

**May 10, 2010**

**ALASKA HOUSING FINANCE CORPORATION (AHFC)**

**REQUEST FOR FY 2011 LOW-INCOME HOUSING TAX CREDIT PRE-APPLICATIONS AND DEVELOPMENT TEAM STATEMENTS OF QUALIFICATIONS FOR THE REDEVELOPMENT OF LOUSSAC MANOR**

Pre-applications / Statements of Qualifications (SOQs) will be accepted by AHFC until **4:30 p.m. (Anchorage time) on June 4, 2010** for a local or national for-profit or non-profit Development Team (Pre-applicant) to serve as the Development Entity and project owner for the redevelopment of Loussac Manor. This Pre-application / SOQ round will be held under the "Other Purposes" set-aside noted in the Rating and Award Criteria (page 11) for Low-Income Housing Tax Credits. Per this set-aside, "AHFC, at its discretion, may use the annual state tax credit cap, or portion thereof, to engage in demonstration projects that fulfill the mission of AHFC and are consistent with [the] qualified allocation plan and the requirements of 26 U.S.C. Section 42 of the Internal Revenue Service Code."

The Loussac site, located in the Midtown area, is seen as a priority redevelopment area, based upon the new 2020 Comprehensive Plan for the Municipality. Subject to the U.S. Department of Housing and Urban Development (HUD) approval, AHFC intends to replace the existing 8-acre public housing project with a mixed-income development of up to 120 units, or more, through the assistance of some combination of low-income housing tax credits (LIHTCs), debt, corporate contributions, public housing annual contribution contract, or project based Section 8 housing vouchers in partnership with a for-profit or non-profit development team.

Beginning **May 10, 2010**, copies of the Pre-Application / SOQ materials may be obtained from:

Daniel Delfino, Planner  
Alaska Housing Finance Corporation  
4300 Boniface Parkway, Suite 110  
Anchorage, Alaska 99504  
(907) 330-8273  
FAX: (907) 338-2585  
E-mail address: [ddelfino@ahfc.state.ak.us](mailto:ddelfino@ahfc.state.ak.us)

Questions must be submitted via email to Daniel Delfino at [ddelfino@ahfc.state.ak.us](mailto:ddelfino@ahfc.state.ak.us) on or before 4:30 p.m **May 21, 2010**.

Minority and women-owned businesses are encouraged to submit proposals.  
AHFC is an equal opportunity employer.

May 10, 2010

Alaska Housing Finance Corporation

**Pre-Application for FY 2011 LIHTCs**

**PRE-APPLICATION / DEVELOPMENT TEAM STATEMENT OF  
QUALIFICATIONS ROUND FOR  
THE REDEVELOPMENT OF LOUSSAC MANOR**

Submission Deadline: Friday, June 4, 2010 (4:30 PM AST)

Planning and Program Development  
Alaska Housing Finance Corporation  
4300 Boniface Parkway  
Anchorage, Alaska 99504  
(907) 330-8273  
FAX: (907) 338-2585  
E-mail address: [ddelfino@ahfc.state.ak.us](mailto:ddelfino@ahfc.state.ak.us)

**Submissions are due no later than 4:30 PM (Anchorage time) on June 4, 2010**

# REQUEST FOR FY 2011 LOW-INCOME HOUSING TAX CREDIT PRE-APPLICATIONS AND DEVELOPMENT TEAM STATEMENTS OF QUALIFICATIONS FOR THE REDEVELOPMENT OF LOUSSAC MANOR

## I. INVITATION

The Alaska Housing Finance Corporation (“AHFC”) is seeking Pre-Applications and Statements of Qualifications (SOQs) from qualified developers (Development Teams) that can demonstrate, through their Pre-Application submittal, that they possess the necessary qualifications to implement a comprehensive redevelopment program for Loussac Manor. The successful Pre-Applicant must demonstrate the ability and experience to implement a comprehensive mixed-finance and mixed-income development plan for the site.

A Pre-Application / SOQ conference will be held at the AHFC Headquarters, 4300 Boniface Parkway, Anchorage, AK 99504 on Thursday, May 20, 2010 at 2:00 PM Alaska Daylight Time (AKDT). Teleconference facilities will be made available for persons unable to attend in person. Attendance is strongly recommended but not mandatory. Meeting minutes will be posted on the AHFC website at [www.ahfc.state.ak.us/notices/sog.cfm](http://www.ahfc.state.ak.us/notices/sog.cfm).

This Pre-Application / SOQ is the first part of a two-part application process. Pre-Applicants that have demonstrated through their proposal, in the opinion of AHFC, the necessary resources, knowledge and capacity to serve as the Development Team for Loussac Manor, will be invited to submit a proposal in response to the ensuing Application / RFP process.

Pre-Applicants will be required to demonstrate recent experience in projects of a similar nature to Loussac Manor, including the development of mixed-financed, mixed income projects using at least one of the following project-based subsidies:

- i. USDA RD Section 515 or USDA RD Section 538 Interest Credit Subsidy,
- ii. Section 8 Project Based Voucher subsidy,
- iii. HUD multi-family project based subsidy,
- iv. Public Housing Capital Funds and operating subsidy,
- v. HUD funded Native American Housing Assistance and Self Determination Act (NAHASDA) Operating Subsidy.

Pre-Applicants will be required to demonstrate both development and operational capacity with these project based subsidies **and** sufficient experience developing and operating projects with Low-Income Housing Tax Credits (LIHTCs).

