



Print Preview - ApplicationOne
THIS PRINT PREVIEW IS NOT A FINAL APPLICATION

WHEDA Tax Credits

Project Name and Location

Project Name:

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.

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

Crawl space Full Basement

Ownership Type: *

Rental

Rental Targeted For Eventual Resident Ownership

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 provision of services including home ownership education, training and down payment assistance.

Applicant Information

Primary Applicant/Developer

Name:

Address:

City: State: Zip:

Primary Contact: First: Last: Title:

Telephone:

Alt Phone:

Fax:

Email Address:

Is there a Co-Applicant?

Note: Co-Developer must sign the application. Co-Developer is 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 test are not met, the entity should be listed as "consultant" under Project Team.

Co-Applicant/Developer

Name:

Address:

City: State: Zip:

Primary Contact: First: Last: Title:

Telephone:

Alt Phone:

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

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 of Control Document | Number of Units | Acquisition Cost 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 Person: First Name: Last Name:

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:

EMail: 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):

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

- | | | | | | |
|---------------------------------------|--|-------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> Range/Oven | <input type="checkbox"/> Range Hood | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Disposal | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Exterior Storage |
| <input type="checkbox"/> Washer/Dryer | <input type="checkbox"/> W/D Hookups | <input type="checkbox"/> Pantry | <input type="checkbox"/> Ceiling fans | <input type="checkbox"/> Walk-in closets | <input type="checkbox"/> Drapes |
| <input type="checkbox"/> Mini-blinds | <input type="checkbox"/> Patio/Balcony | <input type="checkbox"/> Microwave | <input type="checkbox"/> Sunrooms | <input type="checkbox"/> 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 | CMI% | Home Units | 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

Manager Units treated as common space

| Type | # BRs | Net Sq.Ft. | Total # Units | Monthly Rent |
|------|-------|------------|---------------|--------------|
| | | | | |

Utilities included in rents: Water/Sewer Electric Gas Other

Market Rate Units

| Type | # BRs | Net Sq.Ft. | Total # Units | Monthly Rent |
|------|-------|------------|---------------|--------------|
| | | | | |

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 | Amount | Non-Amortizing* | Rate (%) | Term (Years) | Amort. Period (Years) | Annual Debt Service |
|---|--------------------------------|--------------------------|----------------------|----------------------|-----------------------|----------------------|
| Permanent Loan - Lender Name: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subordinate Loan - Lender Name: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subordinate Loan - Lender Name: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax Exempt Loan - Bond Issuer <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax Exempt Loan - Bond Issuer <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AHP Loan | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Home Loan | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Home Grant | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CDBG Grant | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| WHEDA Foundation Grant | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Other - Specify Grantor: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Other - Specify Grantor: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Other - Specify Grantor: <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax Credit Equity | <input type="text" value="0"/> | | | | | |
| Historic Tax Credit Equity | <input type="text"/> | | | | | |
| Deferred Developer Fees | <input type="text"/> | | | | | |
| Owner Investment | <input type="text"/> | | | | | |
| Other - Specify: <input type="text"/> | <input type="text"/> | | | | | |
| Total Sources | <input type="text"/> | | | | | |

| Construction Financing | | | |
|---|----------------------|----------------------|----------------------|
| Source of Funds | Amount | Rate | Term (monthly) |
| Construction Loan - Lender name <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bridge Loan - Lender name <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax Credit Equity | <input type="text"/> | | |
| Total: | <input type="text"/> | | |

* "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 and Land | | | |
| 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 Construction/Rehabilitation | | | |
| SUBTOTAL: New Construction/Rehabilitation | 0 | 0 | 0 |
| D. Contingency | | | |
| Construction Contingency | | | |
| Other Contingency | | | |
| 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 Architectural and Engineering | | | |
| 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/Construction Costs | | | |
| 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 Fees and Expenses | | | |
| 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 | | | |
| Other Miscellaneous Costs | | | |
| SUBTOTAL: Soft Costs | 0 | 0 | 0 |
| I. Syndication Costs | | | |
| Bridge Loan Fees and Expenses | | | |
| Organizational (Partnership) | | | |
| Tax Opinion | | | |
| Other Syndication Costs | | | |
| SUBTOTAL: Syndication Costs | 0 | | |
| J. Developer's Fees | | | |
| Developer's Fee - Received | | | |
| Developer's Fee - Deferred | | | |
| Developer Overhead | | | |
| Consultants | | | |
| Other Developer's Fees | | | |
| SUBTOTAL: Developer's Fees | 0 | 0 | 0 |
| K. Reserves | | | |
| Rent-Up Reserve | | | |
| Operating Reserve | | | |
| Replacement Reserve | | | |
| Capital Needs Reserve | | | |
| Debt Service Reserve | | | |
| Escrows | | | |
| 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 | | | |
| 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. Budgeted construction contingency, based on the subtotal of new construction/ rehabilitation, and should be at a minimum 5% for new construction and 10% for adaptive reuse or acquisition rehab type projects. A weighted average should be used for projects with both new construction and adaptive reuse or acquisition rehab units.
 3. 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](#).
 4. If the construction lender and permanent lender are same entity, the construction loan origination fee is not allowed in eligible basis.
 5. Applications that contain an identity of interest between the buyer and seller of real estate or between the developer, owner and general contractor should refer to [Appendix Q](#) for guidance on allowable fees.
 6. General requirements, contractor overhead and contractor profit are limited to 14% in aggregate.
 7. 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 | |
| Workmen's 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 |
| | |
| 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 1.175) | |

