

# MULTIFAMILY APPLICATION



**WHEDA**

201 West Washington Avenue, Ste 700  
PO Box 1728  
Madison WI 53701-1728  
608-266-7884

611 W National Ave, Ste 110  
Milwaukee WI 53204-1768  
414-227-4039

**Project Name and Location**

Project Name	<input type="text"/>	Is project a Scattered Site?	<input type="text"/>	Site #	<input type="text"/>
<small>*If yes, please submit an Appendix W - Additional Sites Addendum</small>					
Street Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Wisconsin"/>		
County:	<input type="text"/>	Zip Code:	<input type="text"/>		
Is project in a Qualified Census Tract?	<input type="text"/>	Is project in a Difficult Development Area?	<input type="text"/>		
Census Tract:	<input type="text"/>	Difficult Development Area Number	<input type="text"/>		
Does a community revitalization plan exist?	<input type="text"/>				

**Political Jurisdiction**

Political Jurisdiction:	<input type="text"/>	Last Name:	<input type="text"/>	Title:	<input type="text"/>
Jurisdiction CEO First Name:	<input type="text"/>				
Jurisdiction Street Address:	<input type="text"/>				
Jurisdiction City:	<input type="text"/>	Zip Code:	<input type="text"/>		
Jurisdiction Phone:	<input type="text"/>	E-Mail Address:	<input type="text"/>		

**Applicant Notes:**

**Internal Use Only:**

**Underwriter Notes:**

**Project Description**

Project Type:	<input type="text"/>	
New Construction Units:	<input type="text"/>	
Acquisition Rehab Units:	<input type="text"/>	
Adaptive Reuse Units:	<input type="text"/>	
Equity Takeout/Refinance Units:	<input type="text"/>	
Will this project be utilizing federal assistance?	<input type="text"/>	
Will this project be receiving project based federal rental assistance?	<input type="text"/>	
If yes, provide the subsidy source:	<input type="text"/>	
And Number of Units:	<input type="text"/>	
HUD RAD:	<input type="text"/>	Number of Units: <input type="text"/>
RD/Rental Assistance:	<input type="text"/>	Number of Units: <input type="text"/>
Section 221(d)(3) BMIR:	<input type="text"/>	Number of Units: <input type="text"/>
Section 236:	<input type="text"/>	Number of Units: <input type="text"/>
Section 8 Rent Supplemental or Rental Assistance Payment:	<input type="text"/>	Number of Units: <input type="text"/>
Section 8 Housing Assistance Payment Contract:	<input type="text"/>	Number of Units: <input type="text"/>
Other:	<input type="text"/>	Number of Units: <input type="text"/>
Is HUD approval for transfer of physical asset required?	<input type="text"/>	
Is RD approval for transfer of physical asset required?	<input type="text"/>	
Is WHEDA approval for transfer of physical asset required?	<input type="text"/>	
Any existing LURA?	<input type="text"/>	
If yes please provide project number:	<input type="text"/>	

**Targeting of Units**

Family	<input type="text"/>	Number of Units: <input type="text"/>
Elderly	<input type="text"/>	Number of Units: <input type="text"/>
Homeless	<input type="text"/>	Number of Units: <input type="text"/>
Supportive Housing	<input type="text"/>	Number of Units: <input type="text"/>
Single Room Occupancy	<input type="text"/>	Number of Units: <input type="text"/>
CBRF	<input type="text"/>	Number of Units: <input type="text"/>
RCAC	<input type="text"/>	Number of Units: <input type="text"/>

**Credit Request**

Is this an application for additional credit?	<input type="text"/>
If yes, list name of project and WHEDA application number:	<input type="text"/>
Is this a credit application for a property that has completed its HTC compliance period?	<input type="text"/>
If yes, list name of project and WHEDA application number:	<input type="text"/>
For App 2 & App 3, enter the annual State TC award amount:	<input type="text"/>
Set-Aside:	<input type="text"/>
Credit percentage applied for:	<input type="text"/>
Federal Financing?	<input type="text"/>
Type of Federal Financing:	<input type="text"/>
Minimum Set-Aside Requirements:	<input type="text"/>

**Apartment Type**

Elevator Building:	<input type="text"/>	Number of Stories:	<input type="text"/>
Non-elevator Building:	<input type="text"/>	Number of Stories:	<input type="text"/>
Row House/Town House:	<input type="text"/>		
Detached Single-Family:	<input type="text"/>		
Detached Two-Family (Duplex):	<input type="text"/>		
Other (Please describe):	<input type="text"/>		

**Construction Type**

Slab on Grade:	<input type="text"/>
Crawl Space:	<input type="text"/>
Partial Basement:	<input type="text"/>
Full Basement:	<input type="text"/>

**Ownership Type**

Rental:	<input type="text"/>
Rental Targeted For Eventual Resident Ownership*:	<input type="text"/>

\*(A plan must be submitted incorporating an exit strategy including how units will be marketed and sold to the eventual resident owner as well as detailing the

**Development Timeline:**

**Projected schedule:**

Construction Loan Closing:	<input type="text" value="1/1/20"/>	50% Occupancy Projection:	<input type="text"/>
Construction Start Date:	<input type="text"/>	Stabilized Occupancy Projection:	<input type="text"/>
Construction Complete:	<input type="text"/>	Conversion-Permanent Closing:	<input type="text"/>
Date first building is to be placed in service:	<input type="text"/>		
Date last building is to be placed in service:	<input type="text"/>		
Lease Up Period:	<input type="text"/>		
From:	<input type="text"/>	To:	<input type="text"/>

**Applicant Notes:**

**Internal Use Only:**

**Underwriter Notes:**

**Applicant Information**

Note: Both the Developer and Co-Developer must sign the application. Both the Developer and Co-Developer are expected to own an interest in the controlling entity (managing member or general partner) for the project, materially participate in the development of the project, and make financial guarantees to the investor. If these tests are not met, the entity should be listed as "consultant" under Project Team.

**Primary Applicant/Developer**

Name:

Street Address:

City:  State:  Zip Code:

**Primary Contact**

First Name:  Last Name:  Title:

Telephone Number:  Alternate Number:  Fax:

Email Address:

**Co-Applicant/Developer**

Is there a Co-Applicant?

Name:

Street Address:

City:  State:  Zip Code:

**Primary Contact**

First Name:  Last Name:  Title:

Telephone Number:  Alternate Number:  Fax:

Email Address:

**Co-Applicant/Developer**

Is there a Co-Applicant?

Name:

Street Address:

City:  State:  Zip Code:

**Primary Contact**

First Name:  Last Name:  Title:

Telephone Number:  Alternate Number:  Fax:

Email Address:

**Co-Applicant/Developer**

Is there a Co-Applicant?

Name:

Street Address:

City:  State:  Zip Code:

**Primary Contact**

First Name:  Last Name:  Title:

Telephone Number:  Alternate Number:  Fax:

Email Address:

**Additional Information**

Do any unsatisfied judgements exist against the applicant(s)/ developer(s), its principals, or any related party?

Has any party related to this application been party to any litigation, including real estate foreclosure or bankruptcy within the past 7 years?

Do any environmental issues or administrative proceedings exist that would adversely affect the ability to timely proceed?

Explanation (if the answer to any of the three previous questions was yes). If necessary, attach additional documentation.

**Applicant Notes:**

**Internal Use Only:**

**Underwriter Notes:**

**Site Description**

Total Site Acreage:  Total Buildable Acreage:

If buildable acreage is less than total acreage, please explain:

**Identify utilities and services currently available (and with adequate capacity) for this site:**

Storm Sewer:  Water:   
 Sanitary Sewer:  Electric:   
 Gas:

Is the demolition of any buildings required or planned?   
 If yes, please describe:

Are existing buildings on the site currently occupied?   
 If yes, (a) briefly describe the situation:

(b) Will tenant displacement be temporary?   
 (c) Will tenant displacement be permanent?

Describe relocation plan and assistance:

**If rehabilitation also include**

Year Built:  Number of occupied units:   
 Number of existing units:  Current Occupancy:

Is any part of the site, regardless of where actual building is/will be in a flood zone?   
 If yes, (a) briefly describe the situation:

Please describe any known prior uses of this site:

Legal Description of Property:

**Nearest Linkages and Services**

	Distance
Pharmacy	
Grocery Store	
Convenience Store	
Public Park(s)	
Senior Center	
Public School(s)	
Licensed/Certified Child Daycare Center	
Bank	
Post office	
Library	
College/Job Training	

**Applicant Notes:**

**Internal Use Only:**

**Underwriter Notes:**

**Site Control**

**Seller Info:** Name of Buyer:   
Name of Seller:   
Street Address:   
City:  State:  Zipcode:

**Seller Contact Information**

First Name:  Last Name:  Title:   
Telephone Number:  Alternate Number:  Fax:   
Email Address:

Does an identity of interest (direct or indirect) exist between the owner/principal or ownership entity with the option/contract for purchase of the property and the seller of the property?   
If yes, specify the relationship:

Does the owner have fee simple ownership of the property (site/buildings)?   
If yes provide:  
Purchase Date: \*  Purchase Price: \*   
If no:  
(a) Enter the current expiration date of the option/contract to purchase: \*  (b) Enter Purchase Price: \*

**Adaptive Re-use or Rehabilitation Projects Only**  
Rehabilitation expenditures allocable to low-income units:   
Adjusted building basis:

**Acquisition of Existing Buildings (Adaptive Re-use or Rehabilitation Projects Only)**  
How many buildings will be acquired for the development?   
Are all of the buildings currently under site control for the development?

**Buildings**

Address	City	Zip Code	Number of Mkt Units	Number of TC Units	Acquisition Cost of Building	Type of Control	Expiration Date of Control Document

**Applicant Notes:**  
Please further describe site:

**Internal Use Only:**  
**Underwriter Notes:**

**Zoning**

Present zoning classification of the site:\*

Is multifamily use permitted?\*

Are variances, special or conditional use permits or any other item requiring a public hearing needed to develop this proposal?\*

If yes, have the hearings been completed and permits been obtained?\*

If yes, specify permit or variance required and date obtained.  
If no, describe permits/variances required and schedule for obtaining them:\*

Are there any existing conditions of historical significance located on the project site that will require Wisconsin State Historical Society office review?\*

If yes, describe below:

Are there any existing conditions of environmental significance located on the project site?\*

If yes, describe below:

**Applicant Notes:**

Please further describe site:

**Internal Use Only:**

**Underwriter Notes:**



**Ownership Entity**

Owner Name:	<input type="text"/>		
C/O:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Federal Tax ID Number of Ownership Entity:	<input type="text"/>	Entity Type:	<input type="text"/>
Ownership Contact Person First Name:	<input type="text"/>	Ownership Contact Person Last Name:	<input type="text"/>
		Entity Status:	<input type="text"/>
		Zip:	<input type="text"/>

**Required - Upload organizational chart to Procorem along with application**

List all general partners, members, and principals. Specify nonprofit, corporate, general partners, or members.

Entity/Principal Name:	<input type="text"/>		
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Nonprofit:	<input type="text"/>	TaxID:	<input type="text"/>
		Entity/Principal Function:	<input type="text"/>
		Zip:	<input type="text"/>
		Email:	<input type="text"/>
		Ownership Percentage:	<input type="text"/>

List all general partners, members, and principals. Specify nonprofit, corporate, general partners, or members.

Entity/Principal Name:	<input type="text"/>		
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Nonprofit:	<input type="text"/>	TaxID:	<input type="text"/>
		Entity/Principal Function:	<input type="text"/>
		Zip:	<input type="text"/>
		Email:	<input type="text"/>
		Ownership Percentage:	<input type="text"/>

List all general partners, members, and principals. Specify nonprofit, corporate, general partners, or members.

Entity/Principal Name:	<input type="text"/>		
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Nonprofit:	<input type="text"/>	TaxID:	<input type="text"/>
		Entity/Principal Function:	<input type="text"/>
		Zip:	<input type="text"/>
		Email:	<input type="text"/>
		Ownership Percentage:	<input type="text"/>

**APPLICANT/DEVELOPER DISCLOSURE**

Please include the resume of the development applicant, describe the number of developments, number of units, type of units and if any, type of Assistance (State or Federal).

**Applicant Notes:**

Please further describe details regarding developer relationships or ownership entity information:

**Internal Use Only:**

**Underwriter Notes:**

Project Team

Management Agent

Identity of Interest?