## II. AGENCY DESCRIPTION

AHFC’s mission is to provide access to safe, quality affordable housing. AHFC is a self-supporting public corporation with offices in 16 communities statewide. It provides statewide

financing for multi-family complexes, congregate facilities, and single-family homes, with special loans for first-time home buyers, low-to-moderate income borrowers, veterans, teachers, nurses, public safety officers, and those living in rural areas of the state. AHFC also provides energy and weatherization programs, low-income rental assistance in 17 communities, and special programs for the homeless. AHFC is the statewide housing authority, the tax credit allocation agency, and the administrator of Federal housing funds (HOME, ESG, CDBG, etc.) in non-entitlement communities.

AHFC's headquarters is located in Anchorage. This year, AHFC:

- Provided rental assistance to nearly 6,000 families through Housing Choice Vouchers for rentals in the private sector and AHFC-owned public housing.
- Provided more than 600 assisted rental units for seniors and persons with disabilities.
- Contributed \$25 million to private landlords for rental assistance for Alaskans who earn less than 50 percent of the median income.
- Completed the second of two phases of renovation of 48 family housing units at Alpine Terrace in Anchorage.

Currently AHFC manages 1,322 public housing units and 4,216 Housing Choice Voucher units.

AHFC has been working with a number of public and private partners to determine the need for affordable housing and to identify ways in which it can serve as a catalyst to facilitate the rebuilding, replacement or construction of affordable housing in Anchorage. As the first step in this process, AHFC expects to procure a Development Team and award in 2011 an allocation of 9% LIHTCs for the redevelopment, subject to HUD approval, of Loussac Manor. To facilitate the redevelopment of Loussac Manor, AHFC will make the following resources available:

- Conveyance of the existing approximately 8-acre Loussac Manor site through a long-term ground lease.
  - It is anticipated that the land will be conveyed to the ownership entity at a nominal cost. AHFC will explore the possibility of collecting residual receipt "lease" payments based upon the eventual financial structure of the transaction.
- Up to the entire 2011 LIHTC authority available for the selected development team.
  - The amount of LIHTCs awarded for the redevelopment of Loussac Manor will depend on the following:
    - The 2011 LIHTC authority available to AHFC.
    - Whether or not the selected proposal is sponsored by a for-profit or qualifying non-profit.
    - The amount of qualified basis in the project.
    - The financing gap identified in the subsidy layer review.
      - This financing gap will be a function of the project's reasonably anticipated sources and uses, as well as the underwriting criteria specified in the formal Application / RFP round.
- Access to AHFC capital funds, potentially up to \$10 Million.
  - The amount of capital funds awarded for the redevelopment of Loussac Manor will depend on the following:

- Capital funds published in the final application / RFP and those requested by the winning applicant / proposer.
  - The financing gap in the project budget after a review of the project’s reasonably anticipated sources and uses, as well as the underwriting criteria specified in the formal Application / RFP round.
- Project Based Voucher Assistance **OR** Public Housing Annual Contribution Contract (ACC) rental assistance.
  - In the event the Project Based Vouchers are made available for the redevelopment, any corresponding debt-carrying capacity will be included as a reasonably expected source of funding in the subsidy layer review process – according to the underwriting criteria specified in the formal Application / RFP.

### **III. BACKGROUND**

In this Pre-Application round for FY 2011 LIHTCs, the AHFC is seeking statements of qualifications (SOQs) from qualified developers (Development Teams) that can demonstrate, through their submittal, the necessary qualifications to implement a comprehensive redevelopment program for Loussac Manor. Based upon the new 2020 Comprehensive Plan for the Municipality of Anchorage, the Loussac site located in the Midtown area is classified as a priority redevelopment area.

AHFC intends to replace the existing 8-acre public housing project with a mixed-income development of up to 120 units in some combination of public housing subsidy. If a proposal is received by an Applicant that demonstrates a feasible plan to redevelop Loussac Manor with more than 120 units, and the Applicant provides a feasible plan to obtain rezoning to accommodate the scope of their proposal, AHFC will consider proposals / Applications that exceed 120 units. Based on historical development data, estimated costs for a 120 unit redevelopment range from \$25 M to \$35 M.

At a minimum, 60 units will serve as replacement housing for the existing Loussac Manor public housing units. These 60 units will be assigned some form of project-based rental assistance, either ACC or Section 8. Relocated residents of Loussac Manor will have a first right to return to the redeveloped property, based upon income and occupancy standards, good standing as an AHFC tenant, and other possible re-housing requirements.

Although unsubsidized (i.e. market rate) units may exist in the redeveloped property, a combination of the following subsidies may govern the operation of Loussac Manor at the completion of its redevelopment:

- Annual Contribution Contract & LIHTC
- Project Based Housing Choice Vouchers & LIHTCs

#### **IV. SCOPE OF WORK**

Through this Pre-Application for FY 2011 LIHTCs, AHFC is seeking statements of qualifications from qualified Development Teams that can demonstrate the necessary qualifications to implement a comprehensive redevelopment project. The successful Pre-Applicants must demonstrate their ability and experience to implement a comprehensive mixed-finance and mixed-income development plan for Loussac Manor.

The intent of this Pre-Application / SOQ and the ensuing Application / RFP is to select a development partner who will engage in a redevelopment and new construction program for Loussac Manor that meets the AHFC's program goals for this site, which include the following:

1. Creating a vibrant, safe, community of high quality design that meets or exceeds industry standards and that compliments the current use of the site;
2. Creating a sustainable, livable, family-friendly environment featuring as much diversity in design and tenure as possible;
3. Maximizing economic development opportunities for public housing residents, residents and businesses of Alaska, and women- and minority-owned businesses;
4. Ensuring long-term financial stability of whatever is built; and,
5. Promptly achieving milestones and realizing development objectives on time.

