

2013 Sample LIHTC Application

Project Name and Location

Project Name: Test

Address:

City: County: Zip:

Census Tract:

Is project in a Qualified Census Tract?

Does a community revitalization plan exist?

Political Jurisdiction:

Jurisdiction CEO Name: First: Last: Title:

Jurisdiction Address:

Jurisdiction City: Zip:

Jurisdiction Phone: E-Mail Address:

Project Description

Project Type:*

New Construction Rehab Adaptive Reuse

Is this an application for additional credit?

If yes, list name of project and WHEDA application number:

Is this a credit application for a property that has completed its LIHTC compliance period?

If yes, list name of project and WHEDA application number:

Will this project be utilizing federal assistance?

Will the project be receiving project based federal rental assistance?

If yes, provide the subsidy source:

and number of units:

RD/Rental Assistance - number of units:

Section 221(d)(3) BMIR - number of units:

Section 236 - number of units:

Section 8 Rent Supplemental or Rental Assistance Payment - number of units:

Section 8 Housing Assistance Payment Contract - number of units:

Other - number of units:

Is HUD approval for transfer of physical asset required?

Is RD approval for transfer of physical asset required?

Is WHEDA approval for transfer of physical asset required?

Targeting of units

Family - number of units: RCAC - number of units:
Elderly - number of units: Supportive Housing - number of units:
Homeless - number of units: Single Room Occupancy - number of units:

Credit Request

Guidance on Set-Aside Selection

Nonprofit Set-Aside: Please see requirements in [Appendix B](#). See description in the QAP.

Rural Set-Aside: See description in the QAP.

Supportive Housing Set-Aside: See description in the QAP.

Preservation Set-Aside: Limited to preservation of existing housing developments subsidized with federal assistance as defined in the QAP.

Set Aside:

Credit percentage applied for: 4% 9%

Federal financing? Type of federal financing

Disaster Credits:

Minimum Set-Aside Requirements (Select only one):*

At least **20%** of the rental residential units in this project will be rent-restricted and occupied by individuals whose income is **50%** or less of area median income as adjusted by family size and published annually by HUD.

At least **40%** of the rental residential units in this project will be rent-restricted and occupied by individuals whose income is **60%** or less of area median income as adjusted by family size and published annually by HUD.

HOME Funds (do NOT check if HOME funds are not being applied for):

At least **40%** of the qualified units are occupied by households with incomes at or below **50%** of median income.

Project Description

Apartment

Type:*

Elevator Building - number of stories: Non-elevator Building - number of stories:

Row house/town house Detached two-family (duplex)

Detached single-family Other:

Construction

Type:*

Slab on grade Partial Basement

proceed?

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

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:

Legal Description of Property:

Site Control

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:

Development Estimated Schedule

Date first building is to be placed in service:

Date last building is to be placed in service:

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	Type of Control	Expiration Date	Number of	Acquisition Cost
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of Control
Document

Units

of Building

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:

Ownership Entity

Owner Name:

C/O:

Address:

City: State: Zip:

Federal Tax ID Number of Ownership Entity:

Entity Type:

Entity Status:

Ownership Contact First Name: Last Name:

Person:

List all general partners, members, and principals. Specify nonprofit, corporate, general partners, or members. Click [Add] to add additional partners, members, and principals.

Entity/Principal Name:

First Name:

Last Name:

Entity/Principal Function: *

Address:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

Nonprofit:

TaxID

Ownership Percentage:

Project Team

Provide contact information for development team members below:

Management Agent Identity of Interest?

Company:

Address:

City: State: Zip:

Phone Email:

Contact Name: First: Last:

Is there a Consultant/Application Preparer?

Consultant/Application Preparer (if different from developer) Identity of Interest?

Company:

Address:

City: State: Zip:

Phone Email:

Contact Name: First: Last:

General Contractor Identity of Interest?

Company:

Address:

City: State: Zip:

Phone Email:

Contact Name: First: Last:

Equity Investor/Syndicator Identity of Interest

Percentage of Interest:

Company:

Address:

City: State: Zip:

Phone Email:

Contact Name: First: Last:

Is there a Design Architect?

Design Architect Identity of Interest?

Company:

Address:

City: State: Zip:

Phone Email:

Contact Name: First: Last:

Is there a Supervisory Architect?

Supervisory Architect Identity of Interest

Company:
 Address:
 City: State: Zip:
 Phone Email:
 Contact Name: First: Last:

Attorney Identity of Interest
 Company:
 Address:
 City: State: Zip:
 Phone Email:
 Contact Name: First: Last:

Project and Unit Amenities

Please provide a detailed description of the proposed project:

Site Amenities (check all that apply):

Community Bldg - Sq Ft:	Community Room - Sq Ft:			
Garages	Number: Rent			
Parking	Surface	Number: Rent		
Underground Parking	Number: Rent			
Laundry Rm	Screened Porch	Resident Computer Center	Exam Rm	Reading Rm/Library
Game/Craft Rm	Exercise Rm	Media Center Rm	Beauty Salon/Barber	Guest Lodging
Chapel	Picnic Area	Garden Plots	Covered Drive Thru	Pool
Car Care Area	Playground	Onsite Leasing Office	Storage Units	Gazebos
Walking Trails	Security Locked Bldg	Community Dining Rm	Therapeutic Whirlpool Tub	Community Patio

Trash Disposal Chutes 24 Hour On-site Resident Manager

Description of On-site Services and Activities:

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

Interior Apartment Amenities (check all that apply):

Range/Oven	Range Hood	Dishwasher	Disposal	Refrigerator	Exterior Storage
Washer/Dryer	W/D Hookups	Pantry	Ceiling fans	Walk-in closets	Drapes
Mini-blinds	Patio/Balcony	Microwave	Sunrooms	Front Porches	
Flooring:	Carpet	Vinyl	Wood	Ceramic Tile	Other
Heating/Cooling:	Gas Heat	Heat Pump	Electric Pump	Electric Heat	Central Air
Window A/C	A/C Sleeve				

Unit Mix

Low Income Units

Low income rents shall be the lower of market rents as determined by the market study, proposed LIHTC set-aside rents, or the current HAP/RAP or other subsidy program rents applicable to the project

Type	# BRs	Net Sq.Ft.	Total # Units	Home CMI%	Mgr Units	Monthly Rent	Utility Allowance	**Total Housing Exp.	Rent Limit

Project will use National Non-Metropolitan Rent Limits Extend Rent Limit

Utilities included in rents:	Water/Sewer	Electric	Gas	Other	Contract Number
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Manager Units treated as common space

Type	# BRs	Net Sq.Ft.	Total # Units	Monthly Rent
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Utilities included in rents:	Water/Sewer	Electric	Gas	Other
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Market Rate Units

Type	# BRs	Net Sq.Ft.	Total # Units	Monthly Rent
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Utilities included in rents: Water/Sewer Electric Gas Other

Statistics

	All Units	Home Units	Manager Units	Gross Monthly Rental Income
Low Income				
30% CMI	0	0	0	0
40% CMI	0	0	0	0
50% CMI	0	0	0	0
60% CMI	0	0	0	0
Low Income Totals.....				
Common Space				
Manager Units	0		0	0
Market Rate	0			0
Totals.....	0	0	0	0

Proposed number of residential buildings: Maximum number of stories in building(s):

Project Includes:

 Elevators - Number of Elevators:

 Accessory Building(s)

 Commercial Facilities

 Other Facilities

Square Footage Information

Gross Floor Square Footage:

Residential Sq.Ft. (All Heated Areas):

Commercial/Retail Square Footage:

Remarks concerning Unit Mix:

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 submittal.

