THOMAS

User Manual
MEMORANDUM:

TO: Multifamily External Partners

FROM: Felita Hamilton and Mark Cantu

DATE: January 24, 2019

SUBJECT: THOMAS Manual

This manual has been developed to assist Multifamily Programs External partners in the allocation process for both the Low Income Housing Tax Credits and Multifamily Tax Exempt Bond Authority programs. The manual is being developed to encompass the entire all allocation cycles of both program activities.

The manual will updated with new information **frequently** so applicants should look for messages in the THOMAS dashboard after registration has been completed.

For any questions or concerns regarding this manual and/or application submissions contact thomas@thda.org
## Latest Updates

<table>
<thead>
<tr>
<th>March 25, 2019</th>
<th>Section 4-Evaluation Notice, Letter Issuance, and Return of Documents. Bond Contact-pg 108</th>
</tr>
</thead>
</table>
Useful Links:

The link for THOMAS: http://resources.thda.org/

The link for THDA Attachments for both programs: https://thda.org/business-partners/thomas

The link for Multifamily Programs information: https://thda.org/business-partners/multi-family-developers

The link for LIHC: https://thda.org/business-partners/LIHC

The link for MTBA: https://thda.org/business-partners/multi-family-tax-exempt-bonds

The link for THDA Utility Allowances: https://thda.org/business-partners/utility-allowances

The link for Compliance: https://thda.org/business-partners/housing-credit-compliance

In order to be added to the Email listing to stay abreast of:

Multifamily Programs Allocation activities please email TNAllocation@thda.org

Multifamily Programs Compliance activities please email TNCompliance@thda.org
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td>Registration and Creating An Application</td>
<td>7-18</td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>7-8</td>
</tr>
<tr>
<td></td>
<td>Creating An Application</td>
<td>9-10</td>
</tr>
<tr>
<td></td>
<td>Requesting Access</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Levels of Access</td>
<td>12-13</td>
</tr>
<tr>
<td></td>
<td>Approving Access</td>
<td>13-14</td>
</tr>
<tr>
<td></td>
<td>Acronyms</td>
<td>15-16</td>
</tr>
<tr>
<td></td>
<td>Software Overview</td>
<td>17-18</td>
</tr>
<tr>
<td><strong>Section 2</strong></td>
<td>THOMAS Application</td>
<td>19-91</td>
</tr>
<tr>
<td></td>
<td>General Information</td>
<td>20-22</td>
</tr>
<tr>
<td></td>
<td>Site Information</td>
<td>23-26</td>
</tr>
<tr>
<td></td>
<td>Contacts</td>
<td>27-30</td>
</tr>
<tr>
<td></td>
<td>Organizational Breakdown</td>
<td>31-35</td>
</tr>
<tr>
<td></td>
<td>Identities of Interest</td>
<td>36-38</td>
</tr>
<tr>
<td></td>
<td>Compliance Verification</td>
<td>39-40</td>
</tr>
<tr>
<td></td>
<td>Set Asides and Pools</td>
<td>41-43</td>
</tr>
<tr>
<td></td>
<td>Utility Allowances</td>
<td>44-46</td>
</tr>
<tr>
<td></td>
<td>Tax Credit Addendum</td>
<td>48-49</td>
</tr>
<tr>
<td></td>
<td>Buildings and Units</td>
<td>51-56</td>
</tr>
<tr>
<td></td>
<td>Development Schedule</td>
<td>57-59</td>
</tr>
<tr>
<td></td>
<td>Proposed Funding Sources</td>
<td>60-63</td>
</tr>
<tr>
<td></td>
<td>Other Income</td>
<td>64-65</td>
</tr>
<tr>
<td></td>
<td>Annual Operating Expense Budget</td>
<td>66-69</td>
</tr>
<tr>
<td></td>
<td>Total Development Cost</td>
<td>70-71</td>
</tr>
<tr>
<td></td>
<td>Subsidies or Regulatory</td>
<td>72-74</td>
</tr>
<tr>
<td></td>
<td>Documents for Competitive LIHC</td>
<td>75-80</td>
</tr>
<tr>
<td></td>
<td>Property Control</td>
<td>81-82</td>
</tr>
<tr>
<td></td>
<td>Shapefile Submissions</td>
<td>83-85</td>
</tr>
<tr>
<td></td>
<td>Scoring Sheet</td>
<td>85-89</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
<td>90-91</td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td>Submission Process</td>
<td>92-100</td>
</tr>
<tr>
<td></td>
<td>Validate &amp; Submit</td>
<td>93-95</td>
</tr>
<tr>
<td></td>
<td>Summary Report</td>
<td>96-97</td>
</tr>
<tr>
<td></td>
<td>Submission Receipt</td>
<td>98</td>
</tr>
<tr>
<td></td>
<td>Payment Instruction</td>
<td>99-100</td>
</tr>
<tr>
<td><strong>Section 4</strong></td>
<td>MTBA</td>
<td>101-123</td>
</tr>
<tr>
<td></td>
<td>Firm Commitment</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Conditional Commitment</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>MTBA Information Screen</td>
<td>105-107</td>
</tr>
<tr>
<td></td>
<td>Contacts</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>MTBA Scoring</td>
<td>109-110</td>
</tr>
<tr>
<td>Section Number</td>
<td>Title</td>
<td>Page Number</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Documents</td>
<td>111</td>
</tr>
<tr>
<td></td>
<td>Firm Commitment Submission</td>
<td>112-114</td>
</tr>
<tr>
<td></td>
<td>Property Control</td>
<td>115-116</td>
</tr>
<tr>
<td></td>
<td>Shapefile Submission</td>
<td>117-118</td>
</tr>
<tr>
<td></td>
<td>Conditional Commitment Submission</td>
<td>119</td>
</tr>
<tr>
<td></td>
<td>Other Document Information</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>MTBA Review Process-Evaluation Notices</td>
<td>121</td>
</tr>
<tr>
<td></td>
<td>Issuance of Letters</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>Return of Letters</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td>Closing Process</td>
<td>124</td>
</tr>
<tr>
<td></td>
<td>Extension Process</td>
<td>125</td>
</tr>
<tr>
<td></td>
<td><strong>Section 5</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Competitive Cycle</strong></td>
<td><strong>126-140</strong></td>
</tr>
<tr>
<td></td>
<td>Cure Process</td>
<td>127-129</td>
</tr>
<tr>
<td></td>
<td>Review Process</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>Request for Review</td>
<td>131-132</td>
</tr>
<tr>
<td></td>
<td>Final Notice Process</td>
<td>133</td>
</tr>
<tr>
<td></td>
<td>Preliminary Ranking Process</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>Reservation Letters</td>
<td>135</td>
</tr>
<tr>
<td></td>
<td>Carryover Application</td>
<td>136-137</td>
</tr>
<tr>
<td></td>
<td>Carryover Allocation Agreement Cycle</td>
<td>138</td>
</tr>
<tr>
<td></td>
<td>Equity Syndication Closing</td>
<td>139</td>
</tr>
<tr>
<td></td>
<td>Carryover Cost Certification</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td><strong>Section 6</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Final Application</strong></td>
<td><strong>141-143</strong></td>
</tr>
<tr>
<td></td>
<td>Final Application</td>
<td>142</td>
</tr>
<tr>
<td></td>
<td>Permanent Financing Conversion</td>
<td>143</td>
</tr>
</tbody>
</table>
SECTION ONE
THOMAS Registration

The following is the link for THOMAS registration:

http://resources.thda.org/

1. Click THOMAS (Tennessee Housing Online Management Application System)

2. Register as a new user by clicking the register as a new user button in the lower right hand of the screen.
3. Complete registration information.

4. Once registration is complete it will need to be confirmed by accessing the link sent by email. Be sure to check your junk/spam folders as some registration confirmations will be sent there.
Creating an Application

Once the Applicant has successfully completed Registration and now has a valid User Name and Password, the applicant can begin the application process.

1. Click “+ Add New Application” in the lower left hand side of the page.

2. Add the Project Name, Round, answer the last question and click “Create Application”. An Application can only be created by an owner of an employee of the ownership entity, preferably a person that appears in the Ownership Organizational structure. All other users will receive a “you are not eligible to add this application” error.

3. Once the Application has been created it will show as pending in the Application Number column as pictured above. All Applications must be approved by THDA before work can begin on an application, this will be done in a timely manner.
4. Once your application is approved you will be able to begin working the applications starting with the general information.
Requesting Access to a THDA Development

Any users needing access to an application that has already been approved will need to register for an account by following the steps in the “Registration” section above. Once the account has been created users will need to click on the “+Request Access to a THDA Project” button in the lower right hand corner of their THOMAS homepage.

Note: The application must be approved by THDA in order for additional users (other than the “Owner”) to request access. To determine if the application has been approved, check the “Application Number” column. If an application number has been assigned in the XX-XXX format the application has been approved.

THDA will only approve the first level or Owner’s access. The Owner will be responsible for approving all other access levels

1. Enter the application number, in the XX-XXX format, select your role, and request access.

2. Once the request has been submitted the Owners will receive notification and will be responsible to approving or denying the request.
Levels of Access (Roles)

a. Owner/Admin access
   a. This individual should be an employee of the ownership entity preferably or a person that appears in the Ownership Organizational structure.
   b. This individual will be responsible for approving the other two levels within the organization and outside of the organization.
   c. This individual will have full editing rights and can make changes in the application.
   d. THDA must approve this level of access.
   e. THDA must facilitate the change of the individual in this role.
   f. Example of the Individual in this role: Application Contact with a linkage to the Ownership Entity not a consultant hired by the Ownership Entity.

b. Consultant/Editing access
   a. This individual may be an employee of the ownership entity preferably or a third party individual employed by the ownership or developer entity that has a need to make edits in the application.
   b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
   c. This individual will have full editing rights and can make changes in the application.
   d. This individual can be removed and/or changed to read access by the Owner/Admin access individual.
   e. Examples of individuals in this role: Third Party Consultants, Management Agents, Other employees in the Organization, Accountants, etc.

c. Read-Only access
   a. This individual may be an employee of the ownership entity, developer entity or a third party individual employed by the ownership or developer entity and will not have any need to make edits but only view data in the application.
   b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
   c. This individual will only have read only rights and cannot make changes in the application.
   d. This individual can be removed and/or changed to consultant access by the Owner access individual.
   e. Examples of individuals in this role: Board Members, Syndicators, Market Study Analysts, Other employees in the Organization, etc.
Approving Access (For Users with Owner Access)

1. If a request for access to an Owner’s application has been made, the “Access Requests” column will be marked “Yes”. Click on “Yes”.