As a part of the initial FY 2011 Pre-Application for LIHTCs / SOQ solicitation, AHFC will perform a threshold evaluation of Pre-Applicants / Proposers for their qualifications, resources, experience, knowledge, and ability to serve as the Development Team for the project. Additionally, AHFC will perform a review for any applicable penalty points during the Pre-Application review. This penalty point review will be performed in accordance with the process outlined in AHFC's Rating and Award Criteria for the Greater Opportunities for Affordable Living (GOAL) program.

As a result of the evaluation of the Pre-Application submitted in response to the SOQ, AHFC will inform all proposers as to whether they will be invited to submit a proposal in response to the full Application / RFP process, or if they will not be invited to participate further. AHFC reserves the right, at its sole discretion, to eliminate from consideration those Pre-Applicants / Proposers who, as a result of the evaluation conducted, AHFC forms an opinion that they have not demonstrated sufficient capacity to implement the Loussac Manor redevelopment. AHFC reserves the right to reject any Pre-Application / SOQ Proposal 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.

This Pre-Application for FY 2011 LIHTCs / SOQ process is a completely separate solicitation process from the subsequent Application / RFP. To be invited to participate in the subsequent Application / RFP round, a Pre-Applicant must demonstrate all required experience and capacity thresholds specified in this Pre-Application / SOQ notice.

It is anticipated that it will be more time- and cost-intensive to respond to the subsequent Application / RFP round than to respond to this Pre-Application / SOQ. One major reason for conducting this Pre-Application / SOQ prior to the ensuing Application / RFP is to eliminate from consideration those firms, who in the opinion of AHFC, whose qualifications and other stated factors are of such a level that they do not stand a reasonable chance of receiving an award, and thereby eliminating the need for those firms to go to the expense of responding to the ensuing Application / RFP.

Only those firms chosen as a result of AHFC's evaluation of the statements and materials received in response to this Pre-Application / SOQ will be allowed to participate in the ensuing Application / RFP. So that proposers will clearly understand what will be expected of them, more detailed information pertaining to conditions related to the ensuing Application / RFP is provided in the Section titled "other federal conditions" in this document.

The selected Development Team will be expected to carry out all predevelopment and development elements of the proposed plan either directly or indirectly through subcontractors, including, but not limited to, financing, design, zoning, permitting and subdivision of the site, infrastructure development, development and construction of the proposed buildings, marketing and lease-up and long-term operation of the property in compliance with all applicable regulations.

Mentioned throughout this Pre-Application / SOQ solicitation is the fact that the redevelopment of Loussac Manor will require that at least 60 replacement units be subsidized through one of two methods: a public housing Annual Contribution Contract (ACC) agreement between the Development Team and AHFC, or; a Housing Assistance Payment contract for project-based Housing Choice Voucher assistance. AHFC's preferred subsidy method is project-based voucher assistance because the future Development Team can carry debt against units supported by that form of subsidy. If public housing ACC rental assistance is provided, the revenue from the ACC units will not be available to support debt. AHFC is currently awaiting HUD approval of a regulatory waiver needed to proceed with a project-based Housing Choice Voucher model.

The following is a representative, but not exhaustive, list of the expected responsibilities of the development partner. Such duties will ultimately be set forth in a series of agreements between AHFC and the Development Team:

- a. Provide AHFC with a feasible financing plan including detailed development and operating budgets, and secured funding for implementation;
- b. Implement, in partnership with AHFC, the proposed development program stated in the full application, based upon market considerations, the current Loussac Manor resident population and AHFC waiting lists and cost, including density, unit mix, income-targeting, site-wide and unit amenities, community facilities and supportive services;

- c. Provide regular reports to AHFC on the progress of the development efforts including work completed, associated costs, schedule, and budgetary requirements;
- d. Oversight during design, construction and quality control phases of the development;
- e. Preparation of any additional financing applications as necessary to ensure overall project feasibility;
- f. Executing a construction strategy implementation schedule consistent with the full application / RFP response;
- g. Selection of third party contractors based on relevant experience, creativity and experience in sustainability planning and design;
- h. Acquiring all required building permits, zoning and other regulatory approvals;
- i. Performing all environmental and geotechnical testing;
- j. Providing development/construction completion guarantee to AHFC and any lenders / investors as necessary;
- k. Working with AHFC to obtain all necessary HUD approvals;
- l. Assuming all marketing and lease up efforts; and
- m. Providing comprehensive property management services in compliance with all applicable regulations and agreements.
- n. It is anticipated that the selected Development Team will enter into a number of agreements with various departments within AHFC during the implementation of the redevelopment plan. A non-exhaustive list of these agreements includes:
  - a. Development and Disposition Agreement
  - b. Long-term Ground Lease
  - c. Regulatory and Operating Agreement, governing the operation of any ACC units
  - d. Housing Assistance Payment contract, if the project-based Section 8 is used in the financing
  - e. Low-Income Housing Tax Credit Land Use Restrictive Covenants
  - f. Loan Agreements, Notes, and Deeds of Trust to secure AHFC Capital Funds and any Conventional Financing which may be requested through AHFC

**V. PROCUREMENT TIMELINE**

The following is the anticipated schedule for this procurement process. (Note: All dates are subject to change at the discretion of AHFC.)

