications with proposed developments located completely and wholly in a county or municipality with a growth plan approved by the local government planning advisory committee as determined by the Tennessee Advisory Commission on Intergovernmental Relations and reflected on **Exhibit 5**. Initial Applications with proposed developments in counties not subject to the Tennessee Growth Policy Act, as shown on **Exhibit 5**, will receive these ?? points.

Part VIII: Initial Application Eligibility and Scoring Review

A. Notice to Applicants

1. THDA will notify each applicant when the eligibility determination and scoring of their Initial Application is complete. All applicants will be so notified on or before May 6, 2004. THDA will send this notice to the contact person identified and the address specified in the Initial Application. Failure to receive any notice specified in this Part VIII will not extend deadlines or modify requirements in this Part VIII. All applicants shall immediately notify THDA, in writing, of changes in the name and/or address of the contact person specified in the Initial Application. Such notification by the applicant will not be deemed to be an amendment to the Initial Application.
2. If THDA determines that an Initial Application meets all of the eligibility requirements of this QAP and if the score assigned by THDA in each scoring category is the same as or higher than the score assigned by the applicant in the Initial Application, then no further action by the applicant or THDA will be taken. Applicants may not submit additional items for the purpose of increasing their scores in a particular scoring category if the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application. The provisions of Part VIII-B do not apply.
3. If THDA determines that an Initial Application does not meet one or more of the eligibility requirements of this QAP or if the score assigned by THDA in any scoring category is less than the score assigned by the applicant in the Initial Application, THDA will notify the applicant of items that were erroneous, missing, incomplete, or inconsistent. THDA will also notify applicants if THDA determines that (i) any two or more developments proposed in two or more Initial Applications constitute a single development for purposes of applying the development limit specified in Part IV-B or (ii) developers or related parties reflected in two or more Initial Applications constitute a single entity for purposes

of applying the developer or related party limitation specified in Part IV-C. This notice to applicants from THDA is referred to herein as the "Cure Notice".

4. **No rankings or scoring summaries with respect to Initial Applications received by THDA will be available until all cure periods have expired and the review process is complete.**

B. Cure Period

1. Applicants receiving a Cure Notice may, in compliance with the requirements of this Part VIII-B, correct erroneous items, supply missing or incomplete items and/or may clarify any inconsistencies related to the specific items identified by THDA during a cure period which shall begin on the date of the Cure Notice and shall end at 4:00 p.m. Central Time, on the date specified in the Cure Notice, which date shall be five (5) business days from the date of the Cure Notice. The Cure Notice shall specify the means and methods by which erroneous items may be corrected, missing items supplied, incomplete items completed and inconsistencies clarified. Applicants may not submit additional items for the purpose of increasing their score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application.
2. If additional documentation to address items specified in the Cure Notice is not submitted in accordance with the requirements contained in the Cure Notice, then the determination as to eligibility and scoring made by THDA is determinative. The review process described in Part VIII-C is not available to applicants who do not submit additional documentation in accordance with the Cure Notice (including, without limitation, the time deadlines specified therein.).
3. The cure provisions of this Part VIII-B **do not apply** to Initial Applications that are not submitted in accordance with the requirements of Part VI-B and -C.
4. THDA will review all documentation submitted in accordance with the Cure Notice for each relevant Initial Application. If THDA determines that an Initial Application, taking into account documentation submitted in accordance with the Cure Notice, meets all of the eligibility requirements of this QAP and if the score assigned by THDA in each scoring category is the same as or higher than the score assigned by the applicant in the Initial Application, then no further action by the applicant or THDA will be taken. Applicants may not submit additional items for the purpose of increasing their score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application, taking into account documentation submitted in accordance with the Cure Notice. The provisions of Part VIII-C will not apply.
5. If THDA determines that an Initial Application, taking into account documentation submitted in accordance with the Cure Notice, still does not meet any one of the eligibility requirements of this QAP or if the score assigned by THDA in any scoring category is still less than the score assigned by the applicant in the Initial Application, THDA will notify the applicant of the determination (the "Review Notice"). The Review Notice will specify the time period within which a request for review may be made.

C. Review Process

1. Applicants who receive a Review Notice may submit, **in writing**, a request for review to the Executive Director of THDA. This request for review must be submitted in accordance with the Review Notice. A request for review will not be considered if no documentation was submitted or if documentation was not submitted in accordance with the Cure Notice (including, without limitation, the time deadlines therein). If no written request for review is submitted or if the written request submitted does not meet all

requirements of the Review Notice or this QAP, no review will occur and the THDA determination prior to the issuance of the Review Notice will be final.

