

QUALIFIED RESIDENTIAL RENTAL HOUSING (QRRP)

ON-LINE APPLICATION TRAINING



CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

August 2014

Introduction

What

- ▶ CDLAC has created an Online Application to replace the current Standard Qualified Residential Rental Program (QRRP) hard copy application.
- ▶ Development began in 2012. Development and live testing are now complete.
 - Similarities with paper application (5/21/2014 edition)
 - Information collected is the same
 - Exhibits are the same
 - Threshold and points requirements are the same
 - Submission deadlines are the same
 - Application mirrors changes to CDLAC regulations that took effect on 07/10/2014
 - Differences
 - No more paper, all submissions will be electronic
 - No more incomplete applications. System prevents application from being submitted without all required fields/exhibits/info filled out or provided.
 - Acknowledgement of receipt of Application in electronic form via e-mail.

Introduction (con't.)

Why

- ▶ Streamline application process
 - ▶ Easier to capture and evaluate data
 - ▶ Increase efficiency and uniformity in the application process.
- 

Introduction (con't.)

When

- ▶ Happening quickly
 - On-line Application will be available for the December 2014 allocation round (application deadline date of October 10, 2014).
 - Beginning with the December 2014 round, use of the electronic standard application is required. No paper standard applications will be accepted.
 - Paper submission of universal application will still be accepted until further notice (electronic version of that application form is also coming).

Registration

- ▶ Issuers must register to access the on-line application system.
- ▶ CDLAC will be sending out registration letters to issuers.
 - Letter sent to each issuer will have a unique ID and instructions for registering

Registration, con't.

Example of Registration Letter Sent to Issuers

AR-M455N_20140812_153932.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

1 / 1 [Navigation Icons] 75% [Tools Sign Comment]

STATE OF CALIFORNIA

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE
915 Capitol Mall
SACRAMENTO, CA 95814
TELEPHONE: (916) 653-3255
FAX: (916) 653-6827
www.treasurer.ca.gov/cdlac

MEMBERS
BILL LOCKYER, CHAIRMAN
State Treasurer
EDMUND G. BROWN JR.
Governor
JOHN CHIANG
State Controller
SEAN L. SPEAR
Executive Director

To: [Redacted]

From: Sean L. Spear, Executive Director

Date: August 12, 2014

RE: New CA Debt Limit Allocation Committee (CDLAC) Online Application

We are excited to make available our new CDLAC online application for a Non-Competitive Allocation of the State Ceiling on Qualified Private Activity Bonds for a Qualified Residential Rental Project ("Non-Competitive QRRP Application").

Effective March 1, 2014, the new online application will replace the hard copy version of the Non-Competitive QRRP Application. The hard copy Non-Competitive QRRP Application will continue to be available for only limited use during the on-line application roll-out period.

We invite you to register using the following link:

<https://cdlaconline.treasurer.ca.gov>

Use your Federal Identification Number and Registration Code below to register:

Registration Code: CI-0011

Should you have any questions, please do not hesitate to contact Sarah Lester, the CDLAC Online Application Development Analyst or Misti Armstrong, the CDLAC Program Manager at (916) 653-3255.

Registration, cont.

- ▶ Follow instructions on registration letter to create account.
 - Go to <https://cdlaonline.treasurer.ca.gov>
 - Click on [Register](#) link
 - Enter CDLAC registration code and Federal Identification number
 - Login Information
 - Each issuer will be required to create a unique ID and password
 - Security Information
 - Email address and security question/answer (in case you forget password)

Registration, cont.

Registration Page

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Register - Microsoft Internet Explorer provided by the State Treasurer's Office". The address bar shows the URL "https://cdlaonline.treasurer.ca.gov/Account/Register.aspx?ReturnUrl=%2F". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains "Convert" and "Select" buttons. The browser's toolbar shows "Favorites", "Suggested Sites", and "cdlac[1]". The main content area displays the "REGISTER YOUR USER ACCOUNT" page for the "CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE". The page includes three main sections: "CDLAC Information", "Login Information", and "Security Information".

REGISTER YOUR USER ACCOUNT

USE THE FORM BELOW TO CREATE A NEW ACCOUNT.

CDLAC Information

Registration Code and User Name:

CDLAC Registration Code:

Member Identification Number:

Login Information

Passwords are required to be a minimum of 7 characters in length and must have at least 3 non-alphanumeric characters.

