

Development Name:	January 2003
City:	County:

## 2003 DRAFT

### SELF-SCORING EXHIBIT

#### **Instructions**

Calculate applicable scores for your development on this exhibit by individual scoring category. After scoring individual categories, summarize the scores on this page. If a particular category does not apply to the development, enter "0" points.

WHEDA will determine actual point scores after review of information provided by applicant. If two or more applications receive the same score, the application requesting the lowest credit amount (per low-income unit) will be ranked the highest. **Points will not be awarded if the required documentation for a category is not submitted, is insufficient, or is not in an acceptable written form.** Applicants are reminded that if they apply for and receive ranking points, they will be required to enter into agreements with WHEDA to meet those indicated objectives. **Once a development has received a reservation, WHEDA will not permit any changes that affect the scoring of the development.**

All developments must score at least **160** to be eligible for Credit. Points ending in a fraction will be rounded down. WHEDA reserves the right to change this threshold as it deems appropriate.

#### **Scoring Totals:**

Category		Maximum Points	Applicant Score	WHEDA Score
1.	Lower Income Areas	15		
2.	Infill Development	15		
3.	Local Support	27		
4.	Mixed Income Incentive	25		
5.	Serves Large Families	12		
6.	Serves Lowest-Income Residents	45		
7.	Resident Populations with Special Needs	12		
8.	Small Developments	24		
9.	Rehabilitation	45		
10.	Services	15		
11.	Market Appeal	18		
12.	Accessible Design	20		
13.	Proforma Benchmarks	45		
14.	Financial Participation	40		
15.	Ownership Characteristics	6		
16.	Development Team	60	NA	
17.	Extends Minimum Duration of Low-Income Use	6		
18.	Readiness to Proceed	20		
<b>Total</b>		<b>450</b>		

**Scoring Category 1: Lower Income Areas**

Developments located in a qualified census tract the development of which contributes to a concerted community revitalization plan. Attach a copy of the plan.

<b>Maximum 15 points</b>	<b>Total Points:</b>
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**Scoring Category 2: Infill Development**

Developments that maximize land use efficiency through *new construction* within established urban service areas. In most cases, this is new development built on land that was platted and subdivided prior to 1972. Please provide corroborating information with this application. (i.e.: site map, land use plan, dated plat map, certified survey map, letter from local municipality or aerial photographs).

<b>Maximum 15 points</b>	<b>Total Points:</b>
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**Scoring Category 3: Local Support**

Type	Possible Points	Check Box(es)
<b>Municipal Support</b> – Support is indicated and certified on Local Official Notification form. <b>Support = 15 points</b> <b>No position or opposed = 0</b>	15	
<b>Community Support</b> – 2 points for each letter of support from non-elected municipal officials, other elected public officials, neighborhood groups, or housing authorities. The letter(s) must not be neutral. They must clearly demonstrate favorable support. The letter(s) must be attached to the application or received by WHEDA no later than the application deadline date. <b>Maximum of 6 points.</b>	6	
<b>Indirect Financial Support</b> – evidence of government-funded offsite improvements that benefit the development.	6	

<b>Maximum 27 points</b>	<b>Total Points</b>
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**Scoring Category 4: Mixed Income Incentive**

Percentage of Market Rate Units in Development. Score 1.25 (one & one-quarter) points for every percentage point of market rate units in the development as a whole, up to 25 points.

**Divide the Number of Market-Rate Units by the Total Number of Development Units**

Number of Market-Rate Units	=		
Total Units	=		= %
Multiplied by 1.25	=	1.25	= Points

<b>Maximum 25 points</b>	<b>Total Points:</b>
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**Scoring Category 5: Serves Large Families (Three-bedroom or larger units)**

Divide the Number of 3-Bedroom (or larger) Low-Income Units by Total Number of Low-Income Units

Three- Bedroom (or Larger) Low-Income units	=		
Total Low-Income Units	=		= %

Percentage	Points	Check One
10-15%	6	
16-20%	8	
21-25%	10	
26-35%	12	
36-40%	10	
41-45%	8	
46-50%	6	

