

Tax Credit Allocation with ProLinkHFA:

ProLinkHFA is a web-based software application that simplifies the complexities in providing affordable housing to qualified tenants. Our software captures all of your metrics and activities in tax credit allocation, construction management, asset management, and compliance in one database. The only valuable data is actionable data. With ProLink HFA, it's easy to get information in and out of your database with speed, accuracy, and insight.

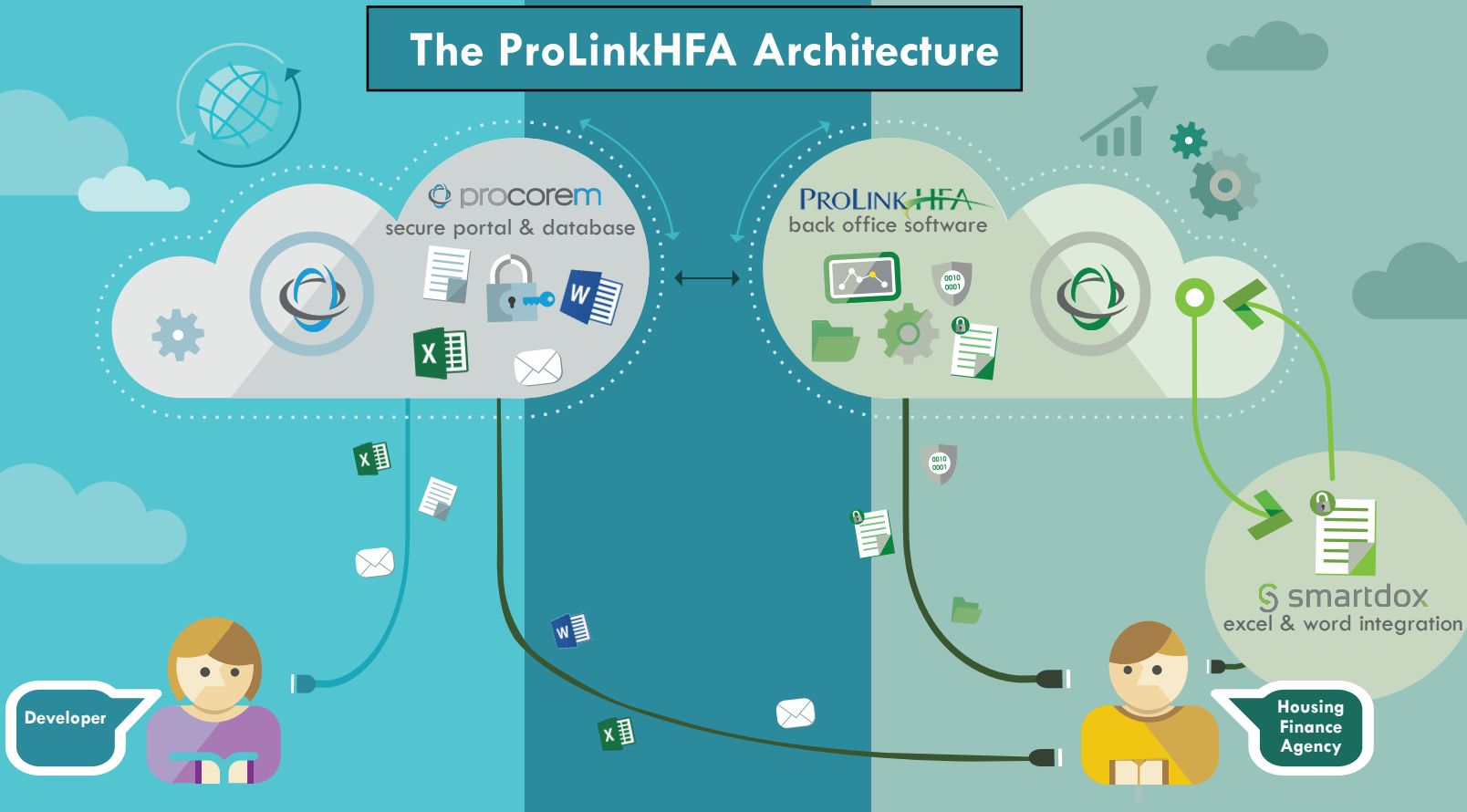
Since its creation in 1986, the Low Income Housing Tax Credit (LIHTC) program has helped finance more than 2.4 million affordable housing units. Now more than ever, Housing Finance Agencies are being asked to do more with less which underscores the importance of wisely allocating and monitoring each tax credit issued.

