

2014 Entry Form
(Complete one for each entry.)

Fill out the entry name *exactly* as you want it listed in the program.

Entry Name _____

HFA _____

Submission Contact _____

Phone _____ Email _____

Qualified Entries must be received by **Tuesday, July 1, 2014.**

For more information about Qualified Entries, [click here to access the 2014 Entry Rules.](#)

Use this header on the upper right corner of each page.

HFA _____

Entry Name _____

Communications	Homeownership	Rental Housing	Special Needs Housing
<input type="checkbox"/> Annual Report <input type="checkbox"/> Promotional Materials and Newsletters <input type="checkbox"/> Creative Media	<input type="checkbox"/> Empowering New Buyers <input type="checkbox"/> Home Improvement and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Multifamily Management <input type="checkbox"/> Preservation and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Combating Homelessness <input type="checkbox"/> Housing for Persons with Special Needs
Legislative Advocacy	Management Innovation	Special Achievement	Are you providing visual aids?
<input type="checkbox"/> State Advocacy <input type="checkbox"/> Federal Advocacy	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input type="checkbox"/> Operations <input type="checkbox"/> Technology	<input type="checkbox"/> Special Achievement	<input type="checkbox"/> YES <input type="checkbox"/> NO

LIHTC Paper Application & Spreadsheet – Need for Efficiency

The Iowa Finance Authority (IFA) Low-Income Housing Tax Credit (LIHTC) Allocation program had an outdated process that involved a paper application and manual tracking of all applications and tax credit data. This outdated process didn't permit the LIHTC allocation team to simultaneously review an application in an efficient work flow. The team began working with IT staff to develop the web-based Tax Credit online application (TAC) to create an efficient workflow for the application process, reporting, and document creation system. The following summarizes the need for the change:

- The use of paper applications and an excel spreadsheet was out of date given existing technology.
- The manual process was labor intensive and prone to errors.
- The contact data (owners, management agents, developers, and other business associates) was not integrated with the rest of Iowa Finance Authority data.
- Limited interaction with the Applicant when a change in the application was requested by IFA.

TAC Design & Functionality

The TAC system was designed to enhance the LIHTC Program needs of staff and the development community. As the system is enhanced, the focus is on improving user efficiency and reducing the number of Exhibit uploads. IFA developed an online application (TAC) training guide to assist Applicants in navigating the system and understand how the Qualified Allocation Plan (QAP) and Internal Revenue Service (IRS) requirements were implemented in the application. For the 2014 allocation round, IFA provided a training session on the TAC system that allowed users to learn to navigate the system and enter an application. This document is updated annually. Elements incorporated in the design and functionality of the TAC system:

A. User Friendly

Ease of use was an important element in the software design. IFA seeks Developer and Syndicator input regarding the TAC application annually. Applicant-friendly features such as the following have been included:

- Notification of existing application errors.
- Red Asterisk to identify mandatory fields.
- Red X's and Green Check marks to indicate whether a tab is incomplete or in error (red X) or complete and error free (green check).
- Copy feature for an Applicant to copy an application.
- Ability to apply for additional credits.
- Ability to request a change in application.
- Electronic payment of program fees.
- Preliminary Scoring based upon application selections.
- Overview Tab with primary project information in one location.
- Help Tab that lists the training guide, QAP, and HOME Rules.
- Tabulated exhibit checklist based upon data entered in application.
- Automated calculations for consistent underwriting.
- Field populations to eliminate replicative data entry
- Ability for Applicants to upload required construction documents throughout the construction phase.
- Electronic market study through the Overview Tab.
- Ability to grant Market Study providers access to each applicable Application.

B. Content & Adaptability

The TAC system is easily modified by IT staff each year to reflect all regulatory and QAP updates. The application within the system initially consisted of only LIHTC application tabs, but has been enhanced with HOME Tabs to permit a joint application review with the IFA HOME Program staff. Some Tabs have interrelated fields so the system will generate errors if inconsistent information is entered.

