



Tennessee Housing Development Agency

404 James Robertson Parkway, Suite 1200

Nashville, Tennessee 37243-0900

615/815-2200

Ralph M. Perrey
Executive Director

Writer's Phone Number:
615-815-2200

Writer's Fax Number:
615-564-2700

NOTICE

TO: All Interested Parties

FROM: Multifamily Development Division

SUBJECT: Final Low-Income Housing Tax Credit 2013 Qualified Allocation Plan

DATE: November 2, 2012

The following document is the Low-Income Housing Tax Credit 2013 Qualified Allocation Plan ("2013 QAP") as approved by the Tennessee Housing Development Agency Board of Directors on September 25, 2012 and approved by Governor Haslam on October 29, 2012. The Exhibits to the 2013 QAP are also included.

Please note that references to Attachments to the 2013 Low-Income Housing Tax Credit Initial Application ("2013 Initial Application") in the 2013 QAP may have changed due to the Attachments being renumbered for 2013. A table of the Attachments with their old and new numbers is included herein.

If you have questions, please submit them via email to AskMD@thda.org.

**TENNESSEE HOUSING DEVELOPMENT AGENCY
2013 LOW-INCOME HOUSING TAX CREDIT PROGRAM**

TABLE OF ATTACHMENTS TO INITIAL APPLICATION

ATTACHMENT	NEW NUMBER	OLD NUMBER
DETERMINATION OF APPLICABLE FRACTION	1	1
DEVELOPMENT CONSTRUCTION DATA	1A	1A
UNIT INFORMATION - LOW-INCOME UNITS ONLY	2	2
UNIT INFORMATION - MARKET RATE UNITS ONLY	3	3
MONTHLY UTILITY ALLOWANCE CALCULATION	4	7
SOURCES AND USES OF FUNDS	5	8
CONSTRUCTION FINANCING	6	9
PERMANENT FINANCING	7	10
GOVERNMENT SUBSIDIES	8	11
SYNDICATION INFORMATION	9	12
ANNUAL EXPENSES INFORMATION	10	13
DEVELOPMENT COSTS	11	15
CALCULATION OF POTENTIAL TAX CREDITS	12	16
CONFIRMATION OF COMMUNITY REVITALIZATION PLAN	13	23
UNITS DESIGNED FOR SPECIAL HOUSING NEEDS	14	25
DEVELOPMENT SCHEDULE	15	14
COMPOSITION OF OWNER ENTITY	16	4
COMPOSITION OF DEVELOPER ENTITY	17	5
OTHER DEVELOPMENT PARTICIPANTS	18	6
VERIFICATION OF COMPLIANCE FOR EXISTING LIHTC PROJECTS	20	19
CERTIFICATE REGARDING ELIGIBILITY FOR LIHTC	21	20
CERTIFICATE REGARDING ACQUISITION CREDITS	22	21
DISCLOSURE FORM	23	22
FORM OF OPINION LETTER REGARDING EXEMPTION UNDER PART VII-A-6-d	24	28
CERTIFICATION REGARDING ELIGIBILITY FOR PHA SET-ASIDE	26	26
FORM OF LETTER FROM PHA EXECUTIVE DIRECTOR	27	27
CERTIFICATION REGARDING ELIGIBILITY FOR NON-PROFIT SET-ASIDE	28	17
EVIDENCE OF NON-PROFIT HOUSING EXPERIENCE	29	18

TENNESSEE HOUSING DEVELOPMENT AGENCY

Low-Income Housing Tax Credit

2013 QAP

TENNESSEE HOUSING DEVELOPMENT AGENCY
LOW-INCOME HOUSING TAX CREDIT
QUALIFIED ALLOCATION PLAN
2013

Part I: Introduction

The Tennessee Housing Development Agency (“THDA”) administers the Low-Income Housing Tax Credit program in Tennessee. The Low-Income Housing Tax Credit program was created by the Tax Reform Act of 1986 under Section 42 of the Internal Revenue Code of 1986, as amended (“Section 42”), to encourage the construction and rehabilitation of rental housing for low-income individuals and families. Under Section 42(m), THDA is required to develop a Qualified Allocation Plan (“QAP”) to define the process by which it will allocate an annual amount of Low-Income Housing Tax Credits (“Tax Credits”) in Tennessee.

This document is the QAP required by Section 42. This QAP incorporates all requirements of Section 42 unless more stringent requirements, as permitted under Section 42, are included. A public hearing was held to solicit comments. “**Exhibits**” are documents which accompany this QAP and which provide additional information. “**Attachments**” are forms or documents which must be submitted as part of the Initial Application. Exhibits, the Initial Application Form, and Attachments are all considered part of the QAP. The QAP has been approved by the THDA Board of Directors and adopted by the Governor of Tennessee.

Part II: Goals and Objectives

The goal of this QAP is to use the Tax Credits allocated to Tennessee for 2013 to the fullest extent possible to create, maintain, and preserve affordable rental housing for low-income households. Tax Credits are not intended to provide the primary or principal source of financing for a development, but are intended to provide financial incentives sufficient to fill “gaps” which would otherwise exist in developing affordable rental housing for low income households. Specific objectives of this QAP are to:

1. Make rental units affordable to households with as low an income as possible and for the longest time period possible;
2. Encourage the construction or rehabilitation of rental units in the areas of Tennessee with the greatest need for affordable housing;
3. Encourage development of appropriate housing units for persons with special needs, including the elderly and persons who are homeless or have disabilities;
4. Discourage allocation of Tax Credits to developments for which Tax Credits are not necessary to create, improve, or preserve rental housing for low-income persons;
5. Allocate only the minimum amount of Tax Credits necessary to make a development financially feasible and to ensure its viability as a qualified low-income development throughout the credit period;
6. Encourage Non-Profit entities to develop rental housing for low-income households;
7. Encourage energy efficient construction and rehabilitation;
8. Encourage fair distribution of Tax Credits among counties and developers or related parties;
9. Improve distribution among developments of varying sizes to ensure that developments with a smaller number of housing units receive fair consideration; and
10. Allocate Tax Credits fairly.

Part III: Tax Credits Available

A. Total Tax Credits

The total amount of Tax Credits available for allocation in Tennessee for 2013 is the total of the following:

1. \$2.20, plus or minus any cost of living adjustment specified in Section 42(h)(3)(H), multiplied by Tennessee's population;
2. Any unallocated credits from previous year;
3. Any returned credit from previous years; and
4. Any amount allocated to Tennessee by the IRS from the National Pool.

For purposes of calculating the initial Non-Profit Set-Aside and Special Housing Needs Set-Asides, the amount against which the percentages will be applied will be the sum of items 1, 2, and 3 above.

B. Set-Asides

1. Non-Profit Set-Aside
 - a. Qualified Non-Profit applicants (as specified in Part VII-A-2-a of this QAP) will be considered for an allocation of Tax Credits from the Non-Profit Set-Aside.
 - b. Ten percent (10%) of the total amount of Tax Credits available for allocation in Tennessee in 2013 is reserved for qualified Non-Profit applicants as required by Section 42(h)(5).
 - c. **THDA reserves the right to make additional allocations of Tax Credits to qualified Non-Profit applicants as needed to meet the requirements of Section 42(h)(5).**
2. Public Housing Authority Set-Aside
 - a. Up to ten percent (10%) of the sum of Part III-A-1, -2, and -3 will be set aside for developments involving a public housing authority (as specified in Part VII-A-2-b).
3. Preservation Set-Aside
 - a. Up to twenty-five percent (25%) of the sum of Part III-A-1, -2, and -3 will be set aside for developments involving preservation (as specified in Part VII-A-2-c).
4. Special Housing Needs Set-Aside
 - a. Up to ten percent (10%) of the sum of Part III-A-1, -2, and -3 will be set aside for developments serving households with special needs (as specified in Part VII-A-2-d).
5. Qualified Census Tract and Contributing to a Community Revitalization Plan Set-Aside (the "QCT and CRP Set-Aside")
 - a. Up to ten percent (10%) of the sum of Part III-A-1, -2, and -3 will be set aside for developments located in a Qualified Census Tract and contributing to/covered by a Community Revitalization Plan (as specified in Part VII-A-2-e).

Part IV: Limits on Amount of Tax Credits Available

A. By County

The maximum amount of Tax Credits that may be allocated to developments in any one **urban** county shall not exceed three million three hundred thousand dollars (**\$3,300,000**). The maximum amount of Tax Credits that may be allocated to developments in any one **rural** county shall not exceed one million six hundred and fifty thousand dollars (**\$1,650,000**). **Exhibit 1** to this QAP identifies urban and rural counties.

B. By Development

The maximum amount of Tax Credits that may be allocated to a single development shall not exceed one million one hundred thousand dollars (**\$1,100,000**). THDA reserves the right, in its sole discretion, to determine whether Initial Applications received reflect a single development or multiple developments for the purpose of applying this limitation. In making this determination, THDA will consider the physical location of developments; the relationships among owners, developers, management agents, and other development participants; the structure of financing; and any other information which might clarify whether Initial Applications reflect a single development or multiple developments.

C. By Developer or Related Parties

1. The maximum amount of Tax Credits that may be allocated to a single applicant, developer, owner, or related parties shall not exceed two million two hundred thousand dollars (**\$2,200,000**). THDA reserves the right, in its sole discretion, to determine whether related parties are involved for the purpose of applying this limitation.
2. An applicant, developer, owner, or related party may not submit more than one Initial Application or be involved in more than one development per county with respect to 2013 Tax Credits. THDA reserves the right, in its sole discretion, to determine whether related parties are involved for the purpose of applying this limitation.
3. The following list includes, without limitation, related parties, however, THDA reserves the right to determine, in its sole discretion, that other related parties are involved for the purpose of applying this limitation:
 - a. Any person or entity who has a right to (i) replace the developer, (ii) act as co-developer, (iii) replace any individuals or entities who comprise a developer or co-developer, or (iv) otherwise direct the activities of the developer will be considered a developer for purposes of applying this limit.
 - b. Any person or entity who has a right to (i) replace the general partner of the owner or applicant, (ii) act as co-general partner of the owner or applicant, (iii) replace any individuals or entities who comprise a general partner or co-general partner of the owner or applicant, or (iv) otherwise direct the activities of the general partner of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.
 - c. Any person or entity who has a right to (i) replace the controlling stockholder of the owner or applicant, (ii) act as controlling stockholder of owner or applicant, (iii) replace any individuals or entities who comprise a controlling stockholder of the owner or applicant, or (iv) otherwise direct the activities of the controlling stockholder of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.
 - d. Any person or entity who has a right to (i) replace the managing member of the owner or applicant, (ii) act as co-managing member of the owner or applicant, (iii)

replace any individuals or entities who comprise a managing member or co-managing member of the owner or applicant, or (iv) otherwise direct the activities of the managing member of the owner or applicant will be considered an owner or applicant, as the case may be, for purposes of applying this limit.

- e. Any person who is a signatory or guarantor of construction financing documents, permanent financing documents, and/or equity syndication documents.
- f. This limit will also apply to any person or entity that is related to any person or entity specified above.

D. Other Limits

1. No more than fifty percent (50%) of the of the total amount of Tax Credits available for allocation in Tennessee for 2013 will be allocated to developments located completely and wholly within a Qualified Census Tract.
2. No more than forty percent (40%) of the total amount of Tax Credits available for allocation in Tennessee for 2013 will be allocated to developments involving preservation or rehabilitation.

E. For Financial Feasibility

Section 42(m)(2) requires that THDA not allocate more Tax Credits than necessary for the financial feasibility of a development and its viability as a qualified low-income housing development. THDA reserves the right, in its sole discretion, to reject Initial Applications for Tax Credits when THDA determines that the proposed development is not financially feasible or does not need Tax Credits. THDA also reserves the right, in its sole discretion, to reserve or allocate an amount of Tax Credits less than the amount requested in an Initial Application, in a Carryover Allocation Application or in a Placed in Service Application. THDA's determination under Section 42(m)(2) shall not be construed to be a representation or warranty by THDA as to the financial feasibility, viability, or lack thereof, of any development.

Tax Credits allocated pursuant to this QAP are not intended to provide the primary or principal source of financing for a development, but are intended to provide financial incentives sufficient to fill "gaps" which would otherwise exist in developing affordable rental housing for low and very-low income households. The maximum obtainable rents supported by the market study will be expected to support reasonable operating expenses and maximum mortgage debt service prior to Tax Credits filling any financial "gaps". When rents for Tax Credit units in an Initial Application, a Carryover Allocation Application or a Placed in Service Application are below the maximum rents supported by the required market study, such rents, reflected as a percentage of maximum rents permitted under Section 42, must be maintained throughout the Compliance Period.

Part V: Limits On Developer and Consultant Fees, and Contractor Profit, Overhead, and General Requirements

A. Limit on Developer Fees and Consultant Fees

1. The combined total of developer and consultant fees (**Attachment 11: Development Costs**; #10, columns B & C) which may be included in the determination of the amount of Tax Credits for a particular development cannot exceed fifteen percent (15%) of that portion of THDA determined eligible basis attributable to acquisition (before the addition of the developer and consultant fees), and cannot exceed fifteen percent (15%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the developer and consultant fees). Construction

Advisory or Construction Supervision fees listed separately from the maximum allowed Contractor Fees will be considered as a Consultant and will be included in Consultant Fees.

2. If the developer and contractor are related persons as defined in Section 42(d)(2)(D)(iii), then the combined total of developer fees, consultant fees, and contractor profit, contractor overhead, and general requirements, which may be included in the determination of the amount of Tax Credits for a particular development, cannot exceed fifteen percent (15%) of THDA determined eligible basis of that portion of the development attributable to acquisition (before the addition of the fees), and cannot exceed twenty-five percent (25%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the fees).
3. THDA will determine, in its sole discretion, whether other fees will be considered consultant or developer fees for purposes of applying this limitation.

B. Limit on Contractor Fees, Profit, Overhead and General Requirements

1. The total contractor fees, including contractor profit, contractor overhead and general requirements shall be limited to fourteen percent (14%) of total THDA determined site work costs, plus accessory buildings plus either new building hard costs or rehabilitation hard costs. The structure of this fee is limited to the following:

Contractor profit:	may not exceed six percent (6%)
Contractor overhead:	may not exceed two percent (2%)
Contractor general requirements (includes payment and performance bonds):	may not exceed six percent (6%)
Total Contractor fees	may not exceed fourteen percent (14%)
2. If the developer and contractor are related persons as defined in Section 42(d)(2)(D)(iii), then the combined total for contractor profit, overhead, and general requirements, developer fees and consultant fees which may be included in the determination of the amount of Tax Credits for a particular development, cannot exceed fifteen percent (15%) of THDA determined eligible basis on that portion of the development attributable to acquisition (before the addition of the fees), and cannot exceed twenty-five percent (25%) of that portion of THDA determined eligible basis attributable to new construction or to rehabilitation (before the addition of the fees).
3. THDA will determine, in its sole discretion, whether other fees will be considered contractor or developer fees for purposes of applying this limitation.