2. The request for review must identify the eligibility item or scoring category to be reviewed, **the information in the Initial Application OR the documentation submitted during the cure period relevant to the scoring category in question**, and the reason the applicant thinks that the eligibility determination or scoring was in error. The request for review must contain no more than two 8 1/2 X 11 inch pages, with print on one side of each page, typed in 12 point font or larger (or legibly hand written). Requests not meeting this format will not be considered.
3. No additional documentation may be submitted in connection with this request for review. No information submitted after the expiration of the relevant cure period specified in the Cure Notice for an Initial Application will be considered. Applicants may not submit additional items for the purpose of increasing their score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application, taking into account documentation submitted in accordance with the Cure Notice. Requests for review that were not submitted in accordance with the Review Notice will not be considered. The provisions of Part VIII-C-4, -5, and -6 will not apply.
4. The Policy and Programs Committee of the Board of Directors of THDA (the "Policy and Programs Committee") will meet in special session on June 10, 2004, to evaluate the Initial Application, documentation submitted during the cure period, the Review Notice, the request for review and THDA staff analysis thereof (the "Review Meeting"). The Policy and Programs Committee will consider only documentation submitted in compliance with this Part VIII, regardless of whether the applicant or a representative thereof are present at the Review Meeting. The Policy and Programs Committee will consider whether documentation submitted as a result of the Cure Notice, taking into account the THDA staff analysis, is sufficient to meet the requirements of this QAP or is otherwise consistent with the spirit and intent of this QAP. **Any contact with THDA Executive Director, any member of the Policy and Programs Committee or any member of the THDA Board by any person or entity on behalf of any Initial Application between the date of the Review Notice and the date of the Review Meeting will be grounds for dismissal of the review request.**
5. Applicants or representatives thereof may contact THDA Multifamily and Special Programs staff regarding procedural matters only between the date of the Review Notice and the date of the Review Meeting, which contact, if limited as specified herein, will not constitute grounds for dismissal of a review request. Applicants or representatives thereof may, but are not required, to appear at the Review Meeting. Notice of the decision of the Policy and Programs Committee will be mailed to the applicant no later than June 18, 2004.
6. The final score for all Initial Applications will be determined after the Policy and Programs Committee meets. By adoption of this QAP, the THDA Board of Directors specifically delegates full authority to the Policy and Programs Committee to make the determinations specified in this Part VIII-C. The THDA Board of Directors will not consider requests to review decisions of the Policy and Programs Committee. All decisions of the Policy and Programs Committee are final. No matters with respect to eligibility under Part VII-A or with respect to scoring under Part VII-B will be considered after the date of the Policy and Programs Committee meeting.

D. Final scoring and ranking of Initial Applications

After the completion of the cure period and completion of the review process set forth above, the final score for each Initial Application will be determined. Each Initial Application

will be listed in order of score and such rankings will be made available to all applicants. This ranking is not confirmation of a reservation of Tax Credits. Reservations will not be made until all set-asides have been applied and all limits have been applied.

E. Application of Various Limits/Final Ranking

Following the final scoring of each Initial Application, THDA will reserve the available amount of Tax Credits in the Non-Profit Set-Aside, in the Public Housing Authority Set-Aside, in the Small Developments Set-Aside, in the Rural Set-Aside, and in the Urban Set-Aside, based on the final scores assigned to each Initial Application and the amount of Tax Credits determined by THDA to be appropriate, according to the following procedures and provisions:

1. Non-Profit Set-Aside:

- a. Based on the final scoring of Initial Applications, THDA will list, in ranking order, all developments qualifying in the Non-Profit Set-Aside, and will reserve Tax Credits beginning with the highest ranking Initial Application in the initial Non-Profit Set-Aside and will proceed down the ranking until the point is reached where the last complete reservation can be made. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-5-c-(ii).** (The limitations specified in Part IV will apply.) If there are not enough Tax Credits remaining in the initial Non-Profit Set-Aside to reserve the full amount requested for the next Non-Profit Initial Application in line, the difference between the balance remaining in the initial Non-Profit Set-Aside and the amount needed to make a full reservation will be drawn from the Rural and Urban Set-Asides in amounts proportional to the Urban and Rural Set-Aside amounts.
- b. After the initial Non-Profit Set-Aside is completely reserved, other qualified Non-Profit applicants who did not receive a reservation will be included and considered, along with other applicants, the Public Housing Authority Set-Aside, the Small Developments Set-Aside, the Urban Set-Aside, or the Rural Set-Aside, whichever is applicable.
- c. **Tax Credits remaining in the initial Non-Profit Set-Aside after all of these steps will not be reserved for other Initial Applications.**

2. Public Housing Authority Set-Aside:

- a. For Initial Applications in the Public Housing Set-Aside, THDA will list, in ranking order, qualified Initial Applications and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached when the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-5-c-(ii).** (The limitations specified in Part IV-B and -D will apply.) Reservations made to Initial Applications pursuant to this subsection will be deducted from the Rural and Urban Set-Asides, as appropriate, based on the county in which the development is located.
- b. After the Public Housing Set-Aside is completely reserved, other qualified applicants for developments qualifying in Public Housing Set-Aside which have not received a reservation will be included and considered, along with other applicants, for either the Urban Set-Aside or the Rural Set-Aside, as applicable.
- c. The limitations by specified in Part IV-B and -D will apply. Reservations made to Initial Applications pursuant to this subsection will be deducted from the Rural and Urban Set-Asides, as appropriate, based on the county in which the development is located.

