

The Reserve at Thunderbird

LOW INCOME HOUSING TAX CREDIT 2024-2025 QUALIFIED ALLOCATION PLAN APPLICATION WORKSHOP

ARIZONA DEPARTMENT OF HOUSING

Assistant Deputy
Director Keon
Montgomery

Programs
Administrator
Melanie Brewer

Rental Programs
Manager Carson
Folk

12/12/2024

Program Highlights

9% LIHTC Round

10 projects received reservation letters

679 Units

4% LIHTC

30 projects received 42ms

4,257 units

AZ State Credits 2024

4 projects awarded

349 Units



Workshop Today

- Participants will be muted throughout the workshop.
- Please submit questions using the chat feature.
- The Department will periodically review questions submitted via chat during the workshop for response.
- Questions that need to be tabled during the workshop will be included in the Q&As posted on ADOH's website.
- If your question is too lengthy to submit via chat, please send it to:
rental-qap@azhousing.gov for response in the Q&As.
- Tracking Attendance Today as it is mandatory in our 2024-2025 QAP. You will receive a certificate for attendance.
- *Where a conflict exists between this PowerPoint Presentation and the 2024-2025 Qualified Allocation Plan (QAP), the QAP shall govern.*

9% Tax Credits Available

2024 Round

\$22M

All of 2025 Tax
Credits Awarded

2025 Round

\$22M

Anticipate all of
2026 Credits to
be Awarded



Mesquite Terrace



Application Resources

1. 2024-2025 Amended QAP
2. 2025 LIHTC Application Forms
3. 2025 LIHTC UW Spreadsheet

2025 Important Dates

February	April	June
Last day to submit Questions for Q&A	9% LIHTC & 9% STC Applications	9% LIHTC and 9% STC Awards
9% Applications Below Market Loans & Local Support: Other	Due April 1 at 4 PM MT	Announced on June 2
Due February 28 at 4 PM MT		

Rolling Basis: 4% LIHTC Applications



Cottonwood Ranch



Garfield II



Glendale Senior Apartments



67 Flats

Compliance Training

An individual with responsibility for the project must attend ADOH Compliance Training at a minimum of every five (5) years.

Next ADOH LIHTC Training: February 11-14, 2025

For Program Compliance Requirements contact Corinna Waddell, corinna.waddell@azhousing.gov | (602) 771-1051
For Workshop Registration Information contact Kerry Soto, kerry.soto@azhousing.gov | (602) 771-1056

