

# 2017 MHDC Application Workshop



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

DEVELOPMENT COMMISSION



# Goals - Day 1

- **Examination of all application exhibits**
  - Show exhibit if needed
- **Organized application**
  - Effective time management developers – front end
  - Effective time management MHDC – back end
  - Better understanding of project specifics
- **More competitive application**
  - Explanation of some of MHDC methodologies
  - Examine MHDC priorities

# Web Posting

- **Application Documents / Exhibits**
  - Posted by end of day 6/10
- **FIN-100**
  - Posted by end of day 6/24

# FIN-125 Application Exhibit Checklist

- One spreadsheet – different than last several years
  - Required in binder
  - Naming convention
  - File type
  - Original hardcopy
  - **Show exhibit (Fin-125 Application Exhibit Checklist)**

# 1. CD-R or Flash Drive

- **Test and check files before submitting**

## 2a. FIN-100

- **General Information**
  - Name of development
  - Location information
    - Census tract / New DDAs (7/16)
    - Schools
    - Latitude and longitude
    - State senator and representative
    - Important for data processing
- **Type of development**
  - Only use acquisition if wanting to claim LIHTC acquisition credits

## 2a. FIN-100 (continued)

- **Developer Information**
  - “Add GP/Mem” click at the bottom of the page
    - Complete for each GP/Member of the developer entity

## 2a. FIN-100 (continued)

- **Ownership**
  - Entity does not need to be created at application
  - “Managing General Partner/Member” - answer all questions about GP/Member
  - Additional GP(s)/Member(s) should be added by clicking on the button labeled “Add GP/Mem” at the bottom of the page
  - “Special Limited Partner(s)” do not be listed
    - Example: Federal/State LIHTC syndicator



## 2a. FIN-100 (continued)

- **Non Profit Info**
  - **CHDO Set-Aside**
    - Sole GP
    - Capacity
    - MHDC will evaluate eligibility
  - **LIHTC Set-Aside**
    - Materially Participate
    - MHDC will evaluate eligibility

## 2a. FIN-100 (continued)

- **Site Information**
  - Each site should be added by clicking on the button labeled “Add Site” at the bottom right of the page – complete all information
  - Each building within the development should be added by clicking on the button labeled “Add Building” at the bottom left of the page – complete all information including longitude/latitude
  - Market rate units are not allowed in scattered site non-contiguous proposals

## 2a. FIN-100 (continued)

- **Site Information (continued)**
  - **Projects with some buildings in a QCT and some not in a QCT**
    - **Notify MHDC upfront**
    - **Discouraged but not prohibited – requires additional due diligence on the part of the developer if approved and on the part of MHDC**

## 2a. FIN-100 (continued)

- **Development Plan**
  - Must fill out “# of Rehab Units” and/or “# of New Units” for most other fields to work correctly within the FIN-100
  - List all utilities (owner & tenant paid) from the utility allowance document (see “Exhibit 19” Utility Allowance Letter)
  - Select either owner paid or tenant paid for each utility

## 2a. FIN-100 (continued)

- **Development Costs**
  - New or rehab cost worksheet dependent upon Project Type selection on General Information spreadsheet
  - FF & E – pre-approval of additional costs in this category after application stage
    - Good costs: office furniture, Décor for office and common space, Computers for office/lab, exercise equipment
    - Bad costs: recurring maintenance costs, excessive décor/furnishing costs
  - Operating and Maintenance costs during construction cannot be included in basis

## 2a. FIN-100 (continued)

- **Development Costs (continued)**
  - Explain “Other” costs
  - Contractor Fee based upon construction costs less permits and bonding
  - Developer/Consultant Fee before and after construction completion
  - Change Applicable Fraction if project contains market units

## 2a. FIN-100 (continued)

- **Tax Credit Addendum**
  - Master Lease structure
  - 40@60 or 20@50 election
  - Right to opt out
    - If you choose “No” – must indicate the number of years you will extend the compliance period
    - Must extend 15 years on SF and historic
    - Must extend 15 years if applying under the “Extended Compliance Period” priority

## 2a. FIN-100 (continued)

- **Annual Operating Expenses Budget**
  - **Bad Debts – all projects will have this**
  - **Stay away from “Other”**
  - **Discuss all expenses with potential property management company**



## 2a. FIN-100 (continued)

- **Proposed Sources of Funds**
  - **Construction**
    - TC Equity During Construction should match LOI
    - Participation Loan – MHDC's amount should be MHDC portion
    - Participation Loan – Participating lender's amount should be on separate line clearly marked
    - Term is equal to time from construction closing to perm conversion or pay-down (if TC only)

## 2a. FIN-100 (continued)

- **Proposed Sources of Funds**
  - **Permanent**
    - 4 different lines for MHDC funds
    - Participation Loan – MHDC's amount should be MHDC portion
    - Participation Loan – Participating lender's amount should be on separate line clearly marked
    - AHAP Loan/Grant

## 2a. FIN-100 (continued)

- **Tax-Exempt Bond Financing**
  - **Draw-Down Bonds**

## 2a. Application FIN-100 (continued)

- **Housing Priorities**
  - **Preservation**
    - RD/PBS8/LIHTC – not Market
  - **50% AMI**
    - 25% of all units must be 50% AMI
    - 50% AMI unit rents = 15% less than project LIHTC rents

## 2a. FIN-100 (continued)

- XVa. Service Enriched
  - **Show exhibit (FIN-100)**

## 2a. FIN-100 (continued)

- XVa. Special Needs
  - **Show exhibit (FIN-100)**

## 2b. FIN-100 Addendum

- **Workbook – multiple spreadsheets need completed**
  - Non-Profit board – use all fields before attaching a additional exhibit – additional exhibit should be in Excel
  - Must be signed
  - Excel and PDF files included as exhibits
  - **Show exhibit (FIN-100 Addendum)**

## 2c. Exhibit A to #2013

- Format of form up to the developer – Excel or Word document preferred
- Not a narrative
- Use for out-of-the-ordinary expenses, uses and costs



## 2d. Identity of Interest

- Same form as has been used with the Firm Submission in years past
- Read definition in Developer's Guide
- MHDC has the right to ask for additional information in relation to IOI – Example Gus worked for Frank, LLC
- **Show exhibit (Identity of Interest)**

## 2e. Dev/Co-Dev/Consultant Fee Structure Addendum

- **Paid Fee**
  - List all parties that will draw from developer/consultant fee
  - List work and/or guarantees that each party will perform to merit their fee
  - **Show exhibit (Dev Co-Dev Consultant Fee Structure Addendum)**

## 3. Application Fee

- An application will be disqualified if there is not an application fee within the application binder
- Secure the check

## 4a. Narrative

- General project overview
- Project location
- Project rents
- Project description – population served – number of units/buildings
- QAP priorities
  - If asking for boost in LIHTC basis – explain why boost is needed

## 4a. Narrative (continued)

- General market analysis
- General project financing
- Special items relating to MHDC evaluation criteria
- Describe what is “unique” about the proposal

## 4b. MHDC Development Questionnaire

- **Show exhibit (MHDC Development Questionnaire)**

## 5a. Development Location Map

- Indicate directions to site
- **Show exhibit example – single site  
(Development Location Map 1 - Single Site)**
- **Show exhibit example – scattered site  
(Development Location Map 2 - Scattered Site)**

## 5b. Site Photographs

- Photographs of the site from different perspectives
- Narrative describing the location where the photograph was taken
- If rehab – interior pictures



## 5c. Site Plan

- **Show exhibit example (Site Plan)**

## 5d. Subdivision Map

- Similar to site plan just shown, but for SF developments

## 5e. FEMA Flood Map

- Outline site as appropriate – single site and scattered sites
- Electronically mark or use a pen
- **Show exhibit (FEMA Flood Map)**

## 6a - 6d. Applicant Site Control

- Executed purchase option – deed – long term lease
  - Price
  - Legal descriptions
  - Zoning
  - Organization
  - Timing

## 6e. MHDC Scattered Site Addendum

- **Show exhibit (MHDC Scattered Site Addendum)**

## 9a - 9d. Seller Site Control

- **Deed and title commitment/policy**
  - Applicant and arm's length transaction
- **FIN-305**
  - For projects with existing tenants and/or requesting MHDC funds of any type
- **Legal descriptions**
  - Should match buyer site control
  - If different from buyer site control – memo explaining why

## 9a - 9d. Seller Site Control (continued)

- If the area of land being bought is different from land being used for project – this must be explained in a memo detailing the size of each parcel and any other abnormalities

## 9e. Previous Environmental Phase I or II Report

- **Please provide if available**



## 7. Market Study

- Report employment information for senior proposals
- Report school district information for senior proposals
- Report demographic information on special needs populations
- The table showing the proportion of affordable housing in a census tract is to be based on total housing units – not rental housing units

## 7. Market Study (continued)

- The affordable housing proportion table – in addition to the subject census tract – need only include the census tracts that abut the subject, not the whole PMA
- The poverty rate should be based on households, not families

## 12h. Opportunity Area

- Poverty rate - <15%
- Rank of the subject's school district
- Distance to a public transit node
- Unemployment rate in the PMA
- Family project with > 2 bedroom units size
- Service Enriched priority required
- Special marketing reserve
- Affirmative marketing plan for areas near the project at > 40% poverty

# Appraisals

- Fees for 2017 = \$6,500
- Section 8 Properties
  - Appraise using market rents and expenses to estimate the fee simple value, per HUD MAP Guidelines
  - If the Section 8 rents are *higher* than market rents, the appraisal should use market rents and expenses

## 8a - 8 d. Preliminary Financing Commitments

- **Fed & State LIHTC and Historic Credits**
  - Reflect ownership percentage & amount of annual credits to be purchased
  - Price per dollar of credit
  - Total capital contribution (10%/10% minimum equity during construction)
  - Detail syndication costs and asset management fees
  - One letter can be used for multiple equity types

## 8e. Preliminary Financing Commitments

- **Non-MHDC financing – Private Bank**
  - Interest rate
  - Loan term / amortization term
  - Maximum loan amount
  - 2<sup>nd</sup> position to MHDC Fund Balance if requesting MHDC Fund Balance and not a Participation Loan
  - No variable rate permanent loans
  - No permanent loans with balloon payments due before year 18

## 8e. Preliminary Financing Commitments (continued)

- **Non-MHDC funding – grants/city loans/etc.**
  - Submit commitment letter from agency granting/loaning funds
- **Non-MHDC funding – assumptions or restructured loans**
  - Include documentation reflecting current balance
  - Letter from current lender stating the loan qualifies for assumption/restructuring
  - New terms for the assumed/restructured loan

## 8f. Preliminary Financing Commitments (continued)

- MHDC Participation Loan
  - MHDC Participation Loan form must be completed
  - Participating lender must have agreed or will agree to MHDC Loan Participation Agreement
  - **Show exhibit (Preliminary Financing Commitments – Participation Loan)**



## 8f. Preliminary Financing Commitments (continued)

- **MHDC Participation Loan (continued)**
  - **Must include letter of intent from the participating lender stating that**
    - **Take co-first lien position to MHDC Fund Balance**
    - **Amount willing to loan**
    - **Acknowledge that the loan is subject to the MHDC Participation Loan Agreement**

## 8g. MHDC request for HOME, HOME/CHDO, NHTF or Fund Balance

- Check MHDC Loan Term Sheet for details
- **Show exhibit (MHDC Request for HOME  
CHDO NHTF and FB)**

## 8h. MHDC Financing Fee Addendum

- Used to detail very complicated loan fee structures
- Helps indicate where fees are located in development costs
- **Show exhibit (MHDC Financing Fee Addendum)**

## 10a - 10j. Public Official Contact Verification

- For all items, copy of letter and certified mail delivery receipt
- 10d – if no city resolution – must provide proof that all councilmembers/alderpersons have been notified
- Letter of support on letterhead is proof of notification

# 11a - 11d. Statutorily Required Documents

- **IRS/MO 8821**
  - Completed by:
    - All general partners or members of the developer/ownership entity
    - All key principals of developer/ownership entity
    - All guarantors
- **IRS 8821**
  - Complete Section 1 and sign and date Section 7
- **MO 8821**
  - Complete only the top section and sign/date at the bottom

## 11a - 11d. Statutorily Required Documents (continued)

- **Show exhibit – Federal (Statutorily Required Documents 1 – Federal)**
- **Show exhibit – State (Statutorily Required Documents 2 – State)**

## 11e. MHDC Legal Employment Practices Cert FIN-109

- Hard copy with original signatures and digital copy
- **Show exhibit (MHDC Legal Employment Practices Cert FIN-109)**

## 11f & 11g. Evidence of Consistency with Consolidated Plan / Comprehensive plan

- In both cases – a formal letter on official letterhead with signatures required
- 11f – letter must be from HUD or local governing official in charge of the Consolidated Plan
- 11g – letter must be from the City Planning Director, Community Development Director, City Manager or other city official in a comparative role



# 12a. Non-Profit Priority

- **Non-Profit organizational documents needed**
  - Certificate of Incorporation
  - Articles of Incorporation
  - Bylaws
  - Certificated of Good Standing
  - Evidence of Non-Profit status – 501(c)(3) or (4) letter from the IRS

## 12a. Non-Profit Priority (continued)

- **Show exhibit (Non-Profit Priority 1 – Participation Questionnaire)**
- **Show exhibit (Non-Profit Priority 2 – CHDO Recert Form F-100)**

## 12a. Non-Profit Priority (continued)

- **CHDO capacity**
  - Meet legal requirements requested by MHDC's legal department and requirements defined in Final Rule (92.300)
  - Paid staff with demonstrated capacity for planned HOME activities
  - Consultant fine for 1<sup>st</sup> year – after that ongoing staff to fulfill long term CHDO commitment
  - Financial accountability standards in place
  - Prior performance with MHDC evaluated

## 12b. Service Enriched Housing Priority

- **Draft Supportive Service Plan**
  - **Type(s) of services**
  - **Who will provide them**
  - **How services will meet tenant needs**

## 12b. Service Enriched Housing Priority (continued)

- Service Provider(s) Letter of Intent
  - Name of service or program
  - Nature of service or program
  - Service delivery plan
  - Duration of commitment
  - Primary contact person
- Service Coordinator Job Description
  - **Show exhibit example (SE Housing Priority 1 – Family)**
  - **Show exhibit example – SE Housing Priority – 2 – Senior)**

## 12c. Special Needs Housing Priority

- Draft Referral and Support Agreement
  - Number of targeted units
  - Responsibilities of owner, property manager and LRA
  - Duration of agreement
  - Signatures
- MHDC Special Needs Marketing Plan
  - **Show exhibit (SN Housing Priority – Marketing Plan)**

## 12c. Special Needs Housing Priority (continued)

- **Rental Assistance Commitment Letter(s) (if applicable)**
  - Type of rental assistance or voucher
  - Number of vouchers or number of units to be subsidized
  - Duration of commitment
  - Signature of authorizing official for agency

## 12d. Preservation Priority

- **Property Note**
  - Copies of all notes on project
  - Memo providing the current balance of any note
- **Property Regulatory Agreement**
  - Includes regulatory agreements, LURAs or any other restrictions placed against the property
- **Rent Subsidy Agreement**
  - Provide most current HAP contract, RD Rental Assistance Agreement or PHA Subsidy Agreement



## 12d. Preservation Priority (continued)

- **Property Audited Financials (last 3 years).**
- **Preservation Letter – HUD**
  - **Contact HUD office**

## 12d. Preservation Priority (continued)

- **Preservation Letter – MHDC Properties**
  - **Schedule meeting with Asset Management**
  - **All meetings must be scheduled by 7/31**
  - **Inspection – must include new owner/development team, Asset Management staff, and current owner/management must be given notice to notify residents**

## 12d. Preservation Priority (continued)

- **Preservation Letter – RD properties**
  - Support letter
  - Meetings with RD discussing all details about the project – sources, rental assistance, rents, expenses, replacement reserves, CNA, etc.
  - An “as-is” CNA that meets USDA RD requirements

## 12d. Preservation Priority (continued)

- **Physical Needs Assessment for HUD-MHDC Properties**
  - Detailed PNA - match project needs
  - PNA will be used for plans and specs if project is approved
- **As-Is Capital Needs Assessment for RD properties**
  - Discuss with RD
  - Must meet RD's requirements

## 12e. Property Disposition Priority

- For purchase of MHDC owned property
- Only used once – Oak Meadows in Joplin
- Not applicable for FY 2017

# 12f. MBE/WBE Preference Priority

- **Developer relationships**
  - MBE/WBE developer
  - **Developer Group that includes MBE/WBE**
    - Provide a comprehensive Utilization Plan signed by the owner/developer
    - Detail the role of and functions to be performed by the MBE/WBE as co-developer

## 12f. MBE/WBE Preference Priority (continued)

- **Developer Mentor/Protégé relationship**
  - Designed to support, promote, and develop the knowledge, skill and ability of the MBE/WBE protégé in a manner intended to assist in the growth and development of the MBE/WBE as a developer
  - Fee arrangements should be reflected in the signed agreement

