2022
Affordable Housing Allocation Plan

HOME, NHTF, 4% and 9% Low-Income Housing Tax Credits

WYOMING COMMUNITY DEVELOPMENT AUTHORITY
EST. 1975

EXECUTIVE DECISION

I, Mark Gordon, Governor of the State of Wyoming, hereby approve the 2022 Affordable Housing Allocation plan, which includes the Low-Income Housing Tax Credit Program. The Wyoming Community Development Authority is authorized to act as the allocation agency for Wyoming.

In addition, I authorize the Wyoming Community Development Authority to prepare and obtain the appropriate HUD Environmental Review Records and Certifications and authorize the Executive Director or the Deputy Executive Director to execute the Request for Release of Funds and Certification as the Responsible Entity for any programs they administer.

APPROVED

Mark Gordon
Governor

Date: 26 August 2021

ALLOCATION PLAN INDEX

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DISCLAIMER

WCDA's review of documents submitted in connection with this allocation is for its own purposes. WCDA MAKES NO REPRESENTATIONS TO THE OWNER OR ANYONE ELSE AS TO COMPLIANCE WITH THE INTERNAL REVENUE CODE, TREASURY REGULATIONS, OR ANY OTHER LAWS OR REGULATIONS GOVERNING LOW-INCOME HOUSING TAX CREDITS, THE HOME PROGRAM, AND/OR THE NHTF PROGRAM.

The Tax Credit, HOME and NHTF amounts allocated shall be made solely at the discretion of the Wyoming Community Development Authority, but in no way represents or warrants to any sponsor, investor, lender or others that the project is, in fact, feasible or viable.

The Allocation Plan, Current Year Summary (Attachment "A"), Application Form, Tax Credit Carryover/10% Test Allocation package and Tax Credit Final Allocation Package, Compliance Monitoring Procedure Plan, HOME Program Description, NHTF Program Description, and Consolidated Plan may be amended, from time to time, as guidelines and regulations are issued under Section 42 of the Internal Revenue Code, or under 24 CFR Part 92 HOME Investment Partnerships Program, or under 24 CFR Part 93 NHTF Program, or as WCDA deems necessary to carry out the goals of these programs.

No board member, agent or employee of WCDA shall be personally liable concerning any matters arising out of, or in relation to, the allocation of the Low-Income Housing Tax Credit, the HOME Investment Partnerships Program funds, and/or the NHTF Program funds.

The information concerning housing needs in the State of Wyoming published in A Profile of Wyoming Demographics, Economics and Housing, is currently being used as a guide by WCDA in its review of applications; however, applicants must provide their own information concerning housing needs to support their applications. An electronic copy of A Profile of Wyoming Demographics, Economics and Housing is available on WCDA's website (www.wyomingcda.com) or by contacting WCDA. WCDA makes no representations about the accuracy of its information, which was provided by a third-party source. Developers should not rely on or use such information in underwriting the feasibility of their project or assessing local demand.

I. OVERVIEW

The Wyoming Community Development Authority (WCDA, or "the Authority") is committed to furthering the success of safe, sanitary and affordable housing throughout the state of Wyoming under the Low-Income Housing Tax Credit (LIHTC) guidelines established by Section 42(m)(1)(B) of the Internal Revenue Code, under the US Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) at 24 CFR Part 92, and under the HUD National Housing Trust Fund (NHTF) program at 24 CFR Part 93.

It is strongly suggested that project applicants contact their tax accountant and/or attorney before developing projects under any of these programs. While WCDA will endeavor to assist applicants, WCDA personnel are not tax or legal experts and applicants should not rely on WCDA personnel for tax and/or legal advice.

WCDA addresses housing issues and needs for the citizens of Wyoming by administering the above-named essential programs that allow communities and service organizations to assist the citizens and municipalities throughout the state of Wyoming. WCDA utilizes the Consolidated Plans for Housing and Community Development for the City of Casper, the City of Cheyenne, and the State of Wyoming to identify several priorities for housing and community needs.

PUBLIC INPUT AND DRAFTING PRINCIPLES

WCDA will solicit comments during a public forum held on June 9, 2021. In addition to considering input from interested parties, the following principles guided WCDA in completing the Affordable Housing Allocation Plan (AHAP):

- fair distribution of resources across the state
- value of sustaining long-term partnerships
- responsibility to low-income households
- efficient use of resources for all parties; and
- selection criteria

DISCRETION AND MODIFICATIONS

In the process of administering LIHTCs, HOME, and NHTF, WCDA will make decisions and interpretations regarding the AHAP, applications, and properties. Unless otherwise stated, WCDA is entitled to the full discretion allowed by law in making all such decisions and interpretations.

In the event of a:

- conflict with state or federal laws or regulations
- weather-related disaster
- major disruption in financial markets
- substantial change in resources available
- other similar unforeseen, consequential circumstance

WCDA may amend, disregard, modify, or withdraw any section of the AHAP, including selection criteria, that interferes with an appropriate response.

WCDA may modify, supplement or make conforming amendments to the AHAP and all related documents without formal amendment or additional public hearings in the event there are changes in federal law, regulatory guidance or clarifications. WCDA will notify applicants affected by these changes and in addition, information about such subsequent changes will be posted on the Authority's website at *www.wyomingcda.com*.

II. SET-ASIDES

To comply with program requirements as well as demonstrate local agency priorities, WCDA has established a list of set-aside categories for each of its federal grant and tax credit sources. These set-asides meet all federal program requirements, and may exceed them in some cases. Please refer to the chart below.

Set-Aside	Low Income Housing Tax Credits	HOME	NHTF	Amount or Percentage of Available Funds
CHDO		1		15%
Rehabilitation Projects	2	2	2	25%
Homeownership Projects		3		$1,000,000
Non-Profits	4			10%

1. COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) SET-ASIDE

Fifteen percent (15%) of the Program Year (PY) HOME funding allocation will be set aside for CHDO's. Applications will be accepted from certified CHDO's for eligible CHDO activities through a competitive application process. If through this process, not all of the funds are allocated in the specified funding cycles, WCDA may allocate the funds to eligible CHDO projects through a second competitive application process or to projects meeting the minimum ranking criteria on a first-come, first-served -basis as determined by WCDA in its sole discretion. Ten percent (10%) of this set aside may be available for predevelopment assistance to CHDOs, which may include project-specific technical assistance and site control Loans. Funds set aside under the CHDO program will not be returned to the general pool if they are not allocated to a project.

2. REHABILITATION SET-ASIDE

Approximately twenty-five percent (25%) of the available funding from all sources is set aside for the rehabilitation of existing multifamily housing. To qualify for this set-aside no additional housing units may be added to the project. Funds not allocated in the rehabilitation set-aside will be returned to the general pool, to be considered for the highest scoring project(s) requiring additional funds.

3. HOMEOWNERSHIP SET-ASIDE

$1,000,000 of HOME funding is set-aside for homeownership development programs. Funds not allocated in the homeownership set-aside will be returned to the general pool, with priority consideration going toward any rehabilitation projects requiring additional funds in order of their numeric scoring rank. If all rehabilitation projects are fully funded, priority shall go to all remaining projects requiring additional funds in order of their numeric scoring rank.

4. NON-PROFIT SET-ASIDE

Ten percent (10%) of the total annual credit available is required to be set aside for projects in which 501(c)(3) or 501(c)(4) non-profit organizations materially participate in the development and management of the project. Projects requesting tax credits from the non-profit set-aside need to submit a Non-Profit Certification as to the non-profit's involvement in the project. This form can be found on the WCDA website at http://www.wyomingcda.com. Credits not allocated under the non-profit set-aside will not be returned to the general pool if they are not allocated to a project.

HOME PROGRAM DESCRIPTION

RENTAL HOUSING ACTIVITIES & PROVISIONS

HOME funds must be spent quickly. The time frames for committing and expending funds are very short. From the time WCDA signs a HOME Grant Agreement with the Department of Housing and Urban Development, the following time frames apply:

- Twenty-four (24) months to enter into written agreements with an Owner/Developer to commit the HOME funds to a specific project[1]; and,
- Five (5) years to fully expend funds.

Rental Housing Production can be accomplished in the following ways:

1. Rehabilitation
    a. Rehabilitation
    b. Conversion
    c. Reconstruction
    d. Rehabilitation and Refinance
2. Acquisition and Rehabilitation
3. New Construction

There are four important things to remember about HOME-assisted rental housing:

1. Rents are strictly monitored and controlled by WCDA:
    a. The HOME rent limit is a gross rent limit. The gross rent is equal to the sum of the tenant-paid portion of rent, the utility allowance for tenant-paid utilities, any rental assistance received, and non-optional charges. The gross rent may not exceed the amount approved by WCDA. WCDA must approve all HOME rent increases.
    b. Utility allowances will be determined by a method consistent with the requirements at 24 CFR 92.252(d).
    c. If other fees are charged, the Owner shall provide a fee schedule, consistent with requirements of Section 3.3.2 below, for review and approval by WCDA on an annual basis. Any mandatory tenant fees not otherwise approved by WCDA shall be considered rent and are subject to the gross rent limits outlined herein.
    d. In the event other financing sources, including but not limited to the LIHTC Program, allow a higher rent, the HOME rent limits shall continue to apply to any units designated as HOME-assisted.

[1] HOME program commitment deadlines are currently suspended through December 31, 2021.

2. Tenant Income Restrictions:

   a. For projects with five (5) or more HOME-assisted units, at least twenty percent (20%) of the HOME-assisted units must be very low-income (50% of Area Median Income adjusted for family size as determined by HUD). At all times, all Low-HOME units must be rented exclusively to tenants with household incomes at or below fifty percent (50%) of the Area Median Income (AMI) as adjusted for household size. At initial occupancy (i.e., when leasing units to the first tenant following completion of construction) all High-HOME units must rented exclusively to tenants with household incomes at or below sixty (60%) AMI as adjusted for household size. After initial occupancy, High-HOME units may be rented to tenants with household incomes at or below eighty (80%) AMI as adjusted for household size.
   b. For projects with fewer than five (5) HOME-assisted units, one hundred percent (100%) of the units must be very-low income (50% of Area Median Income).

3. Both occupancy and rents must be maintained and monitored for a minimum affordability period of five (5) to twenty (20) years depending upon the amount of HOME funds provided per unit and the type of project (new or existing).

4. Both the rent and income targeting requirements are enforced by deed restrictions and specify remedies for breach of the provisions.

Eligible Rental Housing Property Types

1. One or more buildings on a single site that are under common ownership, management and financing.
2. Scattered sites are eligible as one project as long as the sites are under common ownership, management and financing, and receive HOME assistance as part of a single undertaking.
3. There are no limits on the number of units per project.
4. Properties may be privately or publicly owned.

Eligible Activities for Rental Housing Production

1. REHABILITATION
   a. Rehabilitation of Owned Multifamily Housing
      i. Rehabilitation of existing structures; and Rehabilitation and Refinancing to permit or continue affordability under 24 CFR 92.252.
      ii. A Capital Needs Assessment (CNA) must be provided. See Section III Multi-Family Projects Submission Requirements.
      iii. The Project's on-site work and rehabilitation budget must not exceed 110% of the CNA proposed budget for recommended improvements.
      iv. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.
      v. A review of the Owner's management practices will be made in order to determine that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.

b. Conversion - Conversion of an existing structure from an alternative use to affordable, residential housing is an eligible activity and is considered rehabilitation. If conversion involves additional units beyond the walls of an existing structure, the project will be deemed new construction. All requirements under Rehabilitation paragraph 1.a. above will apply.

c. Reconstruction - Reconstruction is defined as the rebuilding, on the same lot, of housing standing on a site at the time of project commitment. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased. Reconstruction also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing. All requirements under Rehabilitation paragraph 1.a. above will apply.

d. Rehabilitation and Refinance - Refinancing is an eligible activity, and must be made for the purposes of maintaining current affordable units or creating additional affordable units and the rehabilitation cost must be greater than the amount of debt that is refinanced. HOME funds <u>cannot</u> be used to refinance multifamily loans made or insured by any Federal program, including CDBG. All requirements under Rehabilitation paragraph 1.a. above will apply.

2. ACQUISITION AND REHABILIATION - Acquisition and rehabilitation of an eligible property is an eligible use of HOME funds. All requirements under Rehabilitation paragraph 1.a. above will apply.

3. NEW CONSTRUCTION - New Construction is an eligible use of HOME funds. New Construction is also defined as housing that has received an initial certificate of occupancy or equivalent document within a one-year period before the commitment of HOME funds to the project.

Affordability Periods for Rental Housing

HUD requires HOME-assisted rental units be rent controlled for varying lengths of time depending upon the average amount of HOME funds invested per unit:

Rental Housing Activity	Minimum per unit HOME $	Affordability Period
Acquisition and/or Rehabilitation	<$15,000/unit	5 years
Acquisition and/or Rehabilitation	$15,000-$40,000/unit	10 years
Acquisition and/or Rehabilitation	>$40,000/unit	15 years
New Construction	All amounts	20 years

Affirmative Marketing for Rental Housing Projects

Owner must adopt and implement affirmative marketing procedures for the Project consistent with the requirements of 24 CFR 92.351. Owner must submit an Affirmative Fair Housing Marketing Plan ("AFHMP"), using form HUD-935.2A, or on another such form as WCDA may reasonably require, for WCDA review prior to marketing and leasing the HOME-assisted units.

WCDA reserves the right to require Owner to update the Project's AFHMP from time to time to ensure it remains appropriate given potentially changing demographic characteristics of the market area and is updated based on the operational experience with the Project.

Minority Business Enterprise & Women-Owned Business Enterprise (MBE/WBE) Outreach Program for Rental Housing Projects

If awarded HOME funds, WCDA will require general contractors on projects being funded with HOME to solicit bids from minority-owned (MBE) and women-owned (WBE) businesses to the extent practicable, as required by 24 CFR 92.350 & 92.351. Documentation and data on the steps taken to reach out to MBE/WBE businesses will be required to be submitted to WCDA. WCDA will maintain project records on the use and participation of MBE and WBE.

Other Requirements for Rental Housing Projects

1. Except for within the first year after project completion, no further HOME funds can be used during the relevant period of affordability. The period of affordability will vary depending on the type of HOME activity.

2. If all HOME-assisted units are not rented within five (5) months from project completion, Owner must provide WCDA information about current marketing efforts and an enhanced plan for marketing the units so that it is leased as quickly as possible. If efforts to market the units are unsuccessful and the unit is not occupied by an eligible tenant, Owner will be required to repay all HOME fund invested in the unit.

3. Davis-Bacon, Other Labor Laws, and Any Other Cross-Cutting Federal Requirements **–** The Developer is expected to comply with all federal cross-cutting requirements, when/if they apply.

HOMEOWNERSHIP ACTIVITIES & PROVISIONS

WCDA allows for homeownership projects focusing on either new construction or acquisition/rehabilitation.

Eligible Homeownership Property Types

An eligible homeownership property is any 1-4 family residence, condominium unit, cooperative unit, combination manufactured housing and lot, or manufactured housing lot. The value of the property, after new construction or rehabilitation, cannot exceed the HOME Maximum HOME/NHTF Homeownership Value Limits listed in Attachment "A."

Eligible Homebuyers

The homebuyer must have a gross annual income that does not exceed eighty percent (80%) of HUD's median income for the area. Third party written verification of income will be required. Eligible homebuyers must also meet credit worthiness and financial capacity requirements.

Affordability Period for Homeownership Projects

HUD requires HOME-assisted homeownership units meet the following minimum affordability periods, depending upon the average amount of HOME funds invested per unit:

Homeownership Housing Activity	Minimum per unit HOME $	Affordability Period
Acquisition and/or Rehabilitation	<$15,000/unit	5 years
Acquisition and/or Rehabilitation	$15,000-$40,000/unit	10 years
Acquisition and/or Rehabilitation	>$40,000/unit	15 years
New Construction	All amounts	20 years

Should a single-family property be sold or cease to be occupied by a qualified household during the period of affordability, resale restriction provisions, as outlined in Homeownership Allocation Provisions & Restrictions on page 66, will apply.