B. Noncompetitive Applications: Use WHEDA's Tax-Exempt Financing rate published on WHEDA.com the week prior to application submission, with a 30-year amortization.

C. Applicant may use other terms if a term-specific, executed financing commitment accompanies the Application.

Source	Non-Amount	Rate Amortizing*	(%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan - Lender Name:						
Subordinate Loan - Lender Name:						
Subordinate Loan - Lender Name:						
Tax Exempt Loan - Bond Issuer						
Tax Exempt Loan - Bond Issuer						
AHP Loan						
Home Loan						
Home Grant						
CDBG Grant						
WHEDA Foundation Grant						
Other - Specify Grantor:						
Other - Specify Grantor:						
Other - Specify Grantor:						
Tax Credit Equity						0
Historic Tax Credit Equity						
Deferred Developer Fees						
Owner Investment						
Other - Specify:						
Total Sources						

Construction Financing

Source of Funds	Amount	Rate	Term (monthly)
Construction Loan - Lender name			
Bridge Loan - Lender name			

Tax Credit Equity

Total:

* "Non-amortizing" indicates that the loan does not have a fixed annual debt service (i.e., the loan is subject to available cash flow). Do not check the Non-Amortizing box if this is "must pay" debt service.

Estimated pricing on sale of Federal Tax Credits:

Remarks concerning Project Funding Sources:

(Please be sure to include the name of the funding source(s))

Project Costs and Credit Calculation

Cost Element	ESTIMATED TOTAL COST	Eligible Basis	
		30% PV	70% PV
A. Purchase Buildings and Land			
Land			
Purchase of Buildings			
Demolition			
Other Buildings a			
SUBTOTAL: Purchase Buildings and Land	0	0	0
B. Site Work			
Site Work			
Off Site Work			
Landscaping			
Other Site Work			
SUBTOTAL: Site Work	0	0	0
C. New Construction/Rehabilitation			
Construction of New Buildings			
Rehabilitation			
Accessory Buildings (Garage, storage, etc)			
Personal Property			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Supervision			
Other New Const			
SUBTOTAL: New Construction/Rehabilitation	0	0	0
D. Contingency			
Construction Contingency			
Other Contingenc			

SUBTOTAL: Contingency	0	0	0
Construction Cost Subtotal	0	0	0

E. Architectural and Engineering

Architect's Fee - Design			
Architect's Fee - Inspection/Supervision			
Engineering Costs			
Other Architecture			
SUBTOTAL: Architectural and Engineering	0	0	0

F. Interim/Construction Costs

Construction Insurance			
Construction Loan Interest			
Construction Loan Origination Fee - Non WHEDA			
Construction Loan Origination Fee - WHEDA			
Construction Loan Credit Enhancement/LOC			
Construction Period Real Estate Taxes			
Water, Sewer and Impact Fees			
Other Interim/Con			
SUBTOTAL: Interim/Construction Costs	0	0	0

G. Financing Fees and Expenses

Cost of Bond Issuance			
Permanent Loan Origination Fee - Non WHEDA			
Permanent Loan Origination Fee - WHEDA			
Permanent Loan Credit Enhancement			
Other Financing F			
SUBTOTAL: Financing Fees and Expenses	0	0	0

H. Miscellaneous Costs

Property Appraisal			
Market Study			
Environmental Report			
Survey			
Rent-Up Marketing			
Tax Credit Application Fees			
Tax Credit Compliance Fee			
Tax Credit Allocation Fee			
Cost Certification/Accounting Fees			
Title and Recording			
Permanent Relocation Expenses			

Temporary Relocation Expenses			
Furnishings and Equipment			
Capital Needs Assessment Report			
Legal Fees - Miscellaneous			
Legal Fees - Real Estate			
<input type="text" value="Other Miscellaneous"/>			
SUBTOTAL: Soft Costs	0	0	0
I. Syndication Costs			
Bridge Loan Fees and Expenses			
Organizational (Partnership)			
Tax Opinion			
<input type="text" value="Other Syndication"/>			
SUBTOTAL: Syndication Costs	0		
J. Developer's Fees			
Developer's Fee - Received			
Developer's Fee - Deferred			
Developer Overhead			
Consultants			
<input type="text" value="Other Developer's"/>			
SUBTOTAL: Developer's Fees	0	0	0
K. Reserves			
Rent-Up Reserve			
Operating Reserve			
Replacement Reserve			
Capital Needs Reserve			
Debt Service Reserve			
Escrows			
<input type="text" value="Other Reserves"/>			
SUBTOTAL: Reserves	0		
Intermediate Costs	0	0	0
Total Development Costs	0	0	0
Less Federal Financing			
Less Nonqualified Nonrecourse Financing			
Less Historic Tax Credit Residential			
Less			
<input type="text" value="Other"/>			
Total Eligible Basis		0	0

Adjustment for QCT		
Deduction from QCT Adjustment		
DDA/HFA Boost		
Deduction from DDA/HFA Boost		
Applicable Fraction	0%	0%
Total Qualified Basis	0	0
Tax Credit Percentage Rate	0%	0%
Federal Tax Credits at Estimated Rate	0	0
Total Federal Tax Credits at Estimated Rate	0	
Previous Year's Allocation		
Federal Tax Credits Requested	0	

Credit Calculation Using Equity Gap		
Total Project Costs	0	
Less:		
Loans		
Grants		
Historic Rehab Credits		
Other		
Total Sources of Funds	0	
Total Equity Gap	0	
Minimum Credit Value		
Investor Ownership %	0%	
Tax Credit Allowed by Equity Gap Calculation		
Credit Calculated by:		
Eligible Basis Calculation	0	
Equity Gap Calculation	0	
Other Adjustment		
Credit Amount	0	
Disaster Credit Amount		
Per-Capita Credit Amount		

Remarks concerning Project Costs and Credit Calculation:

- * Other Adjustment - Developments may be subject to a reduction in credit by the equity gap calculation.
- 1. Architectural fees in eligible basis (including both design and supervision) are limited to \$3,000 per unit (\$3,500 per unit for historic rehabilitation).
- 2. Construction supervision, consultant fees, developer fees and developer overhead are limited to a combined 15% of total development costs for new developments with 24 units or less and to 12% for those with more than 24 units. Those same fees are subject to greater restrictions for the acquisition portion of acquisition/rehab projects. See [Developer Fee Policy](#).

- 3.If the construction lender and permanent lender are same entity, the construction loan origination fee is not allowed in eligible basis.
- 4.General requirements, contractor overhead and contractor profit are limited to 14% in aggregate.
- 5.An amenity for which there will be an additional fee for the resident (parking, for example) must have its corresponding capital cost excluded from Eligible Basis on the Credit Calculation page, and on the project's Cost Certification. For those applications in which the costs of underground parking are removed from eligible basis, a minimum of \$7,500 per underground space should be removed from eligible basis. Use minimum \$2,000 per space for above ground covered parking.
See Instructions for calculation methodology.