## 12f. MBE/WBE Preference Priority (continued)

- **MBE/WBE Additional Participation**
  - MBE/WBE participation percentages significantly greater than the Participation Standard for both hard and soft costs
  - Applicants applying under this preference must include in the signed Utilization Plan details of how you intend to significantly exceed the Participation Standard
- **Include in your Utilization Plan past history of developments with MHDC or other agencies reflecting your MBE/WBE experience**



# 16. Participation Initiative

- **Part 1**
  - **Begin your summary with your participation commitment percentages of both hard and soft costs**
  - **Summarize your plan and commitment to the MBE/WBE initiative**
  - **Indicate any previous history of securing MBE/WBE participation**

## 16. Participation Initiative (continued)

- **Part 2 – Soft Costs**
  - Itemize the soft cost work and estimated cost and percentage which will be contracted out to MBE/WBEs
  - Provide names of entities, and designate whether an MBE or WBE
  - Describe in detail methods of outreach
  - Include certification documents

## 16. Participation Initiative (continued)

- **Part 2 – Hard Costs**
  - Itemize the hard cost work and estimated cost and percentage which will be contracted out to MBE/WBEs
  - Provide names of entities if known and designate whether an MBE or WBE
  - Describe in detail methods of outreach

## 16. Participation Initiative (continued)

- **Part 3**
  - Provide any additional information or documentation you feel will be helpful in the evaluation of your plan
  - Include previous history of work performed with MHDC
- **Part 4**
  - Attach MBE/WBE certifications for prospective hard cost contractors
- **Make sure to sign and date your Utilization Plan**

## 12g. Redevelopment Plan

- Letter required from Authorizing Official stating the project is part of a larger redevelopment plan for the area
- Include a copy of the Redevelopment Plan

## 13. Zoning Letter

- Letter must be on official city letterhead and signed
- Must be from local official in charge of Zoning issues – City Planning Director, Development Director, City Manager, etc.
- If project requires zoning change, letter must include process and expected timeline for approval

# 14a - 14d. Architectural Items

- **Elevations (new construction only)**
  - Multiple angles when necessary
- **Photos (rehab only)**
  - Interior and exterior with descriptions
- **Floor plan**
- **Unit plan**

## 14e. MHDC Development Characteristics Worksheet

- **Show exhibit (MHDC Development Characteristics Worksheet)**



## 14f. Scope of Work (rehab only)

- Basically a narrative summary of the PNA
- Required for all rehab projects
- Snapshot for MHDC staff to picture what will be completed during rehab

## 14g. Physical Needs Assessment (rehab only)

- PNA must be detailed – match project needs
- PNA will be used for plans and specs if project is approved
- Evaluated against established need during site visit and construction costs as detailed in FIN-100

## 14h. Structural Letter (historic only)

- For gut-rehab
- Required from a 3<sup>rd</sup> party structural engineer or equally qualified professional unrelated to the developer
- Submitted in lieu of PNA

## 14i. Historic Approval

- Provide one of the following:
  - Federal Register publication demonstrating the property is listed on the National Register of Historic Places
  - Part 1 Historic Preservation Certification Application approval from the National Park Service
  - Eligibility Assessment performed by the State Historic Preservation Officer

## 14i. Historic Approval (continued)

- Eligibility Assessment performed by the State Historic Preservation Officer (106 Historical)
  - Required for approved projects receiving MHDC HOME or Risk Share
  - MHDC will now become the point of contact for SHPO
  - Developer will send 106 Historical application and exhibits to MHDC (Karen Justice)
    - MHDC will forward package after review to SHPO
    - MHDC will communicate SHPO's response to developer

# 15. Sustainable Housing Items(new construction only)

# 17a - 17e. Relocation

- Permanent Displacement – Goal is no tenant permanently displaced
- **Show exhibit (Relocation)**

## 18. Homeownership Plan

- Required for SF projects
- Must remain true to the LIHTC program by ensuring the opportunity for homeownership is directed at low-income households at an affordable price
- Must be proposed at application
- Plan must be attached to each resident's lease



## 18. Homeownership (continued)

- Homeownership “Best Practices” in Developer Guide – should include:
  - Conversion date/date the house will be offered for purchase
  - Estimated purchase price
  - Address homeownership training
  - Tenant discounts
  - Issue of unused pro rata portion of replacement reserves

# 19. Utility Allowance Letter

- Provide the most current utility allowance schedule from the local public housing authority
  - If the area has no PHA - will except an estimate from local utility provider
  - Must be data within 12 months of the NOFA deadline
    - If older include a letter from the issuing authority stating the allowance is the most current
  - Circle or highlight the appropriate utility amounts
- Make sure the numbers on the utility documentation match those reflected on the FIN-100.
- Correctly note those paid by the tenant and those to be paid by the owner

## 20a - 20d. Developer and General Partner Information

- **Experience Summary for Developer Fin-105**
  - Show exhibit
- **Developer Qualification FIN-107**
  - All guarantor's in any capacity should be listed
  - Show exhibit
- **Developer Financial Statements**
  - Mail as confidential if needed to Frank Quagraine
- **Experience Summary for General Partner**
  - Only necessary if GP has different key principals than the developer

## 21. Management Agency Certification

- **Show exhibit (Management Agency Certification)**

## 22. MHDC Waiver Request

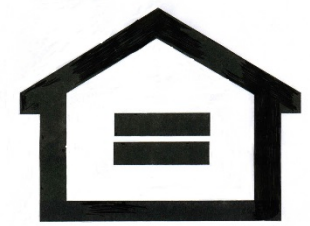
- Must be submitted and signed by MHDC before the application is submitted
  - Call and discuss
  - Don't wait until the last day
  - Include a copy with the application
  - **Show exhibit (MHDC Waiver Request Form)**



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# The Role of Asset Management in the Application Process



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# Asset Management Contacts



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# Role of Asset Management in the Application Process



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# Information Provided



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- City/County Occupancy Reports
- Management Portfolio History
- Market Demographic Reports
- Form 2013 Revenue/Expense Analysis



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# Occupancy Reports

- Recent three months of occupancy %
- Identify underperforming markets
- Compare to State Occupancy Average

Saint Louis City	0	349	91%	90%	92%	91%
	1	5172	96%	95%	95%	95%
	2	3368	91%	91%	90%	91%
	3	1393	94%	93%	94%	94%
	4	225	85%	88%	88%	87%
	5	31	81%	83%	86%	83%
	6	9	33%	33%	33%	33%
		<b>10547</b>	<b>94%</b>	<b>93%</b>	<b>93%</b>	<b>93%</b>
<b>TOTALS</b>			<b>94%</b>	<b>94%</b>	<b>94%</b>	<b>94%</b>

# Management Portfolio History



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- Average occupancy percentage
- One year / Three year look back of previous inspection ratings
- Noncompliance Reports
- Management responsiveness
- Current Events
- Other Partnering Agency Reports



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# Market Demographic Reports



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- Identify possible oversaturated/underperforming markets.
- Share City/County Demographic Interviews.



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# MHDC Form 2013 Review



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- Assist underwriting in determining project's overall viability over initial 15 year period.
- Determine reasonableness of the proposed 1<sup>st</sup> year budget.
- Provide suggestions for developer's consideration based on current portfolio.
- Benchmarking Analysis.



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# Form 2013 - Benchmarking Analysis



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Proposed Revenue and Expenses are compared with the following benchmarking segments:

- Geographic
- Expense Account Category
- Total Development Units
- Management Company
- Development Type
- Multiple phases
- Urban/Rural



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# Form 2013 - Benchmarking Analysis



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Project Name	▼	○
Dev Type	▼	○
Region	▼	KANSAS CITY MSA
City	▼	○
Zip	▼	○
Mgmt Co Name	▼	○
County	▼	Clay
Expense Type	▼	Property and Li...
Expense Group	▼	6700
Units Band	▼	48-99
Statement Type	▼	○
Urban/Rural	▼	URBAN
Statement Year	▼	2014
Building Type	▼	○
Audit Report Type	▼	Unqualified Audit
IncomeStateme...	▼	Taxes and Insu...
ProjectStatus	▼	ACTIVE

County	City	Total Units	Dev Type	Property and Liability Insurance (Hazard) Amount	Property and Liability Insurance (Hazard) Per Unit
Clay	Kansas City	87	FAMILY	32,120	369.20
Clay	Kansas City	48	FAMILY	22,506	468.88
Clay	Kansas City	56	FAMILY	25,718	459.25
Clay	Kearney	55	ELDERLY	12,459	226.53
Clay	Liberty	48	FAMILY	17,959	374.15
Clay	Liberty	65	ELDERLY	25,254	388.52



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# Form 2013 Budgeting Tips



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- Meet with management company to discuss portfolio trends.
- Analyze expenses of existing phases or related properties in the area.
- Review MHDC published data.



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# New – Cost Per Unit Data



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Effective May 1, 2016, Cost Per Unit Data provided on the MHDC website.



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# New – Cost Per Unit Data



**Outstate**  
**2014 Expense/Per Unit**  
**Excludes Counties of: St. Louis City & Counties of St. Louis, St. Charles, Franklin, Jefferson, Cass, Clay, Jackson, Platte, Ray**

LIHTC	Urban/Rural	Dev Type	Construction Type	City	Count	Num Unit	Admin	Utility	Operating & Maintenance	Real Estate Taxes	And Liability Insurance	Taxes And Ins Oth	R4R Deposit	Total Expens	Exp / Unit
YES	URBAN	FAMILY	REHAB	Joplin	Jasper	138	\$219,125.00	\$118,398.00	\$208,980.00	\$39,413.00	\$43,152.00	\$24,926.00	\$44,850.00	\$698,844.00	\$5,064.09
NO	URBAN	FAMILY	NEW	Nixa	Christian	48	\$58,611.00	\$25,030.00	\$43,852.00	\$7,956.00	\$8,998.00	\$10,305.00	\$18,197.00	\$172,949.00	\$3,603.10
YES	RURAL	ELDERLY	REHAB	Trenton	Grundy	35	\$57,335.00	\$20,312.00	\$48,995.00	\$10,382.00	\$12,265.00	\$4,149.00	\$5,730.00	\$159,168.00	\$4,547.66
NO	RURAL	ELDERLY	UNKNOWN	Aurora	Lawrence	48	\$69,804.00	\$11,477.00	\$49,315.00	\$17,479.00	\$10,874.00	\$5,539.00	\$8,400.00	\$172,888.00	\$3,601.83
NO	RURAL	FAMILY	NEW	Hannibal	Marion	15	\$1,759.00	\$940.00	\$48,716.00	\$0.00	\$6,237.00	\$0.00	\$6,741.00	\$64,393.00	\$4,292.87

[http://www.mhdc.com/program\\_compliance/index.htm](http://www.mhdc.com/program_compliance/index.htm)

## • News & Updates

- [2014 Operating Cost Per Unit Data](#) ←
- [Program Compliance News & Updates](#)
- [Certified Property Management Agent Listing](#)



# Form 2013 Budgeting Tips Cont...



- Include expenses that are expected to re-occur on an annual basis.
- Budget One FTE Manager and Maintenance person for properties with 48 + units and are not part of a multi-phase development.
- Avoid the “Miscellaneous” temptation.
- Common space utilities still need to be budgeted.



# MHDC Form 2013 Budget Review Tips



- Avoid grouping contract related expenses, i.e., snow removal, HVAC, exterminating, vacant unit preparation costs, etc. under the general contracts category.
- Obtain current insurance quotes.
- Indicate any tax abatement.
- Special Needs/Supportive Service Account – **Coming 2016**
- Budget for Security.



# Property “Busters”



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- Unrealistic budgeting.
- Not planning for the end of the tax abatement.
- Not adequately planning for the end of useful life during the rehab – concrete, roofs, mechanical systems, elevators, etc.
- Security.



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# Security Budgeting Policy



- For development proposals in areas where the market study reports a crime index above two times the current state index of 4.33 as reported in the [neighborhoodscout.com](https://neighborhoodscout.com) data, such proposals must address security needs in the development and operating budgets, or provide a detailed explanation why such measures will not be necessary.
- NOTE: The state and local factors from [neighborhoodscout.com](https://neighborhoodscout.com) change annually in the late fall of each year; therefore any market study update submitted for consideration must include updated crime statistics.





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# Asset Management Updates



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# **New** Tax Credit Manual

**Anticipated Release July 2016**



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# Management Agent Certification Process



As of July 1, 2015 all existing and/or new management companies seeking to manage properties in Missouri must be listed on MHDC's "Certified Property Management Agent Listing."



# Management Agent Certification Process



- **Exhibit A-5:** Certified Property Management Application plus all required supplemental documents.
- One, two, or three year certifications.
- Scheduled Submission Quarters - must submit 90 days before certification expires i.e., submit by 9/30/15 for 1/1/16 effective date.

**Note:** Management Companies – must be certified before accepting new business.



# Certification Submission Dates



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<b>Effective</b>	<b>Application Due</b>
1/1/2016	9/30/2015
4/1/2016	12/31/2015
7/1/2016	3/31/2016
10/1/2016	6/30/2016



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# MHDC Certified Property Management Listing



## MHDC Certified Property Management Agent Listing

The management companies listed below have been approved as MHDC Certified Property Management Agents to manage properties in Missouri. Interested parties are encouraged to review the list to ensure that the chosen management agent is included, as the list may change periodically. Should you have any questions regarding the status of a management agent, please feel free to contact that management company directly. If you have questions about management requirements in Missouri, please contact Candace Maupins at 314-877-0967 or [cmaupins@mhdc.com](mailto:cmaupins@mhdc.com).

Certified Management Agent Listing as of the following date:

July 1, 2015

Management Agent	Contact	Email	Telephone	Main Office Location
232 RENT Property Management	Paul Worcester	<a href="mailto:paul@worcester-investments.com">paul@worcester-investments.com</a>	816-291-4146	Riverside, MO
Action Management & Consulting Svcs. LLC	Connie Lasher	<a href="mailto:cblasher.actionmgmt@gmail.com">cblasher.actionmgmt@gmail.com</a>	660-535-4305	King City, MO
Admiral Boulevard Associates	John Hueser	<a href="mailto:john@jhueser.com">john@jhueser.com</a>	816-842-7170	Kansas City, MO
Affordable Housing Action Board of Springfield	Sherry Blair	<a href="mailto:sblair@ahabhousing.com">sblair@ahabhousing.com</a>	417-865-4055	Springfield, MO
American Management Services Central, LLC	Larry Goodman	<a href="mailto:lgoodman@pinnaclefamily.com">lgoodman@pinnaclefamily.com</a>	214-891-7847	Addison, TX
American Multi-Family Management/Liberty	Gail Godbout	<a href="mailto:ggodbout@lgicos.com">ggodbout@lgicos.com</a>	207-772-8896	Portland, ME
Bell Management Inc	Mike Landers	<a href="mailto:ml@bellmanage.com">ml@bellmanage.com</a>	417-624-4144	Joplin, MO
Belmont Management Company	Rhonda Nicholson	<a href="mailto:rnicholson@belmontmgt.net">rnicholson@belmontmgt.net</a>	479-242-8900	Fort Smith, AR
Beyond Housing/NHS	Deb Dombar	<a href="mailto:DDombar@beyondhousing.org">DDombar@beyondhousing.org</a>	314-533-0520	Saint Louis, MO
Block Multifamily Group	Bill Larson	<a href="mailto:blarson@blockmultifamily.com">blarson@blockmultifamily.com</a>	913-387-1113	Leawood, KS
Blue Hills Community Services Corporation	Joanne Bussinger	<a href="mailto:jbussinger@bhcsmo.org">jbussinger@bhcsmo.org</a>	816-333-7870	Kansas City, MO
CAMCO	Lizabeth Coleman	<a href="mailto:liz@cam-co.com">liz@cam-co.com</a>	314-588-7345	Saint Louis, MO

[http://www.mhdc.com/program\\_compliance/index.htm](http://www.mhdc.com/program_compliance/index.htm)



# New - Noncompliance Fees



- A non-compliance fee will be assessed for the period of time a property, specific building, unit, or management agent is failing to satisfy program requirements.
- The amount of the fee varies based on the type of non-compliance.
- The detailed non-compliance fee notice is located at [www.mhdc.com](http://www.mhdc.com).



# New - Noncompliance Fees



- Instances of noncompliance include, but are not limited to:
  - Physical and/or file deficiencies.
  - Failure to submit required documentation, change in partnership or management agent without prior approval from MHDC.
  - Failure to submit a timely Certified Management Agent application.
  - Failure to report casualties in a timely manner.



# Special Needs Unit Monitoring



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- May have up to two inspections per year
- Compliance Items:
  - Proper Set-Aside
  - Services provided
- Noncompliance treatment
  - Treated the same as Sec 42
  - Subject to 8823 issuance
  - Potential suspension and/or debarment



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# Forms/Exhibits

- All Asset Management Forms can be found at [http://www.mhdc.com/program\\_compliance/LIHTC/forms-documents.htm](http://www.mhdc.com/program_compliance/LIHTC/forms-documents.htm).
- Make the Exhibit A-20 Asset Management Reporting Checklist your Friend!



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# MHDC

## 2017 Market Study Overview for Developers and Underwriters

### Overview and Commentary



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The Missouri Housing Development Commission is dedicated to strengthening communities and the lives of Missourians through the financing, development and preservation of affordable housing.