3. Small Developments Set-Aside:

- a. If there are Initial Applications remaining for the Small Developments Set-Aside, THDA will list, in ranking order, qualified Initial Applications and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached when the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-5-c-(ii).** (The limitations specified in Part IV will apply.) Reservations made to Initial Applications pursuant to this subsection will be deducted from the Rural and Urban Set-Asides, as appropriate, based on the county in which the development is located.
- b. After the Small Developments Set-Aside is completely reserved, other qualified applicants for developments qualifying as Small Developments which have not received a reservation will be included and considered, along with other applicants, for either the Urban Set-Aside or the Rural Set-Aside, as applicable.

4. Rural and Urban Set-Asides:

THDA will then list remaining qualified Initial Applications, in ranking order, in the Rural and Urban Set-Asides and will make reservations to qualified Initial Applications beginning with the highest ranking Initial Application in each Set-Aside and will proceed down the rankings in each Set-Aside category until the point is reached where the last complete reservation in each Set-Aside category has been made. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-5-c-(ii).** (The limitations specified in Part IV will apply.)

5. Combining Remaining Tax Credits and Remaining Applications:

- a. Any Tax Credits remaining in the Rural Set-Aside and the Urban Set-Aside after steps 1 through 4 above are complete will be combined with any other Tax Credits that are unallocated for any reason (from Part III-A above).
- b. All remaining qualified Initial Applications will then be listed, in ranking order, in two final lists: Non-Profit and Other. **Throughout the remainder of the reservations, THDA will ensure that at least ten percent (10%) of Tax Credits have been reserved to Non-Profit Initial Applications, even if a lower ranking Non-Profit Initial Application must be reserved Tax Credits before a higher-ranking Other Initial Applications.** THDA will reserve any remaining Tax Credits to the remaining Initial Applications beginning with the highest ranking Initial Application, subject to the priority for Non-Profit Initial Applications and the Set-Asides described in this QAP, and continuing down the lists until the last complete reservation is made. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-5-c-(ii).** (The limitations specified in Part IV will apply.)
- c. (i) If the steps above leave THDA with insufficient Tax Credits to make a complete reservation to the next highest ranking Initial Application, THDA will hold the Tax Credits remaining until enough Tax Credits have been recaptured or returned for a complete reservation to be made. THDA will then make a complete reservation to the next highest ranking Initial Application (The limitations specified in Part IV will apply.)
(ii) If the Tax Credits remaining are likely to exceed one percent (1%) of the total Tax Credits available for reservation, thereby eliminating THDA from applying for Tax Credits from the National Pool in a subsequent year, then any remaining Tax Credits shall be offered as a partial reservation to the next highest ranking applicant, pursuant to this section, until the Tax Credits are accepted. (The limitations in Part IV will apply.) Acceptance of a partial reservation according to

this provision would not classify a development as an “existing” application in subsequent years, but any limitation on Tax Credits per development in subsequent years would apply to any such partial reservation.

6. Tax Credits remaining in the Non-Profit Set-Aside after all qualified Non-Profit Initial Applications have received reservations of Tax Credits, can not be reserved to other Initial Applications.

7. Tie Breaker

In the event there is a tie between two or more Initial Applications at the cutoff for receipt of a Tax Credit reservation, the Initial Application requesting the least Tax Credits per square foot of heated, low-income, residential floor space will be given priority. If this first tie breaker still results in a tie, the Executive Director of THDA and the Chair of THDA, or his designee, will, in their sole discretion, determine which Initial Application will be given priority.

Part IX: Reservation of Tax Credits

A. Reservation Notice

THDA will notify, in writing, each successful applicant of an initial reservation of Tax Credits (the “Reservation Notice”). In determining the initial amount of Tax Credits to be reserved, THDA will use the costs, incomes and expenses submitted in the Initial Application, as determined by THDA to be reasonable. **The final amount of Tax Credits allocated to each successful applicant may be less than, but will not be more than, the amount requested in the Initial Application, the amount specified in the Reservation Notice or the amount reflected in a Carryover Allocation.** Allocations will be determined in connection with a Carryover Allocation and in connection with an evaluation at the time the development is placed in service, in accordance with Section 42(m)(2) and this QAP.

B. Submission of Additional Information and Documentation

The Reservation Notice will specify what additional information and documentation is required and will specify a date by which such information and documentation must be submitted to THDA. At a minimum, the applicant will be required to provide the following information and documentation, which information and documentation shall be in a form and with substance acceptable to THDA, by the date(s) specified in the Reservation Notice:

1. Firm commitment letters for construction financing, permanent financing, and competitive state or Federal loans or grants (i.e.: AD-622 for USDA/RD [formerly FmHA]), executed as specified in the letter and otherwise in a form and with substance acceptable to THDA;
2. Most recent utility allowance documents (from USDA/RD [formerly FmHA], HUD, local PHA, or utility company) demonstrating the basis for calculations of utility costs for the size and type of units proposed;
3. Written documentation from each service provider that all necessary utilities (i.e.: electricity, gas (if proposed development utilizes gas), sewer, and water) are available at the site;
4. Written documentation from the appropriate local governmental authority demonstrating that current zoning and other local land use regulations permit the development as proposed or that no such regulations currently apply to the proposed development (as new construction, acquisition and rehabilitation, or rehabilitation only);

5. Detailed information about the syndication transaction including, without limitation, a firm commitment letter from the purchaser of the tax credits executed as specified in the letter;
6. For Initial Applications receiving points under Part VII-A-4-a-(ii); Part VII-B-2-c, -d, or -e; and/or Part VII-B-5-a, -b, -c, or -d, certification from the design architect or construction contractor, as applicable;

C. Status Reports

All developments with a Reservation Notice shall provide status reports outlining progress toward completion by dates, in a form and with substance as specified by THDA in the Reservation Notice. Information requested will be development specific and may include such items as construction progress.

