



August 21, 2013

(Amended September 6, 2013)

Amended text highlighted in yellow

**Alaska Housing Finance Corporation
Alaska Corporation for Affordable Housing**

Pre-Application for FY 2014 LIHTCs

**PRE-APPLICATION FOR THE (RE)DEVELOPMENT OF
SAN ROBERTO AND MOUNTAIN VIEW IN ANCHORAGE**

Deadline to Submit Online Application Registration Request
Monday, September 9, 2013 (4:30 PM AST)

Deadline to Submit Online Pre-Application
Friday, September 13, 2013 (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.us

Submissions are due no later than 4:30 PM (Anchorage time) on September 13, 2013

REQUEST FOR FY 2014 LOW-INCOME HOUSING TAX CREDIT PRE-APPLICATIONS FOR THE (RE)DEVELOPMENT OF SAN ROBERTO AND MOUNTAIN VIEW

I. INVITATION

The Alaska Housing Finance Corporation (“AHFC”) is seeking Pre-Applications from qualified developers (Development Teams) that can demonstrate, through their Pre-Application submittal, that they possess the necessary qualifications to implement the comprehensive (re)development program for properties on San Roberto Avenue and Mountain View Drive in Anchorage to be detailed in the Full Application. The successful Pre-Applicant must demonstrate the ability and experience to implement a comprehensive mixed-income development plan for the scattered-site project utilizing the available state and federal funding.

The Pre-Application is the first stage of a two-stage application process to be run concurrently. Pre-Applicants demonstrating through their proposal, in the opinion of AHFC, the necessary resources, knowledge and capacity to serve as the Development Team for San Roberto and Mountain View, will be invited to submit a full application in the second stage of this process.

Pre-Applicants will be required to demonstrate recent experience in similar projects to the anticipated (re)development of San Roberto and Mountain View, including the development of 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).

Pre-Application Teleconference

A Pre-Application teleconference will be held in the 1st floor boardroom of the AHFC Headquarters, 4300 Boniface Parkway, Anchorage, AK 99504 on Tuesday, September 3, 2013 at 3:00 PM Alaska Daylight Time (AKDT). AHFC requests that persons planning to attend this teleconference RSVP to Daniel Delfino via email at ddelfino@ahfc.us no later than 10:00 a.m. on Tuesday, September 3, 2013. Call-in information for the teleconference is provided below:

Teleconference Call-In Number: 1 (877) 668-4493
Access Code: 499609377

Attendance is strongly recommended but not mandatory. Meeting minutes will be posted on the AFHC website at <http://www.ahfc.us/pros/notices/funding-availability/>.

II. AGENCY DESCRIPTION AND PROJECT PURPOSE

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, etc.) in non-entitlement communities.

Project Purpose

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.

Upon completion of the Pre-Application and Full Application processes, AHFC expects to have procured a Development Team for the redevelopment, subject to HUD approval, of eighteen (18) rental units on San Roberto Avenue in Anchorage. The San Roberto units will replace sixteen (16) existing units that are currently operated through four (4) contiguous four-plex buildings that will need to be demolished as part of the Development Team's scope of work. AHFC further anticipates this Pre-Application and Full Application process to concurrently select a Development Team for the development of at least seventy (70) rental units in the Mountain View neighborhood.

AHFC anticipates that both the San Roberto and Mountain View properties will be owned and operated through a tax credit partnership formed between AHFC's subsidiary, the Alaska Corporation for Affordable Housing, and the tax credit equity investor(s). AHFC further anticipates that the selected development team, or member(s) thereof, **may** serve as co-general partner(s) for a limited duration. AHFC's expectation is that any co-general partner interest will, at the latest, terminate at the end of the initial tax credit compliance period.

To facilitate the (re)development of San Roberto and Mountain View, AHFC anticipates the availability of the following resources:

- Conveyance of the Mountain View property to the tax credit partnership through a long-term ground lease at \$1 per year.
- Sale or long-term lease of the San Roberto properties at Fair Market Value.
- Federal Neighborhood Stabilization Program 3 Grant funds in the amount of \$1,198,000.
 - These funds must be expended no later than February 24, 2014.
- Public Housing Capital Fund Program dollars in the amount of \$7,077,154.
- State and Corporate grants in the amount of \$11,898,600.

