

**2015 CALIFORNIA TAX CREDIT
ALLOCATION COMMITTEE (TCAC)
PLACED-IN-SERVICE (PIS)
WORKSHOPS**

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Introduction and Review Process

- Purpose
- Process
 - Regulatory Agreement
 - 8609 Review
- Current Status
- Additional Resources

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PIS Discussion Topics

- 1 • Documents and Checklist
- 2 • NEW Form B and P.O.P.
- 3 • Requirements and Tips

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PIS DOCUMENTS AND CHECKLIST

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PIS Documents and Checklist

- Updated Application
- PIS Dates
- Financials
- Certifications
- Energy Efficiency / Sustainable Building Methods
- Miscellaneous

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Microsoft (MS) Excel Application

- **Updated Application**
 - Update Existing Application
 - Project Information
 - Financing
 - Sources and Uses Budget
 - Rental Information
 - Subsidies / Rental Subsidies

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Microsoft (MS) Excel Application

- **Application must match other documentation**
 - Project and Owner Info
 - Final Cost Certification (FCC)
 - Investor Letter
 - PHA / CUAC Utility Allowance
 - Credit Request

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PIS Dates

- **New Construction**
 - Certificate of Occupancy
 - Temporary or Final
 - Inspection Records
 - Must **match** Form B
 - Credit Rate

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PIS Dates

- **Rehabilitation**
 - Notice of Completion
 - PIS Date on Form B must correspond to Credit Rate
- **Acquisition**
 - Recorded Grant Deed
 - **Must** Match Form B

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Financials

- Investor Letter
- Final Cost Certification (FCC)
- 50% Test (**4% Projects ONLY**)
- Changes between PR and PIS
- Recorded Deeds of Trust

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Financials cont.

- Project Ownership Profile (POP)
- Form B
- Executed Limited Partnership Agreement
- Reduction to Operating Expenses
- 15-Year Cash Flow

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Investor Letter

- Tax Credit Amount
- Credit Pricing
- Net Tax Credit Equity
- Syndication Costs
- Solar Equity?
- Match application and FCC?

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Final Cost Certification (FCC)

- Net Tax Credit Equity
- Sources
- Limits (14%, Developer Fee, Acq. Costs)
- No Syndication Costs
- Match application, Form B, and Investor Letter?
- Peer Review

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15-Year Cash Flow

- Updated Rents
- Minimums/Limits
 - “Cash Flow after Debt Service”
 - Operating Expenses
 - Minimum DCR
- Rental Subsidies
 - Subsidy Contract Worksheet

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Certifications

- **Owner Certifications**

- Subsidies
- Minimum Construction Standards
- Threshold Basis Limit increases
- Physical Space for service amenities
- Charges to tenants in addition to rent, effect to Eligible Basis
- Physical Amenities

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Certifications cont.

- **Architect Certifications**

- Fair Housing Laws
- Minimum Construction Standards
- Threshold Basis Limit increases

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Energy Efficiency/Sustainability

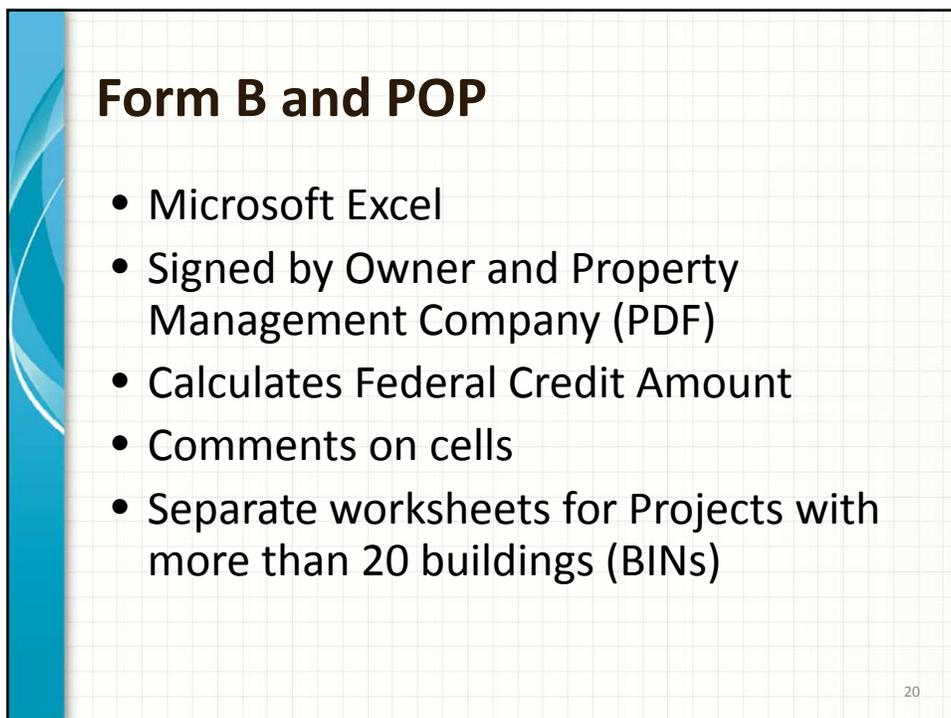
- **Minimum Construction Standards**
- **Point Scoring Requirements**
 - Green Building Programs
 - Energy Efficiency Points
 - Additional Rehabilitation Measures

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Miscellaneous

- **Color Photographs**
- **Prevailing Wages**
- **Current Utility Allowance**
 - PHA, Federal Source, CUAC
- **Request for Issuance of IRS Forms 8609 and/or FTB 3521A**

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Submission Requirements

- Flash Drive, CD, DVD only
 - Hard Copy Binders **not** accepted
- Files saved in sub-folders for each Section
- Entire Checklist Completed **and** Signed by Owner (Limited Partnership)
- PIS Review Status Updates

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Things to Remember

Application =

FCC =

Form B =

Investor Letter =

ALL Other PIS Document

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Things to Remember

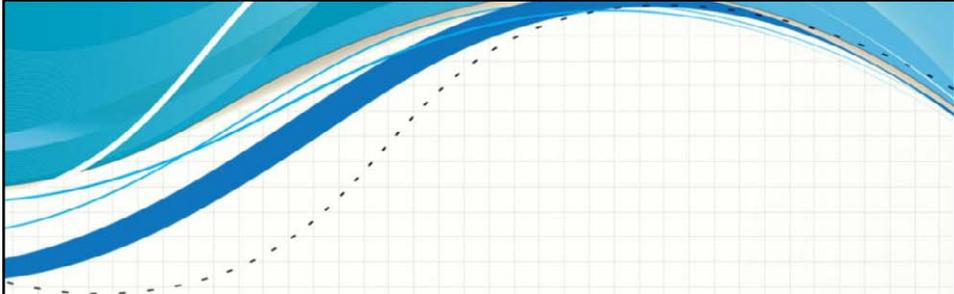
- Changes from Preliminary Reservation
 - Provide TCAC approval of change
 - CDLAC Resolution (if applicable)
- Corrections to 8609
- Review by Investor / Tax Account PRIOR to submission to TCAC

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Resources

- Development Section:
<http://www.treasurer.ca.gov/ctcac/tax.asp>
- Placed-in-Service (PIS) Information/Documents:
<http://www.treasurer.ca.gov/ctcac/in-service/STOhome.asp>
- Regulations (QAP):
<http://www.treasurer.ca.gov/ctcac/programreg/regulations.asp>

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QUESTIONS?

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