Part VI: Application Submission

A. Application Requirements

A complete Initial Application must be submitted in accordance with Part VI-B by the Initial Application deadline specified in Part VI-C. To be considered complete, an Initial Application must meet **ALL** of the following requirements:

1. Have content, formatting and pagination identical to that of the 2013 Initial Application Form provided by THDA;
2. Be computer generated or typed (**hand written Initial Applications are prohibited**);
3. Bear original signature(s) as specified in Part VI-D;
4. Include all required Attachments and supporting documentation, with all such Attachments and supporting documentation containing correct, complete, consistent, and current information, all as determined in THDA's sole discretion, as required in this QAP and bearing original signatures to the extent specified in Part VI-D;

5. Have no missing information or any information that is erroneous, incomplete or inconsistent
 - a. Omission of any one of the following items will result in immediate disqualification of the Initial Application:
 - (i) Statement of Application & Certification; or
 - (ii) Initial Application Checklist; or
 - (ii) **Attachment 16**; or
 - (iii) **Attachment 17**; or
 - (iv) Property Control (both levels); or
 - (v) Appraisal; or
 - (vi) Market Study; or
 - (vii) Physical Needs Assessment; or
 - (viii) Zoning letter (if zoning points are claimed).

DISQUALIFICATION UNDER THIS PART VI-A-5-a SHALL BE AT THE SOLE DISCRETION OF THDA STAFF AND SHALL NOT BE APPEALABLE TO THE THDA BOARD OR TO THE TAX CREDIT COMMITTEE OF THE THDA BOARD

- b. Any combination of the items in Part VI-A-5-b-(i) or Part VI-A-5-b-(ii) below totaling 5 or more “strikes” will result in the Initial Application being disqualified by THDA staff. Any applicant with an Initial Application so disqualified may appeal the disqualification to the THDA Executive Director and the THDA Board Chair. The determination of disqualification under this Part VI-A-5-b shall be in the sole discretion of the THDA Executive Director and the THDA Board Chair and shall not be appealable to the THDA Board or to the Tax Credit Committee of the THDA Board.
 - (i) Items resulting in **two strikes each**:
 - (A) Statement of Application & Certification with missing pages; or
 - (B) **Attachment 16 or 17** not fully complete; or
 - (C) Property Control (one level missing) or incomplete or incorrect (i.e. legal description doesn't match); or
 - (D) Any required Attachment missing completely.
 - (ii) Items resulting in **one strike each**:
 - (A) Statement of Application & Certification with signature or notary block incomplete or incorrect; or
 - (B) Statement of Application & Certification with Question 1 not completed properly; or
 - (C) Property Control not signed by proper parties (buyer or seller); or
 - (D) **Attachment 21** signature incorrect; or
 - (E) **Attachment 22** signature block incorrect; or
 - (F) **Attachment 13** not signed by proper city/county official; or

- (G) [Question 5] of the Initial Application missing explanation of any question marked "yes"; or
 - (H) Any required attachment with one or more pages missing.
6. Include a complete original, 1 complete hard copy, and 2 complete electronic copies on CD-ROM;
 7. Be submitted by the Application deadline specified in this Part VI-C; and
 8. Include a check in the amount of all fees required with the Initial Application as specified in Part XV-A.

B. Initial Application Delivery

An Initial Application must be identified as a "Tax Credit Application" and be delivered to:

**Tennessee Housing Development Agency
Suite 1200
404 James Robertson Parkway
Nashville, TN 37243-0900**

Initial Applications may be delivered to THDA by mail, in person, by courier, or by other means of physical delivery. **(Applications by express delivery services should be sent to the address above using Zip Code 37219-1598.)** Telecopy, facsimile, or other transmission or delivery of "copies" or "representations" of the Initial Application or other documents **will not be accepted.**

THDA assumes no responsibility for late delivery or delivery to locations other than stated above. **Only those Initial Applications arriving at the location stated above by the Initial Application deadline specified in Part VI-C will be considered.**

C. Initial Application Deadline

No Initial Applications will be accepted after 1:00 PM Central Time on Friday, February 1, 2013. No Initial Applications will be accepted at any location other than the location specified in Part VI-B.

- **After the Initial Application deadline, no erroneous, missing, incomplete or inconsistent supporting documentation or Attachments, or clarifications to the Initial Application, supporting documentation, or Attachments, or any other materials required in the Initial Application or in support of the Initial Application will be accepted except as specified in Part VIII-B or as requested by THDA.**

D. Original Signatures Required

All forms and documents provided by THDA to be completed as part of the Initial Application must bear **original** signatures where signatures are required. No photocopies, telecopies, or other reproductions of documents with signatures will be accepted on these forms and documents.

E. Local Government Notification

Following receipt of Initial Applications, THDA will notify the chief executive officer (or the equivalent) of the local government in whose jurisdiction a development proposed in an Initial Application is to be located. Such individual will have an opportunity to comment on the development proposed in the Initial Application to be located in the jurisdiction, as required by Section 42(m)(1)(A)(ii).

Part VII: Initial Application Eligibility and Scoring

A. Eligibility Determination

THDA will evaluate each Initial Application that meets the requirements of Part VI to determine whether the following eligibility requirements are met:

1. Minimum Score Required

To be eligible, an Initial Application must obtain a **minimum score of 132 points** as determined by THDA in accordance with Part VII-B.

2. Special Set-Asides

a. Non-Profit Set-Aside: To be eligible for Tax Credits from the Non-Profit Set-Aside, an Initial Application must contain information satisfactory to THDA demonstrating that the development proposed in the Initial Application involves a qualified non-profit organization. To be qualified, a non-profit organization must meet ALL of the following:

(i) The organization must be a *bona fide* non-profit organization, as evidenced by the following:

(A) The organization must be an IRS 501(c)(3) or 501(c)(4) entity;

(B) The organization must be organized and existing in the State of Tennessee or if organized and existing in another state, must be qualified to do business in Tennessee;

(C) The organization must: (i) not be formed by one or more individuals or for-profit entities for the principal purpose of being included in the Non-Profit Set-Aside; (ii) not be controlled by a for-profit organization; and (iii) not have any staff member, officer or member of the board of directors who will materially participate, directly or indirectly, in the proposed development as or through a for-profit entity; and

(D) The organization must be engaged in the business of developing and building low-income rental housing in Tennessee and must have been so engaged at all times since January 1, 2011.

(ii) The organization must, prior to the reservation of Tax Credits: (i) own all of the general partnership interests of the ownership entity of the development; or (ii) own, alone or with other non-profits who meet all of the requirements of this Part VII-A-2-a, one hundred percent (100%) of the stock of a corporate ownership entity of the development; or (iii) own, alone or with other non-profits who meet all of the requirements of this Part VII-A-2-a, one hundred percent (100%) of the stock or 100% of the partnership interests of an entity that is the sole general partner or sole managing member of the ownership entity of the development proposed in the Initial Application;

- (iii) The organization must be materially participating (regular, continuous and substantial on-site involvement) in the development and operation of the development throughout the “compliance period” (as defined in Section 42(i)(1)).
 - (iv) To demonstrate eligibility under this Part VII-A-2-a, ALL of the following must be submitted as part of the Initial Application:
 - (A) A copy of the IRS determination letter clearly stating the organization’s status as an IRS 501(c)(3) or 501(c)(4) entity; and
 - (B) (i) if organized and existing under the laws of the State of Tennessee, a Certificate of Existence from the Tennessee Secretary of State’s Office dated not more than thirty (30) days prior to the date of the Initial Application.
 - (ii) if organized and existing under the laws of another state, a certificate of existence from the secretary of state of the state in which the organization was organized and is existing, together with other documentation from such secretary of state indicating that the organization is in good standing under such laws and a certificate from the Tennessee Secretary of State indicating that the organization is qualified to do business in Tennessee, all dated not more than thirty (30) days prior to the date of the Initial Application;
 - (C) A certification in the form of **Attachment 28**; and
 - (D) **Attachment 29**.
- b. Public Housing Authority Set-Aside: An Initial Application may qualify for the Public Housing Authority Set-Aside in one of two ways, either through a public housing authority (“PHA”) without use of the HOPE VI Revitalization Program (the “HOPE VI Program”) or through a PHA using the HOPE VI Program. **NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS QAP, INITIAL APPLICATIONS THAT QUALIFY FOR THE PUBLIC HOUSING AUTHORITY SET-ASIDE THROUGH A PHA USING THE HOPE VI PROGRAM WILL BE GIVEN PRIORITY WITHIN THE PUBLIC HOUSING AUTHORITY SET-ASIDE.**
- (i) To qualify for the Public Housing Authority Set-Aside without use of the HOPE VI Program, an Initial Application must contain information satisfactory to THDA demonstrating that the development proposed in the Initial Application involves a qualified PHA. To be qualified, a PHA must meet ALL of the following:
 - (A) The PHA must, prior to the reservation of Tax Credits: (1) be the sole general partner or the sole managing member of the ownership entity of the development; or (2) own, alone or with qualified non-profits (as described in Part VII-A-2-b) or other qualified PHAs who meet all the requirements of this QAP, one hundred percent (100%) of the stock of a corporate ownership entity of the development; or (3) own, alone or with qualified non-profits (as described in Part VII-A-2-b) or other qualified PHAs who meet all the requirements of this QAP, one hundred percent (100%) of the stock or 100% of the partnership interests of an entity that is the sole general partner or sole managing member of the ownership entity of the development proposed in the Initial Application;
 - (B) The PHA must materially participate (regular, continuous and substantial on-site involvement) in the development and operation of the development throughout the “compliance period” (as defined in Section 42(i)(1));
 - (C) The PHA must be acting solely within the geographic area of its jurisdiction.

- (D) To demonstrate eligibility under this Part VII-A-2-b, a certification, in the form of **Attachment 26**, must be submitted as part of the Initial Application.
- (ii) To qualify for the Public Housing Authority Set-Aside using the HOPE VI Program, the Initial Application must contain the following:
 - (A) A copy of the HOPE VI Revitalization Grant Assistance Award (form HUD-1044) which identifies the PHA receiving the HOPE VI grant and the amount of the grant;
 - (B) A letter from the Executive Director of the identified PHA in the form of **Attachment 27** certifying that: (1) the development proposed in the Initial Application is identified in the PHA's HUD approved HOPE VI application or Revitalization Plan; (2) the housing units are an essential element of that Plan; and (3) the Tax Credits for the development proposed in the Initial Application are an essential component of the financing plan for the PHA's HOPE VI Program; and
 - (C) A copy of the HUD approved Revitalization Plan.
- (iii) An Initial Application may qualify for the Public Housing Set-Aside under Part VII-A-2-b-(i) or under Part VII-A-2-b-(ii), but not both.
- c. Preservation Set-Aside: The Initial Application must propose a development that involves preservation of a development with existing income and rent restrictions through programs such as the Low-Income Housing Tax Credit, Multifamily Tax-Exempt Bonds, or programs administered by USDA or HUD. The Initial Application must include documentation, acceptable to THDA, in its sole discretion, verifying the existing income and rent restrictions.
- d. Special Housing Needs Set-Aside: The Initial Application must propose a development that serves households with special housing needs. Special needs housing is housing that has been constructed or rehabilitated with special features (e.g. location, design, layout, on-site services) to help people live at the highest level of independence in the community. For example, the unit may be adapted to accommodate special physical or medical needs; or provide on-site services such as staff support for the elderly, individuals with mental health issues, developmental, or other social needs. **In order to qualify for the Special Housing Needs Set-Aside, the proposed development must include on-site services for the targeted tenant population. The Initial Application must include a comprehensive service plan that identifies each service to be provided; the anticipated source of funding for each service; the physical space that will be used to provide each service; and the anticipated supportive service provider for each service and their experience in providing service to the targeted population. Verification of agreements with providers of on-site services throughout the first two (2) years following the required placed in service date must be included with the Initial Application. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609. The proposed development must also satisfy at least one of the following:**
 - (i) **Disabled:** The proposed development must be designed and built so that at least thirty-five percent (35%) of the total number of units in the development (which number shall be rounded up to the next whole unit) are fully equipped for persons with disabilities in accordance with the Americans with Disabilities Act, as applicable, and the Fair Housing Act (including one of the eight safe harbors recognized by HUD as shown on **Exhibit 7**).

- (ii) **Elderly:** The proposed development must be designed and built to be one hundred percent (100%) occupied by the elderly. For purposes of this QAP the definition of elderly is as follows:
 - (A) for proposed developments utilizing other state or federal financing (e.g. HUD, USDA), the definition of elderly shall be consistent with the requirements of such other state or federal financing; or
 - (B) for all other proposed developments, the definition of elderly shall be a household whose head or head's spouse or sole member is a person who is at least 62 years of age.
- (iii) **Homeless:** The proposed development must have one hundred percent (100%) of the low-income units designed as permanent, non-transient (within the meaning of Section 42 (i)(3)(B)) housing for households whose primary residence prior to residing in the development is a privately or publicly operated shelter designed to provide temporary living accommodations, or a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- e. **QCT and CRP Set-Aside:** The Initial Application must propose a development located completely and entirely in a Qualified Census Tract (identified on **Exhibit 4**, excluding Difficult to Develop Areas), the development of which contributes to an approved concerted community revitalization plan, as certified in the form of **Attachment 13** executed by the City Mayor or City Attorney if the development is located within the applicable city limits, or the County Mayor or County Attorney if the development is located within the relevant county but is outside all city limits.

3. Non-compliance

- a. To be eligible, individuals involved (either directly or indirectly) with the developer or the ownership entity (whether formed or to be formed) identified in the Initial Application must not have any involvement (either directly or indirectly) with the developer or the ownership entity of any prior Tax Credit development which has an uncured event of noncompliance under (i) Section 42; (ii) the restrictive covenants recorded in connection with such development or (iii) an IRS form 8823. Ineligibility due to noncompliance shall be in effect for the calendar year in which the non-compliance was identified and for the following calendar year. THDA will determine, in its sole discretion, whether an event of noncompliance exists which has not been cured.
- b. Notwithstanding a. above –
 - (i) If the noncompliance identified by THDA, in its sole discretion, is capable of cure, but has not been cured within the periods identified in a. above, ineligibility shall continue beyond those periods and shall end with the Initial Application cycle that follows the delivery of documentation demonstrating to the satisfaction of THDA, in its sole discretion, that the identified noncompliance has been cured.
 - (ii) An outstanding IRS Form 8823 issued for potential violations under the Fair Housing Act (FHA) as described pursuant to the *Memorandum of Understanding* among Treasury Department, HUD, and DOJ, dated August, 2000, is not considered noncompliance under this section unless there has been a finding of discrimination by an adverse final decision from a federal court or a judgment enforcing the terms of a consent decree.
- c. **Attachment 20** must be submitted as part of the Initial Application to demonstrate eligibility under this Part VII-A-3.