Mark E. Boettcher, MAI  
MHDC Market Analyst

# Typical Components of a Market Study include:

- ▶ A. Executive Summary
- ▶ B. Project Description
- ▶ C. Location and Market Area Definition
- ▶ D. Employment and Economy
- ▶ E. Demographic Characteristics
- ▶ F. Competitive Environment
- ▶ G. Analysis / Conclusions and Recommendations
- ▶ H. Local Perspectives of Rental Housing Market and Housing Alternatives

# Of Key Importance is . . .



- ▶ The analyst's opinion of the proposal's marketability.
- ▶ Does the proposed property fit in
- ▶ or stand out from the competition?



# But, I Think That All You Need to Do Is . . .

- ▶ Look at the 1300 Form, and
- ▶ Look at the Executive Summary in the Narrative Report.
- ▶ Look for discrepancies between these two items and the Project Narrative.
- ▶ This will get you the greatest understanding of the analyst's thinking in the least amount of time.



# The Point . . .

## The point of the market study is to tell you:

- ▶ What the developer is proposing to do
- ▶ What locational factors affect the subject site
- ▶ What the achievable restricted rent is per unit type
- ▶ What the achievable market rent is per unit type
- ▶ If the market supports the developer's projected rent estimates
- ▶ If there are any risks to these projections
- ▶ If there are enough households at sufficient income levels to make the project viable<sup>1</sup>

<sup>1</sup> The project should absorb the restricted units and not reduce occupancy at other affordable developments in the PMA.

# UPDATES – 1

The market study and the 1300 Form must be prepared or updated within six months of submission to MHDC.

Example: if submission deadline is Sept. 6, 2016 then the studies cannot be dated earlier than March 10, 2016.

UNLESS: There is an update.



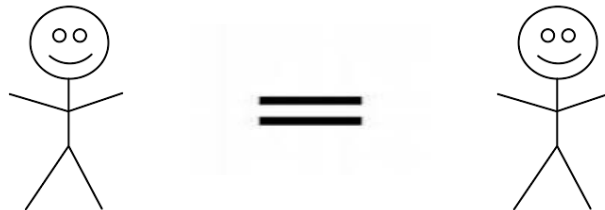
# UPDATES - 2

Update or not, no report will be accepted if the origination date exceeds 18 months. For example, 18 months prior to Sept. 6, 2016 is March 9, 2015.



AND

The site and neighborhood must be inspected by the same person.



# MHDC 1300 Form

This may be a faster way for you to glean data from the study.

For 2016 deals, the 1300 Form was improved with a 'subject' column.

6/10/2015



**Missouri Housing Development Commission  
Market Study Summary Form 1300**

Development Name

Development Location

1. Define the Primary Market Area (PMA) expected to produce 65 percent or greater of potential tenants for the proposed development.

---

2. List the five most comparable **affordable housing developments (as defined by MHDC in the market study guidelines)** that are presently serving low-income households in the PMA of the proposed development.

	Subject	1	2	3	4	5
Development Name						
Development Type (LIHTC or RD)						
Street						
City, State, Zip						
Proximity to Proposed Development						
Family or Senior Development						



## Missouri Housing Development Commission Market Study Summary Form 1300

Development Name

North Creek Estates

Development Location

801 West Jones Street, Independence, Jackson County, Missouri 64050

1. Define the Primary Market Area (PMA) expected to produce 65 percent or greater of potential tenants for the proposed development.

The primary market area consists of Census Tracts 0107.02, 0110.00, 0111.00, 0112.00, 0113.00, 0114.01, 0114.05, 0114.06, 0115.00, 0116.00, 0117.00, 0118.00, 0119.00, 0120.00, 0121.00, 0122.00, 0123.00, 0124.00, 0145.01, 0146.01, 0146.03, 0146.04, 0147.01, 0147.02, 0156.00, 0170.00 and 9808.02. The primary market area encompasses the area within the following boundaries: North – Missouri River, the Clay County border and East Kentucky Road; East – North Jackson Drive, East Bundschu Road, Jones Road, East Truman Road and Little Blue River; South – Little Blue River, Interstate 70, Interstate 470, U.S. Highway 40, State Highway V, East 49th Street, Norfleet Road, East 51st Street, Blue Ridge Boulevard, East 47th Street South and Raytown Road; and West – Interstate 435.

2. List the five most comparable **affordable housing developments (as defined by MHDC in the market study guidelines)** that are presently serving low-income households in the PMA of the proposed development.

	Subject	1	2	3	4	5
Development Name	North Creek Estates	Glendale at the Mansion Apts	Regency Manor Apts I & II	Grandview Estates	Mt. Washington Senior Apts	
Development Type (LIHTC or RD)	LIHTC	Section 8/ LIHTC	Section 8/LIHTC	LIHTC	LIHTC	
Street	801 West Jones Street	16301 E 29th Street South	17700 East 17th Terrace Court N	16006 Salisbury Road	570 S Evanston Ave	
City, State, Zip	Independence, MO	Independence, MO	Independence, MO	Independence, MO	Independence, MO	
Proximity to Proposed Development	N/A	4.8 Miles	4.6 Miles	2.7 Miles	2.7 Miles	

City, State, Zip	Independence, MO	Independence, MO	Independence, MO	Independence, MO	Independence, MO
Proximity to Proposed Development	N/A	4.8 Miles	4.6 Miles	2.7 Miles	2.7 Miles
Family or Senior Development	Senior	General Occ.	Senior	Senior	Senior
If Senior, show target tenant age 55+, etc.	62+	N/A	55+	55+	55+
Total Units	50	140	125	32	45
Unit Size Range	1,208	598 - 799	550	1,145	725 - 900
Tax Credit Dev. (Yes/No)	Yes	Yes	No	Yes	Yes
RD Housing 515 Dev. (Yes/No)	No	No	No	No	No
Section 8 (Yes/No)	No	Yes	Yes	No	No

Section 8 (Yes/No)	No	Yes	Yes	No	No	
Approximate Age	Proposed	2000	2000/2006	2011	1903/2013	
Approximate Occupancy %	N/A	99%	100%	100%	100%	
Households on Wait List	N/A	N/A	N/A	N/A	3 Months	
Rent Concessions (Yes/No)	N	N	No	No	No	
Studio Unit Rent(s)						
One Bedroom Unit Rent(s)		\$605			\$515-\$545	
Two Bedroom Unit Rent(s)	\$346 - \$600	\$705	\$477 - \$487	\$610	\$620-\$670	
Three Bedroom Unit Rent(s)						
Four Bedroom Unit Rent(s)						
Utilities Included in Rent	None	Water, Sewer, Trash	Trash	Gas, Electric, Water, Sewer, Trash	Gas, Water, Sewer, Trash	

Four Bedroom Unit Rent(s)						
Utilities Included in Rent	None	Water, Sewer, Trash	Trash	Gas, Electric, Water, Sewer, Trash	Gas, Water, Sewer, Trash	
Unit Amenities	Refrigerator, Range/Oven, Disposal, Washer/Dryer, Garage	Refrigerator, Range/Oven, Disposal, Dishwasher	Refrigerator, Range/Oven, Disposal, Dishwasher, Microwave, Balcony	Refrigerator, Range/Oven, Disposal, Dishwasher, Microwave, Washer/Dryer, Garage	Refrigerator, Range/Oven, Disposal, Dishwasher, Microwave	
Development Amenities	Clubhouse, Community Room, Fitness Center, Library	Clubhouse, Pool, Business Center, Fitness Center, Library, Security	Community Room, Picnic Area, Computer Room, Laundry, Security	Community Room, Picnic Area	Community Room, Fitness Center, Picnic Area, Transportation, Library	
Contact Name and Phone Number	Dan Sanders 573-642-4335	Lois 816-350-0026	Pat 816-257-2616	Cheryl 816-254-0170	Roxanne 816-892-4754	
Date Information Obtained from Contact	7/28/2015	7/28/2015	7/28/2015	7/28/2015	7/28/2015	
						<b>1 of 3</b>

# The Executive Summary Should Contain

A description of the subject development,  
including the proposed population to be served.



Population



Households



Housing Units

Households occupy housing units.

# Estimates and Projections

- ▶ *Population (or HH) projections* are estimates of the population for future dates.
- ▶ *Population (or HH) estimates* are for the past and present time periods.
- National private vendors (Nielsen, ESRI)
- Local Governments (local)
- State Data Centers (state)
- U.S. Census Bureau (federal)





# Population and Household Trends

- ▶ What is the nature of recent demographic trends in the market area?
- ▶ Has the number of households been increasing, decreasing, or remaining about the same?
- ▶ Are recent past trends expected to continue?
- ▶ Are demographic projections from a reputable third-party source?
- ▶ Does building permit activity correlate with household trends?
- ▶ For seniors' projects, trend of age-qualified households.

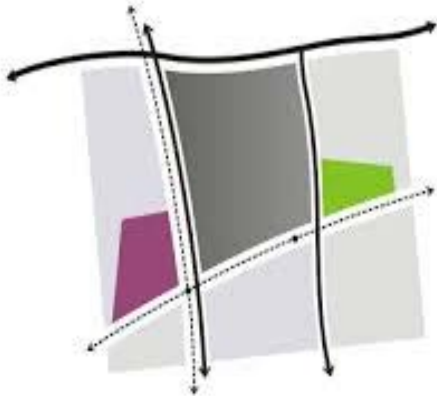
# Common Demographic Analysis Issue

“According to “My Data Source”, the number of households decreased 13% between 2000 and 2014 and another 3% decrease is expected through 2019.’

‘According to “My Data Source”, the median household income in the PMA and city are expected to grow by 3.0% annually through 2019.’

# The Executive Summary Should Contain

Summary of positive and negative attributes and issues that will affect the property's marketability, performance, and lease-up.



Concise description of the site and the immediately surrounding land uses.

# The Executive Summary Should Contain

Brief description of the defined primary market area (PMA).

A Primary Market Area is:

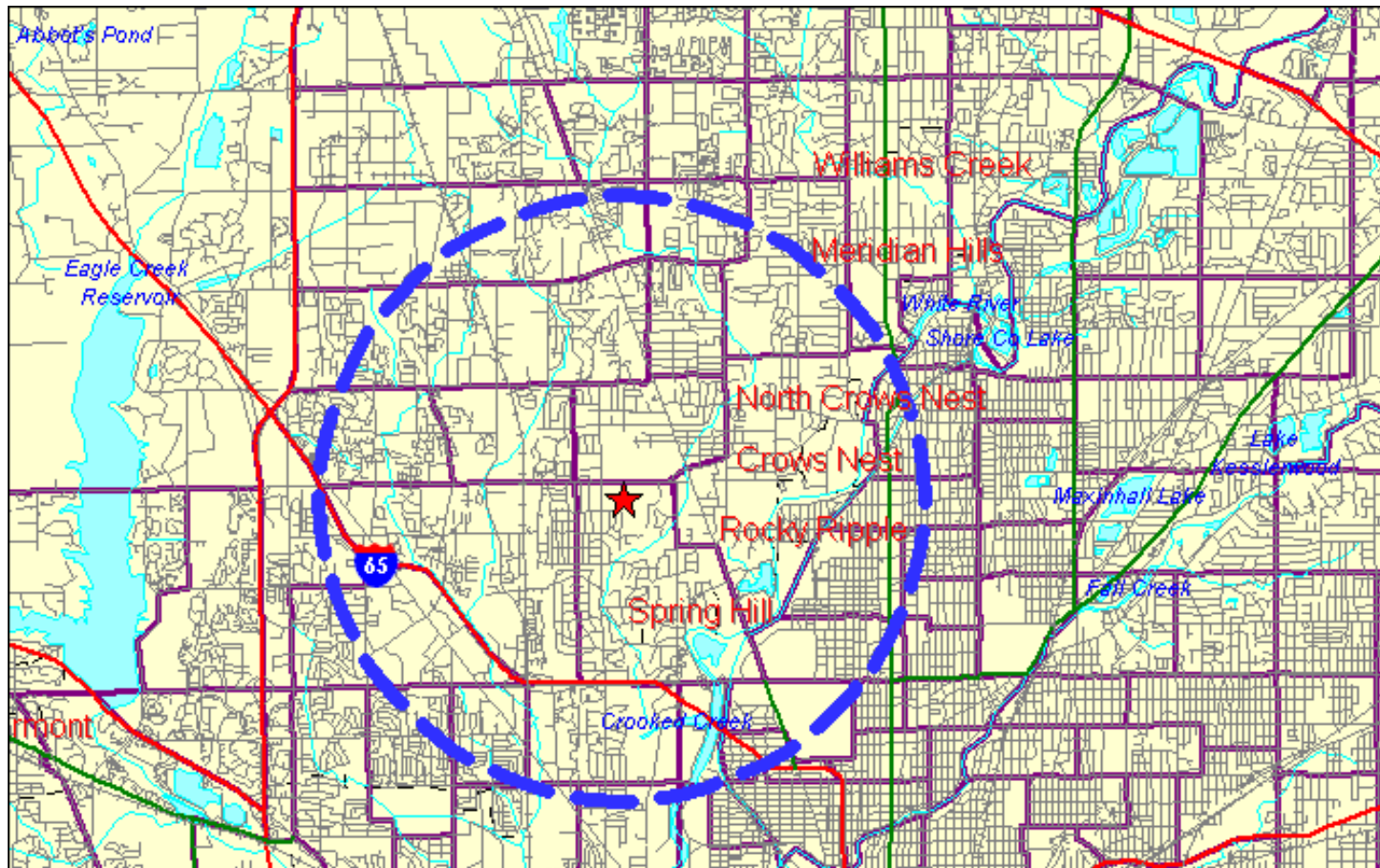
“A geographic area from which a property is expected to draw the majority of its residents.” (65% to 80%)

▶ A Secondary Market Area is:

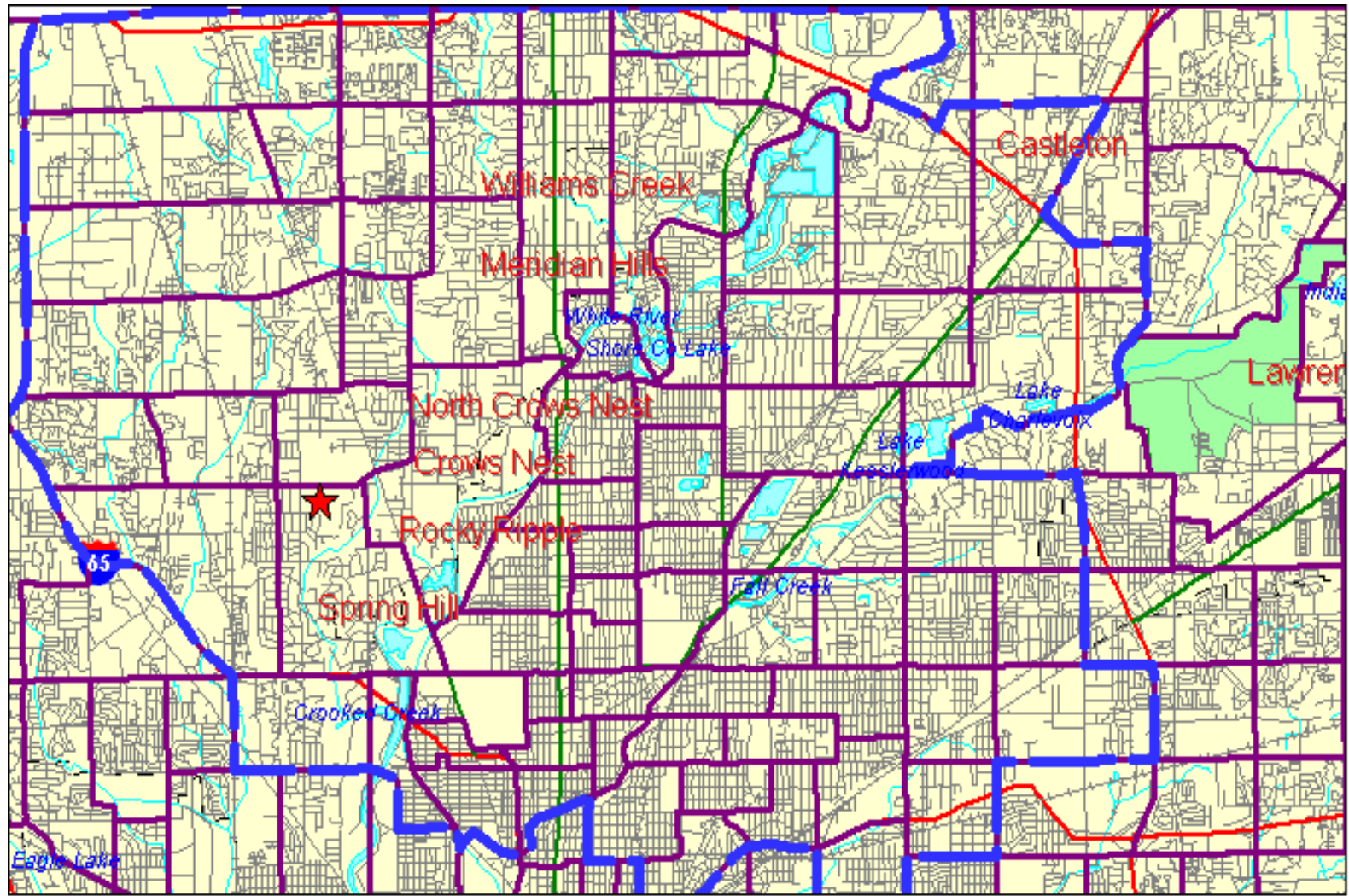
“The portion of a market area that supplies additional support to an apartment property beyond that provided by the primary market area.”

