

**EXHIBIT A – Low-Income Housing Tax Credit Selection Criteria**

(Applicants must achieve at least 60 points in order for the application to be considered)

*In calculation percentages: “total residential units” includes all rent-restricted and market units (and excludes manager or employee units). “Rent restricted” units include both Tax Credit and HOME units.*

If you do not receive a Tax Credit Reservation, do you wish to place your application on the Waiting List for consideration during the next application period? This option is only applicable to applications received in the same year.

Yes \_\_\_\_\_  
No \_\_\_\_\_

**Please indicate whether your development or sponsorship meets the following criteria: Enter appropriate points in space provided.**

	<u>Maximum Points Possible</u>	<u>Points Earned</u>
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**Selection Criteria:**

1. Developments located within the stated distances from goods, services, or major employer:
 

One point per category for a maximum of 10 points .....	Max. 10	_____
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  - Good and Services – located within 1.5 mile driving distance in urban communities or 3.0 mile driving distance in rural communities.*
  - Major Employer – located within 5.0 mile driving distance in urban communities or 10.0 mile driving distance in rural communities.*
  - Urban Communities – communities that do not qualify as eligible communities for USDA RD programs*
  - Rural Communities – communities that qualify as eligible communities for USDA RD programs*
  - Full service Grocery Store (does not include convenience stores)
  - Retail Shopping (i.e., hardware, clothing store, etc.)
  - Police or Fire Station
  - Pharmacy
  - Post Office
  - Bank/Credit Union
  - Public Park
  - Education Facility (includes K-12 schools, university, adult education, vocational school, community college)
  - Public Library
  - Health Club or Recreational Center (i.e. YMCA, etc.)
  - Hospital or Medical Clinic, Medical or Dental Office

**Selection Criteria (Continued):**

<u>Maximum</u> <u>Points</u> <u>Possible</u>	<u>Points</u> <u>Earned</u>
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- Social Services Center (i.e., Senior Citizen Center or Community Center) or Licensed Childcare Facility
- Bus stop, transit stop (i.e., Park & Ride, etc.)
- Public greenbelt bike/walking path access (does not include city sidewalks or street bike lanes)
- Major Employer (as documented in the Market Study or Appraisal)

*Third party mileage documentation must accompany the application (i.e., Mapquest, Google Maps, etc.) or distance measured by street/road access must be documented in the market study or appraisal that is submitted with the application*

2. Developments which give preference to persons on Public Housing Authority waiting lists.

To receive points in this category, attach a copy of the proposed Management Plan which includes a Tenant Selection Policy which specifically states that a preference will be given to potential tenants on Public Housing Authority waiting lists, to the extent permitted by law. The percentage of total residential units that will give this preference must be listed in the Tenant Selection Policy.

Preference given for 60% or greater of total residential units.....	1	_____
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3. Developments with mix of rent-restricted and market units.  
10% or greater of total residential units are market units.....

	2	_____
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4. Sponsor is a resident of Idaho. ....

	5	_____
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*Sponsor in this category is defined as the owner of the development, and includes any individual or entity of the owner with at least 50% control.*

*If ownership is vested without at least 50% control, then all individuals or entities must meet the requirement. In any event, determinations under this category are subject to the review and approval of the allocating agency in its sole discretion.*

*Resident means an individual person maintaining his or her principal residence in Idaho or an entity which is organized under the laws of Idaho and which also maintains its principal office in Idaho at the time of application.*

*Principal office is defined as a staffed office physically situated in Idaho in which one or more principals maintains a regular, daily office from which they conduct their business.*

**Selection Criteria (Continued):**

<b><u>Maximum</u></b>	<b><u>Points</u></b>	<b><u>Points</u></b>
<b><u>Possible</u></b>		<b><u>Earned</u></b>

5. Developments leasing rent restricted units who commit to giving a waitlist preference to households that contain one or more members with a handicap as defined in the Fair Housing Act.....

1

\_\_\_\_\_

*To receive points in this category, attach a copy of the proposed Management Plan which includes a Tenant Selection Policy that specifically states that a waitlist preference will be given to potential rent-restricted tenants whose households contain one or more members with a handicap as defined in the Fair Housing Act, to the extent permitted by law.*

*Fair Housing Act:*

Sec. 802 [42 U.S.C. 3602] Definitions:

*Handicap means, with respect to a person:*

- (1) *a physical or mental impairment which substantially limits one or more of such person's major life activities,*
- (2) *a record of such an impairment, or*
- (3) *being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance [as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)].*

6. Developments that provide housing for older persons as defined in the Fair Housing Act.....

3

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*Fair Housing Act:*

Sec. 807 [42 U.S.C. 3607](b)

- (2) As used in this section "housing for older persons" means housing –
  - (A) provided under any Federal or State program that the Secretary determines is specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
  - (B) intended for, and solely occupied, by persons 62 years of age or older, or
  - (C) intended and operated for occupancy by persons 55 years of age or older, and
    - (i) at least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older;
    - (ii) the housing facility or community publishes and adheres to policies and procedures that demonstrate the intent required under this subparagraph; and

**Selection Criteria (Continued):**

<u>Maximum</u>	<u>Points</u>
<u>Possible</u>	<u>Earned</u>

- (iii) the housing facility or community complies with rules issued by the Secretary for verification of occupancy, which shall-
  - (I) provide for verification by reliable surveys and affidavits; and
  - (II) include examples of the types of policies and procedures relevant to a determination of compliance with the requirement of clause (ii). Such surveys and affidavits shall be admissible in administrative and judicial proceedings for the purposes of such verification.

**NOTE: The Regulatory Agreement will restrict use of the development in accordance with this section. Duplication of points may not be received for #5 and #6. Proposed developments may receive points for units for handicapped households or older persons households, but not for both.**

- 7. Family developments which designate the following percentages of the rent-restricted units to three-bedroom or larger units for households. Such developments must provide appropriate amenities for children and families (i.e., open space, playground, laundry, etc.) .....
  - 5.00% to 9.99 % of the rent restricted units..... 1
  - 10.00% or greater of the rent restricted units..... 2

Max 2 \_\_\_\_\_

**NOTE: Developments that provide housing for older persons as defined in the Fair Housing Act do not qualify for Selection Criteria Points under #7.**

- 8. Developments which receive non-related private party contributions, charitable organization donations, local government assistance in the form of tax increment financing, in-kind contributions, land donations, or permit or impact fee reductions or offsets, in a cumulative amount equal to or greater than 2.5% of the Total Development Cost.

10 \_\_\_\_\_

NOTE: Non-monetary contributions must be supported by a third-party independent appraisal at the time of application. Percentage calculation will be based on cumulative sources that are eligible in the category.

Documentation regarding proposed conditions and terms of the assistance must also accompany the tax credit application.

Land donations will only be considered in this category if the donor (vested owner) of the land is an unrelated party to the Developer and Sponsor. Documentation (real estate purchase and sale agreement, etc.) must make reference to the said donation in the established purchase price.

An eligible "unrelated party" is any vested owner of the land who does NOT meet the following:

**Selection Criteria (Continued):**

<b><u>Maximum</u></b>	<b><u>Points</u></b>
<b><u>Possible</u></b>	<b><u>Earned</u></b>

“Related persons” means ownership by 50% or more by the Developer or Sponsor, along or in a group of other persons or entities, in the other entity, or, 50% or more ownership by the other entity (or person), alone or in a group of other persons or entities, in the Developer or Sponsor. In this definition, an identity of interest is present even if the person has no voting rights in a corporate or legal entity structure. Registered agents, executive directors, officers, employees, or family members of such persons may be considered as “related persons.”

9. Program sponsors who have a history of satisfactory LIHTC Allocating Agency compliance ratings of their §42 portfolio. ....

15	_____
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To be considered in this category, development(s) must have placed in service, received Form 8609(s), and had completed no less than three (3) years of compliance reviews. Development(s) will be deemed in compliance unless a review has evidenced a history of substantial noncompliance in which case the points will not be awarded.

**NOTE: Substantial Noncompliance is defined as any property reviews currently at a below average or unsatisfactory rating. This rating is based on general physical condition and appearance; leasing and occupancy; and general management operations. In addition, the owner must not have open 8823’s filed with the IRS or late submission of required monitoring fees and annual reports, subject to the determination by IHFA’s Compliance Department in its sole discretion.**

The sponsor will provide IHFA with the authorization to contact said LIHTC Allocating Agencies by signing the Sponsor’s Previous Participation Certification (Exhibit B) of the tax credit application.

