

2019 Competitive Cycle FAQ

This document has been created to assist 2019 Competitive Applicants with common questions and concerns regarding application process. The document will updated as needed until the 2019 Application submission date.

1. The information regarding an existing LIHC or MTBA is incorrect in the Buildings/Units section?
 - a. Send a list of the proper square footages on the units and buildings to thomas@thda.org .
2. A property does not appear in the Compliance Verification Listing?
 - a. Use the award format with the TN Prefix.
 - b. If that format does not work, send an email thomas@thda.org .
3. Why is Historical Evidence document folder showing on all applications?
 - a. That appears to be a technical glitch that may not disappear by the application submission.
 - b. As a work around, upload a memo stating “No Historical Points Selected” in that document folder.
4. The Scoring Sheet will not pro-rate the points to max out in the Development Characteristics category in Section 14-C and 14-O?
 - a. The THOMAS system will not prorate points.
5. The Method A (Basis) calculation appears extremely high?
 - a. Please ensure that the Applicable Percentage is less than 9%. The Applicable Fraction is pulled in from the input into the Building/Unit screen.
6. It appears that the Total Eligible Tax Credit Amount Per Year field on the TC Calculation does not take into the 2019-2020 QAP Eligible LIHC Amounts?
 - a. That does appear to be a technical error on that screen.
 - b. As a workaround, in the Please enter the Total Amount of Tax Credit Desired field, enter the proper amount desired that is in line with the 2019-2020 QAP maximums.
7. The Community Building with no residential units shows an error on the Validate & Submit screen
 - a. The screen will provide a warning that states no unit are set.
 - b. That is only a warning and if the building should not truly have any units then applicants should proceed with the submission.
8. How should applicants present the occupancy verification from the CPA for Section 14 Existing Housing -O-2
 - a. The CPA should state the occupancy on letterhead and list out there current license information on the letter.
 - b. The letter should be dated within 6 months of the application date.
 - c. Applicants should not send rent rolls, as the CPA is attesting that they have reviewed the rent rolls as stated in the 2019-2020 QAP.
9. Can a consultant be a guarantor?
 - a. No the consultant cannot provide a guaranty for any construction financing, permanent financing or equity syndication.
10. Does THDA require supporting documentation for equity pricing?

- a. At THDA discretion, in the event the pricing is substantially higher or lower than the average of the proposed applicant pool documentation may be requested.
11. What kind of documentation is required for a Concerted Community Revitalization Plan?
- a. The definition is in Section 2 of the 2019-2020 QAP.
 - b. The CRP folder may not appear in the documents folders, so upload the document under miscellaneous.
 - c. There is no longer a THDA attachment as in past years.
12. Does the 1 application per county limit requirement apply to Housing Authorities?
- a. Yes that limit applies to all applicants in the 2019 and 2020 Competitive Application Rounds.
13. Does THDA limit the portion of the Developer fee that the Consultant can collect?
- a. Yes, see Section 3-H of the 2019-2020 QAP
14. What documentation is THDA expecting to see for existing developments that have never received an allocation of Housing Credits or Bonds for Section 14-O-1?
- a. The applicant will need to provide the necessary documentation from the local jurisdiction that states the last building placed in service date.
15. Can I send one wire for multiple applications?
- a. Yes. Please note in the OBI field the TN ID numbers so that THDA can properly apply the wires.
 - b. The proper application fee, will be shown on the Validation Page after the application is submitted.
 - c. The wire confirmation must show that the application fee was sent on or before the application deadline.
16. I have problems with my shape file upload?
- a. Ask the vendor to send them unzipped, and the files should upload.
 - b. Report problems with uploads to thomas@thda.org with a screen print and the TN ID number.
17. Have you entered the Type of Rental Structure on the General Information screen?
- a. As that information is collected in the Buildings and Units area, that field will be hidden from view shortly.
18. Who do I contact for THOMAS technical questions
- a. Send questions to Thomas@thda.org
19. Who do I contact for QAP related questions?
- a. Send question to TNAllocation@thda.org
20. Where will technical messages be posted?
- a. The Message feature in THOMAS will be utilized to communicate technical glitches and updates.