



**Notice of Funding Availability**  
**The 2008 GOAL Program**  
August 27, 2007

**GREATER OPPORTUNITIES FOR AFFORDABLE LIVING**  
**Funding Available Under**  
**Low-Income Housing Tax Credits**  
**HOME Investment Partnerships Program**  
**Senior Citizens Housing Development Fund**  
**Denali Commission Elder Housing Program**

**Download Application Materials at**  
**<http://www.ahfc.us>**

Application Deadline: 4:30 p.m. Anchorage Local Time,  
Friday, November 16, 2007

For more information, contact:

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**Alaska Housing Finance Corporation**  
**PO Box 101020**  
**Anchorage, AK 99510-1020**  
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# ALASKA HOUSING FINANCE CORPORATION

## Greater Opportunities for Affordable Living (GOAL)

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## A. GENERAL INFORMATION

### 1. Purpose and General Applicable Provisions

Under this Notice of Funding Availability (NOFA), Alaska Housing Finance Corporation (AHFC) provide grants, zero-interest rate loans, and/or federal tax credits to successful respondents who will acquire, rehabilitate, or construct housing, in accordance with requirements established at 24 CFR Part 92 (HOME Investment Partnerships Program [HOME]); A.S. 18.56.800 - 810, as implemented by 15 AAC 154.010 - 154.120 (Senior Citizen Housing Development Fund [SCHDF]); Title 26 U.S.C. Section 42 (Low Income Housing Tax Credit Program [LIHTC]), and regulation, policy or procedure as applicable, based on the type of funds/tax credits received; Special Needs Housing Grant (SNHG) development funds; and Denali Commission Elder Housing (DCEH) funds.

*The purpose of AHFC's Greater Opportunities for Affordable Living (GOAL) program, is to expand the supply of decent, safe and sanitary, and affordable housing for occupancy by lower-income persons and families, and senior citizens.*

Assistance provided by AHFC for this purpose will be in three different methods: federal tax credits (LIHTC) which are generally sold by the recipient to derive project equity capital; conditional grants (HOME, SCHDF, SNHG and DCEH); and/or zero-interest rate loans (HOME). Grants are available only to Municipalities and qualifying non-profit organizations.

**Attention Applicants for Assisted Living Facilities:** Due to the federal rules governing the HOME and LIHTC programs, operating an assisted living project with these funds is very complex. Services must be voluntary and separate leases for services and rent must be maintained. AHFC does not recommend using either of these programs for funding Assisted Living Facilities unless the applicant is very experienced in operating assisted living and using LIHTC or HOME.

The amount of funding received under the GOAL program may not exceed the amount necessary, as determined by AHFC, to result in a financially feasible development ("subsidy layering review"). Factors to be considered in determining the amount of "necessary" GOAL funds including other funding sources committed, and any available loan program funds which could reasonably be expected to support the project based on anticipated revenue and expenses. AHFC reserves the right to adjust the applicant's projected revenue and expenses based on an underwriting review completed by AHFC. **Furthermore, AHFC reserves the right to reject any application based on past or present performance of the applicant or any of its partners under any grant, contract or program administered by AHFC or any state department or federal agency.**

If you have any questions regarding this NOFA package, including Application Instructions or Program Requirements, please refer to the AHFC web page ([www.ahfc.us](http://www.ahfc.us)) or call Diana Faude at (907) 330-8277. If outside Anchorage, you may use AHFC's toll free number at 1-800-478-2432. Additionally, please contact Diana Faude (330-8277) regarding the

application workshop which AHFC will conduct in October, 2007, as well as technical assistance available from AHFC staff to assist you in applying for funding under this NOFA.

## 2. Funding Available

The following amount of funding is available through this NOFA.

AHFC LIHTC's	\$	2,125,000	*
AHFC / HOME Funds	\$	2,948,299	
AHFC HOME CHDO Reserve	\$	450,172	**
AHFC SCHDF / DCEH	\$	11,162,824	

\* The nature of the LIHTC Program results in this amount being received each year for a ten year period, hence the equivalent of **\$21,250,000**. This amount can then be sold to investors ("limited partners"), resulting in tax credit sale proceeds used as equity capital necessary to fund the applicant's proposed development. Recently, successful tax credit recipients have been generally able to obtain \$0.85 to \$0.90 per tax credit dollar. In total, tax credit sales resulting from credits awarded through this NOFA are expected to yield from \$17.8 – \$19.0 million in equity capital for low-income housing.