In a previous blog post, we stated that the affordable housing industry is in need of a miracle. With median incomes shrinking, housing costs increasing, and reduced federal resources, the demand for affordable housing has never been higher. Here in our home state of Colorado even essential workers face challenges finding housing they can afford!

In order to address the challenges in front of us, we all have a part to play. At ProLink Solutions, our part is to work with affordable housing participants to identify processes that can benefit from technical automation – creating efficiencies and ultimately empowering HFAs to effectively allocate tax credits to the most deserving projects and communities.

It is with this focus in mind that we have developed the ProLink suite of products for HFAs, including the Tax Credit Allocation module, to fully support your processes - from Application Intake, to Review, Underwriting, Closing, and Ongoing Compliance.

The ProLinkHFA Architecture



ProLink Solutions' Suite of Tools for HFAs:



is your back-end, single database for deal origination, construction, and asset management.



is your communication portal with external parties.



is a tool to push and pull data from Excel & Word into your database.

How ProLinkHFA Supports Tax Credit Allocation:

ProLink Solutions delivers a flexible software solution designed to completely manage the Tax Credit Allocation process. The ProLinkHFA software suite streamlines Tax Credit Allocation by providing an end-to-end system which manages the intake of applications, distribution and award of credits, construction, and hands it off to your Compliance team when the time is right.

The mission of the ProLinkHFA Tax Credit Allocation module, in conjunction with Procorem and SmartDox, is to simplify state agency tax credit allocation processes, ensure all your deal activities are performed in compliance, and provide quicker access to information to both your internal team and for external information requests.

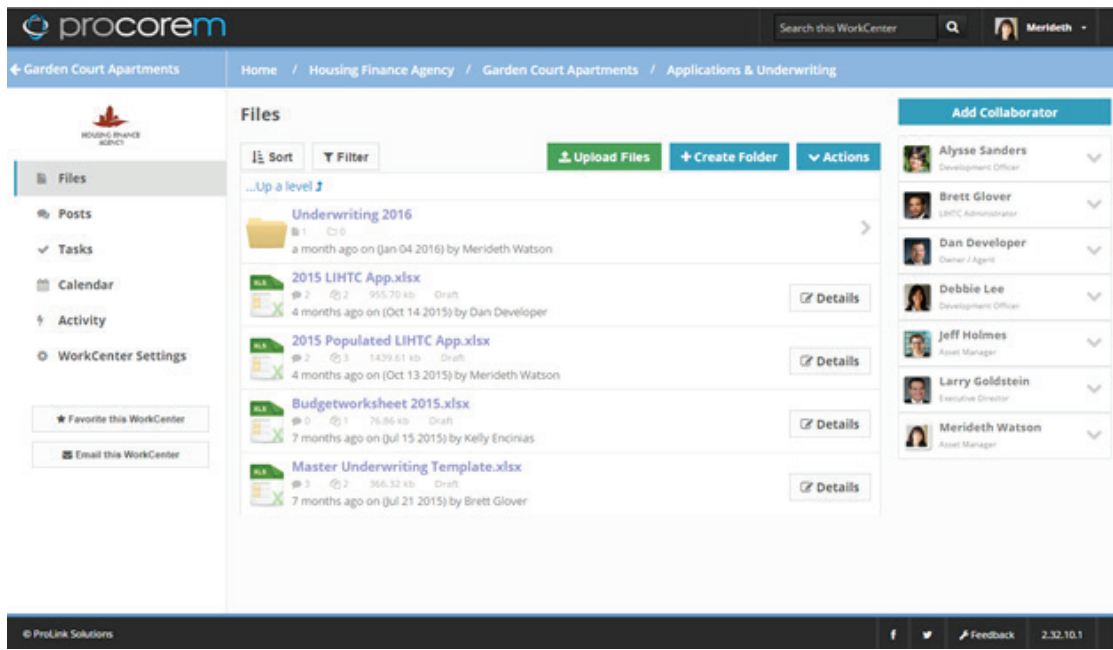
Recently we shared our latest white paper on the best practices to consider when performing application intake. In this overview we will go into detail on how ProLinkHFA utilizing those best practices to support the Tax Credit Allocation process:

1. Tax Credit Application Intake
2. Application Review
3. Underwriting
4. Closing, Construction, and 8609 Issuance
5. Tax Credit Allocation Cycle Managemnet
6. Compliance & Asset Management
7. Integrated Suite of Tools

1. Tax Credit Application Intake

Over the years of working with HFAs we have heard the challenges facing the Tax Credit Allocation team. Challenges such as managing the influx of applications, identifying the most deserving projects for tax credits, and ensuring all project communication and activity is tracked, recorded, and auditable from the start.

ProLink has worked hand in hand with our HFA clients to design a secure portal, called Procorem.



With Procorem, all applicant communications and core project information is fully tracked regardless of whether or not the project is awarded tax credits. Procorem ensures that all your tax credit applications are received electronically. This helps speed up the review process, saves money on postage, and can integrate with ProLinkHFA or your existing HFA database software.

As the deal moves from stage to stage, simply invite new deal participants to the secure portal and begin sharing project information. Customizable security roles ensure you are only sharing what you intend with all the project parties.

2. Application Review

For ProLinkHFA clients, every LIHTC application is mapped to our proprietary Microsoft Word & Excel integration tool, SmartDox. With SmartDox, your team can continue to use your existing LIHTC application to perform the initial application review directly in Excel or Word.

Once that step is complete in Excel or Word, you can upload all the core information from the application directly into ProLinkHFA, or a custom database of your choice, with the push of a button.

2015 Populated LIHTC App GC (Read-Only) - Microsoft Excel

*** ONLY USE PAGE 1a IF THIS IS AN ALLOCATION REQUEST ***

II. Building by Building Address Information

Building Address	Street Address	City	County	State	Zip
211-213 215-217 N Evergreen	Gardener	Allen	CO	66030	
292-294 296-298 N Evergreen	Gardener	Allen	CO	66030	
292-274 276-278 N Evergreen	Gardener	Allen	CO	66030	
262-264 266-268 N Evergreen	Gardener	Allen	CO	66030	
242-244 246-248 N Evergreen	Gardener	Allen	CO	66030	
232-234 236-238 N Evergreen	Gardener	Allen	CO	66030	
212-214 216-218 N Evergreen	Gardener	Allen	CO	66030	
271-273 275-277 N Evergreen	Gardener	Allen	CO	66030	

II. Building by Building Address Information

Building Address	Street Address
211-213 215-217 N Evergreen	Gardener
292-294 296-298 N Evergreen	Gardener
292-274 276-278 N Evergreen	Gardener
262-264 266-268 N Evergreen	Gardener
242-244 246-248 N Evergreen	Gardener
232-234 236-238 N Evergreen	Gardener
212-214 216-218 N Evergreen	Gardener
271-273 275-277 N Evergreen	Gardener

With all the key information from the application now populated in ProLinkHFA, the Tax Credit Allocation team can easily review applications in isolation, as well as in relation to other applications that have been submitted. This is just one way our suite of tools helps improve the quality of each awarded project.

New View Manager Cancel Export Turn Filter in Grid On Restore Default Filters

TCA Deals in this Cycle

View Ranking & Scoring Quick Search (Deal #, Dea...) Go

Server Time: 02/04/2016 10:53:51 AM (MST)