Company:

Street Address:

City:  State:  Zip:

Telephone Number:  Email Address:

**Contact Name**  
First Name:  Last Name:

Consultant/Application Preparer (if different from developer)

Is there a Consultant/Application Preparer?  Identity of Interest?

Company:

Street Address:

City:  State:  Zip:

Telephone Number:  Email Address:

**Contact Name**  
First Name:  Last Name:

General Contractor

Identity of Interest?

Company:

Street Address:

City:  State:  Zip:

Telephone Number:  Email Address:

**Contact Name**  
First Name:  Last Name:

Equity Investor/Syndicator

Identity of Interest?

Company:

Street Address:

City:  State:  Zip:

Telephone Number:  Email Address:

**Contact Name**  
First Name:  Last Name:

Design Architect

Is there a Design Architect?  Identity of Interest?

Company:

Street Address:

City:  State:  Zip:

Telephone Number:  Email Address:

**Contact Name**  
First Name:  Last Name:

**Project and Unit Amenities**

Please provide a detailed description of the proposed project:

**Site Amenities (check all that apply):**

Community Building: <input type="text"/>	Community Building - Sq. Ft. <input type="text"/>	
Community Room: <input type="text"/>	Community Room - Sq. Ft. <input type="text"/>	
Garages: <input type="text"/>	Number: <input type="text"/>	Rent per stall per month: <input type="text"/>
Surface Parking: <input type="text"/>	Number: <input type="text"/>	Rent per stall per month: <input type="text"/>
Underground Parking: <input type="text"/>	Number: <input type="text"/>	Rent per stall per month: <input type="text"/>
Laundry Room: <input type="text"/>	Screened Porch: <input type="text"/>	Exam Room: <input type="text"/>
Resident Computer Center: <input type="text"/>	Game/Craft Room: <input type="text"/>	Exercise Room: <input type="text"/>
Reading Room/Library: <input type="text"/>	Media Center Room: <input type="text"/>	Beauty Salon/Barber: <input type="text"/>
Guest Lodging: <input type="text"/>	Chapel: <input type="text"/>	Picnic Area: <input type="text"/>
Garden Plots: <input type="text"/>	Covered Drive Thru: <input type="text"/>	Pool: <input type="text"/>
Car Care Area: <input type="text"/>	Playground: <input type="text"/>	Onsite Leasing Office: <input type="text"/>
Storage Units: <input type="text"/>	Gazebos: <input type="text"/>	Walking Trails: <input type="text"/>
Security Locked Building: <input type="text"/>	Community Dining Room: <input type="text"/>	Therapeutic Whirlpool Tub: <input type="text"/>
24 Hour On-Site Resident Manager: <input type="text"/>	Trash Disposal Chutes: <input type="text"/>	Community Patio: <input type="text"/>

Description of Onsite Services and Activities:

Describe Differences in Low-income & Market-rate Unit Amenities:

**Interior Apartment Amenities (check all that apply):**

Range/Oven: <input type="text"/>	Range Hood: <input type="text"/>	Dishwasher: <input type="text"/>
Disposal: <input type="text"/>	Refrigerator: <input type="text"/>	Exterior Storage: <input type="text"/>
Washer/Dryer: <input type="text"/>	W/D Hookups: <input type="text"/>	Pantry: <input type="text"/>
Ceiling fans: <input type="text"/>	Walk-in Closets: <input type="text"/>	Drapes: <input type="text"/>
Mini-blinds: <input type="text"/>	Patio/Balcony: <input type="text"/>	Microwave: <input type="text"/>
Sunrooms: <input type="text"/>	Front Porches: <input type="text"/>	

**Flooring:**

Carpet: <input type="text"/>	Vinyl: <input type="text"/>	Wood: <input type="text"/>
Ceramic Tile: <input type="text"/>	Other: <input type="text"/>	

**Heating/Cooling:**

Gas Heat: <input type="text"/>	Heat Pump: <input type="text"/>	Electric Pump: <input type="text"/>
Electric Heat: <input type="text"/>	Central Air: <input type="text"/>	Window A/C: <input type="text"/>
A/C Sleeve: <input type="text"/>		

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

**Underwriter Notes:**



**Funding Sources**

Note on Permanent Rate: WHEDA requires applicants use the following permanent loan interest rate methodology for all LOLA Initial Applications.  
 A. Competitive Applications: Use WHEDA's Tax Credit Financing rate published on WHEDA.com on the day prior to application submital.  
 B. Noncompetitive Applications: Use WHEDA's Tax Exempt Financing rate published on WHEDA.com the week prior to application submission, with a 35 year amortization.  
 C. Applicant may use other terms if a term-specific, executed financing commitment accompanies the Application.

Loans: (note in Applicant notes below if any of these loans are refinanced loans)

Source	Funders	Tax-Exempt?	WHEDA Term Sheet	Total Amount	Percentage of Total	Amortizing? *	Rate (%)	Term (Years)	Amortization Period (Years)	Annual Debt Service
WHEDA Loan	Lender Name/Bond Issuer				0.00%					\$0
WHEDA Subordinate Loan 1	Lender Name/Bond Issuer				0.00%					\$0
WHEDA Subordinate Loan 2	Lender Name/Bond Issuer				0.00%					\$0
WHEDA Subordinate Loan 3	Lender Name/Bond Issuer				0.00%					\$0
WHEDA Subordinate Loan 4	Lender Name/Bond Issuer				0.00%					\$0
ARIP Loan	N/A for ARIP				0.00%					\$0
HOME Loan	Lender Name				0.00%					\$0
Other	Lender Name/Bond Issuer				0.00%					\$0
Other	Lender Name/Bond Issuer				0.00%					\$0

\* "Non-amortizing" indicates that the loan does not have a fixed annual debt service (i.e. the loan is subject to variable cash flow).

Grants: If you are applying for tax credits and are receiving a grant that will be converted to a loan to a project, please list them in the loan section above

Source	Funders	Total Amount	Percentage of Total
HOME Grant	N/A for HOME	\$0	0.00%
CRBG Grant	Specify Grantor	\$0	0.00%
WHEDA Rehabilitation Grant	Specify Grantor	\$0	0.00%
Other	Specify Grantor	\$0	0.00%
Other	Specify Grantor	\$0	0.00%
Other	Specify Grantor	\$0	0.00%

Source	Funders	Total Amount	Percentage of Total	Number of Years	Investor Ownership %	Price per Credit	Annual Credit Amount
Federal Housing Tax Credit Equity	Specify Investor	\$0	0.00%		99.990%	\$	0.650
Federal Historic Tax Credit Equity	Specify Investor	\$0	0.00%				
State Housing Tax Credit Equity	Specify Investor	\$0	0.00%	3	99.990%	\$	0.650
State Historic Tax Credit Equity	Specify Investor	\$0	0.00%				
Deferred Development Fees	Specify Investor	\$0	0.00%				
Owner Investment	Specify Investor	\$0	0.00%				
Other - Specify	Specify Investor	\$0	0.00%				
Total Permanent Funding Sources:		\$0	0.00%				

Source of Funds	Funders	Total Amount	Percentage of Total	Rate (%)	Term (Months)
Construction Loan 1	Enter Lender Name	\$0	0.00%		
Construction Loan 2	Enter Lender Name	\$0	0.00%		
Construction Loan 3	Enter Lender Name	\$0	0.00%		
Construction Loan 4	Enter Lender Name	\$0	0.00%		
Construction Loan 5	Enter Lender Name	\$0	0.00%		
Federal Housing Tax Credit Equity	Specify Investor	\$0	0.00%		
State Housing Tax Credit Equity	Specify Investor	\$0	0.00%		
Federal Historic Tax Credit Equity	Specify Investor	\$0	0.00%		
State Historic Tax Credit Equity	Specify Investor	\$0	0.00%		
Total Construction Financing		\$0	0.00%		

\* List all funding sources, including permanent sources that will be used during construction

Remarks concerning Project Funding Sources:  
 (Please be sure to include the name of the funding source(s))

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

**Underwriter Notes:**

Project Costs and Credit Calculation

DEVELOPMENT BUDGET					
	Pro-rata Share		Eligible Basis Costs		
Residential Portion	0%				
Commercial Portion	0%				
		TOTAL COST	9% Credits 70% PV Credit	4% Credits 30% PV Credit	State HTC
<b>ACQUISITION</b>					
Land		\$0			
Purchase of Buildings		\$0		\$0	\$0
Other Purchase Bldgs & Land		\$0	\$0	\$0	\$0
<b>Total Acquisition</b>		\$0	\$0	\$0	\$0
<b>CONSTRUCTION RELATED EXPENSES</b>					
<b>NEW CONSTRUCTION &amp; REHAB</b>					
Construction of New Buildings		\$0	\$0	\$0	\$0
Rehabilitation		\$0	\$0	\$0	\$0
Accessory Buildings (Garage, storage, etc)		\$0	\$0	\$0	\$0
Personal Property		\$0	\$0	\$0	\$0
Other New Construction/Rehabilitation		\$0	\$0	\$0	\$0
<b>Subtotal New Construction &amp; Rehab</b>		\$0	\$0	\$0	\$0
<b>OFF-SITE WORK COSTS</b>					
Off Site Work		\$0	\$0	\$0	\$0
<b>Subtotal Off-Site Costs</b>		\$0	\$0	\$0	\$0
<b>SITE WORK COSTS</b>					
Demolition		\$0	\$0	\$0	\$0
Site Work		\$0	\$0	\$0	\$0
Landscaping		\$0	\$0	\$0	\$0
Furnishing and Equipment		\$0	\$0	\$0	\$0
Other Site Work		\$0	\$0	\$0	\$0
<b>Subtotal Site-Work Costs</b>		\$0	\$0	\$0	\$0
<b>CONTRACTOR FEES</b>					
General Requirements		\$0	\$0	\$0	\$0
Contractor Overhead		\$0	\$0	\$0	\$0
Contractor Profit		\$0	\$0	\$0	\$0
Construction Supervision		\$0	\$0	\$0	\$0
<b>Subtotal Contractor Fees</b>		\$0	\$0	\$0	\$0
<b>Total Construction Related</b>		\$0	\$0	\$0	\$0
<b>CONTINGENCY FUNDS</b>					
Construction Contingency		\$0	\$0	\$0	\$0
Other Contingency		\$0	\$0	\$0	\$0
<b>Total Contingency Costs</b>		\$0	\$0	\$0	\$0
<b>CONSTRUCTION PERIOD EXPENSES</b>					
<b>LOCAL OR STATE AGENCY - RESIDENTIAL RELATED FEES &amp; EXPENSES</b>					
Construction Loan Origination Fee - WHEDA		\$0	\$0	\$0	\$0
Construction Loan Origination Fee - Non WHEDA		\$0	\$0	\$0	\$0
<b>Subtotal WHEDA Fees &amp; Expenses</b>		\$0	\$0	\$0	\$0
<b>BOND RELATED EXPENSES</b>					
Cost of Bond Issuance		\$0			
<b>Subtotal Bond Related Fees</b>		\$0	\$0	\$0	\$0
<b>OTHER LENDER &amp; FINANCING RELATED EXPENSES</b>					
Bridge Loan Fees and Expenses		\$0	\$0	\$0	\$0
WHEDA Construction Loan Interest		\$0	\$0	\$0	\$0
Other Construction Loan Interest		\$0	\$0	\$0	\$0
Legal Fees - Miscellaneous		\$0	\$0	\$0	\$0
<b>Subtotal Construction Lender &amp; Finance Fees</b>		\$0	\$0	\$0	\$0
<b>OTHER CONSTRUCTION PERIOD SOFT COSTS</b>					
Construction Loan Credit Enhancement/LOC		\$0	\$0	\$0	\$0
Construction Period Real Estate Taxes		\$0	\$0	\$0	\$0
Title and Recording		\$0	\$0	\$0	\$0
Construction Insurance		\$0	\$0	\$0	\$0
Temporary Relocation Expenses		\$0	\$0	\$0	\$0
Permanent Relocation Expenses		\$0			
Other Interim/Construction Costs		\$0	\$0	\$0	\$0
<b>Subtotal Contractor Related Fees</b>		\$0	\$0	\$0	\$0
<b>Total Construction Period Expense</b>		\$0	\$0	\$0	\$0
<b>PERMANENT FINANCING EXPENSES</b>					
<b>LENDER &amp; FINANCING RELATED EXPENSES</b>					
Permanent Loan Origination Fee - Non WHEDA		\$0			
Permanent Loan Origination Fee - WHEDA		\$0			
Permanent Loan Credit Enhancement		\$0			
Legal Fees - Real Estate		\$0	\$0	\$0	\$0
Other Financing Fees and Expenses		\$0	\$0	\$0	\$0
<b>Total Permanent Financing</b>		\$0	\$0	\$0	\$0
<b>ARCHITECTURAL &amp; ENGINEERING EXPENSES</b>					
Architect's Fee - Design		\$0	\$0	\$0	\$0
Architect's Fee - Inspection/Supervision		\$0	\$0	\$0	\$0
Engineering Costs		\$0	\$0	\$0	\$0
Survey		\$0	\$0	\$0	\$0
Other Architect and Engineering		\$0	\$0	\$0	\$0
<b>Total Architectural &amp; Engineering</b>		\$0	\$0	\$0	\$0
<b>SYNDICATION FEES &amp; EXPENSES</b>					
Organizational (Partnership)		\$0			
Tax Opinion		\$0			
Other Syndication Costs		\$0			
<b>Total Syndication Fees &amp; Expenses</b>		\$0	\$0	\$0	\$0
<b>CAPITALIZED RESERVES</b>					
Operating Reserve		\$0			
Replacement Reserve		\$0			
Lease-up Operating Deficit		\$0			
Debt Service Reserve		\$0			
Capital Needs Reserve		\$0			
Other Reserves		\$0			
Escrows		\$0			
<b>Total Capitalized Reserves</b>		\$0	\$0	\$0	\$0
<b>REPORTS, STUDIES &amp; RELATED WORK</b>					
Reports & Studies					
Appraisal(s)		\$0	\$0	\$0	\$0
Market Study		\$0	\$0	\$0	\$0
Capital Needs Assessment Report		\$0	\$0	\$0	\$0
Environmental Report		\$0	\$0	\$0	\$0
<b>Total Reports &amp; Studies</b>		\$0	\$0	\$0	\$0
<b>OTHER SOFT COSTS</b>					
Tax Credit Application Fee		\$0			
Tax Credit Allocation Fee		\$0			
Tax Credit Compliance Fee		\$0			
Water, Sewer and Impact Fees		\$0	\$0	\$0	\$0
Cost Certification/Accounting Fees		\$0	\$0	\$0	\$0
Rent-Up Marketing Expense		\$0			
Mortgage Payoff - N/A for Tax Credit Application		\$0			
Other Miscellaneous Costs		\$0	\$0	\$0	\$0
<b>Total Other Costs</b>		\$0	\$0	\$0	\$0
<b>SUBTOTAL</b>		\$0	\$0	\$0	\$0
<b>DEVELOPER EARNED FEES &amp; EXPENSES</b>					
Developer's Fee Received		\$0	\$0	\$0	\$0
Developer's Fee - Deferred		\$0	\$0	\$0	\$0
Developer Overhead		\$0	\$0	\$0	\$0
Consultants		\$0	\$0	\$0	\$0
Other Developer's Fees		\$0	\$0	\$0	\$0
<b>Total Developer Costs</b>		\$0	\$0	\$0	\$0
<b>TOTAL DEVELOPMENT COST</b>		\$0	\$0	\$0	\$0