Senior project applicants should note that the use of HOME and/or Low Income Housing Tax Credits requires that all, or a portion of, the units be occupied by lower income seniors at restricted rent levels. Senior projects that utilize SCHDF program funds and/or Denali Commission funds exclusively do not require such occupancy and rent restrictions. However, the amount of subsidy will be based on an assumption that the rents are equivalent to HUD's Fair Market Rent adjusted by area and number of bedrooms.

All applicants should note that the definition of "senior household" under the SCHDF and DCEH programs is the federal definition of "Housing for Older Persons" under Sec. 807. [42 U.S.C. 3607] implemented at 24 CFR 100.300-308. For a statement of the definition, refer to the GOAL Program Policies and Procedures Manual, Definitions Section OR the 2008 GOAL Application.

Applicants must specifically identify in the application the source and amount of HOME, SCHDF, DCEH or LIHTC funds being requested as a "first choice." Applicants may also indicate "second choice" sources of funds it is willing to accept if the first choice is not available. Each funding source is governed by different local, state or federal regulation, and may contain different and significant operational and project development requirements. By applying for GOAL funds, the applicant commits to following all applicable requirements. All applicants shall thoroughly review the "*GOAL Policies and Procedures Manual*," available from AHFC, for development and operational requirements which are applicable to each funding source.

### 3. Eligible Applicants

APPLICANT TYPE	HOME	SCHDF	LIHTC
	Rental*	DCEH	
501(c)(3) or (4) Non-Profit Corporations	X	X	X
Municipalities	X	X	X
Regional Housing Authorities	X	X	X
Private For-Profit Developers/Organizations	X (0% interest loans only)		X

**Use of HOME funds by Religious Organizations:** Organizations that are religious or faith-based are eligible, on the same basis as any other organization to apply for HOME funds. Organizations that receive HOME funding may not engage in inherently religious activities, such as worship, religious instruction or proselytization, with HOME grant/loan funds. An organization that participates in the HOME program shall not, in providing program assistance, discriminate against a program beneficiary on the basis of region or religious belief. In addition, HOME funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. All HOME funds provided to faith-based organization must be used in accordance with HUD regulations 24 CFR 92.257.

### 4. Eligible Projects

All projects must be eligible in accordance with the most recent version of the *GOAL Program Policy and Procedures*. A copy of the GOAL Program Policy and Procedures document is available on AHFC's website. **It is critical that all applicants read this document in order to propose projects that will qualify for GOAL funding.**

### 5. Deadline for Application Submission

Applications must be physically received by the Alaska Housing Finance Corporation (at the address below) no later than 4:30 p.m. Anchorage Local Time on Friday, November 16, 2007. Applications may NOT be submitted via telefax or e-mail. The official time for application submitted is that of the date/time clock in the main reception area of AHFC's headquarters building at 4300 Boniface Parkway in Anchorage. Applications received after the deadline or delivered to an incorrect AHFC location before the deadline will NOT be considered.

**6. Number of Copies and Mailing Address**

Applicants must send an original AND four (4) copies of the proposal to:

**Mail**

Alaska Housing Finance Corporation  
Attention: Diana Faude  
PO Box 101020  
Anchorage, AK 99510-1020

**Hand Delivery**

Alaska Housing Finance Corporation  
Attention: Diana Faude  
4300 Boniface Parkway  
Anchorage, AK 99504

**7. Proposal Costs**

All costs of responding to this NOFA are the responsibility of the applicant.

**8. Acceptance of Terms**

By submitting an application, the applicant accepts all terms, conditions and requirements of this NOFA, and those contained in AHFC regulations, HUD regulations and Title 26 U.S.C. Section 42 as they relate to the HOME, LIHTC, DCEH and SCHDF programs. The applicant’s proposal will become part of the grant, loan, or reservation agreement, whichever may be applicable, in the event the applicant is awarded program funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by AHFC.

Omission within this NOFA package of provisions found in federal and state regulations or terms and conditions of AHFC’s grant or loan agreement, or LIHTC reservation agreement does not nullify or in any way relieve the applicant or AHFC of responsibility for complying with all applicable Federal and/or State Program requirements.