- Low Income Housing Tax Credit Equity facilitated through the use of Tax Exempt Bond financing that exceeds 50% of the qualifying development costs.
 - AHFC anticipates a cash-collateralized structure for the interim debt that leverages soft funding resources available for these developments.
- Project Based Voucher Assistance for up to eighty-one (81) rental units.
- Stipends in amounts not to exceed \$50,000, each, for the Full Applications ranked 2nd and 3rd at the close of the Full Application review process.
 - Please note: Stipends will only be awarded for eligible costs noted in the full application instructions and will only be awarded to invited applicants that satisfy all application and scoring thresholds for funding eligibility.

III. ANTICIPATED OUTCOMES

In this Pre-Application round for FY 2014 LIHTCs, the AHFC is seeking qualified developers (Development Teams) that can demonstrate, through their submittal, the necessary qualifications to implement a comprehensive (re)development program and sustainable operating platform for the San Roberto and Mountain View properties.

While Pre-Applications and Full Applications for the San Roberto and Mountain View properties will be submitted through a single process, AHFC anticipates a number of facets to distinguish the two properties. For clarity, differentiable expectations of these properties are noted below:

San Roberto Avenue Property (Anchorage)

The San Roberto component will involve the demolition of four (4) existing structures that are located on .85 acres of contiguous property. Collectively, these structures house sixteen (16) rental units that are currently operated as Public Housing. AHFC is submitting a disposition application to HUD for these units to remove them from the Public Housing Inventory. As part of the anticipated disposition application to HUD, AHFC intends to dispose of these parcels to the new ownership entity through a sale or lease at Fair Market Value.

Although AHFC will handle the tenant relocation, the selected development team's proposal will need to account and budget for the demolition of the existing structures. AHFC anticipates eighteen (18) rental units will be constructed to replace the demolished units. All of the units reconstructed on the San Roberto properties are expected to be available for families and will receive Project Based Housing Choice Vouchers. AHFC anticipates that all of the reconstructed units will be restricted to 1 or 2 bedroom unit types.

Mountain View Drive Property (Anchorage)

The Mountain View development will involve the new construction of at least seventy (70) rental units and community space on 7 acres of vacant land along Mountain View drive that is bounded by the Glenn Square Mall and the Carey Mobile Home Park. The land for this development was purchased through the Neighborhood Stabilization Program 3 award AHFC received. As such, the development efforts will include close coordination with the local community to promote economic opportunities for residents of the Mountain View neighborhood.

Of the seventy (70) units anticipated, at minimum, AHFC expects that at least twenty (20) units will be reserved for senior households. Consequently, these senior units will require a separate building or buildings from the family units to comply with Fair Housing. Similar to the provisions for San Roberto, unit types at Mountain View will be restricted to 1 and 2 bedroom configurations. AHFC anticipates that a minimum of 10% (at least 7 units) in the Mountain View property will be unassisted by LIHTC equity. However, these non-LIHTC units are expected to be income restricted to Households at or below 80% Area Median Income (AMI) and will have their rents underwritten to the lesser of the Fair Market Rent, the 60% LIHTC rents, or the Achievable rents noted in the market assessment commissioned for this property.

The Mountain View property will also be required to provide approximately 5,000 square feet of common area for resident activities, space for maintenance storage, and a management office that contains two (2) points of entry and exit.

In an effort to maximize economic opportunities for the Mountain View community residents, AHFC has entered into a Grant Agreement with the Anchorage Community Land Trust to advance a vicinity hire priority as part of the development. This Agreement will also form the basis of a process to facilitate successful design and implementation integration from the selected Application into the Mountain View community. Additional details regarding this relationship and its associated expectations on the part of the selected development team will be outlined in the full Application Instructions.

Provisions Applicable to Both Properties

AHFC anticipates that unit sizes at each of the properties will not exceed 800 square feet for one-bedroom units and 900 square feet for two-bedroom units. Any sizes proposed that do not conform to these restrictions will require approval from AHFC, in advance and in writing.

