



2019 ALABAMA HOUSING FINANCE AUTHORITY MULTIFAMILY FUNDING APPLICATION PACKAGE INSTRUCTIONS

The 2019 Multifamily Funding Application is designed to be “universal” in nature, encompassing the HOME, Housing Credit, and Multifamily Revenue Bond programs Alabama Housing Finance Authority (AHFA) administers. The process for submitting an Application Package is outlined herein. Additional instructions are also included on the AHFA provided forms. **Bold** type denotes that AHFA provides the form or form letter. The instructions and explanations provided herein are not intended to usurp, conflict, or supplant the 2019 Housing Credit Qualified Allocation Plan (QAP) or HOME Action Plan (Plans) as written. Please refer to the 2019 Application Package Instructions, Overviews of the 2019 Underwriting Standards, Market Study Requirements, Environmental Policy Requirements, AHFA’s Authority Online User Registration, AHFA provided forms, Application Package Checklist, and the Plan(s), including Addendums which enumerate each program’s respective requirements as well as how AHFA allocates funds under each program available at the following link:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

The following forms which are provided in the Application Package, must contain original legible signatures: Statement of Application and Certification, Responsible Owner Signature Authorization, Financial Statements, Credit Authorization and Architect Certifications. All other forms require legible signatures and may be submitted as an original or a copy. Please use blue ink so there is no question as to whether the signature is an original. All other required forms and/or signatures must be submitted on the respective organizations letterhead and signed by the applicable authorized official. All forms and documents in the Application Package must be dated within six (6) months of the Application Package date unless otherwise specified. Submit all required forms and documents with the appropriate Index Pages on **Blue** paper, and a Digital Copy (including Third- Party Reports) indexed by the applicable *AHFA Multifamily Application Index of Required Documents*. (Provide digital instrument via USB flash drive or as otherwise instructed by AHFA). **The Application Package (unless otherwise specified) must be two (2) hole punched at the top of each page, and submitted in Smead® Pressboard Fastener Folder With SafeSHIELD® Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Item # 935783.**

Do not submit your Application Package in a binder or spiral binding, except as indicated in the instructions provided for the **environmental, market study, and capital needs assessment** reports. (The Environmental, market study, and capital needs assessment are required to be bound in a three-ring binder with tabs as required) Do not use staples, paper clips, etc. Do not provide paper larger than 8 1/2 x 11 unless otherwise required by AHFA (**Example: survey must be standard paper format 24" x 36"**).

If submitting an Application Package for **new construction**, you must select a Project name that has not been used for a Project funded by AHFA in the past. Refer to the AHFA provided list of Project names found at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

AHFA DMS (DMS) AUTHORITY ONLINE APPLICATION REGISTRATION (*New Responsible Owners are encouraged to complete registration in DMS by January 14, 2019*)

Returning users should **NOT** register in DMS for the 2019 cycle. Registration to log into the DMS is only required once. Returning users will log into DMS using existing credentials and the organization code assigned previously. Changes to existing user contact information (i.e., address, phone, email, contact personnel, titles, etc.) should be edited once logged into the DMS. Contact Chris Hert at ahfa.mf.dms@ahfa.com if you are unable to access DMS using your existing credentials and/or the organization code assigned to you previously.

New users should begin the registration process using the following link:

<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

All items in the registration request must be completed. Once approved by AHFA, newly registered users will receive a unique organization code which will always be used as the unique organizational identifier. Users must provide their organization code to a Responsible Owner in order to affiliate the registrant with a particular Application Package.

AHFA recommends the Application Packages be initiated by an Responsible Owner of the proposed Project. However, a Responsible Owner may authorize a third-party (employee, consultant, etc.), to complete the Application Package on their behalf. Both options are listed below:

1. Responsible Owner Completing Online Application: The Responsible Owner entity will affiliate members of the ownership structure, development team, construction team, and management team using the organization codes provided

to each of those users. The Responsible Owner will then continue with completion of the Project details requested in the Application Package.