▶ Ask yourself if the PMA delineated seems reasonable in size and character.

# Is This a Good Market Area Delineation?



# How About this Delineation?



# The Executive Summary Should Contain

The crime rate in the subject's neighborhood



The rank of the subject's school district

The distance to public transit



Unemployment rate in the PMA

# The Executive Summary Should Contain

A summary of economic conditions in the PMA.



A summary of key demographic data including number of households and income levels.



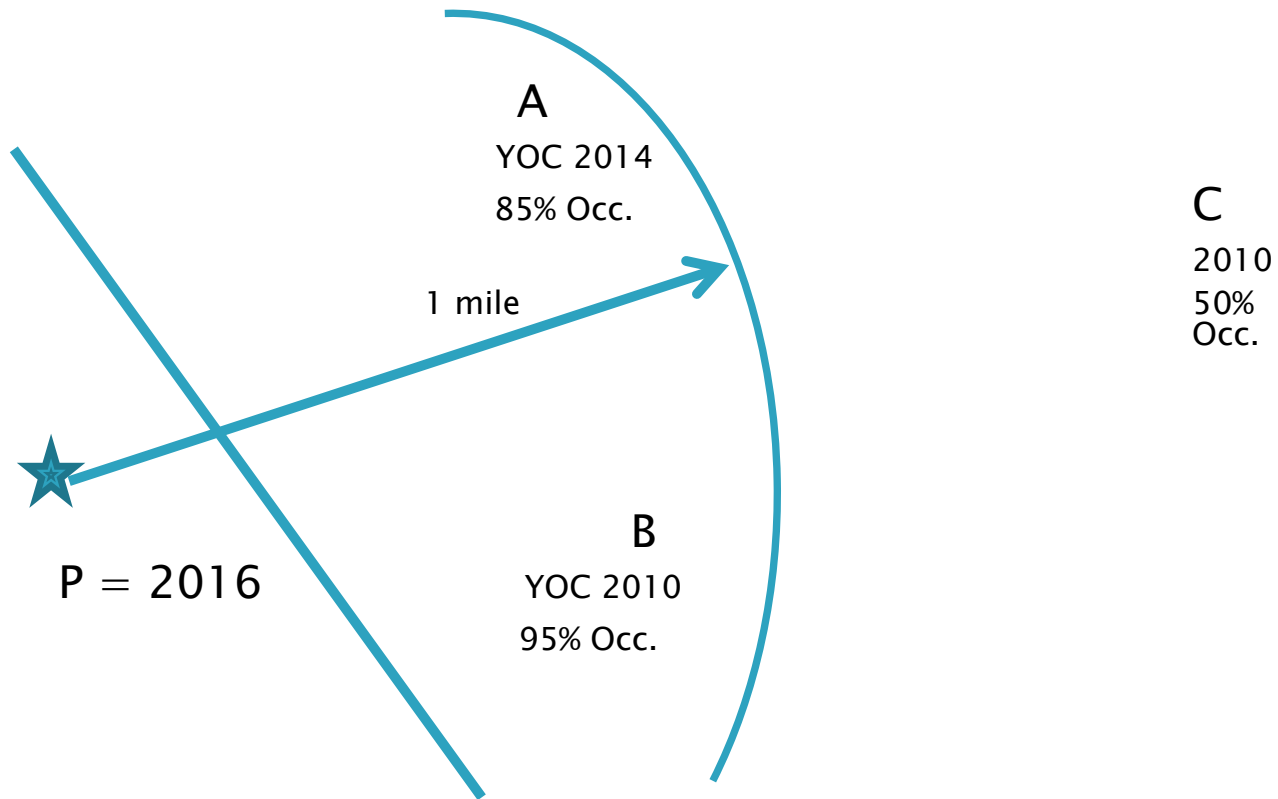
A summary of absorption



## The Executive Summary Should Contain

A statement describing whether the subject site is within a one-mile radius of any property that has been approved for state or federal LIHTC, HOME, or Fund Balance financing through MHDC within the previous two funding year cycles.

# Example Map for One Mile Rule



# The Executive Summary Should Contain

Statement of the poverty rate in the subject's census tract.

&



The percent and number of publically subsidized housing units (as defined by MHDC) in the subject's census tract and abutting census tracts.



# MHDC “Publically Subsidized Housing Unit” Definition

1. Public Housing Authority Projects
2. Housing Choice Vouchers
3. Project-based Section 8
4. Rural Development
5. LIHTC



# Competitive Market Conditions –1

“The percent and number of publically subsidized housing units (as defined by MHDC in these guidelines) in the subject’s census tract and abutting census tracts.”

Census Tract	Total Housing Units	PHA	Project Based Sec. 8	Housing Choice Sec. 8 Vouchers	RD	LIHTC	Total Publically Subsidized	Percent Publically Subsidized Per Tract	Other	Market Rate Units
1000.00 (Subject)	2,500	75	225	75	0	50	425	17.0%	120	1,955
1001.00	2,800	0	100	0	0	0	100	3.6%	0	2,700
1002.00	2,400	100	100	100	0	50	350	14.6%	0	2,050
1003.00	2,200	80	0	0	0	0	80	3.6%	25	2,095
1004.00	<u>2,700</u>	<u>20</u>	<u>325</u>	<u>50</u>	<u>0</u>	<u>200</u>	<u>595</u>	22.0%	0	<u>2,105</u>
Total	12,600	275	750	225	0	300	1,550	12.3%	145	10,905

# Competitive Market Conditions – 2

Census Tract	Total Housing Units	PHA	Project Based Sec. 8	Housing Choice Sec. 8	RD	LIHTC	Total Publically Subsidized	Percent Publically Subsidized Per Tract	Other	Market Rate Units
1000 (Sub)	2,500	75	225	75	0	50	425	17.0%	120	1,955
1001	2,800	0	100	0	0	0	100	3.6%	0	2,700
1002	2,400	100	100	100	0	50	350	14.6%	0	2,050
1003	2,200	80	0	0	0	0	80	3.6%	25	2,095
1004	<u>2,700</u>	<u>20</u>	<u>325</u>	<u>50</u>	<u>0</u>	<u>200</u>	<u>595</u>	22.0%	<u>0</u>	<u>2,105</u>
Total	12,600	275	750	225	0	300	1,550	12.3%	145	10,905

# Sample Census Tract Map

The Guidelines require the insertion of an aerial or map –

something like this –

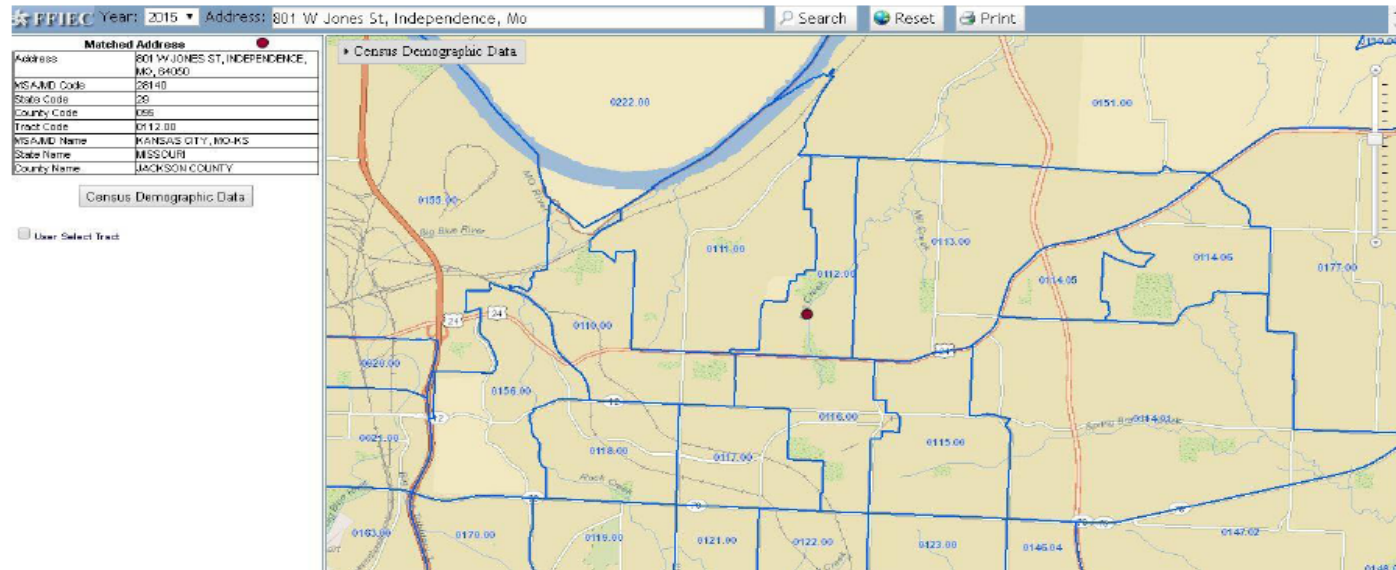
showing census tracts and the subject property.



# -or like this

## Census Tract

According to [www.ffiec.gov](http://www.ffiec.gov), the subject is located in the following census tract: 0112.00. The 2015 median family income for the subject's census tract is \$53,924, which is a superior income level when compared to the city as a whole. Approximately 11.87 percent of households live below the poverty line.



**BUT THERE IS AN ERROR – THEY USED FAMILY INCOME AND NOT HOUSEHOLD INCOME.**



# Crime Indices for 2017 Applications

The number of violent crimes per 1,000 people in MO for the upcoming round is 4.43.

The threshold is 2x the annual state factor.  $4.43 \times 2 = 8.86$ .

So any deal with a neighborhood crime index exceeding 8.86 for this year will require security measures, or a reason they are not necessary.

<u>City</u>	<u>Index</u>
Jefferson City	0
Kearney	0.97
Excelsior Springs	1.23
St. Peters	1.87
Parkville	2.13
Kansas City	2.21
Hollister	2.92
Mexico	3.78
Missouri	4.33
Rolla	4.45
Columbia	5.00
Maryville	5.17
North KC	5.56
★ Springfield	6.06
Poplar Bluff/Neeley	6.21
★ Springfield	19.06
St. Louis	19.86
Kansas City	20.82
St. Louis	24.47
St. Louis	33.90
Kansas City	35.66

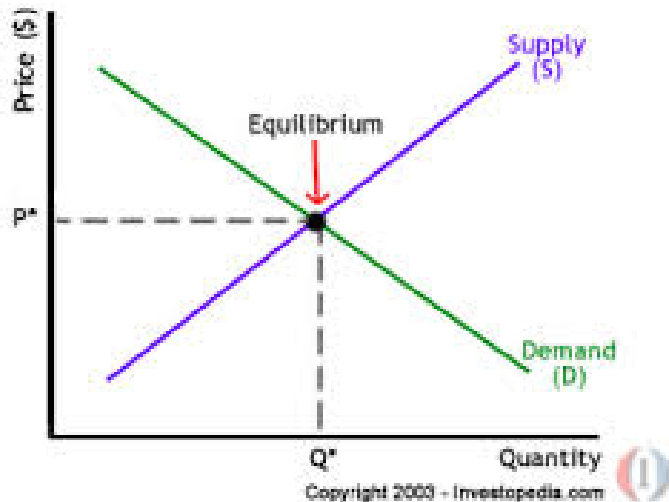
# School District Rank

Using the link in the market study guidelines, report the state ranking of the subject's school district.

		13 Pts. Possible	14 Pts. Possible	13 Pts. Earned	14 Pts. Earned	13 Pct. Of Pts. Earned	14 Pct. Of Pts. Earned	Difference in Pct. Pts. Earned 2013 to 2014
1	ctydist District Name							
2	048914 ACADEMIE LAFAYETTE	80	80	70.0	69.0	87.5	86.3	-1.3
3	048927 ACADEMY FOR INTEGRATED ARTS	0	0	0.0	0.0			
4	001090 ADAIR CO. R-I	140	140	125.0	119.0	89.3	85.0	-4.3
5	001092 ADAIR CO. R-II	140	140	133.5	131.0	95.4	93.6	-1.8
6	007123 ADRIAN R-III	140	140	129.5	129.5	92.5	92.5	0.0
7	103129 ADVANCE R-IV	140	140	123.0	124.5	87.9	88.9	1.1
8	096098 AFFTON 101	140	140	132.0	134.0	94.3	95.7	1.4
9	038046 ALBANY R-III	140	140	109.0	115.0	77.9	82.1	4.3
10	048909 ALLEN VILLAGE	80	70	76.5	65.0	95.6	92.9	-2.8

# The Executive Summary Should Contain

Summary of demand for the proposed units.



Summary of the capture rate analysis.



# Calculating Capture Rates & Penetration Rates

- ▶ Capture Rate is the percentage of age, size, and income qualified renter households in the primary market area that the property must capture to fill the units to stabilized occupancy.
- ▶ Capture Rate is calculated by dividing the total number of units at the property by the total number of age, size and income qualified renter households in the primary market area.

# Estimating Qualified Households

= Total Eligible HHs in the Target Market in the PMA



PMA Total HH

Size Qualified HH

Age Qualified HH

Income Qualified HH

Renter Qualified HH

Special Needs Qualified HH

Rent Burdened HH

# Capture Rate Calculation

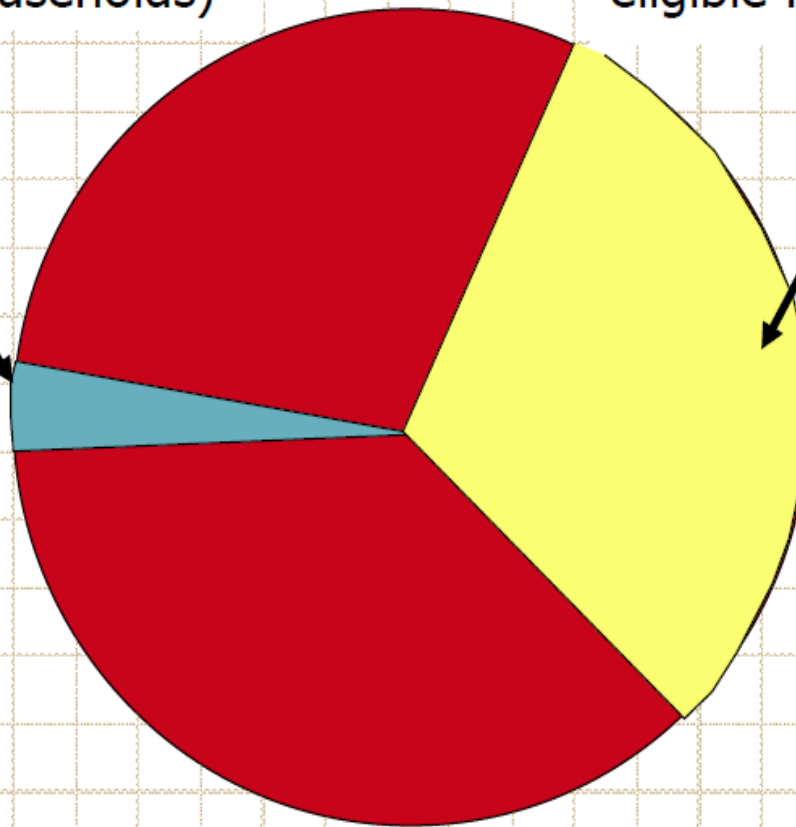
	Capture Rate
Unit Type	All
Gross Rent	\$450
Income Ratio	35%
Minimum Income	\$15,429
Maximum Income (2/BR)	\$34,200
<b>Total Qualified Renters</b>	
Existing Households, 2006	9,189
X Percent Income Qualified	43.8%
X Percent Renter	41.5%
<b>Total Qualified Renters</b>	<b>1,670</b>

If the subject is to have 40 units, then the capture rate is 2.4% (40 units ÷ 1,670 qualified HH). There are no definitive “right or wrong” capture rates, but generally the lower the better. Increasing the pool of qualified HH lowers the capture rate.

# Interpreting Capture Rates

5% Capture Rate  
(need to get 1 in every  
20 eligible households)

33% Capture Rate  
(need to get 1 in every 3  
eligible households)



**Income-qualified  
households**

# Site Inspection Analysis

- ▶ Is the site appropriate for intended use (multifamily)?
- ▶ Are there compatible surrounding land uses?
- ▶ Is the neighborhood adequately served by facilities and services?
- ▶ What is the quality or convenience of the ingress and egress?
- ▶ Is there adequate visibility?
- ▶ Are there any planned changes in the market area that may compromise the site's suitability in the future?