D. Recapture of Tax Credits During Reservation Period

1. THDA will cancel a Reservation Notice for failure to fully satisfy conditions imposed in connection with the Reservation Notice and for failure to provide satisfactory information or documentation required by the Reservation Notice by the deadlines specified in the Reservation Notice. This means that the Tax Credits referred to in the Reservation Notice are not available for the development specified in the Reservation Notice and will be made available to other qualified developments. Deadlines specified in the Reservation Notice are the dates upon which Tax Credits are deemed recaptured by THDA unless the conditions related to each deadline have been met on or before such deadline or unless an extension has been granted under Part XIV-C.
2. Tax credits made available through a Reservation Notice may be voluntarily returned. Any such return means Tax Credits are not available for the development referenced in the Reservation Notice.
3. Any Tax Credits recaptured either by cancellation of a Reservation Notice under Part IX-D-1 above or by voluntary return under Part IX-D-2 above will be reserved to the fullest extent practical to other qualified Initial Applications for Tax Credits as provided in this QAP.

Part X: Carryover Allocation

A. Qualifying for a Carryover Allocation

A development with a Reservation Notice but which will not be placed in service by December 31, 2004, may be eligible for a Carryover Allocation. In order to qualify for a Carryover Allocation, the ownership entity identified in the Initial Application must have ownership of the property on or before November 17, 2004, and must have spent a minimum of ten percent (10%) of the reasonably expected basis in the development on or before May 2, 2005.

B. Carryover Allocation Requirements

1. To file for a Carryover Allocation, the owner must, no later than November 17, 2004:
 - a. Complete a Carryover Allocation Application (**Form furnished by THDA**);
 - b. Submit a copy of the recorded warranty deed showing ownership by the ownership entity identified in the Initial Application **or a fully executed 99-year ground lease showing the Ownership Entity as identified in the Initial Application as the lessee**;

- c. Provide an updated market study or written documentation from the party that performed the market study included with the initial application stating that market study included with the Initial Application remains current.
 - d. Submit any other development specific materials THDA may require; and
 - e. Make an irrevocable gross rent floor election (**Form furnished by THDA**).
2. The owner must execute a Carryover Allocation document (**Form furnished by THDA**) no later than December 31, 2004.
 3. To meet the Carryover Allocation requirements, the owner must submit the Cost Certification (**Form furnished by THDA**) for the ten percent (10%) test no later than May 2, 2005.

C. Tax Credits Available

The amount of Tax Credits to be allocated by a Carryover Allocation will be determined by THDA in connection with an evaluation at the time a Carryover Allocation is requested and in accordance with Section 42(m)(2). **This amount may be less than, but will not be more than, the Tax Credit amount in the Reservation Notice.**

D. Status Reports

All developments with a Carryover Allocation shall provide status reports outlining progress toward completion by dates, in a form and with substance as specified by THDA in the Carryover Allocation. Information requested will be development specific and may include such items as construction progress.

E. Recapture of Tax Credits During Carryover Period

1. THDA will cancel a Carryover Allocation for failure to fully satisfy conditions imposed in connection with the Carryover Allocation. This means that the Tax Credits referred to in the Carryover Allocation are not available for the development specified in the Carryover Allocation and will be made available to other qualified developments. Deadlines specified in the Carryover Allocation are the dates upon which Tax Credits are deemed recaptured by THDA unless the conditions related to each deadline have been met on or before such deadline. Such Tax Credits are recaptured by THDA, without further notice, effective as of the deadline established in the Carryover Allocation which was not met.
2. Tax Credits allocated by a Carryover Allocation may be voluntarily returned. Any such return means that Tax Credits are not available for the development referenced in the Carryover Allocation.
3. Any Tax Credits recaptured either by cancellation of a Carryover Allocation under Part X-E-1 above or by voluntary return under Part X-E-2 above will be made available as follows:
 - a. Any Tax Credits returned before October 1, 2004, will be reserved to other qualified Initial Applications for Tax Credits as provided in this QAP;
 - b. Any Tax Credits returned on or after October 1, 2004, will be reserved pursuant to a QAP for 2004, if available.