Username:

First Password:

Confirm Password:

Security Information

Please provide a valid email address. The site will be used to verify your account in case you forget your password.

Email:

Confirm Email:

Security Question:

Security Answer:

Done Trusted sites | Protected Mode: Off 50%

How to Create a New Application

- ▶ Log in using username & password
- ▶ On Homepage, click on “All Applications”
 - You will be taken to a queue showing all of the Issuer’s applications.
 - Click on “New Application” button
 - System will generate an ID number for each application. This is NOT the CDLAC file number

How to Create a New Application, cont. Queue

The screenshot shows a web browser window displaying the CDLAC Online Application interface. The page title is "CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office". The URL is "http://cdlaconline.staging.etlan1.treasurer.ca.gov/ListApplication.aspx". The page features the CDLAC logo and the text "CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE". There are two tabs: "All Applications" and "Application Details". The user is logged in as "Web User DEVS-001163". The main heading is "APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)". Below this is a "New Application" button. A table lists the application details:

<u>Select</u>	<u>Id</u>	<u>Applicant</u>	<u>Project Name</u>	<u>Project Sponsor</u>	<u>Competitive?</u>	<u>Status Type</u>	<u>Created Date</u>	<u>Submitted Date</u>
1:63	New Applicant	San Diego Square Apartments (TEST)	HCP Broadway, LP	N	SUB	5/22/2014 8:57:45 AM	8/6/2014 9:52:26 AM	

The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

How to Create a New Application, cont.

- ▶ On-line application has same format as paper application.
 - Part I – Financing Team
 - Part II – Allocation/Bond Issue/Project Financing
 - Part III – Project Information/Evaluation Criteria
 - Part IV – Project Sponsor/Developer/Project Manager Information
 - Part V – Legal Status of Project Sponsor and Developer
 - Part VI – Current Owner of Property Information

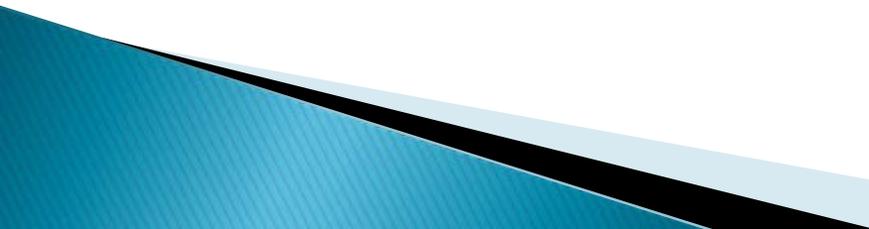
How to Create a New Application, cont.

Application Details Page

The screenshot displays a web browser window with the following details:

- Browser:** Microsoft Internet Explorer provided by the State Treasurer's Office.
- Address Bar:** <http://cdleconfinetaging.etarl1.treasurer.ca.gov/ApplicationDetails>
- Page Title:** CDLAC Online Application
- Logo:** CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE
- Navigation:** All Applications | Application Details
- User Information:** HOME Page > Application Details | Web User: DEVS-001163 [[Change Password](#)] [[Update Account](#)] [[Log Out](#)]
- Main Content:**
 - APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)**
 - Application Info | **Online Forms** | Documents Checklist | Word Templates
 - [Part I - Financing Team](#)
 - [Part II - Allocation/Bond Issue/Project Financing](#)
 - [Part III - Project Information/Evaluation Criteria](#)
 - [Part IV - Project Sponsor/Developer/Project Manager Information](#)
 - [Part V - Legal Status of Project Sponsor and Developer](#)
 - [Part VI - Current Owner of Property Information](#)
- Footer:** Trusted sites | Protected Mode: Off | 100%

How to Create a New Application, cont.

- ▶ Click on link to complete section
 - Fill out required information in spaces provided
 - Click on attachment icons to upload required documents.
 - Click to check box when information is complete (information is used for application checklist)
 - Click on “Save” when page is completed (info on the page is not saved unless clicked)
 - “Click to compute” links make calculations based on previously entered data. Error message will appear if required data was not entered.
 - Clicking “Clear” button will clear all entered data from the page
 - Click on “Next” to advance to next page (click on “Previous” to go back to prior section)
 - Click on “Finish” button when each part is complete
- 

How to Create a New Application, cont.