4. Developments

- a. The Initial Application must propose an eligible development. To be eligible, a development proposed in the Initial Application must meet ALL of the following:
 - (i) The development must be a qualified low-income housing development as defined in Section 42(g), containing qualified low-income buildings as defined in Section 42(c)(2) and low-income units as defined in Section 42(i)(3). THDA, in its sole discretion, may require opinions from relevant counsel regarding transitional housing for the homeless, single room occupancy units, service provision or other matters in connection with a determination of eligibility;
 - (ii) One hundred percent (100%) of the units in buildings with elevators in the development and all ground floor units in non-elevator buildings in the development are “covered multifamily dwellings” (as defined in the Fair Housing Act). All covered multifamily dwellings must meet all accessible design requirements under the Fair Housing Act and must otherwise be designed and built in accordance with the Fair Housing Act (including one of the eight safe harbors recognized by HUD as shown on **Exhibit 7**) and all other areas in the development open to the public are “public accommodations” as defined in the Americans with Disabilities Act and must be designed and built in accordance with the Americans With Disabilities Act. An architect’s certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609;
 - (iii) All newly constructed single family units, duplexes, triplexes, and townhomes must meet the visitability requirements as set forth in the THDA Flexible Home Concepts Program.
 - (iv) Proposed developments that request acquisition Tax Credits must meet Section 42(d)(2) (10-year rule), except for federally assisted buildings such as Section 8, 221(d)(3), 221(d)(4), 236 or 515;
 - (v) If the development proposed in the Initial Application is located on scattered sites, then the Initial Application must reflect that all sites are included under a common plan of financing and the scattered sites must be appraised as a single proposed development, using appraisal methodology appropriate for rental property as described in Part VII-A-10;
 - (vi) If the development proposed in the Initial Application will have vinyl siding on all or any part of the exterior, all such vinyl siding must meet a 15-year maintenance free standard. An architect’s certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609;
 - (vii) The development must meet all applicable local building codes or in the absence of such codes, the development must meet the following, as applicable: new construction of multi-family apartments of 3 or more units must meet the 2009 International Building Code; new construction or reconstruction of single-family units or duplexes must meet the 2009 International Residential Code for One- and Two-Family Dwellings; and rehabilitation of rental units must meet the 2009 International Existing Building Code and the 2009 International Property Maintenance Code. An architect’s certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609.
 - (viii) To the extent not otherwise required, the development must have hardwired smoke detectors, with battery backup, in the bedroom areas of all units. An architect’s certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609.

- b. A proposed development may receive, in THDA's sole discretion, an increase in eligible basis of up to 30%. The provisions of this Part VII-A-4-b do not apply to proposed developments with tax-exempt financing as described in Section 42(h)(4).
- c. The following types of developments are not eligible for Tax Credits:
 - (i) Developments that have been part of "Bargain Sales" with a "step-up" in sales price paid to an intervening Non-Profit;
 - (ii) Developments containing units that are not for use by the general public, including, but not limited to, hospitals, nursing homes, sanitariums, life care facilities, trailer parks, or intermediate care facilities for persons with mental and physical disabilities;
 - (iii) Developments in which continual or frequent nursing, medical, or psychiatric services are provided. Examples include, but are not limited to, hospitals, nursing homes, sanitariums, life care facilities, or intermediate care facilities for persons with mental and physical disabilities; or
 - (iv) Developments involving, either directly or indirectly, individuals (all as identified on relevant **Attachment 16 and 17**) who are also involved directly or indirectly in developments identified on **Attachment 20** that submitted a Final Application for Tax Credits prior to January 1, 2012 and, prior to April 1, 2013, have not satisfied all THDA requirements regarding release of the Owner's copies of the IRS Form(s) 8609.
 - (v) Developments involving, either directly or indirectly, individuals (all as identified on relevant **Attachment 16 and 17**) who are currently prohibited from participating in the Low-Income Housing Tax Credit program in Tennessee as described in part VII-A-4-d below.
- d. In the event that any of the following triggering events occur with regard to a development or proposed development that has received an allocation of Tax Credit from THDA, all individuals identified on **Attachment 16 and/or Attachment 17** of the relevant development will be prohibited from participating in the Low-Income Housing Tax Credit program in Tennessee for a period of five (5) years commencing with the year in which THDA becomes aware of the occurrence of the triggering event:
 - (i) General Partner/Managing Member/Sole Stockholder entity being removed from the ownership entity of a previous development due to poor performance and/or malfeasance. THDA staff will communicate with other parties involved in the development (e.g. lender and syndicator) to determine the circumstances surrounding the removal; or
 - (ii) Uncured event of default under the Section 1602 or Tax Credit Assistance Program; or
 - (iii) Fair Housing Act violations involving a finding of discrimination by an adverse final decision from a federal court or a judgment enforcing the terms of a consent decree;
 - (iv) Foreclosure involving loss of units to the affordable housing stock or failure to notify THDA of foreclosure (including a deed in lieu of foreclosure transaction); or
 - (v) Claiming Tax Credits by submitting to the IRS an IRS Form 8609 that was not created by THDA or that contains information that is not consistent with the Form 8609 created by THDA; or
 - (vi) Misrepresentation of eligibility items; or

- (vii) Failure to fulfill commitments made in the Initial Application for points.
 - e. Prohibition of an individual's participation in the Low-Income Housing Tax Credit program in Tennessee pursuant to Part VII-A-4-d shall be determined by THDA staff. Any individual so prohibited may appeal the determination to the THDA Executive Director and the THDA Board Chair. The determination of prohibition shall be at the sole discretion of the THDA Executive Director and the THDA Board Chair and shall not be appealable to the THDA Board or the Tax Credit Committee of the THDA Board.
 - (i) There will be no prohibition if the triggering event occurs prior to the Governor's approval of this QAP.
 - (ii) There will be no prohibition if THDA becomes aware of the triggering event more than five (5) years after its occurrence.
 - (iii) No prohibition will be imposed on a development or proposed development involving the prohibited individuals that received an allocation of Tax Credit between the occurrence of the triggering event and the time THDA becomes aware of the triggering event.
 - f. A certification in the form of **Attachment 21** must be submitted as part of all Initial Applications to demonstrate eligibility under this Part VII-A-4.
 - g. A certification in the form of **Attachment 22** must be submitted as part of any Initial Application that requests acquisition Tax Credits to demonstrate eligibility under Part VII-A-4-a-(iv).
5. Existing, Incremental, and New Developments
- a. Developments which received reservations/allocations of Tax Credits under QAPs at any time during the prior fifteen (15) years and which are not proposing additional housing units will be considered "existing" developments. Developments which have received reservations/allocations of Tax Credits under the 2012 QAP, but which are proposing additional housing units will be considered "incremental" developments. All other developments will be considered "new" developments.
 - b. Initial Applications proposing "incremental" developments will be reviewed, evaluated and scored based solely on the costs, characteristics, and other elements of the development attributable to the housing units added pursuant to the Initial Application submitted for 2013 Tax Credits. None of the costs, characteristics, or other elements attributable to the existing development will be considered, evaluated, or scored. If Tax Credits are allocated to an "incremental" development, the limitations specified in Part IV, and the limitations specified in Part V will apply, based on the cumulative amount of Tax Credits allocated to the entire development for 2012 and 2013 and the cumulative costs of the development as proposed in 2012 and 2013.
 - c. If there are sufficient qualified Initial Applications for "new" developments and/or "incremental" developments, Initial Applications for "existing" developments will not be reviewed or scored, and the application fee will be returned.
 - d. If Tax Credits are allocated to an "existing" development, the limitations specified in Part IV and the limitations specified in Part V will apply, based on the cumulative amount of Tax Credits reserved for the entire development in 2013 and allocated to the development at any time during the prior fifteen (15) years and the cumulative costs of the development as proposed in 2013 and for the prior fifteen (15) years.
6. Development Participants

- a. All development participants must be identified in Sections 3, 4, and 5 of the Initial Application and on **Attachment 18**, which must be submitted with the Initial Application.
- b. **Attachment 16A, 16B, or 16C** must be fully completed and submitted with the Initial Application for the Ownership Entity identified in Section 3 of the Initial Application. If the copies of **Attachment 16A, 16B, or 16C** included in the Initial Application do not contain enough pages to fully describe the Ownership Entity identified in Section 3 of the Initial Application, make additional copies of the relevant portions of **Attachment 16A, 16B, or 16C**, as needed, and complete all additional pages until no entities and only individuals are identified. Provide the required information for all entities and individuals at each layer of the organizational structure of the Ownership Entity. **TRACE THE PROPOSED OWNERSHIP ENTITY THROUGH ALL LAYERS OF ITS ORGANIZATIONAL STRUCTURE REGARDLESS OF THE TYPE OF ENTITY AT ANY PARTICULAR LAYER.** Applicants are encouraged, but not required, to submit an organizational chart when the proposed Ownership Entity is complex and contains multiple layers.
- c. **Attachment 17A, 17B, or 17C** must be fully completed and submitted with the Initial Application for the Developer Entity identified in Section 4 of the Initial Application. If the copies of **Attachment 17A, 17B, or 17C** included in the Initial Application do not contain enough pages to fully describe the Developer entity identified in [Section 5] of the Initial Application, make additional copies of the relevant portions of **Attachment 17A, 17B, or 17C**, as needed, and complete all additional pages until no entities and only individuals are identified. Provide the required information for all entities and individuals at each layer of the organizational structure of the Developer Entity. **TRACE THE PROPOSED DEVELOPER ENTITY THROUGH ALL LAYERS OF ITS ORGANIZATIONAL STRUCTURE REGARDLESS OF THE TYPE OF ENTITY AT ANY PARTICULAR LAYER.** Applicants are encouraged, but not required, to submit an organizational chart when the proposed Developer Entity is complex and contains multiple layers.
- d. In the event any entity identified in **Attachment 16A, 16B, or 16C**, and/or **Attachment 17A, 17B, or 17C** is a corporation that is publicly traded on a nationally recognized stock exchange or similar entity, the information required in **Attachment 16A, 16B, or 16C**, and/or **Attachment 17A, 17B, or 17C** need not be provided for that entity. Complete information must be provided on **Attachment 16A, 16B, or 16C**, and/or **Attachment 17A, 17B, or 17C** for all other types of entities at each layer of the organizational structure until no entities and only individuals are identified. An opinion of counsel in the form of **Attachment 24** must be provided with the Initial Application for this exception to apply.
- e. In the event any entity identified in **Attachment 16A, 16B, or 16C**, and/or **Attachment 17A, 17B, or 17C** is a trust, information must be provided in the relevant Attachment about the trustee and beneficiary of each trust at each layer of organizational structure. Information about trustees and beneficiaries must be traced through all levels of organizational structure.
- f. An **Attachment 23** (Disclosure Form) is required for each individual identified in **Attachment 16A, 16B, or 16C** for the Ownership Entity and for each individual identified in **Attachment 17A, 17B, or 17C** for the Developer Entity. Each Disclosure Form must include responses to each question and must bear the original signature of the individual, in their individual capacity. Provided, however, **Attachment 23** is NOT required for individuals who are officers, directors of shareholders of a corporation that is publicly traded on a nationally recognized stock exchange or similar entity which is identified in **Attachment 16A, 16B, or 16C**, and/or

Attachment 17A, 17B, or 17C. An opinion of counsel in the form of **Attachment 24** must be provided with the Initial Application for this exception to apply.

- g. An Initial Application is ineligible if any of the following apply:
- (i) **Attachment 23** for any required individual shows that any one of the following is true for that individual:
 - (A) A felony conviction of any type within the last ten (10) years;
 - (B) A fine, suspension or debarment involving financial or housing activities within the last five (5) years imposed by any federal agency;
 - (C) The individual currently in bankruptcy or a bankruptcy discharged within the last four (4) years or any organization or entity in which the individual had significant control currently is in bankruptcy or had a bankruptcy discharged within the last four (4) years;
 - (i) Individual bankruptcy of a member of the board of directors of an entity that is, or is wholly controlled by, a government entity will not be grounds for ineligibility under this Part VII-A-6-g(i)-(C) provided that the individual certifies that he/she will not have substantial decision-making authority with regard to the proposed development; or
 - (D) Any suspensions of required state licenses (Tennessee or any other state) within the last ten (10) years.
 - (ii) The Initial Application is disqualified or deemed ineligible pursuant to any other provisions of this QAP.

7. Property Control

- a. 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"). **Acceptable documentation must be in full force and effect, fully executed and include a correct legal description for the property.** The person executing the documentation on behalf of the Ownership Entity must be a person identified in **Attachment 16A, 16B, or 16C**. A copy of any one of items (i)-(iv) below must be part of the Initial Application:
- (i) 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;
 - (ii) 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;
 - (iii) 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-a-(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; or
 - (iv) 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-a-(iv), 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.

- (v) 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 agreement, as determined in THDA’s sole discretion.
 - b. Documentation required as part of the Initial Application to demonstrate eligibility under this Part VII-A-7:
 - (i) A copy of one of the items identified in Part VII-A-7-a above, **AND**
 - (ii) One of the following:
 - (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 Part VII-A-7-a above as owner; or
 - (B) An executed, unqualified attorney title opinion, rendered by an independent third party attorney, indicating title to the property is vested in the person or entity who executed the document required in Part VII-A-7-a above as owner.
 - c. 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.
 - d. 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.
8. Market Study
- a. A market study, performed by an independent third party selected from **Exhibit 9** and prepared in accordance with the requirements of **Exhibit 8** (the “Market Study”), must be submitted with the Initial Application for all proposed developments. The Market Study, in a form and with content acceptable to THDA, in its sole discretion, must support the need and demand for the proposed development.
 - b. The Market Study must be less than six months old at the time of submission.
 - c. Based on the information and analysis presented in the Market Study, and based on other information available to THDA, THDA may determine, in its sole discretion, that market demand is not sufficient to support the proposed development.
 - d. ***The determinations of the market analyst as reflected in the Market Study are determinative as to eligibility.***

9. Physical Needs Assessment

For Initial Applications proposing rehabilitation, the Initial Application must include a physical needs assessment conducted by an independent third party. The physical needs assessment must be in a form and with content acceptable to THDA in its sole discretion, and must include a complete and detailed work plan showing all necessary and contemplated improvements and the projected cost. Physical needs assessments must be less than six months old at the time of submission.

10. Appraisal

- a. For Initial Applications requesting acquisition Tax Credits for five or more units, an “as is” market rate appraisal not including Tax Credit benefits must be included with the Initial Application. The appraisal must be performed by a Certified General Appraiser licensed in Tennessee. The appraisal cannot be based solely or largely on a cost approach to value, but must also consider market and income approaches to value. If the development is proposed for scattered sites, the scattered sites must be appraised as a single rental development, using appraisal methodology appropriate for rental property as described here. The acquisition cost for Tax Credit purposes shall not exceed the lesser of the purchase price or the appraised value. Appraisals must be less than six months old at the time of submission.
- b. For all other Initial Applications, a land appraisal must be included with the Initial Application. The appraisal must be performed by a Certified General Appraiser licensed in Tennessee. If the development is proposed for scattered sites, the scattered sites must be appraised as a single rental development, using appraisal methodology appropriate for rental property. The land cost for Tax Credit purposes shall not exceed the lesser of the purchase price or the appraised value. Appraisals must be less than six months old at the time of submission.