*Sponsor in this category is defined as the owner of the development, and includes any individual or entity of the owner with at least 50% control.*

*If ownership is vested without at least 50% control, then all individuals or entities must meet the requirement. In any event, determinations under this category are subject to the review and approval of the allocating agency in its sole discretion.*

**Selection Criteria (Continued):**

	<u>Maximum Points Possible</u>	<u>Points Earned</u>
<p>10. The Association strives to achieve equal distribution of tax credits across the state where the need exists. Based on data analysis using the percentage of poverty as a benchmark, the following counties have been determined to have an under allocation of resources compared to other counties in the state. Therefore, developments located in the following counties are incented under these point criteria.</p> <p>Developments located in Ada, Bannock, Bonneville, Canyon, Nez Perce, and Twin Falls counties .....</p>	2	_____
<p>11. Rehabilitation Developments that include the <u>use of existing housing</u> as part of a community revitalization plan. To receive points in this category, the proposed development must be located within a certified urban renewal district or other city-designated geographic area that specifically addresses affordable housing as a goal. Documentation from the urban renewal district or the city must confirm to the Association's satisfaction that the proposed development lies within certified boundaries and meets the urban renewal district's or city's goal of providing affordable housing. ....</p>	1	_____
<p>12. Developments intended for eventual tenant ownership after the 15-year compliance period has ended.....</p> <p>Developments wishing to convert to home ownership at the end of the 15-year compliance period will be required to meet the following conditions:</p> <p>a) Conversion to tenant ownership is legally permissible taking into consideration other restrictions that may be attached to the property (i.e., lender or other subsidy restrictions, etc);</p> <p>b) The units must be single-family detached units, condominiums, or townhouses, which can be lawfully conveyed as separate pieces of property;</p> <p>c) Each unit must have access to all necessary utilities, common areas, rights-of-way, easements, and such access will not be dependent on any exercise or non-exercise of any right or consent by the owner of any other property;</p> <p>d) Purchasers must occupy units as primary residences;</p> <p>(Continued)...</p>	1	_____

**Selection Criteria (Continued):**

**Maximum  
Points  
Possible**

**Points  
Earned**

- e) A comprehensive plan must be submitted at the time of application that demonstrates the feasibility of physical conversion to home ownership and includes, but is not limited to:
  - Provisions for repair or replacement of heating systems, water heaters, and roof repair or replacement prior to sale;
  - Requirements for extent of stay in rental unit to be eligible for purchase; and
  - Financial counseling plan for potential home buyers.
  
- f) It is understood that after the initial 15-year compliance period referenced in Section 42(i) of the Code, the Housing Sponsor may transfer individual units (homes) in the Development under a low income homeowners program to Qualifying Tenants holding a right of first refusal provided the following conditions are met:
  - All requirements of Sections 42(i)(7) of the Code and Revenue Ruling 95-49 are complied with;
  - The buyers/occupants of the units meet the requirements for a Qualifying Tenant hereunder and hold a right of first refusal for the unit exercisable at the end of the 15-year compliance period;
  - The buyers/occupants execute and record on the property an extended use agreement that restricts the transferred property to low income occupancy to the earlier date of:
    - (i) the resale of the unit to any person other than to individuals whose income at the time of acquisition is 60 percent or less of area median gross income and who will occupy the unit as a principal residence; or
    - (ii) termination of the extended use period commitment as mentioned in the existing LIHTC Regulatory Agreement;
  - Prior to such conveyance, the Housing Sponsor shall furnish the Allocating Agency an opinion of counsel acceptable to such agency that the requirements of this section hereof, Revenue Ruling 95-49 and Section 42(i)(7) of the Code have been met; and
  - The Allocating Agency approves such transfer(s), which approval shall not be unreasonably withheld.

**Selection Criteria:**

<b><u>Maximum</u></b>	<b><u>Points</u></b>
<b><u>Possible</u></b>	<b><u>Earned</u></b>

13. Developments which incorporate the following optional “green building” certifiable program standards or items into their design.

Max. 8	_____
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To receive points in this category, a licensed architect’s “preliminary” certification that lists the standards or items to be incorporated must accompany the application (See Exhibit C-2 for required format). At placed in service, an “as built” certification by a licensed architect that lists the incorporated standards or items will be required along with official program certification, if applicable. (See Exhibit D-2 for required format.)

*NOTE: The intent is that all code and standards cited are the most current versions.*

- LEED for Homes ..... 8
- NW Energy Star ..... 8
- ICC 700 National Green Building Standard ..... 8
- Enterprise Green Communities ..... 8
- Indoor Air Plus ..... 8
- Passive House Institute US (PHIUS) or Passive House Institute (PHI) ..... 8

**OR...**

Individual Green Building Components  
Up to a maximum of 8 points.  
 (Select any combination of the following items)

- Ceiling fans in living room and bedrooms in all residential units ..... 1
- “No added urea-formaldehyde” cabinets ..... 1
- Occupancy sensor lighting in interior community areas ..... 1
- 100% of the total lighting to be high efficiency bulbs/lamps (CFL, LED) ..... 1
- Continuous Ventilation (high efficiency bathroom fans with timer or humidistat, or an energy recovery ventilator “ERV”) .. 1
- Green label certified low-emission carpet/pad/adhesive ..... 1
- Energy Star certified water heaters ..... 1
- SCS FloorScore certified hard surface flooring ..... 1
- Xeriscape landscaping and high efficiency irrigation..... 1
- Metal or long lasting roofing (30 year warranty – minimum).... 1
- High Efficiency HVAC equipment (must exceed minimum building code requirements) ..... 2



**Selection Criteria (Continued):**

**Maximum**  
**Points**  
**Possible**      **Points**  
**Earned**

- Water saving shower heads, toilets, faucets ..... 2
  - Bathroom faucets:            ≤ 1.0 gpm
  - Kitchen faucets:            ≤ 1.5 gpm
  - Toilets:                      ≤ 1.3 gpf or dual-flush toilets
  - Shower heads:              ≤1.75 gpm
- U-0.30 or lower rated windows (total assembly) ..... 2
- Rigid foam insulation under exterior siding which provides a 20% increase over minimum building code requirements .... 2
- R-49 Value Insulation or insulation that is 5% above minimum building code requirements in attic ..... 2
- Structural Insulated Panel (“SIP”) roof construction with 50 R-Value ..... 2
- Structural Insulated Panel (“SIP) wall construction with minimum 25 R-Value ..... 2
- HOME Energy Rating System (“HERS”) Score which is 100 or less for rehabilitation developments, or 70 or less for new construction developments ..... 5
 

*HERS Score to be determined by qualified provider once the development is placed in service.*
  
- 14.      Developments which utilize Historic Rehabilitation Tax Credit as a funding source. To receive points in this category, certification from the National Park Service must accompany the application which: 1) states that the proposed building is a certified historic structure (one listed on the National Register of Historic Places or located in a Registered Historic District and determined to be of significance to the Historic District) as defined by IRC Section 47(c)(3)(A); and 2) states that the proposed rehabilitation meets the Department of Interior’s standards for rehabilitation. .... 1      \_\_\_\_\_
  
- 15.      Developments located in a Primary Market Area (“PMA”) with a Low-Income Housing Tax Credit (“LIHTC”) rental vacancy of 3.00% or less, as documented in the market study or appraisal that is submitted with the tax credit application..... 8      \_\_\_\_\_

**Selection Criteria:**

<u>Maximum</u>	<u>Points</u>
<u>Possible</u>	<u>Earned</u>

16.	Permanent Supportive Housing Units.....	2	_____
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Permanent Supportive Housing (PSH) is a proven and effective housing intervention that reintegrates Special Housing Need (SHN) populations, particularly the chronically homeless, persons with psychiatric disabilities, chronic health challenges, or other barriers to accessing or retaining stable housing into the community by meeting their basic housing need and providing ongoing support systems. Housing is provided to the most vulnerable households in need of housing first, and does so rapidly without preconditions.

At a minimum, PSH developments must:

- a) Target the SHN population.
  - Designate at least one unit, or the number of units equivalent to 5% of the total number of residential units in the development (round to the nearest whole number), whichever is greater, as PSH for SHN tenants.
- b) Demonstrate an appropriate and reputable referral source capable of identifying eligible SHN tenants through acceptable documentation at time of application.
- c) Enact selection criteria that target the highest need and most vulnerable households first, as determined by an appropriate assessment tool.
- d) Present a written plan that demonstrates collaboration with local agencies to make appropriate supportive service available to SHN tenants.

The Association understands and expects that developments will need to partner with local agencies and service providers to meet the expectations of this section. Partnerships for service delivery, operating subsidy, and referrals must be demonstrated at the time of application through a letter of intent, MOU, or similar agreement/acknowledgment. A complete description of the criteria and expected PSH activities required of developments by the Association to receive full points for this section are listed in Exhibit I of the QAP.

**Selection Criteria (Continued):**

17. Developments which give a waitlist preference to person with HUD-Veterans Affairs Supportive Housing (“VASH”) vouchers.....

*To receive points in this category, attach a copy of the proposed Management Plan which includes a Tenant Selection Policy that specifically states that a waitlist preference will be given to potential rent-restricted tenants with VASH vouchers, to the extent permitted by law.*

<u>Maximum</u> <u>Points</u> <u>Possible</u>	<u>Points</u> <u>Earned</u>
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1	_____
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**Preference Points:**

The Code also requires that, during the selection process, preference is granted to developments which serve the lowest income tenants and/or which are obligated to serve low-income tenants for the longest periods and/or located in a qualified census tract in which the development contributes to a concerted community revitalization plan. Accordingly, the Association will grant preference points to eligible developments as follows:

1. Developments which are obligated to provide low-income use 25 years beyond the initial 15-year compliance period. This 40-year obligation requires the waiver of the Qualified Contract provision for the purpose of converting to market-rate use until one (1) year before the final year of the 40-year obligation and thereafter shall be subject to the three (3) year provisions regarding eviction and rent increase. ....

*This obligation will be set forth in the Regulatory Agreement.*

15	_____
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2. Developments with 40% area median income (AMI) units. Manager's unit not included in calculation.

Developments with 1-50 total residential units where at least 2.5% of the rent-restricted units are at 30%, 35%, or 40% AMI.

6	_____
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Developments with 51 or more total residential units where at least 5% of the rent-restricted units are at 30%, 35% or 40% AMI.