Tax Credit Pool Requested

Tax Credit Pool Requested	Deal #	Deal Property Name	Stage	Status	Score	Notes	Credit Amount Requested	LI Units	Total Units	Allocated Amount
Tax Credit Pool Requested: Balance of State Pool										
Balance of State Pool	1945	Dogwood Apartments	ResApp	App Received	617.62		\$292,472.00	48		48
Balance of State Pool	1946	Harmony House	ResApp	App Received	593.04		\$230,690.00	40		40
Balance of State Pool	1967	Southview Apartments	ResApp	App Received	589.28		\$535,797.00	72		72
Balance of State Pool	1955	Garden Village at Herman Heights	ResApp	App Received	551.77		\$759,707.00	108		108
Balance of State Pool	1942	Fieldstone Senior	ResApp	App Received	544.68		\$608,538.00	60		60
Balance of State Pool	1960	Weaver Manor Apartments	ResApp	App Received	533.57		\$282,431.00	42		42
Tax Credit Pool Requested: Denver MSA Pool										
Denver MSA Pool	2036	Southside Lodge Apartments	ResApp	App Received	605.66		\$854,914.00	96		96
Denver MSA Pool	1944	Academy Apartments	ResApp	App Received	605.07		\$0.00	48		48
Denver MSA Pool	2013	Lakeside Commons	ResApp	App Received	575.85		\$850,000.00	77		80
Denver MSA Pool	2015	Cedar Grove	ResApp	App Received	522.39		\$541,810.00	40		40
Denver MSA Pool	2038	Town and Country South	8609AppFeasibility	Under Review			\$0.00	132		132
Denver MSA Pool	1985	Oakland Chase Gardens	8609App	Approved - Alloc Documents Issued		Ranking notes	\$0.00	152		152
Tax Credit Pool Requested: Local Housing Authority Pool										
Local Housing Authority Pool	1970	Berkley Court Apartments	ResApp	App Received	660.01		\$438,775.00	75		75
Local Housing Authority Pool	1951	Sycamore Towers Apartments	ResApp	App Received	646.14		\$444,466.00	100		100

3. Underwriting

Now that the tax credit application has been received and passed the initial review process, it is time for underwriting. Instead of rekeying information from the tax credit application to underwriting spreadsheets, ProLink customers again can leverage SmartDox to populate entire underwriting templates with the push of a button. Data is pulled from ProLinkHFA, or your custom backend database, directly into existing Excel underwriting templates to allow your team to focus on critical deal analysis, instead of manual data management.

Deal Information:	
Current Stage/Status:	Rate Lock - Locked
Deal FY	2013
DEV Deal #	2610
HFA #	5617
Deal Name	Garden Court Apartments
Physical Address	2000 Riverside Drive
Physical Address cont.	
City	Gardener
State	VA
Zip	24504
Jurisdiction	Lynchburg City
Town/Locality	
Districts	Congressional
State House	
State Senate	
Assigned Team Members:	
DO	Groth, Tamra A
CCO	
AM	Encinas, Kelly
PCO	McKenna, Shawn
Legal	Kohn, Brian
Finance	
Deal Dates:	
Date Application Received	10/8/2012
Intake Date	10/12/2012
EDAR/BAR Approved Date	9/30/2013
CAR Approved Date	10/28/2013
Developer Name	Colorado Real Investments, Inc.
Developer Contact	Jeff Smith
Contact Ph#	(434) 455-2120
Location Description:	UPDATED DESCRIPTION: 1721 Monsiew Place is 3.155 acres and includes the Armstrong Elementary School. The site is between Monsiew Place, Holly Street, and Boston Avenue in the City of Lynchburg, Virginia.
Property Type:	General Residential
Loan Category:	Taxable Unsubsidized
Total Units	28
# of Beds (if any)	
# of Strategic Units	28
Strategic Qualifier	Low Income 50%
Low Income 50%	

By accommodating the use of custom underwriting templates, ProLink does not make you choose between your spreadsheets and a database of record.

Should more information be required of the developer during the course of underwriting, Procorem is used as your communication hub to ensure all communications are tracked and recorded for auditing purposes.

4. Closing, Construction, & 8609 Issuance

Awarded projects can now move into the closing phase. The estimated placed in service date is set, building and unit mix detail is finalized, and construction can now begin. All final project information is completely tracked and recorded in ProLinkHFA and can quickly be analyzed and compared against other projects.

