

STATE OF DELAWARE
2011 *LOW INCOME HOUSING TAX CREDITS*
QUALIFIED ALLOCATION PLAN

Adopted

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***LOW INCOME HOUSING TAX CREDIT PROGRAM
QUALIFIED ALLOCATION PLAN***

Introduction

The Federal Low Income Housing Tax Credit program was established by Section 252 of the Tax Reform Act of 1986 and was codified as Section 42 of the Internal Revenue Code of 1986 as amended (IRC). The Revenue Reconciliation Act of 1989 amended IRC Section 42 by adding Section 42(m) that requires allocating agencies to allocate low-income housing tax credits pursuant to a Qualified Allocation Plan (QAP). The Delaware State Housing Authority (DSHA) is the allocating agency for the State of Delaware. The following Qualified Allocation Plan represents the standards and procedures used by DSHA to perform its allocation and monitoring responsibilities.

Section 42(m) of the IRC states:

For purposes of this paragraph, the term “Qualified Allocation Plan” means any plan:

- i) Which sets forth selection criteria to be used to determine housing priorities of the housing credit agency that is appropriate to local conditions,
- ii) Which also gives preference in allocating housing credit dollar amounts among selected projects to:
 - a) Projects serving the lowest income tenants
 - b) Projects obligated to serve qualified tenants for the longest periods, and
 - c) Projects, which are, located in qualified census tracts...and the development of which contributes to a concerted community revitalization plan.
- iii) Which provides a procedure that the Agency (or an agent or other private contractor of such agency) will follow in monitoring for non-compliance with the provisions of this section and in notifying the Internal Revenue Service of noncompliance with the provisions of this section which such agency becomes aware of and in monitoring for noncompliance with habitability standards through regular site visits.

Certain Selection Criteria must be used: The selection criteria set forth in a qualified allocation plan must include:

- i. Project location
- ii. Housing needs characteristics
- iii. Project characteristics, including whether the project includes the use of existing housing as part of a community revitalization plan
- iv. Sponsor characteristics

- v. Tenant populations with special needs housing
- vi. Public housing waiting lists
- vii. Tenant populations of individuals with children
- viii. Projects intended for eventual tenant ownership
- ix. Energy efficiency
- x. Preserving historic character

The Low Income Housing Tax Credit (LIHTC) may be claimed annually for ten (10) years by owners of, or investors in, qualified low-income rental housing. The maximum amount of annual Credit is based on the cost of development, the number of qualified low-income units, the Credit percentage rate, and the amount needed to make the development viable. The annual Credit amount is determined at the time of final allocation and remains constant for the entire ten-year period. Cost of development is defined generally as the depreciable basis of the property. This includes "soft" costs such as engineering studies, architectural specifications, fees connected with construction financing, relocation expenses, construction period interest, performance bonds and general contractor fees as determined by the cost certification and certified by applicant's certified public accountant in accordance with Section 42. Land is not a depreciable item under Section 42 and therefore the cost of land acquisition or imputed value of the land is excluded from the cost of development. Other non-depreciable items include escrows, reserves, marketing expenses, and permanent loan fees.

Eligible developments include new construction, substantial rehabilitation and acquisition, if substantial rehabilitation is being done. The Credit Applicable Percentage for the 70% basis calculation for new and rehabilitation developments will now be a minimum of 9% until December 31, 2013.

In the case of developments receiving acquisition credits, DSHA will underwrite and allocate credits based on the applicable rate issued by the Treasury Department one (1) month prior to application submission and will utilize an equity factor dictated by market conditions.

The following summarizes eligible development categories and indicates maximum annual credit percentage rates:

	<u>Maximum Annual Credit Percentage Rate/Present Value</u>
<u>New construction or substantial rehabilitation of existing housing-</u> Credit is based on qualified development costs excluding land, acquisition costs and other non-depreciable costs as defined under Section 42 of the IRC. Qualified expenditures for substantial rehabilitation must be the greater of \$6,000 of qualified basis per low-income unit or 20% of unadjusted basis. DSHA has further defined substantial rehabilitation in the definition section of the QAP, and DSHA reserves the right to further adjust the minimum substantial rehabilitation requirement.	Minimum 9% credit value
NOTE: Pursuant to IRC Section 42(d)(5)(c), in the case of any building located in a qualified census tract or difficult development area, the eligible basis of such building shall be 130% of such basis.	
<u>New construction or substantial rehabilitation of existing housing receiving a federal subsidy (grant)</u> – Any development receiving a tax-exempt obligation or a federally funded grant is limited to receiving 30% present value tax credits.	30% present value
<u>Acquisition cost of existing housing</u> - Basis of Credit is on the cost of acquisition minus land value. The 30% present value Credit for acquisition of an existing building can only be claimed if at least minimum required substantial rehabilitation (greater of \$6,000 per low-income unit or 20% of unadjusted basis) is being done at the same time. DSHA has further defined substantial rehabilitation in the definition section of this QAP, and DSHA reserves the right to further adjust the minimum substantial rehabilitation requirement.	30% present value