# Geographies to be Considered

Up to Eight  
(in decreasing order of size)

Region	Neighborhood
City	Site
SMA	Abutting Census Tracts*
PMA	Subject Census Tract
	*Only for St. Louis and Kansas City

# Photo Captions

Poor Example



Subject Site

Good Example



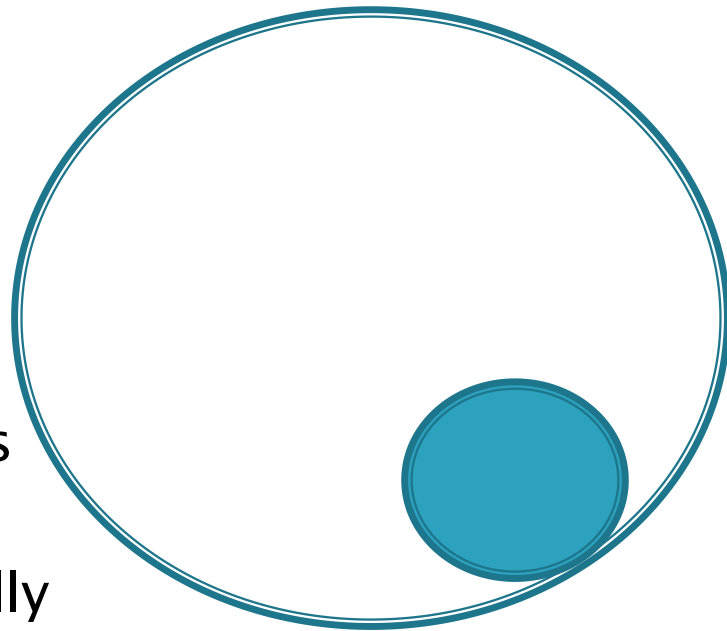
Photo is taken from site's east side looking west.  
Smith Lane is in the foreground.

# PMA and SMA Comparison

Large circle is SMA =  
30,000 HH.

Small circle is  
PMA = 3,000 HH.

Secondary market is  
over-counted by  
3,000 HH – it is really  
27,000 HH.



# Question Time



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# National Housing Trust Fund

Alissa Ice

Missouri Housing Development Commission



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# Purpose

The National Housing Trust Fund (HTF) is a new affordable housing production program that will complement existing Federal, state, and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income (ELI) and very low-income households (VLI), including homeless families.



# A Few Definitions...



- **Extremely Low Income**
  - Low-income families whose annual incomes do not exceed 30% of the median family income of a geographic area
- **Very Low Income**
  - Low-income families whose annual incomes are in excess of 30% but not greater than 50% of the median family income of a geographic area





# Missouri's Allocation



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- \$3 Million
  - Up to \$1 Million for Operating Assistance
  - Up to \$300,000 for Homeownership Activities
  - Up to \$300,000 for Administrative Activities



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# Income Limits

- The First Year and Years When Total Funds Are Less Than \$1 Billion
  - All Funds Are For ELI Households
- Years When Total Funds Are Greater Than \$1 Billion
  - 75% of Funds for ELI Households
  - Up to 25% for VLI Households



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# Eligible Costs

- Development Hard Costs
- Refinancing Costs
- Acquisition Costs
- Related Soft Costs
- Operating Cost Assistance and Reserves\*
- Relocation Costs
- Costs Related to Payment of Loans



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# Operating Cost Assistance and Reserves

MHDC can provide up to one-third of each annual grant for operating cost assistance and operating cost assistance reserves.





# Operating Cost Assistance and Reserves

- Eligible Costs Include:
  - Insurance
  - Utilities
  - Real Property Taxes
  - Maintenance
  - Scheduled Payments to a Reserve for Replacement of Major Systems





# Operating Cost Assistance and Reserves

- Can only be provided if the HTF-assisted units do not have project-based assistance
- Must be based on the underwriting of the project
- Must be specified in the written agreement





# Operating Cost Assistance and Reserves

- As the HTF is currently funded (through Fannie Mae and Freddie Mac),
  - The reserve may be funded for the amount estimated to be necessary through the affordability period
  - Must be funded at the time of executing the written agreement



# Eligible Forms of Assistance



- Equity Investments
- Interest-Bearing Loans or Advances
- Non-Interest Bearing Loans or Advances
- Interest Subsidies
- Deferred Payment Loans
- Grants
- Other Forms of Assistance Approved by HUD





# Rental Housing Guidelines



## Rents

- Maximum is 30% of the income of a household at 30% AMI, adjusted for number of bedrooms
  - Rent limit includes utility allowance
- If HTF Unit receives Federal or state project-based rental subsidy, the maximum allowable rent is the allowable rent under the subsidy program as long as tenant does not pay more than 30% of their adjusted income



# Rental Housing Guidelines



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## Affordability Period

- HTF Units must have at least a 30-year period of affordability
- If affordability restrictions are terminated before 30 years, total HTF allocation must be repaid to HUD



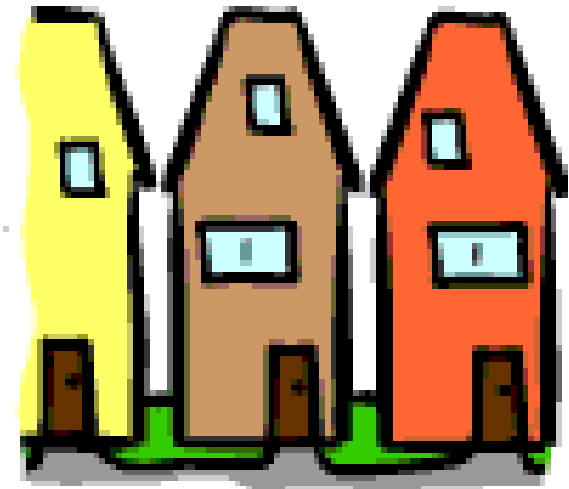
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# Underwriting Example



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- 29 Units in Balance of State
- Senior Site
- 5 Special Needs Units with Rent Assistance
- 1 & 2 Bedrooms
- All Units Affordable at 60% AMI



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# Underwriting Example



## Construction Budget

## Operating Outlook

Total Development Budget	\$4,450,000
TC Equity	785,000
Construction Loan	2,785,000
HOME	500,000
Grant	23,000
Developer Fee Post-Const.	267,000
Other Costs Paid Post-Const.	90,000

Bdrm Size	# of Units	Monthly Rent
1-Bed	11 Units	\$449/Mo.
2-Bed	18 Units	\$571/Mo.

Yearly Income approx. \$156,060  
approx. \$5,100/unit

## Operating Expenses

Yearly Expenses approx. \$129,800  
approx. \$4,480/Unit

\* \$60,000 Emergency Reserve



# Underwriting Example

## Pro Forma



	Year 1	Year 5	Year 10	Year 15
Income w/ Vacancy	148,000	160,000	177,000	195,000
Expenses	121,100	136,000	158,000	183,000
Reserves	8,700	9,800	11,300	13,000
<b>Cash Flow</b>	<b>18,200</b>	<b>14,200</b>	<b>7,700</b>	<b>** -1,000</b>

### Assumptions –

- \* 2% Yearly Increase in Income
- \* 3% Yearly Increase in Expenses and Reserves



# A Note On Income Limits...



What does 30% AMI look like in our example?

# of People in Household	Yearly Income	Monthly Income	30% of Monthly Income
1	\$11,580	\$965	\$290
2	\$13,230	\$1,103	\$331
3	\$14,880	\$1,240	\$372
4	\$16,530	\$1,378	\$414



# Underwriting Example - #3



With No Vouchers

\$600,000 – NHTF Funds

5 NHTF Units

## New Unit Make-Up

Size	# of Units	Unit Type	Rent
1 Bdrm	9	Tax Credit	\$459
2 Bdrm	15	Tax Credit	\$606
1 Bdrm	2	NHTF	\$310
2 Bdrm	3	NHTF	\$372



# Underwriting Example - #3



## Construction Budget

## Operating Outlook

Total Development Budget	\$4,570,000
TC Equity	783,000
Construction Loan	2,620,000
NHTF	600,000
Grant	23,000
Developer Fee Post-Const.	267,000
Other Costs Paid Post-Const.	277,000

Bdrm Size	# of Units	Monthly Rent
1-Bed	9 Units	\$459/Mo.
2-Bed	15 Units	\$606/Mo.
1-Bed	2 Units	\$310/Mo.
2-Bed	3 Units	\$372/Mo.

Yearly Income approx. \$153,000  
 approx. \$5,300/unit

\$180,000 Trust Fund Reserve  
 \$15,000 Deferred Developer Fee

## Operating Expenses

Yearly Expenses approx. \$129,800  
 approx. \$4,480/Unit





# Underwriting Example - #3



## Pro Forma

	Year 1	Year 5	Year 10	Year 15	Year 20	Year 25	Year 30
Income w/ Vacancy	145,000	157,000	174,000	192,000	212,000	234,000	258,000
Expenses	121,000	136,000	158,000	183,000	212,000	246,000	286,000
Reserves	9,000	10,000	11,000	13,000	15,000	18,000	20,000
<b>Cash Flow</b>	<b>15,000</b>	<b>11,000</b>	<b>5,000</b>	<b>-4,000</b>	<b>-15,000</b>	<b>-30,000</b>	<b>-48,000</b>

### Assumptions –

- \* 2% Yearly Increase in Income
- \* 3% Yearly Increase in Expenses and Reserves



# Underwriting Example - #4



## Vouchers and Market Rate Units

\$440,000 – NHTF Funds

5 NHTF Units

### New Unit Make-Up

Size	# of Units	Unit Type	Rent
1 Bdrm	7	Tax Credit	\$459
2 Bdrm	12	Tax Credit	\$581
1 Bdrm	2	NHTF	\$570
2 Bdrm	3	NHTF	\$800
1 Bdrm	2	Market	\$529
2 Bdrm	3	Market	\$691



# Underwriting Example - #4



## Construction Budget

## Operating Outlook

Total Development Budget	\$4,390,000
TC Equity	785,000
Construction Loan	2,790,000
NHTF	440,000
Grant	24,000
Developer Fee Post-Const.	267,000
Other Costs Paid Post-Const.	84,000

Bdrm Size	# of Units	Monthly Rent
1-Bed	7 Units	\$459/Mo.
2-Bed	12 Units	\$581/Mo.
1-Bed	2 Units	\$570/Mo.
2-Bed	3 Units	\$800/Mo.
1-Bed	2 Units	\$529/Mo.
2-Bed	3 Units	\$691/Mo.

Yearly Income approx. \$176,000

approx. \$6,100/unit

## Operating Expenses

Yearly Expenses approx. \$129,800

approx. \$4,480/Unit



# Underwriting Example - #4



## Pro Forma

	Year 1	Year 5	Year 10	Year 15	Year 20	Year 25	Year 30
Income w/ Vacancy	167,000	181,000	200,000	220,000	243,000	269,000	296,000
Expenses	121,000	136,000	158,000	183,000	212,000	246,000	286,000
Reserves	9,000	10,000	11,000	13,000	15,000	18,000	20,000
<b>Cash Flow</b>	<b>37,000</b>	<b>35,000</b>	<b>31,000</b>	<b>24,000</b>	<b>16,000</b>	<b>5,000</b>	<b>-10,000</b>

### Assumptions –

- \* 2% Yearly Increase in Income
- \* 3% Yearly Increase in Expenses and Reserves



# Current Timeline

Week of May 9 – Stakeholder Meetings

May 13 – Initial Stakeholder Comments Due

May 27 – Draft Allocation Plan/ Start of 30-  
Day Comment Period

Before July 4 – Hearings

Week of July 4 – Commission  
Approval/Submit Plan to HUD

Week of August 29 – HUD Approval?

# Additional Resources



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- HUD Exchange
  - [www.hudexchange.info/programs/htf](http://www.hudexchange.info/programs/htf)
- National Low Income Housing Coalition
  - [www.nlihc.org/issues/nhtf](http://www.nlihc.org/issues/nhtf)
- Novogradac
  - [www.novoco.com](http://www.novoco.com)
- MHDC
  - [www.mhdc.com](http://www.mhdc.com)



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# The End



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# 2017 QAP & Developer Guide Highlights



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# 2016 Recap

- **Total Projects submitted = 106**
  - 41 Family – 65 Senior
  - 38% Family – 62% Senior
  - Close to same distribution by number of units
  - Numbers even more toward elderly for 9% only proposals
- **KC**
  - 3 Family – 19 Senior
  - 14% Family – 86% Senior for Area
- **SL**
  - 20 Family (18 in SL city) – 10 Senior
  - 67% Family – 33% Senior for Area
- **OS**
  - 18 Family – 36 Senior
  - 33% Family – 67% Senior for Area

# QAP & Developer Guide Notes

- **Recent QAP important changes – discussed in 2016 – still significant**
  - **Universal Design**
  - **Energy Audit**
  - **50 Affordable Unit Cap**
  - **1 Mile Radius – KC & SL**
  - **20% Density – as defined by Market Study Guidelines**
  - **Site Control - Option**

# QAP & Developer Guide Notes

- **Universal Design**
  - Discussed in detail earlier

# QAP & Developer Guide Notes

- **Energy Audit**
  - Rehabilitation developments which contain more than 12 units, are required to submit an energy audit with the application. The analysis must be prepared by an assessor/rater certified through:
    - The Building Performance Institute (BPI)
    - Residential Energy Services Network Home Energy Ratings Systems (RESNET); or
    - ENERGY STAR

# QAP & Developer Guide Notes

- **50 Affordable Unit Cap**
  - Projects not meeting exception (greater than 50 affordable units) but being submitted

# QAP & Developer Guide Notes

- **1 Mile Radius – KC & SL**
  - New construction and conversion proposals located in the Kansas City or St. Louis Regions cannot be located within **one mile radius** of any development that:
    - Has been approved for State LIHTC, Federal LIHTC, HOME or Fund Balance with the previous two fiscal-year funding cycles; and
    - Less than 90% leased-up at the time of application submission.
  - “Spirit” of rule – different for low density versus dense population

# QAP & Developer Guide Notes

- **20% Density Prohibition**
  - New construction and conversion proposals
  - Development shall not be located in a census tract where the total of publically subsidized housing units equal more than 20% of all units in the development census tract as defined by the Market Study Guidelines



# QAP & Developer Guide Notes

- **Exceptions to the 50 Unit Cap/20% Density Prohibition/1 Mile Radius include but are not limited to:**
  - **Mixed-income development**
  - **Development to replace existing PH and/or subsidized housing**
  - **Developments where at least 25% of units are SN units**

# QAP & Developer Guide Notes

- **Exceptions to the 50 Unit Cap/20% Density Prohibition/1 Mile Radius include but are not limited to: (continued)**
  - **Developments that include SE housing features**
  - **Developments that preserve existing affordable housing**
  - **Developments in a redevelopment area**
  - **Senior housing developments**

# QAP & Developer Guide Notes

- **Redevelopment Area**
  - Very important for projects near or in concentrated areas
  - Example of 2016 projects

# 2017 QAP & Developer Guide Notes

- **Opportunity Area**
  - Family developments
  - 2 bedroom minimum
  - Marketing plan for area near project with 40% or greater poverty rate
  - Special marketing reserve – help with moving expenses throughout compliance period for some tenants

# Contact Information

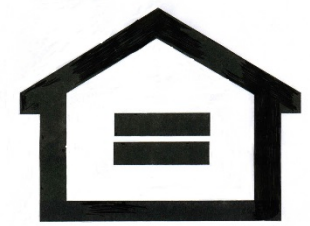
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# FINANCING GUIDELINES

## PRESENTATION OVERVIEW

- Financing Commitment Letter Requirement for Application
- MHDC Funds Available
- Changing Funding Sources



# FINANCING COMMITMENT LETTER



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Every application must have a commitment letter unless only MHDC funds are requested and no participation loan structure is proposed.



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# FINANCING COMMITMENT LETTER (continued)



For proposed participation loans, the bank's commitment letter must stipulate the participation percentages desired for each of the construction and permanent loan amounts.

Note: Provided that the proposed participating lender meets MHDC's minimum requirements, a participation loan can be done with any bank selected by the development team.



# MHDC FUNDS AVAILABLE



The amount of MHDC fund balance available for lending under the FY2017 NOFA is \$37,020,000.

Interest rates are dependent upon loan type and development characteristics.



# GUARANTY REQUIREMENT

- All MHDC loans require a guaranty during the construction phase of the loan.
- At a minimum, guarantors include the general partner (together with all principals) and the developer (together with all principals). To the extent an investor requires additional guarantors, MHDC will match the investor's requirements.

*MHDC reserves the right to require additional guarantors based on deal specifics.*

# RETURNING MHDC FUNDS POST-AWARD



MHDC resources are scarce; be responsible in requesting assistance.

Changing from MHDC sources to non-MHDC sources post-award will only be allowed if financially beneficial to the development.