2. Third-Party (non-owner) Completing Online Application: The Responsible Owner entity will affiliate a third-party to complete the Application Package using the organization code assigned to the third-party. The Responsible Owner will authorize the third-party's role and grant them Online Application editor rights which will allow the third-party to complete the Application Package on behalf of the Ownership Entity.

APPLICATION PACKAGE SUBMISSION

The AHFA DMS Authority Online Application and Application Package forms must be received during AHFA's annual Competitive Application Cycle during normal business hours and within the following specified timeframe posted at:

<http://www.ahfa.com/multifamily/multifamily-notice>

AHFA anticipates it will notify the Responsible Owner in writing of their approval/denial status in June. However, this date is subject to change based on among other things, the number of Application Packages received, and time required to thoroughly review all Application Packages.

All non-competitive applications (i.e., Multifamily Housing Revenue Bond Financing) may complete the full Application Package based on the applicable requirements at any time during the year on a first come, first served basis, subject to funding availability and specified AHFA eligibility and Application Package requirements. Generally, AHFA will notify Responsible Owners of Multifamily Housing Revenue Bond of the status of their Application Package at thirty (30) day intervals.

Please use the 2019 AHFA Multifamily Funding Application Profile and Completeness Checklist as a guide when assembling your Application Package. The Application Package checklist along with additional requirements and supporting documentation are available on AHFA's website at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

Documents Required Prior to the Submission of the Application Package

Application Package Log - Complete and submit the Excel version of the Application Package Log for each application to the following email address: ahfa.mf.application@AHFA.COM

within the following specified timeframe posted at:

<http://www.ahfa.com/multifamily/multifamily-notices>

Deviation Request Form - Any deviation requests from the AHFA Design Quality Standards and Construction Manual must be submitted for AHFA's approval at least thirty (30) days prior to the Application Package submission date. The Deviation Request Form and any supporting documentation should be submitted to ahfa.mf.general@ahfa.com.

The majority of the AHFA provided 2019 Application Package forms include self-contained instructions, so the following sections include some, but not all, AHFA forms and third-party documentation requirements, not in sequential order:

1. 2019 Multifamily Application Profile and Completeness Checklist

2. Application Fee – In order to submit an Application Package for multifamily funding with AHFA, *a non-refundable fee*, business check or certified funds (cash or personal checks will not be accepted) must accompany the required Application Package and third-party reports. If any application fee(s) is returned due to insufficient funds, the Application Package will terminate. Regardless of the funding decision, all application fees are non-refundable.
 - a. \$10,000 for an Application Package with up to eight (8) Responsible Owners applying on a single application that have **less than** three (3) Placed-in-Service Projects funded with Housing Credits and/or HOME funds awarded by AHFA.
 - b. \$7,500 for an Application Package with up to eight (8) Responsible Owners applying on a single application whereas each owner has three (3) **or more** Placed-in-Service Projects funded with Housing Credits and/or HOME fund awarded by AHFA.
 - c. \$2,000 for an Application Package for a proposed Community Housing Development Organization (CHDO) applying for HOME regardless of the number of Placed-in-Service Projects awarded by AHFA.
 - d. Additional Application Fee (Ownership Structure Fee) -An additional application fee will be due at the time of the application submission for Application Package(s) that have ownership structures exceeding eight (8) individuals and /or entities. The amount of the fee will be \$1,000 to be charged for each owner (individual/entity) exceeding eight (8). This fee does not apply to the investor limited partner.

- e. Copies of Application Fee Check(s) - Include three (3) copies of the application fee check(s). All copies of checks should notate the Project name, number and applicable fee type.

Multifamily Housing Revenue Bond Application Packages - A \$7,500 non-refundable fee must accompany the complete Application Package submitted for consideration for a Declaration of Official Intent.

In addition to the non-refundable applications fee(s), AHFA may in its sole discretion require the Responsible Owner to provide additional funds in amounts sufficient to cover all third-party costs that AHFA reasonably anticipates to pay, or reimburse AHFA for any third-party costs incurred during the Application Package review and analysis process. Third-Party fees include without limitation, legal fees, architect and engineers' fees, consultant (construction, environmental or otherwise) fees, and any other third-party report (construction, environmental or otherwise) fees, etc. related to the review of any third-party report(s) submitted by the Responsible Owner.

