

VHFA Housing Credit 2024 Evaluation Checklist

Project Name			Location		
Sponsor			Non Profit? Y/N		
Total Units			Pre App Mtg Date		
LIHTC Units			Site Visit Date		
Credit Type			Application Received Date		
Credit Amount			LOI Date		
Construction Type			Reservation or Binding Commit		
State Credit Amount			Carryover		
Minimum Set-Aside Election			8609		
	Thresholds	Yes	No	Waiver	Comments
	VHFA LIHTC Application form is complete, including all required attachments (elevations, zoning letter, site control, etc) and payment of required fees.				Fee Paid/Date:
	Project is planned to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.				
	Applicant must agree to perpetual rent & income restrictions, and may provide a right of first refusal to a nonprofit to purchase the property as described in the Allocation Plan.				
	Mixed income development; under 20 unit project: no units required. 20-49 unit project: 5% of units market rate. 50+ unit project: 10% of units market rate.				
	Previous Qualified Contract requests?				Details:
	15% of units in Sponsor's portfolio are occupied by people who were formerly homeless.				
	Projects that dedicate more than 30% of Housing Credit units as Housing with Services demonstrate market need, appropriateness of project design, availability of adequate service capacity, access to necessary rental assistance, and other criteria as specified in the Allocation Plan.				
	Reservations will be based upon the experience and capacity of the project team, including demonstrated commitment to meeting the housing needs of all Vermonters and to partnering with BIPOC-led organizations.				
	Tax Credit Yield & Internal Rate of Return / Financing acknowledgement letters.				Yield: IRR:
	Appraisal submitted and meets VHFA Underwriting Standards.				
	Applicant has established the need & demand (i.e., market feasibility) for the type and cost of housing that is being proposed.				Mkt Stdy Date:
	CNA for lesser rehabilitation projects.				
	Meets the Universal Design Policy and Vermont Access Rules for being adaptable and visitable.				
	Meets the basic occupancy and rent restrictions including VHCB/VHFA Building and Design Standards.				
	Project Cost Information submitted.				
	Builder's Profit / Overhead / General Requirements in the budget complies with Allocation Plan limits.				
	Developer's Fee / Consultant Fees in the budget does not exceed the program limits.				
	If new construction, in market with vacancy less than 5%				
Evaluation Criteria					
<p>Site Designation: Projects that are in a designated Downtown or a Village Center or projects that support Downtowns or Village Centers by virtue of their location (i.e., that are within a reasonable walking distance from these areas) or projects in a Neighborhood Development Area or Growth Center associated with a Downtown or Village Center will receive four checkmarks. Projects that are in a New Town Center or Growth Center not associated with a Downtown or Village Center or that are in a Neighborhood Development Area associated with a New Town Center or Growth Center will receive three checkmarks. A map outlining the Downtown / Village Center / Neighborhood Development Area / Growth Center / New Town Center and the location of the project must be included with the application. Projects located in a Dense Infill Site will receive two checkmarks.</p>					
<p>Project Tenancy: Projects that are for General Occupancy and are of any market-appropriate unit size distribution will receive four checkmarks. Projects that are age-restricted for senior occupancy (and are of any market-appropriate unit size distribution) will receive one, two or three checkmarks, based on the robustness of the service package offered. Service Enriched Housing will receive three checkmarks. Staff will evaluate all other service plans that fall between these two levels and will assign one, two or three checkmarks accordingly.</p>					
<p>Eviction Prevention: Projects can receive two checkmarks when Sponsors demonstrate that the proposed project includes a service plan which includes a Resident Service Coordinator and/or programming that focuses on housing retention that effectively reduces the risk of eviction, and Sponsor demonstrates a history and capacity of providing a range of programming and services that focus on housing retention and preventing homelessness.</p>					
<p>Housing with Services for the Homeless: Any project that provides Housing with Services units for people who are homeless or at risk of homelessness at the proposed project (or within the Sponsor's existing portfolio, that are not already dedicated to be Housing with Services) equal to 25% of the Housing Credit units proposed will receive four checkmarks.</p>					
<p>Deeper Affordability: Projects with deeper affordability than the minimum required credit election can receive a maximum of three checkmarks from this section. Developments that set rent levels below the maximum tax credit rents will be evaluated as follows. Units must be properly identified in the project budget as "affordable to residents at" the specified AMI below and supported by a market study: 1. For projects with the following percentage of units at or below 30% AMI: 20% to 24.99% of Tax Credit Units will receive two checkmarks or 25% or more of Tax Credit Units will receive three checkmarks. 2. For projects with the following percentage of units at or below 50% AMI: 30% to 39.99% of Tax Credit Units will receive two checkmarks or 40% or more of Tax Credit Units will receive three checkmarks.</p>					