<b>Pre-Application Stage</b>	<b>Tentative Schedule</b>
Issue Pre-Application / SOQ	May 10, 2010
Pre-Application / SOQ Teleconference	May 20, 2010
Questions on Pre-Application / SOQ Due	May 21, 2010
Final Day to Submit Registration Request for Online Application Access	May 27, 2010
Addendum to Pre-Application / SOQ – Answers to Questions	May 28, 2010
Pre-Applications / SOQs Due	June 4, 2010
Pre-Application / SOQ Decisions	June 11, 2010

<b>Formal Application / RFP Stage</b>	<b>Tentative Schedule</b>
Issue Application / RFP – Invitations for Pre-Applicants	June 11, 2010
Conference on Application / RFP	June 24, 2010
First answers to Questions on Application / RFP published	June 25, 2010
Final deadline to submit questions on Application / RFP	August 6, 2010
Final answers to questions on Application / RFP published	August 13, 2010
Application / RFP Due	September 7, 2010
Notice of Intent to Award Announced	September 30, 2010

The above dates are tentative and may be revised so please provide AHFC with contact information, including email address and fax number, if you want information regarding any changes to the schedule.

AHFC intends to review the submitted responses according to the threshold evaluation criteria contained in Section VII, and summarized in Section VIII, of this Pre-Application / SOQ. Using these criteria and factors, the AHFC will evaluate responses accordingly and provide to AHFC’s Chief Executive Officer a list of recommended firms to be invited to respond to the Application / RFP. Pre-Applicants will be evaluated for threshold compliance with the evaluation criteria stated in Sections VII and VIII. All pre-applicants satisfying the threshold evaluation criteria will be invited, at AHFC’s discretion under the terms of this solicitation, to submit a full Application / Proposal.

**VI. SITE AND PROJECT INFORMATION**

**Site Information**

Loussac Manor is located in Anchorage between “C” and “A” Streets to the east and west, and 20<sup>th</sup> Avenue to the North. Towards the south, residential structures frame the remaining portion of the property. The topography of the site is generally flat except at the southern portion of the property. The site is within proximity of the Downtown and Mid-town business districts with many social services located in these areas, and has easy access to Chester Creek,

and connections to facilities at Valley of the Moon Park as well as Kosinski Fields, Ben Boeke Ice Arena, and Sullivan Arena. Loussac Manor is located in the North Star Community Council area. The Loussac site is seen as a priority redevelopment area, based upon the new 2020 Comprehensive Plan for the Municipality.

Loussac Manor was constructed in 1966 and originally contained 62 public housing units in a townhouse configuration, a community building, office, and shop. The legal description is Lots 1 & 2 of the Loussac Manor subdivision. The current zoning is R-2M, which is intended for medium-density urban and suburban multiple-family residential developments allowing up to eight dwelling units per 20,000 square foot lots. Single-family, two-family, and multiple-family dwellings up to eight units are allowed. Lot 1 contains 86,000 square feet and Lot 2 contains 212,400 square feet. Because the dedicated Heintzleman Drive right-of-way interior to the development is not needed by any other properties, it may be possible for a proposed development to consolidate the properties with a re-plat and vacate Heintzleman Drive. This would create one tract containing approximately 350,000 square feet that would accommodate, under current zoning, a maximum of 120 dwelling units. The utilities that serve the project are Anchorage Water and Wastewater Utility for water and sewer, Municipal Light and Power for electric, Enstar for natural gas, and Waste Management Inc. for trash.

### **Project Information**

In partnership with a non-profit or for-profit Development Team, AHFC intends to replace the existing 8-acre public housing project with a mixed-income development of up to 120 units (or more if current zoning is changed) in some combination of the following unit types:

- Public Housing Annual Contribution Contract
- Low-Income Housing Tax Credit Units
- Project Based Housing Choice Vouchers
- Unrestricted Market-Rate Rentals

AHFC has commissioned a market assessment for the Loussac Manor redevelopment that has an estimated delivery date of June 1, 2010. Once AHFC has reviewed and approved the market assessment, this market assessment will be made available to all Pre-Applicants invited by AHFC to the full Application / RFP stage.

Prior to the selected Development Team's formal participation in this redevelopment, AHFC will see to it that the Loussac Manor site is cleared of all building structures, foundations, footings, floor slabs, concrete steps, patios, and sidewalks associated with buildings. Planter boxes, mail boxes, ramps, handrails, playground equipment, and concrete sidewalks associated with the playground area will be removed. A Phase II environmental assessment indicated that there are asbestos containing materials in the existing buildings. AHFC will carry out the asbestos removal and demolition of the existing Loussac Manor structures prior to the engagement of the Development Team.

All utilities will be capped and marked at the main service entrance at their respective lot line locations. All on-site utilities outside of the foundation walls will be abandoned in place and marked where terminated. Both 20<sup>th</sup> Avenue and Heintzleman Drive are dedicated Municipal

streets. Paving, sidewalks, curbs, and parking areas associated with each of the dedicated streets will remain.

AHFC shall take responsibility for relocation of the current tenants occupying the Loussac Manor prior to awarding a contract to a Development Team. Upon completion of the redevelopment of Loussac Manor, AHFC shall notify the prior tenants of a first right of refusal to reoccupy a new rental unit in the redeveloped site. Pre-Applicants invited to submit a full application / RFP response will receive information about the composition of former Loussac Manor households who have expressed an interest in returning as well as demographic information about current AHFC public housing and Section 8 waiting lists. Prior residents of Loussac Manor may exercise this first right to refusal to a unit in the redeveloped property subject to the following: Income and occupancy standards, good standing as an AHFC tenant, and other possible re-housing requirements.

The preceding actions will be undertaken by AHFC and be billed outside of the redevelopment budget of the selected Development Team.