These amounts must be paid by the Responsible Owner within five (5) business days of the invoice date. Any unused portion of the additional funds deposits collected will be returned to the Responsible Owner without interest, once all of the third-party invoices have been submitted and refund amount is determined.

3. Project Self-Scoring Form - Responsible Owner must provide the completed Project Self- Scoring Form in a separate sealed envelope. The envelope should be labeled with the Project name and "**Attention: Internal Audit: Self Scoring.**" **Do not include this form with the digital copy of the Application Package.**

4a. Chief Executive Officer Information Form

4b. Federal Express or United Parcel Service prepaid shipping label addressed to the Chief Executive Officer (CEO). Provide a prepaid Federal Express or United Parcel Service envelope addressed to the CEO.

5. **AHFA DMS Authority Online Application (Online Application)** - To complete the Online Application, Google Chrome is the preferred internet browser. The following link will provide additional Online Application instruction:

<https://multifamily.ahfa.com/AuthorityOnline/default.aspx>

- Enter required information: When entering information into the Online Application, please be aware that spell check is not a function of the Online Application; therefore, review for spelling accuracy. Information input will be lost if each tab (Item) is not saved immediately after input.

- How to Print the Online Application: Do not use Internet Explorer as a browser when printing the Online Application, Google Chrome is the preferred internet browser. **All Online Application specific** tabs (items) must be printed individually. Specific tabs (items) consolidate the data and must be opened and printed separately. (i.e. *Site information, Buildings, and Unit Summary tabs (items)*). The Pro Forma tab (item) exceeds the screen width and must be printed on multiple pages. Please keep a printed paper copy of each tab (item) for your records and submit the printed version of the Online Application to AHFA.
 - Validation and Submission: After completing all of the required Online Application fields, select the Validation and Submission tab. To submit the Online Application, select *Application Submitted* from the dropdown and then select *"Submit."*
6. **Statement of Application and Certification** - The Responsible Owner must carefully read, execute and have notarized all AHFA required certifications to indicate that they accept all terms, conditions and requirements of the Housing Credit Qualified Allocation Plan, the HOME Action plan, the AHFA Multifamily Bond Policy, the Design Quality Standards and Construction Manual and Application Package instructions, as applicable. The Responsible Owner must certify that all information stated in the Application Package will become a part of the HOME Written Agreement and/or Housing Credit Reservation in the event the Project is awarded program funds. The Responsible Owner also understands that the Application Package and other materials submitted become the property of AHFA and will not be returned. **Original signatures required for this form.**
 - 8b. Signature Authorization Instrument Excerpt(s) - Responsible Owner must provide a certified copy of the applicable pages of the respective board resolution, bylaw, or legal formation instrument, which authorizes a person in the position of the signatory, or the signatory, to bind the entity with their signature.
 9. Dated and Executed Organizational Documents - Executed organization formation documents must be provided for the Ownership Entity listed in the AHFA Multifamily Funding Application Package. (A certificate of formation does not satisfy this requirement.)
 10. Non-Profit IRS Forms - If the Ownership Entity is a non-profit, the Responsible Owner must provide a copy of the 501(c) (3), 501(c) (4) or 501(A) tax exemption status from the IRS. To qualify for the non-profit set-aside, one of the exempt purposes of such organization must include fostering of low-income housing, as evidenced in its tax exemption from the IRS, charter, articles of incorporation, resolutions, or by-laws. The Non-Profit must materially participate and have an

ownership interest in the development and operation of the Project throughout the compliance period. As required by IRC 469(h), “a [non-profit] shall be treated as materially participating in an activity only if the [non-profit] is involved in the operation of the activity on a basis which is regular, continuous and substantial.”