Conversion to Rental Property

For Acquisition/Rehabilitation, if the home is not sold with nine (9) months after certificate of occupancy is issued, it must be either converted to a rental property or funds must be repaid to WCDA. If the home is converted to a rental property and the unit(s) are not occupied by an income-qualified tenant within eighteen (18) months from completion of rehabilitation all HOME funds must be paid back to WCDA.

For New Construction, if the home is not sold within six (6) months after certificate of occupancy is issued, it must be either converted to a rental property or funds must be repaid to WCDA. If the home is converted to a rental property and the unit(s) are not occupied by an income-qualified tenant within eighteen (18) months from completion of rehabilitation all HOME funds must be paid back to WCDA.

Affirmative Marketing for Homeownership Projects

Owner must adopt and implement affirmative marketing procedures for the Project consistent with the requirements of 24 CFR 92.351. Owner must submit an Affirmative Fair Housing Marketing Plan ("AFHMP"), using form HUD-935.2A, or on another such form as WCDA may reasonably require, for WCDA review prior to marketing and/or leasing the HOME-assisted units.

WCDA reserves the right to require Owner to update the Project's AFHMP from time to time to ensure it remains appropriate given potentially changing demographic characteristics of the market area.

Minority Business Enterprise & Women-Owned Business Enterprise (MBE/WBE) Outreach Program for Homeownership Projects

If awarded HOME funds, WCDA will require general contractors on projects being funded with HOME to solicit bids from minority-owned (MBE) and women-owned (WBE) businesses to the extent practicable, as required by 24 CFR 92.350 & 92.351. Documentation and data on the steps taken to reach out to MBE/WBE businesses will be required to be submitted to WCDA. WCDA will maintain project records on the use and participation of MBE and WBE.

ENVIRONMENTAL REVIEW

The award of HOME funding to a project requires compliance with the review and clearance provisions of the National Environmental Policy Act (NEPA) and HUD's implementing regulations at 24 CFR 58. Completion of the required review is the responsibility of WCDA but requires the participation of the Owner.

Owner will be asked to certify that it has not taken any choice-limiting actions subsequent to its application for HOME financing and prior to notification by WCDA of HUD's approval of the release of funds under NEPA. Owner will further certify that it has no new knowledge or information that would call into question the determination of the Project's environmental status and that it will immediately disclose to WCDA any new information related to the environmental condition or status of the Project that becomes available. If such new information is deemed material by WCDA, Owner will stop work until a revised environmental determination can be made.

If human remains, bones, artifacts, foundations, or other indications of past human occupation are unearthed during the course of site work, construction, or other activity, Owner will immediately stop work and notify WCDA and the State Historic Preservation Office.

PROPERTY STANDARDS

Housing that is constructed or rehabilitated with HOME funds must meet all applicable local building codes, standards, and zoning ordinances. In absence of a local code for new construction or rehabilitation, HOME-assisted new construction or rehabilitation must meet as applicable, the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council. All new construction project must all meet the requirements in 24 CFR Part 92.251 (a)(2)(i) through (v). All rehabilitation projects must comply with WCDA's Written Standards for Federally-Assisted Housing Rehabilitation, and HUD's Uniform Physical Condition Standards (UPCS).

Construction of all manufactured housing must meet the Manufactured Home Construction and Safety Standards established in 24 CFR Part 3280. These standards preempt State and local codes covering the same aspects of performance for such housing. Applicants providing HOME assistance to install manufactured housing units must comply with applicable State and local laws or codes. In the absence of such laws or codes, the applicant must comply with the manufacturer's written instructions for manufactured housing units.

Housing originally constructed prior to 1978 requires additional procedures to address lead paint issues. Property must receive a lead-based paint inspection from an EPA-certified lead-based paint inspector, and any lead paint identified as part of the inspection must be remediated/mitigated by a certified lead-based paint abatement contractor. General contractor must be an EPA-Certified Renovation Firm at the time the sales contract is signed. Subcontractors must be EPA-Certified Renovation Worker(s) working under the EPA-Certified Renovation Firm.

Since HOME regulations require that HOME-assisted units meet HUD's minimum property standards, HOME funds cannot be used for emergency repair programs.

ELIGIBLE COSTS

HOME funding is disbursed on a reimbursement basis. After costs have been incurred and paid by the project, a reimbursement request may be submitted for costs as outlined below. A 10% retainage will be withheld from each draw request until the project is completed, placed in service and all documentation sufficient to WCDA is submitted to close out the project. All draws will be processed once a month.

1. Land and/or Building Acquisition Costs

2. Development Hard Costs - The actual construction and/or rehabilitation costs including:
   a. Costs of actual material and labor
   b. Costs to meet the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council
   c. Costs to meet rehabilitation standards
   d. Essential improvements
   e. Energy-related improvements
   f. Costs to contain or abate Lead-based paint hazards
   g. Costs to mitigate hazards including but not limited to mold, asbestos, radon, and drugs
   h. Improvements for handicapped persons
   i. Repair or replacement of major systems in danger of failure
   j. Repairs and general property improvements of a non-luxury nature

3. Site Improvements and utility connections can be funded with HOME funds only when conducted in conjunction with HOME eligible activities.

4. Related Soft Costs - reasonable and necessary costs, including:
   a. Architectural, engineering or related professional services (inspection, work write-ups) to a third party
   b. Financing costs such as loan points, credit and title costs, recordation fees, building permits, legal fees, appraisals, developer fees
   c. Relocation costs (permanent and temporary), affirmative marketing, and fair housing information services

5. Rehabilitation Costs
   a. Demolition costs
   b. Refinancing costs (cannot be larger than rehabilitation hard costs)

MATCHING REQUIREMENTS

Matching funds are the local contribution to the partnership. Match obligations must be met in the fiscal year the HOME funds are expended.

1. Forms of Matching Contribution

   The match obligations can be met with:

   a. Cash from a non-federal source (owner's cash is not eligible as match)
   b. Value of waived taxes, fees or charges
   c. Value of donated land or real property
   d. Cost of infrastructure improvements not made with federal resources associated with HOME projects
   e. Proceeds from multifamily and single family affordable housing project bond financing validly issued by a State or local government or an agency or instrumentality of the State or local government
   f. Reasonable value of donated site-preparation and construction materials not acquired with Federal resources
   g. Reasonable rental value of the donated use of site preparation or construction equipment;
   h. The value of donated or voluntary labor or professional services
   i. The value of sweat equity
   j. The direct cost of supportive services provided to families residing in HOME-assisted units during the period of affordability
   k. The direct cost of homebuyer counseling services provided to families that acquire a property with HOME assistance

2. Size of the Match

   Every HOME project requires a twenty-five percent (25%) match contribution meaning that twenty-five percent (25%) of the HOME funds in a project must be matched by non-federal funds. For FY 2022, applicants will only be required to provide a minimum match of at least five percent (5%). The balance of the HOME match requirement may be met using WCDA’s “banked” HOME Match.

3. Sources of Match

   Match providers will include a wide array of local providers, both public and private. These may include:

   a. Local tax funded initiatives
   b. Tax assessing offices
   c. Water and sewer departments
   d. Streets and sidewalk departments
   e. Redevelopment agencies
   f. Public housing agencies
   g. State agencies
   h. State tax funded initiatives
   i. Charitable organizations/foundations
   j. Private sector organizations

k. Lending institutions
l. Corporate donations/commitment
m. Design professionals (architects, engineers, surveyors, etc.)

NHTF PROGRAM DESCRIPTION

NHTF RENTAL HOUSING PRODUCTION & PROVISIONS

NHTF funds must be spent quickly. The time frames for committing and expending funds are very short. From the time WCDA signs an NHTF Grant Agreement for NHTF funds with the Department of Housing and Urban Development, the following time frames apply:

Twenty-four (24) months to enter into written agreements with an Owner/Developer to reserve NHTF funds.

Five (5) years to expend funds.

Rental Housing Production can be accomplished in the following ways:

1. Rehabilitation
    a. Rehabilitation
    b. Conversion
    c. Reconstruction
    d. Rehabilitation and Refinance
2. Acquisition and Rehabilitation
3. New Construction

There are three important things to remember about NHTF-assisted Rental Housing:

1. Rents are strictly controlled.
2. Tenants must be extremely low-income (at or below 30% of Area Median Income adjusted for family size as determined by HUD).
3. Both occupancy and rents must be maintained and monitored for a minimum affordability period of not less than 30 years.

Both the rent and income targeting requirements are enforced by deed restrictions and specify remedies for breach of the provisions.

Eligible Rental Housing Property Types

1. One or more buildings on a single site that are under common ownership, management and financing
2. Scattered sites are eligible as one project as long as the sites are under common ownership, management and financing, and receive NHTF assistance as part of a single undertaking
3. There are no limits on the number of units per project
4. Properties may be privately or publicly owned

Eligible Activities for Rental Housing Production

The following activities are eligible for rental housing production with NHTF funds:

1. REHABILITATION
   a. Rehabilitation of Owned Multifamily Housing
      i. Rehabilitation of existing structures; and Rehabilitation and Refinancing to permit or continue affordability under 24 CFR 93.200.
      ii. A Capital Needs Assessment (CNA) must be provided. See Section III Multi-Family Projects Submission Requirements.
      iii. The Project's on-site work and rehabilitation budget must not exceed 110% of the CNA proposed budget for recommended improvements.
      iv. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.
      v. A review of the Owner's management practices will be made in order to determine that disinvestment in the property has not occurred, that the long term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.

   b. Conversion - Conversion of an existing structure from an alternative use to affordable, residential housing is an eligible activity and is considered rehabilitation. If conversion involves additional units beyond the walls of an existing structure, the project will be deemed new construction. All requirements under Rehabilitation paragraph 1.a. above will apply.

   c. Reconstruction - Reconstruction is defined as the rebuilding, on the same lot, of housing standing on a site at the time of project commitment. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased. Reconstruction also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing. All requirements under Rehabilitation paragraph 1.a. above will apply.

   d. Rehabilitation and Refinance - Refinancing is an eligible activity, and must be made for the purposes of maintaining current affordable units or creating additional affordable units and the rehabilitation cost must be greater than the amount of debt that is refinanced. NHTF funds <u>cannot</u> be used to refinance multifamily loans made or insured by any Federal program, including CDBG. All requirements under Rehabilitation paragraph 1.a. above will apply.

2. ACQUISITION AND REHABILIATION - Acquisition and rehabilitation of an eligible property is an eligible use of NHTF funds. All requirements under Rehabilitation paragraph 1.a. above will apply.

3. NEW CONSTRUCTION - New Construction is an eligible use of NHTF funds. New Construction is also defined as housing that has received an initial certificate of occupancy or equivalent document within a one-year period before the commitment of NHTF funds to the project.

Affordability Period for Rental Housing

HUD requires NHTF-assisted **rental** units be rent controlled for not less than 30 years.

Rental Housing Activity	Minimum per unit HOME $	Affordability Period
Any	All amounts	30 years

Affirmative Marketing for Rental Housing Projects

Owner must adopt and implement affirmative marketing procedures for the Project consistent with the requirements of 24 CFR 93.350(b). Owner must submit an Affirmative Fair Housing Marketing Plan ("AFHMP"), using form HUD-935.2A, or on another such form as WCDA may reasonably require, for WCDA review prior to marketing and leasing the NHTF-assisted units.

WCDA reserves the right to require Owner to update the Project's AFHMP from time to time to ensure it remains appropriate given potentially changing demographic characteristics of the market area and is updated based on the operational experience with the Project.

Minority Business Enterprise & Women-Owned Business Enterprise (MBE/WBE) Outreach Program for Rental Housing Projects

If awarded NHTF funds, WCDA will require general contractors on projects being funded with NHTF to solicit bids from minority-owned (MBE) and women-owned (WBE) businesses to the extent practicable, as required by 24 CFR 93.350(a). Documentation and data on the steps taken to reach out to MBE/WBE businesses will be required to be submitted to WCDA. WCDA will maintain project records on the use and participation of MBE and WBE.

ENVIRONMENTAL REVIEW

NHTF is not currently subject to 24 CFR part 58. However, the regulations establish specific property standards and environmental provisions for new construction and rehabilitation housing that receives NHTF funds. These property standards and provisions are included in 24 CFR § 93.301(f)(1) and (2) and are outcome-based, exclude consultation procedures, and are not issued an Authority to Use Grant Funds. When combining NHTF with HOME, a Part 58 Environmental Review will be required. The Environmental Review must also meet the NHTF environmental provisions.

The Owner will certify that it has no new knowledge or information that would call into question the determination of the Project's environmental status and that it will immediately disclose to WCDA any new information related to the environmental condition or status of the Project that becomes available. If such new information is deemed material by WCDA, Owner will stop work until a revised environmental determination can be made.

If human remains, bones, artifacts, foundations, or other indications of past human occupation are unearthed during the course of site work, construction, or other activity, Owner will immediately stop work and notify WCDA and the State Historic Preservation Office.

PROPERTY STANDARDS

Housing that is constructed or rehabilitated with NHTF funds must meet all applicable local building codes, ordinances, and zoning ordinances at the time of project completion. In absence of a local code for new construction or rehabilitation, NHTF-assisted new construction or rehabilitation must meet as applicable, the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council. All new construction project must all meet the requirements in 24 CFR Part 93.301(a), which addresses HUD requirements in Accessibility, Energy efficiency, and Disaster mitigation All rehabilitation projects must meet all the requirements in 24 CFR Part 93.301(b), which addresses HUD Requirements in Health and Safety, Major Systems, Lead-based paint, Accessibility, Disaster mitigation, Uniform Physical Condition Standards, and Capital Needs Assessments.

Construction of all manufactured housing must meet the Manufactured Home Construction and Safety Standards established in 24 CFR Part 3280. These standards preempt State and local codes covering the same aspects of performance for such housing. Applicants providing NHTF assistance to install manufactured housing units must comply with applicable State and local laws or codes. In the absence of such laws or codes, the applicant must comply with the manufacturer's written instructions for manufactured housing units.

Housing originally constructed prior to 1978 requires additional procedures to address lead paint issues. Property must receive a lead-based paint inspection from an EPA-certified lead-based paint inspector, and any lead paint identified as part of the inspection must be remediated/mitigated by a certified lead-based paint abatement contractor. General contractor must be an EPA-Certified Renovation Firm at the time the sales contract is signed. Subcontractors must be EPA-Certified Renovation Worker(s) working under the EPA-Certified Renovation Firm. Since NHTF regulations require that NHTF-assisted units meet minimum property standards, NHTF funds cannot be used for emergency repair programs.

ELIGIBLE COSTS

NHTF funding is disbursed on a reimbursement basis. After costs have been incurred and paid by the project, a reimbursement request may be submitted for costs as outlined below. A ten percent (10%) retainage will be withheld from each draw request until the project is completed, placed in service and all documentation sufficient to WCDA is submitted to close out the project. All draws will be processed once a month.

1. Land and/or Building Acquisition Costs

2. Development Hard Costs - The actual construction and/or rehabilitation costs including:
    a. Costs of actual material and labor
    b. Costs to meet the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council
    c. Costs to meet rehabilitation standards
    d. Essential improvements
    e. Energy-related improvements
    f. Costs to contain or abate Lead-based paint hazards
    g. Costs to mitigate hazards including but not limited to mold, asbestos, radon, and drugs
    h. Improvements for handicapped persons
    i. Repair or replacement of major systems in danger of failure
    j. Repairs and general property improvements of a non-luxury nature

3. Site Improvements and utility connections can be funded with NHTF funds only when conducted in conjunction with NHTF eligible activities.