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".
- "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 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 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 Operating Reserve Note

Expected Value: 6.0 months or more

**Value outside of expected range
please enter explanation.** Note:

Annual Per-Unit Replacement Reserves 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 1.15 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

2015 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 must score at least 130 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 | 2015 Points | Applicant Score |
|--|-------------|-----------------|
| 1. Lower-Income Areas | 5 | 0 |
| 2. Energy Efficiency and Sustainability | 43 | 0 |
| 3. Community Notification and Support | 8 | 0 |
| 4. Mixed-Income Incentive | 15 | 0 |
| 5. Serves Large Families | 8 | 0 |
| 6. Serves Lowest-Income Residents | 80 | 0 |
| 7. Integrated Supportive Housing | 20 | 0 |
| 8. Elderly Assisted Living | 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. Employment Centers and High Need Areas | 20 | 0 |
| Scoring Total | 409 | 0 |

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

1. Lower-Income Areas

Do you wish to claim points for this scoring category?

Eligible Locations:

1. Developments located in a qualified census tract (see appropriate appendix Qualified Census Tract (QCT), and in which the development contributes to a community revitalization/redevelopment plan
 - Attach a print out of census tract from American Fact Finder or similar programAND
 - Provide the website location for the community revitalization/redevelopment plan or provide a hard copy of the plan
2. Developments on federally designated tribal lands.
 - These applications do not need to submit a community revitalization/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 | | | | | | | | | | | | | | | |
|--------------------------------|--------------------------------|---|--------------------------------|--------------------------------|-------------------|-----------|------------|--------|--------------------------|------------------|----|--------------------------|-----------|----|--------------------------|----------|----|
| <input type="checkbox"/> | 25 | <p>Wisconsin Green Built Home Certification</p> <p>Points will be awarded to developments certifying they will be/have been built according to the Wisconsin Green Built Home Standard (www.greenbuilthome.org/greenbuilthome).</p> <p>Architect certification showing intent is required with initial application and must include the scoring range that is being certified. Wisconsin Green Built Home certification will be required prior to release of 8609.</p> <table border="1"> <thead> <tr> <th colspan="3">Select the intended WGBH Score</th> </tr> <tr> <th>Check Box</th> <th>WGBH Score</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Greater than 150</td> <td>25</td> </tr> <tr> <td><input type="checkbox"/></td> <td>120 – 149</td> <td>15</td> </tr> <tr> <td><input type="checkbox"/></td> <td>75 – 119</td> <td>10</td> </tr> </tbody> </table> | Select the intended WGBH Score | | | Check Box | WGBH Score | Points | <input type="checkbox"/> | Greater than 150 | 25 | <input type="checkbox"/> | 120 – 149 | 15 | <input type="checkbox"/> | 75 – 119 | 10 |
| Select the intended WGBH Score | | | | | | | | | | | | | | | | | |
| Check Box | WGBH Score | Points | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Greater than 150 | 25 | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 120 – 149 | 15 | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 75 – 119 | 10 | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 3 | <p>Focus on Energy Consultation</p> <p>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 for an existing multifamily building listed on the application.</p> <p>Refer to Focus on Energy website located at: www.focusonenergy.com</p> | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 10 | <p>Strong Linkages</p> <p>Note: Preservation Set-Aside projects cannot score points in this category.</p> <p>WHEDA is committed to housing which provides the best possible linkages for residents and which potentially reduces resident transportation costs.</p> <table border="1"> <thead> <tr> <th>Walkscore</th> <th>Walkscore (for Scattered site)</th> <th>Points Calculated</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Find "Walk score" value by visiting www.Walkscore.com and typing in the project address. Multiply Walk score by 0.10 and round down to the next whole number.</p> <p>Print the Walk score webpage and submit your calculation with initial application. WHEDA will use the applicant's submitted print-out unless WHEDA needs to rerun due to applicant error</p> <p>For scattered sites, take the average of all of the address scores.</p> | Walkscore | Walkscore (for Scattered site) | Points Calculated | | | | | | | | | | | | |
| Walkscore | Walkscore (for Scattered site) | Points Calculated | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 5 | <p>Public Transportation</p> <p>Points will be awarded to developments located no more than two tenths (0.2) 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.</p> <p>Provide corroborating information with initial application.</p> | | | | | | | | | | | | | | | |

Maximum Points: 43 Total Points:

3. Community Notification and Support

Do you wish to claim points for this scoring category?

| Check Box | Points | Description |
|--|--------|--|
| <input type="checkbox"/> | 2 | <p>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.</p> <p>Maximum 2 points.</p> |
| # of Support Letters <input type="text"/> | 6 | <p>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. 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 letters(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.</p> <p>Maximum 6 points.</p> |

Maximum Points: 8 | **Total Points:**

4. Mixed-Income Incentive

Do you wish to claim points for this scoring category?

NOTE:

- 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 unless designed to accommodate an existing 'over-income' person. Provide documentation with initial application.
- Applicants with scattered site developments should consult with their tax or legal counsel before selecting points in this category. See IRS Code Section 42(g) (7).

