



NONA M. ROBINSON *AMR*  
MULTI-FAMILY HOUSING PROGRAM MANAGER

WRITER'S DIRECT DIAL: (501) 682-5927  
WRITER'S DIRECT FAX: (501) 682-5939  
[Nona.Robinson@adfa.arkansas.gov](mailto:Nona.Robinson@adfa.arkansas.gov)

### MEMORANDUM

To: 2011 Tax Credit Recipients

Date: September 14, 2011

Re: 2011 Carryover Allocations

---

Posted today to the ADFA website are the following documents:

1. 2011 Carryover Allocation Application – Certification of Owner
2. 2011 Carryover Certificate
3. Exhibit A – Development Information Form
4. Election Statement – Carryover

Pursuant to Internal Revenue Code (“IRC”) Section 42 and the Authority’s 2011 Qualified Allocation Plan (“QAP”), in order to receive an allocation from the 2011 state ceiling, each building that is part of the low-income housing development, must either place in service no later than December 31, 2011 or meet the carryover requirements of Section 42(h)(1)(E) of the IRC and related regulations.

For those buildings that will not be placed in service by December 31, 2011, in order for the Authority to issue a carryover allocation, the Owner must complete, execute and submit to the Authority the following carryover-allocation documents no later than 4:30 p.m. on December 6, 2011; **however, ADFA is requesting that if possible, all carryover applications and related documents be submitted by September 30, 2011:**

1. 2011 Carryover-Allocation Application – Certification of Owner;
2. 2011 Carryover Certificate with development information completed;
3. Exhibit A – Development Information Form
4. Sworn statement signed by Owner that all financial information remains as represented in the 2011 tax credit application.

The above documentation must be submitted to the Authority via email and hard copy. Email, and provide hard copy, to Lornea Wells, [Lornea.Wells@adfa.arkansas.gov](mailto:Lornea.Wells@adfa.arkansas.gov), 900 West Capitol, Suite 310, Little Rock, 72201.

The following documentation, if not already provided to the Authority, **must be provided no later than 4:30 p.m. on December 6, 2011**, in order for the Authority to issue a carryover allocation:

1. Section 106 Clearance Letter from the Arkansas Department of Heritage;
2. Fish and Wildlife Clearance Letter from the U.S. Fish and Wildlife Service;
3. Phase I Environmental Site Assessment dated within six (6) months of December 6, 2011.

**Failure to meet the above requirements for allocation of 2011 low-income housing tax credits will result in no allocation of credits and the return to the Authority of all tax credits awarded.**

If you have any questions, please contact me at (501) 682-5927 or [nona.robinson@adfa.arkansas.gov](mailto:nona.robinson@adfa.arkansas.gov), Gary Arrington, at (501) 682-5468 or [gary.arrington@adfa.arkansas.gov](mailto:gary.arrington@adfa.arkansas.gov), Lornea Wells at (501) 682-5998 or [lornea.wells@adfa.arkansas.gov](mailto:lornea.wells@adfa.arkansas.gov), or Jason McVay at (501) 682-5483 or [jason.mcvay@adfa.arkansas.gov](mailto:jason.mcvay@adfa.arkansas.gov)