

2022-2023 QAP Application Workshop

December 8, 2022



Arizona
Department
of Housing



Increased Interest
Increased Resources
Increased Assistance

2





Plan Prepare

3

References

QAP Application Form

APPLICATION MATERIALS 2022-2023

[2022-2023 Underwriting Spreadsheet](#)

[2022-2023 QAP Application Forms 9% LIHTC](#)

[2022-2023 QAP Application Forms 4% LIHTC](#)

LIHTC QUALIFIED ALLOCATION PLAN

[2022-2023 QAP Post-Award Manual](#)

[2022-2023 QAP Final October 2022](#)

[2022-2023 QAP October 2022 Final Redlines](#)

[2022-2023 QAP August 2022 Draft Redline](#)

[Market Analysts List](#)

[2022-2023 Final QAP](#)

[2022-2023 QAP Definitions](#)

[Public Meeting - 2022-2023 QAP Overview Session](#)

[QAP Overview Virtual Session](#)

[Review of QAP](#)

[2021 QAP Clarifications](#)

[2021 Final Qualified Allocation Plan](#)

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Application Deadlines

9% LIHTC Application Deadline	<i>April 3, 2023</i>
4% LIHTC Application Deadline	<i>Anytime – Rolling Basis</i>
STC Round – 9% Rural	<i>April 3, 2023</i>
STC Round – 4% Metro & Rural	<i>July 18, 2023</i>



Compliance Update

Communication is Key

LURA's & Property Management

Upcoming Training:

- February 14 - 17, 2023
- July 18 - 21, 2023
- October 24 - 27, 2023

Questions

- Written Question
 - Until February 28, 2023
 - Clarifications Posted

rental-gap@azhousing.gov



Application Form and Submission

- Full Electronic Submission
- ADOH Portal

<https://housing.az.gov/portals/document-upload-portals/rental-development-upload-portal>



Gateway Apartments, La Frontera



9% LIHTC



9% LIHTC Application Forms

Self-Score

Only New Construction

9% LIHTC Application Forms

Tab	All Applications
Tab A - Application Documents	Applicant Certification and Indemnification
	Completed Application Workbook
	Underwriting Workbook

9% LIHTC Application Forms

Tab	All Applications
Tab B - Entity Documents	Entity Documents
	Financial Statements
	Organization Chart
	Non-profit Organization Documentation
	Signature Block and Authorized Signer
	Disqualification Certification

9% LIHTC Application Forms

Tab	All Applications
Tab C- Site Plan and Project Location	Site Plans and Elevations
	Site Control
	Floodplain - FEMA Map
	Zoning Verification
	Utility Connection Verification and Public Road Access
	Appraisal
	Market Need

9% LIHTC Application Forms

Tab	All Applications
Tab D	Funding Sources
Tab E	Relocation

9% LIHTC Application Forms

Tab	Rehabilitation Applications
Tab F	LIHTC Resyndications
Tab G	Scope of Work
Tab H	Capital Needs Assessment
Tab I	Existing Rental Assistance Contract



9%
Application
Forms

New Construction *Tab J – Supportive Housing*

NEW

- Tenant Based Rental Assistance
- Section 811 – No Senior Housing
- Rental Assistance

9% Application Forms

New Construction
Tab K – Amenities

- Google Maps with Driving Directions

<https://www.google.com/maps>

9% Application Forms

NEW

New Construction

Tab L– CRP

- Adopted Plan
- Certification
- Goals
- Investment

9% Application Forms

New Construction

- Tab M – QCT Map
- Tab N – DDA Map
- Tab O – Historic Tax Credit
- Tab L – Land Lease
- Tab Q – Local Government RFP

NEW





9% Application Forms

New Construction

Tab R – Subsequent Phase

Tab S – Homeownership Conversion

NEW Tab T – Senior Housing

Tab U – Incompatible Uses



9% Application Forms

Tribal Projects

- Tribal Land
- LOCCS Balance
- Housing Authority Waitlist





4% LIHTC



4% LIHTC Application Forms

Tab	All Applications
Tab A - Application Documents	Applicant Certification and Indemnification
	Completed Application Workbook
	IDA Letter
	Underwriting Workbook

4% LIHTC Application Forms

Tab	All Applications
Tab B - Entity Documents	Entity Documents
	Financial Statements
	Organization Chart
	Non-profit Organization Documentation
	Signature Block and Authorized Signer
	Disqualification Certification

4% LIHTC Application Forms

Tab	All Applications
Tab C - Site Plan and Project Location	Site Plans and Elevations
	Site Control
	Floodplain - FEMA Map
	Zoning Verification
	Appraisal
	Market Need

4% LIHTC Application Forms

Tab	All Applications
Tab D	Funding Sources
Tab E	CPA Opinion
Tab F	Relocation

4% LIHTC Application Forms

Tab	Rehabilitation Applications
Tab G	Scope of Work
Tab H	Capital Needs Assessment
Tab I	Existing Rental Assistance Contract

4% LIHTC Application Forms

Tab	New Construction Applications
Tab J	Qualified Census Tract (if applicable)
Tab K	Difficult Development Area (if applicable)
Tab L	Historic
Tab M	Incompatible Uses

A wooden pencil is positioned diagonally across the top left of the image, pointing towards the bottom right. It rests on a technical drawing of a house floor plan. The drawing shows various rooms, walls, and dimensions. A white ruler is placed horizontally at the bottom of the drawing, with the number '10' visible. The background is a light, neutral color.

Underwriting Requirements

- Vacancy Rate
- Trends (2% and 3%)
- DSCR
- Upwards:
 - 1.15 -1.35
 - Downwards:
 - 1.50-1.10



Underwriting Requirements

NEW

- Operating Expenses
- Lease Up Reserves
- Operating Reserves
- Replacement Reserves

A wooden pencil is positioned diagonally across a technical drawing of a house floor plan. A white ruler is visible at the bottom left. The drawing includes various lines, dimensions, and annotations. The background is a light, neutral color.

Equity Pricing

- Survey of Syndicators
- Range Released
- 2 Months Prior
- 9% LIHTC
- STC

An aerial photograph of a densely packed residential neighborhood. The houses are mostly two-story structures with dark brown tiled roofs. The exterior walls are painted in various colors, including light blue, yellow, and white. The houses are arranged in a somewhat grid-like pattern, with narrow streets and small yards visible between them. The lighting suggests a bright, sunny day, casting soft shadows on the roofs and walls.

State Tax Credit

STC Limits

- Rural \$2,000,000
- Urban \$2,000,000
- Project Minimum \$500,000
- Project Maximum \$1,000,000



STC Application Requirements

- STC & 4% LIHTC
 - LOI – STC Syndicator
 - UW Workbook
 - STC Election

- STC & 9% LIHTC
 - LOI – STC Syndicator
 - UW Workbook
 - STC Election
 - Secondary Workbook



STC Allocation Rounds

Allocation Year	Competitive Allocation Round	Date	Type	Amount
2023	1 st Round	August 1, 2022	4% Metro	\$2,000,000
2023	2 nd Round	April 3, 2023	9% Rural	\$2,000,000
2023	3 rd Round	July 18, 2023	4% Rural and Metro	Any Remaining

Asset Management Handbook

Effective Date: December 30, 2022



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of Housing

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UPDATE





Break





Don't Forget the Two P's