Completing the Application

CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlacconfirmtaging.etlan1.treasurer.ca.gov/Part3/ProjectFinancing.aspx

File Edit View Favorites Tools Help

Convert Select

cdlac[1]

CDLAC Online Application

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

All Applications Application Details

HOME/ABOUT/ABOUT US/CONTACT/FAQ/HELP/PROJECT FINANCING

PROJECT FINANCING INFORMATION

11. Complete the following information relating to the Debt Service Coverage Ratio contained in the commitment for credit enhancement or private placement; purchase of bonds, using annualized pro-forma figures:

a. Potential Gross Income	\$	2,039,494
b. Less Vacancy Rate @ 5.5%	-\$	131,574
c. Effective Gross Income (a minus b)	Click to compute	\$ 2,502,510
d. Less Operating Expenses (include Operating & Replacement Reserves/Replacement Revenues)	-\$	1,187,068
e. Net Operating Income (c minus d)	Click to compute	\$ 1,300,481
f. Principal plus Interest (Debt Service)	\$	1,174,306
g. Debt Service Coverage (e divided by f)**	Click to compute	1.11

*Use market area vacancy rate or appraised vacancy rate, but in no event use less than 5% if less than 5% is being used, please provide written explanation as to the reason below.

**Cannot be less than 1.15 in a pursuit to Section 5.105 of the CDLAC Regulations except for HSA/HMU projects, HSA projects or projects financed by the California Financing Institute Agency. Please identify applicable exemption below.

Submit CDLAC form [Attachment 1](#) that provides an itemized breakdown of the Operating Expenses.

Attachment:

Check if Debt Service Coverage Information is complete.

Save [Clear](#)

[Previous](#) [Finish](#)

Trusted sites | Protected Mode: Off

How to Create a New Application, cont.

Completing the Application

CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlaonlinestaging.atlan1.treasurer.ca.gov/PartB/ProjectFinancing.aspx

File Edit View Favorites Tools Help

Convert Select

CDLAC Online Application

*Use market area vacancy rate or appraised vacancy rate, but in no event use less than 5%. If less than 5% is being used, please provide a written explanation as to the reason below.

**Cannot be less than 1.15 to 1 pursuant to Section 5193 of the CDLAC Regulations except for FHA/HUD projects, RHS projects or projects financed by the California Housing Finance Agency. Please identify applicable exception below .

Submit CDLAC form, [Attachment I](#) that provides an itemized breakdown of the Operating Expenses.

Attachment I

Check if Debt Service Coverage Information is complete.

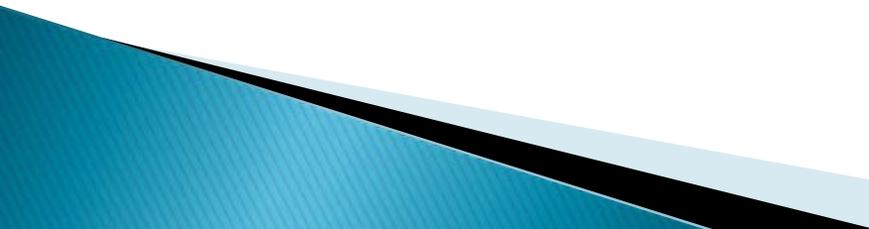
Save [Clear](#)

Previous Finish

Trusted sites | Protected Mode: Off 125%

Sponsor/Third-Party Database Access

How to grant third party access

- ▶ After clicking “New Application”, create Sponsor user account
 - ▶ Applicant completes information
 - ▶ System sends e-mail containing a registration link to third-party with username & registration code
 - ▶ System retrieves password after identifying web user account and sends password via email to third-party
 - ▶ **Sponsors/third-parties cannot submit applications**
- 

Sponsor/Third-Party Database Access



CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

All Applications

Application Details

[HOME Page](#) > [Application Details](#) > [Online Forms](#) > [Part I](#) > [Project Sponsor](#)

Web User: [alister](#) | [Change Password](#) | [Website Account](#) | [Log Out](#)

PROJECT SPONSOR (BORROWER ENTITY)

Contact Info

Web Account Info

Firm Name

Name of Project Sponsor:

Test Sponsor

Contact Person

Name of Senior Officer:

First Name:

Middle Initial:

Last Name:

Title:

Mailing Address

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone / Fax / Email

Telephone #: () Extension:

Fax #: ()

Email:

[Save](#) [Next](#)

Sponsor/Third-Party Database Access, cont.