11. 100-Year Flood Plain

No portion of the improvements associated with the proposed development (other than parking lots) may be within a 100-year flood plain unless covered by flood insurance. Certification in the form of **Attachment 25** will be required with the 10% Carryover Cost Certification. Proof of flood insurance, if applicable, must be submitted with the Final Application.

B. Scoring Initial Applications

Only Applicants, Initial Applications and developments that meet all application requirements specified in Part VI and all eligibility requirements specified in Part VII-A will be evaluated according to the scoring criteria specified below based on the information provided in each Initial Application. **A minimum of 132 points of the 300 points available is required for an Initial Application to be eligible for further consideration** under this QAP.

Points will not be awarded for any scoring category that is incomplete, erroneous, inconsistent with Attachments, other required supporting documentation, the Initial Application itself, or any other type of inconsistency.

1. Development Location and Housing Needs: **Maximum 75 Points**

a. Proximity to Essential Services: **Maximum 69 points**

- (i) Developments or proposed developments located within proscribed distances of certain essential services as reflected in **Exhibit 2**. For urban counties (as specified in **Exhibit 1**), distances will be determined by www.walkscore.com. For rural counties (as specified in **Exhibit 1**), distances will be determined by www.maps.google.com. Verification of distance generated by the applicable web site must be included in the Initial Application.

b. Developments located in Identified Areas of Affordable Housing Need: **Maximum 6 points**

- (i) Developments located completely and entirely within a census tract (other than a Qualified Census Tract) that is, itself, completely and entirely within an area covered by an approved community revitalization plan, as certified, in the form of **Attachment 13**, executed by the City Mayor or City Attorney if the development is located within the applicable city limits, or the County Mayor or County Attorney if the development is located within the relevant county but is outside all city limits.: **6 points**

2. Development Characteristics: **Maximum 75 Points**

a. New Construction Only

- (i) Developments not involving preservation or rehabilitation that include written documentation from the appropriate local governmental authority demonstrating that current zoning and other local land use regulations permit the development as proposed or that no such regulations currently apply to the proposed development: **5 points**
- (ii) Developments not involving preservation or rehabilitation designed and built to promote energy conservation by meeting the standards of the 2009 International Building Code. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **10 points**
- (iii) Developments not involving preservation or rehabilitation designed and built using brick, stone, cement fiber siding, or vinyl to meet a 15-year maintenance-free exterior standard. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **5 points**
- (iv) Developments not involving preservation or rehabilitation designed and built with **a minimum of 65%** of the exterior wall surfaces below the plate line covered with brick, stone, or cement fiber siding. An architect's certification will

be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **10 points**

b. Preservation or Rehabilitation Only

- (i) Developments involving **substantial preservation or rehabilitation** must be rehabilitated so that, upon completion of all rehabilitation as described in the Physical Needs Assessment, the major building components and systems will not require further substantial rehabilitation for a period of at least fifteen (15) years from the required placed in service date. Major building components and systems are roof structures, wall structures, floor structures, foundations, plumbing systems, central heating and air conditioning systems, electrical systems, doors and windows, parking lots, elevators, and fire/safety systems. Rehabilitation hard costs must be no less than the greater of thirty percent (30%) of building acquisition costs or twelve thousand dollars (\$12,000) per unit. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **30 points**
- (ii) Developments involving **moderate preservation or rehabilitation** must be rehabilitated so that, upon completion of all rehabilitation, rehabilitation hard costs must be no less than the greater of twenty-five percent (25%) of building acquisition cost or eight thousand dollars (\$8,000) per unit. The rehabilitation scope of work must include, at a minimum, all appliances in all units being Energy-Star compliant (this requirement does not apply to dryers, ovens, ranges, or microwaves), and all work specified in the Physical Needs Assessment with regard to drywall, carpet, tile, interior and exterior paint, the electrical system, heating and air conditioning systems, roof, windows, interior and exterior doors, stairwells, handrails, and mailboxes. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **25 points**
- (iii) Developments involving **limited preservation or rehabilitation** must be rehabilitated so that, upon completion of all rehabilitation, rehabilitation hard costs must be no less than the greater of twenty percent (20%) of building acquisition cost or six thousand dollars (\$6,000) per unit. The rehabilitation scope of work must include, at a minimum, all work specified in the Physical Needs Assessment with regard to interior and exterior common areas, interior and exterior painting and/or power washing, gutters, parking areas, sidewalks, fencing, landscaping, and mailboxes. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **20 points**
- (iv) All rehabilitation expenditures must satisfy the requirements of Section 42(e)(3)(A)(ii) of the Code.
- (v) Developments involving the use of existing housing as part of a community revitalization plan as certified, in the form of **Attachment 13**, executed by the City Mayor or City Attorney if the development is located within the applicable city limits, or the County Mayor or County Attorney if the development is located within the relevant county but is outside all city limits: **3 points**

c. Historic Nature

Developments exclusively involving a structure (or structures) that is listed individually in the National Register of Historic Places, or is located in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district, and all proposed work will be completed in such a manner

as to be eligible for historic rehabilitation tax credits. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609. **Developments seeking to combine historic nature and adaptive reuse will be treated as new construction: 3 points**

d. Energy Efficiency

Developments utilizing the energy efficiency items below will be awarded points as indicated. An architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609: **Maximum 45 points.**

(i) Electrical - Lighting: 9 points.

- (a) All light fixtures in units and common areas to be initially fitted with Energy Star rated light bulbs, compact fluorescent or LED; and
- (b) If ceiling fans are provided, the fan must be an Energy Star rated ceiling fan with light fixture (the light fixture is not required to be Energy Star rated) and must connect to wall switches.

(ii) Water Conservation – Plumbing: 9 points.

- (a) Use of at least of one (1) high efficiency or dual flush toilet per unit; and
- (b) All faucets, shower heads, and toilets must be EPA "Watersense" rated.

(iii) HVAC Upgrades: 9 points.

- (a) HVAC systems, including the air handler and line sets, must be rated at 14 SEER and properly sized for the units; and
- (b) Energy Star rated unit temperature control thermostats in each unit.

(iv) Energy Efficient Appliances: 9 points.

- (a) Energy Star rated Frost free Refrigerator/Freezer in all units; and
- (b) Energy Star rated Dishwashers in all units; and
- (c) All other appliances provided in the unit, including in unit washers, must be Energy Star rated (this requirement does not apply to dryers, ovens, ranges, or microwaves).

(v) Building Construction: 9 points.

- (a) Use of double glazed, insulated energy efficient windows for all windows in all units; and
- (b) Attic insulation must meet R-30 minimum value; and
- (c) Metal-clad wood, fiberglass, or hollow metal construction exterior doors with a minimum R-11 rating in all units.

e. Combination of New Construction and Preservation or Rehabilitation

For developments involving a combination of new construction and rehabilitation, points will be prorated based on the percentage of units in each category.

f. Adaptive Reuse/Conversion

Developments involving adaptive reuse/conversion will be treated as new construction. Adaptive reuse/conversion is defined as the change in use of a major building to residential use. Without limitation, the reuse of hotels, motels, buildings formerly used for residential purposes, slabs, sheds, trailers/mobile homes, barns, garages or single-family homes are not considered to be adaptive reuse/conversion.

3. Sponsor Characteristics: Maximum 45 Points

- a. Points will be awarded as designated below if the described event has **NOT** occurred in Tennessee since February 1, 2012 with respect to individuals involved (either directly or indirectly) with the developer or the ownership entity (whether formed or to be formed) identified in the Initial Application: **maximum 21 points**
- (i) A reservation of Tax Credits was issued and accepted for a development that the individuals identified above were involved with (either directly or indirectly) through the developer or owner, yet a Carryover Allocation was not obtained: **5 points**
 - (ii) A Carryover Allocation was made to a development that the individuals identified above were involved with (either directly or indirectly) through the developer or owner, yet an IRS Form 8609 will not be or was not obtained: **7 points**
 - (iii) An allocation of Tax Credits was made to a development that the individuals identified above were involved with (either directly or indirectly) through developer or owner, but the development failed to meet the minimum set-aside for low-income tenants as specified in the land use restrictive covenants: **9 points**
- b. Initial Applications will be ineligible for points referenced in Part VII-B-3-a above if, with respect to individuals involved (either directly or indirectly) with the developer, the ownership entity (whether formed or to be formed), or the consultant identified in the Initial Application, any of the following has occurred:
- (i) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any prior Initial, Carryover Allocation, or Final Application that has been determined, in THDA's sole discretion, to be in violation of the requirements of the applicable QAP regarding developer or related party issues; or
 - (ii) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any prior Initial, Carryover Allocation, or Final Application that has been determined, in THDA's sole discretion, to involve a "broker" who does not remain involved in the Initial Application through placed in service; or
 - (iii) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any prior Final Application that has been determined, in THDA's sole discretion, to be in violation of the requirements of the applicable QAP regarding submission of permanent financing documentation; or
 - (iv) any such individual has been determined, in THDA's sole discretion, to be or to have been involved in any prior Initial, Carryover Allocation, or Final Application as a consultant, but who is a signatory or guarantor of construction financing documents, permanent financing documents, and/or equity syndication documents with respect to the development reflected in such prior Initial, Carryover Allocation, or Final Application; or
 - (v) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any Exchange Application that failed to satisfy the deadline for completion of construction as specified in Part XVIII-F of the 2009 QAP; or
 - (vi) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any Multifamily Tax Exempt Bond Authority Application that received an allocation of bond authority but failed to meet established deadline for issuance and sale of the tax-exempt bonds. Voluntary withdrawal of

a Multifamily Tax Exempt Bond Authority Application in accordance with all applicable program requirements will not cause ineligibility for points under Part VII-B-3-a above; or

- (vii) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any Section 1602 or Tax Credit Assistance Program ("TCAP") development that accepted a conditional commitment letter, but failed to meet deadlines established for the submission of documentation to THDA or failed to close on the Section 1602 or TCAP assistance or failed to achieve 100% completion of construction of the development by the relevant deadline (voluntary withdrawal of a Section 1602 or TCAP Application in accordance with all applicable program requirements will not cause ineligibility for points under Part VII-B-3-a above); or
- (viii) any such individual has been determined, in THDA's sole discretion, to be or have been involved in any development for which Section 1602 or TCAP assistance closed, but is in default thereunder or for which events have occurred that with the passage of time will become a default.

Ineligibility for points as described in this Part VII-B-3-b shall be in effect during the year in which THDA identifies the circumstances causing the ineligibility and for the following calendar year.

c. Completeness/Correctness of Initial Application: **Maximum 21 points**

- (i) Initial Application has no issues requiring correction as determined by THDA, in its sole discretion: **21 points**
- (ii) Initial Application has issues requiring correction, but all such issues are fully resolved prior to the issuance of the Cure Notice as determined by THDA, in its sole discretion: **14 points**
- (iii) Initial Application has issues requiring correction reflected in the Cure Notice, but all such issues are fully resolved following review of materials timely submitted in response to the Cure Notice as determined by THDA, in its sole discretion: **7 points**

d. Developments using HOPE VI funding as part of the development financing. **To qualify for these points, the Initial Application must include a copy of the HOPE VI Revitalization Grant Assistance Award (form HUD-1044) which identifies the Public Housing Authority receiving the HOPE VI grant and the amount of the grant:**

HOPE VI Funds as a Percentage of Total Financing for this Development (including <u>tax credit syndication proceeds</u>)	<u>Points</u>
5%	1 point
10%	2 points
20%	3 points

4. Lowest Income Preference: Maximum 30 Points

Election to set aside up to twenty percent (20%) of the units (which number shall be rounded up to the next whole unit) for households with incomes no higher than fifty percent (50%) of the area median income with rents maintained at or below the 50% of area median income maximums. Units occupied by households with Section 8 Housing Choice Vouchers count toward this requirement: *Maximum 30 points*

<u>Percent of units</u>	<u>Points</u>
At least 10%	10 points
At least 15%	20 points
At least 20%	30 points

5. Extended Use Preference or Tenant Ownership: Maximum 15 points

Choose only one below, a. OR b.

a. Extended Use Preference: Maximum 15 Points

A binding commitment to defer the point in time at which the written request specified in Section 42(h)(6)(l) may be given:

<u>Number of Years</u>	<u>Points</u>
At least 5 years	15 points
At least 4 years, but less than 5 years	10 points
At least 3 years, but less than 4 years	3 points

OR

b. Eventual Tenant Ownership: 5 points

A binding commitment to offer the tenant of a single family building at the end of the fifteen-year tax credit compliance period a right of first refusal to purchase the property. The owner must provide to THDA a detailed plan with the Initial Application, specifically including how the owner will set aside a portion of the rent beginning in year two (2) of the compliance period to provide sufficient funds to the tenant at the end of the compliance period for the down payment and the closing costs to purchase the unit. The plan will be required to be updated and submitted to THDA again for approval in year 13 of the compliance period. The Restrictive Covenant Agreement will contain provisions ensuring enforcement of this provision.

6. Public Housing Priority: 15 Points

Marketing plans, lease-up plans, and operating policies and procedures which will give a priority to persons on current Public Housing waiting lists. Initial Applications with proposed developments in areas reflected on **Exhibit 6** are eligible for these points.

7. Affirmatively Furthering Fair Housing: 15 points

The development must have and be operated in accordance with marketing plans, lease-up plans, and operating policies and procedures which are fully compliant with the THDA Affirmative Marketing Policy and Procedures.

8. Affirmative Marketing Plan for Households with Children: 15 points

The development must have and be operated in accordance with marketing plans, lease-up plans, and operating policies and procedures which are fully compliant with the THDA Affirmative Marketing Policy and Procedures. The development must also include at least 2 of the following **on-site** amenities:

- a. Appropriately sized, dedicated space with appropriate furniture and fixtures for and agreements with providers of after-school tutoring or homework help programs; or
- b. Appropriately sized computer room containing at least 1 computer with free internet access for each 50 total units; or
- c. Ball court separate from all parking areas; or
- d. Playground with permanent playground equipment.

9. Tennessee Growth Policy Act: 15 points

Initial Applications with proposed developments located completely and wholly in a county or municipality with a growth plan approved by the local government planning advisory committee as determined by the Tennessee Advisory Commission on Intergovernmental Relations and reflected on **Exhibit 3**. Initial Applications with proposed developments in counties not subject to the Tennessee Growth Policy Act, as shown on **Exhibit 3**, will receive these points.

Part VIII: Initial Application Eligibility and Scoring Review

A. Notice to Applicants

1. THDA will notify each applicant when the eligibility determination and scoring of their Initial Application is complete. All applicants will be so notified on or before April 12, 2013. THDA will send this notice to the contact person identified and the address specified in the Initial Application. Failure to receive any notice specified in this Part VIII will not extend deadlines or modify requirements in this Part VIII. All applicants shall immediately notify THDA, in writing, of changes in the name and/or address of the contact person specified in the Initial Application. Such notification by the applicant will not be deemed to be an amendment to the Initial Application.
2. If THDA determines that an Initial Application meets all of the eligibility requirements of this QAP and if the score assigned by THDA in each scoring category is the same as or higher than the score assigned by the applicant in the Initial Application, then no further action by the applicant or THDA will be taken. Applicants may not submit additional items for the purpose of increasing the scores in a particular scoring category if the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application. The provisions of Part VIII-B do not apply.
3. If THDA determines that an Initial Application does not meet one or more of the eligibility requirements of this QAP or if the score assigned by THDA in any scoring category is less than the score assigned by the applicant in the Initial Application, THDA will so notify the applicant. THDA will also notify applicants if THDA determines that (i) any two or more developments proposed in two or more Initial Applications constitute a single development for purposes of applying the development limit specified in Part IV-B or (ii) developers or related parties reflected in two or more Initial Applications constitute a single entity for purposes of applying the developer or related party limitation specified in Part IV-C. This notice to applicants from THDA is referred to herein as the "Cure Notice".