**Note: the market study must support the need for three-bedroom units.**

<b>Maximum 12 points</b>	<b>Total Points:</b>
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**Scoring Category 6: Serves Lowest-Income Residents**

Points will be awarded to developments with a minimum percentage of units reserved for households with incomes of 50% or less of the county median income and having gross rents based upon 50% or less of county median income. Additional points will be awarded for providing units in 2 or more of the low-CMI categories. Circle the point(s) corresponding to the appropriate unit and median income percentages. The application must reflect the unit set-aside choices. The market study (or Market Analysis Summary for developments of 24 units or less) must also address and show there is a sufficient market for the target population. Elections made in this category will be incorporated into the Land Use Restriction Agreement and will be binding for the length of the agreement.

Developments electing points in both this category and Category 4 may be subject to a reduction in Credit by the equity gap calculation. In order to encourage and assist developments in providing these lower rents, developments receiving points in this category may receive credit to the amount calculated by the qualified basis but no more than is necessary to make the development financially feasible.

NOTE: Points will not be awarded in this category for units under project-based or dedicated contract rent subsidies (e.g. Section 8, HAP, RAP, etc.). Such subsidized developments earn additional points in Category 14, Financial Participation. Points are also not awarded for units with resident-based subsidies (e.g. Section 8 vouchers or certificates).

**Percent of Median Income on Which Gross Rent is Based**

Calculate appropriate percentages and points:

Set-aside Percentage of CMI	Number of Units	Percentage of Total, Must Exceed 5%	Multiplied by Factor	Total Points
50%			1	
40%			1.25	
30% or Lower			1.5	
<b>Subtotal (rounded down)</b>				
<b>Total points (not to exceed 45 points)</b>				

<b>Maximum 45 points</b>	<b>Total Points:</b>
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**Scoring Category 7: Resident Populations with Special Needs**

Points will be awarded to developments providing units intended for occupancy by one or more of the following population groups. The Market Study (or Market Analysis Summary for developments of 24 units or less) must support a sufficient market for the target population.

**A) Percentage of Special Needs units – up to 9 points**

<b>Special Needs Units</b>	
1. Number of Units for Persons with physical disabilities*	
2. Number of Units for Homeless individuals or homeless families **	
3. Total Special Needs Units (1 + 2) =	
4. Total Development Units =	
% Serving Special Needs Residents (3 ÷ 4) =	

\*Points are not awarded for design alone. Units must be intended for occupancy by persons with physical disabilities. Describe your architectural features and marketing plan.

\*\*Points are not awarded for space alone, which does not count as a service. Support services must be optional and documentation must be provided, i.e. a Service Plan.

<b>Percentage</b>	<b>Points</b>	<b>Check One</b>
80-100%	9	
70-79%	8	
60-69%	7	
50-59%	6	
40-49%	5	
30-39%	4	
20-29%	3	

**B) Experience of Provider – 3 points**

Provide documentation indicating the number of years and type of experience in the type of housing and/or service delivery proposed:

Experience of Provider - Self Scoring points (3 points)	<b>3</b>
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<b>Maximum 12 points</b>	<b>Total Points:</b>
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**Scoring Category 8: Small Developments**

24 points will be awarded to developments with 24 or fewer units.

<b>Maximum 24 points</b>	<b>Total Points:</b>
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**Scoring Category 9: Rehabilitation**

Points will be awarded for the amount of rehabilitation hard cost per unit (categories B, C, and D in application.)

Check	Existing Multifamily	Adaptive Reuse	
	\$12,000-\$13,500	\$60,000-\$65,000	18
	\$13,501-\$15,000	\$65,001-\$70,000	21
	\$15,001-\$16,500	\$70,001-\$75,000	24
	\$16,501-\$18,000	Over \$75,000	27
	\$18,001-\$19,500	----	30
	\$19,501-\$21,000	----	33
	\$21,001-\$22,500	----	36
	\$22,501-\$24,000	----	39
	\$24,001-\$25,500	----	42
	Over \$25,500	----	45

<b>Maximum 45 points</b>	<b>Total Points:</b>
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**Scoring Category 10: Services**

WHEDA will award points to developments offering services that will benefit the residents and promote project viability for the long run.