2. From this screen, the Owner can approve, deny, or change a user’s access level.

Managing User’s Roles

1. A list of all users for the current development can be found from the Owners homepage. Click on the application number.

2. From the General Information screen click on the “Roles” button in the upper left hand corner.
3. To change a user’s role click “Change Role”. Select the new role and updates. To remove a user’s access click “Remove”. 
### Multifamily Programs Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>AFHMP</td>
<td>Affirmative Fair Housing Marketing Plan</td>
</tr>
<tr>
<td>AFFM</td>
<td>Affirmatively Furthering Fair Housing</td>
</tr>
<tr>
<td>AGMI</td>
<td>Area Gross Median Income</td>
</tr>
<tr>
<td>ARRA</td>
<td>American Recovery and Reinvestment Act of 2009</td>
</tr>
<tr>
<td>AUR</td>
<td>Available Unit Rule</td>
</tr>
<tr>
<td>BIN</td>
<td>Building Identification Number</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CNA</td>
<td>Capital Needs Assessment (aka PNA)</td>
</tr>
<tr>
<td>CNI</td>
<td>Choice Neighborhoods Initiative</td>
</tr>
<tr>
<td>CO</td>
<td>Certificate of Occupancy</td>
</tr>
<tr>
<td>CRC</td>
<td>Continuing Residency Certification</td>
</tr>
<tr>
<td>CRP</td>
<td>Community Revitalization Plan</td>
</tr>
<tr>
<td>DDA</td>
<td>Difficult Development Area</td>
</tr>
<tr>
<td>DOB</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>EER</td>
<td>Energy Efficiency Ratio</td>
</tr>
<tr>
<td>EGC</td>
<td>Enterprise Green Community</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Exigent Health and Safety</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>EUA</td>
<td>Extended Use Agreement</td>
</tr>
<tr>
<td>FHA</td>
<td>Fair Housing Act</td>
</tr>
<tr>
<td>FMR</td>
<td>Fair Market Rent</td>
</tr>
<tr>
<td>GP</td>
<td>General Partner</td>
</tr>
<tr>
<td>HCMS</td>
<td>Housing Credit Management System (being replaced with THOMAS)</td>
</tr>
<tr>
<td>HERA</td>
<td>Housing and Economic Recovery Act of 2008</td>
</tr>
<tr>
<td>HIC</td>
<td>Household Income Certification</td>
</tr>
<tr>
<td>HMFA</td>
<td>HUD Metro FMR Areas</td>
</tr>
<tr>
<td>HUD</td>
<td>Housing and Urban Development</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation and Air Condition</td>
</tr>
<tr>
<td>IBC</td>
<td>International Building Codes</td>
</tr>
<tr>
<td>IEEC</td>
<td>International Energy Efficient Code</td>
</tr>
<tr>
<td>IRC</td>
<td>Internal Revenue Code</td>
</tr>
<tr>
<td>IRS</td>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>LED</td>
<td>Light Emitting Diode</td>
</tr>
<tr>
<td>LIHC</td>
<td>Low-Income Housing Tax Credit</td>
</tr>
<tr>
<td>LURA</td>
<td>Land Use Restrictive Agreement (same document as LURC) (official name)</td>
</tr>
<tr>
<td>LURC</td>
<td>Land Use Restrictive Covenant (same document as LURA)</td>
</tr>
<tr>
<td>MTEBA</td>
<td>Multifamily Tax-Exempt Bond Authority (aka TEB, TEMBA, MTBA,)</td>
</tr>
<tr>
<td>MTSP</td>
<td>Multifamily Tax Subsidy Program</td>
</tr>
<tr>
<td>MP</td>
<td>Multifamily Programs</td>
</tr>
<tr>
<td>NFM</td>
<td>No Further Monitoring</td>
</tr>
<tr>
<td>NNMGI</td>
<td>National Nonmetropolitan Median Gross Income</td>
</tr>
<tr>
<td>OAC</td>
<td>Owner’s Annual Certification</td>
</tr>
<tr>
<td>PD</td>
<td>Program Description (Guiding document for MTBA Program)</td>
</tr>
<tr>
<td>PHA</td>
<td>Public Housing Authority</td>
</tr>
<tr>
<td>PILOT</td>
<td>Payment In Lieu of Taxes</td>
</tr>
<tr>
<td>PIS</td>
<td>Placed in Service</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>PNA</td>
<td>Physical Needs Assessment (aka CNA)</td>
</tr>
<tr>
<td>PTAC</td>
<td>Packaged Terminal Air Conditioner</td>
</tr>
<tr>
<td>QAP</td>
<td>Qualified Allocation Plan</td>
</tr>
<tr>
<td>QCP</td>
<td>Qualified Contract Process</td>
</tr>
<tr>
<td>QCT</td>
<td>Qualified Census Tract</td>
</tr>
<tr>
<td>RAD</td>
<td>Rental Assistance Demonstration</td>
</tr>
<tr>
<td>RD</td>
<td>Rural Development</td>
</tr>
<tr>
<td>TEFRA</td>
<td>Tax Equity and Fiscal Responsibility Act</td>
</tr>
<tr>
<td>TEMBA</td>
<td>Multifamily Tax-Exempt Bond Authority (aka MTBA or TEB)</td>
</tr>
<tr>
<td>S8</td>
<td>Section 8</td>
</tr>
<tr>
<td>SEER</td>
<td>Seasonal Energy Efficiency Ratio</td>
</tr>
<tr>
<td>SRO</td>
<td>Single Room Occupancy</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TCAP</td>
<td>Tax Credit Assistance Program</td>
</tr>
<tr>
<td>THDA</td>
<td>Tennessee Housing Development Agency</td>
</tr>
<tr>
<td>THOMAS</td>
<td>Tennessee Housing Online Management Application System</td>
</tr>
<tr>
<td>TIC</td>
<td>Tenant Income Certification (known at THDA as a HIC)</td>
</tr>
<tr>
<td>UA</td>
<td>Utility Allowance</td>
</tr>
<tr>
<td>UPCS</td>
<td>Uniform Physical Condition Standards</td>
</tr>
<tr>
<td>USDA</td>
<td>U.S. Department of Agriculture</td>
</tr>
<tr>
<td>UVR</td>
<td>Unit Vacancy Rule</td>
</tr>
</tbody>
</table>
Software Overview

THOMAS will replace the HCMS and ADMS systems that support all aspects of the Multifamily Programs activities beginning in 2018.

✓ All 9% Competitive and MTBA with 4% Noncompetitive Applications will be supported by the THOMAS system.

✓ While the applicant has the ability to jump from page to page, the application is easiest to complete if the applicant begins at the General Information page and work their way through the application, one page at a time.

✓ If this is not done, keep in mind that there may be areas within certain pages that rely upon previous pages being completed which may or may not be populated either completely or correctly.

✓ As you complete the application there are a few items to keep in mind to make completion easier.

✓ The application has a timer in the right top side of 30 minutes.
  - The timer will re-start after every time applicant utilizes the save feature.
  - Very important to save.
  - In the event that the applicant tries to leave a page without saving, a message will appear that will ask the applicant to either stay on the page and save or leave the page and not save.
  - Use the Tab key to go from field to field or place the cursor over the field needing completion.

✓ The Software will have fields with required fields that are indicated by bold fields
  - These fields are required to be answered or application will not be able to be submitted.
  - Each page will always show the bolded fields text regardless if all the fields are completed.
  - The Validate for Submission feature is intended to validate the entire application to ensure all required fields are answered.

✓ Upon a clearance of the Validate for Submission page, the applicant may choose to submit the application.
  - A customer receipt will be generated with a confirmation number.
  - Applicant will utilize a Wire Transfer to submit all application fees.
  - Once application is submitted, the applicant does not have the ability to do any editing.
Software Overview

The Initial Application will have the following pages/screens that will apply to both programs.

<table>
<thead>
<tr>
<th>Screen</th>
<th>LIHC 9%</th>
<th>Firm MTBA with 4% LIHC</th>
<th>Conditional MTBA with LIHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
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<td>Yes</td>
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<td></td>
</tr>
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<td></td>
</tr>
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<td></td>
</tr>
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<td></td>
</tr>
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</tr>
<tr>
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<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Proposed Funding Sources</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
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<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
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<td>Yes</td>
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<td></td>
</tr>
<tr>
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<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Subsidies or Regulatory Requirements</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Applicant Self Scoring (LIHC)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Validate For Submission</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Printable Initial Application Summary Report (actually a drop-down)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Verification with Compliance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTBA</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>MTBA Scoring</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
SECTION TWO
General Information

The General Information Screen will allow applicants to enter information such as:

- Address
- Project Rental Structure
- Census Tract
- Type of Occupancy
- Type of Jurisdiction-City, County, or dual jurisdiction for IRS 42 notification purposes
- Amenities
- Previous Award of LIHC or MTBA
1. THDA Application Number: Will automatically default using THDA numbering system.

2. Development Name: Applicant should indicate the prior development name in parenthesis.

3. Address: This should be the address of the property.
   a. If the project has more than one building (site), enter the address of the leasing office or management office if there is one. If not, enter just one of the addresses.
   b. Applicants should provide nearest cross street.
   c. For projects that are new construction that might not have an address assigned yet, enter the most accurate description possible.