**Projected Operating Costs**

<b>Project Operations (Year One)</b>	
<b>I. Rent Expenses</b>	
Convention and Meetings	
Management Consultants	
Advertising / Marketing Expense	
Other	
Subtotal: Rent Expense	\$0
<b>II. Administrative Expenses</b>	
Office Salaries	
Office Expenses	
Office or Model Apartment Rent	
Management Fee - Residential Rents	
Management Fee - Commercial Rents	
Management Fee - Misc. Income	
Manager/Superintendent Salaries	
Administrative Rent - Free Unit	
Legal Expenses - Project Only	
Auditing Expenses - Project Only	
Bookkeeping Fees/Accounting Services	
Tax Credit Monitoring Fees	
Bad Debt Expense	
Other Administrative Expenses	
Subtotal: Administrative Expenses	\$0
<b>III. Utilities Expenses</b>	
Fuel Oil	
Electricity	
Water	
Gas	
Sewer	
Owner - Paid Amenities	
Subtotal: Utilities Expenses	\$0
<b>IV. Operating &amp; Maintenance Expenses</b>	
Payroll	
Supplies	
Contracts	
Operating and Maintenance Rent Fee Unit	
Garbage and Trash Removal	
Security Payroll / Contract (incl taxes and benefits)	
Security Rent Free Unit	
Heating / Cooling Repairs Maintenance	
Snow Removal	
Vehicle / Maintenance Equipment Operation & Repairs	
Misc. Operating & Maintenance Expenses	
Subtotal: Operating & Maintenance Expenses	\$0
<b>V. Taxes and Insurance</b>	
Real Estate & Personal Property Taxes	
Property and Liability Insurance (Hazard)	
Payroll Taxes - Project Share	
Fidelity Bond Insurance	
Workmen's Compensation	
Health Insurance and Other Employee Benefits	
Miscellaneous Taxes, Licenses, Permits, and Insurance	
Subtotal: Taxes and Insurance	\$0
<b>VI. Total Service Expense</b>	
Dietary Salaries	
Dietary Purchased Serv	
Food	
Registered Nurse Salary	
Housekeeping Salary	
Housekeeping Supply	
Other Housekeeping	
Housekeeping Purchased Serv	
Medical Supplies	
Medical Purchased Serv	
Laundry/Linen	
Laundry Salaries	
Laundry Purchased Serv	
Laundry Supplies	
Medical Records Salary	
Medical Records Supply	
Med Records Purchased Srv	
Recreation/Rehab	
Activities Supplies	
Activities Purchased Serv	
Rehab Salaries	
Rehab Supplies	
Rehab Purchased Serv	
Other Support Serv	
Subtotal: Service Expense	\$0
Annual Replacement Reserve	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Total Units</b>	<b>0</b>
<b>Per Unit Per Month</b>	<b>\$0</b>

Remarks concernig Projected Operating Costs:

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

**Underwriter Notes:**

Year One	Inflation Rate	Yearing Assumption	Growth Assumption %
Direct Health Income			
Direct Cash Flow - Total Monthly Rent	0%	2.00%	2.00%
Operating Expense	0%	2.00%	2.00%
Leasing	0%	2.00%	2.00%
Real Estate Commissions - Leasing (1.5%)	0%	2.00%	2.00%
Other Income (e.g. Applied Assets)	0%	2.00%	2.00%
Capital Expenditures - Depreciation	0%		
Capital Expenditures - Construction	0%		
Capital Expenditures - Additional Revenue	0%		
NET OPERATING INCOME	0%		
DEVELOPMENT EXPENSES	0%		1.00%
NET OPERATING INCOME	0%		
DEBT SERVICE	0%		
NET CASH FLOW	0%		
DEBT COVERAGE RATIO (Minimum of 1.15)	0.00%		1.00%
Debt Expense			1.00%
Management Fee			1.00%
Other Administrative Exp.			1.00%
Utilities Expense			1.00%
Repairs & Maintenance Exp.			1.00%
Insurance and Licenses			1.00%
General Expense			1.00%
Equipment Reserve			2.00%

Include and calculate other estimated non-rental income sources below:



20-Year Cash Flow

Cash Flow Assumptions

Reporting Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
----------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

CASHFLOW by Year																					
Operating Expenses																					
Fixed Expenses																					
Variable Expenses																					
Initial Investment																					
Operating Income																					
Income Taxes																					
Net Operating Income																					
Capital Expenditures																					
Net Cash Flow																					
NPV																					
IRR																					
Payback Period																					
Break-Even Point																					
Terminal Value																					
NPV with Terminal Value																					
IRR with Terminal Value																					
Payback Period with Terminal Value																					
Break-Even Point with Terminal Value																					
Operating Income																					
Income Taxes																					
Net Operating Income																					
Capital Expenditures																					
Net Cash Flow																					
NPV																					
IRR																					
Payback Period																					
Break-Even Point																					
Terminal Value																					
NPV with Terminal Value																					
IRR with Terminal Value																					
Payback Period with Terminal Value																					
Break-Even Point with Terminal Value																					
Operating Income																					
Income Taxes																					
Net Operating Income																					
Capital Expenditures																					
Net Cash Flow																					
NPV																					
IRR																					
Payback Period																					
Break-Even Point																					
Terminal Value																					
NPV with Terminal Value																					
IRR with Terminal Value																					
Payback Period with Terminal Value																					
Break-Even Point with Terminal Value																					

Applicant Notes

Please further describe

Internal Use Only

Underwriter Notes

**Financial Feasibility**

WHEDA will evaluate the financial feasibility of all HTC Applications. Feasibility is determined by taking into account a variety of factors including: projected operating expenses, replacement reserves, rents and other income, vacancy assumptions, debt service and expected equity proceeds.

Developments submitted with operating expenses, operating reserves, replacement reserves and/or a debt coverage ratio outside the prescribed ranges, without documentation, will be considered infeasible. At WHEDA's discretion, only acquisition/rehabilitation projects will be permitted to request a variance on the posted operating expense range(s). Provide a copy of last three (3) years P&L (revenue & expenses) statements for currently operating developments. Submit operating expense documentation to support the proposed operating expense assumption for the proposed project.

**PUPM Operating Expenses & Replacement Reserves**  
 Expected Range: Single Family Homes/Duplex - \$490 to \$565  
 Expected Range: Elderly - \$375 to \$465  
 Expected Range: Family/Other - \$455 to \$555

\$0

**Per Unit Per Month Note**

\*Submit operating expense documentation to support the proposed operating expense assumption for the proposed project.

**Debt Coverage Ratio: Primary "Must Pay" Debt**  
 Expected Range for Tax-Exempt Applications: 1.15 to 1.40  
 Expected Range for Supportive Housing and/or Elderly Assisted Living if any Service Income helps support Net Cash Flow: 1.20 to 1.40  
 Expected Range for All Other: 1.175 to 1.40

0.000

**Debt Ratio Note**

**Operating Reserve Months**  
 Expected Value 6 months or more

0.00

**Operating Reserve Note**

**Annual Per-Unit Replacement Reserves**  
 Expected Value: New Construction, Elderly - \$250 or more  
 Expected Value: New Construction, Family - \$300 or more  
 Expected Value: Acquisition/Rehab - \$300 or more  
 Expected Value: Single Family Homes/Duplex - \$400 or more

\$0

**Annual Reserves Note**

**General Requirements**  
 Expected Value: 5% or less

0.00%

**General Requirements Note**

**Contractor Overhead**  
 Expected Value: 2% or less

0.00%

**Contractor Overhead Note**

**Contractor Profit**  
 Expected Value: 5% or less

0.00%

**Contractor Profit Note**

WHEDA reserves the right to reject competitive applications not maintaining a minimum 1.15 debt service coverage ratio through year 15 OR reduce Credit requests/allocation at Review One, Two or Three based on either an "equity gap" model or an initial debt service coverage exceeding 1.40.

WHEDA reserves the right to reduce Credit requests or allocations at any stage of the application process per Section 42 of the Code. Any reduction of Credit will be based on WHEDA's evaluation of debt and equity available and necessary for development feasibility.

WHEDA reserves the right to reject competitive applications for the inability to repay deferred developer fees in the 15 year tax credit period.

**Special Instructions on all Supportive Housing or Elderly Assisted Living Developments:**

Applicant MUST provide along with the application:

1. Separate proforma detailing the service expenses and income of the project, and
2. Supporting documentation describing the assumptions used for service pricing, service expenses and service demand by the residents.

**Remarks concerning Financial Feasibility Test:**

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

**Underwriter Notes:**

Construction Draw Schedule

Activity	Description	Schedule																															
		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052		
<b>Foundation</b>	Excavation																																
	Concrete																																
<b>Structural</b>	Formwork																																
	Rebar																																
	Concrete																																
<b>Roofing</b>	Roof Deck																																
	Roof Truss																																
	Roofing																																
	Insulation																																
	Roofing																																
<b>Exterior</b>	Landscaping																																
	Site Work																																
	Site Work																																
	Site Work																																
	Site Work																																
<b>Interior</b>	Foundation																																
	Foundation																																
	Foundation																																
<b>Final Development Cost</b>																																	

Agilent Notes

Project Number:

Submitter/for Notes

## Instructions / Scoring Summary

### 2020 SELF-SCORING EXHIBIT

Calculate Applicant Scores for your development on this Exhibit. You must proactively choose or decline participation in each scoring category. Points will not be awarded if not requested, or if the required documentation for a category is not submitted, is insufficient, or is in an unacceptable form. Applicants must commit via written agreements to actions supporting points awarded in scoring categories. Once a development has executed a Reservation of Credit, no changes to the development score will be allowed.