4. Related Soft Costs - reasonable and necessary costs, including:
    a. Architectural, engineering or related professional services (inspection, work write-ups) to a third party
    b. Financing costs such as loan points, credit and title costs, recordation fees, building permits, legal fees, appraisals, developer fees
    c. Relocation costs (permanent and temporary), affirmative marketing, and fair housing information services

5. Rehabilitation Costs
    a. Demolition costs
    b. Refinancing costs (cannot be larger than rehabilitation hard costs)

MULTIFAMILY RENTAL PROJECTS

APPLICATION PROCESS

WCDA utilizes one application for Tax Credit funding requests and a separate application for HOME, NHTF and/or TCAP funding. Available funding levels and allocations are outlined in Attachment "A". In addition, specific set-asides and their eligibility criteria are outlined in Section II of this document. Please note that if WCDA deems additional cycles as necessary to obligate funds in a timely manner, WCDA may conduct additional application cycles within the current funding year.

Applicants must be current on all fees due and owing WCDA before an application will be accepted. An application may be denied if it is determined that the Developer or other key participants have other projects that are not progressing or have not progressed as scheduled in the Development Timetable within WCDA's Application and/or Agreement.

All required documents must be submitted via the Procorem Workcenter assigned to the Applicant. Each attachment must be uploaded as a separate file and as a searchable document. Incomplete applications will not be scored.

After the application is received, WCDA will conduct a site visit to evaluate the site's suitability for the proposed housing. Developers are required to accompany WCDA staff at the site visit either in-person or virtually.

During the scoring period, WCDA reserves the right to contact developers with clarifying questions in regards to their application. Requests will not be made for missing or incomplete documentation.

Waiver Requests

In order to request a waiver of any points or submission requirements, please submit an attachment with your application documenting and explaining the need for a waiver. WCDA reserves the right to approve or deny waiver requests at its sole discretion.

Supplemental Applications

When submitting a supplemental application, the most recent AHAP must be used in regards to submission and scoring requirements. Supplemental applications are required to submit the respective application fee.

Submission Requirements

The following must be submitted for all initial and supplemental funding applications. If your proposal cannot provide any of the following, please refer to the waiver request section above.

1. Completed Letter of Intent sent to housingdev@wyomingcda.com on or before the submission deadline outlined in the respective Notice of Available Funding;

2. Application Fee, received in the WCDA office by the application deadline.
   - $1,000 for projects with twenty-four (24) units or less
   - $2,000 for projects with over twenty-four (24) units
   - Projects electing income averaging (IA) must pay an application fee of $2,500.
   - Non-Profits/CHDOs have a flat application fee for all tax credit projects of $500
   - There are no application fees for projects which are applying for HOME and/or NHTF funds only.

3. Application

4. WCDA Application for Community Housing Development Organization (CHDO) Status Under the HOME Investment Partnership Program (HOME) as stated in 24 CFR Part 92, if applicable;

5. Affirmative Fair Housing Marketing Agreement;

6. Independent, comprehensive, recent (no older than six (6) months from the date of application submittal), and professional Market Study from a competent, disinterested party. At a minimum, the Market Study must include those items outlined in **Attachment "A" and the Market Study Recap (Attachment "B").**

   Please Note - WCDA does not have a list of Market Study Providers and cannot recommend a provider.

7. For projects requesting HOME funding in an entitlement city, a current letter of consistency with the Consolidated Plan from the appropriate jurisdiction;

8. Site control documentation;

9. Documentation of compliance with zoning requirements, including map;

10. Flood plain documentation, including map;

11. Completed Phase I Environmental Assessment;

12. Estimated tax expense from county assessor (or current assessment for rehabilitation projects);

13. City map showing location of the site;

14. Sketch plan of the site (3-dimensional if possible);

15. Floor plans;

16. Projects built in phases are to complete the application reflecting information on the current phase, and explain each phase and the entire project in the narrative;

17. Narrative description of the project;

18. Detailed written explanation of how and why the applicant feels the scoring criteria has been met;
19. Copy of deed showing ownership changes proving 10-year rule requirements (for acquisition/ rehabilitation projects with tax credits);

20. Developer fee agreement;

21. Completion certification of compliance training from WCDA or a firm as approved by WCDA, completed within the past two (2) years;

22. Completion certification of fair housing training by all Project Owners from a nationally-recognized firm as approved by WCDA, completed within the past five (5) years;

23. Historical tax information for Developer for underwriting purposes;

    a. For Developers organized as limited liability companies or partnerships, three (3) years of most recent tax returns (IRS Form 1065 pages 1-5)
    b. For Developers organized as corporations or S-corporations, three (3) years of most recent tax returns (IRS Form 1120 and 1120-S pages 1-5)
    c. For Developers organized as non-profit organizations, the last three (3) years of most recent tax returns (IRS Form 990)

24. All tax credit projects must provide a Letter of Intent from a minimum of one syndicator which must include an anticipated date of when a firm commitment will be issued;

25. All projects requesting credits that exceed the total per unit eligible basis and/or submit a project budget that exceeds the total per unit cost, published by WCDA in Attachment "A", must include documentation satisfactory to WCDA, justifying the higher costs, and thus the higher eligible basis. [e.g. Three (3) or more bids for construction items, current Real Estate listings for like properties in the area (to help justify land cost), costs to address seismic or other unique building requirements, impact on the community, etc.];

26. Scattered site projects are acceptable under this plan only if all units are covered under the same financing, and are located within the same city, or if not all of the individual sites are within city limits, within the same county. However, the Primary Market Area defined in the Market Study must be sized appropriately and logically consistent. To receive the one hundred thirty percent (130%) increase in basis allowed under Section 42 the entire project must also be located within a qualified census tract or difficult development area. While separate applications are required for projects located in different cities, projects may be bundled for outside financing and syndication purposes;

27. Determination letter from the State Historic Preservation Office (SHPO), clearing the site for improvements or necessary mitigation requirements;

28. All HOME Match documentation by the Source providing the Match that grant has been awarded or fee reduction has been approved, or by lending institution providing a firm commitment of a below market interest rate loan in order to receive allowable points;

29. Specifications and verification of construction and/or energy efficiency details must be provided in order to receive the corresponding points; and

30. Waiver Request(s) Narrative.

For **Acquisition/Rehabilitation** projects the following documents must also be submitted in addition to the previously listed submission requirements:

1. Financial statements, including a balance sheet and profit and loss statement, and/or tax returns from the property to be acquired for the past three (3) years.

2. A Capital Needs Assessment (CNA) must be provided by unaffiliated third party, such as a licensed architect or engineer, and must include a unit-by-unit breakdown and budget at time of application. The CNA must conform with the requirements of WCDA's Written Standards for Federally-Assisted Housing Rehabilitation and must include an estimate of the remaining useful life of major systems and estimates of replacement costs. Major systems include: structural support, roofing, cladding, weather proofing (windows, doors, siding, gutters), plumbing, electrical and heating, ventilations, and air conditioning. The CNA must support a minimum need of $30,000 per unit in hard costs to address mechanical, electrical, plumbing, or structural conditions with a remaining useful life of less than five (5) years.

    a. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The Project's on-site work and rehabilitation budget must not exceed one hundred ten percent (110%) of the CNA proposed budget for recommended improvements. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.

    b. The Assessment should also include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, to determine the appropriate replacement reserve deposits on a per unit per year basis. The assessment should examine and analyze the following:
        i. Site, including topography, drainage, pavement, curbing, sidewalks, parking, ingress and egress, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines;
        ii. Where relevant, assess and document potential impact of natural disasters, (e.g. earthquake, flooding, wildfires) in accordance with State and local codes/ordinance;
        iii. Evaluate and estimate the useful remaining life, based on their age and condition, of the following:
            1. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;

2. Interiors, including unit and common area finishes, carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and
3. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators. All of these major components must have a useful remaining life of at least (five) 5 years or be repaired or replaced;

iv. Exterior walls, balconies, exterior doors and windows, roofing system and drainage;
v. Interior of all individual units, include kitchen finishes and appliances, unit bathroom finishes and fixtures; and,
vi. Common area lobbies and corridors (if applicable).

c. Scope of work, workmanship quality and materials must adhere to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation, and are subject to inspection and approval by the WCDA Director of Construction and Facilities, or his/her designee.
d. All items identified in the CNA or by a professional's follow-up, must be included in the scope of rehabilitation, according to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation.
e. Any cost item not identified in the CNA (except LBP, asbestos, mold, illegal drug residue, and site contamination inspections, clearance, and interim control costs) may be deemed unnecessary, and therefore ineligible for reimbursement.

3. A timely appraisal by an independent 3rd party (generally appraisals are considered timely if less than six (6) months old – the acquisition price on which tax credits are allocated will be limited to the lesser of the sales price or the appraised value of the property prior to rehabilitation);

4. Rent roll (if rent is income-based, with average tenant income);

5. Itemized list, by unit, of rehabilitation activities and costs;

6. Relocation plan for person(s) displaced by the project;

7. Owners and Developers applying for HUD funding for all occupied acquisition/rehabilitation projects must provide every tenant with a General Information Notice (GIN) per HUD requirements, in compliance the Uniform Relocation Act (URA), prior to the application being submitted. A copy of the GIN and proof of delivery must accompany the application.

ALLOCATION CRITERIA

WCDA will review all applications in each cycle for completeness and eligibility based on federal requirements and selection criteria. Proposed projects will be ranked based on the following criteria. Where an applicant's Market Study differs from the current economic statistics available to WCDA, the project may be ranked using the most recent data available to WCDA. Although projects may rank, WCDA reserves the right to add requirements to address any concerns to the Initial Allocation Document, which it may have for the long-term viability of the project.

Sufficient documentation must be included and applications must include a detailed written explanation of how and why the applicant feels the criteria has been met in order for points to be accurately assessed.

	Negative	Minimum	Maximum Points
1) Housing Needs Characteristics		100	
a) Need			130
b) Vacancy in Community	-16		48
c) Vacancy in Low Income Projects	- 2		10
SUB TOTAL HOUSING NEEDS CHARACTERISTICS	-18	100	188
2) Quality of Construction			
a) Construction/Energy Efficiency Standards Exceeded			65
SUB TOTAL QUALITY OF CONSTRUCTION			65
3) Project Location			
a) Geographic Distribution			40
b) Proximity to Services			22
c) Concentration of Low-Income Housing			15
d) Inappropriate Location	-200		
e) Community Revitalization in QCT/Community Revitalization Plan			10
SUB TOTAL PROJECT LOCATION	-200		87
4) Project Characteristics			
a) Project and Unit Amenities			48
c) Site Control			3
d) Proper Zoning			3
e) Rehabilitation with Project Based Rental Assistance			15
SUBTOTAL PROJECT CHARACTERISTICS			69
5) Sponsor/Applicant Characteristics			
a) Property Management Team			20
b) Development Team			20
SUBTOTAL SPONSOR/APPLICANT CHARACTERISTICS			40

6) Financials			
a) Loan Terms			10
b) Subsidy	-200		
c) Donations, Grants & Waived Fees			35
a) Total Project Costs	-1000		
SUBTOTAL FINANCIALS	-1200		45

Totals	**-1418**	**100**	**489**

TIE BREAKER

In the event of a tie, the projects will be awarded priority as follows:

1) Rehabilitation Proposal with Project Based Rental Assistance
2) Rehabilitation Proposal without Project Based Rental Assistance
3) New Construction

Non-Point Based Evaluation Criteria

WCDA, in its sole discretion, will take the following into account when reviewing applications. No point values will be assigned but may impact the application positively or negatively.

- Environmental issues that cannot be mitigated
- Developer Experience
- History of Returned Credits
- History of Foreclosed Properties
- Developer Financial Capacity
- Consecutive “At-Risk” scoring under Development and Property Management Team
- Reference checks with other State Housing Finance Agencies

HOUSING NEEDS CHARACTERISTICS (Maximum 188 points; up to negative 18 points; minimum score needed of 100 points)

Need (maximum 130 points, up to negative 18 points)
A Project will receive up to 130 points if the applicant can substantiate need for the specific housing for which it is applying (must include where tenants are currently residing [in town, out of town, relatives, subsidized housing, and/or substandard housing]). The 130 points available in the Need Category is broken down into the following four subcategories:

Income Levels (28 points)
Income Levels being served vs. Income Levels identified in the Market Study as defined by the Capture Rate in the Market Study.

Capture Rate	Points	Capture Rate	Points
0.0 - 5.0	28	40.1 - 45.0	12
5.1 - 10.0	26	45.1 - 50.0	10
10.1 - 15.0	24	50.1 - 55.0	8
15.1 - 20.0	22	55.1 - 60.0	6
20.1 - 25.0	20	60.1 - 65.0	4
25.1 - 30.0	18	65.1 - 70.0	2
30.1 - 35.0	16	70.1 - 75.0	0
35.1 - 40.0	14	75.1 +	0

Affordability (40 points)
Proposed monthly net rent vs. monthly average Market Rate Rents by bedroom size as defined in the Market Study. An Excel template with formulas for self-scoring is located on the WCDA website. The template calculates correct points awarded for Affordability. Developers are encouraged to use this resource to determine how WCDA scores this section.

Saturation (48 Points)
These numbers are retrieved by WCDA from Attachment "B" included in the Market Study. Developers are encouraged to obtain these numbers from the Market Study for self-scoring purposes. Saturation is defined as the number of proposed units divided by the number of units needed. Points awarded equal 48 maximum points minus saturation percentage as a whole number. For example, if saturation percentage is 13%, total points in this category awarded equal 35 (48-13=35).

*Maximum points awarded for Rehab projects that are fully occupied or have a waitlist with more applicants than empty units

Absorption Rate (14 Points)
These numbers are retrieved by WCDA from Attachment "B" included in the Market Study. Developers are encouraged to obtain these numbers from the Market Study for self-scoring purposes. Absorption rate is defined as the number of occupied units per month divided by number of proposed units. See the table below for the corresponding points.

Months to fill	Points
1	14
2	13
3	12
4	11
5	10
6	9
7	7
8	6
9	4
10	3
11	1
12	0

*Maximum points awarded for Rehab projects that are fully occupied or have a waitlist with more applicants than empty units

Vacancy in Community (Maximum 48 points; up to negative 16 points)
The project will be awarded points as follows, using vacancy rates from both the Market Study and the most recently published Wyoming Demographics Profile (WDP). The city data will be used for WDP. If city data is unavailable, county data will be used:

Vacancy Rate	Market Study (Primary Market Area)	WDP (City/County Data)
0% - 1%	30 points	18 points
1.01% - 2%	27	16
2.01% - 3%	24	14
3.01% - 4%	21	12
4.01% - 5%	18	10
5.01% - 6%	13	7
6.01% - 8%	8	4
8.01% - 10%	3	1
10.01% - 12%	-5	-3
12.01% +	-10	-6

Vacancy in Low-Income Projects (Maximum 10 points; up to negative 2 points)
If a project is placed in a community with substantiated vacancy rates in income-restricted projects based on the Market Study, the following points will be awarded:

Vacancy Rate	Market Study (Primary Market Area)
0% - 1%	10
1.01% - 2%	9
2.01% - 3%	8
3.01% - 4%	6
4.01% - 5%	4
5.01% - 6%	2
6.01% - 8%	0
8.01% - 10%	-2

*Low-income projects include all projects with income restrictions.
*Projects proposed in communities with over 10% vacancy in low-income projects will not be considered unless the project is a rehabilitation with less than 10% vacancy in the project.

<u>QUALITY OF CONSTRUCTION</u> (Maximum 65 points)

Construction/Energy Efficiency Standards Exceeded (Maximum 65 points)
To obtain additional points, applicants must clearly demonstrate that the project will be built or rehabbed to exceed typical building standards. Applicants may submit documentation to advocate for points in this category if the proposed project exceeds standards in addition to those listed below.

- Townhouse-style unit proposals (10 points)
- Roofing/Siding > 30-year warranty (5 points each)
- Windows > .3 U-Value or lower (5 points)
- Energy Star lighting throughout the project (5 points)
- Motion controlled exterior lighting (5 points)
- Energy Star Refrigerator, dishwasher, ceiling fans (if applicable) and washer and dryer (if applicable) (5 points)
- Ceiling Fans (5 points)
- Smart Thermostat (Internet-connected and "linkable" to home automation systems) (5 points)
- Certifications (Maximum 20 points)
    a. Energy Star Certification (10 points)
    b. Energy Star Rating for 5% or more units (10 points)
    c. HERS Rating at or below 80 (5 points)
    d. Rehabilitation Projects that increase their HERS rating by 20% (10 points)

*In order to receive points in any portion of the above category, documentation of specs and/or products must be submitted with the application

<u>PROJECT LOCATION</u> (Maximum 87 points; up to a negative 200 points)

Geographic Distribution (Maximum 40 points)
In an effort to equitably distribute funding throughout the state, 10 points will be awarded per year if the community has not received funding within the last four (4) years. For example, if a community has not received any funding in the last three (3) years, the proposed project would receive 30 points. Funding includes all new construction, acquisition, and/or rehabilitation projects. This information is found on the WCDA website.