Projected Operating Costs

Project Operations (Year One)

I. Rent Expense

Conventions and Meetings	
Management Consultants	
Advertising/Marketing Expense	
Subtotal: Rent Expense	0

II. Administrative Expenses

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	
Bad Debt Expense	
Misc Administrative Expenses	
Subtotal: Administrative Expenses	0

III. Utilities Expenses

Fuel Oil	
Electricity (Light & Misc. Power)	
Water	
Gas	
Sewer	
Owner-paid unit amenities	
Subtotal: Utilities Expenses	0

IV. Operating & Maintenance Expenses

Payroll	
Supplies	
Contracts	
Operating and Maintenance Rent Free 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	
Miscellaneous Operating & Maintenance Expense	
Subtotal: Operating	0

V. Taxes and Insurance

Real Estate & Personal Property Taxes	
Payroll Taxes - Project Share	
Property and Liability Insurance (Hazard)	
Fidelity Bond Insurance	
Workmens Compensation	
Health Insurance and Other Employee Benefits	
Misc Taxes, Licenses, Permits, and Insurance	
Subtotal: Taxes and Insurance	0

VI. Total Service Expense

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
<hr/>	
Tax Credit Monitoring Fees	
Annual Replacement Reserves	
Total Operating Expenses	0
Total Units	
Per Unit Per Month	

Remarks concerning Projected Operating Costs:

Projected Cash Flow

Year One

Inflation Rate	
Income Inflation Rate	0%
Expense Inflation Rate	0%
Operating Income	
Gross rental income (from Unit Mix - Total Monthly Rent)	
Parking	
Stores and Commercial	
Laundry and Vending	
Other (specify):	
Other	
Total Gross Income Potential at 100% Occupancy	0
7% Vacancy Allowance	0
NET RENTAL/OTHER INCOME	0

TOTAL OPERATING EXPENSES (from Projected Operating Costs)	
NET OPERATING INCOME	0
DEBT SERVICE (from Funding Sources Loans)	
NET CASH FLOW	0
DEBT COVERAGE RATIO (Minimum of 1.15)	

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

20-Year Cash Flow

Year	1	2	3	4	5	6	7	8	9	10
Net Rental/Other Income										
Total Operating Expenses										
Debt Service										
Net Cash Flow										
Debt Coverage Ratio										
Year	11	12	13	14	15	16	17	18	19	20
Net Rental/Other Income										
Total Operating Expenses										
Debt Service										
Net Cash Flow										
Debt Coverage Ratio										

Developments should maintain Debt Coverage Ratio of minimum 1.15 through year 15.

Calculations:

- "Debt Service" is the sum of "regular/amortized loan debt service + non-amortizing annual service" as entered by user from Funding Sources section.
- "Net Cash Flow" is "Net Rental/Other Income" minus "Total Operating Expenses" minus "Debt Service".

3. "Debt Coverage Ratio" is ("Net Rental/Other Income" minus "Total Operating Expenses") divided by "Debt Service".

Financial Feasibility Threshold Test

WHEDA will evaluate the financial feasibility of all LIHTC 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.

	Value outside of expected range please enter explanation.	Note:
PUPM Operating Expenses & Replacement Reserves	\$0.00	Per Unit Per Month Note
Expected Range: Elderly - \$365 to \$450		
Expected Range: Family/Other - \$400 to \$500		
Expected Range: Single Family Homes/Duplex - \$450 to \$525		
	Value outside of expected range please enter explanation.	Note:
Debt Coverage Ratio: Primary "Must Pay" Debt	0.000	Debt Ratio Note
Expected Range: 1.175 to 1.40		
Expected Range for Tax-Exempt Applications: 1.10 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		
	Value outside of expected range please enter explanation.	Note:
Operating Reserve	0.00	Operating Reserve Note
Expected Value: 6.0 months or more		
	Value outside of expected range please enter explanation.	Note:
Annual Per-Unit Replacement Reserves	\$0.00	Annual Reserves Note
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		

WHEDA reserves the right to reject competitive applications not maintaining a minimum 1.175 debt service coverage ratio through year 15 (1.10 for noncompetitive applications) 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.

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:

Instructions/Scoring Summary

2013 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 highest percentage of units set aside at 30% and 40% of county median income will be ranked the highest. A secondary tiebreaker, if needed, will rank applications by lowest cost per unit.**

All developments in the Preservation Set-Aside must score at least 140 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	2013 Points	Applicant Score
1. Lower-Income Areas	5	0
1. Energy Efficiency and Sustainability	48	0
3. Community Notification and Support	8	0
4. Mixed-Income Incentive	15	0
5. Serves Large Families	18	0
6. Serves Lowest-Income Residents	80	0
7. Supportive Housing	25	0
8. Elderly Assisted Living-RCACs	18	0
9. Rehab/Neighborhood Stabilization	30	0
10. Universal Design	23	0
11. Financial Participation	25	0
12. Ownership Characteristics	6	0
13. Eventual Resident Ownership	3	0
14. Development Team	50	0

15. Readiness to Proceed	15	0
16. Credit Usage	40	0
17. Debt Coverage Ratio	6	0
18. Employment Centers and High Needs Areas	30	0
Scoring Total	445	0

1. Lower-Income Areas

Do you wish to claim points for this scoring category?

Eligible Locations:

- Developments located in a qualified census tract (see [Appendix E](#)), and in which the development contributes to a community revitalization or redevelopment plan. **Attach a map of the census tract showing the project location and a copy of the plan.**
- Developments on federally designated tribal lands. These applications do not need to submit a community revitalization or redevelopment plan, but must attach a map of tribal land showing the project location.

Maximum 5 Points Total Points:0

2. 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.

Check Box	Points	Description												
		<p>Wisconsin Green Built Home Certification Points will be awarded to developments certifying they will be/have been built according to the <u>Wisconsin Green Built Home Standard</u>. Architect certification showing intent is required with initial application. Wisconsin Green Built Home certification will be required prior to release of 8609.</p> <p>Select the intended WGBH Score</p> <table border="1"> <thead> <tr> <th>Check Box</th> <th>WGBH Score</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td></td> <td>Greater than 150</td> <td>25</td> </tr> <tr> <td></td> <td>120 – 149</td> <td>15</td> </tr> <tr> <td></td> <td>75 – 119</td> <td>10</td> </tr> </tbody> </table>	Check Box	WGBH Score	Points		Greater than 150	25		120 – 149	15		75 – 119	10
Check Box	WGBH Score	Points												
	Greater than 150	25												
	120 – 149	15												
	75 – 119	10												
	3	<p>Focus on Energy Consultation Submit a letter from Focus on Energy, stating that the applicant has met, in person with Focus on Energy staff to review this proposed development for possible energy savings ideas. OR provide evidence that Focus on Energy has conducted a no-cost energy audit</p>												

for an existing multifamily building.

Strong Linkages WHEDA is committed to housing which provides the best possible linkages for residents, and which potentially reduce resident transportation costs. Find “Walkscore” value by visiting Walkscore.com and typing in the project address. Enter the Walkscore below. For scattered sites, enter the two lowest address scores:

15 Walkscore Walkscore (for Scattered site) Points Calculated
| | |

Print the Walkscore page and submit your calculation with initial application. Walkscore Point Calculation = Multiply Walkscore by .15, round down to the next whole number.

Public Transportation

5 Points will be awarded to developments located no more than two tenths (0.2) of a mile from a regularly scheduled bus stop **OR** other designated public transit stops, hub, or stations. Provide corroborating information with initial application.

Maximum Points: 48 Total Points: 0

3. Community Notification and Support

Do you wish to claim points for this scoring category?

Check
Box Points Description

2 **Local Notification:**
Submit a Local Official Notification form executed by a local elected official, or a local non-elected official from the planning department (or local equivalent). This document signifies local notification, and does not represent local approval or support. Applicants should follow local approval processes conditioned by local planning and zoning priorities.

Maximum 2 points.