The applicant must submit adequate supporting documentation for each service to be provided. Examples include:

- Contract or letter of intent for the service by third party vendor.
- Funds in operating/capital budget for delivery of the service (e.g. staff or dedicated vehicle).
- Other information, developer track record, infrastructure etc. (e.g. inclusion of beauty salon constitutes evidence of beauty/barber services).

Note: A service provided by a third party that is available to the public at large will not be awarded points in this category (example - Meals on Wheels, County-operated vans, etc.)

**2 points for each service checked below (with noted exceptions):**

Check Applicable boxes below	Service
	Meal Services (Excluding Meals on Wheels)
	Laundry Services
	Beauty/Barber Services
	Public bus transportation on-site or at boundary = <b>5 points</b>
	24 Hour on-site manager
	Housekeeping Services
	Wellness monitoring/clinic
	Banking/Financial Services
	Development-Provided Scheduled Transportation or Dedicated Vehicle = <b>5 points</b>
	Emergency call system
	Exercise/Stretching Class
	Other* (List)

**\*WHEDA will determine reasonableness of 'other' service listed**

	<b>Maximum allowable 15 points</b>	<b>Total Points:</b>
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**Scoring Category 11: Market Appeal**

WHEDA will award points to developments offering amenities that enhance market appeal and promote project viability for the long run. The amenity must be included in 50% or more of the total development units.

**2 points for each amenity checked below:**

Check Applicable boxes below	Amenity
	Separate exterior entries (family developments)
	Community space
	Non-Community Balconies / patios
	Washer/dryer connection in units (in addition to central laundry)
	Playground/Recreation area
	Both Dishwasher and Garbage Disposal
	Garage (at least 1 space per 2 units)
	High-speed internet access in units.
	Other* (List):
	Other* (List):

**WHEDA will determine reasonableness of 'other' amenity listed**

	<b>Maximum allowable 18 points</b>	<b>Total Points:</b>
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**Scoring Category 12: Accessible Design**

Developments offering architectural features that increase accessibility will broaden the market for many units. All items must be specified and certified by an architect and attached to application.

<b>Circle all that apply</b>	<b>Common Area Item</b>
3	<b>Handrails on both sides of common area hallways</b>
2	<b>Low profile thresholds</b> - 1/4" max vertical height or 1/2" max beveled at 1:2 are required between ALL interior common areas & in all dwelling unit openings when floor transition height differs.
3	<b>Automatic door openers at the main entry</b>

<b>Common Areas minimum % of Units (Circle all that apply)</b>	<b>Common Areas/Units – To receive points, features must be incorporated in common areas (if present) &amp; a minimum 15% of total development units</b>
3	<b>5 foot turning diameter in kitchen and bathroom</b> - Space shall permit knee/toe clearance per ANSI Chapter 3. Space required to make 180-degree turn is clear space. Floor space below countertop/vanity is initially constructed to self-support & base cabinet is easily removable.
3	<b>Switches for garbage disposal, fans, and receptacles mounted on the front of cabinets or on an end wall</b>
3	<b>Adjustable height countertops and cabinets</b>
3	<b>Roll in showers</b> – Shower compartment at minimum 36" X 60" with no raised curb over 1/2" & have at minimum a clear floor space in front of 36" X 48".
1	<b>Front Control Self-cleaning ovens</b>
2	<b>Closets with adjustable rods and shelving</b> – Rods/shelves a max of 54" above finished floor for side approach. Where distance from wheelchair to rod/shelf exceeds 10" the height shall be 48", depth not to exceed 21". Clear floor space at least 30" X 48" to allow either forward or parallel approach by wheelchair.