6	_____
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<b>Preference Points (Continued):</b>		<u>Maximum Points Possible</u>	<u>Points Earned</u>
3.	Developments with 45% area median income (AMI) units. Manager's unit not included in calculation.		
	Developments with 1-50 total residential units where at least 5% of the rent-restricted units are at 45% AMI .....	3	_____
	Developments with 51 or more total residential units where at least 10% of the rent-restricted units are at 45% AMI .....	3	_____
4.	Developments with 50% area median income (AMI) units. Manager's unit not included in calculation.		
	Developments with 1-50 total residential units where at least 10% of the rent-restricted units are at 50% AMI .....	2	_____
	Developments with 51 or more total residential units where at least 20% of the rent-restricted units are at 50% AMI.....	2	_____
<p><b>NOTE:</b> <i>The Regulatory Agreements for developments designating units under preference items 2, 3 and 4 above will state the number of units restricted to lower rent levels. 55%, and 60% area median income (AMI) units will also be mentioned in the Regulatory Agreement even though preference points are not awarded for these units. Rent restrictions will be effective for such units during the initial compliance period and the extended use period.</i></p> <p><i>Sponsors are expected to disperse units targeted for 30%, 35%, 40% and 45% area median income households throughout the development to the extent possible taking into consideration other programmatic requirements. Allocating such units so that one building(s) is/are 100% occupied by households at 30%, 35%, 40%, and 45% of area median income is not recommended.</i></p>			
5.	Developments located within a <u>qualified census tract</u> in which the development contributes to a concerted community revitalization plan.....	1	_____
	<p>A concerted community revitalization plan is defined as a certified urban renewal district or other city-designated geographic area located within a qualified census tract that specifically addresses affordable housing as a goal. To receive points for this category, documentation from the urban renewal district or the city must confirm to the Association's satisfaction that the proposed development lies within certified boundaries and meets the urban renewal district's or city's goal of providing affordable housing. City-wide revitalization designations will not be considered in this point category.</p>		
<b>TOTAL POINTS EARNED</b>			=====

**EXHIBIT B – PREVIOUS PARTICIPATION CERTIFICATE  
(Complete for Sponsor and Developer)**

Principal's Name	Development Name	Development Address	Status of Development	Start Date Of Construction	For Developments Under Construction			Tax Credit or Market Development	List any Co-Developers or Consultants
					Lender	Amount of Construction Loan	No. of Units		

The undersigned, being duly authorized, hereby represents and certifies under the penalty of perjury that the foregoing information, to the best of his/her knowledge, is true, complete and accurate. If applicable, the undersigned hereby requests and authorizes out of state agencies to release to Idaho Housing and Finance Association information regarding any §42 development that the agency monitors and in which the Sponsor is currently participating

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**EXHIBIT C-1 – MANAGEMENT AGENT QUESTIONNAIRE**

**I. The Management Company**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Number of Professional Employees: \_\_\_\_\_

Number of Maintenance Employees: \_\_\_\_\_

Number of Other Employees: \_\_\_\_\_

Principals, including title and brief personal resume: (attach separate sheet if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you qualified to do business in the state of Idaho? If not, please explain.

\_\_\_\_\_

\_\_\_\_\_

**II. The Development**

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Experience (Include subsidy programs such as HUD or RD where applicable)**

A. Provide the following information for all developments if your firm has been approved as the Management Agent but has not yet begun lease-up activities:

<u>Name of Development</u>	<u>Number of Units</u>	<u>Location</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____

**EXHIBIT C-1 – MANAGEMENT AGENT QUESTIONNAIRE (Continued)**

B. If any development described in III.A. is in default, please identify the development and briefly describe the nature and status of the default.

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**IV. Related Parties**

Provide the name(s) of any companies in which your firm or any of its principals has an identity of interest that will be involved with the development.

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**V. References**

Please provide at least three financial and three professional references.

Financial

Professional

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**VI. Management Plan**

Please provide a copy of the comprehensive management plan for the development in accordance with the requirements of the Low-Income Housing Tax Credit Application. Also include a resume for the property manager who will be responsible for this development.

The undersigned acknowledges that the information provided herein is being used in connection with an application for Low-Income Housing Tax Credits and/or HOME Funds.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT C-2 - PREVIOUS MANAGEMENT EXPERIENCE

For all Low-Income Housing Tax Credit developments and if applicable for HOME developments (Rental Developments Only)  
This page should be included with the Management Agent Questionnaire.

Development Name	Development Address	Owner Name, Address and Phone Number	Number of Units	Number of Affordable Units	Status of Most Recent Compliance Audit	Status of Most Recent Physical Inspection	On-site Manager (Yes/No)	Type of Development (Low-Income Housing Tax Credit; Market; HUD-assisted (list section); RD Section 515; other)

The undersigned, being duly authorized, hereby represents and certifies under the penalty of perjury that the foregoing information, to the best of his/her knowledge, is true, complete and accurate. The undersigned hereby acknowledges that the Allocating Agency may, at its option, verify the information provided herein by contacting the Owner listed above.

\_\_\_\_\_

Signature



**EXHIBIT D – IHFA FEES (For Tax Credit Developments Only)**

<b>FEE</b>	<b>AMOUNT</b>	<b>WHEN PAYABLE</b>
1. Application fee for State Ceiling Credit	\$3,000	Upon submission of application
2. Application fee for Tax-Exempt Bond Financed Developments	\$3,000	Upon submission of application
3. ADMINISTRATIVE FEE	\$1,000	Due upon acceptance of Reservation
4. RESERVATION FEE	The greater of: 3% of annual Tax Credit or \$600	Upon acceptance of Reservation
5. CONDITIONAL COMMITMENT FEE <i>(Tax Exempt Bond Developments)</i>	The greater of: 3% of Annual Tax Credit or \$600	Upon acceptance of Conditional Commitment
6. ALLOCATION FEES:		
A. Carryover Allocation Fee or Placed in Service Fee	The greater of: 3% of Annual Tax Credit or \$1,200	Upon submission of Owner's Certificate and Agreement re: Carryover Allocation or application for IRS Form 8609s, whichever occurs first
B. Tax Exempt Bonds Allocation Fee	The greater of: 3% of annual Tax Credit or \$1,200	Upon application for IRS Form 8609s
7. RETURN CREDIT FEE	The greater of: 3% of annual Tax Credit or \$1,200	In the event that the Tax Credit Reservation or Conditional Commitment is returned for any reason before Allocation occurs.
8. Carryover Application penalty fee	\$2,500	Developments failing to apply for Carryover Allocation within 10 business days of the time requirements set forth in the Allocation Plan
9. Placed-in-Service penalty fee	\$5,000 and prohibition from participation in subsequent application round.	Developments failing to apply for Allocation Certification within time requirements set forth in the Allocation Plan
10. Request for feasibility study copy from an outside party.	\$25	Upon request

**Program participants will be responsible for costs incurred by IHFA in conducting compliance audits during the development's compliance period, as outlined in the Compliance Manual.**

**ALL IHFA FEES ARE NON-REFUNDABLE, ALTHOUGH IN THE INSTANCE WHERE THE RETURN OF TAX CREDIT IS DUE TO UNFORSEEN CIRCUMSTANCES BEYOND A SPONSOR'S CONTROL, IHFA RETAINS THE RIGHT TO WAIVE THE FEE.**

## EXHIBIT E – APPLICATION REQUIREMENTS

### A. Application for Tax Credit Reservation, HOME funds, or Tax-Exempt Bond Conditional Commitment shall Include:

1. Complete Excel application form (current year), including, but not limited to:
  - a) Complete breakdown of the funds anticipated. Sponsor must provide a letter of interest or commitment from the Lender(s) and Equity Provider(s) for the investment of all required equity and loan funds in the development. Said document(s) to identify and outline the specific terms (i.e., pricing, costs, structure, equity injection schedule, required reserves, etc.) either being offered or proposed by the Lender(s) and Equity Provider(s) (See Section 7.3.13 of the QAP)
  - b) Sponsor's calculations or explanations for estimated construction loan interest, required reserve amounts, or unusual fees that are included in total development costs.
  - c) If applicable, documentation regarding the terms and conditions of proposed subsidies.
  - d) Documentation substantiating utility allowance calculations.
  - e) 30-year pro forma that demonstrates reasonable debt service coverage over term using the nationally-accepted standard of 2% trending for income and 3% trending for expense, unless there is a operating subsidy on the development. *(If there is a operating subsidy, income and expense trending will be neutralized.)* In making a determination of economic feasibility, the Association will use a 7 percent vacancy rate projection unless there are compelling reasons found within the application to use a higher rate.
2. If a request for basis boost is included in the application, a detailed narrative to include comprehensive reasoning and justification to support that the project resides within an eligible area is required to be given consideration by the Association for the boost.
3. Narrative description of the development;
4. Market Study and Feasibility Requirements. A current (no more than 6 months old) Market Study is required which recommends and justifies the overall market area demand for the proposed rental units. Sponsors will be required to obtain their market study from a provider who is listed on the Association's approved market study provider's list. For acquisition/ rehabilitation developments, a previously completed MAI appraisal can be used to establish market feasibility provided: 1) the appraisal report is no more than six months old, and 2) the appraisal addresses the development's ability to sustain occupancy at 93% or greater. An update will be allowed up to six months after the date of the original market study or appraisal, although in no instance will the Association accept a market study or appraisal beyond 12 months of the original date.