Part XI: Placed In Service

A. Placed In Service Requirements

1. After all units in a development are placed in service, THDA will make a final allocation of Tax Credits and will issue IRS Form(s) 8609 only after receipt of the following, in a form and with substance satisfactory to THDA, in its sole discretion:

- a. Final Application (**Form furnished by THDA**);
 - b. Applicant's Verification Form for each building in the development (**Form furnished by THDA**);
 - c. Final Cost Certification of actual costs, incomes and expenses, including actual syndication proceeds, from an independent CPA licensed in Tennessee (**Form furnished by THDA**);
 - d. Original Recorded Land Use Restrictive Covenants (**Form furnished by THDA**);
 - e. Copy of the recorded warranty deed indicating ownership;
 - f. Certifications as may be required under Part VII-A and Part VII-B of this QAP;
 - g. Certificate of Occupancy for each building;
 - h. Required Compliance Monitoring Fee; and
 - i. Verification from THDA Compliance Section of THDA Owner's Compliance Training attendance in accordance with Part XIII-K of this QAP; and
 - j. Other documentation as THDA may reasonably require.
2. THDA must receive a copy of the promissory note and recorded deed of trust for permanent financing of the development within fifteen (15) business days of the date of recording of the deed of trust. Failure to provide such documentation shall be deemed an event of noncompliance hereunder. THDA reserves the right to issue revised IRS Form(s) 8609 following receipt of the copy of the promissory note and recorded deed of trust if the terms of the promissory note and/or deed of trust vary from the terms specified in the Final Application.

B. Tax Credits Available

The amount of Tax Credits allocated when a development is placed in service will be determined by THDA based on an evaluation of the above required information and documentation and in accordance with Section 42(m). **This amount may be less than, but will not be more than, the amount reserved in the Reservation Notice or allocated in the Carryover Allocation. THDA reserves the right to make adjustments in the amount of Tax Credits finally allocated based on the information submitted and Section 42 requirements.**

Part XII: Developments to be Financed With Tax Exempt Bonds

A development financed with tax-exempt bonds may be eligible for an allocation of Tax Credits outside the competitive process described in this QAP. The development must meet the following conditions:

- A. If fifty percent (50%) or more of the aggregate basis of a development is financed with tax-exempt bonds, the development is eligible to apply for Tax Credits outside the competitive allocation process described in this QAP. If less than fifty percent (50%) of the aggregate basis of a development is financed with tax-exempt bonds, the competitive allocation process described in this QAP applies. Either counsel or a Certified Public Accountant licensed in Tennessee must certify to THDA that this financing requirement is met.
- B. Developments which are not subject to the competitive allocation process must, nevertheless, make application for Tax Credits to THDA in accordance with the terms of the THDA tax-exempt bond Commitment Letter based on bonds issued as a result of an allocation of 2004 volume cap by THDA. All such developments must meet all eligibility requirements of this QAP. THDA will, in its sole discretion, determine the appropriate amount of Tax Credits to be allocated, and will issue a Reservation**

Notice. In determining the initial amount of Tax Credits to be reserved, THDA will use the costs, incomes and expenses submitted in the Initial Application, as determined by THDA to be reasonable. The final amount of Tax Credits allocated may be less than the amount specified in the Reservation Notice. Allocations will be determined in connection with an evaluation at the time the development is placed in service, in accordance with Section 42(m)(2) and this QAP. Any such allocation of Tax Credits will not count against the limits on Tax Credits by county or by developer specified in Part IV. All requirements of Section 42 and this QAP apply to such developments.

- C. Initial Applications for developments pursuant to this Part XII will be subject to the eligibility requirements in Part VII-A and to the minimum scoring requirements in Part VII-B.
- D. Developments receiving Tax Credits pursuant to this Part XII will be subject to all fees and compliance requirements and procedures as described in this QAP.
- E. Initial Applications for developments pursuant to this Part XII may be submitted to THDA outside the initial application deadlines stated in this QAP.
- F. If a development or proposed development is the subject of a pending competitive Tax Credit Initial Application and becomes the subject of a Multifamily Tax Exempt Bond Authority Application, the issuance of a bond Commitment Letter by THDA shall constitute the withdrawal of the competitive Tax Credit Initial Application.

Part XIII: Compliance Monitoring

Compliance monitoring procedures apply to all buildings placed in service in Tennessee which have received Tax Credits allocated under Section 42. The current compliance monitoring procedures and requirements are as follows:

- A. Owners must certify annually (Owner's Annual Certification of Compliance) under penalty of perjury that:
 - 1. The development meets the minimum requirements of the appropriately selected test (i.e. 40/60 or 20/50) per Section 42(g)(1);
 - 2. There was no change in the applicable fraction (as defined in Section 42(c)(1)(B)) of any building in the development;
 - 3. The owner has received an annual income certification from each low-income resident and has documentation to certify that tenant income has not increased above 140% of the income limitation required under Section 42(g)(2)(D)(ii);
 - 4. Each low-income unit is rent restricted under Section 42(g)(2);
 - 5. All units in the project were for use by the general public, including the requirement that no finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619, occurred for the project.
 - 6. Each building in the development is suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards) and the state or local government unit responsible for making local, health, safety, or building code inspections did not issue a violation report for any building or low-income unit in the project;
 - 7. There has been no change in the eligible basis (as defined in Section 42(d)) of any building in the development;
 - 8. All resident facilities included in the eligible basis under Section 42(d) of any building in the development, such as a swimming pool, other recreational facilities, and parking areas, are provided on a comparable basis without charge to all residents of the development;