4. Phone and fax of the management or leasing office if known. Most applicable to rehabilitation properties.
   a. New Projects—please use 999-999-9999. At PIS, applicant should update the field with the proper phone number at the property.

5. County: Applicant must select county in order to claim points for Development Location

6. Basis Boost: Applicant should select the determining factor if applicable for the basis boost as described in the applicable QAP.
7. Site Location: Applicant will select if property is in a City, County, and/or Dual Jurisdiction. THDA will send notification to the local government official. **Applicants should ensure that accurate information is supplied.**

8. Development Activities Planned: Applicant will select the type of construction activity that is being proposed.
   a. Acquisition/Rehabilitation and/or Rehabilitation must enter the current occupancy rate.
   b. This question must be answered in order to claim points for Development Characteristics

9. Planned Occupancies: Applicant can choose more than one type of planned occupancy.

10. Rental Structure: Applicant can choose more than one type of rental structure

11. Amenities: Applicant can choose multiple amenities that will be offered at the property.
   a. Applicants that indicate certain amenities in scoring should reflect those amenities in this section as well as any other amenities that will be offered.

12. Existing Developments will select the Prior TN ID
13. Applicants will notify THDA if CITC will be utilized
14. Applicants must state if the property will be a Multiple Building Project

- **All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.**
Site Information

The Site Information screen will allow applicants to enter information such as:

- Site Acreage
- Map/Parcel
- Purchase Price
- Seller/Lessor information (contact information)
- Multiple seller/lesser can be entered.
- Arm’s Length Transaction information
- Zoning
- Other Information like unusual site conditions, potential hazards
  - THDA will ask for applicant upload an Environmental Phase 2 if the applicant discloses that one has been prior to the application date as part of the application submission.
1. Level One: Applicant will select the type of property control being submitted in conjunction with the application.
   a. The document should be in effect no more than 6 months of the application due date.
   b. Applicant should ensure that the buyer is part of the “Ownership”
c. Applicant should also ensure that legal description(s) match in level one and in level two.

2. Level Two: Applicant will select the Title Insurance as the level two property control that has been uploaded.
   a. The document should be in effect no more than 6 months of the application due date.
   b. Applicant should ensure that the seller is the same that appears in level one and in the preceding questions related to the seller on this page.
   c. Applicant should also ensure that legal description(s) match in level one and in level two.

3. Purchase Price: Applicant will enter the applicable purchase price referenced in the documentation uploaded to THDA.

4. Total Site Area Purchased/Leased: Applicant will enter the applicable site acreage referenced in the documentation uploaded to THDA.

5. Site Area Proposed Development: Applicant will enter the applicable site acreage being utilized for the development in the event that the entire site area is not being utilized.

6. Previous Phase: Applicant will indicate if the proposed property is part of a previous phase of prior LIHC and/or MTBA allocations.
   a. Applicant will also indicate if any of the common space amenities will be shared amongst the phased properties.
   b. Applicant will the ability to indicate the specific amenities
   c. Applicant must also indicate if the land cost calculation for the proposed development was taken into account in the previous allocation. This will be critical in the THDA financial feasibility review.

7. Map/Parcel: Applicant will indicate one or more map/parcel numbers

8. Contiguous: Applicant will indicate if the map/parcels are contiguous or non-contiguous

9. Seller/Lessor Name: Applicant will provide the seller or lessor name and address.
   a. Space has been provided for additional sellers as well

10. Years land owned: Applicant will provide how many years the seller or lessor has owned the land
11. Arm’s Length Transaction: Applicant must indicate if the transaction is arm’s length.
   a. A Yes response requires a response.

12. Current Zoning: Applicant must indicate if the site is currently zoned.
   a. This question should be consistent with the zoning item on the Scoring page.

13. Tax abatement: Applicant must indicate if there is any tax abatement associated with the property.
   a. A Yes response requires a response
   b. The response should be consistent with the PILOT question on the Operating Expense page.

14. Unusual site conditions: Applicant can indicate any unusual site conditions.
   a. Examples may include: rock removal, wet lands, erosion, removal of soil/rock etc.

15. Costs: Applicant should indicate the cost of mitigation of the existing site or environmental conditions

16. Environmental Study: Applicant will indicate if a Phase Two (2) study has been performed.
   a. If Yes, then applicant will need to upload a copy of the Phase Two report

17. Hazards: Applicant: Applicant can indicate any potential hazards to the north, south, east, and west of the property.

18. Census Tracts: Applicant must indicate the census tract(s) that the property is designated for.
   a. Multiple Census Tracts may be added.
   b. Census Tract Lookup link has been provided under the “Add Census Tract”

- All questions that are bolded will require an answer. The application will not be able to be submitted until all Required Fields that are bolded have an entry.
Contacts

The Contacts screen will allow applicants to enter information such as:

- Name, email, phone and address for third parties
- Applicants will disclose Primary and Alternate contact for the submission.
- The following five are required:
  - Construction Contractor
  - Management
  - Consultant if applicable
  - Accountant
  - Architect

- Other third party contacts that may be disclosed:
  - Title Company
  - Surveyor
  - Physical Needs Firm
  - Appraiser
  - Market Study Vendor from THDA Approved Listing
  - Environmental Firm
  - Attorney

- Government Contacts
  - This is where THDA will collect government information so that a copy of the application is sent to the proper jurisdiction(s) per IRS 42 requirements.
    - County Mayor/Executive
    - City Mayor/Executive
  - This is a required field
Contacts

1. Applicants will indicate the individual contact(s) for multiple roles associated with the property.

2. The following contacts are required:
   
   a. Construction Contractor, Management, Accountant, Architect, Market Study

3. To begin, the applicant will select the “+ Add New Record” tab. **Bold** fields are required.
a. **Company Name**  
b. **First Name**  
c. **Email Address**  
d. **Not Required Fields:**  
e. **Address**  
f. **City**  
g. **State**  
h. **Zip Code**  
i. **Phone**  

4. Once the applicable fields have been entered, the applicant should select the blue “Update” tab.

5. The Contact(s) will now appear in the chart above.

6. Applicant can edit or delete any applicable record.

7. All contacts must be entered before the contacts can be merged with the applicable roles.

8. In order to merge individual contacts to a role simply, identify the applicable role and select from a dropdown applicable contact.
9. The system will allow the same individual to serve in multiple roles.

10. Save.
Organizational Breakdown

The Organizational Breakdown screen will allow applicants to enter information such as:

- Ownership and Developer Entity information will be collected on this screens.
  - Applicants will need to have a **functional** organizational chart that clearly illustrates the top of organization to the relevant individuals of the organization.
- Both organizational charts must be uploaded as part of the application submission.
Organizational Breakdown

1. Applicant will need to enter all entities associated with the development.
   a. It is recommended to work from an organizational chart to ensure all entities are included (sample on page 30).

2. To begin, the applicant will select the “+ Add Entity” tab.

3. Based on the type of entity the applicant will need to enter the Tax ID #, SSN (if entity is an individual), Temporary #, or select that the Number has not been assigned. For specific instructions on Individual/Trust (SSN) vs. Entity (Tax ID) entries see pages 35 & 36.

4. All bold fields are required.
   1. For entities with a parent organization, make sure the parent entity is entered first. Then select the parent organization in the parent entity drop down.

5. Click update and repeat the process until all entities are included.

6. The Entity(s) will now appear in the white area of the screen.

7. Applicant can edit or delete any applicable record.

8. Click save.
Sample Org. Chart

Sample Holdings, LP
To be formed Tennessee LP

Affordable Apartments, LLC
(Parent is Sample Holdings, LP)

Member
Parent is Affordable Apartments, LLC
Sally Brown

Member
Parent is Affordable Apartments, LLC
Joe Johnson

Member
Parent is Affordable Apartments, LLC
James Smith
Entries for Individuals or Trusts with a SSN.

1. Role: is this individual apart of the owner or developer team?
2. Is this the Owner entity?
3. SSN
4. First Name
5. Last Name
6. Type: Only an Individual or Trust should have a SSN. All other types should be entered by having a tax or temp tax ID.
7. Sub Type:
8. State of formation
9. Date of formation
10. Non Profit Status
11. Entity Address 1
12. Entity Address 2
13. Entity City
14. Entity State
15. Entity Zip Code
16. Entity Phone
17. Entity Email
18. Parent Entity
19. Ownership % of Parent
Entries for Entities with Tax ID or Temp ID

1. Role: Is this entity apart of the ownership or development team?
2. Is this the Owner Entity? Select yes, if this is the top (parent) of the org chart.
3. Tax ID Number
4. Name of Entity
5. Type
6. Sub Type
7. Entity State of Formation
8. Date of Formation
9. Non Profit Status
10. Entity Address 1
11. Entity Address 2
12. Entity City
13. Entity State
14. Entity Zip code
15. Entity Phone
16. Entity Email
17. Parent Entity:
18. Ownership % of Parent.
Identities of Interest

The Identities of Interest screen will allow applicants to enter information such as:

- Any identity of interest direct or indirect relationship between the Ownership Entity and other key entities
- Any identity of interest direct or indirect relationship between the Developer Entity and other key entities
1. The Ownership and Developer Entities must identify any direct or indirect relationship whether person and/or business between each other and other third party firms associated with this initial application.

2. There are seven related entity questions that must be answered for both the Ownership and Developer Entity.
   a. Owner to Developer and Developer to Owner
   b. Construction Contractor
   c. Architect
   d. Tax Credit Accountant
   e. Syndicator/ Equity Provider
   f. Management Company
   g. Other Third Parties
3. All Yes responses will require an explanation.

4. Click Save.
Compliance Verification

The compliance verification screen will allow the applicant to list all developments in which the owner or any individual identified in the Ownership Organization Breakdown are, or have ever been, involved and to which THDA made an allocation of Low-Income Housing Credits.
Compliance Verification

1. Applicant will enter all developments in which the owner or any individual identified in the Ownership Organization Breakdown is or has been involved in.
2. To add a development click “Add new record”.