The market feasibility criteria established within the plan will be strictly enforced as each application is reviewed. Please insure that the market feasibility report specifically addresses the following:

- Market and low-income housing unit demand currently needed, as well as the anticipated need at the time that the proposed development will be completed. Should the study or update not provide a definitive conclusion regarding new unit market demand, the housing sponsor will fail the market study threshold;
- Overall effect of the proposed development on the existing and proposed rental market by an evaluation of comparable rent restricted and market rate developments. Comparable rental housing includes rental units within the targeted market area available at rental terms and conditions substantially similar to those being proposed. The term “developments” may include non-traditional rental units (whether subsidized or not), if such units represent a material percentage of the rental market.
- Affordability analysis that compares proposed LIHTC rents with comparable market rate rents. If the market study or appraisal does not conclude specific comparable market rents, but rather provides a broad range of rents, the Association will establish affordability by using the low end of the range;

Market composition between homeowners and renters;

- Geographic definition and analysis of market area;
- Developments in the market area which are under construction and/or in the pipeline to be developed – with anticipated dates of completion and availability to the public;
- Vacancy rate survey of both market units and rent restricted units in the market area that identifies any subsidies for the rent restricted units. This data must also include a subset analysis that separately addresses the vacancy rates of only LIHTC/HOME units;
- Capture rate analysis of target population that incorporates incremental new unit demand and/or pent-up demand factors;
- Absorption (taking into account both existing and proposed for both low-income and market rate developments). Projections for absorption must be adequately supported by the incremental “new unit demand” for the type and design of the proposed development;
- Income levels in targeted market area;
- Community profile which addresses employment and population growth projections;
- Site analysis and opinion, including an analysis of how the site will enhance or detract from development marketability. Analyst must visit the proposed site;

- Analysis of local industry(s), i.e., projected growth, stabilization, downsizing, etc.;
- A description of development which includes:
  - Development amenities;
  - Number of units;
  - Unit type; and
  - Unit size

If HOME funds are requested, the following information is required in the submitted market study or appraisal:

- Identification of the percentage of low-income (80% Area Median Income or lower) population to overall population in the Primary Market Area.
- Identification of the number of affordable rental units (restricted to households earning 80% Area Median Income or lower) to total rental units in the Primary Market Area.

If there are no local comparable units, the market study or appraisal should utilize comparables from other nearby communities.

If the proposed development is designed for, and dedicated to, a targeted market segment (i.e., elderly or senior) the market study or appraisal will be required to provide a targeted feasibility analysis.

Proposed developments that contain commercial space must provide an evaluation in the market study or appraisal which substantiates the commercial demand, vacancy rate(s), and lease rate(s) for comparable commercial space within the market area in which the development is proposed.

The Association is hereby notifying the housing sponsor that the contents of the market study may and can be disclosed to the general public. The party requesting this information may be assessed a nominal fee.

5. Legal description;
6. Location map;
7. Sketch plan of site, typical unit layout, building elevations;
8. Evidence of initial site control (purchase agreement, option);
9. Evidence of approved zoning. Developments which require zone changes or annexation do not meet the Readiness Threshold (see Section 4.9.2).
10. Résumés for development team members; including addresses, telephone numbers and contact persons;
11. Certifications or other documentation required to substantiate eligibility for Selection Criteria Points. (Required format for the Architect Certification for Green Building points may be found in Exhibit C-2, and required information for the

HOME Supportive Services Plan may be found in Exhibit L of the HOME Program Administrative Plan);

12. Applicable Association fees;
13. Nonprofit Organizations - Articles of Incorporation and IRS documentation of status;
14. Previous Experience Summaries for the Developer and Management Agent (required formats may be found in Tax Credit/HOME Application Exhibits);
15. Management Agent Questionnaire, Proposed Management Agreement, Comprehensive Management Plan, and Affirmative Fair Housing Marketing Plan. (Required formats for the Affirmative Fair Housing Marketing Plan and the Management Agent Questionnaire may be found in the Tax Credit/HOME Application Exhibits.)
16. Copy of an adopted Affirmatively Furthering Fair Housing Resolution from the local municipality where the proposed development is to be located.
17. One of the following is required:
  - If the project is located in a CDBG Entitlement City, submit the jurisdiction's most current HUD-Approved Analysis of Impediments to Affirmatively Furthering Fair Housing Choice.
  - If the proposed property is located in a CDBG Non-Entitlement city or county that has received CDBG funds in the past five (5) years, then submit a copy of CDBG Fair Housing Assessment and Action Plan.
  - If the proposed project is located in an CDBG Non-Entitlement city or county that has not received CDBG funds in the last five years, the Association will default to IHFA's current Statewide Analysis of Impediments to Fair Housing Choice.
18. If applicable, evidence of Real Estate Tax Waiver or Reduction signed by appropriate official;
19. If applicable, written evidence of available Volume Cap for tax-exempt bond issuance (for tax-exempt bond developments only); and
20. Acquisition Rehabilitation developments must provide the following additional information:
  - a) For developments requesting acquisition credit, a current independent third party MAI appraisal\* that includes both an "as is" restricted market value and an "as is" unrestricted market value (net of appraiser-recommended repairs) of the existing development with land value broken out separately;

\*For clarification purposes, a previously completed appraisal can be used to determine property value, provided: 1) the appraisal report is no more than six months old, and 2) the appraisal addresses the development's ability to sustain occupancy at 93% or greater. An update will be allowed up to six months after the original appraisal date, although in no instance will the Association accept an appraisal beyond 12 months of the original date.

- b) For developments requesting acquisition credit, documentation that details the dollar amount of any operating and/or replacement reserves that will be transferred with the purchase of the property;
- c) Complete description of the rehabilitation work proposed for the development and the time frame in which completion of rehabilitation is expected;
- d) A line item cost estimate detailing acquisition, displacement costs, and proposed rehabilitation. For a building to be considered substantially rehabilitated, rehabilitation expenditures during any 24-month period must equal or exceed an average of \$25,000 in “hard” costs per unit, or must equal a minimum of 20% of the adjusted basis of the building per Section 42 requirements, whichever is greater. Hard rehabilitation costs include site work, rehabilitation costs for physical improvements to the property, and construction contingency. (It should be noted that contractor profit, contractor overhead, general requirements, and soft costs will not be considered in this definition of hard rehabilitation costs.);
- e) Three years of the most current financial statements for the existing development and a current year-to-date operating statement;
- f) An architect’s certification indicating that the development will, when rehabilitated, provide decent, safe, and sanitary dwellings which meet all applicable local, state, and federal laws including Fair Housing Laws and the American’s With Disabilities Act and local building codes;
- g) A plan for covering the costs and logistics of displacement for all persons impacted by the rehabilitation; and
- h) If applicable, a letter of acknowledgement and/or commitment from the provider (HUD, USDA RD, etc.) that the current housing subsidy will continue in force, or be extended for a given period of time. The letter needs to include the following:
  - Maturity date of contract/subsidy;
  - Rental assistance dollar amount.
- i) Current (no more than 12 months old) Level I Environmental Report conducted by a professional firm approved by the Association;
- j) If the development was built prior to January 1, 1978, a current Lead-Based Paint Risk Assessment conducted by an Environmental Protection Agency (“EPA”) Certified Risk Assessor. Exemptions from this requirement are listed below:
  - Housing that will be or was built exclusively for the elderly (62 years or older) or persons with disabilities, unless a child under age 6 is expected to reside there for prolonged periods of time.
  - Zero bedroom dwellings, including efficiency apartments, and single-room occupancy housing.

- Property that has been found to be free of lead-based paint by a certified inspector (third-party certification required).
- Property from which all lead-based paint has been removed and clearance has been achieved (third-party certification required).
- Unoccupied housing that will remain vacant until it is demolished.
- Non-residential property.
- Any rehabilitation or housing improvement that does not disturb a painted surface (third party certification required).

EPA and OSHA Lead-Base Paint regulations must be followed whether or not the Association allows an exception in providing a Lead-Based Paint Risk Assessment for an application of tax credits. Additionally, if the project is requesting HUD funding, HUD's Lead Safe Housing Rules must also be followed.

- k) Current (no more than 12 months old) Physical Needs Assessment conducted by a licensed architect to determine the need for replacement reserves and the remaining useful life of appliances, floor coverings, doors, and all major building components including roof structures, windows, foundations, plumbing, heating, electrical systems, and air conditioning;
- l) CPA opinion letter stating that the ten-year rule requirements have been met or that an IRS waiver is appropriate is required if acquisition tax credits are requested, and the acquired property is not substantially financed, assisted, or operated under Section 8 of the United States Housing Act of 1937, Section 221(d)(3), 221(d)(4), or 236 of the National Housing Act, Section 515 of the Housing Act of 1949, any housing program administered by HUD or the Rural Housing Service of the Department of Agriculture, or any other similar state housing programs.

Applications for additional tax credit do not require Items 2-17 if originally submitted information is still current, but must provide the following information:

If increased development costs are the result of hard construction cost increases and a contractor contract has already been executed, the Association will require that the following items accompany the application for additional credit:

- Copies of any change orders associated with the increased costs; and
- Comprehensive explanation and justification by the Sponsor for the need to amend the original construction contract.

*For tax-exempt bond developments only, the Conditional Commitment will be conditioned upon the delivery of the following items once construction starts:*

- a) Copy of the recorded deed to the development site to be used as evidence that sponsor has purchased the property and ownership is vested in the name of the entity requesting the Allocation;

- b) If an identity of interest exists between the Sponsor and the Seller of the property, a copy of a fair market appraisal by a licensed appraiser conducted within the last 12 months;
- c) Copy of IRS Confirmation of Tax Identification Number for the partnership;
- d) Evidence of permissive zoning;
- e) Copy of executed Architect Contract;
- f) Copy of executed Development Agreement specifying the developer fee and method of payment;
- g) If applicable, copy of executed contract or agreement for consultant services which sets out services provided as well as fee structure;
- h) Copy of executed Construction Contract;
- i) Original Preliminary Architect's Certification that states the development's design meets all Association requirements and all local, state and federal laws including Fair Housing Laws. Said certification shall be in the format attached as Exhibit C-1; and
- j) A copy of the firm financing commitment for construction financing.