Important Considerations

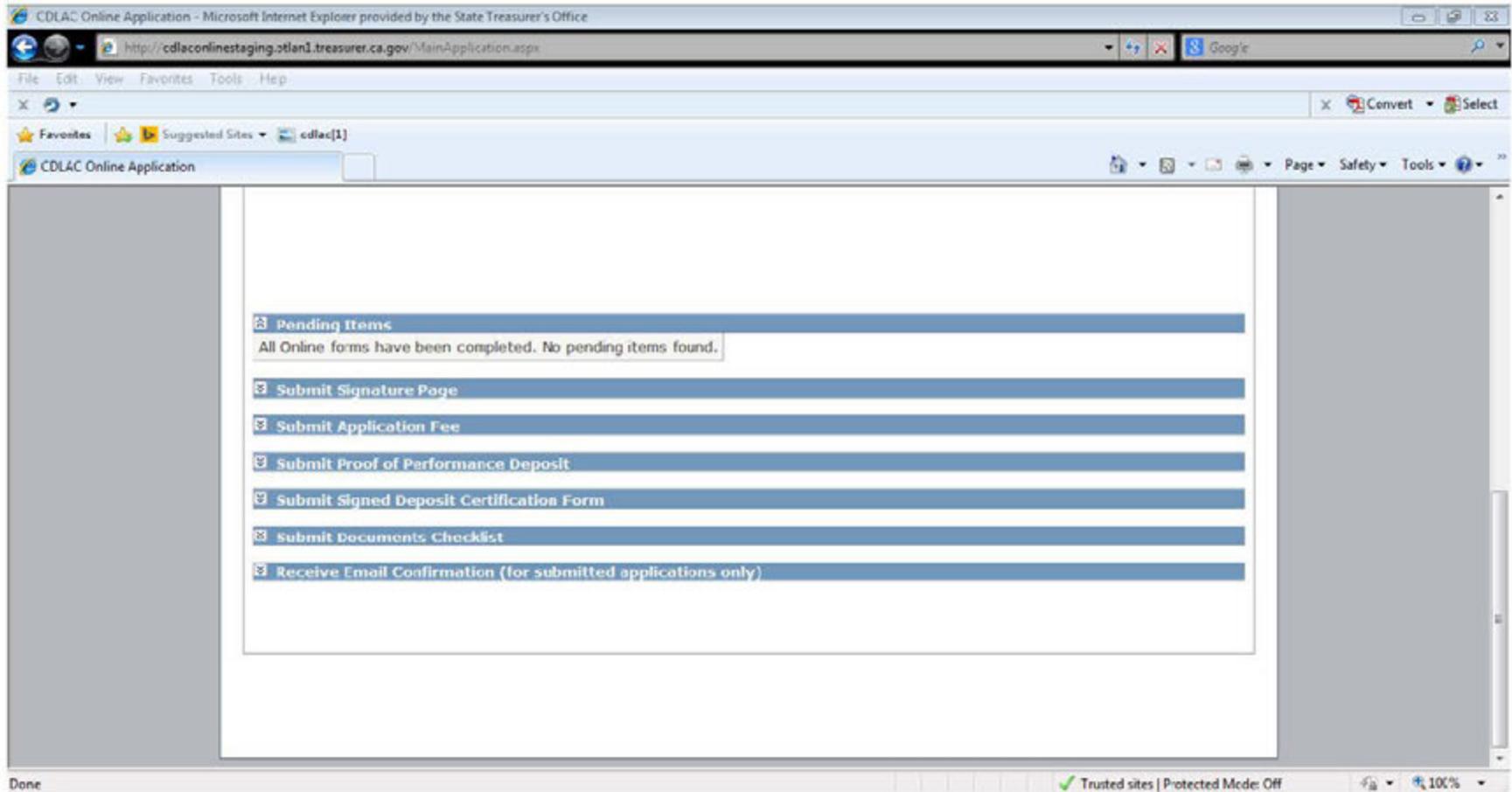
- Only Applicants/Issuers will be given access by CDLAC
 - Each Applicant/Issuer will have access only to its applications. You cannot see the queues or applications of other Applicants/Issuers.
 - Each Applicant/Issuer may grant access to third-parties (i.e.; Sponsors) to its applications on a per-project basis.
 - Applicant/Issuer may cancel access by a third-party
 - Third Party account access allows a sponsor, developer, etc. access to view and input data into an application. They cannot submit the application.
 - Do not give Applicant/Issuer username & password to third-parties, they will be able to view, edit, submit, withdraw, etc. all your applications.
- 