3. Enter all development(s) by their TN ID, including entity name and tax ID.
4. Once entered the development(s) will display in the grid below.
Set Asides and Pools

The screen will allow applicants to enter information such as:

- Interest in competing in any Set Aside available in the applicable QAP year.
Set Asides

1. Each applicant must identify if they would like for the development to be considered under a Set Aside for the applicable QAP.

2. If the applicant would not like to be considered for a set aside, then simply select “No” and hit the save to record the answer.

3. If the applicant would like to be considered for a set aside, then select yes to the consideration question.

4. After the applicant has indicated a Yes to be considered, the applicant must indicate which set aside(s) they would like to be considered.

5. Each question must be answered Yes or No. There will be some Yes responses that will trigger more questions.
6. The Set Asides for 2019-2020 are:
   a. Public Housing
      i. Indicate if a PHA is involved
      ii. Indicate if RAD involved
      iii. Indicate if the development is covered under a Community Revitalization Plan
   b. CNI
      iv. Indicate if a CNI Grant has been obtained
      v. Indicate if the development is covered under a Community Revitalization Plan
   c. Non Profit
      vi. Must indicate if the organization will materially participate as defined in Section 469 (h) of the Internal Revenue Code
      vii. Must indicate Non Profit Experience that is key to qualifying for the Set Aside. Will need indicate number of units, placed in service, role of nonprofit, type of housing, development name, and address.
      viii. If this is not a previous LIHC then use 99999 for the Bin
   d. Existing Pool
      ix. Indicate if the development is covered under a Community Revitalization Plan
   e. New Construction Pool
      x.
   f. Innovation
      xi. Affirm that development was a finalist from the Innovation first round application process.

7. All answers must be saved to be recorded.
Utility Allowances

The Utility Allowances screen will allow the applicant to enter information such as:

- Information for Monthly Utility Allowance Calculation.
- Applicant will provide estimates from the applicable source and indicate that source.
- For applicants that utilize THDA Utility Allowances, the link for that information is [THDA Utility Allowances](#).
- The THDA Utility Policy will be found on the [THOMAS](#) documents page.
- Applicants that are interested in utilizing the Energy Star Utility Allowances should see this [Energy Star Memorandum](#) published December 19, 2016.
Utility Allowances

1. Applicant will click “+ add a Utility Allowance”.

2. Each record will require the applicant to provide the following:
   a. Description-applicant will determine the proper description
   b. Bedroom size-efficiency to 8 bedroom
   c. Effective Date-effective date of the allowance
   d. Allowance Type-source utilized. See the Utility Allowance Policy regarding the various types.

3. Once a record is created the applicant should click “continue” to indicate the dollar amounts for each utility type.
   a. Continue should direct applicant to the next page.

4. On each utility type click “edit” to apply the following:
   a. Source – gas, electric, oil etc.
   b. Amount-dollars amount of the source
   c. Paid by Owner or Tenant
5. After the source, amount, and paid-by records have been completed hit “update” to save the records.

6. RD or Section 8 properties may indicate the approved allowance instead of each individual record.

7. Hit the blue “Save” key in the middle of the page to save all records.

8. The Utility records can be copied, edited, and deleted at the applicant’s discretion.

9. If the applicant is utilizing the THDA Utility allowances, the link can be found here.

10. In order to use Energy Star Utility Allowances, the applicant must adhere to the following guidance.
Tax Credit Addendum

The Tax Credit Addendum screen will allow the applicant to enter the information such as:

- Gross Rent Floor Election
- Extended Use Preference
- Section 42 Irrevocable Set Aside Election
1. Subsidy Choices: Applicant must indicate if federal subsidies are applicable or if the 10 Year Federal Waiver is applicable.

2. Section 42 Irrevocable Set-Aside Election: Applicant must determine the Irrevocable Set Aside Election.
   a. This is in accordance with Section 42(g)(1), applicants are advised to seek competent tax counsel with regard to this selection.
   b. Existing developments applying for Low Income Housing Credits will not have the ability to select a new Irrevocable Set Aside. THDA will refer to the LURC on record for continued compliance monitoring.

3. Qualified Contact Process
   a. Applicant must indicate if the owner chooses to enter in the extended use period.
   b. A “Yes” selection has an impact on the ability to select Extended Use points on the Self Scoring tab.
   c. *Note: All 2019 MTBA with Noncompetitive LIHC applications will not have the ability to select deferral of the QC process as all 2019 MTBA applications are waiving their right to the QC process.
4. Gross Floor Election
   a. Applicant must indicate the gross rent floor election.
   b. This is in accordance with Section 42(g)(2A), applicants are advised to seek competent tax counsel with regard to this selection.

5. Click Save.
Buildings and Units

The Buildings and Units screen will allow applicants to enter such as:

- General information on existing buildings
- Relocation information on existing tenants
- Building information on proposed new construction building
- Unit information
- Adjoin existing LIHC or MTBA properties with conventional properties in an acquisition/rehabilitation transaction. Applicants should contact thomas@thda.org for multiple site applications.
- Applicants entering information for THDA existing properties should contact THDA at thomas@thda.org for assistance with the Existing Properties rent information.
Building and Units

1. In order for the Building and units tab to display two question on the general information tab must be answered:
   a. Type of development activities planned?
   b. Is the development part of any previously allocated LIHC or MTEBA?

Adding buildings for New Construction and or buildings that have never received LIHC/MTBA

1. To add a building click “Add Building”.

2. Select the type of building.
   a. For new construction the only option will be “Add New Building”.
   b. For existing buildings that have never received LIHC or MTEBA select “Add Non-THDA Building to Receive Rehab”.

Building and Units
3. For new and acquired non-THDA building you will need to enter all applicable information. All bold fields below are required.

   ![Add Building Form]

4. Once the building has been added it will appear in the chart below. Repeat steps 1-3 until all buildings have been added.

   ![Building Summary Chart]

Adding buildings for previously allocated projects

1. To add a building click “Add Building”.

   ![Buildings And Units]

2. Select the type of building.

   a. For buildings that were previously allocated LIHC or MTEBA select “Add THDA Building to be acquired”.

   ![Add Building Type]
3. Select the building from the previous allocation you would like to add.

4. Most information for previously allocated building will auto populated. Answer the two additional questions and update.

5. Once the building has been added it will appear in the chart below. Repeat steps 1-4 until all buildings have been added.

a. To add new construction or existing Non-THDA buildings to a previously allocated deal use a combination of the steps above.

b. Note: Previously allocated buildings will retain their original BIN, only new construction or existing Non-THDA buildings will receive a new BIN.
Adding Units for New Construction and Non-THDA Building to be Acquired.

*Note, before units can be added all utility allowances must be complete*

1. Click on the arrow next to the Building ID in the Building Chart and then “Add Unit”.

2. All fields in this box are required.
   a. To add multiple units of the same bedroom count, square footage, AMI, and unit type enter the number of units you would like to create in the “number of units” box.
   b. If all units aren’t of equal square footage, bed room count, AMI, or unit type then separate entries will need to be made for each grouping of units.
   c. Repeat steps above until all units in every building are created.

3. Once all units for that building are created they will appear in the chart below. Repeat the steps above for all building until all units for the entire property have been created.
4. Answer the last four questions and save.
Adding Units for Previous Allocated Buildings

*Note, before units can be added all utility allowances must be complete*

1. Click on the arrow next to the Building ID in the Building Chart and then “Add Unit”.
   a. Information for units in a building of a previously allocated development will auto populate.
   b. The rent information will be blank until THDA is contacted so the most recent information can be populated for previous allocated buildings.
   c. Repeat step one for all building until all units have been added.

2. Answer the last four questions and save
Development Schedule

The Development Schedule screen will applicants to enter such as:

- Key dates of important development activities.
Development Schedule

1. The development schedule tab is designed to capture several key dates in the development timeline. There are some financing key dates that may have multiple milestones, so these dates will be added by the “+ Add new record” tab.

2. Applicant will enter the following in the “+ Add new record”. **Bold** fields are required.
   a. Source
   b. Description
   c. Application Date
   d. Conditional Commitment Date
   e. Firm Commitment Date
   f. Select the blue Update tab to add the record.

3. The records can be edited or deleted at the applicant’s discretion.
4. The other milestones associated with the property can be entered in by selecting the calendar icon associated with the milestone.

5. Applicants that make entries for Construction and Permanent Financing in Proposed Sources of Funds, must enter in proposed dates in the sources grid.