9. If a low-income unit has been vacant during the year, reasonable efforts have been made to rent that unit to residents having a qualifying income and while the unit has been vacant no units of comparable or smaller size have been rented to residents not having a qualifying income;
 10. If the income of residents of a low-income unit in the development increased above the limit allowed in Section 42(g)(2)(D)(ii), the next available unit of a comparable or smaller size was rented to residents having a qualifying income;
 11. An extended low-income housing commitment, as described in Section 42(h)(6), was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant because the applicant holds a voucher under Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437f;
 12. All low-income units in the project were used on a non-transient basis (except for transitional housing for the homeless provided under Section 42 (i)(3)(B)(iii) or single-room occupant units rented on a month-by-month basis under Section 42(i)(3)(B)(iv)).
 13. If the owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5), that its non-profit entity materially participated in the on-going operation of the development within the meaning of Section 469(h);
 14. If the building is financed by USDA/RD (formerly FmHA) under the Section 515 program, the owner certifies that the building complies with the requirements for USDA/RD assistance.
- B. THDA will conduct yearly on-site inspections of no less than 33% of developments receiving Tax Credits. We will review at least 20% of the prior year's tenant files for adherence to Section 42 occupancy and rent restrictions. We will conduct physical inspections of 20% of the units at every development to evaluate the suitability of the development for occupancy, taking into account local, health, safety, and building codes (or other habitability standards).
 - C. As a part of the site inspection, a review will be conducted of the owner's marketing efforts to attract special needs populations and Section 8 applicants as outlined in the extended low-income housing commitment.
 - D. Developments which may be, but are not required to be, exempt from annual on-site file reviews and physical inspections are those developments financed by the USDA/RD Section 515 loan program.
 - E. THDA will charge fees to cover the administrative expenses of monitoring compliance and other expenses incurred in carrying out its duties as the Housing Credit Agency including but not limited to reasonable fees for legal and professional services.
 - F. Owners will be allowed a 90-day correction period to provide missing documentation or to correct noncompliance. This correction period begins the earlier of the date notification specifying the missing documentation or the noncompliance is mailed, or the date of the inspection at which the missing documentation or the noncompliance is noted. An extension of up to 90 days may be requested in writing and may be granted by THDA if it is determined that there are extreme circumstances beyond the control of the owner.
 - G. THDA will notify the Internal Revenue Service of an owner's noncompliance or failure to certify compliance no later than 45 days after the end of the time allowed for correction, whether or not the noncompliance or failure to certify compliance is corrected. THDA will notify the Internal Revenue Service by filing form 8823 Low-Income Housing Credit Agencies Report of Noncompliance.

- H. THDA has the right to inspect any low-income development during the compliance period including but not limited to on-site inspections and review of all records relating to compliance with Section 42 requirements. THDA may require copies of the tenant certifications and supporting documentation to be forwarded to THDA.
- I. Awareness of Section 42 provisions and compliance with requirements of Section 42 are the responsibility of the owner of the building for which the Tax Credits are allocated. THDA's monitoring of compliance with Section 42 does not make THDA or the State of Tennessee liable for an owner's noncompliance.
- J. THDA shall be entitled to amend the compliance monitoring provisions of this QAP and its Tax Credit Program as required by applicable federal statutes or regulations as amended, from time-to-time. Such amendment is expressly permitted by this QAP, and the making of such amendment will not require further public hearings. THDA, in accordance with Section 42, may impose additional requirements at its discretion in order to fulfill the objectives of its housing initiatives.
- K. Owners or their representatives are required to attend Owner's compliance training sessions provided by THDA within the 12 months prior to the submission of the Final Application for a development. THDA may, under extraordinary circumstances, extend the deadline, but will not issue the final allocating document (IRS form 8609) until such training has been completed.
- L. Owners or their management staff shall attend Manager's compliance training sessions provided by THDA after the final allocation and during the compliance period if it is determined that noncompliance exists which could be corrected by a better understanding of the requirements.
- M. Owners shall maintain tenant records within Tennessee.

Part XIV: Amendments/Modifications/Deadlines

A. QAP Amendments

THDA may amend any part of this QAP following public notice and approval by the THDA Board of Directors.

B. Modifications

1. Eligibility for Tax Credits and reservations of Tax Credits are based solely on the information contained in the Initial Application, including without limitation, elections made or points claimed in the Initial Application. Consequently, no modifications or changes shall be approved that alter or change, in any way, eligibility established in, elections made in, or points claimed in the Initial Application.
2. Modifications to an Initial Application will not be considered or approved after the Initial Application Deadline but before the issuance and acceptance of a Reservation Notice, except for changes or modifications identified by THDA during the Initial Application Cure Period and Review Process, which changes or modifications may be made only in accordance with the requirements of Part VIII-B.
3. Subject to Part XIV.B.1. above, THDA will consider other changes or amendments, including, without limitation, site changes, ownership changes, developer changes or other changes, only after a Reservation Notice has been issued by THDA and executed by the proper party as identified in the Initial Application and only after the Initial

Application Cure Period and Review Process is complete. In addition, THDA will not consider proposed changes or modifications unless all requirements contained in the Reservation Notice, including the payment of the Reservation Fee, are met to THDA's sole satisfaction and an Amendment Fee as specified in Part XV is received by THDA.