Edit TCA Unit Mix Last Update : 10/27/2015 02:31:00 PM (MST) by (Encinias, Kelly)

HFA #	5617	TCA Deal #	1884
Deal Property Name	Garden Court Apartments	TCA Cycle Type	9% Competitive
Cycle Year	2014	Stage	8609AppFeasibility

Main Documents

Main Information

* Unit Type	2 Bedroom	Total Units	4
Net Rentable Sq Feet	1,012.13	Rent Target	40% AMI
Monthly Rent Per Unit	\$541.08	Total Monthly Rent	\$2,164.32

As the deal progresses through the construction phase, all inspections can be fully managed via ProLinkHFA. Construction Control Officers can quickly monitor and record inspection reports right in Word and Excel then push the reported information directly into ProLinkHFA via SmartDox.

Edit TC Construction Control Last Update : 4/13/2015 3:29:15 PM (MST) by (Tester, Felicia R)

HFA #	5617	Cycle Name	2014 9% Competitive
Deal #	1884	CCO	Rohan, Greg
Deal Name	Garden Court Apartments	Allocation Officer	Fernandez, Bonnie

Main Inspections Min. Req. Waiver Documents

Main Information

Deal Property Name	Garden Court Apartments	Deal Stage	8609AppFeasibility
Physical Address	2000 Riverside Drive	Deal Status	Under Review
Physical Address cont.		Cycle Status	2014 9% Competitive
City	Gardner	Tax Credit Min D&C Year	
State & Zip	CO 66030	Reference Dev Deal #	
Jurisdiction	Allen	% of Hard Costs Completed	
Econ Dev Region		General Deal Purpose	--Select--
Total Units	48	Construction Begin Date	01/12/2015
Pre Construction Meeting Date	01/05/2015	Anticipated Completion Date	08/07/2015
Developer		Last Inspection Date	
Developer Primary Contact		Inspection Interval	--Select--
Developer Phone	() -	Construction Status	--Select--
Architect			
General Contractor			
General Contractor Contact			
General Contractor Phone	() -		

Notes

4. Closing, Construction, & 8609 Issuance (cont.)

Once the project gets closer to the placed in service date, the 8609 can be created, managed, and converted to PDF format for IRS submission by the developer.

Save Save and Return Save and New Cancel Delete History Print Create IRS Form

Edit 8609 Last Update : 10/29/2015 03:51:07 PM (MST) by (Encinas, Kelly)

HFA # 5617 TCA Deal # 1884
 Deal Property Name Garden Court Apartments TCA Cycle Type 2014 9% Competitive
 Cycle Year 2014 Stage 8609AppFeasibility

Main Documents

8609 - Low-Income Housing Credit Allocation and Certification

Credit Type 70% PVC
 Tax Form Year 2014 Tax Form Status Ready for Submission

Part I Allocation of Credit

Check if: ☐ Addition to Qualified Basis ☐ Amended Form

A Address of Building
 211-213 215-217 N Evergreen
 12
 Gardener, CO 66030

B Name and address of housing credit agency
 HFA 123 Main Street Leadville CO 80111

C Name, address, and TIN of building owner receiving allocation
 Garden Court Genesis LLC
 101 W. Flairon Drive
 Golden, CO 80331

D Employer identification number of agency
 99-9999999

E Building identification number
 CO-14-353564

TIN 99-9999999

1a Date of Allocation 1/6/2015 b Maximum housing credit dollar amount allowable

2 Maximum applicable credit percentage allowable

3a Maximum qualified basis

b If the eligible basis used in the computation of line 3a was increased, check the applicable box and enter the percentage to which the eligible basis was increased

☐ Building located in the Gulf Opportunity (GO) Zone, Rita GO Zone, or Wilma GO Zone
☐ Section 42(d)(5)(B) high cost area provisions

4 Percentage of the aggregate basis financed by tax-exempt bonds

5 Date building was placed in service 2/15/2015

6 Check the boxes that describe the allocation for the building (check those that apply):

a ☒ Newly constructed and federally subsidized b ☐ Newly constructed and not federally subsidized c ☐ Existing building

d ☐ Sec. 42(e) rehabilitation expenditures federally subsidized e ☐ Sec. 42(e) rehabilitation expenditures not federally subsidized

1b	20,720
2	0.00 %
3a	274,074
3b	1 __ %
4	

5. Tax Credit Allocation Cycle Management

Part of the responsibility for every HFA is to maximize the efficiency and effectiveness of each tax credit issued. In order to support this mission, ProLinkHFA helps HFAs manage each tax credit allocation, how much is being allocated, what is being returned, and how much is carried over from a previous year.

