

Frequently Asked Questions as of February 22, 2018

1. The Attachment 29 for the Non Profit Set Aside is missing from the THOMAS attachments page?
 - a. That grid was incorporated into the Non Profit Set Aside question into THOMAS so the attachment has been eliminated.
2. The Method a Calculation is showing a large amount?
 - a. The Applicable Percentage and the Applicable Fraction are different.
 - i. The Applicable Fraction is pulled automatically based on building and unit input, so applicant does not have to enter anything.
 - ii. The Applicable Percentage **must be entered by applicant** either at the applicable published rate by the IRS.
3. Credit Request
 - a. Should be expressed in annual terms not the total amount.
4. Estimation of Taxes to be utilized in Financial Feasibility Review
 - a. Applicants must ensure that the line item related for real estate taxes in line with the [Bulletin Number 2016-02 Taxation of Subsidized Affordable Housing](#) unless the applicant is in possession of a PILOT or Cooperative Agreement with jurisdiction that justifies a lower tax rate.
5. Total Annual Operating Expenses and Reserve Payment per Unit appear artificially low from estimates
 - a. It appears that the field grabbed the annual operating expenses per unit amount line item instead of the actual Total Annual Operating Expenses line item. That error has been reported and will be resolved shortly.

Frequently Asked Questions as of February 8, 2018

1. What is THOMAS@thda.org
 - a. An email address that will send emails to key THDA staff members, so questions and/or concerns are monitored throughout the day.
 - b.
2. How will THDA accept payments?
 - a. Competitive LIHTC Applicants must have wire transmission here on or before March 1, 2018 11:59 PM Central.
 - b. MTBA with Noncompetitive LIHTC Applicants must have wire transmission here within 24 hours of submission of application THOMAS.
 - c. See 2018 Bond Program Description, 2018 QAP, and External THOMAS User Manual for resource materials.
3. When does the THOMAS system close for Competitive Applicants?

- a. The system will shut down at March 1, 2018 11:59 Central.
 - b. THDA must be in receipt of the wire funds for the proper application fee in order to eligible to compete in the cycle.
 - c. Applicants are encourage to apply in advance of the deadline if at all possible.
4. When will the QAP and Bond Program Description be updated to reflect January Board actions?
 - a. THDA has made those changes on the website.
5. Will THDA require an Application Checklist?
 - a. THDA will not publish or require a checklist as THOMAS is designed to applicable documents based on selections of the applicant. The External THOMAS User Manual has a document table that will indicate various documents that are required based on selections of the applicant.
6. My document type is too large for the Document Uploader?
 - a. THDA would prefer the applicant to load the document in parts to meet THDA specifications rather than an email or link to a file share.
 - b. Contact THOMAS@thda.org to coordinate the upload.
7. What is required on Organizational Charts?
 - a. The Organizational Charts must include all entity levels that filter down to individuals.
 - b. The chart must show individual First and Last Names only.
8. Will the MTBA with Noncompetitive LIHTC have a Cure Process similar to 9% Competitive LIHTC?
 - a. Yes applicants will receive a notice of findings in the event that the coordinator has questions and/or concerns regarding the submissions.
 - b. THDA will put a reasonable timeframe for response in the notice.
 - c. Failure to respond to the notice in a timely fashion may delay and/or result in the applicant being withdrawn from the competition.
9. How can I see if a Technical Glitch has been reported?
 - a. Always check the message feature as universal technical glitches may have already been reported and the THDA IT team is resolving the issue. In the event that the technical glitch or error has not been reported then contact THOMAS@thda.org for assistance.
10. My application is an existing LIHTC and/or MTBA allocation and the rent information area is grayscale.
 - a. Applicants must inform THDA of the net and gross rent mix for each bedroom and AMI type along with the Utility Allowances.
 - b. THDA may issue a workaround for the Scoring Section on Existing LIHTC applications as that scoring item auto populates based off building and unit information. Contact THOMAS@thda.org for specific guidance.