Proximity to Services (Maximum 22 points)

*<u>*Distances should be measured as driving or walking, not flyover.</u>*

Distance from other locations			
	Within 2 Miles	Within 1.5 Mile	Within 1 Mile
Grocery	3	4	5
Retail Shopping	3	4	5
Pharmacy	1	2	3
Healthcare	1	2	3
Public School (Family Projects)	1	2	3
Recreation Center or Park	1	2	3
Senior Center (Senior Projects)	1	2	3

<u>Retail Shopping Includes:</u> Walmart, Target, Big Lots, Kohls, Marshalls, TJ Maxx, etc.

Concentration of Low-Income Housing (Maximum 15 points; up to a negative 50 points)
A project may receive up to 15 points if it is demonstrated that the project will not contribute to an above-average concentration of Low-Income housing established within the site's Primary Market Area as defined in the Market Analysis. A project may be assessed up to a negative 50 points if WCDA determines the proposed project is located in an area of high concentration of low-income housing. WCDA will consider available data for comparable units in the area, such as visual observation, market study information, HUD Community Planning and Development (CPD) maps, etc. Rehabilitation projects will receive maximum points in this category.

Environmental Items/Inappropriate Location (Up to a Negative 200 points)
Negative points will be assessed if the project will need mitigation that has not been addressed and/or budgeted in accordance with HUD's Part 58 Environmental Review Standards. A project may also receive negative points if it is located in or near a heavy industrial area.

Community Revitalization in Qualified Census Tracts And/or Community Revitalization Plan (Maximum 10 points)
The project is eligible for 5 points if the project being developed is located in a Qualified Census Tract.

The project is eligible for 5 points if the current project involves use of existing housing as part of a Community Revitalization Plan or 5 points until Community Revitalization Plan has been formally defined by HUD the IRS the community is actively reducing barriers associated with Affordable Housing i.e.:

a. Reducing or waiving fees or real estate tax concessions for Affordable Housing.
b. Within the last year the Jurisdiction has convened or funded comprehensive studies, commissions, or hearings, or has established a formal ongoing process, to review, the rules, regulations, development standards and processes of the jurisdiction to assess their impact on the supply of Affordable Housing.
c. Within the last year the Jurisdiction has initiated regulatory reforms as a result of the above.
d. Jurisdiction has a single consolidated permit application process for housing development that includes building, zoning, engineering, environmental and related permits or “fast track” permitting and approvals for all affordable housing projects.
e. Reduction or waiver of parking or green space requirements for all affordable housing developments.
f. The jurisdiction has funded, directly or through partnerships, comprehensive studies of current and estimated housing needs taking into account the anticipated growth of the region, for existing and future residents, including low-, moderate-, and middle-income families for at least the next five years. Lower cost land development requirements for Affordable Housing developments, i.e. higher density, narrower streets, sidewalks on only one side of the street etc.

*In order to receive points in this category, current documentation from the local jurisdiction that the project is in a Community Revitalization Plan area must be submitted with the application. Developers are cautioned not to use generic community-wide housing studies to award self-scoring points.

PROJECT CHARACTERISTICS (Maximum 69 points)

Project and Unit Amenities (Maximum 48 points)

PROJECT AMENITIES	**POINTS**
Laundry-open 24/7 (only)	1
Tot lot (Family Projects) or Emergency Call (Senior Projects)	5
Security Cameras	10
Covered Parking	2
Exercise Room	2
Computer Center	2
Walking Trails	1
BBQ/Picnic Area	1
Storage Areas	2
Dog Walk Area	2
Multi-Purpose Room	2
UNIT AMENITIES	**POINTS**
Dishwasher	1
Garbage Disposal	1
Washer/Dryer provided In Unit	3
Washer/Dryer hook-ups (only) in Unit	2
Central HVAC System	3
Wired high speed internet (grant points for cities that don't have this access)	2
Programmable Thermostat	3
Luxury Vinyl Tile Flooring	3

Site Control (Maximum 3 points)
A proposal will receive up to 3 points for having control of the site.

STATUS	POINTS
Own	3
Option to Buy/WCDA-Approved 99+ year lease	2
Letter of Intent	1

Proper Zoning (Maximum 3 points)
A proposal will receive up to 3 points for having the proper zoning and all other necessary approvals (i.e. PUD's etc.).

STATUS	POINTS
Zoning in Place, No Approval Required	3
Zoning in Place, Other Approvals Required	2
Re-zoning in Process	1

Rehabilitation with Project Based Rental Assistance (Maximum 15 points)
A proposal will receive 15 points if the project is a rehabilitation of an existing project with Project Based Rental Assistance (i.e. Project Based Vouchers, USDA RD property, etc.).

<u>SPONSOR/APPLICANT CHARACTERISTICS</u> (Maximum 40 points)

Property Management Team (Maximum 20 points)
WCDA will consider the capabilities of the entire property management team. Compliance issues, property manager experience, financial performance of existing portfolio and existing site conditions will all be taken into consideration.

- Team scoring between 0-10 points on WCDA's Compliance Risk Assessment spreadsheet will receive 20 points
- Team scoring between 11-20 points on the WCDA's Compliance Risk Assessment spreadsheet will receive 10 points
- Team scoring 21 points or more on the WCDA's Compliance Risk Assessment spreadsheet will receive 0 points

Development Team (Maximum 20 points)
WCDA will consider the capabilities of the entire development team, including at minimum the project sponsor, developer, general contractor, architect, and key consultants:

- Team scoring between 0-10 points on the Risk Assessment spreadsheet will receive 20 points
- Team scoring between 11-20 points on the Risk Assessment spreadsheet will receive 10 points
- Team scoring 21 points or more on the Risk Assessment spreadsheet will receive 0 points

<u>FINANCIALS</u> (Up to negative -1200 points, maximum 45 points)

Loan Terms (Maximum 10 points)
Projects requesting HOME and/or NHTF will be scored as follows:

- Loans amortizing at 2% (10 points)
- Loans amortizing at 1% (5 points)
- Deferred loans (0 points)

Projects must have debt coverage ratio between 1.2 and 1.25 in order to be considered for points in this category. Tax credit only projects will receive maximum points.

Subsidy (Up to a Negative 200 points)
Projects requesting tax credits that exceed the total per unit Eligible Basis or projects where all subsidy sources exceed the limits published by WCDA in Attachment "A", will receive up to a negative 200 points. Projects with subsidy exceeding limits will receive negative 10 points per every 1% over subsidy limit.

Donations, Grants & Waived Fees (Maximum 35 points)
A proposal will receive up to 35 points for contributions derived from non-federal sources (i.e. donated real estate, labor, materials, cash, or waiver of local fees etc.), which results in reduced project costs and reduced federal subsidy. In order to receive points, documentation from the provider of the contribution must be provided showing award and specifics (i.e. Grant award notification, firm commitment of Below Market Interest Rate loan, letter from architect waiving fees). All contributions will be measured in monetary form. Points are awarded at a rate of 3 points per 1% in waivers and/or contributions.

For example, if total project costs equal $10,000,000 and your proposals receives $1,000,000 in waived architect fees and property tax abatement (or a 10% reduction in total project costs) the proposal will be awarded 30 points.

Deferred developer fees are not given any weight in this category.

Total Project Costs (Up to a negative 1000 points)
Projects submitted with Total Project Costs above the limits published in Attachment "A", will receive up to a negative 10 points for every 1% over the limits up to maximum of negative 1000 points.

Statistical Outlier Method:
WCDA may, in its sole discretion, waive all negative points and offer a pro-rated LIHTC, HOME, and/or NHTF award to one (1) project that exceeds the Total Project Cost limits published in Attachment "A", but otherwise meets all other minimum scoring criteria of the AHAP. The amount of the pro-rated award will be based upon the average total project cost of all awarded projects for the last three (3) funding rounds.

Projects submitted which exceed Total Project Cost limits should request consideration of a pro-rated award under the Statistical Outlier Method, and clearly justify the cost structure of the Project. WCDA does not guarantee approval of projects requesting pro-rated awards, and all pro-rated awards will be subject to funding availability. WCDA does not guarantee it will utilize the Statistical Outlier Method in every round.

ALLOCATION PROCESS

After determining eligibility and scoring rank, projects are recommended to the WCDA Board of Directors. The WCDA Board of Directors may, at their sole discretion, approve or deny an application recommended by staff. WCDA reserves the right to allocate all or a portion of the available LIHTC, HOME and/or NHTF funds in any of its funding cycles. If there are insufficient LIHTC, HOME and/or NHTF funds remaining to allocate the minimum necessary to make a project feasible, WCDA may forward commit, substitute the funding sources requested with other available funds (i.e. Tax Credit Assistance Program Program Income), or award LIHTC, HOME and/or NHTF funds to the next highest scoring project for which the available LIHTC, HOME and/or NHTF funds are sufficient to meet that project's needs.

WCDA reserves the right to negotiate lower Developer and Builder fees on projects when there is an identity of interest among parties

Tax Credit, HOME and/or NHTF funded Allocations are NOT transferable. Once an application is granted, the project may not be changed in any way (including project name) without WCDA's prior written consent, and may result in revocation of the project’s allocation(s).

Owner and the additional guarantors (collectively the Guarantors) outlined herein shall provide a Completion Guaranty, a Performance and Repayment Guaranty (HUD-funded projects), and an Initial Project Reserves Guaranty. These are in addition to any standard environmental or general indemnifications that may be required by the Loan Documents. All guaranties shall be joint and several. Owner shall execute an Assignment of Rents.
With the exception of the Investor limited partner or Investor member, WCDA will require guaranties from the underlying corporate and individual owners of the partner(s), member(s), or other controlling entities of the Owner, the individual owners of any “shell entities” engaged in the ownership of the Owner and its partner(s), member(s), or other controlling entities and from any other guarantors required by the other financing sources investing in the Project.

Allocation Fees

<table>
<tr><th>Funding Type</th><th>Fee</th><th>Amount</th><th>Due Date</th></tr>
<tr><td rowspan="3">9% Competitive</td><td>Reservation Fee</td><td>3% of the annual allocation</td><td>Upon receipt of award letter</td></tr>
<tr><td>10% Certification Fee</td><td>2% of the annual allocation</td><td>With submission of 10% application</td></tr>
<tr><td>Final Fee</td><td>2% of the annual allocation</td><td>With submission of final application</td></tr>
<tr><td rowspan="3">4% Non-Competitive Bond</td><td>Commitment Fee</td><td>5% of the annual allocation</td><td>Upon receipt of award letter</td></tr>
<tr><td>Final Fee</td><td>2% if the annual allocation OR 4% of the annual allocation if no carryover allocation occurs</td><td>With submission of final application</td></tr>
<tr><td>Bond Issuance Fee</td><td>One of the following:
a 25 basis point (bps) fee based on the dollar amount of bonds issued. This fee is paid at closing. Then, annually, starting one year following the date of closing a fee of 15 bps based on the outstanding principal amount of bonds at that time is to be paid to WCDA.
a 25 bps fee based on the dollar amount of bonds issued. This fee will be paid at closing. Then, one year following the date of closing, the present value of a 15 bps fee on the outstanding principal based on the bond amortization schedule at closing is paid annually over the next 5 years.
25 bps fee based on the dollar amount of the bonds issued, which is paid at closing and the present value (as calculated in #2) of the 15 bps fee is also paid at closing and no further annual payments are made.</td><td>Please see previous column for underlined due date based on bond issuance option in addition to upfront fee due at closing</td></tr>
<tr><td colspan="4">HOME & NHTF ALLOCATIONS HAVE NO FEES</td></tr>
</table>

ALLOCATION RESTRICTIONS & PROVISIONS

Maximum Allocation

WCDA in its sole discretion reserves the right to limit funding to no more than sixty percent (60%) of available credits, HOME, and/or NHTF funds to any one project. WCDA reserves the right to redirect funds within a project between LIHTC, HOME, NHTF and/or other resources available to WCDA which best utilizes the available resources.

Federal law mandates that, although a proposed development may be eligible for a 9% or a 4% tax credit amount, WCDA may not allocate more credit than is necessary for the financial feasibility of the project and its viability as a qualified low-income housing project throughout the compliance period. The acquisition price on which Housing Credits are allocated will be limited to the lesser of the sale price or the appraised value of the property prior to rehabilitation. Accordingly, WCDA may designate a lesser amount of credits than otherwise permissible, as it solely determines.

Section 102(d) of the 1989 HUD Reform Act requires HUD to certify that any new or additional HUD assistance for a project is "not more than is necessary to provide affordable housing" after taking into account any other governmental support. Therefore, WCDA reserves the right to disclose a project's application information to appropriate Federal, State or Local authorities and take the necessary actions to accomplish the intent of the subsidy layering rules. Projects needing the Subsidy Layering Review may need to be submitted to HUD.

Site Acquisition

The land purchased for the project must be of appropriate size for the proposed project. (i.e. additional land may not be purchased in hopes of a second phase or for other purposes.) Partial Releases will not be granted by WCDA for unused land. If WCDA, in its sole discretion, approves in writing additional land to be purchased, an appraisal must be obtained outlining the value for each separate parcel. The amount of land cost allowed in the application will be the lesser of the appraised value and/or the pro-rata share by square footage of the original cost.

The purchase price of land and/or improvements thereupon, where there is an identity of interest or is not considered an arm’s length transaction, is restricted to the lesser of:

a. the appraised value of the land and or buildings to be owned by the project, as determined by an appraisal that is less than 6 months old; or
b. the pro-rata share of the original purchase price, if the original purchase was within one year of application; or
c. if owned by a related party which was provided subsidy, the land acquisition price shall be zero.

Developer & Builder Fees

Developer fees will be limited to no more than 15% of development costs up to a maximum of $1,000,000.00. Development costs are defined as total project costs minus all acquisition costs, off-site improvement costs, developer's fees, syndication costs, reserves and consultant's fees. Developer’s accounting fees, other than cost certification fees, must be included in the Developer fee limitation. For Acquisition/Rehabilitation and Rehabilitation projects, the Developer’s fee on acquisition costs is limited to fifteen percent (15%) on projects with twelve (12) units or less; ten percent (10%) on projects with thirteen (13) to twenty-four (24) units; five percent (5%) on projects with twenty-five (25) to thirty-six (36) units; and two and a half percent (2.5%) on projects with over thirty-six (36) units. Special consideration may be given for project size, project characteristics, and/or project location.

Builder's fees will be limited as follows:

a. Builder's Profit will be limited to no more than six percent (6%) of the construction costs
b. Builder's Overhead will be limited to no more than two (2%) of the construction costs
c. General Requirements/Conditions will be limited to no more than six percent (6%) of the construction costs

Minimum Rehabilitation Expenditures

Rehabilitation projects must have a minimum expenditure of thirty thousand dollars ($30,000) per unit of actual rehabilitation hard costs (not including General Requirements, Contractor Overhead or Profit) in Life, Safety, Health, or Code Requirements which includes required major systems repairs or replacements of:

a. Electrical
b. Heating
c. Roofing
d. Foundation/Structural
e. Major energy upgrades

No more than thirty (30%) of rehabilitation costs can fund required General Property Improvements, (non-Life, Safety, Health, or Code Requirements).

Loan Terms

For HOME funds, a construction loan promissory note will be executed with a maturity date of ninety (90) days after the Placed-in-Service date identified in the Application and bearing interest at zero percent (0%). At maturity, the note will be on a monthly amortization not to exceed 480 months; and bearing interest at placed on permanent repayment as follows:

a. Two percent (2%) for HOME new construction; or
b. One percent (1%) for HOME acquisition/rehabilitation.