4. Once a Carryover Allocation Agreement is issued by THDA, no further changes or modifications, including, without limitation, site changes, ownership changes, developer changes or other changes are permitted until after all units in the development as proposed in the Initial Application are placed in service.
5. Modifications permitted under this Part XIV.B may be made only with the express written approval of THDA, which approval may be granted or withheld at THDA's sole discretion.

C. Deadlines/Extension of Deadlines

1. No extensions or changes to timetables stated in this QAP, in any Reservation Notice, in any Carryover Allocation, in any Placed in Service documentation, or in any other documentation distributed or sent by THDA may be made without the express written approval of THDA, which approval may be granted or withheld at THDA's sole discretion.
2. Due to the competitive nature of the Tax Credit reservation and allocation process, time is of the essence of this QAP.
3. Deadlines established in Section 42 cannot be waived or extended.
4. **Tax Credits will be recaptured if there is a failure to meet requirements by established deadlines.**
5. No person or entity shall be entitled to rely on any waiver or extension previously granted for the purpose of obtaining subsequent waivers or extensions.
6. Process for Requesting Extension of a Deadline

An extension of deadlines established in the Reservation Notice, the Carryover Allocation Agreement, or in any other THDA documentation may be requested, **in writing**, in a form and with substance satisfactory to THDA in its sole discretion. Any such deadline extension request shall be submitted to the Executive Director of THDA on or before the deadline for which an extension is requested, together with a fee in an amount as specified in Part XV.G.. Deadline extension requests will not be considered if they are not received by THDA on or before on or before the deadline for which an extension is requested or if the appropriate fee is not included with such a request. In the sole discretion of the Executive Director, such requests may be granted if the applicant documents good cause for the request and demonstrates that new deadlines can be met. Deadlines established in Section 42 cannot be waived or extended.

Part XV: PROGRAM FEES

NOTE: NO FEES ARE REFUNDABLE

A. Application Fee

<u>Number Of Units</u>	<u>Application Fee</u>
1-4	\$300
5-50	\$1,200
51-100	\$1,700
101 +	\$30 per unit

The Application Fee must be submitted with the Initial Application, and is **not refundable**, except as provided in Part VII-A-5-c.

B. Reservation Fee

1. A Reservation Fee equal to 5.0% of the total annual Tax Credit amount approved by THDA is due by the date specified in the Reservation Notice.
2. **The Reservation Fee is not refundable.**

C. Modification Fee

1. A modification fee in an amount equal to the greater of \$500 or one half of one percent (0.5%) of the total amount of Tax Credits specified in the Reservation Notice must be received by THDA prior to any evaluation of proposed modifications or changes as specified in Part XIV.B.
2. Payment of this fee does not guarantee approval of proposed changes or modifications..
3. Only proposed changes or modifications that meet the requirements of Part XIV.B., as determined by THDA in its sole discretion, may be approved.
4. Subsidy Layering Review required or requested after submission of the Initial Application will be deemed a modification under this Part XV.C and under XIV.B.

D. Fee to Amend IRS Form(s) 8609

An amendment fee in an amount equal to \$50 per IRS Form(s) 8609 to be amended, with a minimum fee of \$250, must be received by THDA prior to the release of the Owner's copies of amended IRS Form(s) 8609, if amended IRS Form(s) 8609 are requested by the Owner and THDA, in its sole discretion, determines that the previously generated IRS Form(s) 8609 for the development were generated in accordance with information provided to THDA by the Owner.

E. Monitoring Fee

1. When the development is placed in service, a compliance Monitoring Fee is due to THDA, payable in the form of a certified check (this fee also applies to USDA/RD [formerly FmHA] developments). The Monitoring Fee must be delivered to THDA prior to the release of IRS form 8609 for the development. The Monitoring Fees for developments receiving Tax Credits according to this Plan are as follows: \$400 per unit
2. Owners seeking to correct non-compliance will be charged additional fees to cover additional costs which may be incurred by staff to correct the non-compliance issue.
 - a. Reinspection of a file: \$200
 - b. Reinspection of a property:
 - (i) Standard mileage rate in effect by the State of Tennessee at the time of the reinspection from Nashville to the property and back to Nashville;

- (ii) applicable state allowed per-diem for one staff person;
- (iii) Lodging expenses as allowed under State of Tennessee travel regulations; and
- (iv) Any other expenses incurred by THDA relating to the property reinspection.

c. Fees will be due to THDA prior to issuance of reinspection findings.

3. At any time following the fifth year of monitoring for each development, THDA will evaluate the need for an additional Monitoring Fee. THDA may, at its sole discretion, charge a single additional Monitoring Fee not greater than the initial Monitoring Fee stated above. THDA will charge this additional Monitoring Fee only if the costs of monitoring for Tax Credit compliance, in the aggregate, appear likely to exceed the aggregate amount of initial Monitoring Fees collected. A decision by THDA to charge any such additional fee shall not constitute an amendment to this Plan.