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.

| | | | | |
|-----------------------------|---|--------|---|--------|
| Number of Market Rate Units | | | | |
| Total Units | / | = | % | |
| Multiplied by 1.00 | | X 1.00 | = | Points |

Example – Eight (8) market rate units divided by 60 total units = 13.33%. 13.33 x 1.00 = 13.33 rounded down to 13 points.

| | | |
|-------------------|---------------|---|
| Maximum 15 Points | Total Points: | 0 |
|-------------------|---------------|---|

5. 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.
 - Elderly developments cannot score points in this category.
1. New construction/adaptive reuse units must
 - be 50% CMI or below AND
 - have ground floor private entrances (include architect's certification with initial application)
 2. The market study and the LIHTC 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% | 4 |
| 11-15% | 6 |
| 16-100% | 8 |

| | | |
|-------------------------|----------------------|---|
| Maximum 8 Points | Total Points: | 0 |
|-------------------------|----------------------|---|

6. 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:
 - o applying in the Preservation Set-Aside
 - o for developments with federal operating subsidies
 - o for developments with rental subsidies
 - o for developments with federal financing unless they clearly result in the creation of new low-income units
 - o for units with dedicated project-based vouchers or certificates*

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

*Developments scoring points in Category 7 or developments applying in the Supportive Housing Set-Aside may use committed project based vouchers or other rental subsidies dedicated to supportive units as "50% CMI equivalents" for the 70 Point 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. 70 Point Calculation

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

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.

B. 10 Bonus Points

NOTE:

- Section 8 Project Based Vouchers or other rental subsidies are not counted in this bonus section.

| Check Box | Points | Description |
|--------------------------|--------|--|
| <input type="checkbox"/> | 10 | Check here if the application includes 10% or more of the total units set-aside as 30% CMI units (Note: These units must be reflected as 30% CMI units in the Unit Mix page and eventually in the LURA.) |

Maximum 80 Points | **Total Points:**

7. Integrated Supportive Housing

Do you wish to claim points for this scoring category?

NOTE:

- Applicants seeking to develop a senior Residential Care Retirement Complex (RCAC) under Scoring Category 8 cannot score points in this category.
- 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.
- No more than 25% of units may be targeted to residents with disabilities.

Score .60 point for every percentage point of targeted housing in the development as a whole, up to 15 points. Points are rounded down.

| Check Box | Points | Description | | | | | | | | |
|----------------------------|-------------|---|----------------------------|-------------|----------------------------------|--------|--|--|---|--|
| <input type="checkbox"/> | 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Number of Supportive Units</th> <th style="width: 20%;">Total Units</th> <th style="width: 30%;">Percentage of Supportive Housing</th> <th style="width: 20%;">Points</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td style="text-align: right;">%</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 | | | | | | | |
| | | % | | | | | | | | |
| <input type="checkbox"/> | 5 | <p>Point Bonus Check here if some or all of the supportive services will be 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.</p> | | | | | | | | |

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

1. Provide any combination of 30% CMI LIHTC 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 3 units of either 30% LIHTC units or rental assistance would score 7.0 points. (3/24 = 12.5% X 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.
2. Provide a signed Appendix S Certification that the owner will cooperate with WI Department of Health Services (WIDHS) to find qualifying residents for the targeted units.
3. Score a minimum of 18 points in WHEDA's Universal Design Category. The targeted Supportive Housing units must be among the units receiving universal design elements.

| | |
|---------------------------|--|
| Maximum Points: 20 | Total Points: <input style="width: 50px;" type="text" value="0"/> |
|---------------------------|--|

8. Elderly Assisted Living

Do you wish to claim points for this scoring category?

NOTE:

- **Supportive Housing Set-Aside applications cannot score points in this category.**
- **Applications that score points in category 7 cannot score points in this 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:

- A. **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 must demonstrate a minimum of five (5) years experience in the field.
- B. **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
- C. **Design Features.** Include with initial application architect's certification this development will be built according to the requirements for State RCAC certification.
- D. **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.
- E. **County agency and/or Care Management Organization Support.** Provide to WHEDA a letter of support from the appropriate county agency or Managed Care 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.

F. **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 RCAC in at least 50% of the total development units. |

Maximum Points: 18 **Total Points:**

9. Rehab/Neighborhood Stabilization

Do you wish to claim points for this scoring category?

NOTE:

- **Projects scoring points in this category cannot score points in Category 16.**
- **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.

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 building(s) will be demolished or have been demolished in the past 24 months 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 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: <input type="text" value="0"/> |
|--------------------------|---|

10. Universal Design

Do you wish to claim points for this scoring category?

All items must be specified and certified to by an architect and attached to the initial application. Incorporated items must meet current code(s) in force for the year of the LIHTC 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 2009 International Building Code and the referenced standard for accessibility is ICC/ANSI A117.1-2003. References to section numbers within Universal Design are sections numbers from ICC/ANSI A117.1-2003. For complete understanding of the referenced sections, it is strongly recommended that a hard copy of ICC/ANSI A117.1-2003 be purchased from webstore.ansi.org or may be viewed online at no cost at www.publicecodes.cyberregs.com/icc/ansi/2003cc/a117p1/index.htm.

ANSI Intent Statements have been provided to give brief summaries of referenced section numbers but do not replace actual language found in ICC/ANSI A117.1-2003.

