

MEMORANDUM

To: Low-Income Housing Tax Credit Participants  
Date: February 24, 2020  
From: J.M. Barker, General Counsel/VP for Multifamily Housing  
Arkansas Development Finance Authority (“ADFA”)  
Re: 2020 application deadline

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The information in this memo applies to applications for allocation of federal low-income housing tax credits (“LIHTC”) from the 2020 state ceiling.

On February 27 and 28, ADFA will be moving its offices within Little Rock, from 900 West Capitol Avenue, Suite 310, to 1 Commerce Way, Suite 602. ADFA’s first day in its new offices will be March 2, which is also the day of the 2020 LIHTC application deadline (4:30 pm on March 2).

ADFA staff anticipates its move may result in slight disruptions in its mail service. Additionally, it appears that, when a user searches for “1 Commerce Way,” both Google Maps and Apple Maps display a point on Commerce *Street*, a roadway not contiguous with, adjacent to, or otherwise near Commerce *Way*.

As set forth in the 2020 Qualified Allocation Plan, an application for LIHTC consists of two items:

- a Multifamily Housing Application (“MFHA”), in the form of an MS Excel file, submitted by email to [multifamily.housing@arkansas.gov](mailto:multifamily.housing@arkansas.gov) (the “email”); and
- the MFHA and all exhibits thereto, in the form of an Adobe pdf file, submitted on a USB flash drive (the “flash drive”).

In order to avoid disqualification of an application that may reach ADFA after the deadline through no significant fault of an applicant, ADFA staff has determined that it will treat an application as having been received by the deadline if (1) the email is received in the [multifamily.housing@arkansas.gov](mailto:multifamily.housing@arkansas.gov) inbox by the deadline, and (2) one of the following is true:

- the flash drive is delivered to ADFA by the deadline; or
- a package containing the flash drive bears, or the applicant promptly supplies upon request, reasonable proof (e.g., a postmark or courier’s receipt) that the flash drive (correctly addressed to ADFA and prepaid or with customary arrangements for payment made) was placed into the hands of USPS or another established delivery service by the deadline.

Applicants who wish to make hand delivery of the flash drive personally are advised to come to ADFA’s *old* offices at 900 West Capitol Avenue, Suite 310, Little Rock AR 72201, where an ADFA employee will be stationed to accept applications. Applicants mailing the flash drive may use any of ADFA’s addresses:

900 West Capitol Avenue  
Suite 310  
Little Rock AR 72201

1 Commerce Way  
Suite 602  
Little Rock AR 72202

P.O. Box 8023  
Little Rock AR 72201