Community Support:

Two (2) points for each letter of support from local non-elected municipal officials, local elected public officials other than individuals signing Local Notification Form, local housing-related neighborhood groups, local housing authorities, or major employers.

of
Support
Letters

6 The letter(s) must not be neutral and must clearly demonstrate favorable support.
The letter(s) must not be from multiple individuals from the same entity/organization.
The letter(s) must not be from an official from a different jurisdiction.
The letter(s) from major employers must match criteria in the Employment Center and High Need Areas scoring category.
The letter(s) must be received by WHEDA no later than the application deadline date.

Maximum 6 points.

Maximum Points: 8 Total Points: 0

4. Mixed-Income Incentive

Do you wish to claim points for this scoring category?

Percentage of market-rate units in development. Score 1.00 (one) point for every percentage point of market-rate units in the development as a whole, up to 15 points.

for developments with federal operating or rental subsidies, or developments with federal financing unless they clearly result in the creation of new low-income units. In addition, points are not awarded for units with dedicated, project-based vouchers or certificates*. Tax-exempt bond-financed developments are allowed to score points. Projects using HOME funds that results in the addition of new low-income units are also allowed to score points.

*Developments scoring points in Category 7, Supportive Housing, may use committed project based vouchers or other rental subsidies as “50% CMI equivalents” for the 70 Point calculation below.

A. 70 Point Calculation

Total Units for Development				
CMI Set-Aside Percentage	Number of Units @ CMI	Percentage of Total, (Must equal or exceed 5%)	Multiply Percent by Factor	Total Points
50%		%	X 1.00=	
40%		%	X 1.25=	
30% or Lower		%	X 1.50=	

B. 10 Bonus Points

Check Box	Points	Description
<input type="checkbox"/>	10	The application includes 6 or more 30% CMI Units.

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.

Maximum 80 Points Total Points: 0

7. Supportive Housing

Do you wish to claim points for this scoring category?

Points will be awarded to developments intending to provide support services to veterans, individuals and families who are homeless, at risk of homelessness and/or have disabilities and who require access to supportive services to maintain housing.

Important Note: WHEDA hopes to be selected in a HUD Section 811 Demonstration Program in which state housing finance agencies can allocate Project Rental Assistance Contracts (PRAC) to help provide rental assistance to qualifying LIHTC projects. No more than 25% of the units in these qualifying projects may be targeted to people with disabilities (this is Option A described below). If selected by HUD, WHEDA may offer 811 PRAC to projects applying under Option A. Applicants should be aware that tenants eligible for Section 811 units are anticipated to be those with a disability and 1) Those eligible persons currently residing in institutions or nursing homes, who may also qualify for the “Money Follows the Person” program. Or 2) Those eligible persons who may be at risk of institutionalization, who currently live in substandard housing or who are not living where or with whom they choose. Applicants applying under the Supportive Housing Set Aside (Option B) will not be eligible for Section 811 PRAC.

WHEDA will provide additional guidance should Section 811/PRAC assistance become available.

Check Box	Points	Description						
	15	<p>These points encourage service delivery in an integrated setting (e.g. 25% or less of residents are expected to require services). <u>To secure points in this category the applicant may not apply in the Supportive Housing Set Aside.</u> Development and application must meet below Criteria 1 through 4 AND encourage service delivery in an integrated environment. Score 0.60 point for every percentage of supportive housing in the development as a whole. Maximum of 15 points</p> <table border="1"> <thead> <tr> <th>Number of Supportive Units</th> <th>Total Units</th> <th>Percentage of Supportive Housing Points</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> % </td> </tr> </tbody> </table>	Number of Supportive Units	Total Units	Percentage of Supportive Housing Points			%
Number of Supportive Units	Total Units	Percentage of Supportive Housing Points						
		%						
	25	<p>These points encourage service delivery in a development where the majority of residents are expected to require services. <u>To secure these points, an application must apply in the Supportive Housing Set Aside.</u> Development and application meet below Criteria 1 through 4 AND intend to offer supportive services to a minimum of 50% of the development units.</p>						

Please describe primary target population you intend to serve below.

1. **Rent Level or Assistance.**

Option A.

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

Example: A 24 unit development under Option A with 3 units of either 30% LIHTC units or rental assistance, or both, would score 7.0 points. $(3/24 = 12.5\% \times 0.60 = 7.5)$.

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.

Option B.

Provide rental subsidy assistance. Applicant must submit any firm commitments of rental subsidy assistance for the targeted number of units.

Example: A 24 unit development under Option B must demonstrate rental assistance commitments for 12 units minimum.

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

2. **Support Service Provider.**

Provide to WHEDA documentation indicating experience, mission and capacity of Service Provider(s) for the target population. Complete and attach a [Relevant Experience and Certification Service Provider](#) sheet. Note: All Service Providers described must be a 501©(3) non-profit or tax exempt organization with a minimum of five years experience in that field.

3. **Service Plan.**

Provide to WHEDA a Memorandum of Understanding executed by both the applicant and anticipated Service Provider detailing:

- how the services will enhance independent living success and promote the dignity of residents
- the services that will be offered
- how the services will be funded
- a marketing plan to insure the target population can be attracted to the development
- how residents will be connected with a service provider if services are not provided by the owner

4. **County agency, Managed Care Organization, or other major service funder support.**

Provide to WHEDA a letter of support from the appropriate county agency or Managed Care Organization (in FamilyCare counties) or other major service funder where the development will be located indicated that:

- The proposed development and the Service Plan has been reviewed;

- The agency or organization feels there is a need for the supportive housing units, and that the housing and service and marketing plan is consistent with State or local plans and policies;
- The agency or organization currently provides or will provide funding for services to residents that meet its eligibility criteria;
- The agency or organization does (or does not) have experience with the proposed service provider and, if it does have experience with the service provider, a description of that experience.

Maximum Points: 25 Total Points: 0

8. Elderly Assisted Living-RCACs

Do you wish to claim points for this scoring category?

Points will be awarded to developments intending to provide supportive services to elderly persons in a certified Residential Care Apartment Complex (RCAC).

In order to score points in this category the applicant must demonstrate to WHEDA's satisfaction the following:

1. **Support Service Provider.** Provide to WHEDA documentation indicating experience, mission, and capacity of Service Provider(s) for the target population. Complete and attach a *Relevant Experience and Certification Service Provider* sheet. (see www.wheda.com for form). Note: All Service Providers must demonstrate a minimum of five years experience in the field.
2. **Service Plan.** Provide to WHEDA a Service Plan executed by both the applicant and anticipated Service Provider detailing:
 - How the services will enhance independent living success and promote the dignity of residents
 - the services that will be offered
 - how the services will be funded
 - a marketing plan to insure the target population can be attracted to the development
 - how residents will be connected with a service provider if services are not provided by the owner
3. **Design Features.** Include with initial application architect's certification this development will be built according to the requirements in Wisconsin Statute 50, HFS 89.
4. **Market Demand.** The market study submitted must specifically support a sufficient market for and demand by the target population. WHEDA's Market Study Guidelines for RCACs must be followed.
5. **County agency and/or Care Management Organization Support.** Provide to WHEDA a letter of support from the appropriate county agency or Care Management Organization (in Family Care counties) where the development will be located indicating that:
 - the proposed development and the Service Plan has been reviewed;
 - the agency or organization feels there is a need is for the RCAC, and that the housing and service plan is consistent with State or local plans and policies;
 - the agency or organization currently provides or will provide funding for services to residents that meet its eligibility criteria;
 - the agency or organization does (or does not) have experience with the proposed service provider and, if it does have experience with the service provider, a description of that experience.
6. Licensed CBRFs and Adult Family Homes are not eligible for credit.