On-Line Application Safeguards, Rules & Error Messages

- ▶ All required fields must be completed and all required attachments uploaded or system will not allow the application to be submitted
 - ▶ Sources and uses information in Part II of the application must match or you will get an error message
 - ▶ Refer to document checklist to see what is/isn't complete. Also, click on "Pending Items" tab on Application Details page to see any pending items.
- 

On-Line Application Safeguards, Rules & Error Messages, cont.

Pending items



CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlaconlinestaging.atlan1.treasurer.ca.gov/MainApplication.aspx

File Edit View Favorites Tools Help

CDLAC Online Application

Pending Items
All Online forms have been completed. No pending items found.

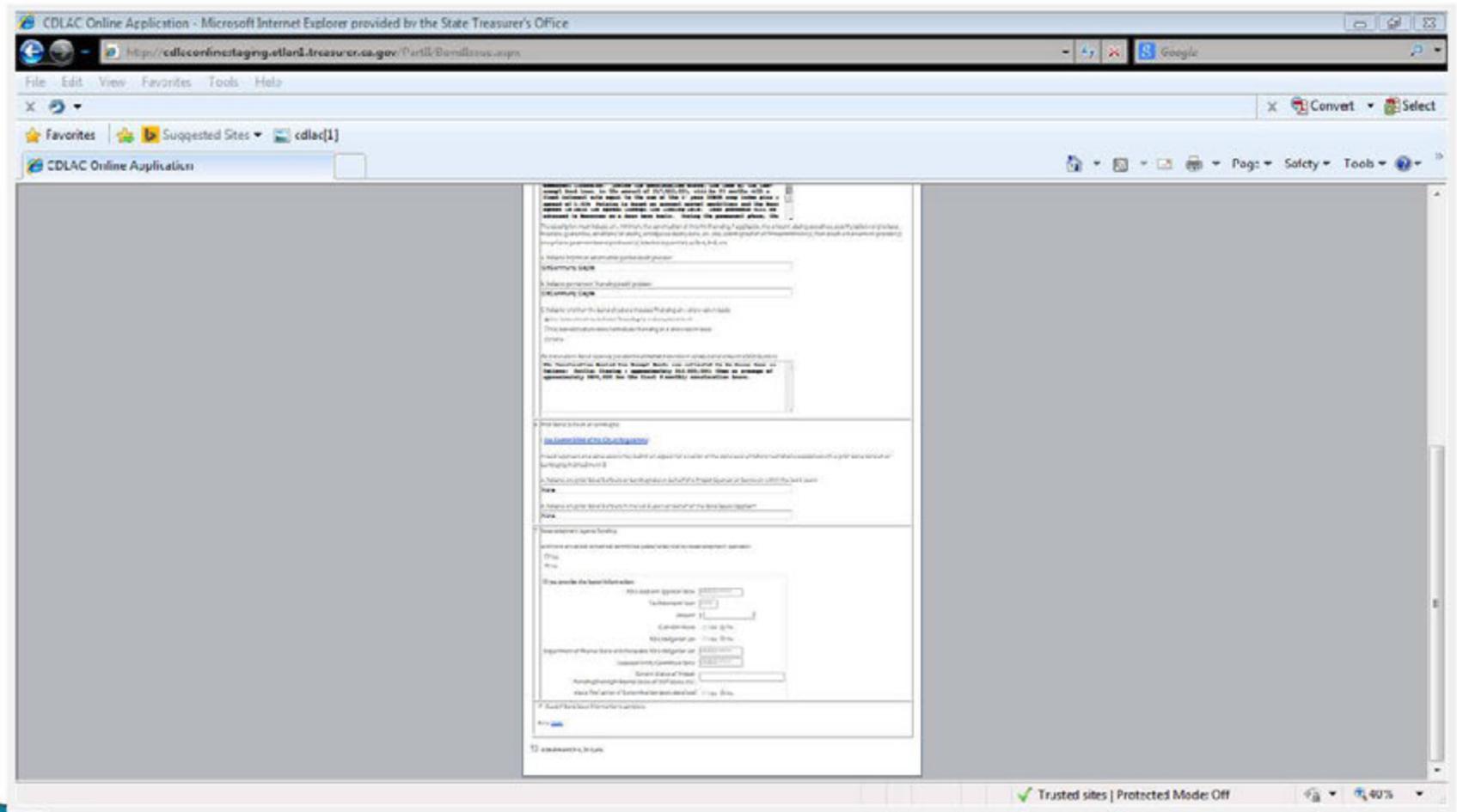
- Submit Signature Page
- Submit Application Fee
- Submit Proof of Performance Deposit
- Submit Signed Deposit Certification Form
- Submit Documents Checklist
- Receive Email Confirmation (for submitted applications only)