6. Applicant should select Save.
Proposed Funding Sources

The Proposed Funding Sources screen will allow the applicant to enter information such as:

- Federal LIHC
- Historic LIHC
- Construction Financing
- Permanent Financing
- Capital Contributions
- Contact information will be collected as well on various funding sources
Proposed Funding Sources

1. Applicant will indicate the Proposed Funding Source(s) that will be utilized with this property.

2. Applicant will “+ Add a Source of Funds”.

3. Applicant will identify the applicable Fund Source
   a. Federal LIHC
   b. Historic LIHC
   c. Capital Contributions
   d. Construction Financing
   e. Permanent Financing

4. The bolded fields are required. If the information is not known applicant can enter NA or some other data source in the field
   a. At the time of Placed in Service, THDA will expect the information to be revised to reflect the correct information.
5. The LIHC fields will include data points regarding:
   a. Type of Offering: Public or Private
   b. Amount of Proceeds: Total syndication
   c. Equity Factor: Pricing per $1.00
   d. Completion of Syndication
   e. Syndicator Contact Information

6. The Capital Contributions fields will include data points regarding
   a. Type of financing: Deferred Developer Fee, Owner Equity, Capital Reserves, Reserves, etc.
   b. Lien position: 1-8th
   c. Amount: Dollar amount
   d. Type of debt: soft or hard
   e. Repaid from Cash Flow: yes or no, if yes:
   f. Annual repayment amount
   g. Number of repayment years

7. The Construction fields will include data points regarding:
   a. Type of Financing: Conventional, Federal, CDBG, Owner Equity
   b. Amount of Proceeds: Dollar amount
   c. Interest Rate: Applicable Interest Rate
   d. Terms: Indicate in months
   e. Federally Insured: Yes or No
   f. Lender Contact Information
8. The Permanent fields will include data points regarding:
   a. Type of Financing: Conventional, Federal, CDBG, Owner Equity
   b. Amount of Proceeds: Dollar amount
   c. Interest Rate: Applicable Interest Rate
   d. Amortization: Indicate in months
   e. Terms: Indicate in months
   f. Type of Debt: Soft or Hard
   g. Cash Flow Distribution: Percentage distribution of Cash Flow
   h. Federally Insured: Yes or No
   i. Lender Contact Information
Other Income

The Other Income screen will allow the applicant to enter information such as:

- Various streams of income that may be generated at the future or existing property.
  - a. Commercial
  - b. Laundry
  - c. Parking
  - d. Other
Other Income

1. Applicant will disclose other income on the Other Income screen.

2. Applicant will select “+Add new record”
   a. Income Type—Commercial, Laundry, Parking, or Other

3. Commercial fields will include:
   a. Description: provide a brief description
   b. Rental Square Footage
   c. Monthly Income per Square Footage
   d. Expected Occupancy percentage
   e. Total Expected Monthly Income

4. Laundry fields will include
   a. Total Expected Monthly Income

5. Parking Space
   a. Description: Uncovered, Carport or Garage
   b. Number of rentable parking spaces
   c. Total Expected Monthly Income

6. Other
   a. Description: provide a brief description
   b. Total Expected Monthly Income

7. Save
Annual Operating Expense Budget

The Annual Operating Expense screen will allow applicant to provide information such as:

- Administrative expenses
- Utilities expenses
- Operating and Maintenance expenses
- Fixed Costs expenses
- Specific PILOT information
Annual Operating Expenses and Budget

1. The top portion of the page will calculate automatically once other sections of the screen are populated.

2. The number of units will be populated once the Buildings & Units are completed.

3. The Annual Operating Expenses and Budget has 4 distinct categories
   a. Administrative
   b. Utilities
   c. Operating & Maintenance
   d. Fixed

4. Administrative

   a. Will include fees related to the administration of the property.
b. In the event that the applicant has an expense that is not listed on the screen then select the “+ Add New Record” tab.

c. Select the type of expense either Miscellaneous Administrative or Other renting expense
d. Provide a description
e. Enter the annual dollar amount.
f. Click the blue “Update” button to save the line item.

5. Utilities

a. Will include fees related to the utilities of the property.
b. Click the blue “Save and Calculate” once all entries are done on the page.
c. The top portion should show the total of all entries on the utilities page.

6. Operating & Maintenance

a. Will include fees related to the Operating & Maintenance of the property.
b. In the event that the applicant has an expense that is not listed on the screen then select the “+ Add New Record” tab.
c. Select the type of expense either Miscellaneous Operating & Maintenance Expense

d. Provide a description

e. Enter the annual dollar amount.

f. Click the blue “Update” button to save the line item.

g. Click the blue “Save and Calculate” once all entries are done on the page.

h. The top portion should show the total of all entries on the Operating & Maintenance page.

7. Fixed

a. Will include fees related to the fixed expenses of the property.

b. Click the blue “Save and Calculate” once all entries are done on the page.

c. The top portion should show the total of all entries on the expenses page.

8. Expense Questions

9. Click Save.
Total Development Cost

The Total Development Cost screen will allow applicants to enter cost information such as:

- Hard Building Costs
- Soft Costs
- The TC Calculation of Credit will appear on this screen.
1. The Development Costs screen will have seven distinct tabs. The seven distinct tabs are:
   a. Land & Building- Costs related to land and building.
   b. Construction- Costs related to construction fees.
   c. Financing- Costs related to project soft fees.
   d. Developer/Consultant Fees- Costs related to Developer and Consultant fees.
   e. Bond-Related- Costs related to Private Activity Bond transactions.*
   f. Program- Costs related to program soft fees.
   g. TC calculation- Calculation of Low Income Housing Tax Credits**

2. Applicant will only be able to populate costs in the white fields of the columns.
   a. The Financing and Program tabs will allow the applicant to add
      i. “+ Add Soft Cost”
      ii. “+ Add Miscellaneous Cost”
      iii. “+ Add Escrow Cost”
   b. Applicant must provide the Description and allocate the proper costs in the column(s).
   c. Applicant must click the blue “Update” key in order to save the key in the line item.

3. After all the entries on the tab have been calculated, the applicant should always “Save & Calculate”.

4. The subtotals on items a-f will show at the bottom of the pages.

5. The TC Calculation is dependent on Proposed Funding Sources screen and the subtotals on items a-f being completed.
Subsidies or Regulatory

The Subsidies or Regulatory screen will allow applicants to enter information such as:

- Federal subsidies or if any regulatory requirements exist.
- Request for Subsidiary Layering Review
- Transfer of assets for HUD or USDA-RD
- Subsidy information
1. Applicant must state whether any federal, state, or local funding a part of the deal.

2. Applicant must state if an Existing Restrictive or Use Agreement in place.

3. Applicant must state if the property is preserving federally-assisted housing that could potentially convert to market rate.

4. Applicant must state if the property is converting low-income housing to market rate.

5. Applicant must state if Tax Exempt Bond financing utilized before.

6. Applicant must state if a HUD/USDARD Subsidy Layering Review is required.

7. Applicant must state the name of the Federally Insured Program.

8. Applicant must state if HUD/USDARD Transfer of Assets is required.

9. Applicant must state if a CNI has been obtained

10. Applicant must provide a description of existing subsidy or regulatory requirement.
    a. Identify the federal program
    b. Provide a description in the text field.
    c. Applicant must click the blue “Update” to save the entry.

11. Applicant must indicate if a rental subsidy in place or already receiving.
    a. Click the “+Add Rental Subsidies”
    b. Identify the applicable source
c. Applicant may have to identify specific data fields related to the subsidy source. Fields may include:
   i. Provider name
   ii. Contract Expiration Date
   iii. Renewal Option
   iv. Date of Last Renewal
   v. Date of RCS
   vi. Number of units receiving assistance
   vii. Annual operating subsidy

12. Click Save.
Documents
The Document screen is the upload feature that applicants will use to upload all applicable supporting documents necessary for an application submission such as:

- THDA provided attachments for 9% LIHC
- Required documents for eligibility, scoring, and/or set-asides for 9% LIHC
- Applicants submitting MTBA with Noncompetitive LIHC should refer to the MTBA section regarding documents.
- The completeness, correctness, and consistency of the Initial Application, Attachments, and all supporting documentation, including, without limitation, all materials required to demonstrate eligibility, all materials required for scoring, and all third party reports are the sole responsibility of the applicant.
1. The THOMAS system will provide THDA attachments within the application based on responses **throughout** the application.
2. All documents in the upper portion labeled required documents must be submitted. Documents in the lower portion are optional.
3. The forms can be found on the “THDA Documents” link at the top of the page.
4. Complete the forms and upload to correct placeholder using the select file buttons. If no placeholder exists, applicants should use the miscellaneous folder.
5. All THDA provided documents can be found here.
6. The completeness, correctness, and consistency of the Initial Application, Attachments, and all supporting documentation, including, without limitation, all materials required to demonstrate eligibility, all materials required for scoring, and all third party reports are the sole responsibility of the applicant.
7. There are some documents that are required for each program and some are applicable based on the responses to certain questions. The following chart will detail which applicable program the document will be utilized for in each applicable document content upload.
<table>
<thead>
<tr>
<th>Documents</th>
<th>Program</th>
<th>Required</th>
<th>THDA Template</th>
<th>Use for Document for Both Programs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Application and Certification (AC) for Ownership Entity</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>MTBA w. LIHC applicants will upload 1 Cert for LIHC AC and another for MTBA AC</td>
</tr>
<tr>
<td>Certification Regarding Eligibility for LIHC</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Organizational Chart for Owner</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Organizational Chart for Developer</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>LIHC Disclosures</td>
<td>C LIHC Only</td>
<td>Yes</td>
<td>Yes</td>
<td>Competitive LIHC should only complete the LIHC Disclosures. Only 1 required per individual in Owner and/or Developer entity breakdown</td>
<td></td>
</tr>
<tr>
<td>Market Study</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, only 1 upload required</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Shape Files</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes, only 1 upload required</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Land Appraisal</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, only 1 upload required</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Land and Building</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>Yes, only 1 upload required</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Documents</td>
<td>Program</td>
<td>Required</td>
<td>THDA Template</td>
<td>Use for Document for Both Programs</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
<td>---------------</td>
<td>-------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Disclosure Exemption</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Certificate of Acquisition</td>
<td>C LIHC and MTBA w. NC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>Yes</td>
<td>Applies to both Competitive and Noncompetitive LIHC</td>
</tr>
<tr>
<td>Eligibility for LIHC</td>
<td>LIHC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level One Property Control</td>
<td>C LIHC and MTBA w. NC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Property Control</td>
<td>LIHC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level Two Property Control</td>
<td>C LIHC and MTBA w. NC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Property Control</td>
<td>LIHC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate for Non Profit Sole</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>GP or MM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate for Non Profit</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Corporate GP or MM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate for PHA RAD LP or</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>LLC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate for PHA RAD Corp</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>PHA Letter for CNI</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>PHA Letter for RAD</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Community Revitalization Plan</td>
<td>C LIHC and MTBA w. NC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Evidence of Occupancy Documentation</td>
<td>CLIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>Program</td>
<td>Required</td>
<td>THDA Template</td>
<td>Use for Document for Both Programs</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------</td>
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<td>---------------</td>
<td>------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Evidence of last PIS Documentation</td>
<td>CLIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Pilot Agreement</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of Pilot Agreement</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Copy of Tax Bill</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Zoning Letter</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Service Plan</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tenant Agreements</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Innovation Proposal</td>
<td>CLIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Evidence of Historical Documentation</td>
<td>CLIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Level One Property Control

1. THDA will not accept multiple Initial Applications for the same site.

2. 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”). A copy of any one of items (a)-(iv) below must be part of the Initial Application:
   a. 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;
   b. 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;
   c. Contract for sale or a contract for a 50-year ground lease, which contract must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(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;
   d. An option to purchase or an option for a 50-year ground lease, which option must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(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.
   e. A ground lease for the Property must have a minimum term of 50 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). Proposed developments which are the subject of a Payment In Lieu of Taxes (“PILOT”) agreement may be exempt from this minimum term requirement subject to THDA’s review of and satisfaction with the terms of the PILOT.
Level Two Property Control

3. Documentation required as part of the Initial Application to demonstrate eligibility: (i) A copy of one of the items identified in Level One Property Control above, AND
   a. A commitment for title insurance evidencing that title to the Property is vested in the person or entity who executed the document required in Level One Property Control above as owner, which must include a valid legal description of the property. The commitment for title insurance must be dated no more than 60 days prior to the Initial Application Deadline.