Edit TCA Cycle

Save Save and Return Save and New Cancel Delete History Print Advance Stage

Main Tax Credit Authority (9%) Pools Returned Credits Multi Yr Tracking Cycle Notes Documents

Tax Credit Authority (9%)

Per Capita Credits \$3,037,651 # of Active Deals within Cycle 59

National Pool Credits Non Competitive Credit Total

% of Credits To Pre-Allocate 50

Allocations To State \$3,037,651

Total Returned Credits \$477,291

Total \$3,514,942

Less Pre-Allocations

Net Credits Available \$3,514,942

Total 8609 Returns \$1,785

Total Other Returns \$475,508

Total Returned Credits \$477,291

Minimum Non Profit Allocation % 15.00 %

Minimum Non Profit Allocation \$527,241

Form 8610 Part III

Line 11: Does the state's qualified allocation plan in effect for the current year include compliance monitoring procedures as required in section 42(m)(1)(B)(iii) and Regulations section 1.42-5(a)(2), including monitoring for habitability standards through regular site visits? (If "No," attach an explanation.) Yes No

Line 12: Has the housing credit agency, for the current year (or its most recent 12-month operating period), complied with all applicable requirements under the compliance monitoring procedures in its qualified allocation plan? (If "No," attach an explanation.) Yes No

Line 13: Has the housing credit agency, for the current year (or its most recent 12-month operating period), complied with the requirements of its monitoring procedures to fulfill its notification of non-compliance responsibilities under Regulations section 1.42-5(e)? (If "No," attach an explanation.) Yes No

Line 15: Number of buildings for which compliance monitoring was completed

As your QAP changes, ProLinkHFA custom fields allow your team to capture all custom events and application criteria for quick reference and reporting.

Edit TCA Cycle's Optional Pts Descriptions

Server Time: 02/15/2016 04:35:46 PM (MST)

Cycle Name: 2015 9% Competitive Cycle Year: 2015 Cycle Type: 9% Competitive

V/N Responses Numeric Responses Percentage Responses Alpha Numeric Responses Currency Responses Date Responses

Optional Point Field Description 51

Community Room

Optional Point Field Description 52

Exterior walls constructed with brick and other low maintenance materials

Optional Point Field Description 53

Kitchen/Laundry Appl - EPA Energy Star qualified

Optional Point Field Description 54

Windows and Glass Doors - EPA Energy Star qualified

Optional Point Field Description 55

TCA Deals in this Cycle

View: Default Quick Search (Deal #, Deal Name): Go

Drag a column header and drop it here to group by that column

Deal #	HFA Number	Deal Property Name	Allocated Amount	Jurisdiction	Total Units	Stage	Score
1993		801 Main Street			44	LNI	
1944	906	Academy Apartments		Allen	48	ResApp	605.07
1950	9654	Ada Park	\$525,000.00	Newport News City	42	ResApp/Feasibility	623.10
2003		Angelwood at Colonial Beach			26	LNI	
2017		Arbor Grove			48	LNI	
1983		Autumn Ridge			34	LNI	
1989	4097	Bainbridge Commons Apartments	\$664,080.00	Chesapeake City	92	ResApp/Feasibility	592.63
2005	9655	Baker II Apartments	\$649,439.00	Virginia Beach City	57	ResApp/Feasibility	605.78
1972	4164	Bell Diamond Manor	\$787,377.00	Norfolk City	128	ResApp/Feasibility	616.14
2000		Bennetts Creek			70	LNI	
1970	9586	Berkley Court Apartments		Franklin City	75	ResApp	660.01
2030		Birchwood Apartments			42	LNI	
2006		Birchwood at Brambleton	\$1,242,599.00	Loudoun County	83	ResApp/Feasibility	461.67
1992	1028	Brunswick Manor Apartments	\$205,364.00	Brunswick County	40	ResApp/Feasibility	574.14
1975		Cavalier Apartments II	\$561,944.00	Petersburg City	66	ResApp/Feasibility	600.33
2015		Cedar Grove		Hopewell City	40	ResApp	522.39
2033		Chamberlayne Place			33	LNI	

Finally, ProLinkHFA keeps historical record of all tax credit applications, awarded or not. This ensures your HFA remains in compliance with all IRS regulations and supports your team by storing data to more effectively issue future tax credits based on historical data.