4. **No rankings or scoring summaries with respect to Initial Applications received by THDA will be available until all cure periods have expired and the review process is complete.**

B. Cure Period

1. Applicants receiving a Cure Notice may, in compliance with the requirements of this Part VIII-B, correct erroneous items, supply missing or incomplete items and/or may clarify any inconsistencies related to the specific items identified by THDA during a cure period which shall begin on the date of the Cure Notice and shall end at 4:00 PM Central Time, on the date specified in the Cure Notice, which date shall be five (5) business days from the date of the Cure Notice. The Cure Notice shall specify the means and methods by which erroneous items may be corrected, missing items supplied, incomplete items completed and inconsistencies clarified. Applicants may not submit additional items for the purpose of increasing the score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application.
2. If additional documentation to address items specified in the Cure Notice is not submitted in accordance with the requirements contained in the Cure Notice, then the determination as to eligibility and scoring made by THDA is determinative. The review process described in Part VIII-C is not available to applicants who do not submit additional documentation in accordance with the Cure Notice (including, without limitation, the time deadlines specified therein.).
3. The cure provisions of this Part VIII-B **do not apply** to Initial Applications that are not submitted in accordance with the requirements of Part VI.
4. THDA will review all documentation submitted in accordance with the Cure Notice for each relevant Initial Application. If THDA determines that an Initial Application, taking into account documentation submitted in accordance with the Cure Notice, meets all of the eligibility requirements of this QAP and if the score assigned by THDA in each scoring category is the same as or higher than the score assigned by the applicant in the Initial Application, then no further action by the applicant or THDA will be taken. Applicants may not submit additional items for the purpose of increasing the score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application, taking into account documentation submitted in accordance with the Cure Notice. The provisions of Part VIII-C will not apply.
5. If THDA determines that an Initial Application, taking into account documentation submitted in accordance with the Cure Notice, still does not meet any one of the eligibility requirements of this QAP or if the score assigned by THDA in any scoring category is still less than the score assigned by the applicant in the Initial Application, THDA will notify the applicant of the determination (the "Review Notice"). The Review Notice will specify the time period within which a request for review may be made.

C. Review Process

1. Applicants who receive a Review Notice may submit, **in writing**, a request for review to the THDA Executive Director. This request for review must be submitted in accordance with the Review Notice. A request for review will not be considered if no documentation was submitted or if documentation was not submitted in accordance with the Cure Notice (including, without limitation, the time deadlines therein). If no written request for review is submitted or if the written request submitted does not meet all requirements of the Review Notice or this QAP, no review will occur and the THDA determination prior to the issuance of the Review Notice will be final.

2. The request for review must identify the eligibility item or scoring category to be reviewed, **the information in the Initial Application OR the documentation submitted during the cure period relevant to the eligibility item or scoring category in question**, and the reason the applicant thinks that the eligibility determination or scoring was in error. The request for review must contain no more than two 8 1/2 X 11 inch pages, with print on one side of each page, typed in 12 point font or larger (or legibly hand written). Requests not meeting this format will not be considered.
3. No additional documentation may be submitted in connection with this request for review. No information submitted after the expiration of the relevant cure period specified in the Cure Notice for an Initial Application will be considered. Applicants may not submit additional items for the purpose of increasing the score in a particular scoring category where the THDA assigned score is the same as or higher than the score assigned by the applicant in the Initial Application, taking into account documentation submitted in accordance with the Cure Notice. Requests for review that were not submitted in accordance with the Review Notice will not be considered. The provisions of Part VIII-C-4, -5, and -6 will not apply.
4. The Tax Credit Committee of the Board of Directors of THDA (the "Tax Credit Committee") will meet in regular or special session in May, 2013, to evaluate the Initial Application, documentation submitted during the cure period, the Review Notice, the request for review and THDA staff analysis thereof (the "Review Meeting"). The Tax Credit Committee will consider only documentation submitted in compliance with this Part VIII, regardless of whether the applicant or a representative thereof are present at the Review Meeting. The Tax Credit Committee will consider whether documentation submitted as a result of the Cure Notice, taking into account the THDA staff analysis, is sufficient to meet the requirements of this QAP or is otherwise consistent with the spirit and intent of this QAP. **Any contact with THDA Executive Director, any member of the Tax Credit Committee or any member of the THDA Board by any person or entity on behalf of any Initial Application between the date of the Review Notice and the date of the Review Meeting will be grounds for dismissal of the review request.**
5. Applicants or representatives thereof may contact THDA Multifamily Development staff regarding procedural matters only between the date of the Review Notice and the date of the Review Meeting, which contact, if limited as specified herein, will not constitute grounds for dismissal of a review request. Applicants or representatives thereof may, but are not required, to appear at the Review Meeting. Notice of the decision of the Tax Credit Committee will be provided to the applicant.
6. The final score for all Initial Applications will be determined after the Tax Credit Committee meets. By adoption of this QAP, the THDA Board of Directors specifically delegates full authority to the Tax Credit Committee to make the determinations specified in this Part VIII-C. The THDA Board of Directors will not consider requests to review decisions of the Tax Credit Committee. All decisions of the Tax Credit Committee are final. No matters with respect to eligibility under Part VII-A or with respect to scoring under Part VII-B will be considered after the date of the Review Meeting.

D. Final Scoring and Ranking of Initial Applications

After the completion of the cure period and completion of the review process set forth above, the final score for each Initial Application will be determined. Each Initial Application will be listed in order of score and such rankings will be made available to all applicants. This ranking is not confirmation of a reservation of Tax Credits. Reservations will not be made until all set-asides have been applied and all limits have been applied.

E. Application of Various Limits/Final Ranking

Following the final scoring of each Initial Application, THDA will reserve the available amount of Tax Credits in the Non-Profit Set-Aside, in the Preservation Set-Aside, in the Special Housing needs Set-Aside, in the QCT and CRP Set-Aside, and in the Public Housing Authority Set-Aside, based on the final scores assigned to each Initial Application and the amount of Tax Credits determined by THDA to be appropriate, according to the following procedures and provisions:

1. Non-Profit Set-Aside:
 - a. Based on the final scoring of Initial Applications, THDA will list, in ranking order, all developments qualifying for the Non-Profit Set-Aside, and will reserve Tax Credits beginning with the highest ranking Initial Application in the initial Non-Profit Set-Aside and will proceed down the ranking until the point is reached where the last complete reservation can be made. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.) If there are not enough Tax Credits remaining in the initial Non-Profit Set-Aside to reserve the full amount requested for the next Non-Profit Initial Application in line, the difference between the balance remaining in the initial Non-Profit Set-Aside and the amount needed to make a full reservation will be added to the Non-Profit Set-Aside.
 - b. After the initial Non-Profit Set-Aside is completely reserved, other qualified Non-Profit applications that did not receive a reservation will be included and considered, along with other applications, in the Public Housing Authority Set-Aside, Preservation Set-Aside, the Special Housing Needs Set-Aside, the QCT and CRP Set-Aside, and the general pool, as applicable.
2. Public Housing Authority Set-Aside:
 - a. For Initial Applications in the Public Housing Authority Set-Aside, THDA will list, in ranking order, with priority given to qualified Initial Applications utilizing HOPE VI funds, qualified Initial Applications, and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached where the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.)
 - b. After the Public Housing Set-Aside is completely reserved, other qualified public housing authority applications that have not received a reservation will be included and considered, along with other applications, in the Preservation Set-Aside, the Special Housing Needs Set-Aside, the QCT and CRP Set-Aside, and the general pool, as applicable.
3. Preservation Set-Aside
 - a. For Initial Applications in the Preservation Set-Aside, THDA will list, in ranking order, qualified Initial Applications and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached where the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.)
 - b. After the Preservation Set-Aside is completely reserved, other qualified preservation applications that have not received a reservation will be included and considered, along with other applications, in the Special Housing Needs Set-Aside, the QCT and CRP Set-Aside, and the general pool, as applicable.

4. Special Housing Needs Set-Aside

- a. For Initial Applications in the Special Housing Needs Set-Aside, THDA will list, in ranking order, qualified Initial Applications and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached where the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.)
- b. After the Special Housing Needs Set-Aside is completely reserved, other qualified special housing needs applications that have not received a reservation will be included and considered, along with other applications, in the QCT and CRP Set-Aside and the general pool, as applicable.

5. QCT and CRP Set-Aside

- a. For Initial Applications in the QCT and CRP Set-Aside, THDA will list, in ranking order, qualified Initial Applications and will make reservations beginning with the highest ranking Initial Application and will proceed down the ranking until the point is reached where the last complete reservation has been made from the Set-Aside amount. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.)
- b. After the QCT and CRP Set-Aside is completely reserved, other qualified applications for QCT and CRP developments that have not received a reservation will be included and considered, along with other applications, in the general pool, as applicable.

6. General Pool

- a. Any Tax Credits remaining after steps 1 through 5 above are complete will be combined with any other Tax Credits that are unallocated for any reason (from Part III-A above).
- b. Throughout the remainder of the reservations, THDA will ensure that at least ten percent (10%) of the total amount of Tax Credits available for allocation in Tennessee for 2013 have been reserved to Initial Applications that are qualified for the Non-Profit Set-Aside, even if a lower ranking Initial Application qualified for the Non-Profit Set-Aside must be reserved Tax Credits before a higher-ranking Initial Application that is not qualified for the Non-Profit Set-Aside. THDA will reserve any remaining Tax Credits to the remaining qualified Initial Applications beginning with the highest ranking Initial Application, subject to the priority for Non-Profit Initial Applications, and continuing down the list until the last complete reservation is made. **No partial reservations of Tax Credits will be made, except pursuant to Part VIII-E-6-c-(ii).** (The limitations specified in Part IV will apply.)
- c.
 - (i) If the steps above leave THDA with insufficient Tax Credits to make a complete reservation to the next highest ranking Initial Application, THDA will hold the Tax Credits remaining until enough Tax Credits have been recaptured or returned for a complete reservation to be made to the next highest ranking Initial Application, taking into account all applicable caps and limits. THDA will then make a complete reservation to the next highest ranking Initial Application (The limitations specified in Part IV will apply.)
 - (ii) If the Tax Credits remaining are likely to exceed one percent (1%) of the total Tax Credits available for reservation, thereby eliminating THDA from applying for Tax Credits from the National Pool in a subsequent year, then any remaining Tax Credits may be offered as a partial reservation to the next

highest ranking Initial Application, taking into account all applicable caps and limits, until the Tax Credits are accepted. (The limitations in Part IV will apply.) Acceptance of a partial reservation according to this provision would not classify a development as an “existing” application in subsequent years, but any limitation on Tax Credits per development in subsequent years would apply to any such partial reservation.

7. **Tax Credits remaining in the Non-Profit Set-Aside after all qualified Non-Profit Initial Applications have received reservations of Tax Credits cannot be reserved to other Initial Applications.**
8. Tie Breaker

In the event there is a tie between two or more Initial Applications at the cutoff for receipt of a Tax Credit reservation, the Initial Application requesting the least Tax Credits per low-income unit will be given priority. If this first tie breaker still results in a tie, the THDA Executive Director and the THDA Board Chair, will, in their sole discretion, determine which Initial Application will be given priority. This determination is not appealable to the THDA Board or the Tax Credit Committee of the THDA Board.

Part IX: Reservation of Tax Credits

A. Preliminary Award Letter

THDA will notify, in writing, each successful applicant of an initial reservation of Tax Credits (the “Preliminary Award Letter”). In determining the initial amount of Tax Credits to be reserved, THDA will use the costs, incomes and expenses submitted in the Initial Application, as determined by THDA to be reasonable, in THDA’s sole discretion. **The final amount of Tax Credits allocated to each successful applicant may be less than, but will not be more than, the amount requested in the Initial Application, the amount specified in the Preliminary Award Letter or the amount reflected in a Carryover Allocation Agreement.** Allocations will be determined in connection with a Carryover Allocation Application and in connection with an evaluation at the time the development is placed in service, in accordance with Section 42(m)(2) and this QAP.

B. Status Reports

All developments with a Preliminary Award Letter shall provide status reports outlining progress toward completion by dates, in a form and with substance as specified by THDA in the Preliminary Award Letter. Information requested will be development specific and may include such items as construction progress.

C. Recapture of Tax Credits During Reservation Period

1. THDA will cancel a Preliminary Award Letter for failure to fully satisfy conditions imposed in connection with the Preliminary Award Letter and for failure to provide satisfactory information or documentation required by the Preliminary Award Letter by the deadlines specified in the Preliminary Award Letter. This means that the Tax Credits referred to in the Preliminary Award Letter are not available for the development specified in the Preliminary Award Letter and will be made available to other qualified developments. Deadlines specified in the Preliminary Award Letter are the dates upon which Tax Credits are deemed recaptured by THDA unless the conditions related to each deadline have been met on or before such deadline or unless an extension has been granted under Part XIV-C.

2. Tax credits made available through a Preliminary Award Letter may be voluntarily returned. Any such return means Tax Credits are not available for the development referenced in the Preliminary Award Letter.
3. Any Tax Credits recaptured either by cancellation of a Preliminary Award Letter under Part IX-D-1 above or by voluntary return under Part IX-D-2 above will be reserved to the fullest extent practical to other qualified Initial Applications for Tax Credits as provided in this QAP.

Part X: Carryover Allocation

A. Qualifying for a Carryover Allocation

A development with a Preliminary Award Letter but which will not be placed in service by December 31, 2013, may be eligible for a Carryover Allocation. In order to qualify for a Carryover Allocation, the ownership entity identified in the Initial Application must have ownership of the property identified in the Initial Application on or before November 17, 2014, and must have spent a minimum of ten percent (10%) of the reasonably expected basis in the development on or before November 17, 2014.

B. Submission of Additional Information and Documentation

The Carryover Allocation Application will specify what additional information and documentation is required and will specify a date by which such information and documentation must be submitted to THDA.