4. 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.

5. All documentation must be in full force and effect, fully executed, and include a correct legal description for the Property.

6. The legal description included with the documentation pursuant to Level One Property Control and the legal description included with the documentation pursuant to Level Two Property Control must be consistent with each other.

7. If the legal descriptions required pursuant to Level One Property Control and Level Two Property Control do not match exactly, the applicant may submit a sworn affidavit from an individual listed in the THOMAS Ownership Organization Breakdown or an individual listed on the THOMAS Developer Organization Breakdown stating that the legal description included with the documentation pursuant to Level One Property Control and the legal description included with the documentation pursuant to Level Two Property Control both refer to the Property.

8. The purchase price must be clearly stated in the documentation submitted pursuant to Level One Property Control.

9. If the property identified in an Initial Application under this QAP includes land for which the purchase cost has already been taken into account in connection with a prior allocation of Tax Credits, no cost for the purchase of the land will be permitted in connection with the property identified in the Initial Application under this QAP.
Project Property Shapefile Submission in conjunction with Market Study

A reasonable PMA is essential and defines other potential project boundaries. Key factors in drawing a PMA should be accurate in boundary size and should depict the influence of natural and man-made barriers. For shapefile submission, please draw and submit one polygon PMA. There have been issues in some applications where there was a PMA that consisted of multiple census tracts as the boundary. There have also been cases of an accidental submission of the entire US. Please check them before sending. Figure 1 illustrates the shapefile of the PMA and the shapefile of the subject property.

As shown in Figure one, please submit a polygon as the subject rather than a point. There have been some submissions for subject properties as points. The polygon should be the shape of the shape of the property. This ensures that in a potential case that a project is on the edge of a QCT or DDA, THDA will be able to verify to assure that each submission is not being overlooked for potential point when in the review process.

The table attached to both the PMA and subject shapefile should consist of the three fields:
- TN Number
- City
- Project Name

When submitting a shapefile, before to include each component associated with the polygon or point feature. There have been several occasion where THDA staff could not open the shapefile. Figure 3 shows the elements of the shapefile. There are typically at least 6 or 7 extensions that make up 1 shapefile.
Final Tips:

1. The max file size is 25 MB.
2. Multiple files are allowed.
3. In the event that a file is not allowable, please contact thomas@thda.org
4. The Miscellaneous content type in Optional Documents is for documents that may not necessarily fit into the above categories.
5. All required uploads must be saved in THOMAS before applicant successfully validates and submits application to THDA.
Scoring Sheet

The Scoring Sheet will allow applicants to generate a self-scoring sheet for based on the scoring items in the QAP or Program Description for the applicable program year.

- There are certain categories in the Competitive 9% LIHC that will auto populate based upon responses on other screens associated with THOMAS.
- Minimum scoring requirements will always be found in the applicable QAP and/or Program Description for the applicable program year.
- Certain scoring criteria can be found on Exhibits in the applicable QAP and/or Program Description.
LIHC Scoring Sheet (New Construction & Adaptive Reuse)

From this screen the applicant will have the ability select which points will be applicable to their application. Note: some points will auto populate based on the response to questions within the application. A detailed description along with point amount for each selection can be found in the applicable QAP

1. The points for section one Rental Housing Needs will be based on the developments location pulled from the County dropdown on the General Information page. The auto populated scores can be found in the Applicable QAP under the applicable Exhibit: County Needs Score.

2. The points section 2 Meeting Housing Needs will be based off of the information entered into the tax credit addendum and buildings and unit’s page. Points for this selection can only be changed by changing the unit mix on the buildings and units page.

3. The points for section 3 Development Characteristics will need to be selected by the applicant. A detailed description for each of these point selection can be found in the applicable QAP .

4. The points for section 4 Sponsor Characteristics will need to be selected by the applicant. A detailed description for these point selections can be found in the applicable QAP.

5. The points for section 5 Public Housing Waiting List will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

6. The points for section 6 Residency Preference will need to be selected by the applicant. A detailed description and applicable document uploads for each of these point selections can be found in the applicable QAP in the scoring section.

7. The points for section 7 Development Intended for Eventual Resident Ownership will need to be selected by the applicant. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

8. The points for section 8 Energy Efficiency will need to be selected by the applicant. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

9. The points for section 9 Historic Nature of the Development will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.
9. The points for section 10 Tennessee will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

10. The points for section 11 Deferral of the Qualified Contract Process will be auto populated based off the selections made on the Tax Credit Addendum page. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

11. The points for section 12 Extended Recapitalization Waiver will need to be selected by the applicant. A detailed description for each point selection can be found in the applicable QAP in the scoring section.

12. After all applicable points have been selected, click Save.
LIHC Scoring Sheet (Acquisition Rehab and Rehabilitation)

From this screen the applicant will have the ability select which points will be applicable to their application. Note: some points will auto populate based on the response to questions within the application. A detailed description along with point amount for each selection can be found in the applicable QAP.

1. The points for section 1 Development within HUD QCT will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

2. The points section 2 Meeting Housing Needs will need to be selected by the applicant. A detailed description and applicable document uploads for each of these point selections can be found in the applicable QAP in the scoring section.

3. The points for section 3 Development Characteristics will need to be selected by the applicant. A detailed description for these point selections can be found in the applicable QAP.

4. The points for section 4 Sponsor Characteristics will need to be selected by the applicant. A detailed description for these point selections can be found in the applicable QAP.

5. The points for section 5 Public Housing Waiting List will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

6. The points for section 6 Residency Preference will need to be selected by the applicant. A detailed description and applicable document uploads for each of these point selections can be found in the applicable QAP in the scoring section.

7. The points for section 7 Development Intended for Eventual Resident Ownership will need to be selected by the applicant. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

8. The points for section 8 Energy Efficiency will need to be selected by the applicant. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

9. The points for section 9 Historic Nature of the Development will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.
10. The points for section 10 Tennessee will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

11. The points for section 11 Deferral of the Qualified Contract Process will be auto populated based off the selections made on the Tax Credit Addendum page. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

12. The points for section 12 Extended Recapitalization Waiver will need to be selected by the applicant. A detailed description for each point selection can be found in the applicable QAP in the scoring section.

13. After all applicable points have been selected, click Save.
Notes

The Note screen will allow the applicant to inform THDA about special details regarding the application submission.
Notes

1. Applicants can enter any additional information or notes about the development that may not be collected in the application fields.

2. Click on the “+Add a Note” button in the upper left hand corner of the screen. Add the note, and save.
SECTION THREE
Validate & Submit

The Validate & Submit process is required for every application submission cycle.

- The application will not be submitted if any required fields are not answered.
- The application will also not be submitted if a required document has not been uploaded in the proper document loader tab.
1. In order for an application to be submitted it must first be validated. The Validation process will ensure that no required fields were left blank, all applicable information is entered, and that all required documents have been uploaded.

2. After application has validated the user will receive the below report. Any tab with a red X means something needs to be corrected. Close out of the report and click on the arrow next to tabs that are marked with a red X.
3. The screen will now display the specific errors within that applicable tab. At this point you can switch back and forth between the Validation tab and the other applicable tab to correct all the errors.

4. Once all errors have been corrected. The user must acknowledge the below statement and agree to using an electronic signature.

5. After all steps of the validation process have been completed, the application can be submitted.
Summary Report

The summary report is a PDF document that provides applicants a summary of the information entered into the THOMAS system.
Summary Report

Applicants have the ability to print a summary of the completed application.

1. Within every application, there will be a “Reports” option on the blue ribbon at the top.
2. Expand the arrow and select the applicable report.
3. At this time, only the Initial Application report will appear.
Submission Receipt

After Validation is passed and applicants submit, a confirmation will be generated and the Project Status will reflect Submitted. An amount of fees due will also be displayed at this time.
Payment Instructions

THDA will accept Wire transmissions on all fees associated with both the Competitive LIHC and MTBA Non Competitive LIHC programs.
Payment Instructions

**Competitive LIHC**

Applicants submitting in the 9% Competitive Program must be sure to have the applicable Initial application fee wired to THDA by **March 5, 2019**. Applicants that fail to send fees will not be able to compete in the 9% Competitive cycle. Applicants may send one wire to cover multiple applications as applicants should enter the applicable TN ID Number(s) in the OBI field on the wire.

The fee schedule can be found in Section 5 of the 2019-2020 Qualified Allocation Plan.