WHEDA will determine final point scores after reviewing information provided by applicant. If two or more applicants receive the same score, the application with the most points scored in the category "Areas of Economic Opportunity" will be ranked the highest. A secondary tiebreaker, if needed, will rank applications by lowest amount of Housing Tax Credits (HTCs) per low income unit.

All developments must score at least 120 points to be eligible for Credit. Points ending in a fraction will be rounded down. WHEDA reserves the right to change this threshold as it deems appropriate.

Unless otherwise noted, for scattered site developments, two-thirds of the sites must meet the scoring category criteria to receive points.

Scoring Categories	2020 Points	Applicant Score	WHEDA Score
1. Lower Income Areas	5	0	0
2. Energy Efficiency and Sustainability	20	0	0
3. Mixed-Income Incentive	12	0	0
4. Serves Large Families	5	0	0
5. Serves Lowest-Income Residents	60	0	0
6. Supportive Housing	15	0	0
7. Veterans Housing	5	0	0
8. Rehab/Neighborhood Stabilization	25	0	0
9. Universal Design	18	0	0
10. Financial Leverage	36	0	0
11. Eventual Tenant Ownership	3	0	0
12. Development Team	12	N/A	0
13. Areas of Economic Opportunity	28	0	0
14. Rural Areas without Recent Tax Credit Awards	8	0	0
15. Workforce Housing Communities	12	0	0
16. Community Service Facilities	5	0	0
<b>Scoring Total</b>	<b>269</b>	<b>0</b>	<b>0</b>

All Appendices and WHEDA forms referenced in scoring categories can be located on WHEDA's website ([www.wheda.com](http://www.wheda.com))

Reminder: In the General, Preservation and Supportive Housing set-asides, the credit limit will be \$1,400,000 per application. In the Non-Profit and Rural set-asides, the credit will be limited to \$800,000 per application.

**Lower-Income Areas**

Do you wish to claim points for this scoring category?

**Eligible Locations:**

Check one box, if both are selected then 3 points will be unselected.

Yes/No	Points	Feature
Please answer Yes/No	5	<b>Five Points will be awarded for:</b> 1. Properties in a QCT that have a Concerted Community Revitalization Plan (CCRP) that specifically addresses the need for affordable and/or rental housing in the area of the proposed HTC project • Attach a print-out of census tract from American Fact Finder or similar program • Provide the website location for the community revitalization/redevelopment plan or provide a hard copy of the plan 2. Properties located on federally designated Tribal lands
Please answer Yes/No	3	<b>Three Points will be awarded for:</b> 1. Properties in a QCT that have a Concerted Community Revitalization Plan (CCRP) that specifically addresses the need for affordable and/or rental housing in the area of the proposed HTC project • Attach a print-out of census tract from American Fact Finder or similar program • Provide the website location for the community revitalization/redevelopment plan or provide a hard copy of the plan

Concerted Community Revitalization Plans (CCRPs) must:  
 1. Be geographically specific (the proposed HTC development must be within the identified planning area)  
 2. Include a strategy for obtaining commitments of public and private investment for infrastructure, amenities, or services beyond the proposed HTC development  
 3. Clearly demonstrate the need for revitalization in the planning area  
 4. Include elements such as outcome goals, timelines and benchmarks, and identification of community partners  
 5. Have been approved within the past 10 years

CCRPs do not necessarily need to be approved by the local municipality. CCRPs completed by neighborhood groups (which meet the criteria noted above) will be acceptable.

Applicant Score Maximum 5 Points

0

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	
Underwriter Scoring Comments	
Peer Review Comments	

**Underwriter Additional Notes:**

**Energy Efficiency and Sustainability**

Do you wish to claim points for this scoring category?

Points will be awarded to developments which promote long term energy efficiency and sustainability through thoughtful design and development location.

Yes/No Please answer	Max Points	Description
	15	Sustainable Design Properties built to the Wisconsin Green Built Home Standard (score of 200 or more) or those meeting the Enterprise Green Communities Criteria are eligible to receive 15 points in this category.  WHEDA will require program certification from Wisconsin Green Built Homes or Enterprise Green Communities prior to release of the 8609.
	5	<b>Public Transportation</b> Points will be awarded to developments in which any portion of the site is located no more than one half (0.5) of a mile from a regularly scheduled local bus stop. Projects on tribal land with "on call" transportation programs that provide the users a choice of local destinations shall be eligible for these points.  Provide a map or schedule showing that the site is no more than one-half mile from a regularly scheduled bus stop. For properties on tribal land, provide evidence of "on call" transportation programs that provide the users a choice of local destinations.

Total Points **Maximum 20 Points**

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score  
Underwriter Scoring Comments  
Peer Review Comments

**Underwriter Notes:**

**Mixed Income Incentive**

Do you wish to claim points for this scoring category?

**NOTE:**

- To qualify for points in this category, market rate rents must be at least 5% greater than the 60% CMI gross rent limit Section 42 of the Internal Revenue Code of the comparable unit sizes. Market rate rents must be supported by the market study
- Applicants applying in the Supportive Housing Set-Aside are prohibited from scoring points in this category.
- Applicants applying in the Preservation Set-Aside are prohibited from scoring points in this category.
- Applicants applying in the Rural Set-Aside are prohibited from scoring points in this category.
- Scattered site developments are prohibited from scoring points in the category.

Percentage of market-rate units in development. Score 0.80 points for every percentage point of market-rate units in the development as a whole, up to 12 points. Common space manager units should not be included in the total unit count.

Number of Market Rate Units	0
Total Units	0
Market Rate %	0%
Times 100	0
Multiplied by 0.80	0.00

Example – Eight (8) market rate units divided by 60 total units = 13.33%. 13.33 x 0.80 = 10.67 rounded down to 10 points

Total Points **Maximum 12 Points**

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score   
 Underwriter Scoring Comments   
 Peer Review Comments

**Underwriter Notes:**

msawyer

Serves Large Families

Do you wish to claim points for this scoring category?

**NOTE:**

- Supportive Housing Set-Aside applications cannot score points in this category.
- Majority elderly developments cannot score points in this category, unless the property includes family units located in a separate building (or buildings) on the same site as the elderly units.
- Units with project based vouchers or other rental subsidies must be reflected as 60% CMI units on the Unit Mix page

1. New construction/adaptive reuse units must
  - be 50% CMI or below or have committed project based vouchers or other rental subsidies AND
  - have ground floor private entrances (include architect's certification with initial application)

2. The market study and the HTC application must clearly identify the development as "Family" to claim points.

Divide the number of three-bedroom (or larger) low-income Family units by total number of low-income units

Three-Bedroom (or Larger) Low-Income Units  
Total Low-Income Units

0
0 0%

Percentage	Points
5-10%	1
11-15%	3
16-100%	5

Maximum 5 Points  
Total Points

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score  
Underwriter Scoring Comments  
Peer Review Comments


Underwriter Notes:



**Serves Lowest-Income Residents**

Do you wish to claim points for this scoring category?

NOTE:  
Points will not be awarded in this category for developments applying in the Preservation Set-Aside.

Tax-exempt bond-financed developments are allowed to score points.

Applications will be allowed to score points in this category for new construction projects covered by operating or rental subsidies.

\*Developments using committed project based vouchers or other rental subsidies as "50% CMI equivalents" for the calculation below. These units are to be reflected as "60% CMI units" on the Unit Mix page.

WHEDA will award points to developments with a minimum percentage of units reserved for households with incomes at 50% or less of county median income. The market study must show there is a sufficient market for the target population.

**A. 60 Point Calculation**

CMI Set-Aside Percentage	Number of Units @ CMI	Percentage of Total (Must equal or exceed 5%)	Multiply Percent by Factor	Total Points
50%	0	0.00%	X 0.86	0.00
40%	0	0.00%	X 1.07	0.00
30% or Lower	0	0.00%	X 1.29	0.00

Note to Applicants: The unit mix stated in the Application, and the unit mix for which points are taken above, will be reflected in the eventual Land Use Restriction Agreement for the property.

Total Points Maximum 60 Points

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	<input style="width: 100%;" type="text"/>
Underwriter Scoring Comments	<input style="width: 100%;" type="text"/>
Peer Review Comments	<input style="width: 100%;" type="text"/>

**Underwriter Notes:**

Supportive Housing

Do you wish to claim points for this scoring category?

**NOTE:**

Supportive Housing Set-Aside applications cannot score points in this category.

Points will be awarded to developments intending to provide supportive services to veterans, individuals, and to families who may require access to supportive services to maintain housing.

WHEDA will require that an affidavit be executed and filed by the property manager in the property files attesting that the supportive housing unit was marketed in accordance with the 30 day marketing period requirement

No more than 25% of units may be targeted to residents with disabilities.

Score .75 point for every percentage point of targeted housing in the development as a whole, up to 15 points. Points are rounded down. Common space manager units should not be included in the total unit count.

Number of Supportive Units	Total Units	Percentage of Supportive Housing	Points
0	0	0%	0

In order to score points in this category the applicant must:

1. Provide any combination of 30% CMI HTC units and rental subsidy assistance for the targeted units. If rental subsidies, applicant must submit firm commitments for the targeted number of units.

Example: A 24 unit development with 4 units of either 30% HTC units or rental assistance would score 12.0 points.  $(4/24 = 16.67\% \times 0.75 = 12.5)$ .

Examples of allowable rental assistance include: Project-based Section 8 HAP or vouchers, operating subsidy, or capitalized operating fund or other rental subsidy assistance provided by a public housing authority or other government entity.

2. Provide a signed Appendix 5 Certification that the owner will cooperate with WI Department of Health Services (WIDHS) to find qualifying residents for the targeted units.

Total Points:  Maximum Points: 15

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score	<input type="text"/>
Underwriter Scoring Comments	<input type="text"/>
Peer Review Comments	<input type="text"/>

Underwriter Notes:

**Veteran's Housing**

Do you wish to claim points for this scoring category?

Supportive Housing Set-Aside applications cannot score points in this category.

Points will be awarded to developments intending to provide services designed to address the needs of Veterans. The applicant must submit a signed MOU with a County or Tribal Veterans Service Office or a Veteran- specific Service Provider. The MOU must describe a referral and outreach system to connect potential Veteran residents with local or State Veteran-specific services and resources.

The project is required to hold open a vacant veterans housing unit for a minimum of 30 days or until local collaborative long term veterans service partners, in conjunction with the management agent, finds a person meeting the target veteran definition and requisite income qualifications to lease the unit. After the 30 days, the unit may be leased to any otherwise income qualifying family or individual.

WHEDA will require that an affidavit be executed and filed by the property manager in the property files attesting that the veterans unit was marketed in accordance with the 30 day marketing period requirement.

The veterans housing units must 60% CMI or below. Rental subsidies are allowable if supported by firm commitments.

Veteran's Units  Total Units  Percentate of Units

Percentage	Points
1-5%	1
6-10%	3
11-100%	5

Total Points  **Maximum 5 points**

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	<input type="text"/>
Underwriter Scoring Comments	<input type="text"/>
Peer Review Comments	<input type="text"/>

**Underwriter Notes:**

Rehab/Neighborhood Stabilization

Do you wish to claim points for this scoring category?

NOTE:

Projects scoring points in this category cannot score points in Areas of Economic Opportunity. Supportive Housing Set-Aside applications cannot score points in this category.

Points will be awarded to applications which propose acquisition and rehab of existing single family, duplex or four-plex housing as part of a targeted, city-supported plan to stabilize neighborhoods due to vacant properties and/or foreclosure, or existing tribal housing. WHEDA will limit the number of Rehab/Neighborhood Stabilization awards to one per application competition in any city, and no more than one to any developer.

Requirements:

City or tribal support letter including 1) description of overall neighborhood plan, 2) details of financial support and 3) support for proposed property clustering.

Minimum 24 units.

Minimum \$25,000 per unit of hard cost rehab. Hard cost rehab, is defined as the Subtotal: New Construction/Rehabilitation on the Project Cost and Credit Calculation page, less Construction of New Buildings.