11. Non-Profit Legal Opinion Letter - In order to be eligible for Housing Credits from the non-profit set-aside, a counsel’s opinion that the non-profit is a qualified non-profit organization must be submitted with the Application Package. A format for Counsel’s Opinion of Non-Profit Qualification is available on AHFA’s website at:
<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>
12. **AHFA 2019 CHDO Certification (for Responsible Owners applying for HOME funds)** - Provide a copy of the current CHDO Certification letter issued by AHFA to qualifying organizations which may be considered for funding under the fifteen percent (15%) set-aside for Community Housing Development Organizations.
- 23a. Evidence of Site Control -
The Responsible Owner must have site control as evidenced by a sales contract, warranty deed, purchase option or long-term leasehold (**HOME Projects must have site control as evidenced by a purchase option**). Because of regulations that impact the varying lengths of the approval process for each property and the significant risks to the Responsible Owner for failing to do so, AHFA requires that the Responsible Owner (i.) secure, at a minimum, a six-month purchase option with an option to renew for an additional six months (ii.) if applicable, if the proposed site contains restrictions and/or any form of approval rights or review requirements from another entity, such as a home owners association, evidence of all approval(s) must be submitted with the applicable form of site control in the Application Package and (iii.) if applicable, obtain seller’s written agreement that the seller shall not under any circumstances commence (or allow any other party to commence) any choice-limiting activity or other mitigation work at the Project without the written permission of AHFA. Choice-limiting activities include, but are not limited to, acquiring, rehabilitating, converting, ground disturbance, or construction.
- 23b. Assumption Agreement/Commitment to Approve Transfer (ACQ/Rehab) - If there is a proposed transfer of ownership; provide an assumption agreement, commitment to approve transfer from the financing entity, and/or other similar approvals which support the Application Package as provided by USDA Rural Development.

- 23c. Project Acquisition Qualification (10-Year Rule Legal Opinion (ACQ/Rehab) - If the Responsible Owner seeks acquisition Housing Credits, provide an independent tax counsel opinion on the proposed acquisition meeting the requirements of IRS Section 42 and qualifying for the housing credits. Projects eligible for acquisition Housing Credits must meet the requirements of the "10-Year Rule." For the acquisition of an existing building to qualify for Housing Credits, there must be a period of at least 10 years between the date the building is being purchased and the later of the date the building was last placed in service or the date of the most recent non-qualified substantial improvements. There are certain exceptions to the 10-year requirements (See IRS Section 42(d)(6)). A format for Opinion of Project Acquisition Qualification is available on AHFA's website at:
<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>
25. Legal Description - Provide the exact legal description of the property. Do not include survey or title insurance information with the legal description. If the Project does not encompass the entire land, only provide the legal description for the portion of land that will be developed. In addition, if the proposed property has previously received funds from AHFA and the legal description has been revised with respect to the current Application Package, provide both legal descriptions along with an explanation regarding the change(s).
26. Title Insurance Commitment - The Responsible Owner must submit a copy of a title insurance commitment indicating that a title search has been made within six months of the Application Package submission. The title insurance commitment need only be an **owner's title commitment in the amount of the purchase price or value (whichever is higher) of the property**. A letter from an attorney stating clear title will not be accepted as a title insurance commitment. Any covenants, conditions or restrictions (deed restrictions) that affect the use and title to the property (other than the standard exceptions) should be included with the title commitment as backup documentation.
27. Schematic Site Plan - The Schematic Site Plan is a scaled drawing indicating the geographical boundaries of the property with the outlines of the (proposed) buildings, parking areas, driveways, walks, etc. clearly marked on the drawing. The plan should include a description of anything to the north, south, east and west of the site. If developing the first phase of a multiple phase development; only provide the schematic for the current application phase. The Schematic Site plan should NOT be submitted on anything larger than an **8 1/2" x 11"** sheet of paper. For Housing Credit sites only, the Schematic Site Plan must indicate any flood plain area(s). Housing Credit and Multi-Family Housing Revenue Bond

sites may not contain wetland area(s). HOME sites may not contain wetland area(s) or be located in a flood plain.