Proposals and other materials submitted in response to this NOFA become the property of AHFC and may be returned only at AHFC’s discretion. Applications are public documents and may be inspected or copied by anyone after a Notice of Intent to Award Funds has been issued by AHFC. Financial statements included in the application may be considered public information unless a specific written request to restrict distribution is made by the applicant.

**For Those Applicants Applying for or Willing to Accept DCEH Funding:**

Many factors contribute to the application of state and federal laws and regulations in the acquisition, rehabilitation, and construction of housing with public funds. The following is a list of some rules which may apply. It is the responsibility of the applicant to seek advice as to the applicability of these rules or any others unlisted as to their relevance in the intended use of these grant funds. Failure to adhere to federal and state laws and regulations will be the sole legal and financial responsibility of the grantee.

1. §§523 and 527 of the Public Health Service Act of 1912
2. Contract Work Hours and Safety Standards Act
3. Copeland Act

4. Flood Disaster Protection Act of 1973
5. Provisions of the Davis-Bacon Act including Little Davis-Bacon Act (AS 36.05.010, AS 36.95.010)
6. Section 504 of the Rehabilitation Act of 1973 (29 USC 794), implementing regulations 24 CFR Part 8.
7. Single Audit Act Amendments of 1996 and OMB Circular No. A-133
8. State law does not allow the use of state funds in a project that is constructed with a preference in contracting based on the ethnic origin of the bidder or owner of the bidding firm.
9. The Age Discrimination Act of 1975
10. The Americans with Disabilities Act
11. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970
12. The Drug Abuse Office and Treatment Act of 1972
13. The Hatch Act
14. The Fair Housing Act
15. The Intergovernmental Personnel Act of 1970B.
16. The Lead-Based Paint Poisoning Prevention Act
17. Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
18. Title VI of the Civil Rights Act of 1964
19. Title VIII of the Civil Rights Act of 1968
20. Title IX of the Education Amendments of 1972

### **Denali Commission Policies**

Applicants are required to meet the following Denali Commission policies and regulations:

1. Denali Commission Investment Policy
2. Resolution 01-15, Sustainability for Denali Commission Funded Infrastructure Projects
3. Community Planning Requirements for 2005.
4. Denali Commission Elder Housing Grant funded projects are required to post signage, when completed, that acknowledges the Denali Commission's support for the project.

For more information on these policies see [www.denali.gov](http://www.denali.gov)

## **9. Misstatements**

If AHFC determines that an applicant for, or recipient of, GOAL funds or LIHTC's under the GOAL program has made a material misstatement relating to the recipient's application for, or administration of, a grant, loan, or tax credits, AHFC will, at its discretion, remove the application from any further funding consideration, or in the event that GOAL funds or LIHTC's have already been received, require the recipient to repay the funds or LIHTC's (tax credits issued by AHFC will be rescinded) to AHFC, together with accrued interest on the amount of the funds received calculated at the highest rate allowed by law from the date of funds disbursement by AHFC.

## 10. Minimum Required Inspection Standards

Housing that is constructed or rehabilitated must meet each of the following minimum property standards:

Newly constructed or rehabilitated housing shall meet all applicable local building codes, the [State's Building Code](#) (AS 18.56.300) as implemented by 15 AAC 150.030 and [Building Energy Efficiency Standard](#) (AS 46.11.040) as implemented by 15 AAC 155.010.

If the [Summary of Building Inspection](#) (PUR-102) form or [Building Energy Efficiency Standard Certification](#) (PUR-101) is required (per AS 18.56.300 or AS 46.11.040, respectively), the project must be inspected and the form must be executed by a qualified inspector(s) at various stages of project development. **It is the responsibility of the applicant to insure that the inspector selected is eligible to inspect the size of project proposed under state law. Do not** wait until the project is completed to obtain the necessary inspections and inspector signatures. This may result in requiring a destructive inspection. Instructions and forms are provided on AHFC's website: <http://www.ahfc.us> (see links to "construction" and "BEES" at bottom of the website page).

All residential buildings with four or more units must obtain a permit from the Alaska State Fire Marshall, as per AS 18.70.010-18.70.100. In communities that have accepted a deferral for full code enforcement, plans should be submitted directly to the city (Anchorage, Juneau, Fairbanks, Kenai, Seward, Kodiak, Sitka and Soldotna). For more information, contact the Alaska State Fire Marshall (<http://www.dps.state.ak.us/Fire/asp/>).

