

# 9% LIHTC Application Forms Rehabilitation

Tab G LIHTC Resyndications

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Tab H Scope of Work

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Tab I Capital Needs Assessment

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Tab J Existing Rental Assistance Contract

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# 9% LIHTC Application Forms

## New Construction

### Tab K Supportive Housing

Section 811 (removed from the self-score sheet)

- SUSPENDED

Tenant Based Rental Assistance (selection on the self-score sheet)

- At least 15% of the units
- Referrals may be made from Housing Authorities or agencies administering rental assistance

Rental Assistance (selection on the self-score sheet + supporting documentation)

- Targeting special populations such as: persons with disabilities, veterans, persons experiencing homelessness, victims of domestic violence and youth exiting foster care
- Forms of rental assistance: federal PBVs, Tribal HAP Agreements, Operating Reserve for TBRA, or other rental assistance
- Proof of rental assistance contract or for operating reserves route- a draft supportive service plan and a commitment letter from your service provider
- 15% or 30%+ units

# 9% LIHTC Application Forms

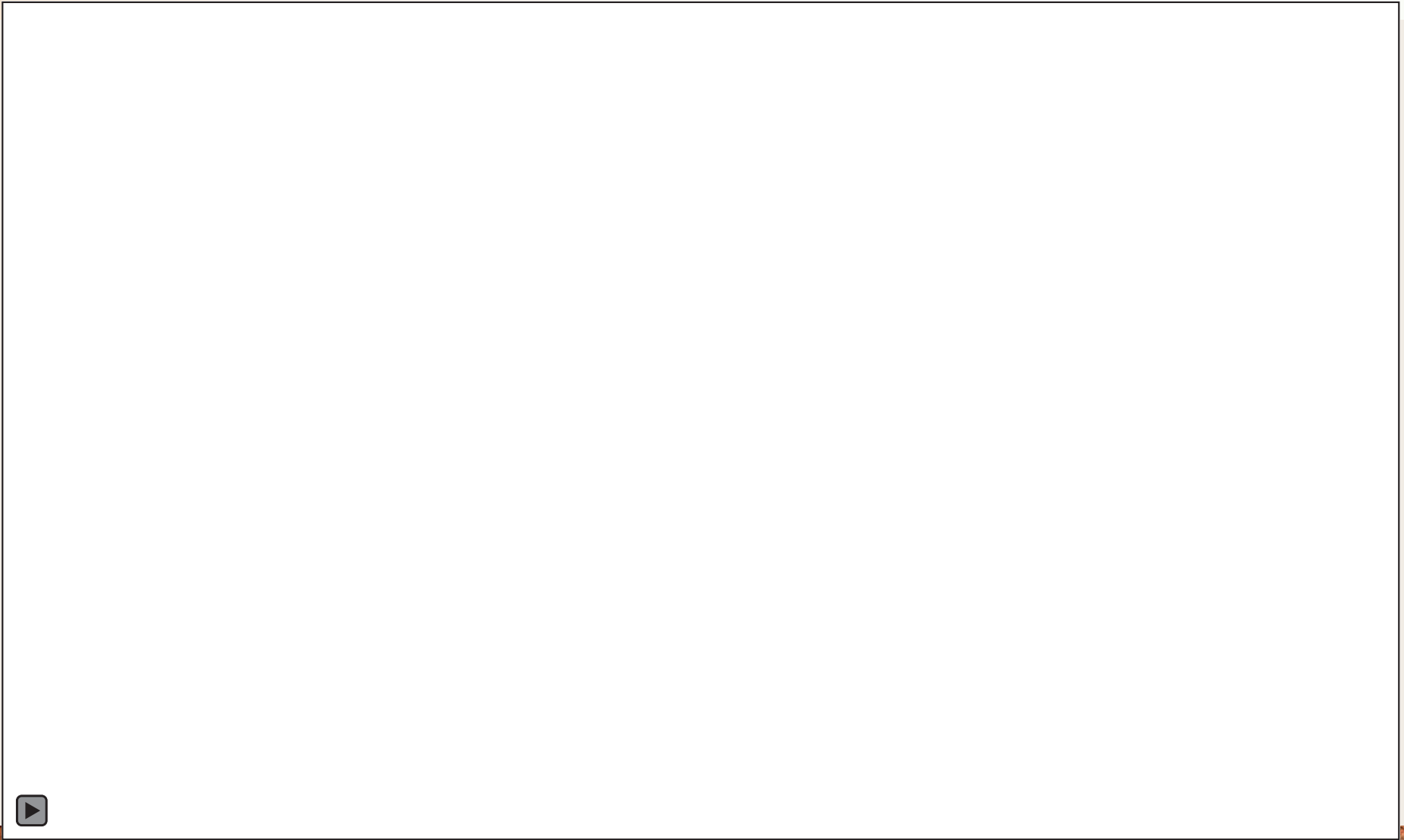
## New Construction

### Tab L Amenities

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- Google Maps –  
From Site  
Entrance, to or  
from the Amenity  
driving entrance





# 9% LIHTC Application Forms

## New Construction

Tab M    Historic

Tab N    Land Lease

# 9% LIHTC Application Forms

## New Construction

### Tab O Subsequent Phase

- was/were always planned as part of a phased development, **as evidenced by written documentation that clearly establishes it was phased at the time of the first development;**
- is/are the second or third phase; and
- is/are within 0.25 miles of the previous phase(s).

Fully constructed earlier phases must have:

- market demand study demonstrating a vacancy rate of less than five percent (5%), and
- waitlists representing at least fifty percent (50%) of what would be the proposed phases' units.

Earlier phases still under construction at the time of application must have:

- documentation demonstrating pre-leasing activities for the phase under construction; and
- waitlists of more than 100% for the phase under construction and the proposed phase.

*ADOH may require documentation that land was paid for only once.*

# 9% LIHTC Application Forms

## New Construction

Tab P Homeownership Conversion

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Tab Q Senior Housing

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Tab R Incompatible Uses

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# 9% LIHTC Application Forms

## Tribal

Tab S Tribal Land

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Tab T LOCCS Balance