New Construction allowed only if building(s) will be demolished or have been demolished and is replacing like housing (no additional units). Such new construction is limited to 50% of total units

An application's aggregate occupied units shall be automatically assumed by WHEDA to have a maximum 85% applicable fraction (i.e. assumed to have 15% over-income households) unless the applicant provides rent rolls, certifications, or other information sufficient for WHEDA to determine that a higher applicable fraction will not result in the displacement of current residents. Aggregate un-occupied units may be assumed to be 100% income qualifying.

Applications must demonstrate a year one proforma rent increase of no more than five percent (5%) for any occupied rental units. Provide current rent schedule and explanation.

Must show property clustering no greater than one-half (1/2) mile radius for non-tribal locations. Proposed clustering must be supported by city letter.

Must show financial support minimum 5% of total development cost by the local government and/or private institutions or foundations.

Unit mix may include single family homes, duplexes, tri-plexes or four-plexes but not less than 50% of the total units must be single family homes.

Application operating expenses must reflect annual replacement reserve deposit of \$400/unit minimum.

Reminder: Applicants should provide a plan addressing any proposed temporary relocation of residents. The plan should meet the standards established by the federal Uniform Relocation Act (URA). WHEDA prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated WHEDA prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated to, exceed tax credit maximums. WHEDA may require the reduction of applicable fractions in tax credit awards to avoid displacement of existing residents.

	Maximum 25 points
Total Points:	0

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score	
Underwriter Scoring Comments	
Peer Review Comments	

Underwriter Notes:

**Do you wish to claim points for this scoring category?**

All items must be specified and certified by an architect and attached to the initial application. Incorporated items must meet current code(s) in force for the year of the HTC application, complying with all Federal, State, Local and Municipal laws, codes, rules, ordinances, and regulations as they relate to the specific project.  
The current building code for the State of Wisconsin is the 2015 ICC (International Code Council) Code and the referenced standard for accessibility is ICC/ANSI A117.1-2017. References to section numbers within Universal Design are sections numbers from ICC/ANSI A117.1-2017.

ANSI Intent Statements have been provided to give brief summaries of referenced section numbers but do not replace actual language found in ICC/ANSI A117.1-2017.

**Common Area Features**

Answer Yes/No next to all that apply

Check Box	Points	Feature
	3	Hand rails: In elderly housing only, install handrails on both sides of common hallways at all wall sections 4'0" or more in length uninterrupted by door or window openings. Handrails shall meet the requirements of Sections 505.4 through 505.9. - Cottage style, townhouse, duplex, and single family style are not eligible for handrail point.
	3	Automatic Door Openers: Provide automatic door openers at main accessible entrances to all main buildings, including entrance from accessible parking areas, per Section 404.3.
	3	ANSI Intent Statement: Doors with automatic openers are intended for individuals with mobility impairments and therefore must be designed to additional accessibility guidelines such as 32" clear opening, maneuvering clearances at either side of door, low profile threshold and control switches located beyond the arc of the door swing.
	2	Accessible Signage: Provide accessible signage for all common rooms and dwelling unit entries with visual characters per Section 703.2 and Braille characters per Section 703.4. If possible, unit entry signage shall be mounted 60" maximum above the floor.
	2	Accessible Public Bathroom: Provide accessible public bathroom adjacent to public gathering areas. This common area toilet shall have clearances that meet the requirements of Section 603.

**Unit Features. Minimum of 20% of units, unless otherwise indicated.**

Answer Yes/No next to all that apply

Check Box	Points	Feature
	3	Provide a circular or T-shaped turning space per Section 304 in kitchen(s) and accessible floor level bathroom(s). Turning space shall be outside the door swing in bathrooms unless a 30" x 48" clear floor space is provided within the room beyond the arc of the door swing per Section 603.2.3 Exception 2. Sinks/vanities shall meet the requirements of Section 1103.12.4 including a height of 34" maximum above the floor with a clear floor space for forward approach.
	3	ANSI Intent Statement: Circular and T-shaped turning spaces are an invisible but useful feature of rooms used by individuals with mobility impairments. The turning space is allowed within the door swing arc in bathrooms as this room is assumed to have single occupancy. Section 1103.12.4 dictates a higher level of accessibility features at the sink because it requires forward approach which includes knee and toe clearances. To obtain these clearances, either a wall mounted sink or vanity with removable cabinets can be provided. If a removable cabinet is provided, floor and wall finishes shall extend beneath the cabinet and the removal of the cabinet shall occur without modifications of the sink. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact.
	3	Provide standard roll-in type shower compartment per Section 608.2.2. A two inch (2") maximum raised curb is acceptable. <b>Minimum 5% of total development units.</b> Multi-story units will not receive these points unless: 1) a sample floor plan is submitted to show this feature is located on an accessible floor level, AND 2) at least one bedroom is located on this accessible level floor 3) an alternative is to provide single story building(s) with units incorporating this feature ANSI Intent Statement: A standard roll-in type shower compartments is a minimum of 30" in depth and minimum of 60" in width with shower seat on one end, shower controls on back wall adjacent to shower seat and grab bars provided on back wall and opposite the shower seat. The 2" curb language does not appear in ANSI but is allowed by this point due to the likelihood of water spilling into the bathroom on low threshold type showers.
	2	On accessible floor levels, all closet doors shall have a clear floor space of 30" x 48" minimum to allow either forward or parallel approach by wheelchair. Doors to closets that are more than 18" in depth shall provide at least 32" nominal clear opening.
	2	Bottom edge of mirror at all accessible floor level bathroom sink/vanities to be 40" maximum above the floor. If medicine cabinet is provided in addition to a mirror, then bottom edge shelf on the cabinet to be 44" maximum above the floor.
	3	All interior doors intended for user passage shall comply with Section 1103.5, which includes maneuvering clearances, thresholds, clear width, level hardware, etc. ANSI Intent Statement: The primary entrance door and other doors intended for user passage must incorporate accessibility features. It is important to avoid improperly designed door openings that do not maintain an accessible route throughout the dwelling unit. Common design flaws include a distance less than 32" between a door opened 90 degrees and the door stop, doors not maintaining proper pull or push side maneuvering clearances or the door hardware not being a lever type. The maneuvering clearances at either side of the door determined by direction of travel and are diagrammed at Figure 404.2.3.2.
	3	Garbage disposal switch, range hood controls, and electrical receptacles shall meet the requirements of Section 309. At each section of countertop uninterrupted by a sink or appliance; as long as one accessible electrical receptacle is provided then other ANSI Intent Statement: Section 309 states that operable parts must be located within one of the reach ranges specified in Section 308. Within a kitchen, the obstructed side reach is the most often scenario encountered by a wheelchair user and is defined as the ability to reach a maximum of 24" over an object with the maximum height of 34" to a surface a maximum of 46" high on the far side. A common solution to bring operable parts such as switches and receptacles closer to the user is to have these items mounted on the face of the kitchen cabinets. Another available solution would be extending the operable parts such as switches and receptacles through a full height backsplash which maintains the maximum 24" distance from the face of backsplash to the lip of the counter.
	3	Provide minimum one accessible work surface that meets all requirements of Section 1103.12.3 including top of counter at 34" above the floor, minimum 30" wide, and a clear floor space for forward approach. ANSI Intent Statement: The work surface is a kitchen design feature that would allow a wheelchair user to work at the counter with their knees beneath the working surface. Removable casework is often provided beneath the work surface but the floor and wall finishes shall extend beneath the cabinet and the removal of the cabinet shall occur without modifications to the work surface. There must be a 30" wide opening beneath the work surface when the removable cabinet is removed to allow for forward approach below the work surface.
	3	Entrance doors to the unit shall comply with Section 404 including delayed action closers, maneuvering clearances, low profile threshold, and door hardware. A screen door or storm door may be added in addition to the entrance door with installation ANSI Intent Statement: The entrance door to the dwelling unit requires additional maneuvering clearances because a closer and latch are provided at this door. The maneuvering clearances at the interior and exterior side of the door are determined by direction of travel and are diagrammed at Figure 404.2.3.2.
	2	Where operable windows are provided, provide at least one window in each sleeping, living, and dining space complying with all of Section 309 including the following: are easily grasped with one hand without tight grasping, pinching, or twisting of the hand. <b>Minimum 10% of total development units.</b> ANSI Intent Statement: Section 309 provides accessible design guidance on operable parts. This section is not specific to describing operable windows but has been applied to the window controls for the purpose of this point. Window locking mechanism Carpet shall have 1/2" maximum pile and meet all requirements of Section 302.2
	2	ANSI Intent Statement: Flooring properties are an important factor to those with mobility impairments as they should not restrict movement of a wheelchair or provide tripping hazards at flooring transitions. Carpet pile is limited to 1/2 inch maximum in height. Transitions over 1/4 inch in height and less than 1/2 inch shall be beveled.
	1	Unit light switches shall be rocker type light switches.

Items Below only available for Acquisition/Rehab and Preservation project - points for the following items will not be awarded to Adaptive Reuse projects.

**Minimum of 20% of developments total units, unless otherwise indicated.**

Check Box	Points	Feature
	2	Provide all bathtubs/showers with offset controls and a 30" x 48" clear floor space for parallel approach. Where the centerline of the controls is between 18" and 9" from the open face of the bathtub/shower compartment, the clear floor space in front of the fixture shall extend at least 9" beyond the control wall. Where the centerline of the controls is between 9" and 0" from the open face of the bathtub/shower compartment, the clear floor space in front of the fixture shall extend at least 5" beyond the control wall.
	3	Electrical outlets and cable/data outputs set to a minimum height 18" above the floor.
	3	Thermostats, primary electrical box and light switches set to a maximum height of 48" above the floor.
	2	100% visible units. Provide an accessible route from accessible parking stalls to all dwelling units. Accessible routes shall meet all requirements of Section 402 including Section 404 for accessible doors. The living room, kitchen and minimum of one bathroom (with a minimum of a toilet and sink) must be on the accessible route from the unit entry. Bathroom shall meet the requirements of Sections 1104.11. ANSI Intent Statement: An accessible route is defined by walking surfaces not steeper than 1:20 ramps, curb ramps including flared sides, elevators and platform lift. Once the resident or visitor arrives at the dwelling unit, the unit doorway and path connecting the living room, kitchen and one bathroom shall have proper maneuvering clearances on either side of the doorway. The kitchen is required to have turning space but is not required to have other accessibility features such as 34" high counters or accessible work spaces by this point. Section 1104.11 is lengthy and should be read carefully as there are two bathroom options that may not be intermixed. Under either option turning space, fixture clear floor spaces, reinforcement for future grab bars must be provided
	1	Toilets in units shall have clearances that meet requirements of Section 1104.11.3.1.2. ANSI Intent Statement: All sections referenced are describing the various clearance options at the toilet and are diagrammed at Figure 1104.11.3.1.2 for easier reference. Section 1104.11.3.1.2.2.2 describes a parallel approach measuring 56" deep by 48" wide. Section 1104.11.3.1.2.2.3 describes a forward approach measuring 66" deep by 48" wide. Sections 1104.11.3.1.2.2.1 and 1104.11.3.1.2.2.4 describe widths and vanity overlap.
	3	Low-profile thresholds - All changes in level within common areas and in dwelling units to be 1/4" maximum vertical or 1/2" maximum beveled at 1:2 per Sections 303.2 and 303.3. ANSI Intent Statement: Transitions at doorway or flooring surfaces present tripping hazards. Figure 303.3 provides a good diagram for the acceptable threshold profiles.
	2	Provide reinforcement for the future installation of grab bars at toilets, bathtubs, and shower compartments per Section 1003.11.1. If walls are not being opened up to allow for installation of the reinforcement, a face plate installation for the toilet grab bar ANSI Intent Statement: Reinforcement for installation of grab bars allows a resident an opportunity for safety within the bathroom while not incurring the initial cost of installing grab bars and shower seats in every dwelling unit.
	2	Bathroom/shower compartment permanently lined with non-skid surface or pattern covering 75% of floor.

Sum of Items Checked: 0

Sum of checked items	Maximum total points
34 and Over	18
27-33	14
21-26	10
14-20	6
6-13	3

Total Points: 0 Maximum Points: 18

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	
Underwriter Scoring Comments	
Peer Review Comments	

**Underwriter Notes:**

**Financial Leverage**

Do you wish to claim points for this scoring category?