Common Area Features

Check box next to all that apply

| Check Box | Points | Feature |
|--------------------------|--------|--|
| <input type="checkbox"/> | 3 | <p>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.</p> <ul style="list-style-type: none"> Cottage style, townhouse, duplex, and single family style are not eligible for handrail points. <p><i>ANSI Intent Statement: Referenced sections specify requirements such as installed height, handrail profile, handrail clearances that comply with accessibility standards for commercial building handrails</i></p> |
| <input type="checkbox"/> | 3 | <p>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.</p> <p><i>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.</i></p> |
| <input type="checkbox"/> | 2 | <p>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. The accessible signage requirement applies to all dwelling unit entries including units accessed by an exterior entrance such as a townhome.</p> <p><i>ANSI Intent Statement: Accessible signage follows guidelines that permit immediately recognizable information to visually impaired residents and/or visitors. These sections identify standards for text heights, text width, text contrast, sign mounting height and braille guidelines.</i></p> |
| <input type="checkbox"/> | 2 | <p>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 603.</p> <p><i>ANSI Intent Statement: The public bathroom shall follow accessibility standards for commercial buildings as the bathroom is located in a public area. The bathroom contains accessibility features such as turning space, plumbing fixture clear floor spaces, plumbing fixture heights and grab bar installation.</i></p> |

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

Check box next to all that apply

| Check Box | Points | Feature |
|--------------------------|--------|--|
| <input type="checkbox"/> | 3 | <p>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 1003.12.4 including a height of 34" maximum above the floor with a clear floor space for forward approach.</p> <p><i>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 1003.12.4 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.</i></p> |
| <input type="checkbox"/> | 3 | <p>Provide standard roll-in type shower compartment per Section 608.2.2. A two inch (2") maximum raised curb is acceptable.</p> <p>Minimum 5% of total development units.</p> <p>Multi-story units will not receive these points unless:</p> <ol style="list-style-type: none"> 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 <p><i>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.</i></p> |
| <input type="checkbox"/> | 2 | <p>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.</p> |
| <input type="checkbox"/> | 2 | <p>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.</p> |
| <input type="checkbox"/> | 3 | <p>All interior doors intended for user passage shall comply with Section 1003.5, which includes maneuvering clearances, thresholds, clear width, level hardware, etc.</p> <p><i>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 404.2.3.1.</i></p> |
| <input type="checkbox"/> | | <p>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 non-accessible receptacles may also be provided.</p> |

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 3 | <u>ANSI Intent Statement:</u> 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 wheel chair 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. |
| <input type="checkbox"/> | 3 | Provide minimum one accessible work surface that meets all requirements of Section 1003.12.3 including top of counter at 34" above the floor, minimum 30" wide, and a clear floor space for forward approach. <u>ANSI Intent Statement:</u> 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. |
| <input type="checkbox"/> | 3 | Entrance doors to the unit shall comply with Section 404 including delayed action closers, maneuvering clearances, low profile threshold, etc. A screen door or storm door may be added in addition to the entrance door with installation method to allow for management to remove screen door or storm door at tenant request. <u>ANSI Intent Statement:</u> 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 diagramed at Figure 404.2.3.1. |
| <input type="checkbox"/> | 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 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 total development units. <u>ANSI Intent Statement:</u> 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 to be within reach range and crank window must be ADA compliant style. |
| <input type="checkbox"/> | 2 | Carpet shall have 1/2" maximum pile and meet all requirements of Section 302.2 <u>ANSI Intent Statement:</u> 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. |
| <input type="checkbox"/> | 1 | All unit light switches shall be Rocker type light switches. |

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

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

| Check Box | Points | Feature |
|--------------------------|--------|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 1 | Electrical outlets and cable/data outputs set to a minimum height 18" above the floor. |
| <input type="checkbox"/> | 1 | Thermostats, primary electrical box and light switches set to a maximum height of 48" above the floor. |
| <input type="checkbox"/> | 1 | Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. |
| <input type="checkbox"/> | 3 | 100% visitable 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 1004.11. <u>ANSI Intent Statement:</u> An accessible route is defined by walking surfaces not steeper than 1:20 ramps, curb ramps excluding 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 item. Section 1004.11 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. |
| <input type="checkbox"/> | 2 | Toilets in units shall have clearances that meet requirements of Section 1004.11.3.1.2.1, 1004.11.3.1.2.2, or 1004.11.3.1.2.3. <u>ANSI Intent Statement:</u> All sections referenced are describing the various clearance options at the toilet and are diagramed at Figure 1004.11.3.1.2 for easier reference. Section 1004.11.3.1.2.1 describes a parallel approach measuring 56" deep by 48" wide. Section 1004.11.3.1.2.2 describes a forward approach measuring 66" deep by 48" wide. Section 1004.11.3.1.2.3 describes a parallel or forward approach measuring 56" deep by 60" wide. |
| <input type="checkbox"/> | 2 | 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. <u>ANSI Intent Statement:</u> Transitions at doorways or flooring surfaces present tripping hazards. Figure 303.3 provides a good diagram for the acceptable threshold profiles. |
| <input type="checkbox"/> | 2 | Provide reinforcement for the future installation of grab bars at toilets, bathtubs, and shower compartments per Section 1003.11.4. If walls are not being opened up to allow for installment of the reinforcement, a face plate installation for the toilet grab bar(s) would be an acceptable substitution. For bathtubs and shower compartments if there is not existing reinforcement in place within the wall structure, these features must be replaced with new compartments that have the reinforcement included. <u>ANSI Intent Statement:</u> 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. |
| <input type="checkbox"/> | 1 | Bathroom/shower compartment permanently lined with non-skid surface or pattern covering 75% of floor. |

Sum of Items Checked:

| Sum of checked items | Maximum total points |
|----------------------|----------------------|
| 34 and Over | 23 |
| 27-33 | 18 |
| 21-26 | 13 |
| 14-20 | 8 |

| | |
|------|---|
| 6-13 | 4 |
|------|---|

| | | |
|---------------------------|----------------------|--------------------------------|
| Maximum Points: 23 | Total Points: | <input type="text" value="0"/> |
|---------------------------|----------------------|--------------------------------|

11. Financial Participation

Do you wish to claim points for this scoring category?