At a minimum, the applicant will be required to provide the following information and documentation, which information and documentation shall be in a form and with substance acceptable to THDA, in THDA's sole discretion, **by the date(s) specified in the Carryover Allocation Application:**

1. Firm commitment letters for construction financing and competitive state or Federal loans or grants (i.e.: AD-622 for USDA/RD [formerly FmHA]), executed as specified in the letter and otherwise in a form and with substance acceptable to THDA;
2. Most recent utility allowance documents (from USDA/RD [formerly FmHA], HUD, local PHA, or utility company) demonstrating the basis for calculations of utility costs for the size and type of units proposed;
3. Written documentation from each service provider that all necessary utilities (i.e.: electricity, gas (if proposed development utilizes gas), sewer, and water) are available at the site;
4. Written documentation from the appropriate local governmental authority demonstrating that current zoning and other local land use regulations permit the development as proposed or that no such regulations currently apply to the proposed development (as new construction, acquisition and rehabilitation, or rehabilitation only);
5. Detailed information about the syndication transaction including, without limitation, a firm commitment letter from the purchaser of the tax credits executed as specified in the Carryover Allocation Application;
6. For Initial Applications subject to Part VII-A-2-d; Part VII-A-4-a(ii), Part VII-A-4-a(vi), Part VII-A-4-a(vii), Part VII-A-4-a(viii); Part VII-B-2-a(ii); Part VII-B-2-a(iii); Part VII-B-2-a(iv); Part VII-B-2-b; and/or Part VII-B-2-c, an architect's certification will be required with the Carryover Allocation Application and prior to issuing the IRS Form 8609; and

7. Other information or documentation as THDA may deem necessary, in its sole discretion, to fully evaluate the proposed developments and the applicant's ability to proceed.

C. Other Carryover Allocation Requirements

1. To file for a Carryover Allocation, the owner must, no later than July 29, 2013:
 - a. Complete a Carryover Allocation Application (**Form furnished by THDA**);
 - b. Submit any other development specific materials THDA may require, in its sole discretion; and
 - c. Make an irrevocable gross rent floor election (**Form furnished by THDA**).
2. The owner must execute a Carryover Allocation document (**Form furnished by THDA**) and return the executed Carryover Allocation document to THDA no later than September 16, 2013.
3. To meet the Carryover Allocation requirements, the owner must submit the Cost Certification (**Form furnished by THDA**) for the ten percent (10%) test no later than November 17, 2014.
4. To meet the Carryover Allocation requirements, the owner must submit a copy of the recorded warranty deed showing ownership by the ownership entity identified in the Initial Application or a fully executed 50-year ground lease (subject to the provisions of Part VII-A-7-a-(v) of this QAP) showing the Ownership Entity as identified in the Initial Application as the lessee no later than November 17, 2014.

D. Tax Credits Available

The amount of Tax Credits to be allocated by a Carryover Allocation will be determined by THDA in connection with an evaluation at the time a Carryover Allocation is requested and in accordance with Section 42(m)(2). **This amount may be less than, but will not be more than, the Tax Credit amount in the Preliminary Award Letter.**

E. Status Reports

All developments with a Carryover Allocation shall provide status reports outlining progress toward completion by dates, in a form and with substance as specified by THDA in the Carryover Allocation. Information requested will be development specific and may include such items as construction progress.

F. Recapture of Tax Credits During Carryover Period

1. THDA will cancel a Carryover Allocation for failure to fully satisfy conditions imposed in connection with the Carryover Allocation. This means that the Tax Credits referred to in the Carryover Allocation are not available for the development specified in the Carryover Allocation and will be made available to other qualified developments. Deadlines specified in the Carryover Allocation are the dates upon which Tax Credits are deemed recaptured by THDA unless the conditions related to each deadline have been met on or before such deadline. Such Tax Credits are recaptured by THDA, without further notice, effective as of the deadline established in the Carryover Allocation which was not met.
2. Tax Credits allocated by a Carryover Allocation may be voluntarily returned. Any such return means that Tax Credits are not available for the development referenced in the Carryover Allocation.
3. Any Tax Credits recaptured either by cancellation of a Carryover Allocation under Part X-F-1 above or by voluntary return under Part X-F-2 above will be made available as follows:

- a. Any Tax Credits returned before October 1, 2013, will be reserved to other qualified Initial Applications for Tax Credits as provided in this QAP;
- b. Any Tax Credits returned on or after October 1, 2013, will be reserved pursuant to a QAP for 2014, if available.

Part XI: Placed In Service

A. Placed In Service Requirements

1. After all units in a development are placed in service, THDA will make a final allocation of Tax Credits and will issue IRS Form(s) 8609 only after receipt of the following, in a form and with substance satisfactory to THDA, in its sole discretion:
 - a. Final Application **(Form furnished by THDA)**;
 - b. Applicant's Verification Form for each building in the development **(Form furnished by THDA)**;
 - c. Final Cost Certification of actual costs, incomes and expenses, including actual syndication proceeds, from an independent CPA licensed in Tennessee **(Form furnished by THDA)**;
 - d. Original Recorded Land Use Restrictive Covenants **(Form furnished by THDA)**;
 - e. Copy of the recorded warranty deed indicating ownership by the ownership entity identified in the Initial Application;
 - f. Certifications as may be required under Part VII-A and Part VII-B of this QAP;
 - g. Certificate of Occupancy for each building or, if the jurisdiction in which the development is located does not issue Certificates of Occupancy for the type of development involved, a letter from an authorized official of the local jurisdiction stating that the jurisdiction does not issue Certificates of Occupancy;
 - h. Required Compliance Monitoring Fee;
 - i. Verification from THDA Program Compliance Division of THDA Owner's Compliance Training attendance in accordance with Part XIII-K of this QAP; and
 - j. Other documentation as THDA may reasonably require.
2. THDA must receive a copy of the promissory note and recorded deed of trust for permanent financing of the development within fifteen (15) business days of the date of recording of the deed of trust. Failure to provide such documentation shall be deemed an event of noncompliance hereunder. THDA reserves the right to issue revised IRS Form(s) 8609 following receipt of the copy of the promissory note and recorded deed of trust if the terms of the promissory note and/or deed of trust vary from the terms specified in the Final Application.

B. Tax Credits Available

The amount of Tax Credits allocated when a development is placed in service will be determined by THDA based on an evaluation of the above required information and documentation and in accordance with Section 42(m). **This amount may be less than, but will not be more than, the amount reserved in the Preliminary Award Letter or allocated in the Carryover Allocation. THDA reserves the right to make adjustments in the amount of Tax Credits finally allocated based on the information submitted and Section 42 requirements.**

Part XII: Developments to be Financed With Tax Exempt Bonds

A development financed with tax-exempt bonds may be eligible for an allocation of Tax Credits outside the competitive process described in this QAP. The development must meet the following conditions:

- A. If fifty percent (50%) or more of the aggregate basis of a development is financed with tax-exempt bonds, the development is eligible to apply for Tax Credits outside the competitive allocation process described in this QAP. If less than fifty percent (50%) of the aggregate basis of a development is financed with tax-exempt bonds, the competitive allocation process described in this QAP applies. Either counsel or a Certified Public Accountant licensed in Tennessee must certify to THDA that this financing requirement is met.
- B. Developments which are not subject to the competitive allocation process must, nevertheless, make application for Tax Credits to THDA in accordance with the terms of the THDA tax-exempt bond Commitment Letter based on bonds issued as a result of an allocation of 2013 volume cap by THDA. All such developments must meet all eligibility requirements of this QAP. THDA will, in its sole discretion, determine the appropriate amount of Tax Credits to be allocated, and will issue a Preliminary Award Letter. In determining the initial amount of Tax Credits to be reserved, THDA will use the costs, incomes and expenses submitted in the Initial Application, as determined by THDA to be reasonable. The final amount of Tax Credits allocated may be less than the amount specified in the Preliminary Award Letter. Allocations will be determined in connection with an evaluation at the time the development is placed in service, in accordance with Section 42(m)(2) and this QAP. Any such allocation of Tax Credits will not count against the limits on Tax Credits by county or by developer specified in Part IV. All requirements of Section 42 and this QAP apply to such developments.**
- C. Initial Applications for developments pursuant to this Part XII will be subject to the eligibility requirements in Part VII-A and to the minimum scoring requirements in Part VII-B.
- D. Developments receiving Tax Credits pursuant to this Part XII will be subject to all fees and compliance requirements and procedures as described in this QAP.
- E. Initial Applications for developments pursuant to this Part XII may be submitted to THDA outside the initial application deadlines stated in this QAP.
- F. If a development or proposed development is the subject of a pending competitive Tax Credit Initial Application and becomes the subject of a Multifamily Tax Exempt Bond Authority Application, the issuance of a bond Commitment Letter by THDA shall constitute the withdrawal of the competitive Tax Credit Initial Application.

Part XIII: Compliance Monitoring

Compliance monitoring procedures apply to all buildings placed in service in Tennessee which have received Tax Credits allocated under Section 42. The current compliance monitoring procedures and requirements are as follows:

- A. Owners must certify annually (Owner's Annual Certification of Compliance) under penalty of perjury that:
 - 1. The development meets the minimum requirements of the appropriately selected test (i.e. 40/60 or 20/50) per Section 42(g)(1);
 - 2. There was no change in the applicable fraction (as defined in Section 42(c)(1)(B)) of any building in the development;

3. The owner has received an annual income certification from each low-income resident and has documentation to certify that tenant income has not increased above 140% of the income limitation required under Section 42(g)(2)(D)(ii);
 4. Each low-income unit is rent restricted under Section 42(g)(2);
 5. All units in the project were for use by the general public, including the requirement that no finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619, occurred for the project.
 6. Each building in the development is suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards) and the state or local government unit responsible for making local, health, safety, or building code inspections did not issue a violation report for any building or low-income unit in the project;
 7. There has been no change in the eligible basis (as defined in Section 42(d)) of any building in the development;
 8. All resident facilities included in the eligible basis under Section 42(d) of any building in the development, such as a swimming pool, other recreational facilities, and parking areas, are provided on a comparable basis without charge to all residents of the development;
 9. If a low-income unit has been vacant during the year, reasonable efforts have been made to rent that unit to residents having a qualifying income and while the unit has been vacant no units of comparable or smaller size have been rented to residents not having a qualifying income;
 10. If the income of residents of a low-income unit in the development increased above the limit allowed in Section 42(g)(2)(D)(ii), the next available unit of a comparable or smaller size was rented to residents having a qualifying income;
 11. An extended low-income housing commitment, as described in Section 42(h)(6), was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant because the applicants holds a voucher under Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437f;
 12. All low-income units in the project were used on a non-transient basis (except for transitional housing for the homeless provided under Section 42 (i)(3)(B)(iii) or single-room occupant units rented on a month-by-month basis under Section 42(i)(3)(B)(iv)).
 13. If the owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5), that its non-profit entity materially participated in the on-going operation of the development within the meaning of Section 469(h);
 14. If the building is financed by USDA/RD (formerly FmHA) under the Section 515 program, the owner certifies that the building complies with the requirements for USDA/RD assistance.
- B. THDA will conduct yearly on-site inspections of no less than 33% of developments receiving Tax Credits. We will review at least 20% of the prior year's tenant files for adherence to Section 42 occupancy and rent restrictions. We will conduct physical inspections of 20% of the units at every development to evaluate the suitability of the development for occupancy, taking into account local, health, safety, and building codes (or other habitability standards).
- C. As a part of the site inspection, a review will be conducted of the owner's marketing efforts to attract special needs populations and Section 8 applicants as outlined in the extended low-income housing commitment.

- D. Developments which may be, but are not required to be, exempt from annual on-site file reviews and physical inspections are those developments financed by the USDA/RD Section 515 loan program.
- E. THDA will charge fees to cover the administrative expenses of monitoring compliance and other expenses incurred in carrying out its duties as the Housing Credit Agency including but not limited to reasonable fees for legal and professional services.
- F. Owners will be allowed a 90-day correction period to provide missing documentation or to correct noncompliance. This correction period begins the earlier of the date notification specifying the missing documentation or the noncompliance is mailed, or the date of the inspection at which the missing documentation or the noncompliance is noted. An extension of up to 90 days may be requested in writing and may be granted by THDA if it is determined that there are extreme circumstances beyond the control of the owner.
- G. THDA will notify the Internal Revenue Service of an owner's noncompliance or failure to certify compliance no later than 45 days after the end of the time allowed for correction, whether or not the noncompliance or failure to certify compliance is corrected. THDA will notify the Internal Revenue Service by filing form 8823 Low-Income Housing Credit Agencies Report of Noncompliance.
- H. THDA has the right to inspect any low-income development during the compliance period including but not limited to on-site inspections and review of all records relating to compliance with Section 42 requirements. THDA may require copies of the tenant certifications and supporting documentation to be forwarded to THDA.
- I. Awareness of Section 42 provisions and compliance with requirements of Section 42 are the responsibility of the owner of the building for which the Tax Credits are allocated. THDA's monitoring of compliance with Section 42 does not make THDA or the State of Tennessee liable for an owner's noncompliance.
- J. THDA shall be entitled to amend the compliance monitoring provisions of this QAP and its Tax Credit Program as required by applicable federal statutes or regulations as amended, from time-to-time. Such amendment is expressly permitted by this QAP, and the making of such amendment will not require further public hearings. THDA, in accordance with Section 42, may impose additional requirements at its discretion in order to fulfill the objectives of its housing initiatives.
- K. Owners shall attend Owner's compliance training sessions provided by THDA within the 12 months prior to the submission of the Final Application for a development. Only attendees who are listed on **Attachment 16** or who are employees of the development owner may meet this requirement. Development owners shall provide notice to THDA at least three (3) business days prior to the date of the Owner's compliance training session identifying the proposed attendee. Failure to provide such notice shall cause any attendee to not meet this requirement. THDA reserves the right to disallow any proposed attendee. THDA may, under extraordinary circumstances, extend the deadline, but will not issue the final allocating document (IRS form 8609) until such training has been completed.
- L. Owners or their management staff shall attend Manager's compliance training sessions provided by THDA after the final allocation and during the compliance period if it is determined that noncompliance exists which could be corrected by a better understanding of the requirements.
- M. Owners shall maintain tenant records within Tennessee.
- N. Owners shall submit annual compliance monitoring reports via THDA's internet reporting application.

- O. Owners shall submit, not less than annually, information concerning the race, ethnicity, family composition, age, income, use of rental assistance under Section 8(o) of the United States Housing Act of 1937 or other similar assistance, disability status, and monthly rental payments of households residing in the development in a form and with substance as THDA may require.
- P. Any development receiving an allocation of Tax Credit must be managed by a management company/agent that has a current, valid, certification from the THDA Certified Property Manager/Agent Program as described in **Exhibit 10**. Verification will be required with the Final Application.

Part XIV: Amendments/Modifications/Deadlines

A. QAP Amendments

THDA may amend any part of this QAP following public notice and approval by the THDA Board of Directors.