All applicable local codes, rehabilitation standards, ordinances, and zoning ordinances must be followed. Housing that is constructed or rehabilitated must be developed by a contractor with a **Residential Endorsement**.

All projects must meet the following minimum accessibility laws:

- Americans with Disabilities Act
- [Fair Housing Amendments Act of 1988](#)
- Alaska Statute AS 18.80.240
- Local Government Ordinances

## 11. Construction Signage

If, during project construction, any signage is erected on the construction site or affixed to any structures on the site referencing project financing, that signage should bear the AHFC logo. AHFC's logo is available upon request in electronic format.



## B. APPLICATION REQUIREMENTS

### 1. Application Forms

All applications must be on forms provided by AHFC. Forms are available in both paper and disk format. Applicants are required to submit a hard copy of all forms, and an electronic copy of the Excel Workbook for the financial feasibility portion (Section IV) of the application. Applicants applying for assisted living projects must complete the *Assisted Living Model* in lieu of the feasibility worksheet provided. Both spreadsheets may be found on AHFC website under the GOAL section of the "download" page. Limitations on space and number of pages must be followed.

### 2. Required Application Material

#### (I) Threshold (T) Items

Each application proposal will be subject to a threshold review. An application which, in AHFC's sole opinion, has not met the required Threshold Criteria identified in this section and submitted all threshold materials, will be considered non-responsive, and may NOT be considered further in this Notice of Funding Availability cycle. AHFC reserves the right to request technical corrections to the application.

For all applicants, the Threshold Items include the following:

T-#1: An **original Application and four copies**, completed in its entirety, including all applicable sections.

**NOTE: There is a specific application format that must be followed and is describe below in Section E.**

Section I of the application specifies which sections are required for each type of funding requested and/or housing type being proposed. The applicant Section IV includes an Excel spreadsheet which should be included in the application both in hard copy and on disk.

T-#2: A **resolution of the applicant's governing body** *specifically* authorizing the request for GOAL funds.

T-#3: **Evidence of legal organizational status**, i.e., non-profit designation letter from the Internal Revenue Service (non-profits and municipalities), authorizing legislation (Regional Housing Authorities), Certificate of Incorporation issued by the Department of Commerce (for-profit corporations), partnership agreement (if available - partnerships).

The following potential applicants do not have to submit evidence of legal organizational status, only a current certificate of good standing from the state in which they are incorporated:

Kenai Peninsula Housing Initiative  
Bristol Bay Housing Authority  
Tlingit-Haida Housing Authority  
Cook Inlet Housing Authority  
Cordes Development, Inc.  
Community Development Inc. of Idaho  
Valley Residential Services, Inc.

- T-#4: **Evidence that the applicant has site control** at the time of application for funding, **and that site control is maintained for a period of at least six months from the application deadline (site control must be maintained at least through May 16, 2008, or, for HOME applicants, until the projected date upon which the environmental review, including all required public comment periods, is completed, whichever is later).** The site control agreement may condition site control to the award of GOAL funding. However, this condition may not terminate the site control agreement until at least January 1, 2008. **If applying for HOME funds, the site control agreement must stipulate that the purchase of the property is subject to a determination by AHFC on the desirability of the property for the project as a result of the completion of an environmental review in accordance with regulations found at 24 CFR Part 58.**

Required Evidence of Site Control:

- (a) Current deed (warranty deed, quitclaim deed, etc.) evidencing current title to the site; **or**
- (b) An executed earnest money agreement or option to purchase, or other similar legally binding document meeting the site control requirements of the above paragraph; **or**
- (c) Executed lease that extends for at least 30 years beyond the start of the expected compliance period for this project.

T-#5: **Displacement and Relocation Assistance Requirements:**

- (a) An **Anti-Displacement and Relocation Assistance Plan** for all applications which propose to undertake an activity which will involve acquisition or rehabilitation of a property occupied by a “person” other than the owner of that property (i.e., tenant, [including an individual, business or non-profit organization]),
- (b) For all applications which request HOME and/or DCEH funds or that **would be willing to accept HOME and/or DCEH funds as an alternative to the requested funding source,** a copy of the **General Information Notice** provided to, and acknowledged as being received

(signature verifying receipt) by each “person” occupying a unit in the project on the date of application to AHFC.