Is this project financed with Historic Tax Credits?

Projects that received Historic Tax Credits are subject to a 4 point deduction for this category

Annual Housing Tax Credits Requested Subtotal  
 Prior Annual Housing Tax Credits Awarded  
 Annual Housing Tax Credits Total  
 Total Development Costs  
 Annualized Adjustment Factor  
 Adjusted Development Costs  
 Tax Credits Percentage of Adjusted Development Costs

\$0
\$0
\$0
\$0
0.115
\$0
0.0%

(State 4% Rural Setaside: 0.210, State 4% Small Urban SetAside: 0.180, all other projects: 0.115)

**Non-Rural Set-Aside Projects**

Percentage	Points
0-53%	36
53.1-56.0%	32
56.1-59.0%	28
59.1-62.0%	24
62.1-65.0%	20
65.1-68.0%	16
68.1-75%	12
75.1-100%	0

**Rural Set-Aside Projects**

Percentage	Points
0-66%	36
66.1-69.0%	32
69.1%-72.0%	28
72.1%-75%	24
75.1%-78.0%	20
78.1%-81.0%	16
81.1%-85%	12
85.1%-100%	0

Total Points

Maximum 36 Points

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score  
 Underwriter Scoring Comments  
 Peer Review Comments


**Underwriter Notes:**

Eventual Tenant Ownership

Do you wish to claim points for this scoring category?

NOTE:

- Supportive Housing Set-Aside applications cannot score points in this category
- Points are limited to developments designated as BOTH (1) family and (2) single family detached style construction.

100% of the development is intended for eventual resident ownership. A Resident Homeownership Plan must be submitted with initial application. The plan must incorporate an exit strategy, including how units will be marketed and sold to the eventual resident owner, as well as detailing the provision of services including home ownership education, training, and down payment assistance.

The Resident Homeownership plan must include the following:

- Anticipated tenant qualifications
- Pre-purchase homeownership and financial counseling services to be provided
- Estimated timelines for transition to ownership
- Estimated affordable purchase price of units – Show methodology. Use WHEDA's Affordable purchase price limits
- Detail any down payment assistance that will be offered to the residents – for example, will any part of the monthly rent be reserved for down payment assistance?
- Applications must demonstrate a year one proforma rent increase of no more than five percent (5%) for any occupied rental units. Provide current rent schedule and explanation.
- Must show property clustering no greater than one-half (1/2) mile radius for non-tribal locations. Proposed clustering must be supported by city letter.
- Must show financial support minimum 5% of total development cost by the local government and/or private institutions or foundations.
- Must show financial support minimum 5% of total development cost by the local government and/or private institutions or foundations.
- Unit mix may include single family homes, duplexes, tri-plexes or four-plexes but not less than 50% of the total units must be single family homes
- Application operating expenses must reflect annual replacement reserve deposit of \$400/unit minimum.

Release of the LURA after the expiration of the compliance period will be subject to WHEDA's review at that time regarding

Failure to provide any required element of the Resident Homeownership Plan will result in no points.

Maximum 3 Points  
Total Points

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score	
Underwriter Scoring Comments	
Peer Review Comments	

Underwriter Notes:

**Development Team**

Applicants must document Development Team strength and experience. Please refer to appropriate appendix (Development Team) for detailed factors that will be considered by WHEDA in evaluating the Development Team. Applicants are encouraged to consult with WHEDA staff regarding documentation in advance of submitting their application.

**FOR INFORMATIONAL PURPOSES ONLY - SCORING WILL BE COMPLETED BY WHEDA**

Note: Developer scoring will be done based on scores of the Primary Developer and the Co-Developer (if any). WHEDA will use the higher of the following  
 • Total points for the primary developer individually  
 • The average of the total points of the primary developer and co-developer

Development Team	Available Points	Primary Developer	Co-Developer
<b>A. Successful completion of HTC properties (as lead developer) that received B609s (maximum of 2 points)</b>			
Four or more properties in Wisconsin or more than 10 HTC properties in all states	2		
Two or more properties in Wisconsin or more than five HTC properties in all states	1		
<b>B. Years of HTC and multifamily experience (maximum of 2 points)</b>			
Five years of development experience and four years of HTC experience	2		
Four years of development experience and three years of HTC experience	1		
<b>C. Minority Developers (maximum of three points)</b>			
Applications that include a minority developer or minority co-developer that have at least 49% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	3		
Applications that include a minority developer or minority co-developer that have at least 24% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	2		
Note: Controlling entity minority member must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application, or is a graduate of Marquette University's Associates in Commercial Real Estate program (or an equivalent program at another educational institution). Controlling entity minority member must be a certified minority business. Evidence of certified minority business designation can be satisfied by providing Federal, State, Local, or ACRE certification to WHEDA. Controlling entity minority members are also permitted to request a WHEDA minority certification no later than 30 days in advance of the application deadline.			
<b>D. WHEDA evaluation of capacity, delivery of prior HTC properties and timely &amp; accurate completion of prior HTC applications and awards (maximum of 3 points)</b>			
	3		
	2		
	1		
<b>E. Development team members (maximum of 2 points)</b>			
Two points will be awarded for applications that include a Nongprofit organization, acting as Developer and Owner, that meets the requirements for applicants in the Nongprofit Set-Aside. Nongprofit points will only be applied to the Nongprofit entity only.	2		
Two points will be awarded for applications that include an organization, acting as lead Developer and Owner, that has participated in fewer than 4 HTC properties as a lead developer and owner. The points will only be applied to the organization, acting lead Developer and Owner, that has participated in fewer than 4 HTC properties as lead developer and owner.	2		
Note: Developers and Co-developers for properties owned by Public Housing Authorities or Tribal Housing Authorities will not be required to have an ownership role in the property.			
WHEDA will continue to reserve the right to deduct up to 6 points for non-compliance with a previous HTC award's representation of scope, support services, design, energy efficiency, amenities, score, certifications, or nonpayment of fees.			
		Subtotals	0
		<b>Total</b>	0

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score

Underwriter Scoring Comments

Peer Review Comments

Underwriter Notes:



Do you wish to claim points for this scoring category?

Projects scoring points in Rehabilitation & Neighborhood Stabilization cannot score points in this category

Up to five points will be awarded for each of the items below (limited to a maximum of 18 points). A list of census tracts/school districts that qualify for Median Income, DPI Accountability Score, High Needs Area and Rent Burden points can be found in Appendix R

Yes/No	Points	Description
	3	Median Income in the Census Tract. Points will be awarded to properties in census tracts at/or above 120% of County Median Income (5 point) and tracts between 100% and 119% of County Median Income (3 points).
	OR	
	5	
	3	School District. Points will be awarded to properties in school districts in the top 25% of the Wisconsin Department of Public Instruction's most recent Overall Accountability Score (5 points) and properties in school districts in the ranking in the second quartile of the Wisconsin Department of Public Instruction's most recent Overall Accountability Score (3 points). WHEDA will require that the project must be a family or mixed population development and maintain at least 20% of the units as 3 bedroom or larger.
	OR	
	5	
	3	Rent Burden. Five points will be awarded to properties located in counties in which 50% or more of renters pay at least 30% of their income toward rent. Three points will be awarded to properties located in counties in which 47% or more of renters pay at least 30% of their income toward rent (3 points).
	OR	
	5	
	5	Located on Federally-designated Tribal Lands, in an area identified by WHEDA as a 'High Need' area, or successful respondent to a city or local competitive RFP/RFQ.  <b>* RFP/RFQ Notes:</b> Applicants must demonstrate they are the successful respondent to a city or local competitive RFP/RFQ to develop a project on publicly-controlled land within the RFP/RFQ specified timeframe (must meet HTC time requirements for the credit allocation). There cannot be an identity of interest between the issuer and awardee. Applicants must submit a copy of the RFP/RFQ along with the award notification from the issuer. Maximum of two RFPs/RFQs per municipality. If a municipality has more than two RFP/RFQ selections, only the two highest scoring WHEDA applications will receive these points.

Access to services and amenities (maximum of 10 points)

Properties will receive one point for proximity to key services and amenities:

- Sites meeting WHEDA's Rural Set-Aside definition: points will be awarded for amenities and services within 2.0 miles
- Sites on Tribal lands: points will be awarded for amenities and services within 4.0 miles
- All other areas of the state: points will be awarded for amenities and services within 1.0 mile

If requesting points for access to services and amenities, include a map with distance measurements, clear color photos, contact person, and contact information. At WHEDA's discretion, absence of these items may result in the project not receiving points claimed.

For the table below, applications containing more than 50% senior units will be allowed to request points in the senior categories -- all other applications should use the Family or Supportive categories:

Choose one:

<input type="checkbox"/>	Senior
<input type="checkbox"/>	Family/Supportive

Check Box	Item
<input type="checkbox"/>	Full Service Grocery Store (2 points)*
<input type="checkbox"/>	Public Elementary, Middle or High School (N/A for Senior)
<input type="checkbox"/>	Senior Center (2 points) (N/A for Family/Supportive)
<input type="checkbox"/>	Full Service Medical Clinic or Hospital**
<input type="checkbox"/>	Library ***
<input type="checkbox"/>	Public park with playground equipment or athletic facilities, or hiking/biking trail
<input type="checkbox"/>	Job-Training Facility, Community College or Continuing Education Programs ****
<input type="checkbox"/>	<b>On-site services and amenities</b>
<input type="checkbox"/>	In-unit internet at no cost to residents (2 points) *****
<input type="checkbox"/>	On-site community room dedicated for residents

\*A convenience store does not meet the definition of full service grocery store  
 \*\*A specialty medical clinic (such as podiatrist or ophthalmologist), diagnostic lab, nursing home or hospice facility does not meet the definition of full service medical clinic or hospital  
 \*\*\*University libraries; public/private school libraries, state kiosk, express libraries or mini/mobile libraries are not eligible for points.  
 \*\*\*\*Job-Training Facility, Community College, or Continuing Education Programs - must be available to tenant base to participate.  
 \*\*\*\*\*In-unit Internet will be confirmed at 8609.

Total Points

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score	<input type="text"/>
Underwriter Scoring Comments	<input type="text"/>
Peer Review Comments	<input type="text"/>

Underwriter Notes:

Rural Areas without Recent Housing Tax Credit Awards

Do you wish to claim points for this scoring category?

**NOTE:**

• Projects scoring points in this category must be located in a rural county that has not received a Competitive Housing Tax Credit Award in the previous three years.

**For 2021, the project must be located in one of the following counties:**

ASHLAND, BARRON, BUFFALO, BURNETT, CLARK, DUNN, FLORENCE, FOREST, GREEN LAKE, IRON, JACKSON, JUNEAU, KEWAUNEE, LANGLADE, MANITOWOC, MARQUETTE, MENOMINEE, OCONTO, PEPIN, POLK, PRICE, RICHLAND, RUSK, SHAWANO, TAYLOR, TREMPLEALEAU, VERNON, VILAS, WASHBURN, WAUSHARA

**For 2021, projects located in any of the following counties do not qualify:**

ADAMS, BAYFIELD, BROWN, CALUMET, CHIPPEWA, COLUMBIA, CRAWFORD, DANE, DODGE, DOOR, DOUGLAS, EAU CLAIRE, FOND DU LAC, GRANT, GREEN, IOWA, JEFFERSON, KENOSHA, LA CROSSE, LAFAYETTE, LINCOLN, MARATHON, MARINETTE, MILWAUKEE, MONROE, ONEIDA, OUTAGAMIE, OZAUKEE, PIERCE, PORTAGE, RACINE, ROCK, SAUK, SAWYER, SHEBOYGAN, ST CROIX, WALWORTH, WASHINGTON, WAUKESHA, WAUPACA, WINNEBAGO, WOOD

Total Points  Maximum 8 Points

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	<input type="text"/>
Underwriter Scoring Comments	<input type="text"/>
Peer Review Comments	<input type="text"/>

**Underwriter Notes:**

**Workforce Housing Communities**

Do you wish to claim points for this scoring category?

Up to four points will be awarded for each of the items below. A list of counties/municipalities that qualify for Top Job Centers and Net Job Growth points can be found in Appendix V.