IV. SCOPE OF WORK

Through this Pre-Application for FY 2014 LIHTCs, AHFC is seeking responses from Development Teams that can demonstrate the necessary qualifications to implement the comprehensive multi-site (re)development project. The successful Pre-Applicants must demonstrate their ability and experience to implement a comprehensive mixed-income development plan for (re)development of both San Roberto and Mountain View properties.

The intent of this Pre-Application and the ensuing Application process is to select a development partner who will engage in a redevelopment and new construction program for San Roberto and Mountain View that meets the AHFC's program goals for the sites, which include the following:

1. Creating a vibrant, safe, community of choice and 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, neighborhood 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 2014 Pre-Application for LIHTCs solicitation, AHFC will perform a threshold evaluation of Pre-Applicants 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 this notice, AHFC will inform all Pre-Applicants as to whether they will be invited to submit a full application in the second stage of this 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 who, as a result of the evaluation conducted, AHFC forms an opinion that they have not demonstrated sufficient capacity to implement the (re)development of San Roberto and Mountain View. AHFC reserves the right to reject any Pre-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.

Although running concurrently, this Pre-Application for FY 2014 LIHTCs process is a separate solicitation from the subsequent Application stage. To be invited to participate in the subsequent Application round, a Pre-Applicant must demonstrate all required experience and capacity thresholds specified in this Pre-Application notice.

AHFC anticipates it will be time- and cost-intensive to respond to the subsequent Application round. One major reason for conducting this Pre-Application prior to the ensuing Application invitation 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.

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

The selected Development Team will be expected to, in whole or in part, carry out all (pre)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 notice is the fact that the (re)development of San Roberto and Mountain View will involve up to **eighty-one (81)** units subsidized through a Housing Assistance Payment contract for project-based Housing Choice Voucher assistance. The provision of project-based voucher assistance for these units is offered in part to help facilitate a proposal that leverages private debt financing.

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 public housing 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;
- 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. For an initial period expected of a least five (5), but not expected to exceed the length of the fifteen (15) year Tax Credit compliance period, providing comprehensive property management services in compliance with all applicable regulations and agreements.
- n. It is anticipated that the selected Development Team will negotiate and / or enter into a number of agreements with various departments within AHFC and / or ACAH 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. Limited Partnership or Operating Agreement governing project operations
 - d. Housing Assistance Payment contract for the project-based Section 8
 - 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 or a third party lender(s).

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.)

| Pre-Application Stage | Tentative Schedule |
|--|---------------------------|
| Issue Pre-Application | August 21, 2013 |
| Pre-Application Teleconference | September 3, 2013 |
| Final Day to Submit Registration Request for Online Application Access | September 9, 2013 |
| Pre-Applications Due | September 13, 2013 |
| Pre-Application Decisions | September 16, 2013 |

| Formal Application / RFP Stage | Tentative Schedule |
|--|---------------------------|
| Issue Application / RFP – Invitations for Pre-Applicants | September 16, 2013 |
| Market Assessment Provided to Applicants | September 20, 2013 |
| Applicant Training Conference | October 7, 2013 |
| Application / RFP Due | November 22, 2013 |
| Notice of Intent to Award Announced | December 2, 2013 |
| 100% of Neighborhood Stabilization Funds Expended | February 24, 2014 |

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 VI, and summarized in Section VII, of this Pre-Application. 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. Pre-Applicants will be evaluated for threshold compliance with the evaluation criteria stated in Sections VI and VII. 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.

VI. SUBMISSION REQUIREMENTS

The following provides guidance on the required information to be included in the Pre-Application. 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 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 September 13, 2013.

Online application:

Pre-Applications must 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 September 9, 2013. Unless otherwise approved in writing, AHFC will not accept registration requests for the online system received after 4:30 p.m. (Anchorage time) on September 9, 2013.

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 round.

To submit registration requests for the online system, Pre-Applicants will need to:

- 1) Submit an email to ddelfino@ahfc.us
- 2) Indicate in the email subject line: “San Roberto and Mountain View, 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: | |

Please note: Online submission will be required at the Pre-Application stage. Additionally, the online application system will be the only transmission channel for the full application response

and will only be made available to entities who have submitted Pre-Applications 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 (re)development of San Roberto and Mountain View; 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 2014 Pre-Application for Low-Income Housing Tax Credits to (re)develop San Roberto and Mountain View.