28. USGS Topography Map - Provide a topography map of the proposed site with the **site boundaries clearly marked** on the map. The map must be a 7.5 Topographic Quadrangle map with name of the Quad sheet and 7.5 listed. The topography of the site must be visible. **The topography map should NOT be submitted on anything larger than an 8 1/2" x 11" sheet of paper.**
- 29a. Zoning Letter - Provide a letter from the appropriate government authority stating the property's zoning classification and that it is properly zoned for the proposed Project. Include any related or referenced attachments.
- 29b. **Responsible Owner Zoning Certification** - The Responsible Owner must complete this form to indicate that the Project is consistent with the zoning ordinance that is in effect at the time of Application Package and to certify that they have reviewed the zoning ordinance applicable to the proposed Project.
- 30d. Location Map with Site and Services - Provide a detailed city location map (with site boundaries clearly marked) containing street names indicating the site and services.
- 30e. Color Photos of Site - Provide clear and identifiable color photos of the site, properties adjacent to the site, neighborhood services, existing structures, site sign, specific site markings, any above ground storage tanks storing 100 gallons or more of explosive or flammable liquids within 1 mile of the site, and any structure on or adjacent to the proposed Project over 50 years old.
- 30f. Color Photos of Services - Provide clear and identifiable color photos of services listed on both the positive and negative service forms.
- 31a. Certified Survey - Must adhere to AHFA's Survey Requirements. The survey must include the Surveyor's Certification language reading exactly as the form states. **(Example: survey must be standard paper format 24"x 36")**. The 2019 Application Survey Requirements are available on AHFA's website at the following link:
<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>
32. Utility Letters (electricity, gas, water, sewage, and telephone) - utility letters must be dated within six (6) months of the Application Package date and submitted on the respective utility company's letterhead. The sewage letter must state that there is **capacity to serve the proposed number of units for this Project**. The

letters must be signed by an authorized official of the designated utility company. Existing properties must provide a letter from the utility company stating they are currently serving the property, or the Responsible Owner may provide utility invoices as evidence of service.

33. Utility Allowance Documentation - The Responsible Owner must provide utility allowance documentation from the utility provider, the local Public Housing Authority, HUD utility schedule model, or the Energy Consumption Model. Public Housing Authority utility allowance is not permitted for HOME Projects.
35. Notice to Residential Tenant Not Displaced (For HOME Projects Only) - The regulations of the Uniform Relocation Act (URA) require that information notices be given to existing tenants regarding their rights when their existing place of residence may be acquired, rehabilitated, converted, and/or demolished, whether or not the tenant may be relocated or displaced.

Notice to Prospective Tenants (For HOME Projects Only) - The regulations of the URA require that notices be given to prospective tenants regarding their rights when their prospective place of residence may be acquired, rehabilitated, converted, and/or demolished, whether or not the tenant may be relocated or displaced.

Example form letters for preparing tenant notices are available on the AHFA website at the following link: <http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

37. Construction and Permanent Commitment Letters from a Lending Institution - The construction/permanent commitments must be a fully executed *firm* letter of commitment from a lending institution. The borrower must accept the commitments, if required by the lending institution. A general letter of interest or support is *not* a firm commitment. To be considered a commitment; the document must contain the terms, conditions, interest rate, disbursement conditions, security requirements, and repayment provisions and be signed by an authorized representative of the lending institution. The commitment may be subject to an allocation of Housing Credits or HOME funds. The commitment may not be subject to final credit approval by the lending institution.

If the Responsible Owner is applying for HOME funds, the first mortgage must have a twenty-year term and a twenty-year amortization. If the Project is an acquisition/rehabilitation and the Responsible Owner is assuming the existing mortgage, the Responsible Owner must submit an approved assumption/transfer agreement or a commitment from the applicable lending institution approving the transfer.