B. Modifications

1. Eligibility for Tax Credits and reservations of Tax Credits are based solely on the information contained in the Initial Application, including without limitation, elections made or points claimed in the Initial Application.
2. Modifications to an Initial Application will not be considered or approved after the Initial Application Deadline but before the issuance and acceptance of a Preliminary Award Letter, except as requested by THDA or for changes or modifications identified by THDA during the Initial Application Cure Period and Review Process, which changes or modifications may be made only in accordance with the requirements of Part VIII-B.
3. Subject to Part XIV-B-2 above, THDA will consider other changes or amendments, including, without limitation, site changes, ownership changes, developer changes or other changes, only after a Preliminary Award Letter has been issued by THDA and executed by the proper party as identified in the Initial Application and only after the Initial Application Cure Period and Review Process is complete. In addition, THDA will not consider proposed changes or modifications unless all requirements contained in the Preliminary Award Letter, including the payment of the Reservation Fee, are met to THDA's sole satisfaction and a Modification Fee as specified in Part XV-C is received by THDA.
4. Once a Carryover Allocation Agreement is issued by THDA, no further changes or modifications, including, without limitation, site changes, ownership changes, developer changes or other changes that would affect eligibility or scoring of the Initial Application are permitted until after all units in the development as proposed in the Initial Application are placed in service.
5. Modifications permitted under this Part XIV-B may be made only with the express written approval of THDA, which approval may be granted or withheld at THDA's sole discretion.

C. Deadlines/Extension of Deadlines

1. No extensions or changes to timetables stated in this QAP, in any Preliminary Award Letter, in any Carryover Allocation, in any Placed in Service documentation, or in any other documentation distributed or sent by THDA may be made without the express written approval of THDA, which approval may be granted or withheld at THDA's sole discretion.

2. Due to the competitive nature of the Tax Credit reservation and allocation process, time is of the essence of this QAP.
3. Deadlines established in Section 42 cannot be waived or extended.
4. **Tax Credits will be recaptured if there is a failure to meet requirements by established deadlines.**
5. No person or entity shall be entitled to rely on any waiver or extension previously granted for the purpose of obtaining subsequent waivers or extensions.
6. Process for Requesting Extension of a Deadline

An extension of deadlines established in the Preliminary Award Letter, the Carryover Allocation Agreement, or in any other THDA documentation may be requested, **in writing**, in a form and with substance satisfactory to THDA in its sole discretion. Any such deadline extension request shall be submitted to the THDA Executive Director on or before the deadline for which an extension is requested, together with a fee in an amount as specified in Part XV-G. Deadline extension requests will not be considered if they are not received by THDA on or before on or before the deadline for which an extension is requested or if the appropriate fee is not included with such a request. In the sole discretion of the Executive Director, such requests may be granted if the applicant documents good cause for the request and demonstrates that new deadlines can be met. Deadlines established in Section 42 cannot be waived or extended.

Part XV: PROGRAM FEES

A. Application Fee

<u>Number Of Units</u>	<u>Application Fee</u>
1-4	\$300
5-50	\$1,200
51-100	\$1,700
101+	\$30 per unit

The Application Fee must be submitted with the Initial Application, and is **not refundable**, except as provided in Part VII-A-5-c.

B. Reservation Fee

1. A Reservation Fee equal to 5.0% of the total annual Tax Credit amount approved by THDA is due by the date specified in the Preliminary Award Letter.
2. **The Reservation Fee is not refundable.**

C. Modification Fee

1. A **nonrefundable** modification fee in an amount equal to the greater of \$500 or one half of one percent (0.5%) of the total amount of Tax Credits specified in the Preliminary Award Letter must be received by THDA **prior to any evaluation of proposed modifications or changes** as specified in Part XIV-B.
2. Payment of this fee does not guarantee approval of proposed changes or modifications.
3. Only proposed changes or modifications that meet the requirements of Part XIV-B, as determined by THDA in its sole discretion, may be approved.
4. Subsidy Layering Review required or requested after submission of the Initial Application will be deemed a modification under this Part XV-C and under Part XIV-B.

D. Fee to Amend IRS Form(s) 8609

An amendment fee in an amount equal to \$50 per IRS Form(s) 8609 to be amended, with a minimum fee of \$250, must be received by THDA prior to the release of the Owner's copies of amended IRS Form(s) 8609, if amended IRS Form(s) 8609 are requested by the Owner and THDA, in its sole discretion, determines that the previously generated IRS Form(s) 8609 for the development were generated in accordance with information provided to THDA by the Owner.

E. Monitoring Fee

1. When the development is placed in service, a compliance Monitoring Fee is due to THDA, payable in the form of a certified check (this fee also applies to USDA/RD [formerly FmHA] developments). The Monitoring Fee must be delivered to THDA prior to the release of IRS form 8609 for the development. The Monitoring Fees for developments receiving Tax Credits according to this Plan are as follows: \$400 per unit
2. Owners seeking to correct non-compliance will be charged additional fees to cover additional costs which may be incurred by staff to correct the non-compliance issue.
 - a. Reinspection of a file: \$200
 - b. Reinspection of a property:
 - (i) Standard mileage rate in effect by the State of Tennessee at the time of the reinspection from Nashville to the property and back to Nashville;
 - (ii) applicable state allowed per-diem for one staff person;
 - (iii) Lodging expenses as allowed under State of Tennessee travel regulations; and
 - (iv) Any other expenses incurred by THDA relating to the property reinspection.
 - c. Fees will be due to THDA prior to issuance of reinspection findings.
3. **At any time following the fifth year of monitoring for each development, THDA will evaluate the need for an additional Monitoring Fee. THDA may, at its sole discretion, charge a single additional Monitoring Fee not greater than the initial Monitoring Fee stated above. THDA will charge this additional Monitoring Fee only if the costs of monitoring for Tax Credit compliance, in the aggregate, appear likely to exceed the aggregate amount of initial Monitoring Fees collected. A decision by THDA to charge any such additional fee shall not constitute an amendment to this Plan.**

F. Late Fee for Failing to Submit Timely Compliance Certification Forms

Owners failing to submit the required Owner's Annual Certification of Compliance forms and supporting documentation by the date required by THDA will be charged a late fee of \$100 per month, for each month, or portion of a month, until the Certification and supporting documentation is received and considered satisfactory by THDA, or until an IRS Form 8823 is filed with the Internal Revenue Service. This fee will be due upon submission of the forms required. Receipt of Certification without the applicable late fee will be considered incomplete.

G. Deadline Extension Fee

Deadlines established in this QAP, in a Preliminary Award Letter, in a Carryover Allocation Agreement, or in other documentation from THDA may be extended only as specified in Part XIV-C. and only with the prior written approval of THDA, which approval may be withheld in THDA's sole discretion. A deadline extension request must be submitted in

accordance with Part XIV-C-6. and must be accompanied by a fee in the amount of \$500.00 for each such request. This deadline extension fee applies to the deadlines established for the following items:

- Deadline to provide supporting information in response to a Preliminary Award Letter
- Carryover Allocation Application deadline
- Carryover 10% test certification
- Placed in Service Application deadline
- Other deadlines established in THDA documentation

PART XVI: MISCELLANEOUS PROVISIONS

A. Cost Certifications, Physical Needs Assessment, and Appraisals

Cost certifications, physical needs assessments, and appraisals must be completed by independent and unrelated third parties with **no** interest in any application or development except for an agreement to be paid reasonable fees for preparing the cost certification, physical needs assessment or appraisal. Persons or companies who serve or who have served as consultants or advisors to any parties identified in the Initial Application or related parties will not be considered to be independent. THDA will not accept cost certifications, physical needs assessments and appraisals prepared by parties THDA has determined, in its sole discretion, are not independent.

B. Document Review

1. THDA will review and evaluate only those materials submitted in compliance with the requirements of this QAP. THDA will not evaluate any materials submitted outside the deadlines established for submission of such materials and will assume no obligation to request additional information from applicants for any purpose. THDA may require additional information and /or documentation if THDA, in its sole discretion, determines that additional information and /or documentation is necessary for clarification and /or explanation. Review by THDA of documents submitted with Initial Applications or other documents submitted in connection with Tax Credits reserved or allocated under this QAP is for THDA's own purposes and is not for the purpose of advising, certifying, representing or warranting to others as to the feasibility or viability of any proposed development.
2. THDA makes no representations or warranties to applicants, developers, owners or anyone else as to compliance with Section 42, Treasury regulations, or any other laws or regulations applying to Tax Credits or Tax Credit developments or as to the feasibility or viability of any proposed Tax Credit development.

C. No THDA Liability

No member, officer, agent, or employee of THDA shall have any personal liability with respect to any matters arising out of, or in relation to, Tax Credits reserved or allocated under this QAP or the monitoring of properties which have received Tax Credits.

D. Enforcement

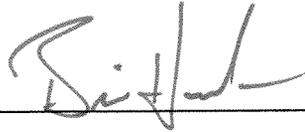
In the event THDA seeks enforcement of the representation and warranties made by virtue of the submission of an Initial Application for Tax Credits or any other matter connected with any reservation, allocation or monitoring of Tax Credits, THDA shall be entitled to recover all damages, costs, expenses and fees, including without limitation, court costs, attorney's fees and staff time, from the applicant or any other party connected with Tax Credits reserved or allocated under this QAP.

E. False Statements

1. Tennessee Code Annotated, Section 13-23-133, makes it a Class E felony for any person to knowingly make, utter, or publish a false statement of substance or aid or abet another person in making, uttering, or publishing a false statement of substance for the purpose of influencing THDA to allow participation in the Tax Credit Program. Any and all statements contained in any materials, including without limitation, an Initial Application and any other applications, documents, letters, opinions, or certifications, submitted to THDA in connection with Tax Credits reserved or allocated under this QAP or otherwise made by an applicant or other person connected in any way with Tax Credits reserved or allocated under this QAP are statements of substance made for the purpose of influencing THDA to allow participation in the Tax Credit Program.
2. By submitting any materials, including without limitation, an Initial Application and any other applications, documents, letters, opinions, or certifications, to THDA in an effort to obtain Tax Credits, the applicant and all parties connected with the development proposed in the Initial Application acknowledge and agree (1) they are entering into a contract with THDA; and (2) they intend for THDA to rely on and seek enforcement of these representations with respect to any reservation or allocation of Tax Credits by any and all means available, including specific performance of all such representations and warranties; and (3) they are knowingly making, uttering or publishing or aiding and abetting others in making, uttering or publishing statements of substance for the purpose of influencing THDA to allow participation in the Tax Credit program.

Part XVII: Adoption and Approval by the Governor

I, Bill Haslam, the Governor of the State of Tennessee, do hereby designate Tennessee Housing Development Agency to be the housing credit agency for this State and do hereby signify my adoption and approval of this Qualified Allocation Plan as the Governor's plan for the distribution of Tax Credits in this State in 2013, in conformance with Section 42 of the Internal Revenue Code of 1986, as amended.



Bill Haslam, Governor

10/29/12

Date

**2013 LIHTC EXHIBIT 1
URBAN AND RURAL COUNTIES**

Rural/Urban Definition using Census 2010 – Cut-off at 50% of Total Population Rural

URBAN		RURAL		RURAL		RURAL	
County	Percent Rural	County	Percent Rural	County	Percent Rural	County	Percent Rural
Shelby	3%	Roane	51%	Lewis	70%	McNairy	85%
Davidson	3%	Robertson	53%	Claiborne	72%	Moore	100%
Hamilton	10%	Campbell	55%	Lincoln	72%	Morgan	100%
Knox	11%	Tipton	55%	Giles	74%	Bledsoe	100%
Rutherford	17%	Bedford	56%	Sequatchie	74%	Clay	100%
Williamson	19%	Sevier	57%	Lawrence	76%	Decatur	100%
Montgomery	20%	Hawkins	58%	Monroe	76%	Fentress	100%
Hamblen	22%	Lauderdale	59%	Henderson	76%	Grainger	100%
Sullivan	26%	Jefferson	59%	Marion	77%	Grundy	100%
Madison	26%	McMinn	60%	White	78%	Hancock	100%
Washington	26%	Cumberland	61%	DeKalb	78%	Hickman	100%
Sumner	28%	Warren	61%	Benton	78%	Houston	100%
Blount	33%	Obion	62%	Fayette	79%	Jackson	100%
Bradley	33%	Greene	65%	Macon	80%	Lake	100%
Anderson	35%	Chester	65%	Hardeman	80%	Meigs	100%
Putnam	35%	Marshall	66%	Scott	81%	Perry	100%
Wilson	38%	Henry	67%	Cannon	81%	Pickett	100%
Loudon	41%	Weakley	67%	Humphreys	82%	Polk	100%
Carter	41%	Crockett	67%	Smith	83%	Stewart	100%
Maury	42%	Cocke	68%	Cheatham	83%	Trousdale	100%
Dyer	43%	Dickson	68%	Carroll	83%	Union	100%
Unicoi	45%	Hardin	68%	Overton	84%	Van Buren	100%
Coffee	47%	Rhea	68%	Johnson	85%	Wayne	100%
Haywood	47%	Franklin	70%				
Gibson	48%						

The Census rural/urban definition can be found at: <http://www.census.gov/geo/www/ua/2010urbanruralclass.html>

Source: http://factfinder2.census.gov/bkmk/table/1.0/en/DEC/10_SF1/P2/0400000US47.05000

2013 LIHTC EXHIBIT 2

PROXIMITY TO ESSENTIAL SERVICES

For urban counties as specified in Exhibit 1: The distance will be determined using www.Walkscore.com. To claim points, please print out the walk score distance and provide it as supporting documentation for each characteristic claimed.

For rural counties as specified in Exhibit 1: The distance will be determined using www.maps.Google.com. To claim points, derive the distance by taking the measurement from the point closest to the site entrance to the point closest to the neighborhood characteristic entrance. Please print out the Google map distance and provide it as supporting documentation for each characteristic claimed.