# Questions?



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Please contact me at

[kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com) or (816)759-6835



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# 2017 Application Process



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# Elements of a Viable Development

- **Application submitted – organized and complete**
  - Only one part of a proposal
    - Indicates developer capacity and experience
    - An application put together well does not equal a competitive application
- **Application submitted – competitive/viable**
  - All parts of a proposal
    - Details
    - Exhibits
    - Narratives



# Elements of a Viable Development

- **What does MHDC examine to determine if a proposal is competitive/viable**



# Elements of a Viable Development

- **The development team**
  - **Developer/Co-Developer**
  - **Consultant**
  - **Guarantor**
  - **Architect**
  - **General Contractor**
  - **Managing Agent**
  - **Syndicator**
  - **Attorney**
  - **Accountant**

# Elements of a Viable Development

- **Development Plan Information**
  - **Need**
  - **Feasibility**
  - **Location/Site**
  - **Market Study**
  - **Population Served**
  - **Local Support**
  - **Design**
  - **Priorities**

# Elements of a Viable Development

- **Need**
  - **Market Study** – let it lead you and not you lead it
  - **City input**
  - **Local knowledge**

# Elements of a Viable Development

- **Feasibility**
  - Rents
  - Costs
  - Sources
  - Expenses
  - Cash flow
  - Compliance period – Cash flow trending
    - HOME/LIHTC/NHTF/etc.
  - Long term viability

# Elements of a Viable Development

- **Location/Site**
  - Development fit neighborhood
  - Amenities for population served nearby
  - Environmental review
  - Site work
  - Proximity to other affordable housing
  - Area demographics

# Elements of a Viable Development

- **Market Study**
  - **Population growth**
  - **Comparables**
  - **Rent**
  - **Vacancies**
  - **Move-in specials**
  - **Crime**

# Elements of a Viable Development

- **Population served**
  - Blend with neighborhood
  - Amenities for population served
  - NIMBYism
  - Special needs and services



# Elements of a Viable Development

- **Local Support**

- Letters of support – city officials / gov't officials
- Letters of support – community
- Letters of support – services
- Other sources (\$\$\$) from city
- Inform area near proposed site

# Elements of a Viable Development

- **Design**
  - Part of QAP – “Exterior design aesthetics that blend well with the surrounding area...”
  - Costs
  - Does design fit site
  - Does design fit population served

# Elements of a Viable Development

- **Priorities**

- Not quantity but quality
- Does priority fit correctly with proposal/site
- MHDC & Affordable Housing Industry focus
  - Service enriched
  - Special needs
  - Opportunity areas
  - Affirmatively Furthering Fair Housing
  - Rehab/Preservation

# Elements of a Viable Development

- **Non-Profit priority**
  - What role does the non-profit play – are they qualified
  - Is the non-profit experienced in affordable housing
  - CHDO set-aside
  - Resource for services

# Elements of a Viable Development

- **Service Enriched & Special Needs Housing priority**
  - Previously discussed in detail
  - Important part of QAP, the Commission and MHDC's mission

# Elements of a Viable Development

- **Preservation priority**
  - **Keep MHDC portfolio strong**
  - **Preservation for other programs – Section 8, PHA and RD**
  - **Must balance the need for rehab with the need preservation**

# Elements of a Viable Development

- **MBE/WBE priority**
  - Previously discussed in detail
  - Very important in evaluation of proposals
  - Is the participation “real”

# Elements of a Viable Development

- **Redevelopment Plan priority**
  - City approved – detailed – well rounded
  - Part of the redevelopment and not the catalyst
- **Opportunity Area priority**
  - Affirmatively Furthering Fair Housing
  - Maintain a balanced approach
  - Extensive focus on data and demographics
    - Poverty/Minority/Schools/Affordable Housing  
Density/Income



# Contact Information

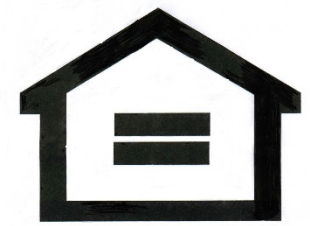
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# Energy Efficiency: Benchmarking to Improve Your Bottom Line

Stacy Purvis

June 2, 2016



**ELEVATE** ENERGY

Smarter energy use for all

# Agenda

- Who is Elevate Energy?
- Why Energy Efficiency?
- Why Benchmark Your Building?
- Tour ENERGY STAR® Portfolio Manager®
- Elevate Energy Services
- Q&A



# Who is Elevate Energy?



**ELEVATE** ENERGY  
Smarter energy use for all

# Our Mission

We promote smarter energy use for all.



We give people the resources they need to make informed energy choices.



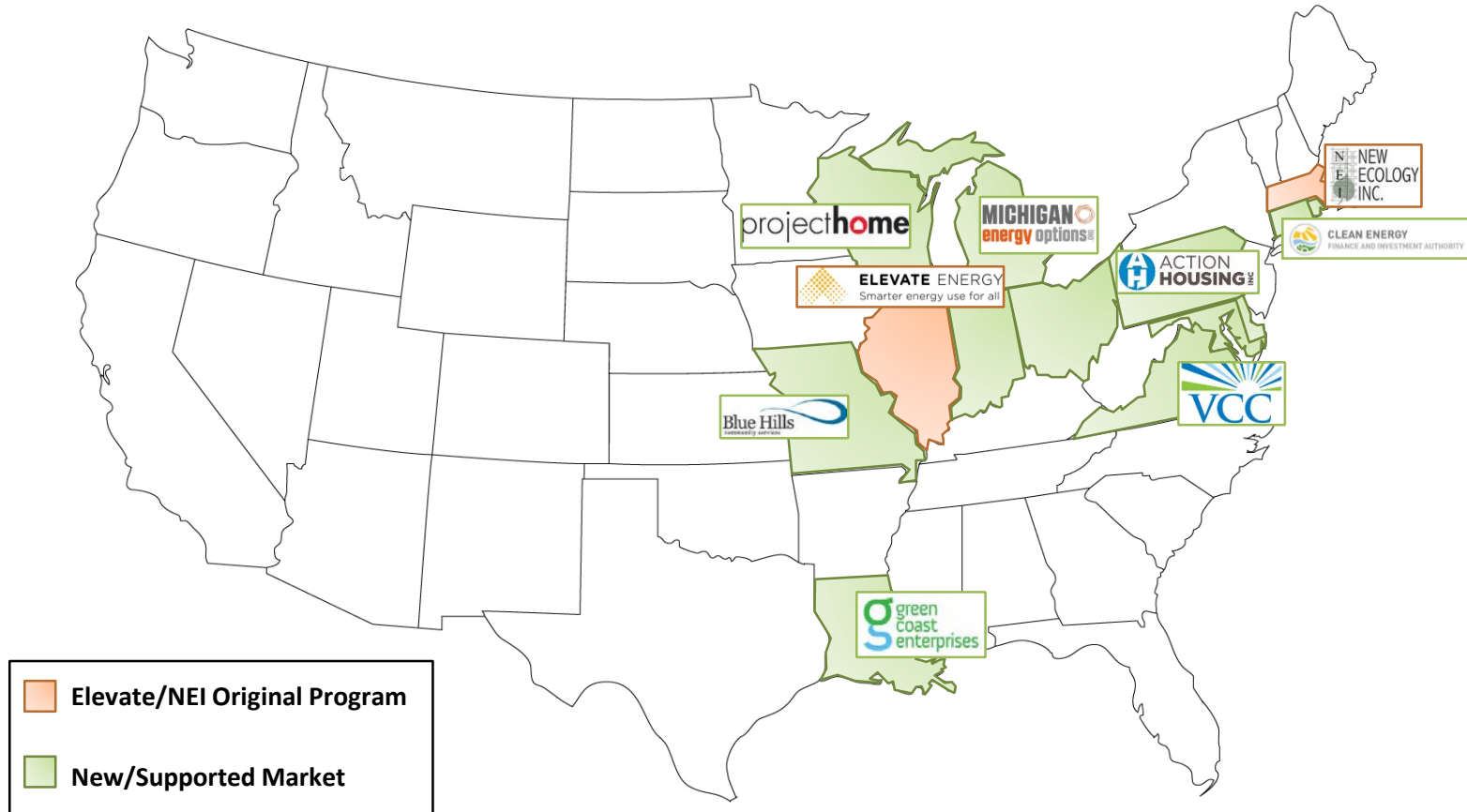
We design and implement efficiency programs that lower costs, and protect the environment.



We ensure the benefits of energy efficiency reach those who need them most.



# Our Partner Programs



# Our Impact

## Success by the Numbers

Improving the energy efficiency of existing multifamily apartment buildings reduces operating costs, helps preserve affordable housing, improves tenant comfort, and contributes to a better environment. Have a look at the positive impacts of our energy efficient service for multifamily buildings.

### kWh Saved



17,177,550

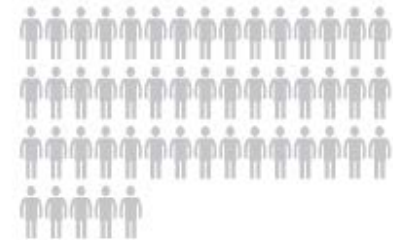
That's enough to run 2,705 refrigerators for one year!

### Units Retrofitted



26435

### Jobs Created



548

### Gas Therms Saved



6,342,480

That's enough to heat 7,928 average apartment units for one year!

### Total Investments in Energy Efficiency



\$49,863,495

### Metric Tons CO2 Saved



49,246

That's the same greenhouse gas emissions released from 10,368 average passenger vehicles every year.



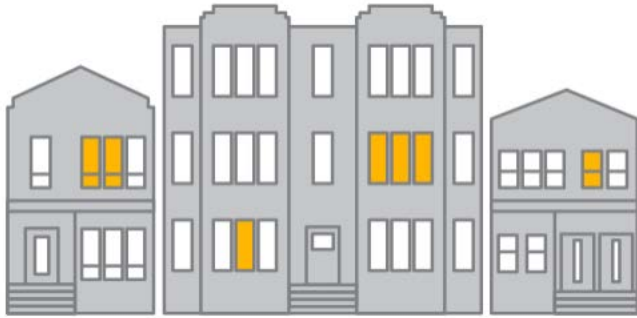


# Why Energy Efficiency?



**ELEVATE** ENERGY  
Smarter energy use for all

# Affordable Multifamily Market



**10.5 million units** of affordable multifamily housing in the US



**\$3.4B could be saved** through multifamily energy efficiency improvements



**221,000 Units** of affordable multifamily housing in MO.

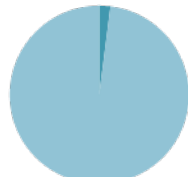
# Multifamily Energy Efficiency

## Multifamily Energy Expenditure

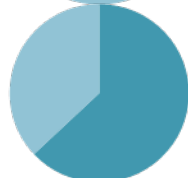
**13.5%** of monthly income spent on energy  
*(compared to median household: 7%)*

**23%** energy cost increase from 2001 to 2009  
*(compared to rent increase: 7.5%)*

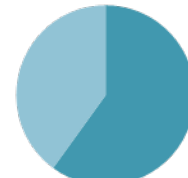
## Multifamily Building Characteristics



**2%** of MF 5+ units have received an energy audit



**63%** of MF 5+ units are poorly or only adequately insulated

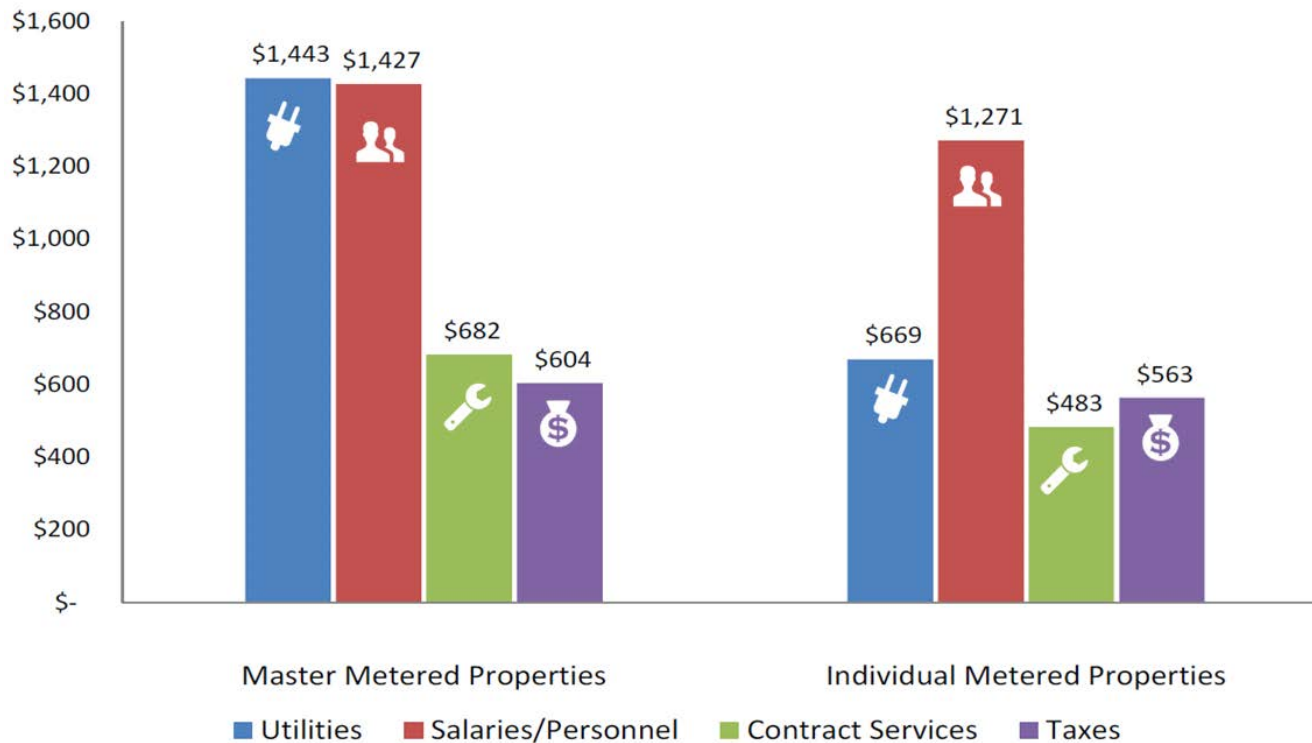


**60%** of MF 5+ units have heating equipment not routinely maintained (in last year)



# Multifamily Energy Efficiency

- Energy costs present the best opportunity to reduce operating expenses and help sustain affordable housing.



# Benefits of Energy Efficiency Upgrades

- Increased cash flow for the property
  - Lower utility bills
  - Reduced operations and maintenance costs
  - Improved HVAC systems – higher efficiency, better maintenance, longer life
- Increased tenant comfort and retention
  - Lower tenant utility bills
  - Fewer tenant complaints regarding draftiness
  - Lower vacancy rates minimizing costs associated with tenant turnover
- Preservation of affordable building stock

*“You’ll have less turnover, you’ll be able to keep certain tenants for longer, even though they’re paying less rent...I would say that’s your biggest asset, is that it provides you stability.” - Building Owner from Illinois*



# Why Benchmark Your Building?



**ELEVATE** ENERGY  
Smarter energy use for all

# Why Benchmark Your Building?



**You've heard it before: you can't manage what you don't measure!**

Benchmarking helps owners measure their usage...



# Why Benchmark Your Building?

...to measure performance.



**Fuel Efficiency of Cars**  
(Miles per Gallon, MPG)



**Energy Efficiency of Buildings**  
(Source Energy Use Intensity, EUI)





# Why Benchmark Your Building?

...to know how you stack up against similar facilities across the nation that look and operate like yours!

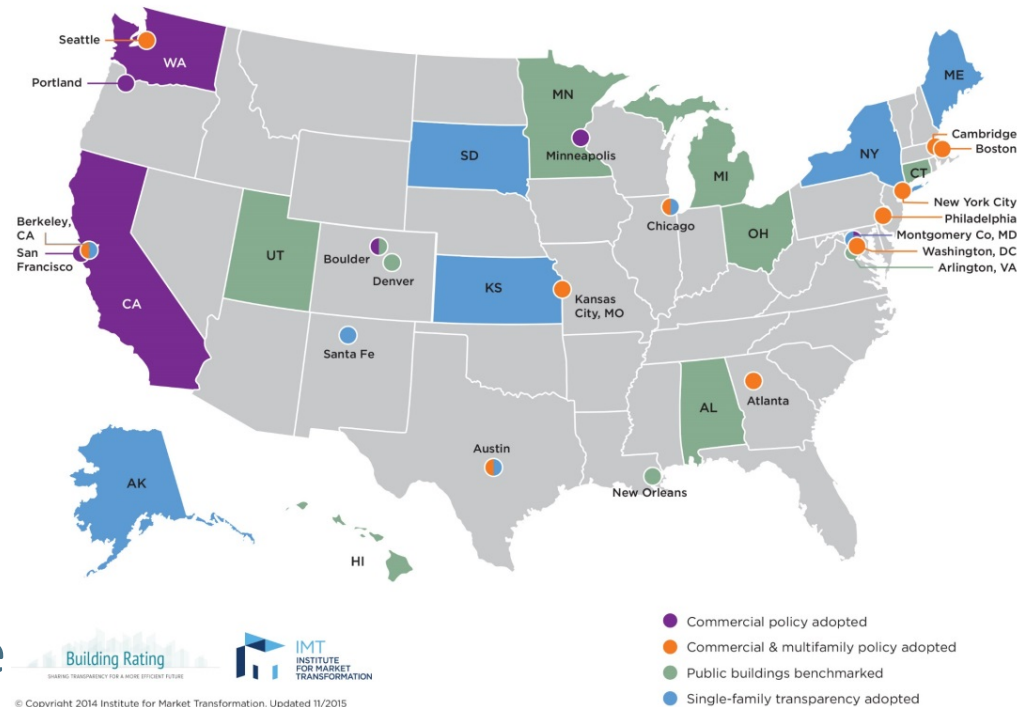


# Why Benchmark Your Building?

...to comply with program  
or city requirements

- City benchmarking ordinances, including Kansas City
- HUD RAD and MAP requirements
- Asset management requirements for Fannie Mae Green Preservation Plus loans
- And more!