T-#6: Evidence demonstrating the **Financial Feasibility** of the proposed project. Rental development projects must show *development feasibility* (i.e., sources of development funds equal development costs) and *operational feasibility* (project revenue + other operating subsidies, if any, exceed in an acceptable amount the projects operating expenses and debt service requirements) must be evident. Rental development projects must complete the *Rental Development Analysis Workbook* (excel file). Homeownership applicants must complete the *Homeownership Development Analysis Workbook* (excel file) and assisted living applicants must complete the *Assisted Living Financial Model Workbook* (excel file). All Workbooks must be submitted in both an electric and hard copy.

**Minimally, this evidence should include:**

- (a) Credible third party support of the projected development cost estimates. Examples include bids and/or cost estimates supplied by an architect, appraiser, materials supplier, etc. **If rehabilitation is proposed, a comprehensive property inspection report, completed by a qualified third party, i.e., residential inspector, engineer, code enforcement officer, etc, which identifies the property’s comprehensive rehabilitation needs is required.**
- (b) Data which supports estimated project revenue (rent levels), vacancy rates, operating expenses, and debt carrying capability.
- (c) Support for the reliability of other proposed project funding sources have been confirmed, i.e. letters of funding commitment, preliminary loan review, evidence of application for other funding sources, etc.
- (d) Reasonable assurances that the project can be successfully implemented within the proposed time frame and that substantive development activity will begin within 180 days of award of GOAL funds.

Substantive activities may include securing financing, completion of blueprints or plans, receipt of building permits, project construction, rehabilitation, or acquisition.

T-#7: **Evidence demonstrating the Need for the subject development in the geographic area in which it is proposed.** To satisfy this requirement, applicants must complete Section V Part G of the application form and include:

- (a) Evidence of **Community Support** for the project as evidenced by written letters of support from the local government, community council(s), and non-profit organizations located in the project area whose clients will likely benefit from the project.
- (b) **Denali Commission Elder Housing Fund applicants must submit a Community Plan that clearly delineates the need for senior housing as a priority for the affected community(s).**

T-#8: A **Capital Needs Assessment** is required for **ALL rehabilitation projects.** The Capital Needs Assessment shall be prepared by an architect, engineer or another professional who is qualified to do an assessment of code requirements, and need structural, mechanical or electrical improvements. The property must be rehabilitated in a manner that insures the useful life of the project will exceed the compliance period for the project.

T-#9: A **Management Plan** which in AHFC's opinion adequately demonstrates the ability of the recipient to manage the proposed project (satisfied by adequately answering the questions in Section V, Part F of the Application form).

T-#10: Execution and submission of the "**Disclosure of Other Application Consultant Participation**" form (see Section VI of Application form **ALL applicants must submit the "disclosure of other application consultant participation form" regardless of whether you are working on more than one application or not. ). If it does not apply, write "N/A" on the form and sign it.**

T-#11: **Responsible "Bidder"**

AHFC must make a determination that the applicant/sponsor /owner is a "responsible bidder" based on AHFC's past experience with the applicant/sponsor or potential owner of the proposed project in compliance during the development or operation phases of a project. **AHFC reserves the right to reject any application based on past or present performance on any grant, contract or program administered by AHFC or any state department or federal agency.**

T-#12: (For LIHTC applicants only) **Notification of Local Government Letter**

All applicants for LIHTC's must notify the local government of its intent by submitting the letter included in Section VIII of the application and also attaching a copy of the comments received. If comments from the local government have not been received by the application due date, applicant should submit evidence the local government received the request for comments (i.e. a United States Postal Service's certified return receipt, or a copy of the letter with a "received" date stamp from the local government, or other such official evidence.