## **VII. SUBMISSION REQUIREMENTS**

The following provides guidance on the required information to be included in the Pre-Application / statement of qualifications. Please follow the order outlined below. Respondents are requested to avoid duplicative materials and redundancies in the proposal. The use of tables and other methods to minimize pages is preferred.

One completed Pre-Application / SOQ must be properly executed, submitted and received through AHFC's online application system or at the AHFC address listed below no later than 4:30 p.m. Anchorage time on June 4, 2010.

### Online application:

Pre-Application / SOQs may be submitted through AHFC's online application system. To utilize the online application software, Pre-Applicants will need to submit a registration request for access to the online system no later than 4:30 p.m. (Anchorage time) on May 27, 2010. Unless otherwise approved in writing, AHFC will not accept registration requests for the online system received after 4:30 p.m. (Anchorage time) on May 27, 2010.

All Pre-Applicants wishing to use the online system must submit a registration request to utilize the online application system. Pre-Applicants who have used the online application system for other solicitations must complete a new registration request for this Pre-Application / SOQ round.

To complete a registration request for the online system, Pre-Applicants will need to do the following:

- 1) Submit an email to [ddelfino@ahfc.state.ak.us](mailto:ddelfino@ahfc.state.ak.us)
- 2) Indicate in the email subject line: "Loussac Manor, Registration Request, [name of Pre-Applicant]"
- 3) Include in the body of the email the following:

Pre-Applicant Information	User Information
Organizational Name:	User Name:
Organizational Phone & Fax Number:	User Email Address:
Organizational Address:	User Phone Number:
Organizational Email Address:	

Hard Copy Submission:

Attn: Daniel Delfino  
 Alaska Housing Finance Corporation  
 4300 Boniface Parkway  
 Anchorage, AK 99504

The official time for Pre-Applicant / SOQ submittal via hardcopy to AHFC headquarters is that of the date/time clock in the main reception area of AHFC's headquarters building at 4300 Boniface Parkway in Anchorage.

Please note: Online and Hard Copy Submission will be available at the Pre-Application / SOQ phase. However, successful Pre-Applicants will be invited to submit their full Application / RFP response through an on-line application system. The online application system will be the only transmission channel for the full application / RFP response and will only be made available to entities who have submitted Pre-Applications / SOQ's that satisfied all of AHFC's threshold requirements in this notice.

**A. LETTER OF INTEREST**

Provide a Letter of Interest on the respondent's letterhead. The letter should: (i) state respondent's understanding of the work to be done and why the respondent would be successful in its implementation; (ii) state why the respondent believes itself to be the best qualified to perform the Loussac Manor redevelopment; and (iii) certify the respondent's commitment to make efforts to avail engagement opportunities to small and minority-owned

businesses, women’s business enterprises, labor surplus area businesses and individuals or firms located in or owned in substantial part by persons residing in the area of the mixed-finance development when possible.

In addition to the Letter of Interest, applicants **must** submit a completed Signature Page (see page 17) for the FY 2011 Pre-Application for Low-Income Housing Tax Credits to Redevelop Loussac Manor.

**B. DEVELOPMENT TEAM**

In the Pre-Application / SOQ, the respondent shall identify the development team for the mixed-finance development described in the Pre-Application / SOQ (the “**Development Team**”), which will include the developer and any other key professionals, which may include, but are not limited to, design, construction, marketing, financing, and property management professionals (“**Team Members**”). At a minimum, Pre-Applicants are required to identify 1) the applicant, 2) the developer, and 3) the property manager. The Team Members listed in this Section must be entities that the Pre-Applicant intends to partner with in the Loussac Manor redevelopment. If a list is provided of “potential” Development Team members, including key staff, AHFC will not accept “potential” Development Team data to satisfy the respective experience thresholds.

As part of the Pre-Application / SOQ review, AHFC will perform a penalty point review of the entities listed in the Pre-Application materials. This penalty point review will be conducted per the criteria identified on pages 31-32 (see Section 7(b)(i-v)) in the Rating and Award Criteria for GOAL Program funds (aka Qualified Allocation Plan). Any penalty points assessed in the Pre-Application / SOQ review will be communicated to the Pre-Applicant if they are invited to submit a full Application / RFP response.

1. DEVELOPER AND PROPERTY MANAGEMENT ENTITY. Name and address (including telephone, facsimile and email) of the Developer and Property Management Entity. For each, state the type of legal entity (form of organization) and the state of organization of the Developer and Property Management Entity.
2. KEY PRINCIPALS (INCLUDING ANY ENTITY) HOLDING INTEREST IN THE DEVELOPER AND PROPERTY MANAGEMENT ENTITY, WHETHER IN EQUITY, BY AGREEMENT OR CONTRACTUAL. Name, address, position and description of the nature and percentage interest in the Developer and Property Management Entities. Provide profiles of the principals and key staff to be involved in the development and property management effort.
3. ORGANIZATIONAL STRUCTURE. Describe the organizational and management approach for the development and property management entities. Attach an organization chart of your Developer and Property Management Entities. Identify the individuals who will serve as the project and property managers and who will direct and coordinate the development effort to completion. Specify all members of the firms who will regularly interact with the AHFC and describe their qualifications

and responsibilities. This information should specify existing time commitments, previous development experience and whether the staff will be locally based.