Check Box	Points	Description
<input type="checkbox"/>	18	Check the box if the development and application meets all of the above criteria and intends to offer supportive services to the elderly in a certified (State of Wisconsin

Administrative Code HFS 89) RCAC in at least 50% of the total development units.

Maximum Points: 18 Total Points: 0

9. Rehab/Neighborhood Stabilization

Do you wish to claim points for this scoring category?

30 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.

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.
- New Construction allowed only if sponsor will be demolishing and replacing like housing (no additional units). Such new construction limited to 25% 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 approximately one mile radius for non-tribal locations. Proposed clustering must be supported by city/tribal 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 duplexes 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 or any proposed permanent 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 to, exceed tax credit maximums. WHEDA may require the reduction of applicable fractions in tax credit awards to avoid displacement of existing residents.

Maximum 30 Points Total Points:0

10. Universal Design

Do you wish to claim points for this scoring category?

Developments offering architectural features that increase accessibility will broaden the market for many units. All items must be specified and certified by an architect and attached to the initial application. Unless noted otherwise, references to section numbers are from ICC/ANSI A117.1 – 2003 edition. “Building Code” refers to the current 2006 edition of the International Building Code with Wisconsin’s amendments. “ADAAG” refers to the ADA Accessibility Guidelines for Buildings and Facilities.

Common Area Features. In scattered site developments, feature must be included in a minimum of two-thirds of sites. Check box next to all that apply.

Check Points Box	Feature
3	Hand rails: In elderly housing, 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. <u>Cottage style, townhouse, duplex and single family style are not eligible for handrail points.</u>
3	Automatic Door Openers: Provide automatic door openers at main accessible entrances to all main buildings, including entrances from accessible parking areas, per Section 404.3.
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 to the top of the signage and located on the wall adjacent to the latch side of the door.
2	Accessible Public Bathroom: Provide accessible public bathroom adjacent to public gathering area. This common area toilet shall have clearances that meet the requirements of Section 604.3.

Unit Features. Minimum of 20% of units. Check box next to all that apply.

Check Points Box	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. Sinks/vanities shall meet all requirements of Section 1003.12.4 including a height of 34" maximum above the floor with a clear floor space for forward approach.
3	Provide standard roll-in type shower compartment per Section 608.2.2. A two inch (2") maximum raised curb is acceptable. Minimum 10% of units. <u>Multi-story units will not receive these points unless A) a sample floor plan is submitted to show this feature is located on an accessible floor level, and B) at least one bedroom is located on this accessible level floor.</u>
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 1003.5, which includes maneuvering clearances, thresholds, clear width, level hardware, etc.
3	Garbage disposal switch, range hood controls, and electrical receptacles shall meet the requirements of Section 309. At each section of counter top uninterrupted by a sink or appliance, if one accessible electrical receptacle is provided then other non-accessible receptacles may also be provided.
3	Provide minimum of one accessible work surface that meets all requirements of Section 1003.12.3 including top of counter at 34" above the floor, minimum 36" wide, and a clear floor space for forward approach.

- 3 Entrance doors to the unit shall meet all requirements of Section 404 including delayed action closers, maneuvering clearances, etc.
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: Operable hardware and locking mechanisms require less than 5 lbs. of pressure to operate; are easily grasped with one hand without tight grasping, pinching, or twisting of the wrist; and are located no more than 48" above the floor. Provide 30" x 48" clear floor space for forward or parallel approach centered on the window. Minimum 10% of units.
- 2 Carpet shall have 1/2" maximum pile and meet all requirements of Section 302.2
- 1 All unit light switches shall be Rocker type light switches.

Items Below only available for Acquisition/Rehab and Preservation project.

Check Points Box	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.
1	Electrical outlets and cable/data outputs set to a minimum height 18" above the floor.
1	Thermostats, primary electrical box and light switches set to a maximum height of 48" above the floor.
1	Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact.
3	100% visitable units. Provide an accessible route from accessible parking stalls to all dwelling units. Accessible routes shall meet all the 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 1004.11 minimum.
2	Toilets in units shall clearance that meet the requirements of Section 1004.11.3.1.2.1, 1004.11.3.1.2.2, or 1004.11.3.1.2.3.
2	Low-profile thresholds - All changes in level within common areas and dwelling units to be a 1/4" maximum vertical or 1/2" maximum beveled at 1:2 per Sections 303.2 and 303.3.
2	Provide reinforcements for the future installation of grab bars at toilets, bathtubs, and shower compartments per Section 1003.11.4.
1	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	23
27-33	18
21-26	13
14-20	8

11. Financial Participation

Do you wish to claim points for this scoring category?

Points will be awarded for various types of financial participation that is secured by the applicant. The percentage of development costs, or the percentage of rental units covered by a rental or operating subsidy, qualify for points in this category.

Funding sources that typically fund a portion of the development costs include: unaffiliated private companies, federal, state or local government loans or subsidies, equity from sale of federal or state Historic tax credits, tax-exempt bond financing (only on 4% tax credit applications) unaffiliated religious, philanthropic, or charitable organizations, unaffiliated nonprofits and unaffiliated public or private foundations, or public housing authorities. See A. below.

Development operating or rental subsidies also score points. See B. below.

- Up to 25 points will be awarded by dividing the financial participation amount by the total development costs. Score 1 point for every percentage point of financial participation.

OR

- Section 8 HAP or RAP or other rental subsidy contracts and all documented contracts providing operating subsidies are eligible to score points. Score 1 point for each 4% of the development units that are currently covered by the rental or operating subsidy. The point score must be rounded down to the next whole number when completing the point score calculation.

An applicant cannot claim points from a combination of Sections A and B above.

Examples of the types of financial participation include, but are not limited to, the following:

- The local government funds on-site project costs by providing HOME, CDBG funds or other financial resources in the form of loans, grants, or a combination thereof.
- The local government creates a quantifiable reduction of on-site project development costs specifically for this project. Examples of quantifiable reduction of on-site development costs include: waiver of water or sewer fees, waiver of building permit fees or other government development fees, waiver of impact fees, donation or waiver of project specific assessment or infrastructure costs, provides reduction of purchase price for land or buildings as compared to assessed or appraised value, provides demolition and removal of existing structures at no/reduced cost.
- USDA RD Section 515 financing, generally in the form of a loan.
- Federal Home Loan Bank AHP funds, generally in the form of a loan.
- NAHASDA funding, generally in the form of a loan.
- A Section 8 HAP or RAP, or other rental subsidy contract.
- Documented development contract providing an operating subsidy.
- TIF financing in the form of a grant or loan.
- Cash donations or grants from any of the above named entities.
- Loans, grants or cash donations made by area employer(s).

Note: A Payment in Lieu of Taxes (PILOT) agreement with a Local Government does not qualify for points in this category.

Guidelines under which points will be awarded:

- A. Funding or project cost reductions must be documented in the form of a written commitment.
- B. Funding can be in the form of a loan, grant, or cash donation, or municipal cost reduction.