For purposes of these instructions, the term “Lending Institution” means any of the following: (a) depository institutions under federal [or state] banking laws with not less than \$25 million in total assets; (b) quasi-governmental lending institutions, including but not limited to Fannie Mae, Ginnie Mae and Freddie Mac; (c) government-sponsored banks that provide liquidity to member financial institutions, including but not limited to the Federal Home Loan Bank; (d) the Federal Reserve and any of its member institutions; (e) mortgage lenders (not merely brokers) duly licensed and in good standing under state law with not less than \$50 million in loan volume within the past twelve months; (f) mortgage loan servicers duly licensed and in good standing under state law and servicing not less than \$100 million in single-family or multi-family mortgage loans; (g) the United States and its agencies, including without limitation the United States Department of Housing and Urban Development, Rural Development and Farmer’s Home Administration; (h) the State of Alabama, its political subdivisions, its municipal corporations, and any of their agencies, public corporations or instrumentalities, including without limitation boards or authorities formed for purposes of housing, development, redevelopment, blight-removal or administration of other housing-related programs; (i) with the prior written approval of AHFA, other organizations that demonstrate adequate capital, oversight and experience with respect to residential lending or loan servicing; and (j) solely with respect to funding that is subordinate to loans provided by other Lending Institutions, non-profit organizations providing grants, loans or other funding to Projects in which such organization has direct or indirect ownership and where such organization expects at closing to hold or administer such grant, loan or other funding through its final maturity or compliance period; provided that notwithstanding the foregoing definition, AHFA reserves the right, in its sole discretion, to reject any organization as a Lending Institution based upon (i) inadequate capital, oversight or experience; (ii) past or present appearance on any debarred list of a federal or state agency, regulator, lender or quasi-governmental lending institution; or (iii) past or present litigation, regulatory proceedings, disputes, media coverage, public records or other information that in the judgment of AHFA, reflects unfavorably on such organization.

If proposing to pay off an existing loan(s), the Responsible Owner must provide documentation from the lender(s) of the loan pay off amount, any fees and/or penalties associated with the proposed pay off(s).

38. Census Tract Verification Letter (QCT/DDA) - Provide a letter from the applicable governing authority verifying the census tract. This information will be used to determine if the site is located in the Qualified Census Tract. A letter is not required for Difficult to Development Areas (DDAs). A listing of the 2019

Qualified Census Tracts and Difficult Development Areas is available on the AHFA website at the following link:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

39. Commitment for New Sources of Funds – Submit a commitment letter signed by an authorized official for any sources of new funds which meet AFHA specified criteria outlined in the 2019 Housing Credit Qualified Allocation Plan, Addendum A.
40. Letter from USDA Rural Development for Existing Funds – Submit a letter from USDA, stating that the Responsible Owner appears to meet the eligibility requirements for the transfer/assumption of an existing USDA Rural Development 515 loan, and that further processing and final underwriting must be completed in accordance with USDA rural development requirements.
41. Rental/Operating Subsidies – Submit a commitment for additional/operating subsidies from USDA Rural Development for at least 25% of the total proposed units or from the Department of Housing and Urban Development for at least fifty (50%) of the total proposed units.
44. Evidence of AHFA HOME Loan Repayment – Copy of a fully executed commitment of an AHFA approved fifteen (15) year extension of the Project’s original HOME loan.
45. Evidence that the Project qualifies for the Alabama Historic Rehabilitation Tax Credit or Federal Historic Tax Credit – Provide one of the following:
 - A historic designation letter from the National Park Service that the **existing building(s)** are listed on the National Register of Historic Places or contributing to the significance of a registered historic district.
 - Verification from the website www.nps.gov/nr indicating that the **existing building(s)** are listed on the National Register of Historic Places or contributing to the significance of a registered historic district.
 - A signed Historic Preservation Certification Application (Part 1) from the National Park Service.
 - Alabama Historic Rehabilitation Tax Credit Program Determination of Program Eligibility signed by the Alabama Historic Commission.

46. Evidence of Previously Existing Multifamily Housing – Provide evidence that the proposed Project is existing multifamily housing, or provide evidence that multifamily housing has been removed within the last five (5) years or will be removed for new replacement housing on the same site, except for replacement of existing multifamily housing owned by public housing authorities, which may be constructed on the same site or a new site.