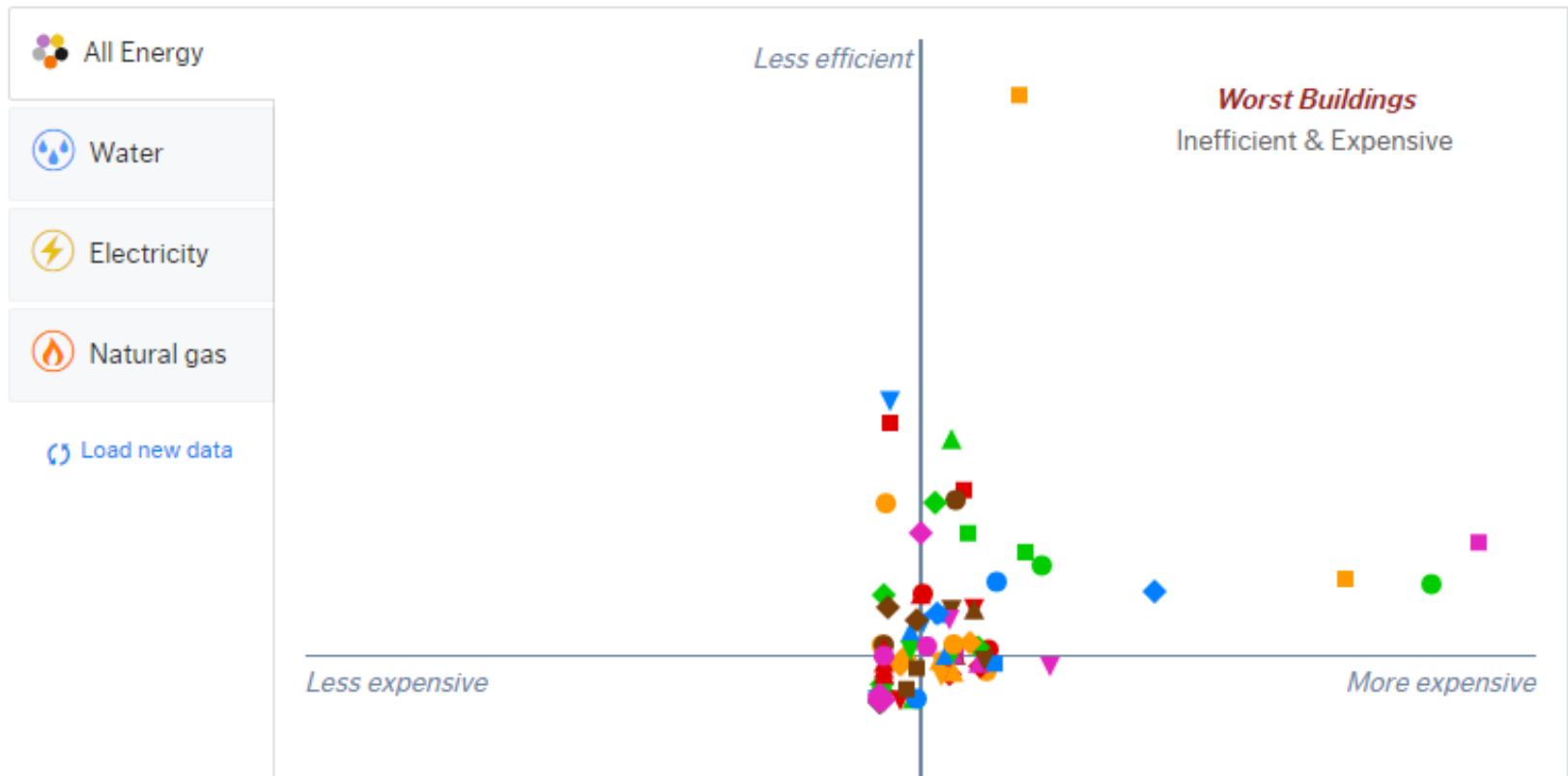
U.S. Building Benchmarking and Transparency Policies



For more information on the Kansas City ordinance: <http://kcmo.gov/kcgreen/benchmarking/compliance/>

# Why Benchmark Your Building?

...to maximize the benefits and cost-effectiveness of energy efficiency investments



# Why Benchmark Your Building?

- Set **investment priorities**
- Verify and track **energy and water savings**
- Generate **performance reports**
- Get a **1-100 ENERGY STAR<sup>®</sup> score**  
*(if your property has 20+ units and whole-building data)*
- **Support** community efficiency goals
- Be **recognized!**



# Tour ENERGY STAR® Portfolio Manager®



**ELEVATE** ENERGY  
Smarter energy use for all

# What can it do?

ENERGY STAR® Portfolio Manager® is a tool that helps you track your building(s) performance.

Weather-Normalized  
Source EUI (kBtu/ft<sup>2</sup>)

**Current EUI:** 289.1

(10.1% higher than median.)

**Baseline EUI:** 307.1

(17.0% higher than median.)

## Change in Average ENERGY STAR Score

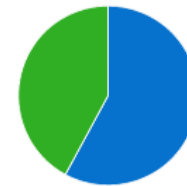
**+5** ▶ Change in Average ENERGY STAR Score

71 ▶ Current Average ENERGY STAR Score

66 ▶ Baseline Average ENERGY STAR Score

Properties Included: 38

## Properties Eligible for the ENERGY STAR

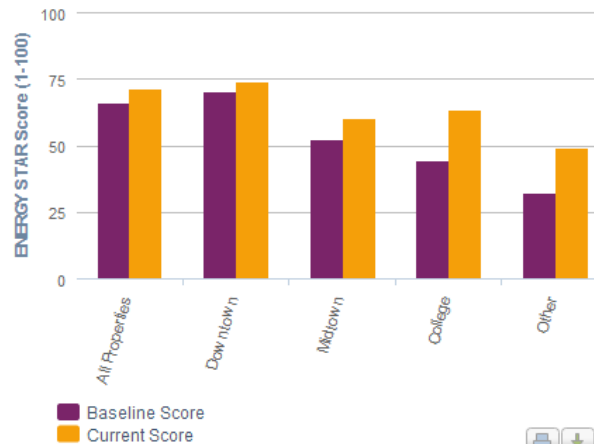


Score below 75  
Score of 75 or Higher



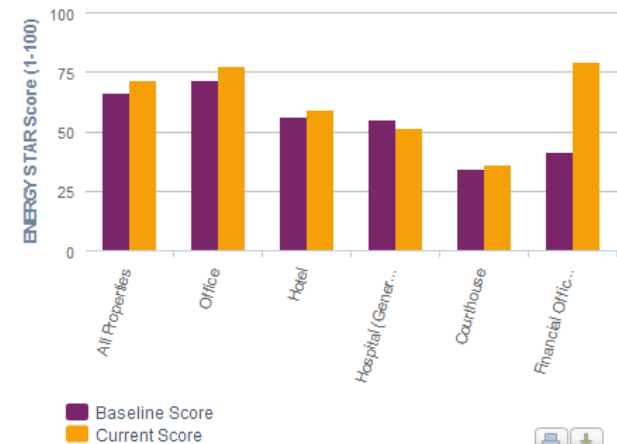
## ENERGY STAR Score by Group

[Select Groups](#)



## ENERGY STAR Score by Property Type

[Select Types](#)



# Setup: Add a Property

## Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

### About Your Property

Name: \*

Country: \*

Street Address: \*

City/Municipality: \*

State/Province: \*

Postal Code: \*

Year Built: \*

Gross Floor Area: \*    Temporary Value

**Gross Floor Area** is the total floor area, expressed in square feet or square meters, measured from the principal exterior surfaces of the building(s) and not including parking area(s). [Learn More](#)

Occupancy: \*  %



Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.



### Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [heated swimming pool](#)
- My property has one or more retail stores
- My property has one or more restaurants/cafeterias
- My property has nursing/assisted care units



# Setup: Add a Property

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="20,000"/> <input type="text" value="Sq. Ft."/> ▾	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
★ Total Number of Residential Living Units	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a Low-rise Setting (1-4 stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a Mid-rise Setting (5-9 stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a High-rise Setting (10 or more stories)	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
★ Number of Bedrooms	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Resident Population Type	<input type="text"/> ▾	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Government Subsidized Housing	<input type="text"/> ▾	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Number of Laundry Hookups in All Units	<input type="text"/>	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Number of Laundry Hookups in Common Area(s)	<input type="text"/>	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▾	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>
Percent That Can Be Cooled	<input type="text"/> ▾	<input type="text" value="1/1/1920"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.



# Setup: Enter Utility Bills

Summary Details **Energy** **Water** Goals Design

**Meter Summary**  
1 Energy Meters Total  
1 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date  
Not Available

**Enter Your Bills**

**Meters - Used to Compute Metrics (1)**

[Change Meter Selections](#)  
[View as a Diagram](#)

**Add A Meter**

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Gas #1234</a> 18024125	Natural Gas		Yes

[Download Annual Totals by Meter](#)

\*\*For each monthly utility bill, the following is needed: Start Date, End Date, Use (kWh, therms, kGal) , Cost (\$)



# View a property

MyPortfolio tab has six subtabs:

The screenshot shows the 'MyPortfolio' interface for a property named 'Louise's Apartments'. The 'MyPortfolio' tab is highlighted with a red circle. Below it, a navigation bar contains six subtabs: 'Summary', 'Details', 'Energy', 'Water', 'Goals', and 'Design'. The 'Summary' subtab is also highlighted with a red circle. The main content area includes a property address (1040 W Grace St, Chicago, IL 60613), a 'Map It' link, a Portfolio Manager Property ID (4751206), and a 'Year Built' of 1941. There is an 'Edit' link with a pencil icon. A 'Weather-Normalized Source EUI (kBtu/ft²)' box shows 'Current EUI: N/A' and 'Baseline EUI: N/A'. A 'Metrics Summary' table is displayed, showing various metrics with 'Not Available' values. A 'Check for Possible Data Errors' button is located at the bottom right of the main content area.

**MyPortfolio** | Sharing | Planning | Reporting | Recognition

## Louise's Apartments

1040 W Grace St, Chicago, IL 60613 | [Map It](#)  
Portfolio Manager Property ID: 4751206  
[Year Built](#): 1941  
[Edit](#)

Not eligible to apply for ENERGY STAR Certification

**Weather-Normalized Source EUI (kBtu/ft<sup>2</sup>)** Why not score?

Current EUI: [N/A](#)

Baseline EUI: [N/A](#)

**Summary** | Details | Energy | **Water** | Goals | Design

**Notifications (0)**

You have no new notifications.

**Property Profile**

You haven't created a profile for your property yet. Profiles are a way to supplement the information in Portfolio Manager with additional information about your property, including a photo.

[+ Create Profile](#)

**Source EUI Trend (kBtu/ft<sup>2</sup>)**

Metric	Baseline (Not Available)	Current (Not Available)	Change
ENERGY STAR score (1-100)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Source EUI (kBtu/ft <sup>2</sup> )	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Site EUI (kBtu/ft <sup>2</sup> )	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Energy Cost (\$)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total GHG Emissions (Metric Tons CO <sub>2</sub> e)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A

**Check for Possible Data Errors**

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)



# View a property

MyPortfolio tab has six subtabs including the **Details** tab:

**Summary** **Details** Energy Water Goals Design

### Basic Information

**Construction Status:**  
Test property that is multiple buildings

**Property GFA - Self-Reported:**  
10,000 Sq. Ft.

**Occupancy:**  
100%

[Edit](#)

### Unique Identifiers (IDs)

**Portfolio Manager ID:**  
4751206

**Custom IDs:** None

**Standard IDs:** None

**i** You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

[Edit](#)

### Additional Information

Federal Property:

### Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use [Add](#)

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Multifamily Housing	10,000 ft <sup>2</sup>	I want to... ▼
▶ Parking Use	Parking	100 ft <sup>2</sup>	I want to... ▼
Property GFA (Buildings):		10,000	<a href="#">(used to calculate EUJ)</a>
Property GFA (Parking):		100	

**i** To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

### Property GFA by Use

Use Type	Percentage
Multifamily Housing	99.01 %
Parking	0.99 %

### Property Type

Property Type - Self-Selected:  
[Multifamily Housing](#) [Edit](#)

Property Type - EPA Calculated:  
[Multifamily Housing](#)

**i** The EPA-Calculated Property Type is used for your metrics. [Learn more about property types.](#)

# View Usage

Summary

Details

Energy

Water

Goals

Design

## Meter Summary

1 Energy Meters Total

1 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date

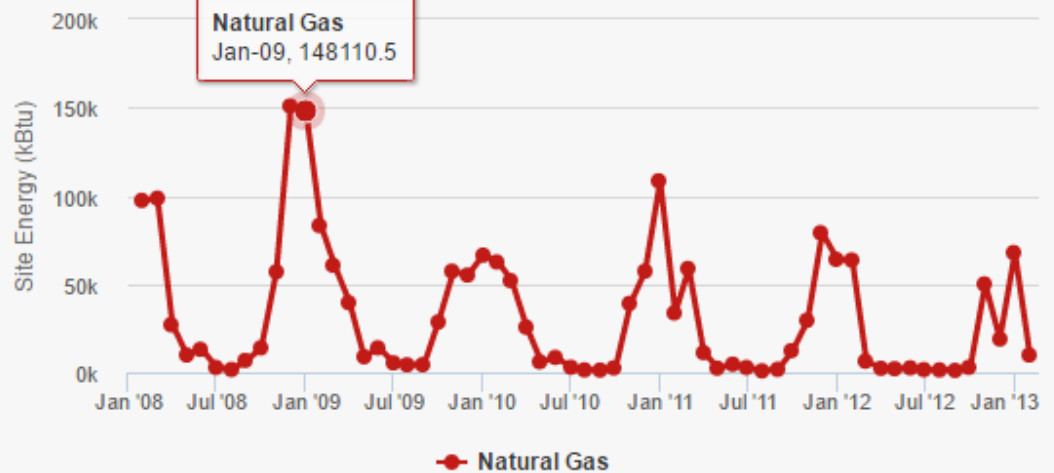
Jan 31, 2013

[Enter Your Bills](#)

## Four Ways to Enter Bill Data

1. Manually
2. Use our [simple spreadsheet](#) (one




## Energy Use by Calendar Month



[Export Data by Calendar Month](#)



# Track Change Over Time

Metrics Summary		 <a href="#">Change Time Period</a>	
Metric	Baseline (Dec 2006) 	Current (Jan 2013) 	Change
ENERGY STAR score (1-100)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Source EUI (kBtu/ft <sup>2</sup> )	60.5	47.0	-13.5(-22.3%)
Site EUI (kBtu/ft <sup>2</sup> )	57.7	44.8	-12.9(-22.4%)
Energy Cost (\$)	29,064.42	13,679.38	-15385.04(-52.9%)
Total GHG Emissions (Metric Tons CO <sub>2</sub> e)	136.0	105.6	-30.4(-22.4%)




# Get a Score



- To receive a score, a multifamily property must:
  - Have 20 or more units
  - Have whole-building data
  - Have 75% or more occupancy
- Scores of 75-100 may be eligible for Energy Star Certification



# Run Reports



LEARN MORE AT [energystar.gov](http://energystar.gov)

## ENERGY STAR® Statement of Energy Performance

# 100

ENERGY STAR®  
Score<sup>1</sup>

### ABC Apartments

**Primary Property Type:** Multifamily Housing  
**Gross Floor Area (ft²):** 33,939  
**Built:** 1928

**For Year Ending:** June 30, 2014  
**Date Generated:** May 24, 2016

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

#### Property & Contact Information

##### Property Address

ABC  
Apartments

##### Property Owner

\_\_\_\_\_  
( ) - \_\_\_\_\_

##### Primary Contact

\_\_\_\_\_  
( ) - \_\_\_\_\_

Property ID: \_\_\_\_\_

#### Energy Consumption and Energy Use Intensity (EUI)

Site EUI	Annual Energy by Fuel		National Median Comparison	
57.5 kBtu/ft²	Natural Gas (kBtu)	1,495,423 (77%)	National Median Site EUI (kBtu/ft²)	113
	Electric - Grid (kBtu)	454,395 (23%)	National Median Source EUI (kBtu/ft²)	173.6
			% Diff from National Median Source EUI	-49%
Source EUI	Annual Emissions			
88.3 kBtu/ft²			Greenhouse Gas Emissions (Metric Tons CO2e/year)	79

#### Signature & Stamp of Verifying Professional

I \_\_\_\_\_ (Name) verify that the above information is true and correct to the best of my knowledge.