NOTE:

- **Projects submitting applications in the Preservation Set-Aside will only be allowed to score points on new unaffiliated financing.**

Points will be awarded for various types of unaffiliated financial participation or cost reductions, which specifically benefit this development, that are secured by the applicant. Eligible cost reductions must be provided by local government.

There are two options for points:

1. Points will be awarded by dividing the financial participation amount by the total development costs. Score one (1) point for every percentage point of financial participation.

AND/OR

2. Points will be awarded by dividing the dollar amount of qualified cost reductions by the total development costs plus the cost reductions. Score one (1) point for every percentage point of Cost Reduction.

Examples of the types of financial participation and/or cost reductions 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 or provides demolition and removal of existing structures at no/reduced cost. Note: If using demolition of existing structures for points, then no points for reduction of purchase price will be included.
- USDA RD Section 515 financing in the form of a loan
- Federal Home Loan Bank AHP funds in the form of a loan. Provide copy of commitment to lend from recipient of AHP grant to the LIHTC ownership entity (i.e. LLC) with specific terms (i.e. interest rate, term, amortization, repayment). Must meet loan criteria. Provide copy of AHP award letter.
- NAHASDA funding in the form of a loan. Provide copy of commitment to lend from recipient of NAHASDA funds to the LIHTC ownership entity (i.e. LLC) with specific terms (i.e. interest rate, term, amortization, repayment). Must meet loan criteria.
- Cash donations or grants from any of the above named entities.
- Loans, grants or cash donations made by area employer(s)
- TIF financing in form of a grant or loan. Provide copy of Developer Agreement or Common Council approval.

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:

To receive points in this category, written, fully executed, conditional funding commitments must be submitted with the application to document any points claimed.

All funding commitments must include the type of funding (grant/ 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.

- 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:
 1. Minimum term of ten (10) years and fully amortizing, or minimum fifteen (15) years if not fully amortizing.
 2. Must be at a rate equal to, or less than, the Long Term Applicable Federal Rate (compounded annually).
 3. Origination fees may not exceed 2.5%.
 4. Bifurcated loans must use blended rate to meet long term applicable federal rate (compounded annually) criteria.
- 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.
- 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. 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 sale of the credit. The letter must acknowledge that the price of the State credit reflects the net price after any income tax liability incurred from the sale of the credit.

J. Tax Increment Financing (TIF)

- must submit municipal approval of TIF
- If developer financed remit copy of firm commitment from Financial Institution mirroring terms of municipality

1. Qualified Financial Participation

Dollar Amount of Qualified Financial Participation

Total Development Cost

Percentage Points

| | | |
|---|--|--------|
| | | |
| / | | |
| = | | Points |

2. Cost Reduction

Dollar Amount of Qualified Cost Reductions

Cost Reduction + Total Development Cost

Percentage Points

| | | |
|---|--|--------|
| | | |
| / | | |
| = | | Points |

Maximum Points: 25 **Total Points:**

12. Ownership Characteristics

Do you wish to claim points for this scoring category?

| Check Box | Points | Item |
|--------------------------|--------|--|
| <input type="checkbox"/> | 6 | <p>Developments where the controlling entity (managing member or general partner) is at least 51% owned and controlled by a member of an ethnic minority group as defined by the Wisconsin Department of Transportation, "Minority Business Enterprise Certification Program" found at http://www.dot.wisconsin.gov/business/mbe.</p> <ol style="list-style-type: none"> 1. Controlling entity must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. 2. Attach evidence of previous experience. 3. Attach the actual Minority Business Enterprise Certificate. 4. Attach a development operating agreement or MOU document reflecting that the Minority Business has at least 51% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights. 5. Either the Developer or Co-Developer listed in application must be the Minority Business Enterprise. <p>Please name the ethnic minority group for the member (i.e. Native American, Black, Hispanic, Asian Indian, Asian Pacific, Aleut, Eskimo, or Native Hawaiian):</p> |
| <input type="checkbox"/> | 3 | <p>Developments where the controlling entity (managing member or general partner) is at least 30% owned and controlled by a member of an ethnic minority group as defined by the Wisconsin Department of Transportation, "Minority Business Enterprise Certification Program" found at http://www.dot.wisconsin.gov/business/mbe.</p> <ol style="list-style-type: none"> 1. Controlling entity minority member must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. 2. Attach evidence of previous experience for the member. 3. Attach a development operating agreement or MOU document reflecting that the minority member has at least 30% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights. <p>Please name the ethnic minority group for the member (i.e. Native American, Black, Hispanic, Asian Indian, Asian Pacific, Aleut, Eskimo, or Native Hawaiian):</p> |
| <input type="checkbox"/> | 6 | <p>The controlling entity (managing member or general partner) is at least 51% owned and controlled by a tax-exempt organization (including local governments, public housing authorities or Tribal Authorities) with acceptable previous experience in the development and/or operation of housing similar to that proposed in the application.</p> <ol style="list-style-type: none"> 1. Attach evidence of previous experience. 2. Attach a copy of the partnership agreement or MOU (Memorandum of Understanding) addressing who has direct control, and to what extent, as well as who has the ultimate decision-making responsibility for the entity. The Tax Exempt Organization must have at least 51% stake in all aspects of the development including but not limited to ownership. |

Minority and/or tax exempt entity and ownership percentage must be reflected in Ownership Entity section of the Application in order to receive points in this category (Example: reflect that the tax exempt or minority member has a minimum 0.051% ownership interest in the Managing Member)

Maximum Points: 6 Total Points:

13. Eventual Resident 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?

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: <input type="text" value="0"/> |
|--------------------------|---|