Done Trusted sites | Protected Mode: Off 100%

Uploading attachments

- ▶ **IMPORTANT:** All attachments must be in pdfa format only.
- ▶ To upload attachments:
 - Click on the icon next to the specific attachment (i.e., “Attachment A”), an instruction box will appear with a “Browse” button
 - Click on the “Browse” button
 - Choose the attachment from your browser or computer folder, name the attachment (i.e., D, D-1, D-2, etc.)
 - Click the “Upload” button, then
 - Click the “Add Attachment” button, then
 - Click the “Save” button

Uploading attachments, con't.



Saving Information

- ▶ Click on “Save” when page is completed (info on the page is not saved unless clicked)
 - ▶ Information can be edited before it is submitted
 - ▶ Saved information is retained in system, you may log off/on and complete, edit application in multiple sessions.
 - ▶ Only Applicants/Issuers & per-project third-parties with access may see unsubmitted applications. CDLAC and others cannot view unsubmitted applications.
 - ▶ Applications that are withdrawn/cancelled are saved and may be utilized for re-submission. In such a situation, the application will receive a new ID number.
- 

Submitting an Application

- ▶ Once application is complete, click “Submit Application”
 - Remember to include:
 - Signature page
 - Proof of Application fee (actual fee must be mailed to CDLAC by application deadline)
 - Proof of performance deposit
 - Deposit certification form
- ▶ System will not accept incomplete applications
- ▶ Only an Applicant/Issuer may submit an application using its unique username and password.
- ▶ Application may be edited/revised within the system until it is submitted.
- ▶ Upon successful submission, the application will receive a CDLAC file number.
- ▶ Confirmation e-mail of receipt of application, will include application number & a copy of the submitted application. E-mail is **NOT** an indication that the application has been accepted or approved.

Submitting an Application, cont.

Application Information page

CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlccorinectaging-etlan1.treasurer.ca.gov/MainApplication.aspx?tab=CheckMat

File Edit View Favorites Tools Help

Convert Select

CDLAC Online Application

CALIFORNIA BEST UNIT ALLOCATION COMMITTEE

APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR QUALIFIED RESIDENTIAL RENTAL PROJECT (QRAP)

PROJECT NUMBER:	1104
STATUS (REQUIRED):	NEW APPLICATION
PROJECT ADDRESS:	1011 BROADWAY, LP
PROJECT TYPE:	RESIDENTIAL (APARTMENTS, HOTELS)
PROJECT TYPE:	ACQUISITION & REDEVELOPMENT PROJECT
PROPOSED PROJECT START DATE:	10/1/2011
COMPLETED APPLICATION DATE:	0
RECEIVED COMMITMENT:	0
REMARKS:	REVISION

Application Status: Pending Items

- 1) Pending Items
- 2) Submit Application Fee
- 3) Submit Proof of Performance Report
- 4) Submit Signed Investor Certification Form
- 5) Submit Business Plan/Financials
- 6) Submit Business Plan/Financials (for qualified applications only)

Done

Trusted sites | Protected Mode: Off

30%

Acknowledgement of Application Submission

- ▶ Upon successful submission, an acknowledgement letter will be sent to the Applicant/Issuer via e-mail, along with a copy of the completed application. Acknowledgement will be electronic only, no paper.
 - ▶ In the Applicant's/Issuer's queue, the application status type will be listed as "SUB" (submitted) and the date and time of submission will be listed.
- 

Acknowledgement of Application Submission, cont.

CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlccorfinetaging-etlan1.treasurer.ca.gov/3106Application.aspx

File Edit View Favorites Tools Help

CDLAC Online Application

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

All applications Application Details

HOME Page > All Applications Web User: DEVS-001163 [[Change Password](#)] [[Update Account](#)] [[Log Out](#)]

APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)

New Application

	<u>Id</u>	<u>Applicant</u>	<u>Project Name</u>	<u>Project Sponsor</u>	<u>Competitive?</u>	<u>Status Type</u>	<u>Created Date</u>	<u>Submitted Date</u>
Select	1:63	New Applicant	San Diego Square Apartments (TEST)	HDP Broadway, LP	N	SUB	5/22/2014 8:57:45 AM	8/6/2014 9:52:26 AM

Trusted sites | Protected Mode: Off 100%

Submitting Updated Documents

- ▶ After electronic submission, any updates must be submitted electronically via e-mail as a pdfa document to the requesting analyst.
 - ▶ The system does not permit applicant-initiated revisions once the application is submitted
- 

Withdrawal of Application and How to Reapply

- ▶ Withdrawal:

Applicants contact CDLAC via e-mail and provide written withdrawal request (same as current procedure with request in electronic format)

- ▶ Reapplication using existing application:

Click on reapply button on Application Information page

How to Reapply, con't.

Application Information page

CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office

http://cdlaonlinestaging.atlan1.treasurer.ca.gov/MainApplication.aspx?tab=CDLACForms

CDLAC Online Application

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

All Applications | Application Details

HOME Page | Application Details | CDLAC Form Templates

ISSUER: DEVS-001363 | CDLAC NUMBER: 1163 | STATUS: SUBMITTED

APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)

Application Info | Online Forms | Documents Checklist | Web Templates

Online Application ID:	1163
ISSUER (Applicant):	NEW APPLICANT
PROJECT SPONSOR:	HDP BROADWAY, LP
PROJECT NAME:	SAN DIEGO SQUARE APARTMENTS (TEST)
PROJECT TYPE:	ACQUISITION & REHABILITATION PROJECT
PROPOSED MEETING DATE:	12/01/2014
COMPETITIVE APPLICATION:	N
FORWARD COMMITMENT:	N
STATUS:	SUBMITTED