<p>Income Diversity: Projects of 20 units and over that have no fewer than 20% of the units in the development unrestricted as to income and rents, or else restricted to households above 60% of the area median gross income, will receive two checkmarks. For developments of under 20 units, two units that are either unrestricted or restricted above 60% will similarly receive two checkmarks.</p>					
<p>Permanent Debt: Projects utilizing amortizing permanent debt in their funding stacks can receive a maximum of two checkmarks. 1. Projects in Chittenden County that use amortizing permanent debt for at least 18% of the total development cost of the project will receive two checkmarks; 2. Projects outside of Chittenden County that use amortizing permanent debt for at least 3.5% of the total development cost of the project will receive two checkmarks; 3. Projects in Chittenden County that use amortizing permanent debt for at least 9% of the total development cost of the project will receive one checkmark; 4. Projects outside of Chittenden County that use amortizing permanent debt for at least 1.75% of the total development cost of the project will receive one checkmark.</p>					
<p>Access to Public Transportation: Projects with Access to Public Transportation can receive a maximum of two checkmarks. Staff will evaluate operation times, routes available, and the distance from routes to the development to assign checkmarks accordingly. 1. Projects located within 0.5 miles of local fixed routes will receive two checkmarks; 2. Projects located within 0.5 miles of a "commuter" or regional/interregional limited transportation will receive one checkmark; 3. Projects served by a "Demand Response" or specialized transportation will receive one checkmark.</p>					
<p>Property Remediation: Projects can receive a maximum of two checkmarks for Property Remediation. Projects can only be eligible for one of the qualifying definitions of Property Remediation under this criterion. 1. Projects that propose the remediation of a building or site as defined will receive two checkmarks; 2. Projects that propose vacant lot infill as defined will receive one checkmark.</p>					
<p>Federally Subsidized and At-Risk: Existing projects that are Federally Subsidized and At-Risk will receive two checkmarks</p>					
<p>Historic Rehabilitation Tax Credit: Projects that utilize the Historic Rehabilitation Tax Credit as described in the Internal Revenue Code Section 47(a)(2) will receive one checkmark.</p>					
<p>Passive House or Net Zero: Projects that will be constructed to and certified as meeting either Passive House Construction standards or Net Zero construction standards will receive one checkmark.</p>					
<p>Highly Ready-To-Proceed: Projects that are Highly Ready-To-Proceed to construction will receive one checkmark.</p>					
<p>Eventual Tenant Ownership: Projects intended for Eventual Tenant Ownership will receive one checkmark</p>					
<p>Underserved Areas: Projects that are in a town that has market need & demand but has been underserved historically in having its affordable housing needs met will receive one checkmark. This type of project could also include those in which the majority of housing would be dedicated to people in industries with a historic lack of safe and decent housing, such as the art, agricultural, and forest product sectors.</p>					
<p>Community Development Experience and Unique Characteristics of Sponsor: Projects sponsored by an entity with a demonstrated history or current proposed project that achieves broad community development outcomes as defined below shall earn up to one checkmark. 1. Redevelopment of historically neglected or complex properties of significant community value; and 2. Reinvestment and recapitalization of the Sponsor's affordable housing portfolio, including a commitment to long-term and perpetual affordability; and 3. Creation of additional affordable housing, and/or increases the affordability of housing within their portfolio using resources generated from the Sponsor's affordable housing portfolio or development activities; and 4. Document a planned approach to continually identify and address racial inequities within the Sponsor's organization, housing portfolio, or broader community investments. Sponsors that are comprised of BIPOC-owned or led development partners, professional service teams, and services providers shall be prioritized for this criterion. Staff will consider an entity's previous opportunities for participation in affordable housing development. For example, entities owned or directed by women, black, indigenous, and people of color without extensive opportunities to participate in community development in Vermont will not be limited from being considered for this checkmark.</p>					

VHFA HOUSING CREDIT EVALUATION CHECKLIST

Action	Date	Comments and Conditions
Pre-Development Meeting		
HC Accessible Playgrounds issue		
Per Unit Cost Issue		
Board Approval		
Zoning Administrator Letter		
Evidence of Site Control		
Elevation Drawings		
Local CEO Letter		
Letter of Intent		
Reservation Certificate/Binding Rate Agreement		
Fair Housing Plan		
Letter from Homeless Service Provider		
Plans & Specs		
Financing Commitments		
10% Cost Certification		
Carryover Allocation		
Capital Needs Assessment		
Final Cost Certification		
8609		