14 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:

- The Primary Developer individually
- The average scores of the Primary Developer and Co-Developer

| Developer Quality Scoring | Available Points |
|---|------------------|
| Experience | |
| <ul style="list-style-type: none"> - Years of Multifamily/Section 42 Experience Documented | |
| Below Average/None | 1 |
| Satisfactory/Average | 2 |
| Superior | 3 |
| <ul style="list-style-type: none"> - 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 |
| Understanding of Tax Credit Process | |
| Below Average | 2 |
| Satisfactory | 3 |
| Above Average | 4 |
| Superior | 5 |
| Ability to Bring Strong Players Together | |
| Below Average | 2 |
| Satisfactory | 3 |
| Above Average | 4 |
| Superior | 5 |
| Non-Performance Deduction | |
| <ul style="list-style-type: none"> - 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 certifications. | |
| Total Developer Quality Points: 28 Points | |

| Management Agent Quality Scoring | Available Points |
|----------------------------------|------------------|
| Compliance History | |
| Below Average | 3 |
| Satisfactory | 4 |
| Above Average | 5 |
| Superior | 6 |
| Vacancy History | |
| Portfolio more than 10% vacant | 3 |
| Portfolio 7-10% vacant | 4 |
| Portfolio 5-7% vacant | 5 |
| Portfolio less than 5% vacant | 6 |
| Property Condition | |
| Below Average | 2 |
| Satisfactory | 3 |
| Above Average | 4 |
| Superior | 5 |
| Capacity/Experience | |
| Below Average | 2 |
| Satisfactory | 3 |
| Above Average | 4 |
| Superior | 5 |

| |
|---|
| 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 for the type of development proposed.

- Final plan approval not required.
- Conditional Use Permit, if required- provide copy of approval/issuance.

| | |
|---------------------------|---|
| Maximum Points: 15 | Total Points: <input type="text" value="0"/> |
|---------------------------|---|

16. Credit Usage

Do you wish to claim points for this scoring category?

NOTE:

- If requesting points in Category 9 - Rehabilitation/Neighborhood Stabilization application cannot score points in this 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.

| Unit Size | Num Of LI Units | Weight | Weighted Units |
|--|-----------------|--------|----------------|
| New Construction/Adaptive Reuse 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 |
| Credit Per Unit | | Points | |
| \$11,375 or less | | 40 | |
| \$11,376 to \$11,875 | | 34 | |
| \$11,876 to \$12,375 | | 30 | |
| \$12,376 to \$12,875 | | 26 | |
| \$12,876 to \$13,375 | | 22 | |
| \$13,376 to \$13,875 | | 18 | |
| \$13,876 to \$14,375 | | 14 | |
| \$14,376 to \$14,875 | | 10 | |
| More than \$14,875 | | 0 | |

| Unit Size | Num Of LI Units | Weight | Weighted Units |
|--|-----------------|--------|----------------|
| Aquisition / Rehab 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 |
| \$6,225 or less | | 30 |
| \$6,226 to \$6,800 | | 25 |
| \$6,801 to \$7,375 | | 20 |
| \$7,376 to \$7,875 | | 15 |
| \$7,876 to \$8,375 | | 10 |
| More than \$8,375 | | 0 |

NOTE: The unit mix used below MUST MATCH the Unit Mix page of the application. The Credit-per-Unit calculation for the proposed unit mix will be adjusted to reflect the bedroom sizes of the low-income unit mixes. The "Weighted Credit-per-Unit" value will be used to determine points.

Maximum Points: 40 Total Points:

17. Employment Centers and High Need Areas

Do you wish to claim points for this scoring category?

Note:

- **Preservation Set-Aside applications cannot score points in this 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.

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 20 points

| Check Box | Points | Description |
|--------------------------|--------|--|
| <input type="checkbox"/> | 10 | <p>Employment Centers – Points will be awarded to:</p> <ul style="list-style-type: none"> - 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. <p>OR</p> <ul style="list-style-type: none"> - Developments which are located in or one-half (1/2) mile or less from 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. |
| <input type="checkbox"/> | 10 | <p>High Need Areas – Points will be awarded to:</p> <ul style="list-style-type: none"> - Applicants that demonstrate they are the successful respondent to a city or local competitive RFP/RFQ to develop a project on publicly owned land within the RFP/ RFQ specified timeframe (must meet LIHTC 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. <p>OR</p> <ul style="list-style-type: none"> - Developments which are located in or one-half (1/2) mile or less from 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: <ol style="list-style-type: none"> 1. The market study must conclude that all proposed LI unit rents are 10% or more below local comparable market rents. See Market Study Guidelines for definitions. 2. Development is located in or one-half (1/2) mile from 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: 20 | **Total Points:**