**B. Request for Tax Credit Carryover Allocation Shall Include:**

- 1. Owner's Certificate and Agreement;
- 2. Updated Tax Credit Application, including Sponsor Certification (Pages 1-21 and Exhibit G of the application);
- 3. Updated documentation substantiating utility allowance calculations.
- 4. Certification of investment in development to-date together with a Certified Public Accountant certification that the 10% test has been met. Said certification shall be in the format attached as Exhibit F;
- 5. Copy of recorded deed to the development site to be used as evidence that sponsor has purchased the property and ownership is vested in the name of the entity requesting the Carryover Allocation;
- 6. If an identity of interest exists between the Sponsor and the Seller of the property, a copy of a fair market appraisal by a licensed appraiser conducted within the last 12 months;
- 7. Copy of IRS Confirmation of Tax Identification Number for the partnership;
- 8. Applicable fees;
- 9. Copy of the Limited Partnership Agreement or LLC Operating Agreement, as amended; and



10. Low-Income Housing Tax Credit Regulatory Agreement (re: extended use commitment and, if applicable, regulations covering set-aside units for lowest income tenants); must be signed by sponsor.

The Tax Credit Carryover Allocation will be conditioned upon the delivery of the following items once construction starts:

- a) Evidence of permissive zoning;
- b) Copy of executed Architect Contract;
- c) Copy of executed Development Agreement specifying the developer fee and method of payment;
- d) If applicable, copy of executed contract or agreement for consultant services which sets out services provided as well as fee structure;
- e) Copy of executed Construction Contract;
- f) Original Preliminary Architect's Certification that states the development's design meets all Association requirements and all local, state and federal laws including Fair Housing Laws. Said certification shall be in the format attached as Exhibit C-1; and
- g) A copy of the firm financing commitment for construction financing.

1 year Extension: In the instance a 1 year extension (from the date of allocation) to complete the 10% test has been given (See Section 4.14), items 1, 2, 3, 7, and 8 will be required on or before November 15<sup>th</sup> of the same year the reservation was issued, and items 4, 5, 6 (if applicable), 9, and 10 will be due no later than 1 year after the date of the Carryover Allocation. In completing the Owner's Certificate and Agreement for Carryover Allocation and the accompanying "Exhibit B", the Owner must estimate accumulated basis to date. Also be advised that the Owner must maintain site control in their name (as evidenced by a land purchase agreement) for a period of time not less than the expiration of the extension.

**C. Application for Tax Credit Certification (Placed-in-Service Developments) Shall Include:**

1. Updated tax credit application, including Sponsor Certification (page 1-21 and Exhibit G of the application);
2. Updated documentation substantiating utility allowance calculations;
3. Certificate(s) of Occupancy, or written placed in service date election by Sponsor (within a 24-month period) for rehabilitation developments;
4. Applicable fees;
5. Original recorded Low-Income Housing Tax Credit Regulatory Agreement;
6. Final permanent loan closing documents, in particular a copy of the Note, recorded Deed of Trust, and Owner's Title Policy;

7. Original Cost Certification by Certified Public Accountant in accordance with the Allocation Plan (See Exhibit G for format);
8. Original “As Built” Certification from Architect that the development is built in accordance with all applicable local, state and federal laws, including, but not limited to the Fair Housing laws as they pertain to handicapped accessibility and adaptability and those requirements of the Association set forth in this Allocation Plan (See Exhibit D-1 for format.);
9. If applicable, original “As-Built” Certification for Green Building from a licensed Architect. (See Exhibit D-2 for required format.). Attach LEED, NW Energy Star, ICC 700 National Green Building Standard, Enterprise Green Communities, Indoor Air Plus, Passive House Institute US (PHIUS), Passive House Institute (PHI) or HERS certifications, if applicable;
10. Copy of Placement Memorandum or Equity Provider’s written statement indicating tax credit proceeds available to the development together with a contribution schedule;
11. Copy of all organizational documents, including the Limited Partnership Agreement, as amended, or LLC Operating Agreement;
12. Statement from Equity Provider which sets forth all fees paid to the Equity Provider in connection with the equity transaction;
13. Current Rent Roll; and
14. If applicable, evidence of receipt of grant funds.

## HOME Program Affirmative Marketing Plan (AMP)

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**1a. Project Information:**

<b>Name:</b>				
<b>County:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>

<b>1b. Contract Number:</b>		<b>1c. Number of Units:</b>		<b>1d. Census Tract:</b>	
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**1e. Housing/Expanded Housing Market Area:**

**1f. Managing Agent Information:**

<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>

**Telephone Number:**       **Email Address:**

**1g. Applicant/Owner/Developer Information:**

<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>

**Telephone Number:**       **Email Address:**

**1h. Entity Responsible for Marketing (check all that apply):**    Owner    Agent    Other (specify)

<b>Position:</b>		<b>Name (if Known):</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>

**Telephone Number:**       **Email Address:**

**1i. To whom should approval and other correspondence concerning this AMP be sent?:**

<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>

**Telephone Number:**       **Email Address:**

**2a. Affirmative Marketing Plan (check all that apply):**

Initial Plan / Date:   Updated Plan / Date:

Reason(s) for current update:

**2b. Occupancy of the Project (check all that apply):**

Elderly  Family  Mixed (Elderly/Disabled)  Disabled  Other (specify):

**2c. Date of Initial Occupancy:**

**Advertising Start Date:**

(Advertising should begin at least 90 days prior to initial occupancy)

Date Prior to Initial Occupancy:

To add to waiting list which currently has  individuals

To reopen waiting list which currently has  individuals

**3a. Demographics of Project and Marketing Area (complete and submit Worksheet 1).**

**3b. Targeted Marketing Activity:**

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are least likely to apply for the housing without special outreach efforts.

White  American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian or Other Pacific Islander  Hispanic or Latino  Persons with Disabilities

Families with Children  Other ethnic group, religion, etc. (specify):

**4a. Proposed Marketing Activities: Community Contacts**

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

**4b. Proposed Marketing Activities: Methods of Advertising**

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach samples of advertisements, radio and television scripts, internet advertisements and websites, brochures, etc.

**5a. Fair Housing Poster:**

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24CFR 200.620 (e)). Check below all locations when the AMP will be displayed.

(Check all that apply)

Rental Office  Real Estate Office  Model Unit  Other (specify):

**5b. Affirmative Marketing Plan (AMP):**

The AMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AMP will be made available.

(Check all that apply)

- Rental Office   
  Real Estate Office   
  Model Unit   
  Other (specify):
- 

**5c. Project Site Sign:**

All Project Site Signs should include the Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed.

(Check all that apply)

- Rental Office                     
  Real Estate Office                     
  Model Unit                     
  Other
- (specify):

The size of the Project sign will be:

The Equal Housing Opportunity logo or slogan or statement will be:

**6. Evaluation of Marketing Activities:**

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting the group(s) least likely to apply, how often you will make determination, and how you will make the decisions about future marketing based on the evaluation process.

**7a. Marketing Staff:**

What staff positions are/will be responsible for affirmative marketing?

**7b. Staff Training and Assessment: AMP**

(1) Has staff been trained on the AMP?  Yes  No

(2) Is there ongoing training on the AMP and Fair Housing Act issues in general?  Yes  No

(3) If yes, who provides it?

(4) Do you periodically assess staff skills, including their understanding of the AMP and their responsibilities to use it?

- Yes   
  No

(5) If yes, how and how often?

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**7c. Tenant Selection Training/Staff:**

(1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

Yes    No

(2) What staff positions are/will be responsible for tenant selection?

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**7d. Staff Instruction/Training: Samples and Dates**

Please provide samples of Affirmative Marketing/Fair Housing training if any, provided/to be provided, to whom it was/will be provided, and dates of past and anticipated training.

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**8. Additional Considerations:**

Is there anything else you would like to tell us about your AMP in order to ensure that your program is marketed to those least likely to apply for the units and/or to be housed in them? Please attach additional sheets, as needed.

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**9. Review and Update:**

By signing this form, the applicant/respondent agrees to review its AMP at least once every 5 years throughout the life of the mortgage and/or the affordability period and to update it as needed in order to ensure continued compliance. I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Signature of person submitting this Plan: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print):

Title & Name of Company:

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**IHFA Use Only: Reviewing Official**

Signature of reviewing official: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Purpose of Form:** All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Marketing Plan (AMP) Form as specified in 24 CFR 200.625, and in accordance with the requirements in (24 CFR 200.620). The purpose of the AMP is to help applicants in developing an AMP program to achieve a condition in which individuals of similar income levels in the same housing market area have a like range of housing choices available to them regardless of their race, color, national origin, religion, sex, disability, or familial status. The AMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy in the housing project (See AMP, Block 3b).

An Affirmative Marketing program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AMP, once approved by the Idaho Housing and Finance Association (IHFA), must be available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without IHFA approval. This form contains no questions of a confidential nature.

**Applicability:** The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing projects.

### **INSTRUCTIONS**

**Send completed forms and worksheets to:** Idaho Housing and Finance Association, P.O. Box 7899, Boise, Idaho 83707-1899. **Attention:** Manager, Housing Compliance and Program Support.