C. Automation & Process Improvement

Automation was essential to improve efficiency and reduce errors and enable electronic report to reduce reliance on spreadsheets. The system automatically generates:

- An email to the political jurisdiction upon submission of an application, required by the IRS.
- An email to the applicant regarding deficiency notifications for each application (Threshold, Carryover, 8609).
- Award or denial letters.
- Invoices and payments (Fees Tab).
- The carryover allocation agreement.
- Project data transfer Interface with Compliance Division Software.
- The LURA.
- The IRS form 8609(s).
- The IRS form 8610(A).
- Scoring and funds tracking for awards (IFA's Rankmaster).
- Customized reports.
- Public Information Requests - The Public Information Request Officer may grant a requestor access to the application for review.

Innovative

Applicants can enter their applications and upload the required exhibits from any location at any time due to the automated process. Multiple users can also work on the same application simultaneously. Additionally, at any time, IFA staff can check the status of all project applications in the allocation process. A Developer/Applicant can do the same, but only for their own applications.

A unique comparison feature for management and underwriters is the ability to quickly analyze changes between application submissions with a click of a button. The system can generate a comparison report of two applications from the historical snap shots maintained from the work flow process.

The system error check also enables Applicants to quickly identify errors and fix them without staff assistance. Applicants can also identify from the Scoring Tab the elections entered in the application to generate their LIHTC application score before submitting the application. Once errors are resolved, the TAC system permits a complete application to be submitted.

The system is also coded with HOME Program rules enabling one application to be submitted for LIHTC projects requesting state rental HOME funding from IFA for a joint application review. HOME Analysis checklists have been incorporated into TAC that enables one deficiency notice to be provided for both programs.

Replicable

The system was developed using ASP.NET WebForms, SQL Server and SQL Reporting Services. The user interface (UI) and business logic are all managed in a single Visual Studio project. This makes the project file relatively easy to share with other entities who may be interested in customizing the system for their own use. The system is architected to allow the reuse of business logic and UI screens between allocation rounds. However, customization between rounds is expected and relatively easy to accomplish. This facilitates the creation of new applications for each new QAP because the prior round application acts as a template for the new application. All applications progress through a standard workflow that begins with Initial Threshold Application and ends with the 8609 Application Acceptance. There are multiple hand-offs between Applicants and Underwriters during the life cycle and each stage of the application is a snapshot so the entire life cycle of the application is preserved.

Underwriting and Reviewer items are configurable and can be customized for each allocation round. Reports, Agreements, LURA and 8609 templates and other communication items are created and stored within the system.

Respond to Management Challenge

The system was built in response to management's challenge to provide a web-based system that would automate and streamline the LIHTC application and allocation process. The requirements included a user-friendly secure system that is maintained and easily adaptable to QAP updates and regulation changes. The system needed to provide consistency in underwriting and scoring of applications.

Measureable Improvements in Operations

The automated system has helped transition the LIHTC team from reactive to a proactive. With the notable reduction in the type of data entry errors in applications, staff has been able to focus more on project needs and educating the Developers on the QAP and TAC system. Notable examples are:

- TAC assisted the team transition from a tax credit allocation schedule from May to March.
- Consistent underwriting and scoring criteria applied throughout the applications.
- Applicant/Developers reduction of replicating data entry with reduction in errors.
- Automated ability to monitor project progression through the allocation process and provide real-time assistance to Applicants.

Provide Benefits that Outweigh Costs

As a public facing web application, TAC data is accessible to end users 24-hours per day. IFA was able to leverage existing hardware and network infrastructure to host the site. Role based security is used to control the level of access individual users have. This allows all user types to access the same system while maintaining privacy, confidentiality, and data integrity. TAC has become a single point of entry and sole repository of LIHTC allocation data. Consolidation of the allocation data into a single system has facilitated data analysis, reporting, and communication. IFA has been able to interface the TAC system with other software systems such as the Housing Compliance System which added efficiency and accuracy in project data transfer from allocation to compliance. Because the system was built in-house, it not only communicates well with our other systems, but the development costs were contained to roughly 3,000 initial hours from our IT department and approximately 350 hours annually for updates.