<b>Common Areas minimum % of Units (Circle all that apply)</b>	<b>Common Areas/Units – To receive points, features must be incorporated in common areas (if present) &amp; a minimum 25% of total development units</b>
3	<b>Lever handles within unit and public area doors</b>
3	<b>Townhouse units – if on an accessible level toilet/bathing facilities must be accessible</b>
3	<b>Blocking of interior wall spaces to accommodate the installation of grab bars, however, in non-elderly buildings, grab bars need not be installed initially</b>
3	<b>Exterior Doors with delayed action closers</b>
3	<b>Refrigerators with bottom freezers</b>
2	<b>30-inch minimum clear open knee space below sinks with either removable or stowaway doors on front</b>
3	<b>Front loading washers and dryers</b>
2	<b>Front control ranges</b>
2	<b>Low pile carpeting</b> - elderly housing - type 3, class 1, moderate wear in unit; type 3, class 2 heavy wear in public spaces. Family housing - type 1, class 1 or 2A in unit; type 3, class 2 public spaces.
2	<b>Medicine cabinet and/or tilt mirror accessible</b>
2	<b>Bath/Shower with offset controls</b>
1	<b>Sink in kitchen with offset drain and removable cabinet front</b>
1	<b>Sinks in bathroom and kitchen with single lever faucets</b>
1	<b>Anti-scald devices on water supply fixtures</b>
1	<b>Bathtub permanently lined with non-skid surface or pattern</b> covering 75% of the tub or shower stall floor
2	<b>Windows and window locks accessible</b> – Windows requiring under 5 lbs. Of pressure to operate. Handles, pulls, etc. shall have shape easy to grasp with 1 hand & don't require tight grasping, pinching or twisting of wrist. Locks/latches mounted no more than 48" above finished door.

<b>Other (List)</b>	<b>Points to be determined by WHEDA</b>

<b>Total of Circled Items</b>	<b>Circle Score – Maximum 20 total points</b>
38 and Over	20
30-37	16
22-29	12
14-21	8
6-13	4

<b>Total of Circled Items:</b>	<b>Maximum 20 points</b>	<b>Total Points:</b>
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**Scoring Category 13: Proforma Benchmarks**

**a. Expense Per Unit Per Month (PUPM)**

Check Box	Elderly Expense PUPM	Family Expense PUPM	Points
	\$167-\$187	\$193-\$213	4
	\$188-\$207	\$214-\$233	7
	\$208 or greater	\$234 or greater	13

PUPM expense is equal to total projected expenses, including replacement reserves and utilities paid by residents, less real estate taxes.

**b. Debt Coverage Ratio-Primary Debt**

Debt Coverage Ratio (DCR) for Primary Debt		
Check box	DCR	Points
	1.17 - 1.18	5
	1.19 – 1.20	10
	1.21 and above	15

Debt Coverage Ratio (DCR) is defined as Net Operating Income divided by annual debt service. Note: for 2003 applications, WHEDA calculates DCR for all projects using an 8.0% interest rate – the actual interest rate may be used only if primary debt is tax-exempt or a form of federal financing. Applicants should assume a vacancy rate of 5.5% for developments of 25 or more units, and 7.0% for developments of 24 or fewer units.

**c. Debt Coverage Ratio-Including Secondary/Subordinate Debt**

Debt Coverage Ratio (DCR) including Secondary/Subordinate Debt		
Check Box	DCR	Points
	1.07 and above	5

This Debt Coverage Ratio (DCR) is defined as Net Operating Income divided by total annual debt service. Total annual debt service equals the debt service as calculated in Section b. above **plus** any debt service due on subordinate debt, even if debt service is deferred for three years. Include HOME loans. Do not include deferred developer notes, or loans requiring no debt service payment. Calculate even if there is no secondary debt.

**d. Operating & Rent-Up Reserve**

Check Box	Reserve Amount	Points
	Calculated to cover 4-6 mos. or more of operating expenses plus debt service	5
	Calculated to cover 6 mos. or more of operating expenses plus debt service	10

Note: Use proforma operating expenses including real estate taxes and replacement reserve deposit. Use debt service as calculated in Section b. above.