## **Part 1 - Applicant/Respondent and Project Identification.**

**Blocks 1a, 1b, 1c, 1g, 1h, and 1i** are self-explanatory.

**Block 1d** – Respondents may obtain the Census tract number from a local planning office, Community Development Block Grant Consolidated Plan, or another official source such as the U.S. Census Bureau ([www.census.gov](http://www.census.gov)).

**Block 1e** – A *housing market area* is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants.

If a housing market area is not demographically diverse in terms of race, color, national origin, religion, sex, disability or familial status, an *expanded housing market area* may be used. An expanded housing market area is a larger geographic area that may provide additional diversity. Respondents should indicate the housing is/will be located, e.g., “City of \_\_\_\_\_” for housing market area, or “City of \_\_\_\_\_” and “County of \_\_\_\_\_” for expanded housing market area.

**Block 1f** – The applicant should complete this Block only if a Managing Agent (the agent cannot be the applicant) is implementing the AMP.

## **Part 2 – Type of AMP**

**Block 2a** – Respondents should indicate the status of the AMP, e.g., initial or updated, as well as the date of the AMP. Respondents should also provide the reasons(s) for the current update, if applicable, whether the update is based on the five-year review or mid-term revisions due to changes in local demographics or other conditions.

**Block 2b** – Respondents should identify all groups IHFA has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

**Block 2c** – Respondents should specify the date the project was/will be first occupied.

**Block 2d** – Respondents should indicate when this revised advertising began or will begin and whether the advertising will be used to add to and/or reopen the waiting list. (**NOTE: Advertising should begin at least 90 days prior to initial occupancy**). In the case of existing projects, respondents should also specify how many individuals were or are on the waiting list at the time the advertising began or will begin.

## **Part 3 – Demographics and Marketing Area.**

“Least likely to apply” means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying can include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

**Block 3a** – Using Worksheet 1, the respondent should indicate the demographic composition of the project, waiting list, census tract, and housing market area. The respondent compares the demographics of its existing project, waiting list (or any maintained list of interested housing applicants), with the demographics of the census tract and the larger housing market area to determine if there needs to be affirmative marketing to those least likely to apply. If the housing market area is not demographically diverse in terms of race, color, national origin, religion, sex, disability, or familial status, an expanded market area should be designated to enhance the diversity of individuals applying for housing opportunities. The applicable housing market area or expanded marketing area should be shown in Block 1e. Wherever possible, demographic statistics should be obtained from a local planning office, Community Development Block Grant Consolidated Plan, or another official source such as the U.S. Census Bureau ([www.census.gov](http://www.census.gov)).

Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area, i.e., those group(s) “least likely to apply” for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under “Other.”



**Block 3b** - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts.

#### **Part 4 – Marketing Program**

**Block 4a** - Using Worksheet 3, respondents should describe their use of community contacts to market the project to those least likely to apply. This table should include the name of the contact person, his/her address, phone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in implementing the AMP.

**Block 4b** – Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, percentage of the readers/listeners/users/members/etc. who are members of the targeted population(s), language(s), into which the material(s) will be translated, alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size).

#### **Part 5 – Availability of the Fair Housing Poster, AMP, and Project Site Sign.**

**Block 5a** – The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

**Block 5b** – The AMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Respondents should indicate all locations where the AMP will be available.

**Block 5c** – The Project Site Sign should display the Equal Housing Opportunity logo or slogan or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan or statement.

#### **Part 6 – Evaluation of Marketing Activities.**

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those groups identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

#### **Part 7 – Marketing Staff and Training.**

**Block 7a** – Respondents should identify staff positions that are/will be responsible for affirmative marketing.

**Block 7b** – Respondents should indicate whether staff has been trained on the use of the AMP and specify whether there is ongoing training on the AMP and Fair Housing Act issues in general. Show who provides the training. In addition, respondents should specify whether they periodically assess staff members’ skills in relation to the AMP and staff responsibilities to use the Plan. They should state how often they assess employee skills and how they conduct the assessment.

**Block 7c** – Respondents should indicate whether staff has been trained on tenant selection in accordance with the project’s occupancy policy, including residency preferences (if any). Respondents should also identify those positions that are/will be responsible for tenant selection.

**Block 7d** – Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

#### **Part 8 – Additional Considerations.**

Respondents should describe their efforts not previously mentioned that were/are planned to attract those groups least likely to apply for the subject housing without special outreach efforts.

## **Part 9 – Review and Update.**

By signing, the respondent assumes responsibility for implementing the AMP, and for reviewing and updating the Plan at least once every 5 years, and more frequently if local conditions or project demographics significantly change. IHFA may monitor the implementation of this AMP at any time, and may also request modification in its format and/or content, when deemed necessary. Respondents should notify IHFA if they plan revisions to the AMP marketing strategy after IHFA approval has occurred.

**Notification of intent to Begin Marketing for initial Occupancy.** No later than 90 days prior to the initiation of rental market activities, the respondent with an approved AMP must submit notification of intent to begin marketing. The notification is required by the AMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Idaho Housing and Finance Association, P.O. Box 7899, Boise, Idaho 83707-1899. **Attention:** Manager, Housing Compliance, and Program Support. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, IHFA will review any previously approved plan and may schedule a pre-occupancy conference. Such pre-occupancy conference will be held prior to initiation of rental marketing activities. At this conference, the previously approved AMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the affirmative marketing regulation and the plan.

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities**  
(See AMP, Block 3b)

In the respective columns below indicate the percentage of each demographic group for the project (if occupied), waiting list (for existing projects), census tract, housing market area, and expanded housing market area (if the latter is needed to create a more diverse housing market area in terms of race, color, national origin, religion, sex disability, or familial status).

Wherever possible, statistics should be obtained from a local planning office, Community Development Block Grant Consolidated Plan, or another official source such as the U.S. Census Bureau (<http://www.census.gov/>).

If there is a significant under-representation of any demographic group in the project and/or on its waiting list relative to the surrounding housing market area, then those group(s) that are under-represented will be considered “least likely to apply” without targeted outreach and marketing, and will be so identified in block 3b of the AMP. See Part 3 of the Form IHFA-935.2A Instructions for further guidance.

**Maps showing both the Housing Market Area and expanded Housing Market Area should also be attached.**

<b>Demographic Characteristics</b>	<b>Project %</b>	<b>Waiting List %</b>	<b>Census Tract %</b>	<b>Housing Market Area %</b>	<b>Expanded Housing Market Area %</b>
<b>White</b>					
<b>American Indian or Alaskan Native</b>					
<b>Asian</b>					
<b>Black or African American</b>					
<b>Native Hawaiian or Other Pacific Islander</b>					
<b>Hispanic or Latino</b>					
<b>Persons with Disabilities</b>					
<b>Families with Children</b>					
<b>Other</b>					



**Worksheet 3: Proposed Marketing Activities – Community Contacts (See AMP, Block 4b)**

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses and phone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative marketing program.

Targeted Population(s)	Community Contact(s), Including required information

**Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AMP, Block 4c)**

Complete the following table by identifying your targeted marketing population(s), as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use, as applicable to that group. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.), state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g., Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary.

<b>Targeted Population(s)</b>  <b>Methods of Advertising</b> 	<b>Targeted Population:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>
<b>Newspaper</b>			
<b>Radio Stations</b>			
<b>TV Stations</b>			
<b>Electronic Media (e.g., internet advertisements, websites, etc.)</b>			
<b>Bulletin Boards</b>			
<b>Brochures, Notices, Flyers</b>			
<b>Other (specify)</b>			

## **EXHIBIT G – SPONSOR’S CERTIFICATION**

### **LOW-INCOME HOUSING TAX CREDIT REGULATORY AGREEMENT:**

The Low-Income Housing Tax Credit Regulatory Agreement includes the low-income housing extended use commitment required of all tax credit developments and, if applicable, regulations governing those developments which are obligated to serve tenants with incomes at or below the 60% area median income. This agreement must be executed by the owner of the development, and the owner is responsible for recording the agreement in the county where the development is located. The original recorded document must be submitted to the Idaho Housing and Finance Association prior to issuance of a Low-Income Housing Credit Allocation Certification (IRS Form 8609).

### **SPONSOR’S CERTIFICATION:**

The undersigned is responsible for ensuring that the development consists or will consist of a “qualified low-income building or buildings” as defined in the Internal Revenue Code, Section 42, and will satisfy all applicable requirements of federal tax laws in the acquisition, rehabilitation, or construction and operation of the development to receive low-income housing tax credit. Instruction as to compliance with Section 42 of the Internal Revenue Code is not the responsibility of the Idaho Housing and Finance Association.

The undersigned is responsible for all calculations and figures relating to the determination of the eligible basis for the building and understands and agrees that the amount of credit is calculated by reference to the figures submitted with this application as to the eligible basis and qualified basis of the development and individual buildings.

The undersigned hereby makes application to the Idaho Housing and Finance Association for reservation, carryover allocation, or allocation certification (Placed-in-Service) of housing tax credit dollar amounts as listed herein. The undersigned agrees that the Idaho Housing and Finance Association will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever nature or kind (including, but not limited to, attorney’s fees, litigation and court costs, amounts paid in settlement and amounts paid to discharge judgment, any loss from judgment from Internal Revenue Service) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such reservation, commitment or allocation request.

The undersigned hereby agrees that any determination made by the Idaho Housing and Finance Association as to the amount of annual tax credit applicable to the development is not to be construed as a representation or warranty as to the feasibility or viability of the development or the development’s ongoing capacity for success or any conclusions regarding any matter of federal or state income tax laws.