**MTBA with Noncompetitive LIHC**

Applicants submitting in the MTBA with 4% Non-Competitive Program (Firm or Conditional) must be sure to have the applicable application fee wired to THDA within 24 hours of submission of the application in the THOMAS system. THDA will **not review any** submissions until the transmission of the wire is confirmed. Applicants may send one wire to cover multiple applications as applicants should enter the applicable TN ID Number(s) in the OBI field on the wire.

The fee schedule can be found in Section 11 of the 2019 Program Description.
Section Four
MTBA Submissions

This THOMAS system will accept applicants applying for Multifamily Tax-Exempt Bond Authority with Non-Competitive Low Income Housing Credits. The application for the MTBA program will require most of the same screens that the Competitive LIHC with the exception of the Set-Asides screen. Applicants should consult the previous instructions in this document for assistance. This section will provide specific guidance to the MTBA program requirements:

- Firm Commitment Submission
- Conditional Commitment Submission
- Evaluation Process
- Issuance of Letters
- Closing Process
Firm Commitment

In addition to many of the screens discussed in Section 2 and 3 of this manual, there is an additional screen specific to the Multifamily Tax Exempt Bond Authority, additional documents and additional contacts for the Contacts screen for applicants seeking a Firm Commitment of MTBA Authority.

1. MTBA Screen
2. Contacts
3. Documents
4. MTBA Scoring
Conditional Commitment

Applicants seeking Conditional Commitments will have the following screens to complete.

1. General Information
2. Contacts
3. Organizational Information
4. Compliance Verification
5. Documents
6. MTBA Information
7. MTBA Scoring
MTBA Information

This screen will allow applicants to provide information regarding the request for Multifamily Bond Authority. Applicants should reference the applicable Program Description that is available on the MTBA webpage at https://thda.org/business-partners/multi-family-tax-exempt-bonds.
1. Indicate the Type of Bond Issuance.
   a. Exempt Facility
   b. IDB
   c. Small Issue
   d. Other. If other, add a description of the bond type.

2. Indicate how the Bond will be placed.

3. Enter the amount of MTBA requested.

4. Enter the percentage of the tax-exempt financing to the aggregate basis of any buildings and land which buildings are located is.

5. Indicate if a HUD Multifamily Accelerated Process is involved.
   a. If yes, enter the anticipated HUD Application and Closing dates.

6. Indicate if a USDA RD Multifamily product is involved.
   a. If yes, enter the anticipated USDA RD Application and Closing dates.

7. Indicate if a conventional product is involved.
   a. If yes, enter the anticipated Application and Closing dates as well as the type of product being used.
8. Indicate if the property is being purchased through foreclosure.
   a. If yes, enter the name of the financial institution it is being purchased from.

9. Enter the TEFRA hearing date, Inducement Resolution date, and Anticipated Bond Closing date.
10. Closing Term must be selected.
Contacts

MTBA Bond applicants must provide the required Bond contacts along with the other required contacts that are in bold on the contact screen.

1. The Bond Issuer contact should be the Chair of the Board as this will be on the Commitment Letter. The address information should be filled in as well.
2. THDA will issue a finding if the contact information is incomplete.
MTBA Scoring

From this screen the applicant will have the ability select which points will be applicable to their application. Note: some points will auto populate based on the response to questions within the application. A detailed description along with point amount for each selection can be found in the applicable QAP

1. The points for section 1 Project Location will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

2. The points section 2 Meeting Housing Needs will need to be selected by the applicant. A detailed description and applicable document uploads for each of these point selections can be found in the applicable QAP in the scoring section.

3. The points for section 3 Development Characteristics will need to be selected by the applicant. A detailed description for these point selections can be found in the applicable QAP.

4. The points for section 4 Sponsor Characteristics will need to be selected by the applicant. A detailed description for these point selections can be found in the applicable QAP.

5. The points for section 5 Serving Resident Populations with Special Housing Needs will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

6. The points for section 6 Serving Resident Populations with Children will need to be selected by the applicant. A detailed description and applicable document uploads for each of these point selections can be found in the applicable QAP in the scoring section.

7. The points for section 7 Public Housing Waiting List will need to be selected by the applicant. A detailed description for each of these point selections can be found in the applicable QAP in the scoring section.

8. The points for section 8 Development Intended for Eventual Resident Ownership or Extended Recapitalization Period will need to be selected by the applicant. A detailed
description for each of these point selections can be found in the applicable QAP in the scoring section.

9. The points for section 9 Energy Efficiency will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

10. The points for section 10 Historic Nature of the Development will need to be selected by the applicant. A detailed description for this point selection can be found in the applicable QAP in the scoring section.

11. After all applicable points have been selected, click Save.
Documents

The 2019 Multifamily Tax Exempt Bond Program will allow applicants to select two types of commitment letters. All 2019 MTBA applicants will utilize the THOMAS system, so the document upload for a conditional commitment submission will be different than a firm commitment submission. Upon completion of the MTBA with Non Competitive LIHC application the THOMAS system will create a document content folder based on the document to which the applicant is expected to upload. There are some documents that are required for each program and some are applicable based on the responses to certain questions. All THDA provided documents can be found here.
## Firm Application Submission

The following chart will detail the documents required for a Firm MTBA with Noncompetitive Initial Application submission.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Program</th>
<th>Required</th>
<th>THDA Template</th>
<th>Applicable to Both Programs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Application and Certification (LIHC) for Ownership Entity</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>MTBA w. LIHC applicants will upload</td>
</tr>
<tr>
<td>Certification Regarding Eligibility for Low Income Housing Credits</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Applies to both Competitive and Noncompetitive LIHC programs.</td>
</tr>
<tr>
<td>Organizational Chart for Owner</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Organizational Chart for Developer</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>LIHC Disclosures</td>
<td>C LIHC Only</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Only 1 required per individual in Owner and/or Developer entity breakdown</td>
</tr>
<tr>
<td>Market Study</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Shape Files</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Land Appraisal (if claiming land costs)*</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Land and Building Appraisal (if applicable)</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td></td>
<td>Only 1 upload required. See Note below.</td>
</tr>
<tr>
<td>Documents</td>
<td>Program</td>
<td>Required</td>
<td>THDA Template</td>
<td>Applicable to Both Programs</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>claiming acquisition credits)<strong>/</strong>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C LIHC</td>
</tr>
<tr>
<td>Disclosure Exemption</td>
<td>C LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>NA</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Certificate of Acquisition Eligibility for LIHC*</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>Yes</td>
<td>Yes</td>
<td>Applies to both Competitive and Noncompetitive LIHC</td>
</tr>
<tr>
<td>Level One Property Control</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Level Two Property Control</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Only 1 upload required</td>
</tr>
<tr>
<td>Pilot Agreement</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Evidence of Pilot Agreement</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Copy of Tax Bill</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Comprehensive Service Plan</td>
<td>C LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Tenant Agreements</td>
<td>Competitive LIHC and MTBA w. NC LIHC</td>
<td>If Applicable</td>
<td>No</td>
<td>Yes</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Borrower Issuer Certification</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>MTBA w. NC LIHC</td>
</tr>
<tr>
<td>MTBA/NC LIHC Disclosure Form</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>MTBA w. Noncompetitive LIHC should only complete the MTBA /NC LIHC Disclosures. Only 1 required per individual in Owner and/or Developer entity breakdown</td>
<td></td>
</tr>
<tr>
<td>Bond Purchase Agreement Summary Letter</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>C LIHC</td>
</tr>
<tr>
<td>Documents</td>
<td>Program</td>
<td>Required</td>
<td>THDA Template</td>
<td>Applicable to Both Programs</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>----------------------------</td>
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</tr>
<tr>
<td>Statement of Application and Certification</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Submit for MTBA</td>
</tr>
<tr>
<td>MTBA for Ownership Entity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inducement Resolution</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Copy of TEFRA Notice</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Form of Opinion from Bond Counsel</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Evidence of Financing</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Zoning</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Utility Availability</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Level One Property Control

10. THDA will not accept multiple Initial Applications for the same site.

11. 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”). A copy of any one of items (a)-(iv) below must be part of the Initial Application:
   a. 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;
   b. 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;
   c. Contract for sale or a contract for a 50-year ground lease, which contract must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(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;
   d. An option to purchase or an option for a 50-year ground lease, which option must show that the ground lease, when executed, will meet the requirements specified in Part VII-A-7-b-(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.
   e. A ground lease for the Property must have a minimum term of 50 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). Proposed developments which are the subject of a Payment In Lieu of Taxes (“PILOT”) agreement may be exempt from this minimum term requirement subject to THDA’s review of and satisfaction with the terms of the PILOT.
Level Two Property Control

12. Documentation required as part of the Initial Application to demonstrate eligibility: (i) A copy of one of the items identified in Level One Property Control above, AND
   a. A commitment for title insurance evidencing that title to the Property is vested in the person or entity who executed the document required in Level One Property Control above as owner, which must include a valid legal description of the property. The commitment for title insurance must be dated no more than 60 days prior to the Initial Application Deadline.

13. 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.

14. All documentation must be in full force and effect, fully executed, and include a correct legal description for the Property.

15. The legal description included with the documentation pursuant to Level One Property Control and the legal description included with the documentation pursuant to Level Two Property Control must be consistent with each other.

16. If the legal descriptions required pursuant to Level One Property Control and Level Two Property Control do not match exactly, the applicant may submit a sworn affidavit from an individual listed in the THOMAS Ownership Organization Breakdown or an individual listed on the THOMAS Developer Organization Breakdown stating that the legal description included with the documentation pursuant to Level One Property Control and the legal description included with the documentation pursuant to Level Two Property Control both refer to the Property.