For NHTF funds, Developers may request the award in the form of a grant, deferred loan or amortizing loan. All NHTF loans will carry a zero percent (0%) interest rate. All amortizing loans will carry an amortization period not to exceed four hundred eighty (480) months.

WCDA at its sole discretion may waive or modify the required terms on the HOME and/or NHTF repayment.

The amortization period and term of the HOME and/or NHTF loan must be equal to or less than the affordability period.

WCDA will consider, in regards to HOME and/or NHTF funds, being in a subordinate lien position to other private financing on a case-by-case basis. Subordination requests must be submitted to the Director of Housing & Neighborhood Development for review. The LURA, HOME and/or NHTF Agreement will not be subordinated to existing or future financing.

Manager's Unit

HOME and/or NHTF funds may NOT be used for the cost of constructing manager's unit(s). Other sources of funds must pay for the cost of developing the manager's unit.

IRS Rule 92-61 addresses the eligible basis of the manager's unit as follows: The adjusted basis of a unit occupied by a full-time resident manager is included in the eligible basis of a qualified low-income building under section 42(d)(1) of the Code, but the unit is excluded from the applicable fraction under section 42(c)(1)(B) for purposes of determining the building's qualified basis.

4% Bond Awards

1. Developers must meet the minimum scoring criteria as laid out in the Multifamily Scoring Section to be eligible to receive an award.
2. To ensure the fifty percent (50%) test is met, at least fifty percent (50%) of the project's aggregate basis (i.e. land costs, plus any depreciable assets) must be financed by tax exempt bond proceeds (plus any interest earned on the bonds) for the entire eligible basis of the project.
3. For acquisition/rehabilitation projects, rehabilitation costs must be fifteen percent (15%) or more of the total project cost financed with bonds.
4. Developers are responsible for coordinating with WCDA, WCDA's bond counsel, Developer bond counsel, and any underwriters and/or financials advisors, to draft and present a Bond Inducement Resolution prior to the issuance of any bond financing or 4% LIHTC. Any expenditures occurring earlier than sixty (60) days prior to the Inducement Resolution cannot be reimbursed with the bond proceeds.
5. No more than two percent (2%) of bond proceeds may be used to pay costs associated with issuing the bonds. Costs of issuance beyond two percent (2%) of the bond proceeds can be part of a bond-financed project, but those costs must be paid from other sources of funds.
6. According to the Tax Equity and Fiscal Responsibility Act of 1982 ("TEFRA"), WCDA must communicate its intent to issue the bonds (and the purpose for issuing them) in a public hearing within two weeks after issuing the Inducement Resolution.
7. 4% Bond projects are not eligible for the WCDA Difficult to Develop Area (DDA) basis boost under IRS Sec. 42(d)(5)(B)(v). However, projects are eligible for the basis boost if located in a federally-designated Qualified Census Tract or DDA as published in "Attachment A".

10% & Final Applications

WCDA will provide a 10% Test Allocation package and accompanying documentation to applicants upon request through the original Procorem procedure. 10% Test allocations may be requested as soon as an eligible project has met the 10% requirement. Projects must supply a 10% Test Package and all required supporting documentation no later than as described in the project's Carryover document or within 11 months from the date of the Carryover document, whichever is less. Projects may be assessed a penalty-fee of up to $500.00 per day for 10% Test Allocation packages received after the deadline. WCDA may establish different deadlines prior to year-end for allocation requests in order to permit timely processing of documents.

WCDA will provide a Final Allocation Package and accompanying documentation to applicants upon request. A Final Allocation Package may be requested as soon as an eligible building is placed-in-service. Applications for final allocation must be received by WCDA not later than December 1 of the applicable year. Projects may be assessed a penalty-fee of up to $500.00 per day for Final Allocation Packages received after December 1. WCDA may establish different deadlines prior to year-end for allocation requests in order to permit timely processing of documents. Should corrected 8609's be requested by the Developer, there may be a fee of up to $500 per 8609, unless it was an error by WCDA.

WCDA will provide the accountant's cost certificate form for the 10% Test and the Final Allocation. This form must be used without alteration to obtain a 10% test acknowledgement and/or IRS form 8609. Applicants must be current on all fees before IRS form 8609 will be issued.

PROGRAM REQUIREMENTS

All Multi-Family Projects

1. All original recorded documents i.e. Declaration of Land Use Restrictive Covenants (a/k/a Land Use Restriction Agreement, or "LURA"), HOME/NHTF Agreements, and Mortgages must be provided to WCDA immediately after recording. Furthermore, no work may be performed on site until documents are recorded and received by WCDA.

2. For the purpose of tenant privacy and protection, all new construction projects must have an on-site office for record retention. Resident and property files are not to be stored in any manager's unit in which that manager resides.

3. Quarterly/Monthly Progress Reports must be filed with WCDA outlining progress toward completion. Quarterly reports must be received by the 15th day of April, July, October, and January, until 8609's are issued for Tax Credit) or project completion reports have been completed for HOME and/or NHTF projects. Monthly Progress Reports may be required in lieu of Quarterly Progress Reports at the sole discretion of WCDA.

4. Any funds allocated by WCDA may be rescinded if any violations are found and the project participants may be banned from participating in the program.

5. Any public relations actions by a recipient of funding involving WCDA must specifically state that a portion of the funding is from WCDA. This will be included in radio, television, and printed advertisements (excluding rental ads), public notices, and on signs at construction sites, e.g., "Funding allocated by the Wyoming Community Development Authority."

6. Once the project is completed and placed in service the architect and the Developer must sign a certification and acknowledgement that the project meets or exceeds all specifications, and they have read and understand consequences of violating these minimums.

7. As-built plans and specifications must be provided before final allocation and release of final funding. Projects must provide a full-size plan set to WCDA upon request.

8. Copies of Federal Cost Certifications for Rural Development, FHA, and Tax-Exempt bond financed projects must be submitted at final cost certification.

9. Project Design and Materials must comply with all applicable codes, rules and regulations, including but not limited to; zoning, building, and energy codes, accessibility requirements, and other local, state and federal requirements. At a minimum, projects must meet as applicable, the International Building Code (as applicable to the type of housing) of the International Code Council, the local code adopted by the presiding jurisdiction, the requirements of HOME's 24 CFR Part 92.251(a)(2)(i) through (V), and/or NHTF's 24 CFR Part 93.301(a). Projects must also meet the physical accessibility design requirements of the Fair Housing Act, as amended in 1988. More restrictive codes or regulations may be required by local cities, counties, or towns, but in no case may new construction projects fail to meet the above.

10. Projects returning a current allocation of funding (HOME, NHTF, and/or LIHTC) must return funding from ALL sources allocated to the project.

11. All projects must meet the minimum and maximum levels (i.e. income, rent, purchase price, etc.) in effect and published as of thirty (30) days prior to the application deadline date. These minimums and maximums will be used by WCDA when underwriting the project.

12. If at any time WCDA becomes aware of a Fair Housing violation it will be reported to the appropriate officials which will include but may not be limited to HUD, and/or the Department of Justice.

13. WCDA staff, or their delegate, will conduct periodic site visits. A final inspection will be conducted upon notice of project completion before ten percent (10%) retainage and 8609's are released.

14. Restricted Budget Differential – Developer must make every effort to have costs allocated to the appropriate categories from the first initial application. Variances in cost categories (e.g. land, site work, rehabilitation/new construction, professional fees, soft costs, etc.) in excess of ten percent (10%) must be justified when submitting the progress reports, ten percent (10%) cost certifications, and final cost certifications, and may result in negative points in future applications.

15. Developer fees may not be increased above amount originally requested and approved in the original application (cannot have additional developer fees on cost overruns).

16. Eligible consultant fees are defined as architect's fee and engineer's fee. All other consultant fees, including accounting fees, will be permitted only within the developer fee limit.

17. When underwriting a project, the annual operating expenses that will be used are published in Attachment “A”.

18. Developers should be prepared to file final plans for the project with the local jurisdiction within sixty (60) days of notification of funding.

19. It is recommended all zoning and PUD approvals be secured within 120 days of notification of funding.

20. Construction should be scheduled to start within twelve (12) months from notification of funding award.

21. When underwriting a project, the debt coverage ratio, using rent at the committed amount, must be between 1.20x [1.15xx for Rural Housing Service (RHS)] and 1.50x for foreclosable debt plus HOME and/or NHTF loans. Projects with twelve (12) units or less, at the sole discretion of WCDA, may be allowed to achieve a debt coverage ratio of 1.30x in order to insure long term financial viability.

22. When underwriting an acquisition/rehabilitation project, the vacancy rate should be the average actual vacancy rate for the last three (3) years. For new construction and for acquisition/rehabilitation projects where the property was significantly dilapidated, the following vacancy rates shall be used:

	Units	Vacancy Rate
i.	1 - 24	10%
ii.	25 - 35	8%
iii.	36>	7%

23. Initial Project Reserves shall be equal to four (4) to six (6) months of projected operating expenses, debt service payments, annual reserve payments, escrows, marketing, rent-up reserves, or other specified reserves. Reserves in excess of six (6) months will not be considered when calculating eligible basis or performing the gap calculation. WCDA may in its sole discretion allow a higher Initial Project Reserve in the event the higher reserve is required by another agency providing financing.

24. Minimum Replacement Reserves must equal $250.00 per unit annually for New Construction developments for seniors and $300.00 per unit annually for new construction for families and developments involving rehabilitation. The required contributions must be placed in a restricted access Reserve Account which would require prior authorization from WCDA for any withdrawals which equal fifteen percent (15%) or greater of the total account balance. WCDA requires that reserves are kept with the development through the Total Compliance/Affordability Period as to facilitate preservation of and continued compliance in the affordable multifamily portfolio.

25. Extended title insurance coverage for the Lender's policy must include lien, survey and easement coverage, and also coverage for rights, interests or claims not shown of public record.

26. Preference for prospective tenants must be given to households on public housing waiting lists.

27. When calculating maximum rents, all rents must be rounded down to the next dollar.

28. Projects still in the first fifteen (15) year compliance period must submit Audited Financial Statements including a copy of the Management Letter to WCDA by March 31 of each year.

29. All projects submitted with an interest rate, for the permanent financing, above the market rate will be underwritten at the average market rate.

30. There may be no more than a five percent (5%) differential between rent and income levels.

31. Rental projects will be monitored for compliance by WCDA. The WCDA Compliance Manual, including submission requirements and forms, is located on our web site. A copy may also be obtained by contacting the WCDA Compliance Officer, Laurie Gray, at 307-265-0603.

Projects with HOME and/or NHTF Funding

1. New construction projects that are within one thousand (1,000) feet from a major road, three thousand (3,000) feet from a railroad, or fifteen (15) miles from an airport must submit a noise assessment after receiving an award.

2. Final HOME and/or NHTF award documents cannot be executed until a commitment letter has been issued for all other funding sources. These commitment letters must be provided to WCDA within ninety (90) days of notification of award of funding.

3. The owner/applicant must secure appropriate title prior to funding. Appropriate title includes fee simple title or nine-nine plus (99+) year lease. All lease forms of ownership must be pre-approved by WCDA **PRIOR** to Application.

4. HOME and/or NHTF funds can only be used for reimbursement of acquisition costs and hard construction costs. No interim costs, financing costs, syndication costs, developer fees, or Reserves will be funded with HOME and/or NHTF funds.

5. WCDA will act as disbursement agent for all HOME and/or NHTF construction funds.

6. Final HOME Match documentation must be provided at the time of Final Application.

7. The following Alta endorsements will be required on Title Policies:
    a. Zoning (3.1 Improved or 3.2 Land Under Development)
    b. Environmental Protection Lien (8.1)
    c. Restrictions, Encroachments, Minerals (9.06)
    d. Access and Entry (17)
    e. Tax Parcels (18 Single Tax Parcel, 18.1 Multiple Tax Parcels)
    f. Contiguity (19 Multiple Parcels, 19.1 Single Parcel)
    g. Minerals Surface Damage (100.29)
    h. Location (22)

8. The HUD Utility Schedule Model MUST be used during the application process. Once the project is built and has an energy consumption history it may utilize the Energy Consumption Model as defined in §1.42-10 by a properly licensed engineer. However, the same method must be used for every unit in the project.

9. Rental Projects must restrict rents on HOME and/or NHTF units to not exceed the Low-HOME and/or NHTF rent.

10. The Affordability Period for HOME and/or NHTF projects does not begin until all documentation, sufficient to close out the project, has been reviewed by WCDA. Project completion means that all necessary title transfer requirements and construction work have been performed, the project complies with the requirements of 24 CFR Part 92.2 for HOME and 24 CFR Part 93.2 for NHTF, the final drawdown has been disbursed for the project, and the project completion information has been entered in the disbursement and information system established by HUD, except that with respect to rental housing project completion, for the purposes of 24 CFR 93.402(d), project completion occurs upon completion of construction before occupancy.

Projects with LIHTC Funding

1. Set-Aside Elections and Income Averaging

   IRS Section 42(g)(1) requires Developers to elect an irrevocable minimum set-aside percentage. WCDA does not allow Developers to change their set-aside election after applications have been submitted. One of the following may be elected:

   a. 20% of the units are to be occupied by households at or below 50% of AMI;
   b. 40% of the units are to be occupied by households at or below 60% of AMI; or,
   c. Income averaging (IA), with the average income of all units at or below 60% AMI.

   Income Averaging

   As of the date of this document, the IRS has issued a Proposed Rule on October 30, 2020 and is currently in the process of final rulemaking. WCDA strongly encourages applicants considering the use of IA to review all available industry guidance, including materials prepared by recognized industry experts on LIHTC.

   Developers who select IA as their minimum set-aside shall comply with the following restrictions and requirements, in addition to any IRS requirements under 42(g)(1)(C):

   a. Only current-year applications are eligible for income averaging, prior applications are not eligible.

   b. The project cannot involve a re-syndication of a property previously developed or preserved using allocation of tax credits or is subject to an existing LURA.

   c. Projects with fewer than twenty-five (25) units will not be approved for IA absent compelling circumstances which WCDA will review on a case-by-case basis, prior to the submission of the Letter of Intent.

   d. All projects must satisfy all criteria applicable to projects under WCDA's AHAP and federal law and regulations.

   e. The minimum set-aside election made at time of WCDA application is irrevocable.

   f. All buildings in the project shall be included as one multiple building project; as referenced on line 8b of IRS Form 8609.

   g. Income averaging is not allowed in any project with funding from other federal sources (i.e., NHTF, HOME, RD). All units within the project must be LITHC units.

   h. The project requesting tax credits shall maintain the average income as presented in the application for scoring through the entire compliance period, as defined in the LURA. Failure to do so shall result in the project to be considered out of compliance until the average is restored to level represented in the application.

   i. Developer will pay an increased application fee of $2,500, to cover the cost of additional project underwriting.

j. Owners will be required to pay an additional $10 per unit per year for LIHTC monitoring fees, to cover the additional costs of monitoring compliance across multiple income tiers.

k. Income and rent levels shall be limited to four (4) income set-asides, and must be delineated in 10% increments (e.g. 20% of AMI; 30% of AMI; 40% of AMI; 50% of AMI; 60% of AMI; 70% of AMI; 80% of AMI).

l. Developer will provide a written statement from all construction and permanent lenders, syndicators and the project's equity investor, approving the selection of the IA set-aside.

m. When requesting approval for IA, an applicant must submit a market study analyzing project rents at the determined income tiers relative to the market rents that show adequate demand for all combination of unit sizes and percentage limits selected, including evidence that proposed tenant paid rents for each affordable unit type at each income tier will be at least 10% below the weighted average rent for the same unit in comparable market rate rental properties. Market study must also show sufficient demand for all unit designations and rent levels proposed in application.

n. Applicants must demonstrate that units at different incomes tiers will be equitable distributed across the project, and among bedroom sizes and unit types.

o. Developers electing IA must provide written acknowledgement to WCDA that subsequent guidance from the IRS may result in changes to IA policy.

p. Projects will be required to float the units within the project but the number of units within each imputed income designation must remain the same, as outlined in the LURA.

q. Owners must comply with Fair Housing Laws, and owners may want to consult with an attorney experienced in Fair Housing Law to ensure compliance with applicable laws.

r. If the project fails to meet the 60% AMI average set-aside, the non-compliance will be reported on IRS form 8823.

s. Disclosure of any non-corrected 8823 findings currently outstanding on properties in manager's portfolio as well as all open Management and Occupancy reviews with an unsatisfactory of failing compliance score.

t. Provide evidence that the owner and owner's property management company are in good standing with WCDA.

u. Provide documentation regarding the capacity of the applicant's management company to effectively manage properties subject to the federal housing compliance requirements in order to handle the additional burdens associated with income averaging including:
    1. a clean track record of timely reporting to WCDA; and,
    2. a statement from the management company committing to annual income averaging training for on-site managers.