Application Threshold

2015 Application Submission Checklist - Submit with Initial Application

Competitive credit electronic applications must be submitted NO LATER THAN 5:00 p.m. January 30, 2015. 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 January 30, 2015. If hand-delivered, the submission deadline is January 30, 2015 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, 2015 and December 29, 2015 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 WITH INITIAL APPLICATION | | |
|---|-------------------------------------|--|-------------------|---------|
| * | <input checked="" type="checkbox"/> | COMPETITIVE Low-Income Housing Tax Credit Application | 24 UNITS OR FEWER | \$1,000 |
| * | <input checked="" type="checkbox"/> | COMPETITIVE Low-Income Housing Tax Credit Application | OVER 24 UNITS | \$2,000 |
| * | <input checked="" type="checkbox"/> | TAX-EXEMPT Low-Income Housing Tax Credit Application | 24 UNITS OR FEWER | \$1,000 |
| * | <input checked="" type="checkbox"/> | TAX-EXEMPT Low-Income Housing Tax Credit Application | OVER 24 UNITS | \$2,000 |
| * | <input checked="" type="checkbox"/> | **WHEDA Multifamily Loan Application Addendum | 24 UNITS OR FEWER | \$250 |
| * | <input checked="" type="checkbox"/> | **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. | | | | |
| * | <input type="checkbox"/> | Remittance Form. Credit will not be reserved, allocated, or allowed without payment of these respective fees. <u>Enclose 2 copies of fee form for each type of funding applied for, i.e. LIHTC, Multifamily App.</u> | | |

| N/A | Encl. | APPLICATION |
|-----|--------------------------|---|
| * | <input type="checkbox"/> | Application Submission Checklist |
| * | <input type="checkbox"/> | Application for Low-Income Housing Tax Credit |

| N/A | Encl. | SELF-SCORING -- SUBMIT WITH INITIAL APPLICATION |
|-----|--------------------------|---|
| * | <input type="checkbox"/> | Self-Scoring Checklist |
| * | <input type="checkbox"/> | Self-Scoring Exhibit |

| N/A | Encl. | THRESHOLD DOCUMENTATION -- SUBMIT WITH INITIAL APPLICATION |
|-----|-------------------------------------|---|
| * | <input checked="" type="checkbox"/> | Non-Profit Set-Aside Projects |
| | | Articles of Incorporation. Copy of IRS tax-exempt status or copy of completed application requesting IRS tax-exempt status. |
| | | Fully completed Appendix B |
| * | <input checked="" type="checkbox"/> | Supportive Housing Set-Aside Projects |
| | | Firm commitment for rental subsidy for a minimum of 50% of the total development units. |
| | | Fully completed Appendix T |
| * | <input type="checkbox"/> | * 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 identify site location (i.e. legal 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. |
| * | <input type="checkbox"/> | Design Threshold Requirement (Refer to Appendix M) |
| | | Submit copy of Appendix M signed by Applicant/Owner and Architect/Engineer stating all Development Requirements outlined in Appendix M <u>will be incorporated</u> in the completed development. |
| * | <input type="checkbox"/> | Market Study - Refer to Appendix A |
| * | <input checked="" type="checkbox"/> | * Appraisal – establishing "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. |
| * | <input checked="" type="checkbox"/> | * Completed third-party Capital Needs Assessment for Acquisition/Rehab transactions properties, with the "Scope of Work" attached (Refer to Appendix G & Appendix G1) |
| * | <input checked="" type="checkbox"/> | Preservation/HUD/RD Developments |
| * | <input checked="" type="checkbox"/> | Evidence of pre-application structure review with HUD or RD. (Refer to Appendix N and Appendix O) |
| * | <input checked="" type="checkbox"/> | 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) |
| * | <input checked="" type="checkbox"/> | Actual or Preliminary approval of all subsidy increases from appropriate authority. (Refer to Appendix N and Appendix O) |

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | | |
| * | <input type="checkbox"/> | Actual or Preliminary approval of any special terms or restructuring from appropriate authority. (Refer to Appendix N and Appendix O) |
| * | <input type="checkbox"/> | Preservation - All Currently Occupied Developments |
| * | <input type="checkbox"/> | Provide rent roll (dated not more than 60 days prior to application) and identify all residents whose incomes currently exceed tax credit maximums. |
| * | <input type="checkbox"/> | 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 <u>prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated to, exceed tax credit maximums.</u> WHEDA may require the reduction of applicable fractions in tax credit awards to avoid displacement of existing residents. |
| * | <input type="checkbox"/> | 10 Year Rule Documentation (waived for any federally assisted building such as Sec. 8, Sec. 236, Sec. 515 etc.) |
| * | <input type="checkbox"/> | Provide documentation of placed-in-service date (photocopy of note or other documentation). |
| * | <input type="checkbox"/> | Provide documentation that current owner has owned the development for 10 years or more (photocopy of seller's warranty deed). |
| * | <input type="checkbox"/> | Maximum Cost Model - Provide project-specific WHEDA Maximum Cost Model (Appendix F) |

* **Note: Special Application One Submittal Rules for Applicants Targeting Multi-site Acquisition and Rehabilitation of Single Family Homes, Duplexes or fourplexes:**

