

# **2021 Tax-Exempt Bonds Program Application Bulletin #2 January 28, 2021**

The following guidance is provided for Tax-Exempt Bond Program Applicants submitting applications for allocations of tax-exempt private activity bond carryforward with 4% federal low-income housing tax credits (LIHTC) and state tax credits (see Bulletin #1).

## **Governing Documents:**

[2021 Qualified Allocation Plan \(QAP\)](#)

[Tax -Exempt Bond Manual \(2012\)](#)

[2020 Tax Credit Application](#)

[Exhibit A Initial Checklist](#)

Below are further instructions regarding Exhibit A Initial Checklist and the required 2020 Exhibits/Forms:

### **Tab 1 – Application**

[2020 Tax Credit Application](#) – Please make sure to include an excel version with submission.

[Acknowledgement and Agreements](#)

[Bond Program Disclaimer](#)

### **Tab 2 – Application Fees**

Fees due as required in Application Checklist.

### **Tab 3 – Application Checklist**

[Exhibit A Initial Checklist](#)

### **Tab 4 – Bond Counsel and Investment Banker Requests**

[Bond Counsel Designation Request](#)

[Investment Banker Designation Request](#)

### **Tab 5 – Entity Information**

All information required as indicated in Application Checklist:

[Exhibit P–Identity of Interest](#)

[Form LP](#)

[Form LLC](#)

[Form CORP](#)

### **Tab 6 – Nonprofit Information**

All information required as written, if applicable.

### **Tab 7 – Entity Agreement**

All information required as written.

### **Tab 8 – Previous Tax Credit Participation**

[Exhibit K](#)

### **Tab 9 – Architect and/or Professional Engineer Certification**

All information required as written.

[Exhibit G](#)

**Tab 10 – Not Required**

DELETE

**Tab 11 – Site Control Documents**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

**Tab 12 – Zoning/Locational Standards**

All information required as written.

**Tab 13 – Not Required**

DELETE

**Tab 14 – Not Required**

DELETE

**Tab 15 – Acquisition/Rehabilitation Developments - LIHTC 2020**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

[Form 3](#)

**Tab 16 – Utility Allowance – LIHTC 2019**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

[Exhibit U – 2019 Exhibit](#)

**Tab 17 – Physical Needs Assessment Report**

Replace “Applicable Tax Credit Manual” with “2021 QAP”.

[Exhibit R](#)

**Tab 18 – Market Study (LIHTC 2020)**

All information required.

[Exhibit S-2](#)

[Exhibit S-2 Rent Calculation Worksheet](#)

**Tab 19 – Phase I Environmental Report**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

**Tab 20 – Not Required**

DELETE

**Tab 21 – Development and Targeting Characteristics**

Copy of Certified Letter sent to Public Housing Authority (to be submitted only if awarded).

Marketing Plan – required as written.

**Tab 22 – Financing Information**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

**Tab 23 - Appraisal**

All information required. Replace “Applicable Tax Credit Manual” with “2021 QAP”.

**Tab 24 – Syndication Information**

Include letter for both federal and state tax credits.

**Tab 25 – Other Opinions & Certifications**

All information required. Replace “Applicable Tax Credit Manual” with 2021 QAP.

**Tab 26 – Not Required**

DELETE