Neighborhood Characteristic Defined	Distance		Points Awarded	
	Urban	Rural	Preferred	Other
Maximum Points Available: 69				
Full service grocery must be open and available to the general public and operate during regular business hours, its major retail function selling a full range of groceries including meats, produce, dairy products and household supplies, e.g. Kroger, Publix, Jitney Jungle, Food City, Bi-Lo, Wal-Mart Super Center, Super Kmart, Super Target, Trader Joe's, The Fresh Market, Ingle's Market, IGA, Stop and Shop, Food Lion, Save-A-Lot, Harris Teeter, Whole Foods, Piggly Wiggly, Lowes Foods, etc. (if the grocery contains a full service bank, points may be claimed for each)	1 mile	5 miles	6	3
Pharmacy or Drug Store must be open and available to the general public and operate during regular business hours, its major retail function selling a full range of medical, health or prescription supplies, such as CVS, Walgreens, Rite Aid, HealthSaver, or an independent pharmacy that requires a pharmacist on site to be licensed to prepare prescriptions, etc.	1 mile	5 miles	6	3
Full service restaurant and /or retail center	2 miles	10 miles	N/A	3

Neighborhood Characteristic Defined	Distance		Points Awarded	
<u>Stand-alone shopping stores</u> which must be open and available to the general public and operate during regular business hours, its major retail function selling a full range of sundries, <i>such as Big Lot's, Dollar General, Dollar Tree, Everything's a Dollar, Family Dollar, Kmart, Roses, Target, Walmart, etc.</i>	2 miles	10 miles	N/A	3
<u>Public transportation access</u> (e.g. bus stop or passenger train station, regional county(ies) transportation services utilizing vans or buses, human resource agency vanpools, etc.)	½ mile	5 miles	6	3
<u>Full service bank or credit union</u> (ATMs do not qualify)	2 miles	10 miles	6	3
<u>Health Care Facilities including: Doctor's offices,</u> (general practitioners, not specialized practices), <u>State or County Health Clinics, Walk-in or Urgent Care Clinics</u> (that does not require a prior appointment), <u>Emergency Clinics or Hospitals</u> (facilities must not be exclusive)	2 miles	5 miles	6	3
<u>Public community centers</u> that offer a broad spectrum of services suited to the diverse needs and interests of persons in the surrounding neighborhood (e.g. senior centers, city/county recreation center)	2 miles	5 miles	6	3
<u>Public Library</u> (a facility that is part of a city, county, state or regional public library system or cooperative that maintains materials available for the general public to borrow at no cost)	2 miles	10 miles	N/A	3

Neighborhood Characteristic Defined	Distance		Points Awarded	
Public park (an outdoor public location listed and maintained by a local government department), playground or recreational area or gymnasium. (They must be open to the general public and available to the targeted tenant populations with no admission fee required. Locations that are not intended for the general public such as locally maintained dog parks, skate parks and golf courses will not be considered public parks. Playgrounds at churches, schools, or in other neighborhoods, and private gyms will not be eligible to receive points.)	2 miles	10 miles	6	3
U. S. Post Office	2 miles	10 miles	N/A	3
Convenience store with gas station	2 miles	2 miles	6	3
Churches or places of worship (Must operate as not for profit organizations)	2 miles	10 miles	N/A	3
Police Station or Sheriff Offices	5 miles	10 miles	N/A	3
Fire Stations (including Volunteer Fire Stations)	5 miles	10 miles	N/A	3
Public School where the principal admission criterion is the address of the child. This includes charter schools that are available to appropriately aged children living in the proposed development.	1 mile	10 miles	6	3

Preferred Essential Services for Developments Serving Elderly, Disabled or Homeless Populations	Preferred Essential Services for All Other Developments
Grocery	Grocery
Pharmacy	Public Transportation
Public Transportation	Bank
Bank	Public Community Center
Health Care Facility	Public Park
Public Community Center	Convenience Store with Gas Station
Convenience Store with Gas Station	Public School

NOTE: Absence of “Preferred Essential Services” will not cause an Initial Application to be ineligible.

**2013 LIHTC EXHIBIT 3
TENNESSEE GROWTH POLICY ACT**

This document is available online at the following address:

<http://www.state.tn.us/tacir/Growth/growthplanapprovals.html>

**2013 LIHTC EXHIBIT 4
QUALIFIED CENSUS TRACTS AND DIFFICULT DEVELOPMENT
AREAS**

This document is available online at the following address:

<http://www.huduser.org/datasets/qct.html>

2013 LIHTC EXHIBIT 5 HUD INCOME LIMITS

This document is available online at the following address:

www.huduser.org/datasets/il.html

Please see the following page for instructions regarding the calculation of income and rent limits.

INCOME AND RENT INSTRUCTIONS

Developer must elect one of the following for the development:

- * At least 20% of the residential rental units to be rent restricted and occupied by individuals whose income is 50% or less of area median income; or
- * At least 40% of the residential rental units to be rent restricted and occupied by individuals whose income is 60% or less of area median income

TO CALCULATE INCOMES:

50% test: The income limits are shown as VERY LOW-INCOME on the HUD listing.

60% test: Multiply the VERY LOW-INCOME figure by 1.20 to get income level.

TO CALCULATE RENTS:

To calculate rent limits including tenant-paid utilities for both the 50% and 60% tests, use the following method:

- EFF: It is assumed that 1.0 person will live in the unit
Use income limit for one person
Divide by 12
Multiply by 0.30
Result is rent limit for efficiency unit
- 1 BR: It is assumed that 1.5 persons will live in the unit
Add income limits for one person and two persons
Divide by 2
Divide by 12
Multiply by 0.30
Result is rent limit for 1 bedroom unit
- 2 BR: It is assumed that 3.0 persons will live in the unit
Use income limit for three persons
Divide by 12
Multiply by 0.30
Result is rent limit for 2 bedroom unit
- 3 BR: It is assumed that 4.5 persons will live in the unit
Add income limits for four persons and five persons
Divide by 2
Divide by 12
Multiply by 0.30
Result is rent limit for 3 bedroom unit
- 4 BR: It is assumed that 6.0 persons will live in the unit
Use income limit for six persons
Divide by 12
Multiply by 0.30
Result is rent limit for 4 bedroom unit

2013 LIHTC EXHIBIT 6
COUNTIES WITH PUBLIC HOUSING WAITING LISTS

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland
Davidson
Decatur
DeKalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen

Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood
Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
Macon
Madison
Marion
Marshall
Maury
McMinn
McNairy
Meigs
Monroe
Montgomery
Moore

Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott
Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

2013 LIHTC EXHIBIT 7 FAIR HOUSING ACT REQUIREMENTS

- See www.fairhousingfirst.org for complete information.
- The following are HUD recognized safe harbors identified at www.fairhousingfirst.org which, if met, indicate compliance with the Fair Housing Act's design and construction requirements:
 1. HUD Fair Housing Accessibility Guidelines published on March 6, 1991 and the Supplemental Notice to Fair Housing Accessibility Guidelines: Questions and Answers about the Guidelines, published on June 28, 1994.
 2. HUD Fair Housing Act Design Manual
 3. ANSI A117.1 (1986), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 4. CABO/ANSI A117.1 (1992), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 5. ICC/ANSI A117.1 (1998), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 6. Code Requirements for Housing Accessibility 2000 (CRHA).
 7. International Building Code 2000 as amended by the 2001 Supplement to the International Codes.
 8. International Building Code 2003, with one condition: effective February 28, 2005 HUD determined that the IBC 2003 is a safe harbor, conditioned upon ICC publishing and distributing a statement to jurisdictions and past and future purchasers of the 2003 IBC stating, "ICC interprets Section 1104.1, and specifically, the exception to Section 1104.1, to be read together with Section 1107.4, and that the Code requires an accessible pedestrian route from site arrival points to accessible building entrances, unless site impracticality applies. Exception 1 to Section 1107.4 is not applicable to site arrival points for any Type B dwelling units because site impracticality is addressed under Section 1107.7."
 9. ICC/ANSI A117.1 - 2003 (Accessible and Usable Buildings and Facilities).
 10. 2006 International Building Code (loose leaf).

One of these eight must be referenced in the required certificates.

- Refer to www.fairhousingfirst.org for detailed information regarding the following seven basic design and construction requirements that must be met to ensure Fair Housing Act compliance:
 1. An accessible building entrance on an accessible route.
 2. Accessible common and public use areas.
 3. Usable doors (usable by a person in a wheelchair).
 4. Accessible route into and through the dwelling unit.
 5. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.
 6. Reinforced walls in bathrooms for later installation of grab bars.
 7. Usable kitchens and bathrooms.
- These requirements are stated in the fair housing Act, as amended, 42 U.S.C. 3604 (f)(3)(C). To describe these requirements in more detail, HUD published Fair Housing Accessibility Guidelines (the "Guidelines") on March 6, 1991, and supplemented the Guidelines with a **Supplemental Notice: Questions and Answers About the Guidelines** published on June 28, 1994. The Guidelines are one of eight safe harbors for compliance that HUD has identified.

2013 LIHTC EXHIBIT 8
MARKET STUDY GUIDELINES

- (a) The market study must also contain current information less than six months old at the time of submission. The market study must also include data and information regarding all existing or proposed tax credit developments that received reservation notices, preliminary award letters, carryovers or final allocations of tax credits in this calendar year or in any prior calendar year that are located in the neighborhood and in the market area. **NOTE:** Comparables as used in property appraisals are not acceptable.
- (b) The market study must include, without limitation, all of the following:
- (1) Name and telephone number of person performing the study, their qualifications to perform this market study, and a statement indicating the person and/or entity performing the study has no identity of interest with any person or entity involved in this Development, including, without limitation, the ownership entity and any of its partners, any other member of the Development team, or any individuals involved in any such entities;
 - (2) On site field study by person performing the market study;
 - (3) Data identifying and describing the market areas, neighborhood and site, including geographic and demographic information;
 - (4) Data identifying existing units and rent types, as well as any existing LIHTC developments or proposed developments which have LIHTC reservations which will be built or renovated in the market area or neighborhood;
 - (5) Data to support the rent structure proposed in the Initial Application;
 - (6) Data identifying vacancies of rental units in the market area and neighborhood;
 - (7) Data identifying income qualified households at or below the LIHTC income limits for the neighborhood and market area;
 - (8) Current and projected need based on market conditions supported by data from various market sources including waiting list information from all Section 8 and local public housing authorities serving that area;
 - (9) Projected absorption time (rent up) of the proposed units by the market;

2013 LIHTC EXHIBIT 8
MARKET STUDY GUIDELINES

- (10) Data identifying and supporting the need for rental housing for “Special Housing Needs”;

* The elderly (62 yrs and older), persons with disabilities, and permanent support housing for the homeless, if such structure was proposed in the Initial Application;

- (11) Color photographs of the proposed site and surrounding neighborhood.

- (12) Market Study Executive Summary, (attached)

MARKET STUDY EXECUTIVE SUMMARY / EXHIBIT 8

(i) Market Study Summary

Project Name:				Project ID:	
Location:					
Street Address	City/State	Zip Code	County	Total Units	
PMA Description				LIHTC Units	
Farthest Boundary Distance to Project				# Buildings	rental
Within QCT (y/n)	Within DDA (y/n)				
Type of Development			Targeted Household Type		
Development Recommended?					

(ii) Rental Housing Stock (found on pages *)**

Type	# Properties	Total Units	Vacant Units	Current Occupancy
All Rental Housing				
Market-Rate Housing				
Assisted/Subsidized Housing (excl. LIHTC)*				
LIHTC Housing*				
All Comparable Developments ¹				
Non-Stabilized Comparable Developments				

*Includes properties located outside the subject's defined PMA due to lack of available data within the subject's PMA.

¹Comparable developments are those that compete at nearly the same rent levels and tenant profile, such as age, family, and income.

(iii) Rent Comparison

Proposed Subject Rents in Comparison to Market								Highest Unadjusted Comp Rent	
Proposed Subject Development				Adjusted Mkt Rent			Highest Unadjusted Comp Rent		
# Units	# BR	# BA	S.F.	Proposed Rent	Per Unit	Per S.F.	Mkt Adv.	Per Unit	Per Sq. Ft.
Gross Proposed Monthly Rent					Avg. Mkt Adv.				

(iv) Demographic Data (found on page *)**

Household Segment	2000	2012	2014
Renter Households			
Income-Qualified Renter Households			
Market Rent Households (if applicable)			

(v) Targeted Income-Qualified Renter Household Demand (found on pages *)**

Type of Demand	50%	60%	Market-Rate	Other ___	Other ___	Overall
Renter Household Growth						
Existing Households						
Home Conversion						
Other - Rent Overburdened and Substandard Units						
Less Comparable/Competitive Supply						
Net Demand						

(vi) Capture Rates (found on page *)**

Target Population	50%	60%	Market-Rate	Other ___	Other ___	Overall
Capture Rate						

(vii) Absorption Rate (found on page *)**

Absorption Rate	per month	Absorption Period	months
-----------------	-----------	-------------------	--------



Ted R. Fellman, Executive Director
Tennessee Housing Development Agency
404 James Robertson Parkway, Suite 1200
Nashville, Tennessee 37243-0900
www.thda.org

2013 LIHTC EXHIBIT 10 Certified Property Management Company/Agent Program

History:

Low-income housing credit properties that are poorly managed negatively impact their residents and jeopardize our mission to lead Tennessee home through the creation of safe, sound, affordable housing. In March 2012, the Program Compliance Division introduced a process to reward management companies and agents of low-income housing credit properties for positive performance during compliance and extended use periods. The method to reward those management companies/agents was to designate them as a “THDA Certified Management Company/Agent”. This process was approved by THDA’s Tax Credit Committee and Board of Directors.

Goal:

The Program Compliance Division prefers that the most proficient and competent professionals manage properties in THDA’s housing credit portfolio. A standard was developed that identified baseline requirements and training for the management team. This standard is now known as the THDA Certified Management Company/Agent Program. The goal of this process is to require all properties receiving an allocation of housing credits beginning in 2013 be managed by a THDA Certified Management Company/Agent.

Description:

The THDA Certified Property Management Company/Agent Program has several requirements to achieve the designation.

- The management company/agent must be registered to conduct business in the state of Tennessee as defined in TCA 48-25-101(2).
- The management company/agent must have within its employ a licensed broker to rent real estate and collect or attempt to collect rents as defined in TCA 62-13-102(4)(A) and (B).
- The management company/agent must have attended THDA’s Compliance Training within the previous two (2) calendar years.
- The management company/agent must complete in its entirety an application that identifies the management agent, its principals, the company’s operations, the qualifications of its management staff, and the company/agent’s performance in managing multifamily properties and provide all requested supporting documentation.

Management companies and agents are encouraged to apply for the THDA Certified Property Management Company/Agent designation by completing an application. Once received, the application will be reviewed by the Program Compliance Division. The Director of Program Compliance will make the decision for approval/disapproval. Request for appeals should be addressed in writing to the Chief Program Officer within 14 calendars days of receipt of disapproval. The Chief Program Officer will

THDA is an equal opportunity, equal access, affirmative action employer.
Telecommunications Device for the Deaf (615) 532-2894

review and respond to the request within 10 calendar days of receipt of appeal. The decision of the Chief Program Officer will be final.

When a management company/agent is approved as a THDA Certified Property Management Company/Agent, the certification will be valid for three years. To renew the certification, an updated application should be submitted to the Program Compliance Division. The management company/agent should provide any new information in the application and staff will evaluate their compliance performance over the prior three years. As noncompliance issues arise that adversely impact the management company/agent's certification, the Program Compliance Division will promptly notify them.

Reasons for rejection or revocation of certification:

A management company/agent's application or certification may be rejected or revoked for the following reasons:

- The management company/agent is not registered in the state of Tennessee to conduct business,
- The management company/agent does not have within its employ a licensed broker to rent real estate and collect or attempt to collect rents,
- The management company/agent has not attended THDA's Compliance Training within the last two (2) years,
- A pattern of IRS form 8823s have been issued on properties managed by the management company/agent,
- The management company/agent has been removed from a property for misappropriation of funds, or
- The management company/agent has managed a property that has been cited for Fair Housing violations.

Please note that the list above is not all inclusive. THDA reserves the right to reject an application or revoke a certification based on facts and circumstances discovered during the review and noncompliance process.

Documentation:

When the management company/agent has been approved as a THDA Certified Property Management Company/Agent, they will receive a certificate which identifies the management company/agent, the date the certificate was issued, and the expiration date. **It will be the management company/agent's responsibility to renew their certification every three (3) years.**

A list of the approved THDA Certified Management Companies/Agents which identifies their date of approval and expiration date will be maintained on the THDA website.

On-Going:

Starting in 2014, THDA will require all properties in the housing credit portfolio to be managed by a Certified Property Management Company/Agent.