4. INTEGRATED APPROACH. Describe how (or if) your organization has an integrated structure encompassing development, construction and property management services.
5. LITIGATION/TERMINATION. The Developer and Property Management Entities and each person (including any entity) holding interest in the Developer and Property Management Entities must: (i) identify any litigation within the last five (5) years where it was either plaintiff or defendant; (ii) identify and summarize, including resolution, any complaints filed against it related to the delivery of any professional services; and (iii) identify and quantify any pending or outstanding action / claim against their bonding, or activity that would limit bonding capacity or ability to secure bonding for this project. Also, advise whether the Developer and Property Management Entities or any of their affiliates have ever been terminated (whether with or without cause) prior to completing a project, and if so, identify the project(s) and summarize the circumstance(s). The AHFC reserves the right to contact any federal, state, county or local agency, department and/or licensing authority and/or company to verify the information provided pursuant to this section.
6. TEAM MEMBERS.
  - a. Identify each Team Member of the Development and Property Management team.
  - b. Describe each Team Member's specialization, relevant experience and specific contribution to the Development and Property Management Team.
  - c. Describe in detail any identity of interest among the Development and Property Management Team.
  - d. Submit resumes of the key individuals and detailed descriptions of the responsibilities that the key individuals will be required to perform.

### C. PROJECT EXPERIENCE

Describe the Developer and Property Management's Team's specific experience with: (i) new construction and marketing of mixed-income and mixed-finance developments, such as that described in the Pre-Application / SOQ for Loussac Manor; (ii) complex financial structuring, including multiple funding sources; (iii) the LIHTC program in Alaska; (iv) use of project-based subsidy; and (v) HUD's Capital Fund program. Any previous collaboration among some or all members of the Development Team should be noted. Successful experience in the development of communities similar to the project should be provided.

For the **Developer Entity**, the AHFC will require the following experience to satisfy the threshold requirements in this Pre-Application / SOQ:

1. Experience developing at least five (5) Low-Income Housing Tax Credit (LIHTC) projects. This experience must be documented by the following:
  - a. A list and location of at least five (5) LIHTC projects developed.
  - b. Final cost certifications for the five (5) LIHTC projects listed in 1(a).
  - c. Resumes of development staff, that will participate in the Loussac Manor Redevelopment, that document participation in the listed projects, or other projects that would qualify under 1(a).
    - i. If staff resumes are provided indicating experience in projects not listed in response to 1(a), staff resumes will need to clearly document the projects they have developed (including project dates, their role, project locations, and sources used in the projects).
2. Experience developing at least two (2) projects with Project Based Rental Subsidy. Project Based Rental Subsidy for the purpose of this Section is as any of the following: i) USDA RD Section 515 or USDA RD Section 538 Interest Credit Subsidy, ii) Section 8 Project Based Voucher Subsidy, iii) Public Housing ACC Rental Subsidy, iv) HUD Multi-Family project based subsidy, v) HUD Operating Subsidy provided under the native American Housing Assistance and Self Determination Act (NAHASDA). This experience must be demonstrated and documented by the following:
  - a. A list and location of at least two (2) Project Based Rental Subsidy projects developed.
  - b. Final cost certifications for the two (2) Project Based Rental Subsidy projects listed in 2(a).
  - c. Resumes of development staff, that will participate in the Loussac Manor Redevelopment, that document participation in the listed projects, or other projects that would qualify under 2(a).
    - i. If staff resumes are provided indicating experience in projects not listed in response to 2(a), staff resumes will need to clearly document the projects they have developed (including project dates, their role, project locations, and sources used in the projects).
  - d. If experience with NAHASDA Operating Subsidy is being used to satisfy this threshold, Pre-Applicants will need to also submit a copy of the Indian Housing Plan that identifies the Operating Subsidy for the listed projects in 2(a).

3. Successful experience closing an LIHTC placement with an equity investor within 18 months of June 4, 2010. This equity closing must involve the sale of at least \$500,000 in annual LIHTCs (\$5,000,000 10 year value). This experience must be documented by the following:
  - a. A fully executed Limited Partnership Agreement for the equity placement used to satisfy this threshold.

For the proposed **Property Management** Entity, the AHFC will require the following experience to satisfy the threshold requirements in this Pre-Application / SOQ:

4. At least three years of experience operating Low-Income Housing Tax Credit (LIHTC) projects. This experience must be documented by the following:
  - a. A list and location of the LIHTC projects operated.
  - b. Dates the LIHTC projects (listed in 4(a)) were under the property manager's management.
  - c. Resumes of property management staff, that will participate in the Loussac Manor property management, that document participation in the listed projects, or other projects that would qualify under 4(a).
    - i. If staff resumes are provided indicating experience in projects not listed in response to 4(a), staff resumes will need to clearly document the projects they have managed (including project dates, project locations, and LIHTC restrictions of the respective properties).
5. At least three years of experience operating projects with Project Based Rental Subsidy. Project Based Rental Subsidy for the purpose of this Section is as any of the following: i) USDA RD Section 515 or USDA RD Section 538 Interest Credit Subsidy, ii) Section 8 Project Based Voucher Subsidy, iii) Public Housing ACC Rental Subsidy, iv) HUD Multi-Family project based subsidy, v) HUD Operating Subsidy provided under the Native American Housing Assistance and Self Determination Act (NAHASDA). This experience must be demonstrated and documented by the following:
  - a. A list and location of the Project Based Rental Subsidy projects managed.
  - b. Dates the Project Based Rental Subsidy projects listed in 5(a) were under the property manager's management.
  - c. Resumes of property management staff that will participate in the Loussac Manor property management, that document participation in the listed projects, or other projects that would qualify under 5(a).
    - i. If staff resumes are provided indicating experience in projects not listed in response to 5(a), staff resumes will need to clearly document the projects they have developed (including project dates, project locations, and sources of Project Based Rental Subsidies used).
  - d. If experience with NAHASDA Operating Subsidy is being used to satisfy this threshold, Pre-Applicants will need to also submit a copy of the Indian Housing Plan that identifies the Operating Subsidy for the listed projects in 5(a).