- C. Loans must have these characteristics: A) Minimum term of 10 (10) years and fully amortizing, or minimum fifteen (15) years if not fully amortizing., B) Must be at a rate equal to, or less than, the Long Term Applicable Federal Rate (compounded annually). C) Origination fees may not exceed 2.5%.
- D. All loans, grants or cash donations must be included as a source of funding for the development on the application. If cash donations or grant funding will be paid in multiple years, only the initial year funding will be included in the point scoring.
- E. All Local Government contributions which provide a quantifiable reduction of on-site development costs must be identified in the application and be linked to this affordable housing proposal. The point calculation for “quantifiable reductions” shall be: cost reduction divided by (cost reduction plus application total development cost).
- F. “Local government” includes the city, town, village or county where the proposed development will be located.
- G. Applicants must provide a letter from the appropriate representative of the Local Government certifying the Local Government’s contribution and/or actions that create a quantifiable reduction of on-site development cost. The “appropriate representative” of the Local Government would include the person or person(s) that have the authority to sign such a commitment. That person may include the mayor, common council president, or department head, etc. The letter must clearly show the types, amounts, value or terms and conditions of such contributions and/or quantifiable reductions. All such contributions must be included in the Application.
- H. Commitments may contain conditions, but only within control or based upon the performance of the borrower, not the local government or other provider.
- I. To receive points in this category, written, fully executed, conditional funding commitments must be submitted with the application to document any points claimed.
- J. If claiming Historic Tax Credit, submit a) written evidence that historic designation (Part I) has been applied for, or that the building is already deemed historic, and b) letter of interest by investor, and c) detailed calculation of the credit and equity amounts. Points are calculated on the lower of the Credit, or the equity from the sale of the credit.
- K. All funding commitments must include the type of funding (grant or loan or cash donation), amounts, terms and conditions of all funding. Commitments that include the terms “may” or “intend” will not be acceptable for scoring purposes of this category.
- L. Copies of any rental or operating subsidy contracts must be submitted with the application. The contracts must include the amount of the subsidy and/or the number of units covered by the contract. Contracts that do not include the required information will need a separate letter from the provider which provides that information.

1. Qualified Financial Participation

Dollar Amount of Qualified Financial Participation
Total Development Cost
Percentage Points

2. Cost Reduction

Dollar Amount of Qualified Cost Reductions
Cost Reduction + Total Development Cost
Percentage Points

OR

Number of units covered by subsidy
Total Number of Development units
Divided by 4 (1 point for each 4%)

$$\frac{\text{Number of units covered by subsidy}}{\text{Total Number of Development units}} = \text{Percentage}$$

$$\frac{\text{Percentage}}{4} = \text{Points (1)}$$

Example: 11 subsidized units divided by 24 total units = 45.83%. 45.83/4 = 11.4583 rounded down to 11 points.
 (1) all values are rounded down

Maximum Points: 25 Total Points: 0

12. Ownership Characteristics

Do you wish to claim points for this scoring category?

Check Points Item

Box

- 6 Developments where the controlling entity (managing member or general partner) is at least 51% owned and controlled by a member of a minority group as defined by the Wisconsin Department of Administration, "Minority Business Enterprise Certification Program" found at <http://www.doa.state.wi.us/section.asp?linkid=225&locid=171>. Controlling entity must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. Previous experience must be documented.

Please name the minority:

- 3 Developments where the controlling entity (managing member or general partner) is at least 30% owned and controlled by a member of a minority group as defined by the Wisconsin Department of Administration, "Minority Business Enterprise Certification Program" found at <http://www.doa.state.wi.us/section.asp?linkid=225&locid=171>. Controlling entity must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. Previous experience must be documented.

Please name the minority:

- 6 The controlling entity (managing member or general partner) is at least 51% owned and controlled by a tax-exempt organization (including local governments and public housing authorities) with acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. Previous experience must be documented.

Note: Ownership percentage must be reflected in Ownership Entity section of the Application in order to receive points in this category.

Maximum Points: 6 Total Points: 0

13. Eventual Resident Ownership

Do you wish to claim points for this scoring category?

NOTE: Points are limited to developments designated as BOTH (1) "family" and (2) single family 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 Home Ownership program for purchase price limitations
- Detail any downpayment assistance that will be offered to the residents – for example, will any part

of the monthly rent be reserved for downpayment assistance?

Release of the LURA after the expiration of the compliance period will be subject to WHEDA's review at that time regarding the above, as well as tenant protection, continued affordability, and review of a Capital Needs Assessment (CNA).

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

Maximum Points: 3 Total Points: 0

14. Project Team

Applicants must document Development Team strength and experience. [Appendix P](#) details 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: Scoring will be done based on the average scores of the Primary Developer and the Co-Developer (if any) with such score not to be lower than 85% of the highest scoring entity.

	Developer Quality Scoring	Available Points
Experience		
• Years of Multifamily/Section 42 Experience Documented	Below Average/None	1
	Satisfactory/Average	2
	Superior	3
• Quality/Success of Projects	Below Average	2
	Satisfactory	3
	Above Average	4
	Superior	5
Market (Product-type) Familiarity		
	Below Average	2
	Satisfactory	3
	Above Average	4
	Superior	5
Market (Geographic) Familiarity		
	Below Average	2
	Satisfactory	3
	Above Average	4

	Superior	5
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Understanding of Tax Credit Process

	Below Average	2
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	Satisfactory	3
--	--------------	---

	Above Average	4
--	---------------	---

	Superior	5
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Ability to Bring Strong Players Together

	Below Average	2
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	Satisfactory	3
--	--------------	---

	Above Average	4
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	Superior	5
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Non-Performance Deduction

- WHEDA reserves the right to deduct up to 15 points for non-compliance with a previous LIHTC award's representation of scope, support services, design, energy efficiency, amenities, score, or non-compliance with requirements of the Emerging Business Enterprise program.

Total Developer Quality Points: 28 Points

Management Agent Quality Scoring

Available Points

Compliance History

	Below Average	3
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	Satisfactory	4
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	Above Average	5
--	---------------	---

	Superior	6
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Vacancy History

Portfolio more than 10% vacant		3
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Portfolio 7-10% vacant		4
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Portfolio 5-7% vacant		5
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Portfolio less than 5% vacant		6
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Property Condition

	Below Average	2
--	---------------	---

	Satisfactory	3
--	--------------	---

	Above Average	4
--	---------------	---

	Superior	5
--	----------	---

Capacity/Experience

	Below Average	2
--	---------------	---

	Satisfactory	3
--	--------------	---

	Above Average	4
--	---------------	---

	Superior	5
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Total Management Agent Quality Points: 22 Points

Total Possible Points: 50 Points

15. Readiness to Proceed

Do you wish to claim points for this scoring category?

Zoning Status: Permissive zoning in place where Multifamily Housing is an allowed use. Final plan approval not required.

Maximum Points: 15 Total Points: 0

16. Credit Usage

Do you wish to claim points for this scoring category?

Credit Per Low-Income Units (40 Points maximum for new construction and adaptive reuse). WHEDA will award points to developments requesting relatively fewer credits per low income unit produced, as calculated in Application One.

New Construction/Adaptive Reuse Units			
Unit Size	Num Of LI Units	Weight	Weighted Units
0 BR	0	x 0.72	= 0.00
1 BR	0	x 0.82	= 0.00
2 BR	0	x 1.00	= 0
3 BR	0	x 1.29	= 0.00
4+ BR	0	x 1.42	= 0.00
Total Weighted Units (New Construction/Adaptive Reuse)			= 0.00
Credit Requested			= 0.00
Credit Per Unit			= 0.00

Acquisition / Rehab Units			
Unit Size	Num Of LI Units	Weight	Weighted Units
0 BR	0	x 0.72	= 0.00
1 BR	0	x 0.82	= 0.00
2 BR	0	x 1.00	= 0
3 BR	0	x 1.29	= 0.00
4+ BR	0	x 1.42	= 0.00
Total Weighted Units (Acquisition / Rehab)			= 0.00
Credit Requested			= 0.00
Credit Per Unit			= 0.00

	Credit Per Unit	Points
	\$11,000 or less	40
	\$11,001 to \$12,500	20
	\$12,501 to \$14,500	10
	More than \$14,500	0

	Credit Per Unit	Points
	\$6,000 or less	30
	\$6,001 to \$7,150	20
	\$7,151 to \$8,150	10
	More than \$8,150	0

Maximum Points: 40 Total Points: 0

17. Debt Coverage Ratio

Do you wish to claim points for this scoring category?