WCDA reserves the right to deny the implementation of IA at its discretion, solely based on previous compliance related performance of the property manager.

v. WCDA reserves the right to require additional third-party compliance monitoring at Developers' expense, for the first three (3) years following placement in service.

w. In addition to other reporting required by the IRS and/or by WCDA under the AHAP, an owner electing to satisfy the minimum set-aside through IA must prepare a special annual report documenting income averaging outcomes, in a format to be provided by WCDA.

x. Developers may not reject the tenancy of a person holding a Section 8 Housing Choice Voucher regardless of income target.

2. Utility allowances must be calculated in accordance with IRC§1.42-10. The local Public Housing Authority Estimate may be used on a Tax Credit project IF no HOME or NHTF funds are utilized.

3. The LURA must be recorded prior to any other encumbering documents, including but not limited to construction loan and bridge loan documents.

4. IRS Rules and Regulations outline costs which are not allowed in Eligible Basis. This Allocation Plan will also not allow the following costs in Eligible basis:
   a. Appraisals
   b. Construction interest on new construction after the placed-in-service date
   c. Demolition
   d. Off-site improvements
   e. Donated services (such as cost reductions for HOME Match). Donated services are also not included in the gap calculation for total costs or sources of funds

5. Federal law requires a fifteen (15) year initial compliance period and a fifteen (15) year extended use period with an option to sell the project at the end of the initial period.

6. Violations of the LURA or the WCDA Compliance Manual are considered non-compliance issues and reportable to the IRS (see WCDA Compliance Manual).

7. Within thirty (30) days of the Developer completing Part II of the Form 8609 and filing same with the IRS, a completed copy must be mailed to the compliance monitoring staff at WCDA for its records. Failure to return the completed form to the compliance monitoring staff within the required timeframe is a form of noncompliance which will be reported by WCDA to the IRS.

8. When combining the LIHTC program with HOME and/or NHTF funds, neither the retention funds for the HOME and/or NHTF financing nor the IRS form(s) 8609 will be released until a site visit occurs, and all required documentation is received and accepted for both programs.

9. For new construction projects, the placed in service date is determined by the date of the certificate of occupancy. For rehabilitation projects, the placed in service date is determined by the date of a clear final building permit inspection or a certificate of completion performed by the appropriate jurisdiction.

10. All projects will be underwritten and the calculation of the amount of tax credits awarded shall not exceed the anticipated eligible basis multiplied by the lesser of the average of the last three (3) months or the last six (6) months published IRS applicable percentage.

11. Re-syndication will be considered on a case-by-case basis upon a transfer or sale of the property. In order to be considered, the previous owners must not have controlling interest in the new property ownership structure and the property must meet minimum thresholds for rehabilitation as outlined in this document.

MULTIFAMILY COMPLIANCE MONITORING

The Wyoming Community Development Authority “WCDA” is required by HUD’s HOME Investment Partnership Program at 24 CFR Part 92 and HUD’s NHTF program at 24 CFR Part 93 to monitor HOME and NHTF projects for noncompliance. WCDA is also required by Section 42 of the Internal Revenue Code of 1986, as amended ("IRC 42"), to monitor Low-Income Housing Tax Credit ("LIHTC") projects for noncompliance with the provisions of IRC 42, and to notify the Internal Revenue Service ("IRS") of such noncompliance of which the Authority becomes aware. In addition, WCDA will monitor the projects during the remaining term of the Land Use Restrictive Covenants Agreement, as all restrictions continue for the full term of affordability.

WCDA has established certain Compliance requirements that are more restrictive than the IRS, the HOME Investment Partnerships Program and the NHTF program. Project Owners agree to follow these more restrictive requirements when they apply for funding. Non-compliance with any of these restrictions may be reported to IRS, may be reported to HUD, may be taken into account when ranking any future projects for funding, and WCDA has the right to enforce any of these restrictions as allowed by law.

Maximum monthly rents and utility allowances must be recalculated annually by the Owner. They are reviewed and approved by WCDA. Rent increases may be permitted, but tenants must be given at least thirty (30) days written notice before increases are implemented. Any increases are also subject to other provisions of the lease agreements and subject to approval by WCDA.

WCDA may delegate the compliance monitoring function to an Authorized Delegate. WCDA has prepared this Compliance Monitoring Plan (the “plan”), and has prepared a Compliance Monitoring Manual (the “Manual”), which sets forth the procedures that WCDA shall follow, and those procedures that an Owner of a HOME, NHTF, and/or LIHTC project is required to follow. It is important to note, however, that the Plan and Manual are to be used only as a supplement to compliance with 24 CFR Part 92 for HOME projects, 24 CFR Part 93 for NHTF projects, and Section 42 of the Internal Revenue Code of 1986 and the Treasury Regulations there under for Tax Credit projects. The Plan and Manual should not be considered a complete guide on compliance. The responsibility for compliance lies with the owner of the project. Because of the complexity of these Programs and the necessity to consider its applicability to specific circumstances, Owners are urged to seek competent professional legal and accounting advice regarding compliance issues. WCDA’s and/or the Authorized Delegate’s obligation to monitor for compliance with the requirements of the Regulations does not make WCDA and/or the Authorized Delegate liable for an Owner’s noncompliance.

As a condition to the allocation of HOME funds, NHTF funds, and/or Low-Income Housing Tax Credits, Project Owners are required to enter into a binding agreement to comply with the terms and conditions of the Plan and do so upon submission of an application. The Plan is part of the Agency’s Affordable Housing Allocation Plan for the State of Wyoming. The Owner also agrees to abide by all WCDA Compliance Requirements, which can be found in the Wyoming Affordable Housing Compliance Manual located on the WCDA website at www.wyomingcda.com.

IV. HOMEOWNERSHIP PROJECTS

APPLICATION PROCESS

WCDA utilizes a single application for all homeownership HOME funding. Available funding levels and allocations are outlined in Attachment "A". In addition, specific set-asides and their eligibility criteria are outlined in Set-Asides on page six (6) of this document. Please note that if WCDA deems additional cycles as necessary to obligate funds in a timely manner, WCDA may conduct additional application cycles within the current funding year.

Applicants must be current on all fees due and owing WCDA before an application will be accepted. An application may be denied if it is determined that the Developer or other key participants have other projects that are not progressing or have not progressed as scheduled in the Development Timetable within WCDA's Application and/or Agreement.

Any property proposed for acquisition must be vacant. No tenant-occupied properties will be considered and no individuals may be displaced as a result of a potential contract for sale. All applicants for single-family acquisition/rehabilitation projects will be required to sign a certification that their proposed properties comply with this requirement.

All required documents must be submitted via the Procorem Workcenter assigned to the Applicant. Each attachment must be uploaded as a separate file and as a searchable document. Incomplete applications will not be scored.

After the application is received, WCDA will conduct a site visit to evaluate the site's suitability for the proposed housing. Developers are required to accompany WCDA staff at the site visit either in-person or virtually.

During the scoring period, WCDA reserves the right to contact developers with clarifying questions in regards to their application. Requests will not be made for missing or incomplete documentation.

Waiver Requests

In order to request a waiver of any points or submission requirements, please submit an attachment with your application documenting and explaining the need for a waiver. WCDA reserves the right to approve or deny waiver requests at its sole discretion.

Supplemental Applications

When submitting a supplemental application, the most recent AHAP must be used in regards to submission and scoring requirements. Supplemental applications are required to submit the respective application fee.

Submission Requirements:

1. Completed Letter of Intent sent to housingdev@wyomingcda.com on or before the submission deadline outlined in the respective Notice of Available Funding

2. Application

3. WCDA Application for Community Housing Development Organization (CHDO) Status Under the HOME Investment Partnership Program (HOME) as stated in 24 CFR Part 92, if applicable

4. Affirmative Fair Housing Marketing Agreement

5. Provide a written sales plan that includes the following components:
    a. Development timeline (acquisition, rehab/construction, for sale)
    b. Method and types of advertising, marketing, and outreach
    c. Section 3, MBE/WBE and affirmative marketing outreach

5. For projects requesting HOME funding in an entitlement city, a current letter of consistency with the Consolidated Plan from the appropriate jurisdiction

6. Site control documentation. All homeownership project applications must have all proposed assisted properties identified at time of submission which means:
    a. Acquired and owned by Developer
    b. Under contract for purchase
    c. Under purchase option, or
    d. Listed with addresses and corresponding legal descriptions

6. Documentation of compliance with zoning requirements, including map

7. Flood plain documentation, including map

8. Estimated tax expense from county assessor (or current assessment for rehabilitation projects)

9. City map showing location of the site(s)

10. Sketch plan of site

11. Floor plans

12. Narrative description of project

13. Detailed written explanation of how and why the applicant feels the scoring criteria has been met

14. Developer fee agreement

15. Certification of compliance training, completed within the past two (2) years

16. Completion certification of fair housing training by all Project Owners from a nationally-recognized firm as approved by WCDA, completed within the past five (5) years

17. Scattered site projects are acceptable under this plan only if all units are covered under the same financing, and are located within the same city, or if not all of the individual sites are within city limits, within the same county. While separate applications are required for projects located in different cities, projects may be bundled for outside financing and syndication purposes.

31. Historical tax information for Developer for underwriting purposes;

    a. For Developers organized as limited liability companies or partnerships, three (3) years of most recent tax returns (IRS Form 1065 pages 1-5)
    b. For Developers organized as corporations or S-corporations, three (3) years of most recent tax returns (IRS Form 1120 and 1120-S pages 1-5)
    c. For Developers organized as non-profit organizations, the last three (3) years of most recent tax returns (IRS Form 990)

18. Determination letter from the State Historic Preservation Office (SHPO), clearing the site for improvements or necessary mitigation requirements

19. All HOME match must be documented at time of application by the source providing the match that grant has been awarded or fee reduction has been approved, or by lending institution providing a firm commitment of a below market interest rate loan in order to receive allowable points

20. Specifications and verification of construction and/or energy efficiency details must be provided in order to receive the corresponding points

21. Waiver Request(s) Narrative, if applicable

For **Acquisition/Rehabilitation** projects the following documents must also be submitted in addition to the previously listed submission requirements:

1. Financial statements, including a balance sheet and profit and loss statement, and/or tax returns from the property to be acquired for the past three (3) years.

2. A Capital Needs Assessment (CNA) must be provided by unaffiliated third party, such as a licensed architect or engineer, and must include a unit-by-unit breakdown and budget at time of application. The CNA must conform with the requirements of WCDA's Written Standards for Federally-Assisted Housing Rehabilitation and must include an estimate of the remaining useful life of major systems and estimates of replacement costs. Major systems include: structural support, roofing, cladding, weather proofing (windows, doors, siding, gutters), plumbing, electrical and heating, ventilations, and air conditioning. The CNA must support a minimum need of $30,000 per unit in hard costs to address mechanical, electrical, plumbing, or structural conditions with a remaining useful life of less than five (5) years.

    a. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The Project's on-site work and rehabilitation budget must not exceed 110% of the CNA proposed budget for recommended improvements. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.

b. The Assessment should also include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, to determine the appropriate replacement reserve deposits on a per unit per year basis. The assessment should examine and analyze the following:
    i. Site, including topography, drainage, pavement, curbing, sidewalks, parking, ingress and egress, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines.
    ii. Where relevant, assess and document potential impact of natural disasters, (e.g. earthquake, flooding, wildfires) in accordance with State and local codes/ordinance.
    iii. Evaluate and estimate the useful remaining life, based on their age and condition, of the following:
        1. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage.
        2. Interiors, including unit and common area finishes, carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors.
        3. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators.

        All of these major components must have a useful remaining life of at least (five) 5 years or be repaired or replaced;
    iv. Exterior walls, balconies, exterior doors and windows, roofing system and drainage.
    v. Interior of all individual units, include kitchen finishes and appliances, unit bathroom finishes and fixtures.
    vi. Common area lobbies and corridors (if applicable).

c. Scope of work, workmanship quality and materials must adhere to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation, and are subject to inspection and approval by the WCDA Director of Construction and Facilities, or his/her designee.
d. All items identified in the CNA or by a professional's follow-up, must be included in the scope of rehabilitation, according to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation.
e. Any cost item not identified in the CNA (except LBP, asbestos, mold, illegal drug residue, and site contamination inspections, clearance, and interim control costs) may be deemed unnecessary, and therefore ineligible for reimbursement.

3. Itemized list, by unit, of rehabilitation activities and costs

4. A timely appraisal by an independent 3rd party (generally appraisals are considered timely if less than 6 months old – the acquisition price will be limited to the lesser of the sales price or the appraised value of the property prior to rehabilitation).

HOMEOWNERSHIP ALLOCATION CRITERIA

WCDA will review all applications in each cycle for completeness and eligibility based on federal requirements and selection criteria. Proposed projects will be ranked based on the following criteria. Where an applicant's Market Study differs from the current economic statistics available to WCDA, the project may be ranked using the most recent data available to WCDA. Although projects may rank, WCDA reserves the right to add requirements to address any concerns to the Initial Allocation Document, which it may have for the long-term viability of the project.

Sufficient documentation must be included and applications must include a detailed written explanation of how and why the applicant feels the criteria has been met in order for points to be accurately assessed.

	Negative	Minimum	Maximum Points
1) Housing Needs Characteristics			
a) Absorption Rate			20
b) Cost Burden			20
SUB TOTAL HOUSING NEEDS CHARACTERISTICS		10	40
2) Quality of Construction			
a) Construction/Energy Efficiency Standards Exceeded			60
SUB TOTAL QUALITY OF CONSTRUCTION			60
3) Project Location			
a) Geographic Distribution			40
b) Proximity to Services			17
c) Concentration of Low-Income Housing			15
d) Inappropriate Location	-200		
e) Community Revitalization in QCT/Community Revitalization Plan			10
SUB TOTAL PROJECT LOCATION	-200		82
4) Project Characteristics			
a) Amenities			40
c) Site Control			3
d) Proper Zoning			3
SUBTOTAL PROJECT CHARACTERISTICS			46
5) Sponsor/Applicant Characteristics			
a) Development Team			40
SUBTOTAL SPONSOR/APPLICANT CHARACTERISTICS			40
6) Donations, Grants & Waived Fees			35

7)	Total Project Costs	-1000		0

Totals	**-1200**	**10**	**303**

Non-Point Based Evaluation Criteria

WCDA, in its sole discretion, will take the following into account when reviewing applications. No point values will be assigned but may impact the application positively or negatively.

- Environmental issues that cannot be mitigated
- Developer experience
- History of failed or foreclosed projects
- Developer financial capacity
- Reference checks with other State Housing Finance Agencies

HOUSING NEEDS CHARACTERISTICS (Maximum 40 points; minimum score needed of 10 points)

Need (maximum 40 points)
A Project will receive up to 130 points if the applicant can substantiate need for the specific housing for which it is applying (must include where tenants are currently residing [in town, out of town, relatives, subsidized housing, and/or substandard housing]). The 130 points available in the Need Category is broken down into the following four subcategories:

Absorption Rate (20 Points)
Applicants will receive points based on the percentage of income-eligible homebuyers to the number of proposed units at time of application submission.