The undersigned, being duly authorized, hereby represents and certifies under the penalty of perjury that the foregoing information, to the best of his/her knowledge, is true, complete and accurately describes the proposed development and includes all of the development’s funding sources and uses, as well as its total financing. The undersigned also certifies that any future changes in funding will be disclosed to Idaho Housing and Finance Association. The undersigned specifically acknowledge(s) and agree(s) that verification or re-verification of any information contained in this application may be made at any time by the Idaho Housing and Finance Association, its agents, successors and assigns, either directly or through a credit reporting agency, or from any source named in this application. The undersigned further agrees and understands that the Association may publish a list of developments and sponsors with tax credit applications in process which list will be available to the public.

**DISCLOSURE OF APPLICATION INFORMATION:**

The sponsor understands and agrees that all information contained in this application and submitted with this application may be disclosed to the public by the Idaho Housing and Finance Association, except that appraisals provided by a third party to IHFA may be exempt from disclosure under the Idaho Public Records Act. However, in all events, the sponsor agrees that any market feasibility study submitted to IHFA shall be open to disclosure to the public, and the sponsor shall make whatever arrangements are necessary with the preparer of such study in order that such study may be disclosed. A "market feasibility study" is defined as a study required in order to assist the sponsor and/or IHFA to determine a need for, and marketability of, affordable units in the area where the development is to be located. An "appraisal" is defined as a study to determine the market value of the development for lending purposes.

By signing below, sponsor understands and agrees to the disclosure described above.

\_\_\_\_\_

Date	Signature
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The undersigned is solely responsible for completing this application in accordance with the Allocation Plan and Section 42 of the Internal Revenue Code, notwithstanding any conversations with representatives of the Idaho Housing and Finance Association. The undersigned also understands that the Idaho Housing and Finance Association will rely upon all of the information as stated in the application as filed and is under no obligation to accept any additional information after the final date for submitting the application. The undersigned further understands that IHFA has the right to reject this application if, in the Idaho Housing and Finance Association's sole judgment, the application is not consistent with the proper and effective allocation of housing credit under the Allocation Plan and Section 42 of the Internal Revenue Code.

IN WITNESS WHEREOF, the owner has caused this document to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Legal Name of Owner

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **EXHIBIT H – HOME & Housing Trust Fund (HTF) APPLICATION REQUIREMENTS AND CERTIFICATION**

- *Table of Contents is required.*
- *It is applicant's responsibility to follow the HOME requirements as identified in the Administrative Plan (now includes both HOME & HTF requirements) in effect at the time the application is submitted.*
- *Use two binders: Binder No. 1- Completed Application (Excel document with required Exhibits- item #1 below); Binder No. 2- items #2, #3, and #4 (minimum threshold, and application scoring criteria, other application requirements).*

1) Completed Application (Excel document) with required Exhibits.

*Excel application and exhibits are located on the Internet at the following address:  
[www.idahohousing.com](http://www.idahohousing.com) under Multifamily rental LIHTC/HOME/HTF Application*

2) Minimum Threshold Criteria:

Refer to Chapter 8 of the current Annual HOME & HTF Administrative Plan for complete instructions:

*The current Administrative Plan is located on the Internet at the following address:  
[www.idahohousing.com](http://www.idahohousing.com) under Project & Business Financing/Federal Programs/HOME Programs/ Administrative Plans:*

- (a) Current Financial Statements for Owner/Applicant & Developer;
- (b) Physical Needs Assessment (sometimes referred to as Capital Needs Assessment) and (see Chapter 2 of the Administrative Plan);
- (c) Market Study (see Exhibit M of Administrative Plan);
- (d) Affirmatively Furthering Fair Housing Resolution adopted by local unit of government (see Chapter 8 of the Administrative Plan);
- (e) Construction timeline with evidence that project can be under construction within 12 months;
- (f) Evidence of site control that complies with Uniform Relocation Act (“URA”), Voluntary Sales Disclosure, and environmental review process (see Exhibit O, Chapter 8, and Chapter 9 in the Administrative Plan);
- (g) Owner/Applicant, Developer, and management agent capacity certification Form (see Exhibit W of the Administrative Plan);
- (h) Proforma with correct assumptions (see Chapter 8 in the Administrative Plan for requirements); and
- (i) Release of Information Forms for Owner/Applicant, Developer, and Management Agent (see Exhibit X of the Administrative Plan for required format).



3) Application Scoring Criteria:

Refer to Chapter 8 of the current Administrative Plan and current year Application Scoring Criteria for more detail. Both are located at <https://www.idahohousing.com/federal-programs/home-program> (Administrative Plans)

HOME and/or HTF Investment (per unit based on total number of units)

- (a) Project Reserves (as determined by the Physical Needs Assessment or Capital Needs Assessment (new construction))
- (b) Deferred Developer Fee
- (c) Project Viability
- (d) Funding Commitments
- (e) Combined Debt Service Coverage Ratio
- (f) LIHTC Project Fees (i.e., equity provider's asset management fees)
- (g) Loan Repayment
- (h) HTF Funding Priorities
- (i) Ownership Structure
- (j) Evidence of Owner/Applicant & Developer Financial Capacity
- (k) Outreach (LEP, Section 3, MBE/WBE/Supportive Services Plan)
- (l) Affirmatively Furthering Fair Housing
- (m) Letters of Support
- (n) Special Needs Housing Populations
- (o) HOME Match
- (p) Site Suitability/Zoning
- (q) Green Building
- (r) Design and Amenities

4) Other Application Requirements:

- (a) HUD Utility Allowance Schedule and calculation (see Chapter 7 of the Administrative Plan)
- (a) Rehabilitation Standards, as applicable (see Exhibit C of the Administrative Plan for requirements)
- (b) Environmental Review Requirements (see Chapter 6 & Exhibit S of the Administrative Plan)
- (c) Uniform Relocation Act ("URA") Requirements (see Chapter 9 & Exhibit O of the Administrative Plan)
- (d) Conflict of Interest Policy (see Chapter 6 of the Administrative Plan)
- (e) Owner's Procurement Policy (see Chapter 6 of the Administrative Plan)



## EXHIBIT I: PERMANENT SUPPORTIVE HOUSING

As an incentive to promote the development of affordable housing that meets the needs of the most vulnerable of Idaho citizens, specifically Special Housing Need (SHN) populations and the lowest income tenants, the Association will award preference points to developments which provide permanent supportive housing (PSH) to eligible families and individuals. As demonstrated in Section 6.4, item #18 of the QAP, the fundamental components of instituting permanent supportive housing, whether as a single site, scattered site, or integrating a select number of units into a multi-family affordable housing property, are tenant selection, support and service delivery, and partnerships with providers and resource administrators. The following provides instruction on the inclusion of material necessary to demonstrate the fulfillment of the Association's expectations for a PSH program in an LIHTC project. PSH is decent, safe, affordable, and community-based housing which provides voluntary, flexible, person-centered, and client-informed supports and services to SHN populations. Special Housing Need population is defined as:

- Households comprising of individuals or families with incomes at or below 30% area median income (AMI); and
- Households comprising of individuals or families who are disabled. Federal laws define a person with a disability as "any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment;" and
- Households comprising of individuals or families who are literally homeless, at imminent risk of homelessness, or fleeing or attempting to flee domestic violence as defined in 24 CFR 576 Subpart A 576.2 (1), (2), and (4).

The SHN unit must prioritize individuals or families referred for tenancy in an SHN unit(s) over other non-SHN applicants. SHN individuals and families will be prioritized by greatest need. Extent of need will be based first by length of time homeless, and second, by severity of service need.

Developments providing housing units to one or more of the Special Housing Need groups listed herein, must implement assessment, referral and service processes in alignment with the following standards:

### 1) **Referral System:**

The development must participate in the Continuum of Care Coordinated Entry System (CES) utilized in the region in which the development is located. The Coordinated Entry System will act as a referral agent by assessing all individuals seeking homelessness-related assistance, prioritizing those households based on greatest need, and offer available housing units to households in need; connecting SHN populations to developments with SHN prioritized units. At the

date of publication of this plan, Coordinated Entry Systems are not operational in either of Idaho's Continuums of Care. However, once operational, developments will partner with HMIS-participating agencies with professional experience serving the Special Housing Need population targeted, to include but not be limited to, a local housing and/or service provider who operates a HUD homeless assistance project; emergency shelter; domestic violence provider or advocate; a state care program; a federal, state, or local institution; or a local public housing authority. The partnering agency will support the project by receiving referrals from the CES as the means of identifying potentially eligible households with the greatest need. The terms of the partnership should be prescribed within a memorandum of understanding (MOU), and submitted as part of the application.

In the absence of a fully developed Coordinated Entry System with the ability to provide referrals, developments must demonstrate the existence of a partnership with an agency or organization with professional experience serving the Special Housing Need population being targeted, to include but not be limited to, a local housing and/or service provider who operates a HUD homeless assistance project; emergency shelter; domestic violence provider or advocate; a state care program; a federal, state, or local institution; or a local public housing authority, the purpose of which will be to act as a referral agent. The terms of the partnership should be prescribed within a memorandum of understanding (MOU), and submitted as part of the application.

In the absence of a fully developed CES, the prioritization and referral process established between the development and service provider must evaluate the extent of homelessness and include an assessment of severity of need of the individual or family presenting for housing, and first house individuals or families with the greatest need. The development is encouraged to consult with the Idaho Balance of State Continuum of Care, Boise City/Ada County Continuum of Care to identify an appropriate assessment tool that is consistent with local standards.