T-#13: **Affirmative Marketing Plan**

All applicants for GOAL funds shall adopt affirmative marketing procedures and policies for all housing produced under this NOFA, in accordance with the State of Alaska's GOAL Program Rating and Award Criteria Plan. This affirmative marketing plan shall include the following:

- a. Methods for informing the public, owners and potential tenants about fair housing laws and the owner's policies regarding compliance with fair housing laws. Homeownership projects must include practices regarding equal opportunity lending practices.
- b. A description of what the owner will do to affirmatively market housing assisted with GOAL funds.
- c. A description of what owners will do to inform persons not likely to apply for housing without special outreach. Based on historical data for the HOME program, the groups least likely to apply are persons who are minorities such as Hispanic, Black, and Asian or Pacific Islander, people who have Limited English Proficiency (LEP) and persons living in rural communities in the State.
- d. A description of how the owner will maintain records documenting actions taken to affirmatively market GOAL - assisted units and to assess marketing effectiveness.
- e. A description of how the owner's affirmative marketing efforts will be assessed and what corrective actions will be taken where requirements are not met.

T-#14: **Financial Statements** as follows:

Non-Profit Organizations: Most recent audited financial statement, or unaudited financial if no audited are available for previous six-months.

For Profit Organizations: 2005 Corporate Federal Income Tax Return; Current Balance Statement and Profit and Loss Statement for period ending June 30, 2006.

Individual Applicants: 2005 Personal Federal Income Tax Return; Completion of Section IV, Part B of Application Form.

**(II) Supporting Application Material**

Failure to provide the supporting information below will not result in disqualification from funding consideration. However, it may significantly impact the points which the application will earn in the rating review process, and in certain cases, may impede AHFC's ability to award one or more of the specific sources of available funds/tax credits to the applicant.

- (1) **Resumes of Key Development Participants** including:
  - (a) Applicant's Key Management Staff;
  - (b) Applicant's Corporate Principals (if applicable);
  - (c) General and Limited Partners;
  - (d) Applicant, if a private individual;
  - (e) Developer, General Contractor, Architect, and Engineer(s)
- (2) **Photographs of the subject site, adjacent properties and street view**, appropriately identified.
- (3) **Local Street Map** which identifies the location of the property within the boundaries of the city, borough, or general area in which it is located.
- (4) **Subdivision Plat** which identifies the subject site and adjacent sites within the immediate area.
- (5) **Evidence of Acceptable Zoning**, or if not currently zoned appropriately, a statement regarding the applicant's plans and timing to obtain proper zoning.
- (6) For HOME and DCEH Projects, all **Site Environmental Evidence** identified in Section VII, Parts A and C of the Application.
- (7) **Schematic drawings** of proposed project (construction, rehabilitation, or improvement plans).
- (8) **Evidence of the commitment of any development or operational contributions qualifying as "Match" or Leverage funds. Applicants must fill out the required "match/leverage" forms to receive points in this**

**category** (see the “Match” supplement enclosed with this NOFA package for eligible “Match” contributions and calculation methods).

- (9) If tenants will pay any portion of the utilities other than telephone, the utility allowance schedule that will be used for this project, identifying which utilities tenant will pay. If Utility Company Data is used and it is lower than the utility cost identified in the Utility Allowance Schedule included as part of this NOFA package, **historical data from the utility company** must be provided (not applicable for homeownership projects).

## **C. EVALUATION CRITERIA**

All applications will undergo a threshold review. Applications that pass the threshold review will be evaluated by an evaluation review committee. Both the threshold review and evaluation criteria are discussed in detail in the *Rating and Award Criteria Plan* (also referred to as the “Qualified Allocation Plan”, or QAP). A copy of this Plan is included as part of this NOFA package and is available on AHFC’s website.

## **D. SELECTION OF PROPOSALS TO BE FUNDED & FUNDING LEVELS**

The selection of proposals to be funded is discussed in the *Rating and Award Criteria Plan* (also referred to as the “Qualified Allocation Plan,” or (QAP). A copy of this Plan is included as part of this NOFA package and is available on AHFC’s website.

For any allocation of Low-Income Housing Tax Credit that is made outside the priorities and selection criteria established by AHFC in the allocation plan, a written explanation will be made available to the general public, upon request.

## **E. REQUIRED APPLICATION SUBMISSION FORMAT**

Each project shall have one (1) original application which contains both Section 1 and Section 2 as described below in the section E1 titled FOR THE ORIGINAL APPLICATION ONLY

### **AND**

Four (4) copies of the application packet intended for the review committee as described below in the section E2 titled **FOR THE FOUR COPIES OF THE PACKET FOR THE REVIEW PANEL ONLY**

### **E1. FOR THE ORIGINAL APPLICATION ONLY**

The original should be separated into two sections bound together so that the material will not fall apart.