Debt Coverage Ratio: Points will be awarded to developments reflecting an estimated Debt Coverage Ratio minimum 1.2 in their initial LIHTC application.

Maximum 6 Points Total Points:0

18. Employment Centers and High Needs Areas

Do you wish to claim points for this scoring category?

Points will be awarded to developments which are 1) located proximate to employment centers and 2) located in market areas with high occupancy and where a housing/employment imbalance exists. Awarding of these points does not necessarily imply. WHEDA approval of the market, unit mix, rents, or site.

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

WHEDA may, at its own discretion, award points using other information it deems relevant, including: existing affordable/market rental stock, occupancy data, commuting and employment patterns, major employment center expansion, etc.

Check boxes to accumulate up to 30 points

Check Box	Points	Description
	15	<p>Employment Centers – (Family or workforce housing developments only) Points will be awarded to: Developments which are located within one mile of a major employer or employment center (500+ total employees) which demonstrates support of the development via support letter(s). Employer letters must use the word “support”, may be signed by any senior official or department head (but not an external person or entity), describe the approximate number of employees and state that the employer’s total employment base has either remained stable or increased in the last two years. Future employee growth will not be counted unless supported by a public announcement. Locations meeting WHEDA QAP Rural criteria: 100+ employees and generally no greater than two miles OR Developments which are located in identified Employment Center census tracts. These tracts display strong employment opportunities relative to the state as a whole. This will be determined by U.S. Census data (American Communities Survey) by census tract. WHEDA will publish the list of areas eligible for these points each year on WHEDA.com.</p> <p>High Need Area Points will be awarded to developments which are located in WHEDA-determined areas with high occupancy and where data suggests a severe housing need or imbalance exists between housing and employment opportunities. The following conditions must exist to be awarded points:</p>
	15	<ul style="list-style-type: none">• The market study must conclude that all proposed LI units rents are 10% or more below local comparable market rents. See Market Study Guidelines for definitions.• Development is located in identified High Need Census Tracts. WHEDA will publish the list of high need areas eligible for these points each year on

WHEDA.com. This list will generally be determined by U.S. Census data (American Communities Survey) by census tract.

Maximum Points: 30 Total Points: 0

Application Threshold

2013 Application Submission Checklist - Submit with Initial Application

Competitive credit electronic applications must be submitted NO LATER THAN 5:00 p.m. February 3, 2013. Paper applications (printed by the applicant **after** the electronic submission) must also be submitted. The paper application should be submitted in an organized three-ring binder, indexed, with tab sets clearly marking each exhibit or enclosure. One original of the application is required. Applications will be accepted by hand-delivery or mail. If mailed, applications must be postmarked NO LATER THAN February 3, 2013. If hand-delivered, the submission deadline is February 3, 2013 at 5:00 p.m. Applications must be mailed or hand-delivered to WHEDA's Madison Office. **Non-Competitive Tax-Exempt applications may be submitted anytime between January 4, 2012 and December 29, 2012 and must provide items on the [Credit-Award Checklist](#) at the time of initial application.**

Items that MUST be submitted for Initial Application Review. Submit the items in the order below:

N/A	Encl.	APPLICATION FEES - SUBMIT WTH INITIAL APPLICATION		
*		COMPETITIVE Low-Income Housing Tax Credit Application	24 UNITS OR FEWER	\$1,000
*		COMPETITIVE Low-Income Housing Tax Credit Application	OVER 24 UNITS	\$2,000
*		TAX-EXEMPT Low-Income Housing Tax Credit Application	24 UNITS OR FEWER	\$1,000
*		TAX-EXEMPT Low-Income Housing Tax Credit Application	OVER 24 UNITS	\$2,000
*		**WHEDA MultiFamily Loan Application Addendum	24 UNITS OR FEWER	\$250
*		**WHEDA MultiFamily Loan Application Addendum	OVER 24 UNITS	\$500
		**Competitive Applications: Do not submit this fee until award is made. Non-Competitive Applications: Submit loan fee with Loan Addendum.		
*		Remittance Form . Credit will not be reserved, allocated, or allowed without payment of these respective fees. Enclose 2 copies of fee form for each type of funding applied for, i.e. LIHTC, Multifamily App.		
N/A	Encl.	APPLICATION		
*		Application Submission Checklist		
*		Application for Low-Income Housing Tax Credit		
N/A	Encl.	SELF-SCORING -- SUBMIT WITH INITIAL APPLICATION		

*		Self-Scoring Checklist
*		Self-Scoring Exhibit
N/A	Encl.	THRESHOLD DOCUMENTATION -- SUBMIT WITH INITIAL APPLICATION
*		Local Official Notification Form
		Signed Letter from appropriate local governing body.
*		Non-Profit Set-Aside Projects
		Articles of Incorporation. Copy of IRS tax-exempt status or copy of completed application requesting IRS tax-exempt status. (Submit completed Appendix B)
*		Offer to Purchase/Deed
		A signed & accepted photocopy of an unexpired contract between applicant & seller for purchase of the property, or a photocopy of the deed if the title has been transferred. Must specify legal description 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.
*		Design Threshold Requirement (Refer to Appendix M)
		Submit Architect/Engineer certification stating all Development Requirements outlined in Appendix M <u>will be incorporated</u> in the completed development.
*		Market Study - Refer to Appendix A
*		Appraisal – establishing “As-is market value” for any project requesting 4% Acquisition Credit (includes both Acquisition/Rehab and Adaptive Re-Use transactions). The appraiser must additionally break out the value of the land and the building. Must be conducted by third-party appraiser with general certification.
*		Completed third-party Capital Needs Assessment for Acquisition/Rehab transactions properties, with the “Scope of Work” attached (Refer to Appendix G & Appendix G1)
*		Preservation/HUD/RD Developments
*		Evidence of pre-application structure review with HUD or RD. (Refer to Appendix N)
*		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)
*		Actual or Preliminary approval of any special terms or restructuring from appropriate authority. (Refer to Appendix N)
*		Preservation - <u>All Currently Occupied Developments</u>

*		Provide rent roll (dated not more than 60 days prior to application) and identify all residents whose incomes currently exceed tax credit maximums.
*		Provide plan addressing any proposed temporary relocation, 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.
*		10 Year Rule Documentation (waived for any federally assisted building such as Sec. 8, Sec. 236, Sec. 515 etc.)
*		Provide documentation of placed-in-service date (photocopy of note, HUD construction completion certificate, or other documentation).
*		Provide documentation that current owner has owned the development for 10 years or more (photocopy of seller's warranty deed).

Note: Special Application One Submittal Rules for Applicants Targeting Multi-site Acquisition and Rehabilitation of Single Family Homes, Duplexes or four-plexes: 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 120 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.

Self Scoring

2013 Self-Scoring Checklist - Submit with Initial Application Only

Please check the boxes for both the Scoring Category and the attached documentation. If a category is not applicable to your application, check "N/A" in the Scoring Category box only.