Provide a listing of at least three (3) former or current clients, including Public Housing Authorities, for whom the Pre-Applicant has performed similar or like services to those that will be proposed if invited forward to the full application / RFP stage. The listing shall include at a minimum: the client's name, contact name, telephone/facsimile number, and e-mail address, and a brief description and scope of the service(s) and the dates the services were provided. Please ensure that all names and numbers are current. In the event that the AHFC elects to conduct reference checks, a uniform set of questions will be used to check each reference. The AHFC reserves the right to check other references.

#### **D. FINANCIAL STATEMENTS**

Depending upon whether the Pre-Applicant / Development Entity and/or its sponsors are non-profit or for-profit organizations, the following financial information will be required:

- For non-profit applicants, the most recent three years of audited financial statements must be submitted. If audited financial statements are not available for the most recent six month period (ending March 31, 2010), then unaudited financial statements can be accepted for the most recent six month period.
- For for-profit applicants, the most recent three years of Corporate Federal Income Tax Returns or most recent three years of audited financial statements must be submitted. In addition, applicants will be required to provide a current Balance Statement and Profit and Loss Statement for the period ending March 31, 2010.

Please note: Financial Information in this section is only required for the applicable reporting entity. If the Pre-Applicant is applying as a partnership, wholly owned LLC, etc., only the financial information for the controlling / reporting entity in the Pre-Application is required. The reporting entity should clearly follow from the information provided in response to Section VII(B)(1-6). The Pre-Applicant is encouraged to provide clarity in their Letter of Interest (see Section VII(A)) regarding the applicable reporting entity if the organization structure involved in the application is complex.

Financial statements and other information provided in responses to Section D will not be made available to the public if the Pre-Applicant requests that they remain confidential.

**VIII. EVALUATION CRITERIA**

<b>Evaluation Factors</b> AHFC will review the information provided in response to Section VII to determine if all “Yes” responses are supported by the documented experience. Only “Yes” responses that are supported by satisfactory, in AHFC’s determination, documentation will be used to satisfy the threshold requirements.	<b>Response</b>	
<b>Project Development Entity</b>	<b>YES</b>	<b>NO</b>
1. Experience developing at least five (5) low-income housing tax credit projects?	<input type="checkbox"/>	<input type="checkbox"/>
2. Experience developing at least two (2) project based subsidy projects?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has closed with an LIHTC investor within the past 18 months on an equity placement with at least \$500,000 in annual credit (\$5,000,000 over ten years)?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is “No,” the Pre-Application will not advance.		
<b>Project Development Staff</b>	<b>YES</b>	<b>NO</b>
4. Experience developing at least five (5) low-income housing tax credit projects?	<input type="checkbox"/>	<input type="checkbox"/>
5. Experience developing at least two (2) project based subsidy projects?	<input type="checkbox"/>	<input type="checkbox"/>
6. Experience in LIHTC project that has closed with an equity investor within the past 18 months, as of June 4, 2010, that placed at least \$500,000 in annual credit (\$5,000,000 over ten years)?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is “No,” the Pre-Application will not advance.		
<b>Property Management Entity</b>	<b>YES</b>	<b>NO</b>
7. At least three years of experience managing low-income housing tax credit projects?	<input type="checkbox"/>	<input type="checkbox"/>
8. At least three years of experience managing projects with Project Based Operating Subsidy? Please see Page 14, Item #5 for Project Based Operating Subsidy definition.	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is “No,” the Pre-Application will not advance.		
<b>Property Management Staff</b>	<b>YES</b>	<b>NO</b>
9. At least three years of experience managing low-income housing tax credit projects?	<input type="checkbox"/>	<input type="checkbox"/>
10. At least three years of experience managing projects with Project Based operating subsidy? Please see Page 14, item #5 for Project Based Operating Subsidy definition.	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the above is “No,” the Pre-Application will not advance.		
<b>Financial Information</b>	<b>YES</b>	<b>NO</b>
11. Non-Profit: Materials Required under Part D of this Pre-Application have been provided?	<input type="checkbox"/>	<input type="checkbox"/>
12. For-Profit: Materials Required under Part D of this Pre-Application have been provided?	<input type="checkbox"/>	<input type="checkbox"/>
In order to advance, the Pre-Applicant must be able to answer “Yes” to factor #11 <b>OR</b> “Yes” to factor #12.		