REQUIRED BINDING MATERIAL FOR THE ORIGINAL APPLICATION: Use a cardboard binder (such as the ACCO USA #25973 or similar product) that contains a two part metal fastener (such as the ACCO Paper Fastener or similar product) on the left margin of the document. Submittals are limited to a stack height of three (3) inches. Three ring binders are NOT to be used.

**The first section of the original application binder shall contain the following information, as applicable:**

1. The Completed Application Form (T-#1, #9, #10, and #11)
2. Authorizing Resolution from Governing Board (T-#2)
3. Evidence of legal Organizational structure (T-#3)
4. Evidence of site control (T-#4)
5. Displacement and Relocation Assistance Requirements (if applicable) (T-#5)
6. Capital Needs Assessment, if applicable (T-#8)
7. Community Plan, if applying for or willing to accept DCEH funds (T-#7)
8. Local Government Notification Letter (T-#12)
9. Affirmative Marketing Plan (T-#13)
10. Financial Statements (T-#14)
11. Evidence supporting community revitalization effort (if applicable)
12. Back-up documentation supporting claims for "match" and "leveraging" points (optional item for more points).

**The second section of the original application binder shall contain all the following:**

1. A printed copy of the AHFC feasibility EXCEL worksheet, with disk (T-#6).
2. Material supporting the feasibility and viability of the project under the Supporting Development and Operation Data criteria of the rating (T-#6).
3. Material supporting the applicant experience in developing and/or constructing similar type rental housing projects in Alaska.
4. Material supporting the applicant experience in rental housing ownership and/or management and operation.
5. Documentation showing community support (T-#7).
6. Material supporting the effectiveness and quality of the proposed Job Training Program
7. Material supporting the Innovative Project Design criteria of the rating.
8. Any of the optional supporting items (1-9) listed in (II) Supporting Application Material on pages 14 and 15 of these instructions.

Tabs, appropriately labeled to identify that section's contents, should be placed between each item. No application (*both sections together*) can exceed the three (3) inch stack height. Applications that exceed this space requirement may be rejected or may have material removed prior to panel review.



**E2. FOR THE FOUR (4) COPIES OF THE PACKET FOR THE REVIEW PANEL ONLY**

The purpose of separating out the material into two different packages is so that the review panel only gets the material that is relevant to their review of certain criteria.

**THIS SECTION DESCRIBES THE PACKET THAT WILL GO TO THE REVIEW COMMITTEE**

REQUIRED BINDING MATERIAL FOR THE REVIEW COMMITTEE APPLICATION COPIES: Use a cardboard binder (such as the ACCO USA #25973 or similar product) that contains a two part metal fastener (such as the ACCO Paper Fastener or similar product) on the left margin of the document. Submittals are limited to a stack height of three (3) inches. Three ring binders are NOT to be used.

1. The Completed Application Form (**Same as Original Binder, Section 1**)
2. A printed copy of the feasibility EXCEL worksheet (**Same as Original Binder, Section 2**)
3. Material supporting the applicant experience in developing and/or constructing similar type rental housing projects in Alaska. (**Same as Original Binder, Section 2**)
4. Material supporting the applicant experience in rental housing ownership and/or management and operation. (**Same as Original Binder, Section 2**)
5. Material supporting the feasibility and viability of the project under the Supporting Development and Operation Data criteria of the rating. Including evidence of all "matching" and "leveraging" funds proposed from Original Binder Section I. Selections from the market study may be used as additional support for operation expense and revenue estimates. (**Same as Original Binder, Section 2**)
6. Material supporting the effectiveness and quality of the proposed Job Training Program (**Same as Original Binder, Section 2**)
7. Material supporting the Innovative Project Design criteria of the rating. (**Same as Original Binder, Section 2**).
8. Documentation showing community support (**Same as Original Binder, Section 2**).

9. Any of the optional supporting items (1-9) listed in (II) Supporting Application Material on pages 14 and 15 of these instructions (**Same as Original Binder, Section 2**).

**IF YOU HAVE ANY QUESTIONS ON THIS APPLICATION FORMAT CALL Diana Faude AT 330-8277 OR 1-800-478-2432**

## **F. MARKET STUDY REQUIREMENTS**

For applicants whose market studies were contracted directly by AHFC, there is no additional requirement to provide copies.