47. Census Tract Verification for Median Family Income - Provide census tract verification for median family income. Verification from the local planning official (or applicable official) is required. A listing of the census tracts and median family income percentages are available on the AHFA website at the following link:
<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

49. Community Revitalization Plan Excerpt(s) (tiebreaker criteria) - The Revitalization Plan must have been approved within the last five (5) years and copies of relevant excerpted pages, with specific references highlighted (no more than 10 pages) must be submitted with the Application Package to be eligible under the tiebreaker criteria.

51. Support Letters - Letters of support may be provided, although they are not required by AHFA.

Third-Party Reports

Three versions of all Third- Party reports must be submitted: (1) A complete **bound** color hard copy (3 ring binder with each appendix separately tabbed) (2) an **exact, complete, color copy** in digital form (included with USB digital copy index 55), the text of which shall be in a searchable format, and (3) an Authority DMS Document Upload.

- 52a-c. **Market Study Engagement Letter, Market Study Certification with attachments**, and Market Study (Bound in three (3) ring binder.)

(Digital Copies of Market Study Engagement Letter, Market Study Certification with attachments, and Market Study should be included with USB Digital Copy Index 55)

- 52d. Authority DMS Document Upload of Market Study and Certification (See DMS instructions).

Refer to **Addendum B** of the 2019 Plans for the AHFA's Environmental Policy Requirements. The Environmental Site Assessment Phase I Report requirements are located at: <http://www.ahfa.com/multifamily/environmental>

- 53a. Environmental Site Assessment Phase I Report (Bound in 3 ring binder with each appendix separately tabbed.)

(Digital Copies of Environmental Site Assessment Phase I Report should be included with USB Digital Copy Index 55)

- 53b. Environmental Site Assessment Phase II Report (if applicable). (Bound in 3 ring binder with each appendix separately tabbed.)

(Digital Copies of Environmental Site Assessment Phase II Report should be included with USB Digital Copy Index 55)

- 53c. Authority DMS Document Upload of Phase I Environmental (II if applicable) Report. (See DMS instructions.)

- 54a. **Capital Needs Assessment Summary (Parts 1& 2)**

- 54b. Capital Needs Assessment - (Bound in three (3) ring binder.)

(Digital Copies of Capital Needs Assessment should be included with USB Digital Copy Index 55)

- 54c. Authority DMS Document Upload of Capital Needs Assessment and Summary (See DMS instructions).

55. Digital Copy of Items 1-54 scanned (PDF) and indexed - Provide on a USB flash drive, One Complete Digital (PDF) Copy of the Application Package submission items 1-54, including Third-Party Reports, (Digital copy must match exactly what was provided in original Application Package), the text of which shall be in a searchable format. Each form must be saved individually by listing the AHFA form number, form title, and name of project, as indicated below:

13a. Ownership Entity Form – ABC Estates

13b. Credit Authorization Form – ABC Estates

13c. Organizational Financial and Credit Statement – ABC Estates

56. One (1) Additional Copy - Provide one (1) additional copy of items 56a - 56n listed on the Application Profile and Completeness Checklist. The additional required copies must be two (2) hole punched at the top of each page, and

submitted in separate Smead® Pressboard Fastener Folder With SafeSHIELD® Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Item # 935783.

THESE INSTRUCTIONS MAY BE EXPANDED TO INCLUDE COMPLETING AND SUBMITTING THE AHFA DMS AUTHORITY ONLINE APPLICATION. ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY HOME PROGRAM REGULATIONS, HOUSING CREDIT PROGRAM REGULATIONS, MULTIFAMILY HOUSING REVENUE BOND PROGRAM REGULATIONS, AHFA, AHFA's LEGAL COUNSEL, OR BECAUSE OF THE SPECIFIC NATURE OF THE PROPOSED TRANSACTION. PLEASE CONTINUE TO MONITOR YOUR EMAIL AND THE AHFA WEBSITE FOR ADDITIONAL NEWS, UPDATES AND ANY AMENDMENT(S) TO THESE INSTRUCTIONS.



Alabama Housing Finance Authority

Alabama Housing Finance Authority (AHFA) thanks you for your interest in providing low-income housing for the citizens of Alabama.