

MEMORANDUM

Virginia
Housing
Development
Authority

Date: January 3, 2011

From: Dale Wittie
Subject: 2011 Application For Reservation of Low Income Housing Tax Credits

If you intend to submit an application for reservation of Low Income Housing Tax Credits, and the proposed development will include multiple construction types, i.e. new construction, rehabilitation and/or adaptive reuse, then you must use a *customized application* rather than the standard application. The customized application incorporates certain modifications designed to account for scoring differences between each construction type. These differences are in the Efficient Use of Resources, Unit Size and Amenities point categories.

Complete application pages 1-28 and the Self Score Sheet as you normally would. The customized application includes seven (7) additional sheets that are not part of the standard application, four (4) of which require you to enter certain data:

- The Information Sheet (Info Sheet) requires you to enter data specific to each construction type. The data entry cells are the ones shaded yellow. For each type it will be necessary for you to identify:
 - Average unit size by unit type
 - Total number of units by bedroom type
 - Distribution of costs by construction type
 - Distribution of credits requested by construction type
 - *Costs and credits may be assigned to each construction category in any manner, as long as it is reasonable.*
- The three (3) individual score sheets for new construction, adaptive reuse and rehab also require data entry. The data entry cells here are shaded in green. In this instance it will be necessary for you to identify the amenities applicable to the units in each construction type, as shown on the Architect's Certificate.

The remaining three (3) sheets pertaining to Efficient Use of Resources fill in automatically based on the other information you've entered. The related point categories on the Self Score Sheet are linked to these sheets and will reflect the appropriate points.

NOTE: *It will also be necessary to submit an Architect's Certification for each construction type, identifying the unit sizes, number of units, amenities etc. applicable to each construction type.*

All other requirements for application submission are consistent with the standard application.

If you have any questions regarding this process please call Dale Wittie at (804) 343-5876.