17. The purchase price must be clearly stated in the documentation submitted pursuant to Level One Property Control.

18. If the property identified in an Initial Application under this QAP includes land for which the purchase cost has already been taken into account in connection with a prior allocation of Tax Credits, no cost for the purchase of the land will be permitted in connection with the property identified in the Initial Application under this QAP.
Project Property Shapefile Submission in conjunction with Market Study

A reasonable PMA is essential and defines other potential project boundaries. Key factors in drawing a PMA should be accurate in boundary size and should depict the influence of natural and man-made barriers. For shapefile submission, please draw and submit one polygon PMA. There have been issues in some applications where there was a PMA that consisted of multiple census tracts as the boundary. There have also been cases of an accidental submission of the entire US. Please check them before sending. Figure 1 illustrates the shapefile of the PMA and the shapefile of the subject property.

As shown in Figure one, please submit a polygon as the subject rather than a point. There have been some submissions for subject properties as points. The polygon should be the shape of the property. This ensures that in a potential case that a project is on the edge of a QCT or DDA, THDA will be able to verify to assure that each submission is not being overlooked for potential point when in the review process.

The table attached to both the PMA and subject shapefile should consist of the three fields:

- TN Number
- City
- Project Name

When submitting a shapefile, before to include each component associated with the polygon or point feature. There have been several occasion where THDA staff could not open the shapefile.
Figure 3 shows the elements of the shapefile. There are typically at least 6 or 7 extensions that make up 1 shapefile.

Figure 6 Shapefile Extension

Final Tips:

6. The max file size is 25 MB.
7. Multiple files are allowed.
8. In the event that a file is not allowable, please contact thomas@thda.org
9. The Miscellaneous content type in Optional Documents is for documents that may not necessarily fit into the above categories.
10. All required uploads must be saved in THOMAS before applicant successfully validates and submits application to THDA.
## Conditional Application Submission

The following chart will detail the documents required for a Conditional MTBA with Noncompetitive Initial Application submission.

<table>
<thead>
<tr>
<th>Document</th>
<th>Program</th>
<th>Required</th>
<th>THDA Template</th>
<th>Applicable to Both Programs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Application and Certification MTBA for Ownership Entity</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Statement of Application and Certification LIHC for Ownership Entity</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Organizational Chart for Ownership Entity</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Inducement Resolution</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Copy of TEFRA Notice</td>
<td>MTBA w. NC LIHC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Other Key Information regarding Documents

Final Tips for Uploading

1. The max file size is 25 MB.
2. Multiple files are allowed.
3. In the event that a file is not allowable, please contact thomas@thda.org for further assistance.
4. The Miscellaneous content type in Optional Documents is for documents that may not necessarily fit into the above categories.
5. All required uploads must be saved in THOMAS before applicant successfully validates and submits application to THDA.
MTBA Review Process-Evaluation Notices

1. After THDA coordinators have reviewed the initial submission, Please pay attention to the email that will be sent to the contacts in the application.
2. Example of Email:

   **Date Sent**

   | Email Address: |
   | Subject: | 1st Evaluation Notice |
   | Body: | Application Apartments has been opened up for 5 business days so that you can address the following findings. Please validate and submit your application back to us by 2019-03-25, For any further questions and/or concerns regarding this application, please contact Rebecca Scott at RScott@thda.org. |

   Project Application Findings

<table>
<thead>
<tr>
<th>Header</th>
<th>Criteria</th>
<th>QAP Citing</th>
<th>Description</th>
<th>Proposed Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoring</td>
<td>The development team is currently not subject to a Major SAEs as defined in Section 3 of the 2019 MTBA Program Description</td>
<td>SAE</td>
<td>You have a SAE from 1/1/19</td>
<td>No action necessary</td>
</tr>
</tbody>
</table>

3. The time frame noted in red above is the amount of time that the system will allow Editing and the ability to **Validate and Submit** the application back to THDA.

4. The system is synced to the time the email is launched, so if it is launched at 8:15 am then X business days later at 8:15 am, the applicant will not have the ability to edit anymore.

5. The email will contain findings that are applicable to each application under review

6. The process will be repeated, if findings are not cleared and or more clarifications are needed. THDA will issue Evaluation Notices in accordance with the QAP and/or PD.
Issuance of Commitment and 42(m) Letters

1. Once the Evaluation Notice period is cured and all findings are clear then the THOMAS system will generate the Firm Commitment and 42(m) Letters.

2. An email, will be sent to the contacts listed in the application.

   Email Address: amy@any.org
   Subject: 2019 Conditional MTBA 42M and Commitment Letters
   Body: Please find the attached Conditional Commitment and 42M letters for project TN19-655 Any Apartments. For any further questions and/or concerns regarding this application, please contact Felita Hamilton at FHamilton@thda.org.

3. The letters can also be found in the Reports area of the application:

4. In the event that the organizational grid is not corrected properly, then THDA coordinator may issue a signature page to the applicants to upload.
Return of Executed Letters

1. Applicants must upload the Executed Letters back in 14 days into THOMAS

2. Upon Closing, the applicant will upload the applicable items stated in the Commitment Letter by the closing date in the Letter.
Bond Closing Confirmation

1. Once the Commitment Letter has been executed. External Applicants will return the applicable documents as stated in the Commitment Letter back to THDA to confirm the closing of the bonds.

2. Those documents should be uploaded into the THOMAS system by the applicable date in the letter.
Extension Process
Will be updated soon.
Section Five
LIHC Competitive 9% Cure Cycle

This section will contain information for LIHC Competitive 9% Cure Cycle, which will be updated in conjunction with the opening of that submission portal.
Cure Process

Per the 2019-2020 Qualified Allocation Plan, Section 15: Initial Application Eligibility and Scoring Review Applicants will receive a Cure Notice.

THDA will notify each applicant when the eligibility determination and scoring of their Initial Application is complete. THDA will send this notice to the contact person and the address specified in the Initial Application. Failure to receive any notice specified in this Section 15 will not extend deadlines or modify requirements in this Section 15.

The THOMAS system will send a notice to the application contact listed in the Contacts screen. Applicants should contact the applicable coordinator listed in the Cure Notice Memo.
THOMAS System

The THOMAS system will open up and accept certain changes and document uploads to address cure deficiencies from the initial eligibility and scoring review.

Screens that will not accept changes

1. Set Aside
2. Tax Credit Addendum
3. Scoring

Document Uploads

1. In the event that a document upload warrants a correction then applicant must upload the properly executed completed and corrected document.
2. It appears that when you add a file named the same as the first one that it will add a (1) or (2) to show that it is an updated version.
3. For reference on document upload process reference the document section in this manual.

Validation and Submission Process
1. Applicants must validate and go through the submission process, similar to the initial application process.
2. For reference on this process, see page 83-85

Review Process

Per the 2019-2020 Qualified Allocation Plan, *Section 15: Initial Application Eligibility and Scoring Review* Applicants may receive a Review Notice.

Applicants have the ability to request a review if the documentation submitted in accordance with the Cure Notice was insufficient to remedy the eligibility and/or scoring deficiency.
Request for Review Process

1. In the event that an applicant has responded to the Cure Notice, and if the documentation submitted during that time period does not satisfy the finding, that applicant is entitled to submit a request for review.
2. In order to submit the request, the applicant should log into the THOMAS system.
3. On the Front Page in the application grid, there will be a Request Board Review button that must be selected.
4. After the button is selected the applicant will upload the 1 Page Request on Company Letterhead

5. After the selection is made, the display will show that an Appeal Requested status
6. Once the Appeal Requested status is shown an email will directly come through the THOMAS email system and THDA staff will download the Request Letter.
7. This process in accordance with 2019-2020 QAP Section 15-c.
8. In the event that one applicant has more than one application that is seeking a Board Review request, then the applicant shall make one request per application and upload the appropriate letter in the Board Appeal Letter in each application.
9. Applicants that have not responded to the Cure Notice issued earlier are not eligible to seek a Board Review request per the 2019-2020 QAP Section 15-c.
10. A final notice will be sent to any applicant that had a finding in the THOMAS system.
Final Notice Process

The guidance for this cycle will be published soon.
Preliminary Ranking Notice

THDA will notify successful applicants in the applicable award year by a posting on the LIHC page under Updates and Announcements. Successful applicants should expect a Reservation Notice shortly after the posting announcement.
Reservation Letters

The Thomas system will send reservation notices to the successful awardees on the 2019 Preliminary Ranking that is posted on the www.thda.org LIHC Page under Program Updates and Announcements. In accordance with 2019-2020 QAP Section 15-h Reservation Letter Process.

2019 Reservation Letter Process

The Notices will be issued electronically to the primary and alternate Contacts. The notices may also be found:

Steps to retrieve notice:

1. An email with the attached document will be sent Or
2. Log in to the THOMAS user Portal
3. On the top blue bar, find the “Reports” drop down
4. Click on the arrow and find “Competitive LIHC Reservation Notice.
5. Please note that the applicant signature page will emailed to the primary and alternate contacts associated with the file by the applicable coordinator.

Steps to return executed notice:

1. Attach the executed signature page with the two page notice that was sent from THOMAS
2. Upload to the “Upload Signed Reservation” function.
3. Wire the proper Reservation Fee to THDA per 2019-2020 QAP.
4. It is highly recommended to attach wire confirmation with executed reservation notice but not required.
5. Both wire fee and executed reservation notice must be received by the date specified in the letter.
6. If the applicants fail to satisfy the conditions of the Reservation notice then the reservation is subject to be cancelled per 2019-2020 QAP Section 15.
Carryover Application Processing

All applicants that do not intend to place in service in the year the reservation was executed will submit a Carryover Application per 2019-2020 QAP Section 16. The Carryover Cycle will include:

1. Carryover Application submission
2. Carryover Allocation Agreement
3. Equity Syndication Closing
4. Carryover Cost Certification 10% Test
Carryover Application Process

The guidance for this process will be published soon.
Carryover Allocation Agreement Process

The guidance for this process will be published soon.
Equity Syndication Closing

The guidance for this process will be published soon.
Carryover Cost Certification (10%)

The guidance for this process will be published soon.
Section 6
Final Application Processing

The guidance for this process will be published soon.
Permanent Financing Conversion

The guidance for this process will be published soon.