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Questions

Submit written questions to:
rental-qap@azhousing.gov

Until February 28 at
4:00 PM



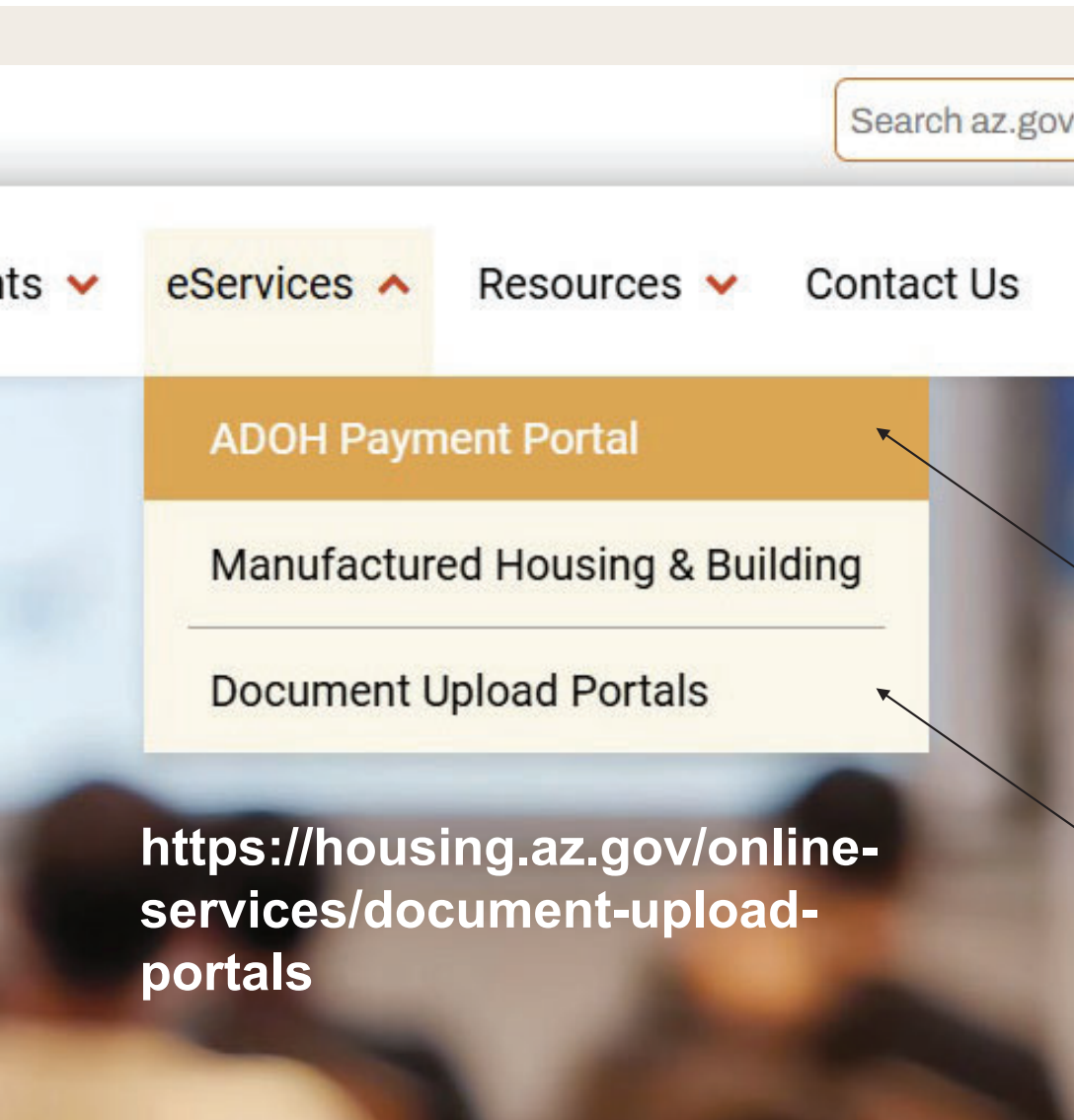


Application Form & Submission

Full Electronic Submission

ADOH Payment Portal

ADOH Rental Development Portal



<https://housing.az.gov/online-services/document-upload-portals>

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9% LIHTC

9% LIHTC Submission Format

PDF Files

Tab A_Application Documents_Project Name.pdf

Tab B_Entity Documents_Project Name.pdf

EXCEL Files

Underwriting Workbook_Project Name_Date.xlsx

Application Workbook_Project Name_Date.xlsx

Self Score Sheets

Rehabilitation

New
Construction

Tribal

9% LIHTC Application Forms

Innovation or Unique Opportunities

ADOH may award LIHTCs to one (1) application outside the QAP scoring selection criteria based on one or more of the following considerations:

- unique construction methods;
- innovative approach to development;
- scale of community impact;
- regional distribution;
- unique funding/leveraging opportunities; and
- disaster recovery response.

The award counts towards the limits of the applicable set-aside(s). This is solely at the discretion of ADOH.

Projects must meet **Threshold** in order to be considered.

9% LIHTC Application Forms

Tab A –
Application
Documents

Applicant Certification and
Indemnification

Application Workbook

Underwriting Workbook

9% LIHTC Application Forms

Tab B –
Entity
Documents

Entity Documents

Financial Statements

Organization Chart

Non-profit Organization Documentation (if applicable)

Signature Block and Authorized Signer

Disqualification Certification

9% LIHTC Application Forms

Tab C – Site Plan and Project Location	Site Plans / Elevations / Geotech Report
	Site Control
	Floodplain – FEMA Map
	Zoning Verification
	Utility Connection Verification and Public Road Access
	Appraisal
	Market Need

Site Control

Must: Legally binding

Clarified: In writing
Signed by the current ownership or
the seller & buyer or lessor & lessee

Acceptable: Deeds
Purchase Agreements
Lease Agreements
Options to Purchase or to Lease



9% LIHTC Application Forms

Tab D Funding Sources

Tab E Relocation

Below Market Loans and Local Support: Other

Financial Support

5 points

Firm Commitment

May submit or resubmit documentation in their 9% LIHTC application if preliminary approval is not received

Preliminary Approval Request to ADOH: 2/28

Department Determination Letter: 3/7



Vista Ridge Apartment

9% LIHTC Application Forms

Tab
F

Community
Revitalization
Plans (CRP)

- Formally adopted plan
- Contributes to goals of CRP
- Local gov't committed to non-housing investment
- Local gov't certification (form 15)

Qualified Census
Tract (QCT)

as of date of application
submission

Difficult
Development Area
(DDA)

as of date of application
submission

CRP Form 15

Please input the below required information and provide any applicable documentation as requested:

- As of the application deadline, a local government formally adopted the following plan:
_____ (plan name) to revitalize a defined geographic area (CRP) containing the proposed site. The date of adoption of the plan is _____.

The project is in the CRP as defined on page _____ (insert page number of plan defining geographic area project is located in).

A standard land use, comprehensive or general plan is ineligible unless it contains a specific revitalization area where the site will be located (Applicant/Developer to attach plan at Tab F).

- Completing the property proposed in the application would contribute to one or more of the CRP's stated goal(s) (Applicant/Developer to attach reference to applicable section in plan at Tab F).

The project contributes to the following goals:

The goals can be found on page number(s) _____ of the CRP.

- The local government has made or is committed to making specific investments in non-housing infrastructure, amenities, or services beyond developing the proposed property. A Neighborhood Revitalization Plan and Indian Housing Plan will qualify if it meets the above criteria. (Applicant/Developer to attach documentation demonstrating commitment or investment at Tab F).

The following specific investments in non-housing infrastructure, amenities, or services beyond developing the proposed property:

The specific investments can be found on page number(s) _____ of the CRP.

- Please provide a clear map showing the CRP area from the local government and attach to this form. Please attach a second map that the project is located within the boundaries of the map above.

The applicable local government certifies the following:

- The local government certifies that no Principal initiated the CRP being adopted (other than a public housing authority or a related entity) and confirms the Plan meets the criteria above.
- The local government certifies that the above mentioned plan is still valid and in effect.

CRP Form 15