N/A	Encl.	SCORING DOCUMENTATION -- SUBMIT WITH INITIAL APPLICATION
*		Lower-Income Areas (Scoring Category 1)
*		Qualified Census Tracts/Milwaukee Census Tracts: Map showing location of the development within QCT AND a photocopy of Community Revitalization or Redevelopment Plan. (Refer to Appendix E) Federally designated tribal land: Attach map showing project location.
*		Energy Efficiency and Sustainability (Scoring Category 2)
*		Wisconsin Green Built Home Standard: Provide architect certification that the building will be built or rehabbed to this standard.
*		Focus on energy Consultation: Letter from Focus on Energy stating that the applicant has met, in person, with Focus on Energy staff to review this proposed development for possible energy savings ideas.
*		Walkscore: Provide Walkscore.com print out for project location, and point calculation with the application.
*		Public Transportation: Provide Corroborating documentation with the application.

*		Community Support (Scoring Category 3)
*		Community Notification: Provide Local Official Notification Form signed by the local official.
*		Community Support: Letters or documentation demonstrating community support of other officials, community leaders, or neighborhood groups.
*		Supportive Housing (Scoring Category 7)
*		Rental Assistance: Provide evidence of type of rental assistance. Refer to Scoring Exhibit.
*		Support Service Provider: Provide a completed Relevant Experience and Certification Service Provider form. (See Development Team Experience Forms)
*		Service Plan: A detailed photocopy of the executed Memorandum of Understanding between applicant and service provider, and the associated service plan and marketing plan. (Refer to Self-Scoring Exhibit category 7)
*		County Agency, MCO, or other major service funder support: Letter of support from appropriate agency or Care Management Organization (in Family Care counties) indicating: review of the proposed development, sufficient need for this type of housing, the agency will provide funding for services to residents meeting their eligibility criteria, and the agency's experience with the proposed service provider. (Refer to Self-Scoring category 7).
*		Provide separate proforma detailing service income and expenses only. Describe source of service funding.
*		Elderly Assisted Living (Scoring Category 8)
*		Support Service Provider: Provide a completed Relevant Experience and Certification Service Provider form. (See Development Team Experience Forms) NOTE: all service providers must demonstrate a minimum of five (5) years experience in the field.
*		Service Plan: Photocopy of the executed service plan between applicant and service provider, and the associated marketing plan. (Refer to Self-Scoring Exhibit Category 8).
*		Design Features: Architect's certification the building will be built according to requirements under State of Wisconsin Admin. Code HFS 89.
*		Market Demand: The market study submitted must specifically support a sufficient market for and demand by the target population. WHEDA's Market Study Guidelines for RCAC's must be followed.
*		County agency and/or MCO Support: Letter of support from appropriate agency or Care Management Organization (in Family Care counties) indicating: review of the proposed development, sufficient need for this type of housing, the agency will provide funding for services to residents meeting their eligibility criteria, and the agency's experience with the proposed service provider. (Refer to Self-Scoring Exhibit Category 8)
*		Provide separate proforma detailing service income and expenses only.
*		Provide assumptions used for service pricing to residents, expenses, and expected demand by residents (i.e. will 100% of the residents take 100% of the services offered?)
*		Rehab/Neighborhood Stabilization (Scoring Category 9) Refer to Scoring Exhibit for detailed scoring criteria.

*		Provide copy of city/tribal support letter. Refer to Scoring Exhibit for details.
*		Provide copy of current rent schedule if currently occupied rental property. Relocation must meet standards established by the Federal Uniform Relocation Act (URL).
*		NOTE: WHEDA prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated to, exceed tax credit maximums.
*		Universal Design (Scoring Category 10)
*		Attach Architect's certification that the items checked will be incorporated into the development. (Refer to Self-Scoring Exhibit)
*		Financial Participation (Scoring Category 11)
*		An Inducement Resolution from the proposed bond issuer for local issue tax-exempt bond financed developments.
*		Local government quantifiable reduction of on-site costs: Provide a letter from the appropriate representative of the local government certifying the local government's contribution and/or actions that create a quantifiable reduction of on-site development cost. "Appropriate representative" = mayor, common council president, or department head, etc. Letter must clearly show types, amounts, values and terms and conditions.
*		Loans and Grants: Provide an executed, term-specific conditional funding commitment. (Refer to Self-Scoring Exhibit)
*		Historic Tax Credit: If receiving historic credit, submit written evidence that historic designation ("Part I") has been applied for, or that the building is already deemed historic. Also include proposal letter from investor with preliminary price, and a sample calculation of the credit and equity amounts.
*		Permanent Financing: Provide copy of written, fully executed conditional funding commitment. Commitment must be signed by all parties. Specify type (i.e. loan, grant, cash donation), amounts, terms and conditions. Letters that include language of "may" or "intend" will not be acceptable for scoring purposes of this category. Refer to scoring category for specific eligible terms.
*		Rental Assistance: Copy of current Section 8 HAP or RAP, or other rental subsidy contract.
*		Ownership Characteristics (Scoring Category 12)
*		51% ownership/control by a minority group: as defined by the Wisconsin Department of Administration. (Refer to Self-Scoring Exhibit). Documentation of minority controlling entity's previous participation in the development/operation of housing similar to the development. (Refer to Self-Scoring Exhibit)
*		30% ownership/control by a minority group: as defined by the Wisconsin Department of Administration. (Refer to Self-Scoring Exhibit). Documentation of minority controlling entity's previous participation in the development/operation of housing similar to the development. (Refer to Self-Scoring Exhibit)
*		Tax-exempt organization: IRS documentation of tax-exempt status or completed application requesting IRS tax-exempt status.
*		Documentation of local tax-exempt organization's previous participation in the development/operation of housing similar to the development. (Refer to the Self-Scoring

		Exhibit)
*		Eventual Resident Ownership (Scoring Category 13)
*		Submit Resident Homeownership Plan (Refer to Self-Scoring Exhibit)
*		Development Team (Scoring Category 14)
*		Summary of developer's relevant experience, experience certification, and release of information form. Any other supporting documentation. (Refer to Appendix P and Development Team Experience Form)
*		Summary of management agent's relevant experience, experience certification, and release of information form. Any other supporting documentation. (Refer to Appendix P and Development Team Experience Form)
*		Readiness to Proceed (Scoring Category 15)
*		Documentation of current zoning that allows the intended use, evidenced by a letter from the appropriate local governing body stating the development meets local zoning requirements for the number & type of units, and evidence of issuance of any required conditional use permit(s).
*		Employment and High Need Area (Scoring Category 18)
*		If not in targeted Employment Census Tract, provide 1) employer support letter. Employer letters must use the word 'support', may be signed by any senior official or department head (but not an external person or entity), describe the approximate number of employees and state that the employer's total employment base has either remained stable or increased in the last two years, and 2) provide map showing required proximity to development site. Refer to Scoring Exhibit.
*		High Impact Project Reserve. (Refer to page 3 of the QAP for criteria)
*		Provide letter to WHEDA no more than two pages in length, describing the project's match to the criteria.
*		Provide maximum three support letters.

Owner Certification

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.

Date:

Name of Development

Co-Developer (Initial Application)

By: _____

Its: _____

Date: _____

[Return to the top of the document](#)

Applicant Entity (Initial Application)
Ownership Entity (Subsequent
Applications)

By: _____

Its: _____

By: _____

Its: _____

By: _____

Its: _____