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Multifamily Programs Frequently Asked Questions

This document was created to assist interested Multifamily Program partners with general questions regarding the Multifamily Programs Division that is responsible for the Low Income Housing Credit and Multifamily Tax Exempt Bond Programs.

Low Income Housing Credit Program (LIHC)

1. What document provides guidance for the LIHC program?
 - a. The Qualified Allocation Plan will provide guidance for the MTBA Program and is located under the Program Documents tab on the <https://thda.org/business-partners/lihc> page.
2. When are Competitive LIHC Awards announced?
 - a. As Competitive Applications are due June 4, 2019, THDA will expect to announce awards in late August or early September of this year. The Preliminary Ranking Document will be posted to the <https://thda.org/business-partners/lihc> page.
3. Where are past Tax Credit Recipient and Qualified Allocation Plans located?
 - a. Both items can be found on the LIHC Allocations, QAPs & Statistics page at <https://thda.org/business-partners/lihc-allocations-qaps-statistics>
4. Where will applicants find LIHC Updates, Announcements, and Program Guidance Memos?
 - a. The Low Income Housing Credit page at <https://thda.org/business-partners/lihc>

Multifamily Tax-Exempt Bond Authority Program (MTBA)

1. What document provides guidance for the MTBA Program?
 - a. The Program Description will provide guidance for the MTBA Program and is located under the Program Documents tab on the <https://thda.org/business-partners/multi-family-tax-exempt-bonds> page.
2. How much Bond Authority is Available?
 - a. THDA will publish the amount of MTBA Availability on the MTBA Page at THDA under Program Updates and Announcements at <https://s3.amazonaws.com/thda.org/Documents/Business-Partners/Multi-Family-Developers/Multi-Family-Tax-Exempt-Bonds/2019-Bond-Authority-Remaining-External.pdf>
3. How much Bond Authority is closed?
 - b. THDA will publish the amount of MTBA Closings on the MTBA Page at THDA under the Bond Issues Closed as the issues closed on the <https://thda.org/business-partners/multi-family-tax-exempt-bonds>
4. How do I request a Bond Refund for pre-2018 developments?
 - c. The Program Updates and Announcements section on the MTBA page at <https://thda.org/business-partners/multi-family-tax-exempt-bonds> has a Bond Refund Memo that gives specific instructions for the process.
5. Where will applicants find MTBA Updates, Announcements, and Program Guidance Memos?
 - d. The Multifamily Tax-Exempt Bond Authority page at <https://thda.org/business-partners/multi-family-tax-exempt-bonds>

Application Process

1. How do I submit an Initial Application for a Competitive LIHC or MTBA LIHC?
 - a. Both applications must be submitted through the Tennessee Housing Online Management Application System (THOMAS).
 - b. The 2019-2020 User Manual may be found at <https://thda.org/business-partners/thomas>
2. Where are the THDA Templates and Guidance for all developments 2018 and beyond?
 - a. All THDA templates and guidance will be located on the THOMAS Documents page at <https://thda.org/business-partners/thomas>
3. Does THDA have an approved Appraisal Listing?
 - a. No. Applicants can utilize any Tennessee licensed appraiser.
4. Does THDA have an approved Market Study Listing?
 - a. Yes. Applicants must utilize Market Study Vendors on the Approved Market Study Listing on the THOMAS Page.
5. How often in the Market Study Listing updated?
 - a. THDA utilizes an RFP to update the Market Study Vendor Listing. THDA expects to release another RFP for the 2021-2022 QAP. More details will be posted on the THDA website.
6. Does THDA require Environmental Study with the initial application submission?
 - a. No an environmental study is not requirement.
 - b. In the event that an applicant has a Phase 2 study prepared, the THOMAS system will prompt the applicant to upload the document. The THDA Construction team will review the study and may provide comments during the application review process.
7. What is the process for receiving 8609's?
 - a. THDA will accept Final Application packages at any time during the year. The drop dead date for 8609's to be sent to the IRS in February 2020 is December 2, 2019. Any packages received after December 2, 2019 will be sent to the IRS in February 2021.
 - b. All Pre-2018 Competitive Applicants will utilize the Housing Credit Management System and the 2019 Phase 2 Attachments, that is located at
 - c. All Pre-2018 Non-Competitive Applicants will utilize the 2019 Final Application and Attachment, that is located at
 - d. Word copies of the attachment can be requested from the applicable coordinator.
8. Where are the standard Accountant Templates for 10% Test and Final or PIS Application?
 - a. The 10% Template will be posted on the THOMAS page and will be emailed to the applicant contacts.
 - b. The Accountant Certification Templates are a part of the Final Application for the Pre-2018 developments.

Multifamily Program Contacts

1. Who is my Allocation Coordinator?
 - a. The allocation coordinator portfolio listing can be found under Program Updates and Announcements at <https://thda.org/business-partners/lihc>. The most recent update is January 11, 2019.
2. Who is my Compliance Coordinator?
 - a. The compliance coordinator portfolio listing can be found under Compliance Bulletins, Notices or Letters at <https://thda.org/business-partners/housing-credit-compliance>.
3. General Inquiries
 - a. LIHC or MTBA
 - i. Please send an email to TNAallocation@thda.org and a member of the Multifamily Programs leadership team will respond.
 - b. Technical difficulty with THOMAS
 - i. Please send an email to THOMAS@thda.org and a member of the Multifamily Programs leadership team will respond.
 - c. Compliance
 - i. Please send an email to TNCompliance@thda.org and a member of the Multifamily Programs leadership team will respond.
 - d. Construction
 - i. Please send an email to [Construction](#) and a member of the Multifamily Programs leadership team will respond.