Yes/No	Points	Description
	2	Top Job Centers. Points will be awarded to properties located in a county that added 400 jobs or more in the past 5 years (4 points) or to properties located in a county that had positive job growth of fewer than 400 jobs in the past 5 years (2 points).
	OR	
	4	
	2	Net Job Growth. Points will be awarded to properties located in a county that experienced job growth of 5% or greater in the past 5 years (4 points) or to properties located in a county that experienced job growth between 3% and 4% in the past 5 years (3 points) or to properties located in a county that experienced job growth between 1% and 2% in the past 5 years (2 points).
	OR	
	3	
	OR	
	4	
	4	Individual Employer Growth: A municipality is eligible if an individual employer has added at least 50 net jobs (for permanent employees of the company) in that community during the last five years, and can provide sufficient documentation signed by an authorized representative of the company to prove the growth.

Maximum 12 Points  
Total Points

**Applicant Notes:**

Please further describe:

**Internal Use Only:**

WHEDA Score	<input type="text"/>
Underwriter Scoring Comments	<input type="text"/>
Peer Review Comments	<input type="text"/>

**Underwriter Notes:**

Community Service Facilities

Do you wish to claim points for this scoring category?

• Preservation Housing Set-Aside applications cannot score points in this category

Properties in a Qualified Census Tract, which also includes a job/skill training center or employment counseling center (or similar facilities) as a Community Service Facility included in eligible basis are eligible for 5 points based on these criteria:

- Include an attachment that clearly identifies the costs, basis and LIHTC's attributable to the Community Service Facilities broken out from the other costs in the project budget.
- WHEDA expects that the per-square-foot costs of the Community Service Facilities will be significantly below the per-square-foot costs for the residential portion of the property.
- Include an executed Memorandum of Understanding between the property owner and the operator of the Community Service Facility including but not limited to a description of the use of the property, the services provided, a statement that the services are available throughout the year, and a statement that the facility was used primarily to provide services for individuals whose income is 60% or less than the area's median gross income.
- Include a statement that any fees charged for the services provided in the facility must be affordable to persons at or below the 60% income level.
- The need for the services provided by the Community Service Facility must be stipulated in the project's market study.
- Commercial rent collected from the Community Service Facility space may not be included in the tax credit application for the purposes of calculating Debt Service Coverage Ratio.
- The amount of community service facility basis is limited to 25 percent of the first \$15 million of eligible basis of the project plus 10% of the remaining total Eligible Basis of the project. See IRS Code Section: I.R.C. § 42(d)(4)(C)(ii)
- Applicants with community service facilities should consult with their tax or legal counsel before selecting points in this category

Note: WHEDA will not grant points for project amenities including but not limited to community room, community building, fitness center, resident computer center, or onsite leasing office. WHEDA is the sole arbiter on the appropriateness of points in this category. Applicants are encouraged to consult with WHEDA staff regarding documentation in advance of submitting their application

Total Points  Maximum 5 Points

Applicant Notes:

Please further describe:

Internal Use Only:

WHEDA Score	<input style="width: 100%; height: 15px;" type="text"/>
Underwriter Scoring Comments	<input style="width: 100%; height: 15px;" type="text"/>
Peer Review Comments	<input style="width: 100%; height: 15px;" type="text"/>

Underwriter Notes:

Category	Description
<b>Tax Credit Application Fee</b>	
	\$1,000 (24 Units or Fewer) - Must submit Fee with two copies of Fee Remittance Form on WHEDA.com. Credit will not be reserved, allocated, or allowed without payment of these respective fees.
	\$2,000 (Over 24 Units) - Must submit Fee with two copies of Fee Remittance Form on WHEDA.com. Credit will not be reserved, allocated, or allowed without payment of these respective fees.
<b>WHEDA Loan Application Fee (Only paid at time of tax credit application for Non-Competitive Tax-Exempt Applications)</b>	
	\$250 (24 Units or Fewer) - Must submit Fee with two copies of Fee Remittance Form on WHEDA.com
	\$500 (Over 24 Units) - Must submit Fee with two copies of Fee Remittance Form on WHEDA.com
<b>Application Materials</b>	
	Application Submission Checklist
	Application for Low-Income Housing Tax Credit: Must be printed post electronic submittal and both signed/dated by both primary applicant and co-applicant (if applicable).
	Self Scoring Checklist
	Self Scoring Exhibit
<b>General Threshold Materials</b>	
	<b>Minimum Scoring Threshold:</b> Evidence that the project has met WHEDA's minimum threshold score of 120 points for Federal 4%, State 4%, and Federal 9% projects
	<b>Delinquent Taxpayer Verification:</b> Complete background check for any owners having 20% or more ownership interest for Delinquent Taxes at: <a href="https://revenue.wi.gov/Pages/HTM/delqlist.aspx">https://revenue.wi.gov/Pages/HTM/delqlist.aspx</a> . If there is a delinquency, Application is not eligible for an Award.
	<b>Delinquent Child Support Verification:</b> Complete background check for any owners having 20% or more ownership interest for Delinquent Child Support at: <a href="https://lisocket.wisconsin.gov/Secure/LienDocketSearch.aspx">https://lisocket.wisconsin.gov/Secure/LienDocketSearch.aspx</a> . If there is a delinquency, Application is not eligible for an Award.
	<b>Management Agent:</b> Evidence that the proposed Management Agent has been approved through WHEDA's Management Agent Certification process.
	<b>Permissive Zoning:</b> Evidence that permissive zoning is in place. Final plan approval is not required. If the zoning for a property requires that the site also contain commercial space, applicant to provide documentation describing how the commercial space will be constructed and financed.
	<b>Site Control:</b> A signed & accepted photocopy of an unexpired contract (offer to purchase/deed) between the current owner and the seller for purchase of the property, or a photocopy of the deed if the title has been transferred. Must identify site location (i.e. legal description, address) of the property, terms of sale, price, etc. If seller financing, must identify in offer/option to purchase and submit appraisal supporting value. Options to purchase must extend a minimum of 90 days beyond the application submission date.
	<b>Design Threshold Requirement:</b> Submit copy of Appendix M signed by Applicant/Owner and Architect/Engineer stating all Development Requirements outlined in Appendix M will be incorporated in the completed development, description, address) of the property, terms of sale - price, seller financing, etc. Options to purchase must extend a minimum of 90 days beyond the application submission date.
	<b>Architect Certification:</b> Provide architect certification that the building will be built to the Wisconsin Green Built Home (score of 200 or more) or the Enterprise Green Scoring standard. This letter should also include intent for property to be non-smoking.
	<b>Market Study:</b> Refer to Appendix A. Studies will be considered "stale" after six (6) months but may be updated by the provider. Studies/w/appropriate updates are considered stale after 18 months from original market study date. Confirm completed by an approved provider on WHEDA's list
	<b>Maximum Cost Model:</b> Provide project specific WHEDA Maximum Cost Model (Appendix F).
	Exemptions <ul style="list-style-type: none"> <li>o Public Housing Authorities who are the primary applicant and evidence the intent to use Choice Neighborhood (R.a. HOPE VI) as a funding source</li> <li>o Tribal Housing Authorities who are the primary applicant and evidence the intent to use NAHASDA or similar funding as a source of funds</li> </ul>
	• Development costs attributable to employment-related Community Service Facilities (CSF) will be excluded from the calculation. The inclusion of a CSF in the project must clearly be stated within the application.
	• If development is a combination of new construction and Adaptive Reuse - applicants should input total number of units as Adaptive Reuse and list as Primarily Adaptive Reuse
	• 4% transactions only, if applicant has chosen the option to take a higher developer fee than the standard (see Developer Fee Policy Appendix J) any amount above the standard calculation should NOT be included in the Maximum Cost Calculation
	<b>Organizational Chart:</b> Detailed listing and/or organizational chart of all individuals or corporate entities that will maintain 20% or greater ownership in the managing member or general partner.
<b>Financial Feasibility Threshold</b>	
	<b>80% Committed Funding Sources</b>
	Acceptable Sources <ul style="list-style-type: none"> <li>• WHEDA as the permanent debt lender, applicant must use WHEDA's loan terms on the date of application. Other terms can be used if a term specific executed financing commitment accompanies the application.</li> <li>• Loans or grant with a firm commitment from the lender/grantor/government entity identifying amount, interest rate, term and amortization.</li> <li>• Historic tax credit equity - letter of intent from the syndicator/investor, written evidence that historic designation (Part I) has been applied for, or that the building is already deemed historic, and detailed calculation of the credit and equity amounts.</li> <li>• LIHTC equity amount in LOLA.</li> <li>• Sellers Note - value supported by an appraisal and commitment (or language included in offer/option) provided</li> </ul>
	Commitments (must have work "commitment") or award letters for any non-WHEDA source must be provided and should be signed by both parties. Letter of intent, proposal or expression of interest are not acceptable, must list rate, term, amortization. Contingency for LIHTC award is acceptable but other contingencies that are outside of the applicant's control such as further underwriting, or loan committee approval are not acceptable. Deferred developer fees will not count towards the 80%.
	<b>Financial Feasibility Thresholds:</b> Use WHEDA's Tax Credit Financing rate published on WHEDA.com on the day prior to application submittal and 35-year term/amortization. Unless a firm commitment signed by the lender representative, is provided with terms. 9% tax credit transactions should have a DCR between 1.175 - 1.40 in year 1. 4% tax credit transactions should have a DCR between 1.15 - 1.40 in year 1. Developments should maintain Debt Coverage Ratio between 1.15 - 1.40 in years 2-15. <b>NO Commercial Income used to determine DCR.</b>
	<b>Developer Fee:</b> Must comply with Appendix J. The proposed cash flow model must show that the deferred developer fee is repaid during the 15-year tax credit compliance period.
	<b>Boost:</b> See Appendix E of the HTC application for a list of QCTs and DDAs. WHEDA will provide periodic guidance to applicants regarding the maximum QCT basis boost that may be requested by applicants. Projects are required to comply.
	<b>Credit Pricing:</b> Credit pricing must comply with guidance in posted FAQ document found at WHEDA.com. If pricing is outside posted range, project must include explanation and provide copy of LOI from investor/syndicator.
	<b>Tax Credit Percentage Rate:</b> Refer to QAP and FAQ for guidance found at WHEDA.com
	<b>50% Test:</b> 4% transactions only. Evidence the tax-exempt bond amount listed on the funding sources tab is 50% or more of the Aggregate Basis.
	<b>Maximum Credit Request:</b> Refer to QAP and FAQ for guidance found at WHEDA.com
<b>Threshold Material for all currently occupied developments</b>	
	<b>Provide rent roll</b> (dated not more than 60 days prior to application) and identify all residents whose incomes currently exceed tax credit maximums.
	<b>Provide plan addressing any proposed temporary relocation</b> , or any proposed permanent relocation of over-income residents. The plan should meet the standards established by the federal Uniform Relocation Act (URA). WHEDA prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated to, exceed tax credit maximums. WHEDA may require the reduction of applicable fractions in tax credit awards to avoid displacement of existing residents.
<b>Applications with Co-Applicants</b>	
	<b>Signatures:</b> The co-applicant must sign the application and be listed on the ownership screen as having an interest in the managing member or general partnership. If these are not present the co-applicant should be listed as a consultant under the project team.
	<b>Development Agreement or Memorandum of Understanding:</b> Between the lead developer and co-developer describing the payment of developer fees and the development duties to be performed by each party.
<b>Applications with Income Averaging (Rural 9% or 4% transactions only)</b>	
	Evidence that unit's set-aside at or above 60% CMI may not exceed 95% of the Gross Rent limit Section 42 of the Internal Revenue Code and may not exceed 90% of estimated market rents (as listed in the Market Study)
	Allowed up to 80% CMI units, provided that: (a) the average does not exceed 60% of CMI (b) 100% of units are affordable
<b>Scattered Site Projects</b>	
	Evidence that market rate units listed rents do not exceed 60% of the Gross Rent limit Section 42 of the Internal Revenue Code
<b>Acquisition and Rehabilitation Projects</b>	
	<b>Financial Feasibility Threshold:</b> At WHEDA's discretion. If submitting operating expenses outside of the expected ranges, provide a copy of last three (3) years P&L (revenue & expenses) statements for currently operating developments. A 5% vacancy rate could be used if supported and at WHEDA's discretion.
	<b>Capital Needs Assessment with "Scope of Work" attached:</b> Refer to Appendix G & Appendix G1 (no older than 24 months). Unit inspection frequency must conform with Appendix G. Confirm CMA provider is on WHEDA's approved provider list. Adaptive reuse projects do not need to submit.
	<b>Appraisal:</b> Establishes "As-is market value" for any project requesting 4% Acquisition Credit (includes both Acquisition/Rehab and Adaptive Re-Use transactions). Must be conducted by third-party appraiser with general certification. Must also be completed if requesting to use seller financing as part of committed sources.
	<b>Multi-site Acquisition and Rehabilitation of Single-Family Homes, Duplexes or fourplexes</b> 1) All intended site addresses must be identified in Application One; 2) WHEDA will only require Site Control, Appraisals, and Capital Needs Assessments on 35% of the application's sites at Application One (to help reduce application prep cost). 3) The balance of these materials must be submitted within 180 days of Credit Reservation issuance (i.e. submit with Application Two). 4) The substitution of a limited number of sites at Application Two is allowed if the applicant can demonstrate a) the substitution enhances the development, and b) results in no loss of points.
<b>HUD/RD Developments</b>	
	Evidence of pre-application structure review with HUD or RD. (Refer to Appendix N and Appendix O)
	Provide a photocopy of all Housing Assistance Payment (HAP) contracts, Rental Assistance Payment (RAP) contracts and/or operating assistance contracts. Provide a photocopy of any NAHASDA Assistance. (Refer to Appendix N)
	Actual or Preliminary approval of all subsidy increases from appropriate authority. (Refer to Appendix N and Appendix O)
	Actual or Preliminary approval of any special terms or restructuring from appropriate authority. (Refer to Appendix N and Appendix O)
<b>Non-Profit Set-Aside Projects</b>	
	Non-profit must be named as the "Primary Applicant/Developer" and sign the application
	Articles of Incorporation
	Copy of IRS tax-exempt status or copy of completed application requesting IRS tax-exempt status.
	Fully completed Appendix B, including a statement describing the scope of financial guarantees provided by the Nonprofit.
	Evidence that non-profit has staff with residential development experience
<b>Supportive Housing Set-Aside Projects</b>	
	Submit firm commitments for rental subsidy for a minimum 25% of the total development units from a public housing authority or government entity having such authority, and must clearly state support of the project. Examples of allowable rental assistance include: Project-based Section 8 HAP or vouchers, operating subsidy or capitalized operating fund, or other rental subsidy assistance provided by a public housing authority or other government entity.
	Submit an executed Certification (see Appendix T to the Application) committing to certain conditions
<b>10 Year Rule Documentation (waived for any federally assisted building such as Sec. 8, Sec. 236, Sec. 515, etc.)</b>	
	Provide documentation of placed-in-service date (photocopy of note or other documentation)
	Provide documentation that current owner has owned the development for 10 years or more (photocopy of seller's warranty deed).