Percentage of Eligible Homebuyers	Points
0% - 24.99%	5
25.00%-49.99%	10
50.00%-74.99%	15
75.00%-100%	20

Cost Burden (Maximum 20 points)
A project will be awarded points as followed for cost burdened households as published in the most recent WDP Percent of Housing Problems by Income and Tenure table. Households with incomes at 80% AMI and below that spend more than 50% of their gross monthly income on their primary housing expense will be used. The city data will be used. If unavailable, the county data will be used:

Cost Burdened Households	Points
0-10%	0
10.01%-20%	4
20.01% - 30%	8
30.01% - 40%	10
40.01% - 50%	12
50.01% - 60%	14
60.01% - 80%	18
80.01% - 100%	20

QUALITY OF CONSTRUCTION (Maximum 60 points)

Construction/Energy Efficiency Standards Exceeded (Maximum 60 points)
To obtain additional points, applicants must clearly demonstrate that the project will be built or rehabbed to exceed typical building standards. Applicants may submit documentation to advocate for points in this category if the proposed project exceeds standards in addition to those listed below.
The following points will be assessed:

- Single-family (10 points)
- Duplex (8 points)
- Triplex (5 points) start here

- Roofing/Siding > 30-year warranty (5 points each)
- Windows > .3 U-Value or lower (5 points)
- Energy Star lighting throughout the project (5 points)
- Motion controlled exterior lighting (5 points)
- Energy Star Refrigerator, dishwasher, ceiling fans (if applicable) and washer and dryer (if applicable) (5 points)
- Central HVAC (10 points)
- Smart Thermostat (Internet-connected and "linkable" to home automation systems) (5 points)
- Luxury Vinyl Tile Flooring (or similar) (10 points)

PROJECT LOCATION (Maximum 72 points; up to a negative 200 points)

Geographic Distribution (Maximum 40 points)
In an effort to equitably distribute funding throughout the state, 10 points will be awarded per year if the community has not received funding within the last 4 years. For example, if a community has not received any funding in the last 3 years, the proposed project would receive 30 points. Funding includes all new construction, acquisition, and/or rehabilitation projects. This information is found on the WCDA website.

Proximity to Services (Maximum 17 points)
Distances should be measured as driving or walking, not flyover.

	Within 3 Miles	Within 1.5 Mile
Grocery	2	5
Retail Shopping	1	2
Pharmacy	1	2
Healthcare	1	2
Public School	1	2
Recreation Center or Park	1	2
Senior Center	1	2

Retail Shopping Includes: Walmart, Target, Big Lots, Kohls, Marshalls, TJ Maxx, etc.

Concentration of Low-Income Housing (Maximum 15 points; up to a negative 50 points)
A project may receive up to 15 points if it is demonstrated that the project will not contribute to an above-average concentration of Low-Income housing established within the site's Primary Market Area as defined in the Market Analysis. A project may be assessed up to a negative 50 points if WCDA determines the proposed project is located in an area of high concentration of low-income housing. WCDA will consider available data for comparable units in the area, such as visual observation, market study information, HUD Community Planning and Development (CPD) maps, etc. Rehabilitation projects will receive maximum points in this category.

Environmental Items/Inappropriate Location (Up to a Negative 200 points)
Negative points will be assessed if the project will need mitigation that has not been addressed and/or budgeted in accordance with HUD's Part 58 Environmental Review Standards. A project may also receive negative points if it is located in or near a heavy industrial area.

Community Revitalization in Qualified Census Tracts And/or Community Revitalization Plan (Maximum 10 points)
The project is eligible for 5 points if the project being developed is located in a Qualified Census Tract.

The project is eligible for 5 points if the current project involves use of existing housing as part of a Community Revitalization Plan or 5 points until Community Revitalization Plan has been formally defined by HUD the IRS the community is actively reducing barriers associated with Affordable Housing i.e.:

a. Reducing or waiving fees or real estate tax concessions for Affordable Housing.
b. Within the last year the Jurisdiction has convened or funded comprehensive studies, commissions, or hearings, or has established a formal ongoing process, to review, the rules, regulations, development standards and processes of the jurisdiction to assess their impact on the supply of Affordable Housing.
c. Within the last year the Jurisdiction has initiated regulatory reforms as a result of the above.
d. Jurisdiction has a single consolidated permit application process for housing development that includes building, zoning, engineering, environmental and related permits or "fast track" permitting and approvals for all affordable housing projects.
e. Reduction or waiver of parking or green space requirements for all affordable housing developments.
f. The jurisdiction has funded, directly or through partnerships, comprehensive studies of current and estimated housing needs taking into account the anticipated growth of the region, for existing and future residents, including low-, moderate-, and middle-income families for at least the next five years. Lower cost land development requirements for Affordable Housing developments, i.e. higher density, narrower streets, sidewalks on only one side of the street etc.

*In order to receive points in this category, current documentation from the local jurisdiction that the project is in a Community Revitalization Plan area must be submitted with the application. Developers are cautioned not to use generic community-wide housing studies to award themselves self-scoring points.

PROJECT CHARACTERISTICS (Maximum 46 points)

Amenities (Maximum 40 points)

AMENITIES	POINTS
Garage	10
Security Cameras	10
Dishwasher	5
Garbage Disposal	5
Wired high speed internet (grant points for cities that don't have this access)	5
Programmable Thermostat	5

Site Control (Maximum 3 points)
A proposal will receive up to 3 points for having control of the site.

STATUS	POINTS
Own	3
Option to Buy/WCDA-Approved 99+ year lease	2
Letter of Intent	1

Proper Zoning (Maximum 3 points)
A proposal will receive up to 3 points for having the proper zoning and all other necessary approvals (i.e. PUD's etc.).

STATUS	POINTS
Zoning in Place, No Approval Required	3
Zoning in Place, Other Approvals Required	2
Re-zoning in Process	1

SPONSOR/APPLICANT CHARACTERISTICS (Maximum 40 points)

Development Team (Up to 40 points)
WCDA will consider the capabilities of the entire development team, including at minimum the project sponsor, developer, general contractor, architect, and key consultants:

- Developer is a non-profit organization (10 points)
- Developer has experience with federal grants and/or loans (10 points)
  or
- Developer has experience with HUD funding and compliance (20 points)

DONATIONS, GRANTS & WAIVED FEES (Maximum 35 points)

A proposal will receive up to 35 points for contributions derived from non-federal sources (i.e. donated real estate, labor, materials, cash, or waiver of local fees etc.), which results in reduced project costs and reduced federal subsidy. In order to receive points, documentation from the provider of the contribution must be provided showing award and specifics (i.e. Grant award notification, firm commitment of Below Market Interest Rate loan, letter from architect waiving fees). All contributions will be measured in monetary form. Points are awarded at a rate of 3 points per 1% in waivers and/or contributions.

For example, if total project costs equal $10,000,000 and your proposals receives $1,000,000 in waived architect fees and property tax abatement (or a 10% reduction in total project costs) the proposal will be awarded 30 points.

**Deferred Developer Fees are not given any weight in this category.*

TOTAL PROJECT COSTS (Up to a negative 1,000 points)

Projects submitted with Total Project Costs above the limits published in Attachment “A”, will receive up to a negative 10 points for every 1% over the limits up to maximum of negative 1,000 points.

HOMEOWNERSHIP ALLOCATION PROCESS

After determining eligibility and scoring rank, projects are recommended to the WCDA Board of Directors. The WCDA Board of Directors may, at their sole discretion, approve or deny an application recommended by staff. WCDA reserves the right to allocate all or a portion of the available HOME funds in any of its funding cycles. If there are insufficient HOME funds remaining to allocate the minimum necessary to make a project feasible, WCDA may forward allocate, substitute the funding sources requested with other available funds, or award HOME funds to the next highest scoring project for which the available HOME funds are sufficient to meet that project's needs.

WCDA reserves the right to negotiate lower Developer and Builder fees on projects when there is an identity of interest among parties

HOME allocations are not transferable. Once an application is granted, the project may not be changed in any way (including project name) without WCDA's prior written consent, and may result in revocation of the project's allocation.

Owner and the additional guarantors (collectively the Guarantors) outlined herein shall provide a Completion Guaranty, a Performance and Repayment Guaranty (HUD-funded projects), and an Initial Project Reserves Guaranty. These are in addition to any standard environmental or general indemnifications that may be required by the Loan Documents. All guaranties shall be joint and several. With the exception of the Investor limited partner or Investor member, WCDA will require guaranties from the underlying corporate and individual owners of the partner(s), member(s), or other controlling entities of the Owner, the individual owners of any "shell entities" engaged in the ownership of the Owner and its partner(s), member(s), or other controlling entities and from any other guarantors required by the other financing sources investing in the Project.

HOMEOWNERSHIP ALLOCATION RESTRICTIONS & PROVISIONS

Resale Restrictions

All projects must abide by the resale option for HOME-assisted homebuyer units is described at 24 CFR 92.254 (a)(5)(i). If the HOME unit does not continue to be the principal residence of the qualified low-income family that purchased the unit for the duration of the period of affordability, the unit must be made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. In addition, the price at resale must provide the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvements) and be affordable to a reasonable range of low-income homebuyers.

Developers are responsible for the compliance with the resale restrictions throughout the affordability period including ensuring subsequent homebuyers are income-eligible under the HOME program. All projects receiving HOME funds will be responsible for indemnifying WCDA in the event HUD enforces any type of recapture or other penalties on the project. Developers are required to execute a Performance and Repayment Guaranty.

Maximum Allocation

WCDA in its sole discretion reserves the right to limit funding to no more than sixty (60%) of available HOME funds to any one project. WCDA reserves the right to redirect funds within a project between HOME, and/or other resources available to WCDA which best utilizes the available resources.

Section 102(d) of the 1989 HUD Reform Act requires HUD to certify that any new or additional HUD assistance for a project is "not more than is necessary to provide affordable housing" after taking into account any other governmental support. Therefore, WCDA reserves the right to disclose a project's application information to appropriate Federal, State or local authorities and take the necessary actions to accomplish the intent of the subsidy layering rules. Projects needing the subsidy layering review may need to be submitted to HUD.

Site Acquisition

The land purchased for the project must be of appropriate size for the proposed project (i.e. additional land may not be purchased in hopes of a second phase or for other purposes). Partial releases will not be granted by WCDA for unused land. If WCDA, in its sole discretion, approves in writing additional land to be purchased, an appraisal must be obtained outlining the value for each separate parcel. The amount of land cost allowed in the application will be the lesser of the appraised value and/or the pro-rata share by square footage of the original cost.

The purchase price of land and/or improvements thereupon, where there is an identity of interest or is not considered an arm's length transaction, is restricted to the lesser of:

a. the appraised value of the land and or buildings to be owned by the project, as determined by an appraisal that is less than six (6) months old; or
b. the pro-rata share of the original purchase price, if the original purchase was within one (1) year of application**;** or
c. if owned by a related party which was provided subsidy, the land acquisition price shall be zero dollars ($0).

Developer & Builder Fees

Developer Fees will be paid out fifty (50%) at completion of acquisition and rehabilitation or completion of new construction and fifty (50%) payable at sale of unit to income-eligible homebuyer and are calculated as follows:

a. Minor rehabilitation (defined as rehabilitation costs ≤ 10% of the purchase price) – 10% of total project development
b. Moderate rehabilitation (defined as rehabilitation costs are >10% but ≤25% of the purchase price) – 15% of total project development costs
c. Substantial rehabilitation (defined as rehabilitation costs >25% of the purchase price) – 20% of total project development costs. Rehab costs cannot exceed 50% of purchase price without prior approval by WCDA
d. New construction – 15% of total development costs

Builder's fees will be limited as follows:

a. Builder's profit will be limited to no more than six (6%) of the construction costs
b. Builder's overhead will be limited to no more than two (2%) of the construction costs
c. General requirements/conditions will be limited to no more than six (6%) of the construction costs

*Construction costs equal on-site work plus new structures, rehabilitation, and accessory structures.

WCDA reserves the right to negotiate lower Developer and Builder fees on projects when there is an identity of interest among parties.

Loan Terms

Funds are awarded to Developers as a zero percent (0%) multiple advancing construction loan secured by a mortgage on the property with no monthly payments due during construction. The note will be due upon sale, transfer or maturity date which will be ninety (90) days after the estimated date of completion of construction or rehabilitation. Short-term extensions of the note may be granted in order to facilitate the sale of the property to income-eligible homebuyers. The payoff of the construction loan will be individual mortgage loan(s) by income-eligible homebuyers.

Upon completion of rehabilitation or construction, a percentage of each loan will be forgiven upon assignment to income-eligible homebuyers to insure long-term affordability. The WCDA lien may be subordinated to a first mortgage obtained by the homebuyer.

If other private/public equity is contributed to the project, the distribution of any proceeds will be on a proportionate basis.

WCDA may, at its sole discretion, waive or modify any of the required terms of the HOME assistance.

HOMEOWNERSHIP PROGRAM REQUIREMENTS

1. Quarterly/Monthly Progress Reports must be filed with WCDA outlining progress toward completion. Quarterly reports must be received by the 15^{th} day of April, July, October, and January, until sale of last property. Monthly Progress Reports may be required in lieu of Quarterly Progress Reports at the sole discretion of WCDA.

2. WCDA will review all draw requests for the project no more than once a month. Retainage, in the amount of ten percent (10%) per draw, will be withheld from the amount paid. The full retention amount will be returned to the Developer when the last home in the project has received a certificate of occupancy, received its final inspection by WCDA or its designee, and the home been sold.

3. HOME funds may be rescinded if any violations are found, and the project participants may be banned from participating in the program.

4. For new construction, as-built plans and specifications must be provided before release of final funding. Projects must provide a full-size plan sent to WCDA upon request.

5. Project design and materials must comply with all applicable codes, rules and regulations, including but not limited to; zoning, building, and energy codes, accessibility requirements, and other local, state and federal requirements. At a minimum, projects must meet as applicable, the International Building Code (as applicable to the type of housing) of the International Code Council, the local code adopted by the presiding jurisdiction, the requirements of HOME's 24 CFR Part 92.251(a). More restrictive codes or regulations may be required by local cities, counties, or towns, but in no case may new construction projects fail to meet the above.

6. All projects must not exceed the HOME per unit subsidy limit and the homeownership value limit located in "Attachment A". In addition, prospective homebuyers may not exceed 80% of area median income (AMI) as defined by HUD on an annual basis. These minimums and maximums will be used by WCDA when underwriting the project.

7. If at any time WCDA becomes aware of a fair housing violation it will be reported to the appropriate officials which will include but may not be limited to HUD, and/or the Department of Justice.

8. WCDA staff, or their designee, will conduct periodic site visits. A final inspection will be conducted upon notice of project completion of each home.

9. Developer must make every effort to have costs allocated to the appropriate categories from the first initial application. Variances in cost categories (e.g. Land, Site Work, rehabilitation/new construction, professional fees, soft costs, etc.) in excess of ten percent (10%) must be justified when submitting the progress reports.

10. Once the home is listed for sale, Developer agrees to instruct income-eligible homebuyers that once they have been pre-approved by a mortgage lender for the purchase of the home, they must provide the contact information for their mortgage lender to WCDA staff so WCDA may verify the following information:
    - Income eligibility
    - Completion of homebuyer education from a HUD-approved housing counselor.

    Furthermore, the Developer agrees to provide the homebuyer with the contact information for a WCDA staff member so the homebuyer and WCDA staff member can meet to review and discuss certain documents that must be signed at closing. These documents include, but are not limited to the Homebuyer Affidavit and a Deferred Note and Mortgage, if applicable.

11. The maximum sales price is limited to the lesser of fair market value as established by the appraisal or the negotiated sales price between the income-qualified buyer and Developer. The sales price cannot exceed the HOME maximum homeownership sales price limit set forth in Attachment "A".

12. Any unit not under contract after sixty (60) days on the market requires an updated property valuation and marketing consultation with WCDA.

13. Extended title insurance must be provided including lien, survey and easement coverage, coverage for rights, interests or claims not shown of public record, and a foundation endorsement.