Additionally, whether via the referral agency or the development itself, outreach to, and engagement with, the homeless community and/or the provider network must be demonstrated. If outreach is carried out by a partnering agency this activity must be listed in an MOU or letter of commitment and be submitted with the application.

**Applications must identify the assessment by name or clearly describe how the assessment evaluates a household's vulnerability and level of service need.**

## 2) **Tenant Selection:**

The Association requires that any units reserved for the tenancy of an SHN individual or family be used as such. Doing so will encourage growth and longevity of permanent supportive housing in Idaho. To that end, SHN-dedicated units must utilize Federal Housing Trust (HTF) dollars to cover SHN unit development costs once the Association receives the 2017 HTF allocation.

Successful PSH projects should adopt selection and eligibility criteria that reflect a Housing First approach. Aligning with this practice is highly recommended. The Association encourages the use of the following resources in the creation of a resident selection policy that incorporates Housing First practices:

- <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
- <https://www.usich.gov/tools-for-action/housing-first-checklist>
- <http://www.csh.org/resources/between-the-lines-a-question-and-answer-guide-on-legal-issues-in-supportive-housing-national-edition/>

In addition to defining the criteria used to determine eligibility, project access is a large component of tenant selection. The referral method used must prioritize homeless persons with the greatest and most severe needs through a standardized assessment.

**Applications must include a copy of the resident selection policy that incorporates these criteria.**

## 3) **Supports and Services:**

Developments must make a range of support mechanisms and services available to Special Housing Need populations. The Association expects the development to implement a support and service delivery plan. The support mechanism must evaluate the tenants need for supportive services as well as encourage the tenant to participate in said services. Engagement with the tenant must occur regularly (i.e., monthly, bi-weekly, weekly). Although tenant participation cannot be required, appropriate supportive services must be made available to the tenant, with participation encouraged frequently and continuously. Service plans should be tenant-driven and tenant-informed.

Support- Developments will be required to provide the following support mechanisms to ensure appropriate connection and access to necessary resources and to create and provide a service plan that promotes stability. These functions may be administered by qualified development staff or made available as terms of an MOU with a local service provider. The Association

does not expect the property to independently staff a qualified position on-site solely for this purpose.

- Service Coordinator or Services Specialist (required)- Service coordinator responsibilities may include, but are not limited to, informing tenants of available services and other resources in the community that may meet their needs; assisting tenants with accessing available services and other resources in the community; providing tenant advocacy; organizing community-building and/or enrichment activities for tenants; ensuring the retention of participation in support programs (e.g., attending recertification appointments); and encouraging tenants to participate in appropriate stabilization and self-sufficiency services (e.g., substance abuse counseling, continuing education, mental health counseling, healthcare, vocational counseling, securing employment or fixed income, or accessing benefits or support programs).
- Case Manager (required) Case manager responsibilities may include, but are not limited to, developing, implementing, and continuing in an individualized service, goal, and independent living plans. Case managers should continually engage the tenant to encourage participation in supportive services. Plans should reflect each household's readiness, needs, and preferences in terms of service type or level of participation.

Developments will require case management on a regular basis (e.g., weekly, bi-weekly, monthly) to encourage participation in supportive services and work towards meeting the goals of the tenant's service plan. Participation in a case management program may not be a requirement of the lease, however.

Services- Services must appropriately reflect the needs of the Special Housing Need population identified for the SHN targeted unit(s). Developments will be required to provide at least three of the following supportive services, as demonstrated by an MOU included with the application.

- Health Or Behavioral Health Services- An appropriately licensed individual or organization must provide these services. Health or behavioral health services may include, but are not limited to, health clinic, medication management, mental health treatment, counseling, and substance use treatment.
- Childcare- Childcare may be provided in developments where the majority of units are two bedroom or larger. Care will be offered during typical business hours, Monday through Friday, at a minimum of 20 hours per week. Developments must ensure compliance with local, state, and federal childcare licensing law.
- Adult Educational, Health and Wellness, Or Skill Building Classes- This service may include, but is not limited to, financial literacy, computer

training, continuing education counseling, nutrition classes, parenting classes, smoking cessation, and other life skills classes.

- After School Program For School Aged Children- This program may include, but is not limited to, tutoring, mentoring, homework club, computer classes, and recreational activities.
- Renter Education Classes- Course curriculum should include, but is not limited to, budgeting, bill pay, unit maintenance, rental contracts, tenant and landlord responsibilities, and basic house cleaning instruction.

Developments may not require participation in supportive services as a condition of the lease; however, case management may be used as an avenue to continuously engage households and encourage participation in supportive services.

Developments should strive to arrange for services to be made available on-site. Services should be administered in areas other than the tenant unit if desired by the tenant, and in a location that is considerate of the tenant's privacy and confidentiality rights. Alternatively, services may be made available off site if the development arranges for transportation to service sites at no cost to the tenant.

The service provider agreement must remain in place during the period of affordability required by the funding sources. Should any service provider rescind their commitment of resources and services established within the MOU the development must immediately make every effort to re-establish a similar service. In the event the development is unable to secure the resources of a similar supportive service, the development must attempt implementing an alternative service or support from the list above. If the development has demonstrated an effort to provide such services and is unable to do so, the requirement to provide at least three of the services listed above may be waived. However, the development must demonstrate continued and regular effort soliciting service providers and agencies that offer services through the compliance period.

Development service plans should endorse stabilization and self sufficiency to promote the maximized use of the Special Housing Need targeted unit. The development should attempt to arrange for or locate alternative housing options that reflect a tenant's increased self sufficiency and stability, when appropriate. Service plans may not require that a tenant move from the unit or development, or be required to occupy units that may result in a higher tenant rent.

**Applications must include a copy of the support and service delivery plan that incorporates this criteria as well as the specific support and services listed herein (inclusion in an MOU is sufficient documentation). An MOU with local service provider agencies that specifies the nature and**

**availability of services for the residents of the proposed project must be included with the application.**

**4) Partnerships:**

PSH is most successful when agencies with specific missions and expertise work collaboratively to provide appropriate and ongoing services and supports to the target population on-site at the housing location. Many of the necessary components of the PSH model outlined herein will require developments to partner with service providers and resource administrators in the community to create a schedule of on-site services and activities, and provide appropriate and private locations on-site for such meetings between residents and service providers.

Developments are encouraged to seek partnerships with agencies, departments, and associations receiving and/or administering resources that may provide services, housing subsidy, and/or other support to Special Housing Need tenants within the development, including but not limited to, the Idaho Department of Health and Welfare, the U.S. Department of Veterans Affairs, emergency and victim shelters, the Idaho Department of Corrections, Federally Qualified Health Care (FQHC) agencies, Health Care For the Homeless agencies, public housing authorities, agencies participating in the Idaho Homelessness Coordination Committee, etc.

Partnerships established between developments and local service providers for providing support and/or services to housing tenants must be documented through an MOU or other form of legally binding written letter of agreement.

**Applications must include a letter of intent from each partner identified committing their time and resources to the provision of on-site services at the future development for the purpose described in the developments application or associated attachments.** A sample letter of intent has been included for the development's convenience.

Developments providing units for SHN individuals may receive an exception to Section 9.1 by providing studio units that are no less than 300 square feet.

**Along with submitting the documentation identified above, the application must include a description of the PSH program the development plans to establish by completing the PSH Program Description document.**









What goals have you established related to the evaluation of need for and offering of supportive services, acceptance of and participation in services, and improved self-sufficiency?

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What incentives (if any) will be provided to participating tenants?

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How will you notify tenants and inform them of the availability of supportive services? How will you ensure delivery of supportive services occur on-site?

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How will you coordinate and partner with services and agencies that currently exist within the community? Describe the nature and extent of any signed agreement that may be executed to formalize the partnerships identified. If possible, attach a copy of any proposed agreements.

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Describe how you intend to ensure the creation of each resident's service plan is client-driven and client-informed. How will you assess the needs of the resident to recommend appropriate service plan goals?

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Identify any local opportunities or initiatives that may enhance the success of your program.

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## SAMPLE LETTER OF INTENT

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*{The following is suggested wording for a letter of intent. Produce a final draft of this letter, incorporating your organization, future project, partner, and anticipated committed resources. Although one page is preferred, it is more important for the letter to be complete in its description of the partnership, and both the type and amount of resource commitment. The letter of intent included in the application should be printed on company letterhead. Remove these instructions- including header if necessary- from the final letter}*

**[Insert Date]**

Idaho Housing and Finance Association  
Attn: Multifamily Finance Department  
PO BOX 7899  
(565 W. Myrtle, 83702)  
Boise, ID 83707

Re: Letter of intent to commit resources

Dear Idaho Housing and Finance Association:

I am writing to express my support for **[developer name]** Low Income Housing Tax Credit application. **[developer name]** effort to provide affordable housing to homeless persons in **[community name]** aligns with the mission of **[service provider name]**.

**[insert service provider name and description]**

**[service provider name]** intends to use our position within the community and as the administrator of **[type of resource/service]**, in partnership with **[developer name]**, to provide services and/or resources to support the residents of **[project name]**. **[insert description of extent or amount of resource or service(s) to be provide- frequency, duration, value, etc.]**

**[service provider name]** understands the affordable housing development has long-term conditional use obligations that require the long-term delivery of the resource(s) and/or service(s) described herein.

Sincerely,

**[individual's name]**

**[individual's title]**