Effective Use of Resources

TAC has provided a single point system for the LIHTC allocation data with automated reporting, monitoring, and document creation utilizing existing agency resources. Other examples are:

- Reduction in file sizes reduced storage permitting better utilization of office space.
- User access permits project information to be readily available to all agency staff without requesting information from LIHTC staff. Example: Communication Director.
- IFA can grant application review access more easily for Public Information Requests without having to copy applications or set aside staff time to sit with a "requestor" while the paper file is reviewed.

Achieve Strategic Objectives

It was necessary for LIHTC and IT staff to develop a web-based system which automated the LIHTC application and allocation process to improve accuracy, efficiency, with data integration. The TAC system has accomplished all these objectives and has allowed IFA to focus more on addressing the affordable housing needs of Iowans.

WEB-BASED ACCESS

BUILDING STRONG FOUNDATIONS

» Home Is Where the Heart Is

Colleen Reeves-Armatis enjoys entertaining guests at her home.

2014 Housing Tax Credit Program

[Notices](#)



[Award Information](#)



[Application](#)



[2014 Applicants](#)



[Training](#)



[Qualified Allocation Plan](#)



[Appendices](#)



[Exhibits](#)



[2014 HOME Appendices for Joint Application](#)



[2014 HOME Exhibits](#)





View/Edit Application

Use the links below left to view sections of the application. Use the buttons on the toolbar to save, submit, or print your application.

Red asterisk (*) indicates data entry is required.

App#: **Project:** SC 2014 TRAINING APPLICATION - DO NOT CHANGE **Applicant:** Johnson, Michael
Allocation Year: 2014 **Stage:** Threshold-InWork

Print	Save	Save & Exit	Cancel	Submit	Copy	Underwriting	Construction
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Basic Docs

- ✓ Overview
- ✓ Project Name and Location
- ✓ Project Description
- ✓ Targeting Plan
- ✓ Site Description
- ✓ Site Control
- ✓ Zoning
- ✓ Ownership Entity
- ✓ Project Team
- ✓ Project Amenities
- ✓ Construction Characteristics
- ✓ Buildings
- ✓ Funding Sources
- ✓ Costs and Credit Calc
- ✓ Projected Operating Costs
- ✓ Projected Cash Flow
- ✓ Financial Feasibility
- ✓ Scoring
- ✗ Exhibits
- ✓ HOME Requirements
- ✓ HOME
- ✓ HOME Overview

Created on 8/29/2013 3:48:00 PM by Cunningham, Stacy
 Changes last saved on 10/2/2013 11:59:37 AM by Cunningham, Stacy

Project Name and Location

Project Name:*	App Number:	Stage:
<input type="text" value="SC 2014 TRAINING APPLICATION - DO I"/>		Threshold-InWork
Primary Address (from Buildings section):	City(ies):	County(ies):
1201 W. Jackson Street, Knoxville, IA 50138-3400	Knoxville	MARION

Jurisdiction

Political Jurisdiction:*	Address:*		
<input type="text" value="City of Knoxville"/>	<input type="text" value="305 S. Third Street"/>		
City:*	Zip:*	Phone:	Email:*(Reference)
<input type="text" value="Knoxville"/>	<input type="text" value="50138"/>	<input type="text" value="(641) 891-0510"/>	<input type="text" value="dzmayor@gmail.com"/>
CEO First Name:*	CEO Last Name:*	Title:*	
<input type="text" value="Don"/>	<input type="text" value="Zoutte"/>	<input type="text" value="Mayor"/>	

Check here if project is located in multiple political jurisdictions.

Jurisdiction 2

Political Jurisdiction:*	Address:*		
<input type="text"/>	<input type="text"/>		
City:*	Zip:*	Phone:	Email:*(Reference)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEO First Name:*	CEO Last Name:*	Title:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Jurisdiction 3

Political Jurisdiction:*	Address:*
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✓ HOME Unit
Comparability

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City:*	Zip:*	Phone:	Email: * (Reference)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEO First Name:*	CEO Last Name:*	Title:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Reports

Threshold Submitted Applicants

Allocation Year: ▼

Market Study

This report will return the Threshold Submitted version of the selected application.

