

2018 QAP Pre-Application Q & A Posting

April 3, 2018

QAP Scoring 9-Community Transformation

1. What does DCA expect Applicants seeking points under Scoring Section IX. Community Transformation to submit at Pre-App? What happens if an Applicant seeking points under Scoring Section IX. Community Transformation does not submit anything at Pre-App, or what they do submit at Pre-App does not meet DCA requirements?
 - The QAP clearly states, "At Pre-app, the Applicant must submit a map of the Defined Neighborhood surrounding the proposed site; (in relation to CRP Target Area, if applicable)" (Scoring, p. 27 of 46). If the map submitted does not at least indicate the proposed site and the boundaries of the Defined Neighborhood, the Applicant does not meet this requirement. If an Applicant does not submit anything at Pre-app, they are not eligible to be considered for points under the Scoring Section IX. Community Transformation.

QAP Threshold -22 Eligibility For Credit Under The Rural HOME Preservation Set Aside

1. While the QAP did not mention any prohibition on having other debt than HOME for qualification under this set-aside, the pre-app asks that the applicant confirm that there is no other debt on the deal. Does the existence of the commercial loan at application disqualify the project from applying for credits under the Set aside?
 - Subsection B. Rural HOME Preservation set aside selection criteria #3 states that "The property has no other secured debt beside the DCA HOME Loan." This language is 1 of 3 selection criteria for the purpose of ranking applications in this category. While this is a criterion for selection, other secured debt beside the HOME Loan will not disqualify the Project from consideration for the Rural HOME Preservation set aside credits but will be considered during the selection process.

Other

1. We are planning to submit for a HOME Consent at Pre-Application. Regarding applying for a HOME Consent at Pre-Applications, the QAP states the following in Section 13(F)(1)(a) of Core:

"The Applicant must submit the following additional documentation from the Participating Jurisdiction that funded the HOME loan: verification that the HOME loan is current, and verification of the following: payment of all current real estate taxes."

The Political Jurisdiction that funded the HOME funds for one of our properties does not require a property tax escrow and will not opine that property taxes have been paid. In the past when applying to DCA for HOME funds, we have included a receipt from the county to verify payment of all current

real estate taxes. However, we have a property with HOME funds and the real estate taxes for that property are under appeal. We have confirmation from the county that payment is not required while the real estate taxes are under appeal.

My question is: Would an email from the county verifying that the county considers the real estate taxes to be current while under appeal and that payment of the original property tax bill is not required while the property taxes are under appeal meet the requirements for verification that the current real estate taxes are paid?

- Verification on county letterhead, or an email from the county, verifying that the developer is in good standing should be sufficient documentation to prove that they are current with the payment of their real estate taxes

Scoring Section language:

Documents: Minimum document requirements are listed after each point category. However, Applicants are required to submit all documents at Application Submission that are necessary for DCA to determine that the Application meets the criteria for points, regardless of whether they are listed in the minimum document requirements. No additional documentation or explanations for scoring categories can be provided after Application Submission. In the event the Applicant submits an alternate document to the minimum document, a thorough explanation of the usefulness of this alternate document should be entered into the appropriate scoring justification section.

Other

1. In section '03: Qualification' of the Pre-App, 2016 and 2017 financials are requested. In last year's application we were not required to submit financials and it was noted that we'd provide them if requested. Does that hold true for this year? If not, is our audit sufficient? Also, if the 2017 audit hasn't been finalized, what would you like in its place?
 - The 2016 and 2017 financials are part of the review of financial capacity of the Project Team and are reviewed as needed. Audits are sufficient. If 2017 financials are not yet available, please submit owner-certified unaudited 2017 financials or the two most recent years' audited financials. Applicant must provide a detailed explanation of any instance of alternate documentation.

DCA Manual-HOME

1. For the Pre-App, the 2018 HOME Environmental/Relocation Requirement Acknowledgement isn't posted but the 2017 is. Will it be posted or should I just complete and submit the 2017?
 - The forms are the same for 2017 & 2018.

Pre-Application Questions from QAP Workshop

1. Application Rural Home Set Aside. Does the current owner, developer have to be the applicant or can a 3rd party proposer acquirer with requisite HOME experience be the applicant.

- Yes, such a 3rd party can be the applicant, so long as it meets the HOME experience requirements.
2. HOME Preservation Set Aside. Do you need to provide architectural waivers for the pre-app?
 - Yes, all waivers must be submitted at pre-application.
 3. Rural Home Pres. Set Aside appraisal April 1 deadline unrealistic. Should we extend?
 - No, DCA has not extended this deadline for Rural HOME Set-aside appraisals.
 4. Some of the forms listed on the pre-app checklist are not posted on the website under 2018 forms. Can we use the 2017 version? (i.e. HOME HUD experience form)
 - All relevant forms are posted on the DCA website.
 5. The QAP states that a map for the community transformation plan must be submitted at pre-application. However, this map is not listed on the pre-app checklist. If this map is not included, is the applicant ineligible for these points at full-application? If submitted, where should this map be placed on the flash drive? Please note that many other required items are not listed on the pre-app checklist (i.e. HOME verification letters, HOME agreements, LPA for deals claiming experience, etc.)
 - The QAP clearly states, "At Pre-app, the Applicant must submit a map of the Defined Neighborhood surrounding the proposed site; (in relation to CRP Target Area, if applicable)" (Scoring, p. 27 of 46). If the map submitted does not at least indicate the proposed site and the boundaries of the Defined Neighborhood, the Applicant does not meet this requirement. If an Applicant does not submit anything at Pre-app, they are not eligible to be considered for points under the Scoring Section IX. Community Transformation. The map may be placed anywhere on the flash drive.
 6. Pre-App. What changes were made to the performance workbook with the posted revision? Do the revision(s) affect the signature documents/pages?
 - Two questions in the Performance Questionnaire were modified to have consistency across all answer types. relevant forms are posted on the DCA website.