Category	Description
1. Lower-Income Areas	<p><b>Qualified Census Tract:</b> Attach a print-out of the project's census tract from American Fact Finder or similar program. In addition, highlight the related census tract on WHEDA's Appendix E.</p> <p><b>Community Revitalization or Redevelopment Plan:</b> Provide a hard copy of the plan, or the website location. Include a write up explaining how the plan meets each of the five requirements. If five points are being requested, the write up should also identify where in the plan the need for affordable and/or rental housing in the specific area of the project is discussed.</p> <p><b>Federally Designated Tribal Land:</b> Attach map showing project location with tribal land</p>
2. Energy Efficiency and Sustainability	<p><b>Sustainable Design:</b> Provide architect certification that the building will be built to the Wisconsin Green Built Home (score of 200 or more) or the Enterprise Green Communities Certification Plus scoring standard.</p> <p><b>Public Transportation:</b> Provide a map showing that the site is no more than one-half (0.5) mile from a regularly scheduled bus stop (measured as the crow flies). If available, please submit the bus schedule as well. For properties on tribal land, provide evidence of "on call" transportation programs that provide the users a choice of local destinations.</p>
3. Mixed Income Incentive	<p><b>Market Study:</b> Market rate rents must be at least 5% greater than the 60% CMI gross rent limit Section 42 of the Internal Revenue Code of the comparable unit sizes. Market rate rents must be supported by the market study.</p>
4. Serves Large Families	<p><b>Unit Set-Aside:</b> Three-bedroom units must be set-aside on Unit Mix tab as 50% CMI. If project based vouchers are attached to the units, must be set-aside on Unit Mix tab as 60% CMI.</p> <p><b>Architect's Certification:</b> On Architect's letterhead, certification that units will have ground floor private entrances for new construction or adaptive reuse properties.</p> <p><b>Market Study:</b> Clearly identify the development as "Family" to claim points</p> <p><b>Majority Elderly Developments:</b> Evidence that the property includes family units located in separate building (or buildings) on the same site as the elderly units</p>
5. Serves Lowest-Income Residents	<p><b>Market Study:</b> Must show sufficient market for target population</p>
6. Supportive Housing	<p><b>Rental Assistance:</b> Provide evidence of type of rental assistance by providing a copy of the firm commitment. (Refer to Scoring Exhibit.)</p> <p><b>Appendix S Certification:</b> Provide a fully executed/completed Appendix S form.</p>
7. Veterans Housing	<p><b>MOU:</b> Signed MOU with a County or Tribal Veterans Service Office or a Veteran-specific service provider. The MOU must describe a referral and outreach system to connect potential veteran residents with local or State Veteran-specific services and resources.</p>
8. Rehabilitation/Neighborhood Stabilization	<p><b>City/Tribal Support Letter</b></p> <p><b>Current rent schedule:</b> Only if currently occupied rental property. Must reflect income of residents and gross monthly rent.</p> <p><b>Relocation Certification:</b> Plan must meet standards established by the Federal Uniform Relocation Act (URL). WHEDA prohibits permanent displacement of residents, including those whose incomes are known to or are estimated to exceed tax credit maximums.</p> <p><b>Last three (3) years P&amp;L (revenue &amp; expenses):</b> Statements only required for currently operating developments.</p> <p><b>Map:</b> Must show property clustering no greater than one-half (1/2) mile radius for non-tribal locations</p> <p><b>Municipality letter:</b> Outlining support of the proposed clustering of sites</p> <p><b>Financial Support Commitment:</b> Fully executed firm commitment from local government and/or private institutions or foundations reflecting a minimum of 5% of total development costs in financial support.</p>
9. Universal Design	<p><b>Architect's certification:</b> Architect must certify that the items checked will be incorporated into the development. (Refer to Self-Scoring Exhibit).</p> <p><b>Floor Plan:</b> Multi-story units requesting roll-in shower points must submit sample floor plan to show the feature is located on an accessible floor level.</p>
11. Eventual Tenant Ownership	<p><b>Submit Resident Homeownership Plan (Refer to Self-Scoring Exhibit)</b></p>
12. Development Team	<p><b>Summary of developer's relevant experience:</b> entire HTC portfolio performance (WHEDA reserves the right to verify), and release of information form and any other supporting documentation that the applicant believes is relevant to document the experience and performance of the Development Team. (Refer to Appendix P and Development Team Experience Form)</p> <p><b>Nonprofit Organization acting as Developer and Owner:</b> If requesting points, include materials required for the Nonprofit Set-Aside as noted in Appendix B.</p> <p><b>Development Agreement or Memorandum of Understanding:</b> Must identify the lead developer and co-developer and describe both the payment of developer fees and the development duties to be performed by each party.</p> <p><b>Controlling Minority Developers Experience:</b> Must evidence acceptable previous experience in the development and/or operation of housing similar to that proposed in the application, or is a recent graduate of Marquette University's Associates in Commercial Real Estate program (or an equivalent program at another educational institution).</p> <p><b>Evidence of Certified Minority Business:</b> Satisfied by providing Federal, State, Local, or ACRE certification to WHEDA. Controlling entity minority members are also permitted to submit evidence of a WHEDA minority certification.</p>
13. Areas of Economic Opportunity	<p><b>Median Income Census Tract:</b> Provide documentation of the census tract for the site - (refer to website American FactFinder - here)</p> <p><b>School District:</b> Identify the School District that includes the site, along with a map or other documentation confirming that the site is within the identified</p> <p><b>Federally Designated Tribal Land:</b> Evidence that the site is within a federally designated tribal land</p> <p><b>High Need Areas:</b> Evidence site is located in or within a 1/2 mile of a designated census tract</p> <p><b>RFP/RFQ Recipient:</b> Provide a copy of the RFP/RFQ and a copy of the award notification</p> <p><b>Access to services and amenities:</b> Include a map with distance measurements, clear color photos, contact person, and contact information. At WHEDA's discretion, absence of those items may result in the project not receiving points claimed. Exclusions are outlined at the bottom of this category.</p>
14. Rural Areas without Recent Housing Tax Credit Awards	<p><b>Evidence site is located within eligible county</b></p>
15. Workforce Housing Community	<p><b>Top Growth Centers:</b> Evidence site is located within a top growth center</p> <p><b>Net Job Growth:</b> Evidence site is located within a geographic area associated with the amount of points being requested</p> <p><b>Individual Employer Growth:</b> Provide sufficient documentation signed by an authorized representative of the company to prove the growth</p>
16. Community Service Facilities	<p><b>Cost Outline:</b> Include attachment that clearly identifies the costs, basis, and LIHTC's attributable to the Community Service Facilities broken out from the other costs in the project budget</p> <p><b>MOU:</b> Include an executed Memorandum of Understanding between the property owner and the operator of the Community Service Facility including but not limited to a description of the use of the property, the services provided, a statement that the services are available throughout the year, and a statement that the facility was used primarily to provide services for individuals whose income is 60% or less than the area's median gross income.</p> <p><b>Fee Certification:</b> Provide a statement that any fees charged for the services provided in the facility must be affordable to persons at or below the 60% income level</p> <p><b>Market study:</b> The need for services provided by the Community Service Facility must be clearly stipulated</p>

Tax Credit Signature Page

The Undersigned hereby acknowledges and certifies to Wisconsin Housing and Economic Development Authority (WHEDA), individually, and on behalf of the Applicant and the Development as part of this application for Low-Income Housing Tax Credit (the Credit) for the (the Development) (this Application) as follows:

1 The Development Team is familiar with Section 42 of the Internal Revenue Code and the related rules and regulations there under (the Code) and the rules and requirements of WHEDA (the Requirements) with regard to the Credit, agrees to be bound by the Code and the Requirements and is in compliance with the Code and the Requirements.

2 The information contained in this Application, including all statements and certifications attached hereto, is true and correct and has been prepared with due diligence. The Development Team has an affirmative duty to notify WHEDA with regard to any changes regarding this Application or the Development. The Development Team knows of no facts or circumstances that would threaten or adversely affect the Development and cause the information in this Application to be incorrect or misleading.

3 WHEDA is subject to Chapter 19 of the Wisconsin Statutes (the Open Records Law). The Development Team hereby consents to disclosure of this Application and related documentation pursuant to the Open Records Law.

4 The Development Team agrees to indemnify and hold harmless WHEDA, its members, officers, employees and agents, from and against any and all claims, suits, damages, costs and expenses arising out of WHEDA's review of and decision with regard to this Application or WHEDA's disclosure of any information pursuant to the Open Records Law. WHEDA makes no representations regarding compliance with the Code or the effect of the Credit on a particular taxpayer. WHEDA review of this Application and related documentation is for its own purposes.

5 Misleading information or representations contained in this Application may result in a revocation of Credit, notification to the Internal Revenue Service and prohibition from participation in the Credit program.

6 The Development Team hereby certifies that the project will be (or has been) constructed in accordance with ADA and Fair Housing Standards.

7 The execution and delivery of this Application and this document is duly authorized and binding on the Development Team.

8 The applicant understands and agrees that all LIHTC application materials and submitted documents may be shared with representatives of HUD and USDA Rural Development under Requirements contained in any Memoranda of Understanding (MOU) executed by and between WHEDA and those agencies.

9 If requested by WHEDA, the applicant/owner agrees to provide accurate, good faith estimates of permanent and/or temporary (construction) jobs to be created or actually created as a result of the Development

Date	<input type="text"/>	<input type="text"/>		
		Applicant Entity (Initial Application)		
		Ownership Entity (Subsequent Applications)		
Name of Development	<input type="text"/>	By	<input type="text"/>	
		Its		
Co-Developer (Initial Application)		By	<input type="text"/>	
		Its		
By	<input type="text"/>	By	<input type="text"/>	
Its		Its		
Date	<input type="text"/>			