Submit Application | Cancel Application | Edit Application | Copy Application

Done

Trusted sites | Protected Mode: Off

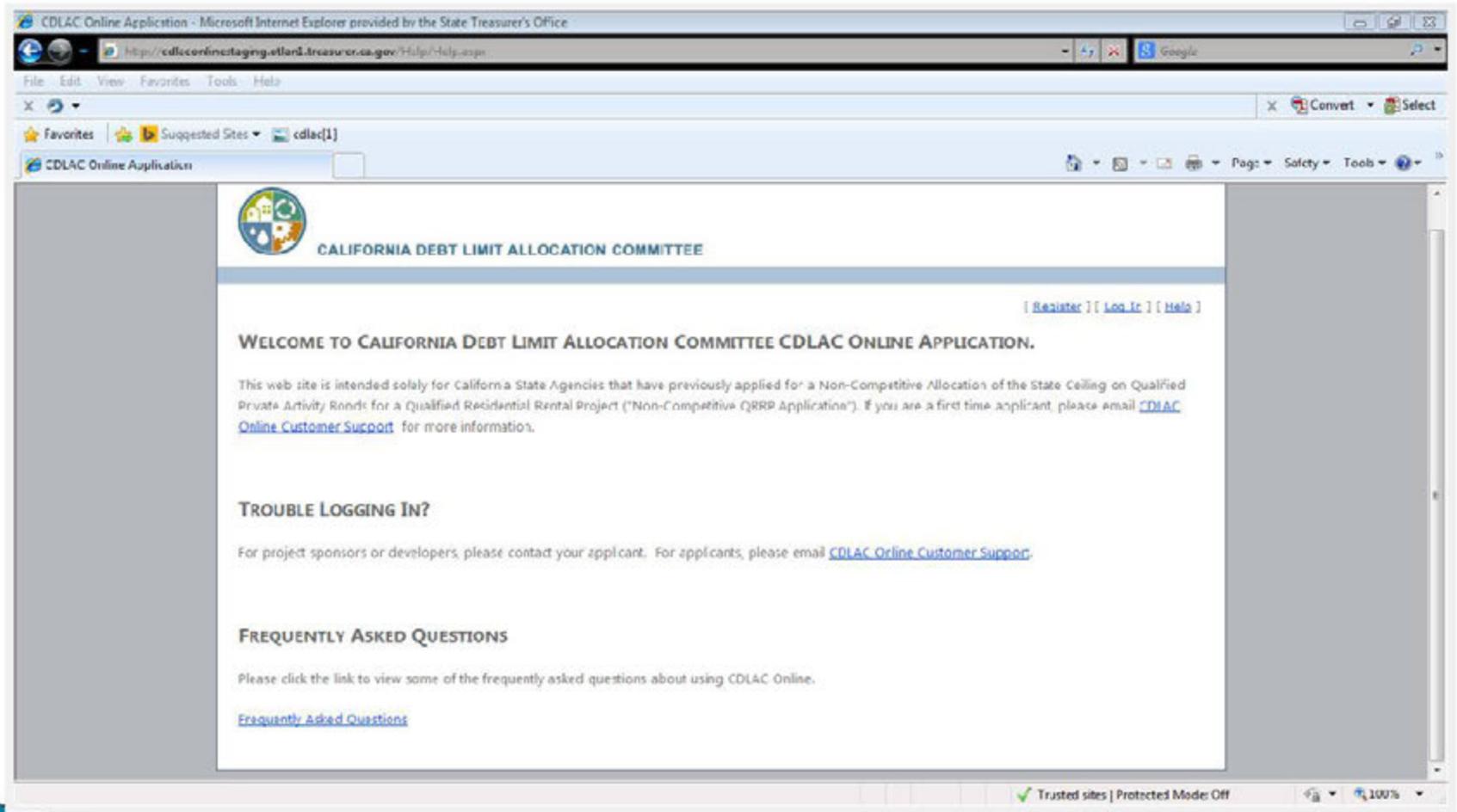
75%

Technical Issues

- ▶ Click on “Help” link on Log In page
 - ▶ Link to dedicated e-mail address for customer support for technical issues related to the on-line application only (no questions about substantive issues) or if you forgot your password or have trouble logging in.
 - ▶ Check the list of Frequently Asked Questions before e-mailing.
- 

Technical Issues, con't.

Help Page



The screenshot shows a Microsoft Internet Explorer browser window displaying the CDLAC Online Application Help Page. The browser's address bar shows the URL: <http://cdlacconfinecaging-etlan2.treasurer.ca.gov/Help/Help.aspx>. The page title is "CDLAC Online Application - Microsoft Internet Explorer provided by the State Treasurer's Office".

The page content includes the following sections:

- CDLAC Online Application** (with a logo and the text "CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE")
- Navigation links: [\[Register \]](#) | [\[Log In \]](#) | [\[Help \]](#)
- WELCOME TO CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE CDLAC ONLINE APPLICATION.**
- Text: "This web site is intended solely for California State Agencies that have previously applied for a Non-Competitive Allocation of the State Ceiling on Qualified Private Activity Bonds for a Qualified Residential Rental Project ('Non-Competitive QRRP Applications'). If you are a first time applicant, please email [CDLAC Online Customer Support](#) for more information."
- TROUBLE LOGGING IN?**
- Text: "For project sponsors or developers, please contact your applicant. For applicants, please email [CDLAC Online Customer Support](#)."
- FREQUENTLY ASKED QUESTIONS**
- Text: "Please click the link to view some of the frequently asked questions about using CDLAC Online."
- Link: [Frequently Asked Questions](#)

The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

CDLAC Contact Information

- ▶ Technical issues with using online application (i.e., technical difficulties, forgot password):

CDLACCustSupport@treasurer.ca.gov

- ▶ CDLAC main telephone number: 914-653-3255
- ▶ Sarah Lester: slester@treasurer.ca.gov
914-653-7989
- ▶ Brian Clark: bclark@treasurer.ca.gov
914-653-8183
- ▶ Misti Armstrong: marmstrong@treasurer.ca.gov
914-653-3461