

## Frequently Asked Questions (FAQ)

### LOUISIANA HOUSING CORPORATION (LHC)

### 2015 FUNDING ROUND ONLINE APPLICATION

(As of 03/24/2015)

**NOTE: The questions below are only minimally edited and are in the same or nearly the same form as submitted to the Corporation.** Responses to the Frequently Asked Questions are provided as a courtesy to our developers and meant to provide clarification with regard to the Online Application. Be advised that the QAP is the controlling document and responses below are not intended to circumvent or substitute any of the directives or requirements of the QAP.

**1. Q: I am unable to select TCAP as a funding option.**

A: In order to request TCAP, a proposed project must be located in the Delta parishes with exception to Ouachita Parish. Preference will be given to projects in Rent Burdened areas as evidenced by the LHC commissioned market study. Additionally, the applicant must first select 9% in order for TCAP to be available for selection.

**2. Q: I noticed under Sources and Uses, Fund Uses, that the only line items listed under Building Costs is "Appliances." Shouldn't there be other line items listed here?**

A: Issue has been corrected.

**3. Q: It is telling me about a waiver for bathroom. Where do I enter number of baths?**

A: The location for entering the number of baths will appear on the Rental Income page once the Building-Unit Mix tab is completed.

**4. Q: Where do I attach the legal opinion for qualified non-profit?**

A: Once you select Non-profit Pool on the Funding Request Page, several upload buttons will appear. The legal opinion can be uploaded in either of the sections. An applicant can also navigate to the Attachments tab to attach any required documents. Any document uploaded to the Attachments page will appear on the other appropriate screen(s).

**5. Q: There is no place to attach supporting documentation or a category box to check for redevelopment project or the type of redevelopment.**

A: After selecting rehabilitation project on the primary input screen, one is able to select rehabilitation type on the Project Breakdown Page. The Concerted Community Revitalization

Plan can be uploaded on the Property Demographics Page. Applicants may also navigate to the Attachments tab to attach any required documents. Any document uploaded to the Attachments page will appear on the other appropriate screen(s).

**6. Q: There are not enough attachment spots.**

A: On the Attachments page there are 5 upload buttons for "Other Supplemental Documents". Each tab will hold approximately 80-100 pages. You may include any support documentation there. Please label each document clearly.

**7. Q: The page I keep looking back to check to see if all items have been addressed is the "Selection Criteria" page. The version we were trained on had information in the "Application Data" and "Prelim, Unverified Score" column which was populated from other areas of the application. This page is still not revised to the format that we were trained on some several weeks ago.**

A: There is a column on the selection criteria page to select points called "Taxpayer Selection" where points can be manually inputted. Please include any points there that you think the project should receive just as you would have checked in the previous funding rounds.

**8. Q: Rents – on the rental income tab, there are cells to enter the Utility Allowance Amounts, but not to enter the Rents per Unit or Total Annual Rent. I can see the "Rents" header but there are not any cells for the information to be entered. If you manually enter in a separate cell on the proforma calculation tab for the sake of calculating the DSCR, the ratio is not calculated correctly. The proforma calculation tab pulls a blank amount and the DSCR is not being calculated. This leaves several questions unanswered on the Feasibility Tab and the Selection criteria tab.**

A: Data has to be entered in the Building-Unit Mix Table so that the Rents table on the "Rental Income" tab is shown. Once entered on the Building-Unit Mix Table, save the application and navigate back to the Rental Income tab and it should be available for data entry.

**9. Q: Basis Calculation – on the basis calculation tab, the amounts that come after the Applicable Fraction calculation are being calculated at 1% of the amount they should equal. While on the page, you can hit the calculate button at the top of the page and it will calculate correctly but once you leave the page, the calculation is altered and the amounts are again shown at 1% of total. I tried entering the applicable fraction amount myself and entered as 100% (cannot enter as 100.00) but I received the same outcome. This negatively affects the Feasibility and Selection Criteria Tabs.**

A: Issue has been corrected.

**10. Q: Sources and Uses – on the Fund Uses section, for Hard Costs, when I drop down the “Building Costs” section, there is only one line item that can be entered and that is Appliances. In the other sections of Hard Costs, there is not a place to enter items such as Roofing, Carpentry, Masonry, Flooring, Doors, Windows, Framing etc. I would think these costs would be shown under Building Costs based on the selections provided in the application (Building Costs, Site Work, Contractor Fees, Other Costs and Contingency). You can lump sum all of the Building Costs into Appliances for the sake of reaching the correct Total Development Costs but I would assume this is not the correct way to enter.**

A: Issue has been corrected.

**11. Q: When the application was due in March, per the QAP, used the February rate of 7.47% to produce our development proforma and sources and uses. We used these proforma numbers to publish our Public Notices as well as obtain our debt and equity letters which are all based on the February rate. The new application on the Basis Calculation Page automatically uses the rate for March which is 7.42%. This change in the Credit Percentage changes the development’s sources and uses as the equity is lower at the lower rate which will have to be offset with increased debt. Can we manually insert the February percentage rate in the application?**

A: No, in accordance with the QAP, 7.42% (March’s credit percentage) is the correct credit percentage. Variances in the projects published financials from the application submittal will be accepted when the variances are due to the difference in the February and March credit percentages. It is not necessary to re-run public notices due to the aforementioned variances.

**12. Q: Are utility allowances provided in the LHC On-Line Application?**

A: Utility allowances were not incorporated into the application due to the allowances being site specific. Utility allowances may be obtained from the local Public Housing Authority or utility company, or HUD’s website where you will find the HUD Utility Schedule Model. Utility allowances paid by the property owner/taxpayer should be entered on the Utility Allowance table located on the Rental Income tab.