**e. Deferred Fee Ratio**

**Divide proposed Deferred Developers Fee by the Estimated First Year Cash Flow.**

Proposed Deferred Developers Fee		
=		
Estimated First Year Cash Flow		=
=		

Deferred Fee Ratio		
Check Box	Deferred Ratio	Points
	0 to 5.00	5

Maximum 45 points	Total Points:
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**Scoring Category 14: Financial Participation**

If the development is to receive financing or rental subsidy support from governmental entities or foundations, check the percent of development costs or percent of development units and multiply that value by 0.40 to determine the appropriate number of points. To receive points in this category, written conditional commitments must be submitted to document any points claimed. One or more of the following sources qualify: federal, state, county or city governments; public housing authorities; Wisconsin Department of Administration's Division of Housing and Intergovernmental Relations, tax-exempt bonding authorities; federal and/or state historic credit; and public or private foundations. If receiving historic credit, submit written evidence that it has been applied for.

<b>Percentage of development costs supported with special financing or subsidies</b>	_____ %
Multiply % times 0.40, rounding down, to determine points: _____ % X 0.40 = _____ points	

<b>Percentage of development units with project-based/dedicated rent subsidies</b>	_____ %
Multiply % times 0.40, rounding down, to determine points: _____ % X 0.40 = _____ points	

<b>Maximum 40 points</b>	<b>Total Points:</b>
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**Scoring Category 15: Ownership Characteristics**

Check applicable box(es). If any boxes are checked, supporting documentation must be attached in order to receive points.

<b>Check box(es)</b>	<b>Item</b>
	Developments that are at least 51 percent owned and at least 51 percent controlled by minority group members or tribal government. (Minority "control" means a development is owned by an entity in which a minority group member has and exercises authority to independently control the entity). Please name the minority or nation: _____ <b>(6 POINTS)</b>
	The Owner is a local tax-exempt organization (including local governments and public housing authorities) with previous experience in the development and/or operation of housing similar to that proposed in the application. <b>(6 POINTS)</b>
	The development is intended for eventual resident ownership <b>(6 POINTS)</b>

<b>Maximum 6 points</b>	<b>Total Points:</b>
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**Scoring Category 16: Development Team**

Member	Possible Points
<b>Developer Quality.</b> Factors include the following: <ul style="list-style-type: none"> <li>- number of years multifamily development experience</li> <li>- number of years experience with Section 42 multifamily development</li> <li>- number of Section 42 and multifamily units successfully developed</li> <li>- quality of previous Section 42 and multifamily developments (building quality and occupancy history)</li> <li>- developer's experience with the specific market</li> <li>- development partners, including general contractor</li> </ul>	<b>33</b>
<b>Management Agent Quality.</b> Factors include the following: <ul style="list-style-type: none"> <li>- number of years experience with tax credit compliance</li> <li>- compliance history</li> <li>- vacancy history in Section 42 and multifamily portfolio</li> <li>- maintenance quality and history of Section 42 and multifamily portfolio</li> <li>- staffing capacity</li> </ul>	<b>27</b>

<b>Maximum 60 points</b>	<b>Total Points (To be calculated by WHEDA)</b>
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**Scoring Category 17: Extends Minimum Duration of Low-Income Use**

Development owner agrees to extend low-income use beyond the 15 years mandated by the IRS. Owners will be required to enter into land-use restriction agreements for a total of 30 years. WHEDA recommends that the applicant consider the overall financial effect to the development when self-scoring in this category.

<b>Maximum 6 points</b>	<b>Total Points:</b>
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**Scoring Category 18: Readiness to Proceed**

	Possible Points	Points
<b>Part 1. Zoning Status:</b> Permissive zoning in place, including any conditional use permit or other acceptable zoning. (Final plan approval not required)	15	
<b>Part 2. Financing</b> Firm Commitments for subordinate financing necessary to make the project feasible. <i>(Points are awarded for Part 2 ONLY if applicant received Part 1 points)</i>	5	

**NOTE:** Developments scoring in this category are assumed to be ready to proceed. Unless WHEDA receives the required Additional Documentation within 90 days of initial scoring publication, these points will not be included in the development's score. *This lower score may result in failure to receive a credit allocation.*

<b>Maximum 20 points</b>	<b>Total Points:</b>
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