For applicants who were authorized to obtain market studies independently ( Mid Valley Seniors, Willow Area Seniors, Meadow Lakes Seniors, Cooper Landing Seniors and Ketchikan Indian Community), preliminary drafts **MUST** be submitted to AHFC **no later than Friday, October 12, 2007 for AHFC review and approval. ADDITIONALLY**, three (3) copies of the **FINAL, AHFC APPROVED** market study must be submitted with the application package.

## **G. PUBLIC INTEREST DETERMINATION**

Projects which are proposed to receive GOAL program funding must be determined to be in the public interest. For the purpose of the GOAL program, an application will be determined to meet the public interest test if it meets the Notice of Funding Availability (NOFA) application requirements, including the Application Instructions, Rating and Award Criteria Plan, and program criteria identified within the GOAL Program Summary. These include, but are not limited to, the following:

1. Eligibility of the applicant to receive the funds requested.
2. The application meets the Threshold Requirements identified in the Application Instructions. Also, that it earns the minimum number of points required in the rating process.
3. The funding provided is not more than is necessary to result in a financially feasible development. This "subsidy layering review," includes other funding sources committed to the project, and loan funds which are known to be available, and which would reasonably be expected to support the development based on anticipated revenue and expenses. AHFC reserves the right to adjust the applicant's projected revenue and expenses based on an underwriting review completed by AHFC.
4. The project can be reasonably expected to be acquired, and/or begin significant construction or rehabilitation activities, whichever is applicable, during the twelve months following the award of funds.
5. The project does not primarily further a private interest at the expense of the criteria

identified above.

## H. ITEMS OF EMPHASIS FOR 2008 GOAL PROCESS

### 1. Energy Star Products

Applicants can achieve 1 to 4 points *within the 10 point maximum* for Innovative Design by including a statement within the narrative of that section of the application that commits to utilization of Energy Star products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. Applicants are encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.

### 2. Preference for Homeless Persons in Tenant Selection

In order to receive ANY points under this item, applicant MUST PROVIDE a copy of a written agreement between the owner and an appropriate homeless services provider for the rent up period and first year of operation of the project.

### 3. Application Footer

**When completing the Application, go into the Footer function and fill in the blank for Applicant Name.**

### 4. Procurement Requirements

**BY SUBMITTING THE 2008 GOAL APPLICATION, YOU ARE AGREEING TO ABIDE BY THE PROCUREMENT REQUIREMENTS UNDER 15 AAC 154.715, FEDERAL PROCUREMENT REQUIREMENTS RELATED TO THE HOME AND DENALI COMMISSION FUNDING, AND THE OMB CIRCULARS APPLICABLE TO THE STATUS OF YOUR PARTICULAR ORGANIZATION.**

**FY 2008 GOAL PROGRAM  
APPLICATION CHECKLIST**

**Return this checklist with your response to this NOFA**

	<b>Application Content Checklist</b>	<b>Check Box for Inclusion &amp; Completion</b>
1.	<b>One (1)</b> original application with two sections organized as described on pages 16 and of the Instructions	
	The Application Form is filled out completely and signed. <b><u>Note: The original application must be signed by the applicant(s) or the application will be rejected.</u></b>	
	Tabs separate material in the original application binder and review committee packets.	
	Market study is in the application binder. N/A for Applicants whose Market study was obtained directly by AHFC.	
	Two additional copies of the Market study OUTSIDE the binder. N/A for Applicants whose Market study was obtained directly by AHFC.	
	All Threshold items (T-#1-T#13), as applicable, are located in the appropriate section of the original application binder noted on pages 16-18 of the Instructions.	
2.	<b>Four (4)</b> copies of the review committee packet are included and organized as described on pages 16-17 of the Instructions	
3.	All backup evidence for the rating criteria for applicant experience, community support, project feasibility (Supporting Development and Operation Data), Innovative Design, Job Training is in the review committee packet.	

**FAILURE TO FOLLOW THE FORMAT SPECIFIED ON PAGES 15-18 OF THE 2008 GOAL PROGRAM NOTICE OF FUNDING AVAILABILITY MAY RESULT IN THE DISQUALIFICATION OF THE APPLICATION.**