Allocation Year: ▼
 Application/Project: ▼

Project Ranking Report

This report will only return data for projects that have gone beyond Threshold-InWork status.

Allocation Year: ▼

Projects Awarded Credits

This report will only return data for projects in Threshold Accepted status for a given allocation year.

Allocation Year: ▼

Scoring Breakdown

This report will return the Threshold Submitted and Final scores for a given allocation year and/or application. Scores will only be shown for applications making it to Threshold Accepted status.

Allocation Year: ▼

Overview Report

NOTE: This report will return data from the "Active" version (i.e. the current or most recent version) of the selected application.

Allocation Year: ▼
 Application/Project: ▼

Construction Report

NOTE: This report will return data from the "Active" version (i.e. the current or most recent version) of the selected application.

An attempt will be made to append exhibits '3B', '4B', '5B', '7B', '8B', and '10B' to the end of this report. If this is successful then the report will appear automatically upon clicking the "Create Report" button. However, if the uploaded exhibits are not in .PDF format then they can not be appended to the report. In this case, the report will be created with as many exhibits appended as possible and, upon clicking the "Create Report" button you will see a link to view the Construction report in addition to links to view all non .PDF exhibits.


Allocation Year: ▼
 Application/Project: ▼

NOTE: Monthly LIHTC Project Status Report returns all projects irrespective of the filters above.


Board Report Packet


Will print a single .pdf containing the Board Report for each submitted project for the given allocation year.

Allocation Year: ▼

Application/Project: 

MF Migration Reports

Allocation Year: 

Application/Project: 

- shows projects in 8609 only

- for selected application/project

- for selected application/project

Ad Hoc Report

[Ad Hoc Report](#)



View/Edit Application

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Allocation Year: 2014 **Stage:** Threshold-InWork

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Save & Exit

Cancel

Submit

Copy

Underwriting

Construction

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- ✓ Projected Cash Flow
- ✓ Financial Feasibility
- ✓ Scoring
- ✗ Exhibits
- ✓ HOME Requirements
- ✓ HOME
- ✓ HOME Overview

Application Submission

The following errors occurred in the [Project Team](#) section:

General Partner Error: You must select an approved Non-Profit when team member is a Non-Profit.

The following errors occurred in the [Buildings](#) section:

Total Housing Expense of the Low Income Units must be at the AMI rent level 10% below the AMI level selected by the Owner for the Minimum Set-Aside Election for establishing gross rents.

Unit Error: Total Housing Expense must be less than or equal to Rent Limit.

Total Housing Expense of the Low-Income Units must be ten percent (10%) below the applicable annual LIHTC rent limits.

The number of units with Olmstead Goals (32) can not exceed the actual number of units (30).

The following errors occurred in the [Exhibits](#) section:

- Exhibit H-1 is required.
- Exhibit H-2 is required.
- Exhibit H-3 is required.
- Exhibit H-4 is required.
- Exhibit H-5 is required.
- Exhibit H-6 is required.
- Exhibit H-8 is required.
- Exhibit H-23 is required.
- Exhibit 1T is required.
- Exhibit 3Ta is required.
- Exhibit 3Tb is required.
- Exhibit 3Tc is required.
- Exhibit 4Ta is required.
- Exhibit 4Tb is required.
- Exhibit 5T is required.
- Exhibit 6T is required.
- Exhibit 7T is required.
- Exhibit 10T is required.

✓ HOME Unit
Comparability

Exhibit 11T is required.
Exhibit 15T is required.
Exhibit 16T is required.
Exhibit 1B is required.
Exhibit 2B is required.
Exhibit 3B is required.
Exhibit 4B is required.
Exhibit 5B is required.
Exhibit 7B is required.
Exhibit 8B is required.
Exhibit 5SA is required.
Exhibit 3S is required.
Exhibit 5S is required.
Exhibit 7S is required.
Exhibit 9S is required.
Exhibit 10S is required.
Exhibit 11S is required.

You must resolve the errors listed above before you can submit this application.