



February 17, 2012

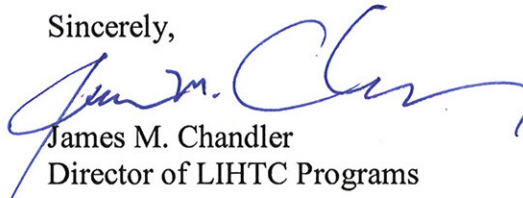
Dear Potential Applicant and Interested Parties:

RE: RESERVATION APPLICATION UPDATE NUMBER 4  
2012 LOW INCOME HOUSING TAX CREDITS

- There was a discussion at the How-to-Apply workshops concerning Energy Star range hoods for acquisition/rehabilitation developments. If the existing range hood is not vented to the outside then range hoods will not be required to meet the Energy Star requirements in order to qualify for points for kitchen/laundry Energy Star appliances.
- We continue to have issues with the movement of check boxes in the Excel spreadsheet application. If you are experiencing this issue then follow the instructions listed below. If you have any questions concerning this issue please contact Dale Wittie at [dale.wittie@vhda.com](mailto:dale.wittie@vhda.com).
- In Update Number 2 it was indicated that developments with 100% project based subsidies would not be eligible for the 10-point category with a leasing preference for persons on a Section 8 or Public Housing waiting list. This issue only pertains to developments with project based HUD Section 8 or project based HUD vouchers. It does not pertain to Rural Development project based Rental Assistance unless the Rural Development project based rental assistance is HUD Section 8 or vouchers.
- The 221(d)3 cost limits + 15% have been updated and these updated amounts are shown in the application manual.
- There have been are number of questions and inquires associated with the Experienced LIHTC Developers List. Please remember that this list is for managing member or controlling partner principals, nonprofits, housing authorities or corporations with 6 or more completed tax credit developments and 8609s issued. If you have not submitted information as requested in update Number 3, then do so immediately. Otherwise, be prepared to submit developer experience documentation with your application submission.

I hope that the above information is helpful. If you have any additional questions, please call me at (804) 343-5786 or email me at [jim.chandler@vhda.com](mailto:jim.chandler@vhda.com).

Sincerely,



James M. Chandler  
Director of LIHTC Programs

## **Instructions For Those Experiencing The Checkbox Issue**

1. Fill in the active Excel workbook to the extent that you can.
2. When ready print a hard copy of the application and manually place a check beside any item you are intending to select.
3. Scan the entire paper application, including manual checkboxes, into the pdf file you will be submitting with the application package.
4. Be sure to include in your submission package the active Excel workbook as well. Even though it will not reflect all of you selections, we intend to use it to automatically transfer application data to our internal spreadsheets. We will then use the pdf version to manually update our spreadsheets for those fields affected by any manual selections.
5. Please note that we will be relying on the selections made in the pdf version of the application as your intended selections.