2021 9% Low Income Housing Tax Credits

Application Workshop

March 11, 2021
Upcoming Dates

• May 24th – 28th – Final Applications Due
• June – Developer’s Roundtable 2022 QAP
• Late July – Final Scores Posted
2021 9% LIHTC Information

Our website always reflects the most current information for the 9% LIHTC program.

Qualified Allocation Plan (QAP) & 2021 Program Information

2021 Qualified Allocation Plan (QAP)
Appendix C - Palmetto Opportunity Index
2021 Application Schedule - 11/24/2020
2021 9% Tax Credit Preliminary Applications List - 2/22/2021
2021 9% Tax Credit Preliminary Applications Point Scores - 2/26/2021

Bulletin #1 - 1/7/2021
Bulletin #2 - 1/22/2021
Bulletin #3 - 2/10/2021
Bulletin #4 - 2/17/2021
Steps to complete and submit 9% Applications -

• Complete Application & Application Checklist

• Upload application, checklist and required documentation

• Overnight, Hand Deliver or Wire Application Fees (if sending a wire, do not forget the $35 wire fee)

All applications and fees must be submitted/delivered by 5:00 PM EST on May 28, 2021.
Wiring Instructions

• Will be available upon request
• Do not use previously sent wiring instructions
• Fee- $35.00
• To request wiring instructions, please email taxcreditquestions@schousing.com between May 24th – 28th

All applications and fees must be submitted/delivered by 5:00 PM EST on May 28, 2021.
Application

Changes -

• Most Y/N answers are now drop down choices
• Tab 6 – added average income option
• Tab 7 – all unit types have been combined
• Tab 8-A – created for misc. expenses
Application

Changes -

• Tab 9 – added source code for STC
• Tab 10 – revised Development Cost
• Tab 10-A – removed some Development Cost fields
• Tab 12 – added STC Syndicator info
### Application Checklist

**EXHIBIT A**

**South Carolina State Housing Finance and Development Authority**  
**2021 LIHTC Application Checklist**

The Application Checklist must be submitted with the Tax Credit Application.

Development Name: ______________________  County: ______________________

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents.

<table>
<thead>
<tr>
<th>TAB</th>
<th>Document</th>
<th>Comments</th>
<th>Check Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application</td>
<td>Upload the application in both Excel and PDF format.</td>
<td></td>
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<tr>
<td>2</td>
<td>Application Fees</td>
<td>$4,500 Application Fee</td>
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<td></td>
<td></td>
<td>$800 Market Study Review Fee</td>
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<td></td>
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<td>$2,500 Appraisal Fee</td>
<td></td>
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<tr>
<td>3</td>
<td>Application Checklist</td>
<td>Exhibit A</td>
<td></td>
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<td>4</td>
<td>Attorney Opinion Letter(s)</td>
<td>Exhibit C (Tax Credit Eligibility)</td>
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<td>Exhibit D (Acquisition/Rehabilitation Developments)</td>
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<td>Exhibit E (Nonprofit Eligibility)</td>
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<td>Exhibit O (Identity of interest)</td>
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<tr>
<td>5</td>
<td>Developer Certification for Project Rejection Form</td>
<td>Form 1 - Certification for Project Rejection Form</td>
<td></td>
</tr>
</tbody>
</table>
Application Submission

Applications will be required to be labeled as the Tab # and the Document name.
Application Submission

All tabs of the application will need to be zipped before uploading to the Secure File Exchange.
Application Submission
Application Submission - Registration

* If you have already registered, you do not have to register again.

Secure File Exchange Login

Email Address

Password

Register New Account  Login

Review the File Upload Instructions for more information.
Application Submission – Registration

Secure File Exchange Registration

Email Address*
kim.wilbourne@scohousing.com

Password*
**************

Confirm Password*
**************

Name*
Kim Wilbourne

Company Name
SC State Housing

Address
300 C Outlet Poinue Blvd

City
Columbia

State
SC
Zip Code
29210

Phone Number*
(803) 896-9083

Fax Number

I'm not a robot

Register

SCHousing.com
Application Submission - Login

Secure File Exchange Login

Email Address
kim.wilbourne@schousing.com

Password

REGISTER NEW ACCOUNT
Login

Review the File Upload Instructions for more information.
Application Submission – File Upload

Secure File Exchange Dashboard

Welcome, Kim Wilbourne!

Submit File  Logout
Application Submission – File Upload

Secure File Upload

Department
Development - Low-Income Housing Tax Credit

File
\31\schfa.net\root\Users\willbk\LIHTC\Test\Test\21000 - SC Housing Acres - Application.zip

Maximim file size is 200 Megs.

Document Title
SC Housing Acres - Application

Note

ID Number (Contract/Customer/Loan/Project)
21000

Upload  Cancel
Application Submission – File Upload

Make sure to select - Development- Low Income Housing Tax Credit

Secure File Upload

Department

Development - Low-Income Housing Tax Credit
Application Submission – File Upload

Make sure to label your file with the Application Number, Development Name and type of document. The file must be in zip format.
Application Submission – Notification

Secure File Exchange Dashboard

Welcome, Kim Wilbourne!

File 21000 - SC Housing Acres - Application - 20210310 035320689.zip (164,054,161 bytes) was successfully uploaded.

Submit File  Log out
Application Submission – File Upload

Once your document has been submitted, you will return to the Secure Upload File Screen.
Submission – Email Notification

Save a copy of this email for your records.

New File Uploaded
no-reply
Sent: Wed 3/10/2021 3:53 PM
To: Wilbourne, Kim G-9083

Please keep this confirmation email for your file submission. You may use the confirmation number below in your communication with our staff. Thank you!

Partner File Uploaded

A new file has been uploaded.

Sender: Kim Wilbourne
Company: SC State Housing
Phone Number: (803) 896-9083

Title: SC Housing Acres - Application
Filename: 21000 - SC Housing Acres - Application - 20210310 0353206689.zip
Size: 164,054,161 bytes
Note:
Contract Number: 21000
Confirmation ID: 26131
Plans & Specs - Submission

Repeat the same steps for uploading the application. Label the file with the Application #, Development Name - Plans. Due to the size of your plans, you may need to compress and zip in more than one file. If so, add 1 of 2 at the end of the file label –

21000 – SC Housing Acres- Plans 1 of 2

![File: 21000 - SC Housing Acres - Plans.zip](21000 - SC Housing Acres - Plans.zip) 3/10/2021 3:56 PM  Compressed (zipt...) 29,770 KB
Required Documentation

• Application Checklist
• **Application – must be in Excel and PDF format**
• Application Fee – copy of the check or the federal reference number for wires
• Documentation required on the 2021 LIHTC Application Checklist

*All documents must be in Word, Excel or PDF format.*
Questions