6. Compliance & Asset Management

ProLinkHFA ensures the handoff to the Compliance Team is smooth, reducing the impact of knowledge transfer from the Tax Credit Allocation team to the Compliance team. No longer will your team have to search or rekey relevant deal information between the departments – it is already all available in ProLinkHFA.

Edit Compliance Review Last Update : 2/10/2016 9:13:38 AM (MST) by (ProLink, Ad

HFA #	5617	Compliance Period	1/1/2015 - 12/31/2015
Property Name	Garden Court Apartments		
Compliance Review Status	In Process		

[Main](#)
[Owner Certifications](#)
[HOME](#)
[LIHTC](#)
[Additional Set-Asides](#)
[Exception History](#)
[Documents](#)

Compliance Exceptions Export

Household / Unit #	Tenant Event Type	Tenant Event Date	Exception Description	Override	Comments
BIN:					
			The LIHTC Annual Owner Certification has not been received for the selected compliance period.	<input type="checkbox"/>	
BIN: CO-14-353564					
/ 211			This unit does not have a recertification event for this compliance period (IRS Form 8823 - 11b).	<input type="checkbox"/>	
/ 213			This unit does not have a recertification event for this compliance period (IRS Form 8823 - 11b).	<input type="checkbox"/>	
/ 215			This unit does not have a recertification event for this compliance period (IRS Form 8823 - 11b).	<input type="checkbox"/>	
/ 217			This unit does not have a recertification event for this compliance period (IRS Form 8823 - 11b).	<input type="checkbox"/>	

By simply changing the status of the deal, the Compliance team will be notified that the 8609 has been issued. From there, all the data already exists in ProLinkHFA and can quickly be accessed by the Compliance team.

7. Integrated Suite of Tools - and why you should care

ProLinkHFA is delivered as an integrated suite of tools to capture all project information from Deal Origination, through Construction, onto Compliance, Asset Management, and Preservation. By capturing this critical data in a single location, all of the teams within an HFA are working on the same set of information as a deal progresses. This is especially important when dealing with existing partners across multiple projects and stages of development.

ProLinkHFA is the first, and only, HFA enterprise management system that incorporates your back office processes and captures all communication between the related parties of a deal. From Tax Credit Allocation through Asset Management, we ensure your staff remains in close communication with all the relevant participants to strengthen relationships and provide timely information on issues and opportunities as they arise.

Bringing It All Together

ProLink Solutions offers an end to end Tax Credit Allocation management system that incorporates a secure communication portal, complete back end database, and an Excel & Word integration tool. Our suite of tools allows ProLink technology to adapt to your processes – not the other way around.

Every year ProLink reinvests 30% of the revenue from ProLinkHFA directly back into the product. The upgrades to the product utilizing this reinvestment are completely driven by our clients through the ProLink User Group. We believe your team should have direct say in how the product continues to evolve in order to best meet the needs your business, and the every changing requirements of the HFA industry.

We would love to share more with you and learn about your HFAs' Tax Credit Allocation process. For a personal demonstration or to just learn more, please reach out to us!

About ProLink Solutions

ProLink Solutions is a software company that enables the real estate finance industry to efficiently allocate capital, manage assets, and maintain compliance. We apply industry leading technology and expertise to automate business processes and improve data accessibility.

We specialize in orchestrating the workflow and business processes of our clients by developing tailored software based on the ProLink Framework. Our team is experienced in providing solutions for enterprise investment management in multiple industries, including Housing Finance Agencies, community development corporations, and international real estate companies.

Learn More

ProLinkHFA

SmartDox

Procorem



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