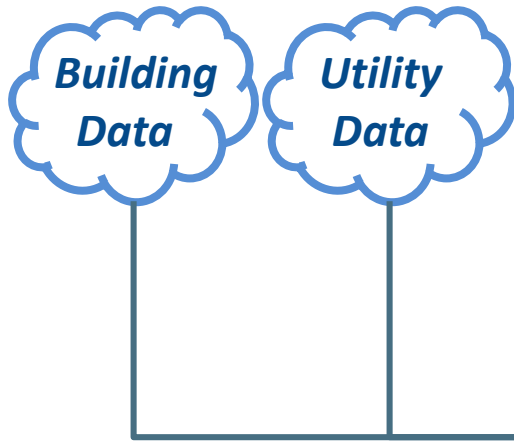
# Elevate Energy Services



**ELEVATE** ENERGY  
Smarter energy use for all



# Our Services - Benchmarking



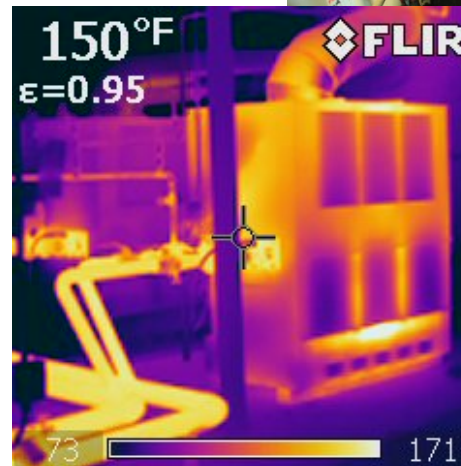
- Identify and prioritize high-need, high-usage properties for energy assessments
- Calculate building energy use intensity & pre-retrofit baseline
- Identify systems to further investigate during an energy assessment



# Our Services - Analysis



- **Understand** building systems
- **Identify** specific opportunities
- **Comply** with program requirements



# Our Services - Analysis



- **Usage Analysis**
- **Site Visit**
  - Interview occupants/operators
  - Visual inspection
  - Operation and Maintenance Evaluation
  - Building Envelope
  - Health and Safety Inspection
- **Determine Recommendations**



# Our Services – Project Plan



- **Building Envelope**

- Air sealing
- Insulation

- **Energy Star Equipment**

- Heating and Cooling
- Domestic Hot Water
- Refrigerator
- Windows

- **Lighting**

- Inside & Outside

- **HVAC**

- Replace/repair equipment
- Equipment controls
- Pipe insulation
- Duct Insulation
- Distribution/zoning improvements

- **Water**

- Fix leaks
- Faucet aerators
- Low-flow showerheads
- High-efficiency toilets



# Our Services – Financing Support



- Utility Programs
  - Rebates
  - Direct Install
  - On-Bill, where available
- Government Programs
  - Weatherization Assistance Program
- Savings/ Operating Reserves
- Traditional Loans
- Energy-Specific Loans
- PACE (Property Assessed Clean Energy)



*Image Source:  
portofcleveland.com*



# Our Services - Oversight



- **Contractor Support**
  - Technical
  - Administrative/Programmatic
- **Things to Put in Your RFP**
  - Prescriptive vs. Performance
- **Scope of Work/Proposal**
  - Itemized costs
  - Provide where and what



# Our Services – QA/QC



- Third party verifier
- Program requirements are met
- Advocate for the building owner
- Support for the contractors
- Ensure quality work
- Consider when the measure needs to inspected
- Check health and safety conditions



# Our Services – Monitoring



- Check for not just installation, but efficient operation
- Monitor post-retrofit savings longer term





# Q&A



**ELEVATE** ENERGY  
Smarter energy use for all

# Resources

- **ENERGY STAR® Buildings** Help Portal at [www.energystar.gov/buildingshelp](http://www.energystar.gov/buildingshelp)
- **ENERGY STAR® Portfolio Manager® resources** available at: [portfoliomanager.energystar.gov](http://portfoliomanager.energystar.gov)
  - Step-by-step documents (PDF)
  - Recorded webinars
  - Short training videos
  - Multifamily overview and links at [https://www.energystar.gov/buildings/owners and managers/existing-buildings/find\\_resources\\_your\\_property\\_type/energy\\_star\\_multifamily\\_housing](https://www.energystar.gov/buildings/owners_and_managers/existing-buildings/find_resources_your_property_type/energy_star_multifamily_housing)
- **Regular live webinars and online “Office Hours” sessions** at [energystar.gov/buildings/training](http://energystar.gov/buildings/training)
- Helpful handouts
  - **How to get utility data into ENERGY STAR® Portfolio Manager®:** [https://www.energystar.gov/sites/default/files/tools/EnergyStar\\_DataIn\\_508.pdf](https://www.energystar.gov/sites/default/files/tools/EnergyStar_DataIn_508.pdf)
  - **How to benchmark a campus:** [https://www.energystar.gov/sites/default/files/tools/How to Benchmark a Campus 20140908\\_508.pdf](https://www.energystar.gov/sites/default/files/tools/How_to_Benchmark_a_Campus_20140908_508.pdf)



# Resources Near You

- **US Green Building Council's Central Plains Chapter (spans Columbia, MO through KS)** Energy Benchmarking Trainings, Workshop and other programs to improve building performance and impact our community at large.  
[www.usgbccentralplains.org](http://www.usgbccentralplains.org)
- **US Green Building Council's MO Gateway Chapter (spans Columbia, MO through southwest IL)** Promoting a pledge to increase energy efficiency by 25% by 2020, facilitating a free ENERGY STAR calculation of your EUI and next step services. [www.usgbc-mogateway.org](http://www.usgbc-mogateway.org)

*The USGBC administers the LEED Rating System which has a rating system tailored to housing and multifamily called LEED-Homes and LEED-Homes Midrise. Third-party certification ensures that buildings are designed and constructed to enhance energy efficiency and water usage, improve occupant health and minimize the impact on the surrounding environment. Not to mention the benefits associated with lower operating costs.*



# Questions?

- Stacy Purvis, Elevate Energy

[Stacy.purvis@elevateenergy.org](mailto:Stacy.purvis@elevateenergy.org)

**THANK YOU!**



# Need a Ride in Missouri?

[morides.org](http://morides.org)



Boonslick Regional Planning Commission

# Mobility Management

Mobility management benefits communities throughout Missouri by providing a central phone number and email to contact for information and referrals to transportation companies.

## SOCIAL MEDIA

[facebook.com/morides](https://facebook.com/morides)

[twitter.com/morides](https://twitter.com/morides)    [linkedin.com/morides](https://linkedin.com/morides)

Hashtag: #moridesmo

Coordinating affordable rides  
for people with transportation challenges

# Eastern Missouri Transportation Coordinating Council

## VISION

"PEOPLE WITHIN THE REGION GET WHERE THEY  
WANT TO GO."

## MISSION

"SUSTAIN A REGIONAL PARTNERSHIP FOR BETTER  
COMMUNITY ACCESS THROUGH TRANSPORTATION  
COORDINATION AND MOBILITY MANAGEMENT."

# GOALS

OVERCOME TRANSPORTATION CHALLENGES BY WORKING WITH EXISTING TRANSPORTATION PROVIDERS TO HELP

- PEOPLE WITH DISABILITIES
- SENIOR CITIZENS AND
- LOW INCOME INDIVIDUALS

MORE PEOPLE WILL GET RIDES

MORE PEOPLE WILL GET JOBS



## This mobility management program is funded by grants.

- ▶ New Freedom Grant (FTA-5317) from the Missouri Department of Transportation (through June 2017)
- ▶ FTA 5310 Grant from the Missouri Department of Transportation (through September 2018)



- ▶ Missouri Developmental Disabilities Council under provisions of PL 106-402, the Developmental Disabilities Assistance and Bill of Rights Act. (through September 2019)



- ▶ St. Charles County Developmental Disabilities Resource Board (October 2016 through September 2019)

## ▶ City of St. Charles, 2016 and 2017



## ▶ Warren County Developmental Disabilities Resource Board 2016 and 2017

### Mission Statement

It is the mission of the Warren County Developmental Disabilities Board (Warren Co. DD Board) to promote quality services for persons who have developmental disabilities and reside in Warren County.

# NEW PROJECTS

- VOLUNTEER DRIVER
- WEBSITE REDESIGN
- HIRE AN ASSISTANT
- ADD TOLL FREE NUMBER

# COMMUNITY EDUCATION

## PEOPLE

Places, Profiles, Family News, Features

Opinions/Commentary

Editorials & Letters

PAGES ..... 6-8C

The Missourian  
Wednesday,  
July 22, 2015

C

Concert to Help Loving Hearts ..... 2C  
Fair Queen Candidates ..... 5C

By Karen Cornish,  
Missourian Feature Writer

**G**etting a ride to wherever you need to go is easier across Franklin County these days than MO Rides was launched last year.

A referral service that connects people in need of rides to transportation providers that may be able to help them, MO Rides already has dozens of success stories across its five-county service area, said Donna Tucker DeBage, mobility coordinator.

"A 50-year-old woman called from St. Clair. She needed a ride to Union for an eye doctor appointment. After learning she was on Medicaid, I referred her to Legation. Her Medicaid coverage replaced her transportation. She showed up about 300 miles through the Senior Center to St. Clair," DeBage said. The Alzheimer's.

"A person called from Union to find transportation to the airport for his family. He did make a reservation based on the MO Rides referral," she said. "In each county I serve there have been successes in getting up rides with affordable rates."

At of last week, DeBage had fielded 50 calls from Franklin County residents in need of transportation assistance. "Of those calls, one was for a ride to work, and 49 calls were for medical. I also get requests for rides to social functions, work, education, shopping and food purchases," she said. "Seventeen callers from Franklin County had Alzheimer's, and five were 65 or older."

Anyone call MO Rides for help in finding the best transportation provider for their needs. The service is available in-person for any reason, said DeBage. However, it was developed specifically to help people who are divided as to how to come and senior citizens.

"Anyone can call for help, and there are no restrictions on what they can receive a ride for — the grocery store, medical, Social Security office, job interviews, work ... Our hope is to help get people to work. That's a big part of it," she said. —Karen Cornish

### 'Pairing Up Riders With Affordable Rides'

them to," said DeBage. "The whole purpose of this is to save someone hours and hours of doing the research."

There are also likely hidden benefits, DeBage pointed out. Think, for example, of someone who needs a ride to a doctor's appointment.

"If you have to cancel at the last minute, ... you just end that often quite a bit of money. Plus, you don't know when you can reschedule the appointment," said DeBage.

Not to mention that missing a doctor's appointment could lead to more health complications.

HELLO, CAN YOU HELP ME?  
I NEED A RIDE.

[www.morides.org](http://www.morides.org)



MO RIDES works with EXISTING transportation providers to coordinate affordable rides for people with transportation challenges.

Deana Tucker Dothage  
Mobility Coordinator

636-359-4656

[ddothage@boonslick.org](mailto:ddothage@boonslick.org)



The screenshot shows a web browser window displaying the MORIDES.org website. The browser's address bar shows the URL <http://morides.org/search-counties/>. The website has a dark red background with a central graphic of a red and yellow bus labeled "MO RIDES" on a road. A yellow box on the right asks "Need A Ride?" with a dropdown menu. The navigation menu includes: Home, Need a Ride?, Mobility Matters, Mobility Management, Useful Links, and About Us. The main content area is titled "Need a Ride?" and features a search interface with "View Listings" and "Directory" buttons, a search input field, and a "Search Listings" button. Below the search area is a list of counties with the number of listings in parentheses: Illinois (2) with sub-counties Jersey County (2), Madison County (2), Monroe County (2), and St. Clair County (2); Missouri (114) with sub-counties Adair County (5), Andrew County (3), Atchison County (3), Audrain County (7), Barry County (3), Barton County (3), Bates County (3), Benton County (3), Bollinger County (3), Boone County (10), Buchanan County (5), Butler County (3), Caldwell County (3), Callaway County (8), and Camden County (5). On the right side, there are three sections: "Carpool", "Driving Retirement", and "Mobility Coordinator" (featuring contact information for Deana Tucker Dothage: ddothage@boonslick.org, 636.359.4656). Below these is a "Contact Us" form with fields for Name (First and Last), Email, and a Message box, with a "Submit" button at the bottom.

# TRACKING DATA

- DATA GATHERED BY MOBILITY COORDINATOR DURING PHONE CALL, ENTERED IN AN EXCEL SPREADSHEET FOR GRANT REPORTING
- COMPARE CALLERS NEEDS TO TRANSIT PROVIDERS AND REFER THE CALLER TO THE BEST TRANSIT OPTIONS
- WHEN NECESSARY, CONTACT TRANSPORTATION COMPANIES TO HELP SET UP TRIPS WHEN REGULAR ROUTES DON'T GO TO THE RIDER'S DESTINATION



**Total Calls Received / Documented  
between  
September 2014 and December 31, 2015**

**1,102**

**2016**

Lincoln County	16
Warren County	22
Montgomery County	7
Franklin	24
St. Charles	121
St. Louis	46
All other Counties handled by BRPC	78

**Total calls “entered in database” in 2016 550**



73% of MO RIDES callers got a ride from the referrals.

## Reason for Rides

- Work
- Medical
- Social
- Court and Probation
- Shopping, Grocery
- Food Pantry

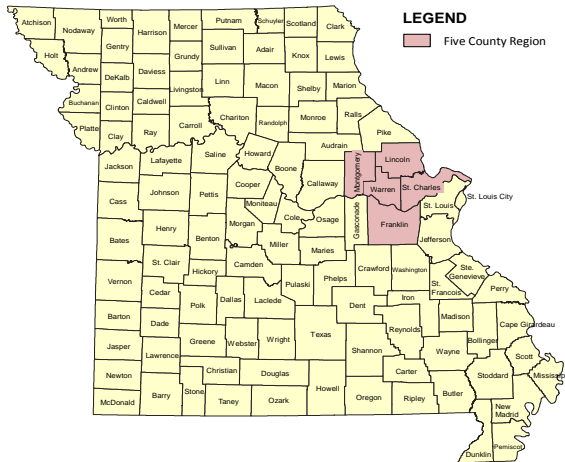


## SUCCESS STORIES

- Dialysis patient needed a ride from Wright City to Troy. Transit provider suggested she change her dialysis to Wentzville and suggested a time that another patient went to same facility. Cost of trip was reduced from \$70 to \$8 round trip.
- Surgery patient needed to go from Montgomery City to St. Charles. Worked with transit provider to stop in New Florence for the pick up, and stop again in St. Charles to return her to New Florence.
- Vision impaired person needed to go from Warrenton to Columbia. Transit provider stopped at the Warrenton Commuter lot to pick rider up.
- Student needed a ride from school to work study program and home afterwards. The school worked with Oats, NE and the work study program's schedules to coordinate 2 rides per day, 4 days a week for this 18 year old student.

# The Mobility Management project was piloted by Boonslick Region Planning Commission.

## Boonslick Region



Boonslick Region Three County Area  
Lincoln, Montgomery, & Warren

The Mobility Management Grant also includes Franklin and St. Charles Counties

Holly Kreienkamp  
Mobility Manager

The Meramec Region Services Eight Counties  
Crawford, Dent, Gasconade, Maries,  
Osage, Phelps, Pulaski & Washington

Meramec Regional Planning Commission

4 Industrial Drive  
St. James, MO 65559

(573)265-2993 Ext. 123


hkreienkamp@meramecregion.org



Meramec Region



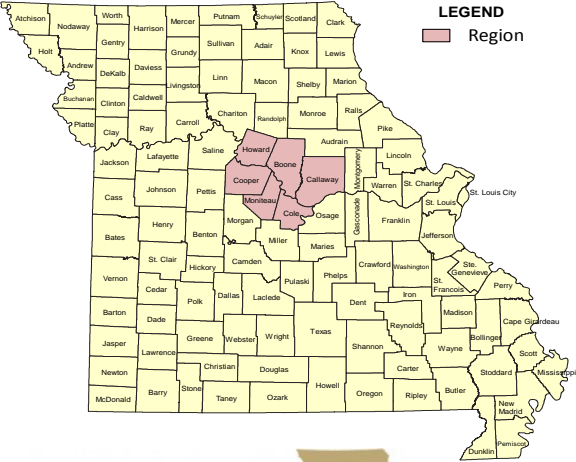
*Anthony Nichols*  
 Mobility Coordinator



*Central Missouri Community Action*

807 N Providence Rd, Columbia, MO 65203  
 (573)443-8706 ext 1085 anthony-nichols@showmeaction.org

Mid-Mo Region



LEGEND  
 Region




Mid-MO Region Six County Area  
 Boone, Callaway, Cole, Cooper,  
 Howard, Moniteau

# 2015 NADO Innovation Award

NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS



# BRPC MISSION STATEMENT



To improve the quality of life in the Boonslick Region through community, economic and workforce development initiatives; conserving and protecting natural resources; protecting the citizens through emergency planning and preparedness activities; promoting efficiency in governmental programs through sound planning practices; and promoting collaborative approaches to regional challenges.

THANK YOU



Deana Tucker Dothage  
Mobility Coordinator  
Boonslick Regional Planning Commission  
111 Steinhagen  
Warrenton, MO 63383

Boonslick Regional Planning Commission