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Tab U Local Government RFP

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Tab V Housing Authority Waitlist

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ARIZONA DEPARTMENT OF HOUSING

# 4% LIHTC

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# 4% LIHTC Application Forms

Tab A –  
Application  
Documents

Applicant Certification and Indemnification

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Application Workbook

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IDA Letter (Delegation of Determination)

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Underwriting Workbook

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# 4% 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

# 4% LIHTC Application forms

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

# 4% LIHTC Application Forms

Tab D      Funding  
Sources

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Tab E      CPA Opinion

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Tab F      Relocation

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Form 13 – All Applicants

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Relocation Plan & GINs  
(if applicable)

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# 4% LIHTC Application Forms

## Rehabilitation

Tab G      Scope of Work

Tab H      Capital Needs Assessment

Tab I      Existing Rental Assistance  
Contract

# 4% LIHTC Application Forms

## New Construction

Tab J Qualified Census Tract

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Tab K Difficult Development Area

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Tab L Historic

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Tab M Incompatible Uses

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ARIZONA DEPARTMENT OF HOUSING

# State Tax Credits

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# STC & LIHTC

## Application Requirements

- LOI – STC Syndicator
- UW Workbook
  - STC Election
  - Secondary Workbook
- Form 3
  - STC Requested

## STC Limits

- 9% LIHTC Rural - \$2,000,000 Available
- Project Minimum - \$500,000
- Project Maximum - \$1,000,000

# STC Allocation Rounds



Allocation Year	Competitive Allocation Round	Date	Type	Amount
2025	1 <sup>st</sup> Round	August 2, 2024	4% Metro	\$2,000,000
2025	2 <sup>nd</sup> Round	April 1, 2025	9% Rural	\$2,000,000
2025	3 <sup>rd</sup> Round	July 18, 2025	4% Rural & Metro	Any Remaining



ARIZONA DEPARTMENT OF HOUSING

# Underwriting

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# Underwriting Requirements



Vacancy Rate

DSCR

Operating Expenses

Equity Pricing

Trend Income 2%  
Trend Expenses 3%

Deferred Developer Fees

Reserves

Exhibit A  
Mandatory Design Standards

ARIZONA DEPARTMENT  
OF HOUSING

# Thank You!

## REMEMBER:

Submit written questions to:  
[rental-qap@azhousing.gov](mailto:rental-qap@azhousing.gov)

Until February 28 at  
4:00 PM



Estrella Springs