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

2015 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 |
|-----|--------------------------|---|
| * | <input type="checkbox"/> | <input type="checkbox"/> Lower-Income Areas (Scoring Category 1) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Qualified Census Tracts/Milwaukee Census Tracts: Documentation of census tract for site (refer to website American FactFinder - factfinder2.census.gov) located within QCT (Refer to Appendix E) AND a photocopy of Community Revitalization or Redevelopment Plan OR provide website to locate Plan online. Federally designated tribal land: Attach map showing project location with tribal land. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Energy Efficiency and Sustainability (Scoring Category 2) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Wisconsin Green Built Home Standard: Provide architect certification that the building will be built or rehabbed to specific score standard. |
| * | <input type="checkbox"/> | <input type="checkbox"/> 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. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Walkscore: Provide Walkscore.com print out for project location, and point calculation with the application. NOTE: refer to scoring category for scatted site requirements |
| * | <input type="checkbox"/> | <input type="checkbox"/> Public Transportation: Provide Corroborating documentation with the application. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Community Notification and Support (Scoring Category 3) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Local Notification: Provide Local Official Notification Form signed by an elected official or an official of the planning department. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Community Support: Letters or documentation demonstrating community support of other officials, community leaders, or neighborhood groups. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Serves Large Families (Scoring Category 5) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Architect's Certification: On Architect's letterhead, certification that units will have ground floor private entrances. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Integrated Supportive Housing (Scoring Category 7) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Rental Assistance: Provide evidence of type of rental assistance by providing a copy of the firm commitment. (Refer to Scoring Exhibit.) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Appendix S Certification: Provide a fully executed/completed Appendix S form. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Score a minimum of 18 points: In Universal Design scoring category 10. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Bonus Points: Provide a copy of fully executed Memorandum of Understanding (MOU) with County or Tribal Veteran Service office. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Elderly Assisted Living (Scoring Category 8) |
| * | <input type="checkbox"/> | <input type="checkbox"/> 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 five (5) years experience in the field. |
| * | <input type="checkbox"/> | <input type="checkbox"/> 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). |
| * | <input type="checkbox"/> | <input type="checkbox"/> Design Features: Architect's certification the building will be built according to requirements under State of Wisconsin RCAC Certification. |
| * | <input type="checkbox"/> | <input type="checkbox"/> 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. |
| * | <input type="checkbox"/> | <input type="checkbox"/> County agency and/or Managed Care Organization (MCO) Support: Letter of support from appropriate agency or Managed Care 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) |
| * | <input type="checkbox"/> | <input type="checkbox"/> Rehabilitation/Neighborhood Stabilization (Scoring Category 9) Refer to Scoring Exhibit for detailed scoring criteria. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Provide copy of city/tribal support letter. Refer to Scoring Exhibit for details. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Provide copy of current rent schedule if currently occupied rental property. Must reflect income of residents and gross monthly rent. |
| * | <input type="checkbox"/> | <input type="checkbox"/> 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. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Provide copy of last three (3) years P & L (revenue & expenses) statements for currently operating developments. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Provide copy of 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. |
| * | <input type="checkbox"/> | <input type="checkbox"/> Universal Design (Scoring Category 10) |
| | | Attach Architect's certification that the items checked will be incorporated into the development. (Refer to Self-Scoring Exhibit). |

| | | | |
|---|-----------------------|-----------------------|--|
| * | <input type="radio"/> | <input type="radio"/> | |
| * | <input type="radio"/> | <input type="radio"/> | Financial Participation (Scoring Category 11) |
| * | <input type="radio"/> | <input type="radio"/> | An Inducement Resolution from the proposed bond issuer for local issue tax-exempt bond financed developments. |
| * | <input type="radio"/> | <input type="radio"/> | 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. |
| * | <input type="radio"/> | <input type="radio"/> | Loans and Grants: Provide an executed, term-specific conditional funding commitment. (Refer to Self-Scoring Exhibit) |
| * | <input type="radio"/> | <input type="radio"/> | 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. |
| * | <input type="radio"/> | <input type="radio"/> | Permanent Financing: Provide copy of written, fully executed conditional funding commitment. Commitment must be signed by all parties. Specify type (i.e. loan, grant, donation of cash) 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. |
| * | <input type="radio"/> | <input type="radio"/> | Ownership Characteristics (Scoring Category 12) |
| * | <input type="radio"/> | <input type="radio"/> | 51% ownership/control by a minority group: as defined by the Wisconsin Department of Transportation. (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) |
| * | <input type="radio"/> | <input type="radio"/> | 30% ownership/control by a minority group: as defined by the Wisconsin Department of Transportation. (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) |
| * | <input type="radio"/> | <input type="radio"/> | Tax-exempt organization: IRS documentation of tax-exempt status or completed application requesting IRS tax-exempt status. |
| * | <input type="radio"/> | <input type="radio"/> | Memorandum of Understanding (MOU): attach a copy of the partnership agreement addressing who has direct control, and to what extent, as well as who has the ultimate decision making responsibility for the entity. |
| * | <input type="radio"/> | <input type="radio"/> | 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) |
| * | <input type="radio"/> | <input type="radio"/> | Eventual Resident Ownership (Scoring Category 13) |
| * | <input type="radio"/> | <input type="radio"/> | Submit Resident Homeownership Plan (Refer to Self-Scoring Exhibit) |
| * | <input type="radio"/> | <input type="radio"/> | Development Team (Scoring Category 14) |
| * | <input type="radio"/> | <input type="radio"/> | 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) |
| * | <input type="radio"/> | <input type="radio"/> | 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) |
| * | <input type="radio"/> | <input type="radio"/> | Readiness to Proceed (Scoring Category 15) |
| * | <input type="radio"/> | <input type="radio"/> | 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). |
| * | <input type="radio"/> | <input type="radio"/> | Employment and High Need Area (Scoring Category 17) |
| * | <input type="radio"/> | <input type="radio"/> | If not in targeted Employment Center 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 employers 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. |
| * | <input type="radio"/> | <input type="radio"/> | High Need Areas: if site is not located in or within a 1/2 mile of a designated census tract, provide a copy of the RFP/RFQ and a copy of the award notification. |
| * | <input type="radio"/> | <input type="radio"/> | High Impact Project Reserve. (Refer to page 3 of the QAP for criteria) |
| * | <input type="radio"/> | <input type="radio"/> | Provide letter to WHEDA no more than two pages in length, describing the projects match to the criteria. |
| * | <input type="radio"/> | <input type="radio"/> | 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.
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: _____

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

Name of Development

By: _____
Its: _____

Co-Developer (Initial Application)

By: _____
Its: _____

By: _____

Its: _____

Date: _____

By: _____

Its: _____

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