F. Late Fee for Failing to Submit Timely Compliance Certification Forms

Owners failing to submit the required Owner's Annual Certification of Compliance forms and supporting documentation by the date required by THDA will be charged a late fee of \$100 per month, for each month, or portion of a month, until the Certification and supporting documentation is received and considered satisfactory by THDA, or until an IRS Form 8823 is filed with the Internal Revenue Service. This fee will be due upon submission of the forms required. Receipt of Certification without the applicable late fee will be considered incomplete.

G. Deadline Extension Fee

Deadlines established in this QAP, in a Reservation Notice, in a Carryover Allocation Agreement, or in other documentation from THDA may be extended only as specified in Part XIV.D. and only with the prior written approval of THDA, which approval may be withheld in THDA's sole discretion. A deadline extension request must be submitted in accordance with Part XIV.C.6. and must be accompanied by a fee in the amount of \$500.00 for each such request. This deadline extension fee applies to the deadlines established for the following items:

- Acceptance of Reservation Notice deadline
- Carryover Application deadline
- Carryover 10% test certification
- Placed in Service Application deadline
- Other deadlines established in THDA documentation

PART XVI: MISCELLANEOUS PROVISIONS

A. Cost Certifications, Market Studies, Physical Needs Assessments and Appraisals

Cost certifications, market studies, physical needs assessments and appraisals must be completed by independent and unrelated third parties with **no** interest in any application or development except for an agreement to be paid reasonable fees for preparing the cost certification, market study, physical needs assessment or appraisal. Persons or companies who serve or who have served as consultants or advisors to any parties identified in the Initial Application or related parties will not be considered to be independent. THDA will not

accept cost certifications, market studies, physical needs assessments and appraisals prepared by parties THDA has determined, in its sole discretion, are not independent.

B. Document Review

1. THDA will review and evaluate only those materials submitted in compliance with the requirements of this QAP. THDA will not evaluate any materials submitted outside the deadlines established for submission of such materials and will assume no obligation to request additional information from applicants for any purpose. THDA may require additional information and /or documentation if THDA, in its sole discretion, determines that additional information and /or documentation is necessary for clarification and /or explanation. Review by THDA of documents submitted with Initial Applications or other documents submitted in connection with Tax Credits reserved or allocated under this QAP is for THDA's own purposes and is not for the purpose of advising, certifying, representing or warranting to others as to the feasibility or viability of any proposed development.
2. THDA makes no representations or warranties to applicants, developers, owners or anyone else as to compliance with Section 42, Treasury regulations, or any other laws or regulations applying to Tax Credits or Tax Credit developments or as to the feasibility or viability of any proposed Tax Credit development.

C. No THDA Liability

No member, officer, agent, or employee of THDA shall have any personal liability with respect to any matters arising out of, or in relation to, Tax Credits reserved or allocated under this QAP or the monitoring of properties which have received Tax Credits.

D. Enforcement

In the event THDA seeks enforcement of the representation and warranties made by virtue of the submission of an Initial Application for Tax Credits or any other matter connected with any reservation, allocation or monitoring of Tax Credits, THDA shall be entitled to recover all damages, costs, expenses and fees, including without limitation, court costs, attorneys fees and staff time, from the applicant or any other party connected with Tax Credits reserved or allocated under this QAP.

E. False Statements

1. Tennessee Code Annotated, Section 13-23-133, makes it a Class E felony for any person to knowingly make, utter, or publish a false statement of substance or aid or abet another person in making, uttering, or publishing a false statement of substance for the purpose of influencing THDA to allow participation in the Tax Credit Program. Any and all statements contained in any materials, including without limitation, an Initial Application and any other applications, documents, letters, opinions, or certifications, submitted to THDA in connection with Tax Credits reserved or allocated under this QAP or otherwise made by an applicant or other person connected in any way with Tax Credits reserved or allocated under this QAP are statements of substance made for the purpose of influencing THDA to allow participation in the Tax Credit Program.
2. By submitting any materials, including without limitation, an Initial Application and any other applications, documents, letters, opinions, or certifications, to THDA in an effort to obtain Tax Credits, the applicant and all parties connected with the development proposed in the Initial Application acknowledge and agree (1) they are entering into a contract with THDA; and (2) they intend for THDA to rely on and seek enforcement of

these representations with respect to any reservation or allocation of Tax Credits by any and all means available, including specific performance of all such representations and warranties; and (3) they are knowingly making, uttering or publishing or aiding and abetting others in make, uttering or publishing statements of substance for the purpose of influencing THDA to allow participation in the Tax Credit program.

Part XVII: Adoption and Approval by the Governor

I, Phil Bredesen, the Governor of the State of Tennessee, do hereby signify my adoption and approval of this Qualified QAP for the distribution of Tax Credits in this State, in conformance with Section 42 of the Internal Revenue Code of 1986, as amended.

Phil Bredesen, Governor

Date