## **IX. CONDITIONS**

1. At its sole discretion, AHFC reserves the right to reject any and all proposals and waive any minor informalities or irregularities in the Pre-Application / SOQ process whenever AHFC determines that such rejection or waiver is in its best interest. AHFC shall be the sole judge of these minor irregularities. Lateness of submission is not considered a minor informality.
2. AHFC reserves the right to reject proposals from any firm who has previously failed to perform properly, or to complete work on time, on contracts of a similar nature. AHFC will be the sole judge of Contractor's previous inability to perform or to complete timely work. Additionally, AHFC will deem responses as non-responsible from contractors whose name appears on the US Department of Housing and Urban Development's "List or Excluded Parties (Banned List)."
3. AHFC reserves the right to request an interview with any and/or all of the responders in order to finalize any decisions.
4. AHFC will consider non-responsive any submittal for which critical information is lacking or the submission represents a major deviation from the Pre-Application / SOQ.
5. AHFC reserves the right to request additional information from any Pre-Applicant / responder after the submittal deadline.
6. Any solicitation or lobbying directed at any AHFC staff member, AHFC Board of Commissioner or agent, or Development Team Member is prohibited and may be grounds for the disqualification of the Pre-Application.
7. The person signing the Pre-Application / SOQ must be authorized to commit the Pre-Applicant and to conduct negotiations or discussions if requested or required, or both.
8. AHFC assumes no liability for any costs incurred by responders in the preparation of and delivery of a Pre-Application, or attendance of any subsequent meetings relative to responding to this Pre-Application / SOQ.
9. AHFC encourages partnering between firms to greater enhance the team's service delivery capability and diversity of firms and responses. Responder shall disclose any and all partnerships in the Pre-Application / SOQ response.
10. The Development Team ultimately selected at the end of the Application / RFP will be required to maintain General Liability, Worker's Compensation, Automobile Liability, Professional Liability, and other forms of insurance, with firms authorized to do business in the State of Alaska, during the duration of performance of activities pursuant to any award subsequent to this Pre-Application / SOQ and ensuing Application / RFP process. The selected Development Team will also be required to indemnify AHFC against claims and obligations due to actions and activities of the Development Team and not arising from negligence or misconduct of AHFC and its employees. Terms of all required insurance and indemnification will be included in the formal Application / RFP.
11. All units, subsidized or market rate, in the redeveloped Loussac Manor must be made available for general public use. In addition, all units must be managed consistently with

any subsequent Application / RFP terms and consistently with the Federal Conditions listed in point #12 (below).

12. Other Federal Conditions will ultimately apply to the final Application / Proposal. Pre-Applicants are encouraged to review the following, non-exhaustive, list of forms and citations regarding rules which will apply to their future proposals if invited forward at the close of the Pre-Application Process
  - i. **Form HUD-2530** Previous Participation Certification
  - ii. **Form HUD-50071** Certification of Payments to Influence Federal Transactions
  - iii. **Form HUD-5369-C** Certifications and Representations of Offerors (Non-Construction Contract)
  - iv. **Executive Orders 11625, 12432 and 12138** (Minority Business Enterprise and Women's Business Enterprise)
  - v. **24 CFR 135, 24 CFR 982.601, 24 CFR 982.605, 24 CFR 982.609, 24 CFR 982.613, 24 CFR 982.614, 24 CFR 982.617, 24 CFR 982.620, 24 CFR 982.622, 24 CFR 982.624,**
  - vi. **Fair Housing Act** (42 U.S.C. 3601-20) and implementing regulations 24 CFR part 100 and the regulations at 24 CFR Part 107 (Equal Opportunity Housing).
  - vii. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR part 1.
  - viii. **Age Discrimination Act of 1975** (42 U.S.C. 6101-07) and implementing regulations at 24 CFR part 146 "Nondiscrimination on the Basis of Age in HUD Programs or Activities Receiving Federal Financial Assistance."
  - ix. **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)** and implementing regulations at 24 CFR Part 8 "Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development."
  - x. **National Environmental Policy Act and Related Laws** (Environmental review responsibilities) and implementing regulations at 24 CFR Part 58.6, including ongoing requirements related to any required mitigation for the project resulting from the NEPA review and clearance, and flood insurance as required by the National Flood Insurance Reform Act of 1994, if applicable.
  - xi. **The Lead-Based Paint Poisoning Prevention Act and the Residential Lead-Based Paint Hazard Reduction Act of 1992** and implementing regulations at 24 CFR Part 35 are applicable to housing that receives Federal assistance.
  - xii. **Davis-Bacon Prevailing Wages**
  - xiii. **Anti-Lobbying Restrictions** (Restrictions on lobbying in 31 USC 1352 and implementing regulations at 24 CFR Part 87 "New Restrictions on Lobbying".)
  - xiv. **2 CFR Part 2424 "Non-procurement Debarment and Suspension"** The project owner cannot award a contract to a contractor who is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs.

**END OF PRE-APPLICATION / REQUEST FOR STATEMENT OF QUALIFICATIONS  
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**SIGNATURE PAGE**

<b>FY 2011 Pre-Application for Low-Income Housing Tax Credits / Statement of Qualifications to Redevelop Loussac Manor</b>	
<b>Applicant Name</b> Name: Address: City, State, Zip: Tax ID Number:	<b>Applicant Contact Information</b> Name & Title: Email: Phone: Fax:
<b>Applicant Type:</b> For-Profit <input type="checkbox"/> , Regional Housing Authority <input type="checkbox"/> , Not-for-profit <input type="checkbox"/> , Individual <input type="checkbox"/> , Other (please specify): _____	
<b>Prior to Submitting this Pre-Application, the Pre-Applicant has Conferred with the Property Manager Identified in the Pre-Application?</b> Yes - <input type="checkbox"/> No - <input type="checkbox"/>	
<b>Prior to Submitting this Pre-Application, the Pre-Applicant has Conferred with the Project Developer Identified in the Pre-Application?</b> Yes - <input type="checkbox"/> No - <input type="checkbox"/>	
<b>Applicant's Statement:</b> <i>To the best of my knowledge and belief, all of the information contained in this Pre-Application for FY 2011 Low-Income Housing Tax Credits / Statement of Qualifications and attachments are true and correct, and the provision of the representations made in this Pre-Application have been duly authorized by the governing body of the applicant. If invited to apply / submit an RFP response, it is our intent to apply for FY 2011 Low-Income Housing Tax Credit (LIHTC) funding for the Loussac Manor redevelopment project in the FY 2011 LIHTC competition / RFP.</i>	
Type Name of Authorized Applicant Representative:	Title of Authorized Applicant Representative:
Signature of Authorized Applicant Representative:	Date Signed: