



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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DATE: May 7, 2015
TO: 2015 Second Round Applicants
FROM: Anthony Zeto, Development Section Chief
SUBJECT: Guidance for First Round Applicants Re-Applying in the Second Round

FIRST ROUND APPLICANTS RE-APPLYING IN SECOND ROUND:

All first round 2015 applicants that are re-applying in the second round must submit a complete application consisting of:

- Electronic submission of the MS Excel application (**“Updated March 2015” version with the 2015 Income and Rent Limits¹**) and all attachments in the form of a CDs, DVD, or USB flash drive (**original and back-up copy - 2 total**);
- Signed and notarized applicant statement (see the Excel application instructions); and
- \$1,000 application fee paid by cashier’s check (no copy needs to be submitted to the Local Reviewing Agency (LRA) unless there are substantial changes to the application from the first round).

TCAC will accept all time sensitive documents that were submitted in the first round for applications submitted in the second round, except:

- Any site control document (i.e. purchase and sale agreement, lease agreement, etc.) that has expired prior to the July 1, 2015 second round application filing deadline. Such expired site control documentation must be updated, or accompanied by evidence that necessary extension actions have been taken, including extension fee payments;
- Any third-party CPA certification, such as for General Partner Experience, that was based on pre-2014 financial statements;
- Attachment 14, Verification of Zoning, where the project has gone through changes that would require any changes to the zoning; and
- If Attachment 26, Approvals Necessary to Begin Construction, was re-submitted during the first round due to an appeal period extending past the application deadline, please submit both Attachment 26 copies.

If you have any questions regarding the above guidance items, please contact your regional analyst (<http://www.treasurer.ca.gov/ctcac/assignments.pdf>).

¹ First round re-applicants must use the “March 2015” version of the application **OR** may have their current application(s) updated by TCAC staff to incorporate the 2015 rent targeting and the correction to the “Total Expenses” line item of the 15 Year Pro Forma worksheet (Refer to List Serve message sent out by TCAC on March 26, 2015) by emailing a request with the application(s) to TCAC staff at: gferguson@sto.ca.gov