14. The following Alta endorsements will be required on Title Policies:
    a. Zoning (3.1 Improved or 3.2 Land Under Development)
    b. Environmental Protection Lien (8.1)
    c. Restrictions, Encroachments, Minerals (9.06)
    d. Access and Entry (17)
    e. Tax Parcels (18 Single Tax Parcel, 18.1 Multiple Tax Parcels)
    f. Contiguity (19 Multiple Parcels, 19.1 Single Parcel)
    g. Minerals Surface Damage (100.29)
    h. Location (22)

ATTACHMENT "A"

2022 Allocation Cycle

Letters of Intent and Applications must be received by WCDA on or before 5:00 p.m. local time on the dates listed below. Late applications will not be ranked.

Submission Deadlines

Letter of Intent no later than 5:00 p.m. MST Thursday, September 30, 2021.*
Application and supporting documentation no later than 5:00 p.m. MST Friday, October 29, 2021.*
*Additional rounds may be opened if funding is available.

A Notice of Funding Availability with final funding amounts will be issued on Monday, August 30, 2021.

Anticipated HOME Funding

Based on previous year's allocations and carryover funds, WCDA anticipates $3,500,000 in new FY22 HOME funding and $3,013,487.89 in anticipated Program Income (PI), to be distributed as follows:

Open Category	$ 2,788,487.89
Acquisition/Rehabilitation	875,000
Single-Family Homeownership	1,000,000
Community Housing Development Organizations (CHDO) – A maximum of $52,500 is available from the CHDO set-aside for project-specific technical assistance and site control loans	525,000
CHDO General (not project) Operating Costs	100,000
Administration and Contingency Reserve	350,000
TOTAL AVAILABLE	$5,638,487.89

Anticipated National Housing Trust Fund Funding

Based on previous year's allocations, the WCDA anticipates $3,000,000 in FY22 NHTF funding. NHTF funding and Program Income to be distributed as follows:

Open Allocation	$ 1,950,000
Acquisition/Rehabilitation	775,471
Administration and Contingency Reserve	310,188
TOTAL AVAILABLE	$ 3,101,884

Anticipated Tax Credit Allocation

Based on the 2021 tax credit authority, the total amount of credit available in Wyoming for 2022 is estimated as follows:

Open Allocation	$ 1,179,208.50
Non-Profits (10%)	324,995
Acquisition/Rehabilitation	812,487.50
Forward Commitment	933,259
TOTAL AVAILABLE	$ 3,249,950

Total Per-Unit Project Costs for Rental Projects

For underwriting, the Total Per-Unit Project Costs for projects will be limited to:

# of Bedrooms	24 units or less	25 units or more
0	$212,000	$202,500
1	$240,000	$229,000
2	$269,000	$263,000
3	$310,000	$288,000
4+	$354,000	$336,500

*Projects are allowed to receive an additional cost allowance for a community room if the community room is made available to the tenants twenty-four (24) hours every day. Proposals will be evaluated case by case based on the amenities, size, and scale of the community room provided.

Maximum HOME/NHTF Subsidy Per Unit

RENTAL	
# Bedroom	Per Unit Limit
0	$132,000
1	$151,000
2	$185,000
3	$237,500
4	$263,000

HOMEOWNERSHIP	
# Bedroom	Per Unit Limit
0	$185,500
1	$212,500
2	$258,500
3	$334,500
4	$367,000

Maximum HOME/NHTF Homeownership Value Limits (effective 6/1/2021)

County	Existing	New Construction
Natrona County	$205,000	$271,000
Laramie County	$242,000	$271,000
Albany County	$228,000	$271,000
Big Horn County	$170,000	$271,000
Campbell County	$214,000	$271,000
Carbon County	$180,000	$271,000
Converse County	$204,000	$271,000
Crook County	$194,000	$271,000
Fremont County	$207,000	$271,000
Goshen County	$170,000	$271,000
Hot Springs County	$170,000	$271,000
Johnson County	$223,000	$271,000
Lincoln County	$228,000	$271,000
Niobrara County	$170,000	$271,000
Park County	$249,000	$271,000
Platte County	$178,000	$271,000
Sheridan County	$242,000	$271,000
Sublette County	$233,000	$271,000
Sweetwater County	$242,000	$271,000
Teton County	$601,000	$601,000
Uinta County	$190,000	$271,000
Washakie County	$170,000	$271,000
Weston County	$170,000	$271,000

Tax Credit Total per unit Eligible Basis

For underwriting the allocation of Tax Credits, the total per unit Eligible Basis for projects will be limited to the following*:

# of Bedrooms	24 units or less	25 units or more
0	$191,500	$181,500
1	$217,000	$206,000
2	$241,000	$236,500
3	$279,400	$258,500
4+	$318,000	$302,500

*Projects are allowed to receive an additional cost allowance for a community room if the community room is made available to the tenants twenty-four (24) hours every day. Proposals will be evaluated case by case based on the amenities, size, and scale of the community room provided.

Operating Expenses Limitations for RENTAL projects

The Annual Operating Expenses used for underwriting will be as follows:

# of Units	Maximum per unit per month
≤ 24	$500.00
25-35	$450.00
36-47	$420.00
≥ 48	$400.00

The numbers above assume Owners pay water, sewer and trash, and tenants pay electric and gas. Adjustments will be made if different parties pay above listed utilities. WCDA reserves the right to adjust this amount to reflect current market conditions. Group homes under one roof are considered ONE unit. i.e. a 3-bedroom group home is considered ONE 3-bedroom unit, not three 1-bedroom units for Operating Expense Limitations.

Qualified Census Tract (QCT) Numbers and Difficult to Develop Areas (DDA)

For the purposes of this Allocation Plan the following QCT's apply until modified by HUD.

Qualified Census Tract Numbers (effective 01/01/2021)		
Metropolitan Areas		Non-Metropolitan Areas
Cheyenne	Casper	Albany County
7.00	2.00	9630.00
	12.00	9634.00
		9635.00
		9637.00

HUD DIFFICULT DEVELOPMENT AREAS
None

WCDA DIFFICULT DEVELOPMENT AREAS
WCDA has exercised its option to designate a project as being in a Difficult Development Area, allowing up to a 30% increase in eligible basis if all of the following requirements are met:

- The project needs the increase to be financially feasible
- No other affordable housing projects in the area show an annual vacancy rate in excess of a standard turnover rate
- The average rents for all proposed units are at or below 45% of the Area Median Income
- The project is being developed in a community with a population of 15,000 or less and there are no communities with a population over 15,000 within twenty (20) miles of the project
- The project must not be done in conjunction with a separate project in the same locale
- 4% Bond transaction deals are not eligible for the WCDA Difficult Development Areas basis boost

Priority Target Populations

The following populations are considered priorities for the State of Wyoming per the 2018-2022 Consolidated Plan:

Extremely Low Income Low Income Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans	Victims of Domestic Violence Unaccompanied Youth Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families

ATTACHMENT "B"

Market Study Requirements

RENTAL

A. A statement of the competence of the market analyst that details education and experience of the primary author and including a statement of non-interest

B. A description of the proposed site and neighborhood, including physical attributes of site, surrounding land uses, and proximity to community amenities or neighborhood features including shopping, healthcare, schools, and transportation

C. A map and photos of the subject site and surroundings showing location of community services;

D. Evaluation of the project's suitability for the local market (design, unit composition, physical characteristics and mix, amenities etc.)

E. An overview of local economic conditions, including employment by sector, list of major employers, and labor force employment and unemployment trends over the past five (5) years

F. Statement of reasonableness of proposed rent for the area

G. Comparative analysis of Market Rents. Market Studies submitted with market rents based on adjustments will not be scored

H. Demographic analysis of the current number of households in the City and the Primary Market Area which are income eligible and can afford to pay the proposed rent, rent tenure, ownership tenure, and the number of units currently available to serve these households

I. Family projects may NOT use senior household population to justify need unless each unit can be accessed (e.g. elevators in multi-story buildings)

J. Each unit composition (income and rent makeup) must have a breakdown of income eligibility, rent tenure, size appropriate households the above demographic analysis must be provided, for each income and rent level proposed in the application

K. Forecast of housing needs in the future

L. Geographic definition and description of methodology used to determine Primary Market Area boundaries. Methodology must be logically-sound and based upon quantifiable demographic data. <u>Do not use the entire county</u>

M. Analysis of household sizes and types in the City and the Primary Market Area

N. Analysis of the homeownership alternative and the effect it will have on the project

O. A description of comparable developments in the City and the Primary Market Area to include their respective turnover rates

P. If there are Market Rate units at the same rent levels in the Market Area, provide a narrative of why these units are or are not meeting the needs of the households that the project is trying to serve

Q. A description of where the households are moving from (substandard housing, other communities, relatives homes etc.)

R. A description of rent levels, amenities, concessions offered, vacancy rates and number of households on waiting lists by unit size of all projects in the city and the Primary Market Area

S. Map with proposed Site and location of all competitive units, both Market and Income-Restricted

T. Vacancy analysis of ALL housing

U. Vacancy analysis of ALL rental housing in the city and the Primary Market Area

V. Vacancy analysis of ALL income-restricted rental housing in the city and the Primary Market Area

W. Number of units needed, showing number of households in the market area which are income eligible, type eligible (senior vs. family vs. special needs populations, rent tenure (renters vs. homeowners), and the number of units currently available to serve these households
X. Current market saturation level (Units Needed vs. Proposed)
Y. Capture rate
Z. Absorption period and absorption rate with a comparative analysis and/or a detailed description and support of how arrived at (this should include lease-up rate of all newly constructed multifamily housing gained through market participant interviews and/or local multi-family information database systems)
AA. Projected operating funds and expenses, when available at the time of the study
BB. Expected market absorption of the proposed housing
CC. A description of the effect on the market area, including the impact on Housing Credit and other existing affordable rental housing
DD. If the project will include larger than average households that there be an analysis of the number of larger households, and their incomes, in the City and PMA who would qualify for the units
EE. For the calculation of number of eligible households, the maximum net rent a household will pay must NOT exceed 30% of their household income (Acceptable Rent Burden)
FF. Analysis of Primary Market Area drivers, jobs and potential volatility of tenant base as a result of these factors
GG. Calculation of Income Level with highest need in PMA
HH. Number of non-student, income eligible and size eligible households for the proposed project
II. Proportion of housing made up of rental vs. single family homeownership within the census tract per project size as defined in the "Avoiding Concentration of Low Income Households" category
JJ. Proportion of rental stock made up of income-restricted housing within the census tract per project size as defined in the "Concentration of Low Income Housing" category
KK. Market Study Recap (Attachment "B" Item "1")
LL. Any other pertinent information that may be available

HOMEOWNERSHIP

In addition to a residential appraisal from an independent 3rd party that is less than six (6) months old, utilizing the Developer's plans and specs to determine an "as complete" valuation for each home in the project, Developer must provide a narrative with the following information:

A. Project market area maps, census data, local economy, growth rate, net in-migration, and net out-migration
B. Socioeconomic conditions, predictions, demographics, of potential buyers, and number of income-eligible households in market area
C. Discussion of potential competition for the project
D. Physical condition and age of current housing stock in the proposed market area
E. Sales activity information for the previous 6 months that clearly indicates if the comparable housing market has grown or contracted
F. The analysis must also include the following information:
    1. the overall supply of comparable housing to overall housing in the market and how many months of supply

2. the average number of listing days of comparable housing
3. the percentage of low-income households compared to overall population
4. other homeownership options already available in the area (including your current projects in the pipeline)

the price, location, amenities, and financing of units in the area that are most directly comparable to the proposed housing (project pricing needs to be competitive, but are there factors that could offset your program advantages).

MARKET STUDY RECAP FOR RENTAL

PROJECT NAME: ______________________

PMA	CITY	ELIGIBLE HOUSEHOLDS
		Population
		Number of Households (HH)
		X Percent of HH Income Eligible and can afford to pay the rent without assistance*
		= Number of Income Eligible households
		X Percentage Rent Tenure
		= Number of Renter, Income Eligible households
		X Percentage Household Size Appropriate
		= Number of Renter, Income Eligible, Household Size Appropriate households
		X Percentage Households with special needs being targeted (i.e. elderly, handicapped etc., If applicable)
		= Number of Qualified Households
		- Existing Income-Restricted units meetings needs of Qualified Households
		- Existing Market Rate units meetings needs of Qualified Households
		= Number of units needed
		- units planned and/or under construction
		= NEW UNITS NEEDED

PMA	CITY	CURRENT CAPTURE RATE OF UNITS
		Number of Units Proposed
		/ Number of Qualified Households (from above)
		= Current Capture Rate

PMA	CITY	SATURATION
		Number of Units Proposed
		/ Number of New Units Needed (from above)
		= Saturation

PMA	CITY	AVERAGE RENTS
		Average Market Rate rents for 1-bedroom units (with utility adjustments if appropriate)
		Average Market Rate rents for 2-bedroom units (with utility adjustments if appropriate)
		Average Market Rate rents for 3-bedroom units (with utility adjustments if appropriate)
		Average Market Rate rents for 4-bedroom units (with utility adjustments if appropriate)
		Average Market Rate rents for 5-bedroom units (with utility adjustments if appropriate)

PMA	CITY	AVERAGE RENTS (INCOME-RESTRICTED = LIHTC, HUD, RD ETC.)
		Average rents for INCOME-RESTRICTED 1-bedroom units (with utility adjustments if appropriate)
		Average rents for INCOME-RESTRICTED 2-bedroom units (with utility adjustments if appropriate)
		Average rents for INCOME-RESTRICTED 3-bedroom units (with utility adjustments if appropriate)
		Average rents for INCOME-RESTRICTED 4-bedroom units (with utility adjustments if appropriate)
		Average rents for INCOME-RESTRICTED 5-bedroom units (with utility adjustments if appropriate)
		Average rents for COMPARABLE 1-bedroom units (with utility adjustments if appropriate)
		Average rents for COMPARABLE 2-bedroom units (with utility adjustments if appropriate)
		Average rents for COMPARABLE 3-bedroom units (with utility adjustments if appropriate)
		Average rents for COMPARABLE 4-bedroom units (with utility adjustments if appropriate)
		Average rents for COMPARABLE 5-bedroom units (with utility adjustments if appropriate)
		must include explanation of why COMPARABLE

PMA	CITY	AVERAGE SQUARE FOOTAGE
		Average square footage of 1-bedroom units in the community
		Average square footage of 2-bedroom units in the community
		Average square footage of 3-bedroom units in the community
		Average square footage of 4-bedroom units in the community
		Average square footage of 5-bedroom units in the community
		Average square footage of 1-bedroom COMPARABLE units in the community
		Average square footage of 2-bedroom COMPARABLE units in the community
		Average square footage of 3-bedroom COMPARABLE units in the community
		Average square footage of 4-bedroom COMPARABLE units in the community
		Average square footage of 5-bedroom COMPARABLE units in the community
		must include explanation of why COMPARABLE

PMA	CITY	INCOME LEVEL WITH HIGHEST NEED
		Level of Income with highest need in the community

	ABSORPTION RATE
	Number of months anticipated from Placed in Service Date to occupancy of all units
	Number of months from Placed in Service Date to Economic Stabilization

PMA Physical	PMA Economic	CITY Physical	CITY Economic	VACANCY RATE
				Vacancy rate of **ALL** units – **Include chart showing vacancy by project**
				Vacancy rate of Income-Restriced units – **Include chart showing vacancy by project**
				Vacancy Rate of Comparable Properties – **Include chart showing vacancy by project & explanation of why "Comparable**

PROXIMITY TO SERVICES			
	Retail Shopping		Public School (Family Project)
	Senior Center (55+ or Elderly Project)		Recreation or Park
	Grocery Store		Healthcare
	Pharmacy		

	ENVIRONMENTAL ISSUES
	Please list any and all environmental issues noted during site visit
	Flood Plain / Wetlands
	Proximity to Railroad Tracks
	Proximity to 4-lane thorough fares
	Proximity to above ground storage tanks
	Endangered species / animal habitat
	Proximity to Airport