B. DEVELOPMENT TEAM

In the Pre-Application, the respondent shall identify the development team for the development described in the Pre-Application (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 anticipated property manager. The Team Members listed in this Section must be entities that the Pre-Applicant intends to partner with in the (re)development of San Roberto and Mountain View. 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 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 39-40 (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 review will be communicated to the Pre-Applicant if they are invited to submit a full Application 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 properties, such as that described in the Pre-Application for the (re)development of San Roberto and Mountain View; (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:

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 (re)development of San Roberto and Mountain View, 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 (re)development of San Roberto and Mountain View, 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. Development Team experience completing an application for 9% Low Income Housing Tax Credits in Alaska within the past five (5) calendar years.
 - a. Applicants must list the development team members and the names of the projects they have proposed to AHFC for 9% Low Income Housing Tax Credits within the past five (5) years.

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

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 San Roberto and Mountain View 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 San Roberto and Mountain View 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 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.
- 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 are required to provide a current Balance Statement and Profit and Loss Statement for the period ending June 30, 2013.

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 VI(B)(1-6). The Pre-Applicant is encouraged to provide clarity in their Letter of Interest (see Section VI(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.

VII. EVALUATION CRITERIA

| Evaluation Factors AHFC will review the information provided in response to Section VI 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. | Response | |
|--|--------------------------|--------------------------|
| Project Development Entity | YES | NO |
| 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 submitted an application for 9% Low Income Housing Tax Credits in Alaska within the past five (5) calendar years. | <input type="checkbox"/> | <input type="checkbox"/> |
| If the answer to any of the above is “No,” the Pre-Application will not advance. | | |
| Project Development Staff | YES | NO |
| 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. Has substantive development experience through, at minimum, working on an application for 9% Low Income Housing Tax Credits in Alaska within the past five (5) calendar years. | <input type="checkbox"/> | <input type="checkbox"/> |
| If the answer to any of the above is “No,” the Pre-Application will not advance. | | |
| Property Management Entity | YES | NO |
| 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 12, 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. | | |
| Property Management Staff | YES | NO |
| 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 12, 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. | | |
| Financial Information | YES | NO |
| 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 OR “Yes” to factor #12. | | |

VIII. 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 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.
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 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.
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 response.
10. The Development Team ultimately selected at the end of the Application 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 and ensuing Application 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.
11. All units, subsidized or market rate, in the funded development(s) must be made available for general public use. In addition, all units must be managed consistently with

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

12. Other Federal Conditions will ultimately apply to the final Application. 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.
 - xv. **24 Part 85 "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"**

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

| | |
|---|---|
| FY 2014 Pre-Application for Low-Income Housing Tax Credits to (re)develop San Roberto and Mountain View | |
| Applicant Name Name: Address: City, State, Zip: Tax ID Number: | Applicant Contact Information Name & Title: Email: Phone: Fax: |
| Applicant Type: For-Profit <input type="checkbox"/> , Regional Housing Authority <input type="checkbox"/> , Not-for-profit <input type="checkbox"/> , Individual <input type="checkbox"/> , Other (please specify): _____ | |
| Prior to Submitting this Pre-Application, the Pre-Applicant has Conferred with the Property Manager Identified in the Pre-Application? Yes - <input type="checkbox"/> No - <input type="checkbox"/> | |
| Prior to Submitting this Pre-Application, the Pre-Applicant has Conferred with the Project Developer Identified in the Pre-Application? Yes - <input type="checkbox"/> No - <input type="checkbox"/> | |
| Applicant's Statement: <i>To the best of my knowledge and belief, all of the information contained in this Pre-Application for FY 2014 Low-Income Housing Tax Credits 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 2014 Low-Income Housing Tax Credit (LIHTC) funding for the (re)development of the San Roberto and Mountain View project in the FY 2014 LIHTC competition.</i> | |
| Type Name of Authorized Applicant Representative: | Title of Authorized Applicant Representative: |
| Signature of Authorized Applicant Representative: | Date Signed: |