Developments are eligible for 30% present value Credit only if the date of acquisition is 10 years or more after the later of the date the building was last placed in service or the date of the most recent nonqualified substantial improvements were made. However, acquisition credits may be obtained in less than 10 years after the later of the date the building was last placed in service or the date of the most recent nonqualified substantial improvements were made for properties receiving federal subsidy such as HUD Section 8, Section 221(d) 3, Section (d) 4, Section 236 & USDA Section 515 or any other housing program administered by HUD or the Rural Housing Service of the Department of Agriculture.

If a development fails to meet the minimum eligibility requirements at any time during the compliance period, the "accelerated" Credit amount, plus interest, may be subject to recapture by the IRS. The federal government considers the Credit a 15-year benefit accelerated to ten (10) years. Therefore, the accelerated Credit amount is the difference between the aggregate amount of Credit claimed and the aggregate amount of Credit that would have been available if the Credit was spread over the entire 15-year period.

Early disposition of a building is a recapture event unless the owner posts a satisfactory bond within six months of loan repayment and not later than four years of original issuance and the second bond does not increase or generate new tax credits. The Housing Credit recapture bond rule has relaxed the rule on future and past dispositions if (a) it is reasonably expected the building will continue to be operated as a qualified low-income building; (b) the taxpayer elects to be subject to the new longer statute of limitations.

The Low Income Housing Tax Credit Program is complex and evolving. For example, changes in the program adopted by Congress **over the life of the program** require careful review by persons who have extensive experience and expertise with this program and its requirements. The explanation contained in this QAP is qualified in its entirety, as it is only a summary of the LIHTC program and should not in any way be relied upon as legal advice. To that end, it is strongly recommended that project sponsors interested in applying for a Tax Credit allocation contact their tax accountant and attorney to review this program, the Internal Revenue Code (IRC) and IRS Regulations, IRS rulings, IRS guidance and any other pertinent information before pursuing the program.

As rules and regulations continue to be issued by the U.S. Department of Treasury for all facets of the Low Income Housing Tax Credit Program, Tax Credit reservations and allocations will be made by DSHA based

on existing regulations. Any changes of rules and requirements, must be met by the owner/investor(s) in order for them to continue receiving the Tax Credit. Regulations, rulings, Revenue Procedures and Technical Advice Memoranda (TAMs) are regularly issued by the IRS. It is the sponsor's obligation to understand and comply with the rules.

DSHA reserves the right to award a boost in eligible basis of up to thirty percent (30%), as determined by DSHA, for the highest ranked property(ies) to make them financially feasible. This additional boost is not available for properties that are in a Qualified Census Tract (QCT) or Difficult to Develop Area (DDA) since a QCT or DDA already qualifies for the additional 30% boost. No applications will be accepted with a basis boost included in the tax credit calculation. DSHA will determine during the ranking/underwriting process if a basis boost is needed for financial feasibility.

Failure of a project to fulfill all representations made in its application may result in a delay and/or non-issuance of the IRS Form 8609. At its sole discretion, DSHA may impose penalties for failure to comply with eligibility or point requirements, such penalties to include, but will not be limited to: a reduction in the allocated credit amount, the unilateral cancellation of an allocation, or penalty points which will be carried forward to applicant's subsequent DSHA LIHTC application.

DESCRIPTION OF HOUSING NEEDS AND PRIORITIES - 2007

In September 2007, Mullin & Lonergan Associates, a consulting firm based in Pittsburgh, Pennsylvania, completed a five-year statewide housing needs assessment for DSHA. The study, which covers the years 2008-2012, will be used to guide DSHA's planning and resource allocation. Following is an overview of rental housing needs.

Existing Households and Existing Housing

In summary, the greatest need for affordable housing remains in the existing housing stock, in three core areas: substandard housing; at-risk households living in precarious circumstances; and preservation of affordability and federal subsidies in existing sites.

1. Substandard Housing

At least 12,949 units, or 3.4% of the State's housing inventory, are estimated to be in substandard condition, meaning that a unit is deficient in *at least two structural systems* and is in need of substantial rehabilitation in order to make it structurally sound, safe and habitable. Of these, 4,814 are rental units or 5.8% of the State's occupied rental inventory.

Further, 4,031 of the state's 13,615 assisted rental units are estimated to be in need of rehabilitation. This is estimated as 50% of the stock that is 20 years or older. Most of these units are assumed to need only moderate rehabilitation.

Table 1: Rehabilitation Need 2008-2012

	Substandard Renter-Occupied Units	Assisted Rental Units Estimated in Need of Rehab		
		<i>In Sites Due to Expire by 2012</i>	<i>In Sites Not Due to Expire by 2012</i>	<i>Subtotal</i>
New Castle County	1,622	277	604	881
City of Wilmington	1,517	486	928	1,414
City of Newark	240	75	16	91
Kent County	528	261	186	447
City of Dover	104	218	248	466
Sussex County	1,147	374	261	635
Town of Georgetown	64	81	16	97
DELAWARE	4,814	1,772	2,259	4,031

Source: Mullin & Lonergan Associates (2007)

Note: The number of substandard renter-occupied units is based on an update, using demolitions, rehabs, and an estimate for slippage, of the housing conditions survey conducted for the 2003-2007 Housing Needs Assessment. The estimate of assisted units in need of substantial rehab is derived by multiplying assisted units > 20 years old by 50 percent.

2. *At-Risk Households*

24,901 renter households are considered to be “at-risk” – with less than \$20,000 annual income and pay more than 30 percent of their income toward housing expenses and/or on public housing and Section 8 waiting lists. These precarious economic conditions place households “At-Risk” – often one paycheck away from homelessness. These households need either one-time rental assistance or assistance through a rent subsidy to make that existing unit more affordable. A percentage of these households are also assumed to be living in substandard or overcrowded units. New construction units are needed to accommodate these households. This need is addressed in the following section on **New Construction**.

Table 2: At-Risk Households

	Cost-burdened Renter Households		Households on Public Housing and Housing Choice Voucher Waiting Lists	Total At-Risk Households
	Annual Income < \$10,000	Annual Income \$10,000 - \$19,000		
New Castle County	2,438	4,297	823	7,558
City of Wilmington*	2,282	1,682	2,319	6,283
City of Newark*	664	735	623	2,022
Kent county	798	1,012	1,058	2,868
City of Dover*	656	1,023	870	2,549
Sussex County	1,123	1,217	1,058	3,398
Town of Georgetown*	87	136	0	223
DELAWARE	8,048	10,102	6,751	24,901

Source: Mullin & Lonergan Associates, Inc. (2007)

* Not included in County totals

NOTE: Waiting lists for Kent and Sussex Counties were divided in half since the total reported was not designated by county.

3. *Preservation of Affordability and Federal Subsidies*

There are 4,604 assisted rental units that could be lost due to conversion to market rate housing by 2012 as a result of expiration of affordability restrictions, non-renewal of a project-based Section 8 subsidy contract, or an owner’s election to prepay a mortgage. This is 33.8% of Delaware’s assisted rental housing stock. Of the potential 4,604 units, 2,022 are family units developed with federal Low-Income Housing Tax Credits (LIHTC), 209 are elderly LIHTC units, 898 are family project-based Section 8 units, and 1,150 are elderly project-based Section 8 units. An additional 325 units with subsidies and affordability restrictions through USDA Rural Development will be eligible to convert. It is estimated, however, that slightly less than ten percent of the total 4,604 will convert. Regardless, monitoring of these sites to prevent conversion or loss remains a high priority. Many sites will require financial restructuring and a fresh infusion of capital for rehabilitation to remain viable and continue as safe, decent, assisted rental housing.

Table 3: Potential Expirations 2008-2012

	Subsidized Units				Income-Restricted Units		<i>Subtotal</i>		Total
	Project-based Section 8		Rural Development		LIHTC				
	Family	Elderly	Family	Elderly	Family	Elderly	Family	Elderly	
New Castle County	252	15	0	0	679	0	931	15	946
City of Wilmington	239	732	0	0	150	0	389	732	1,121
City of Newark	0	150	0	0	0	0	0	150	150
Kent County	11	24	56	0	369	64	436	88	524
City of Dover	45	148	0	0	393	0	438	148	586
Sussex County	276	81	190	0	381	114	847	195	1,042
Town of Georgetown	75	0	48	31	50	31	173	62	235
DELAWARE	898	1,150	294	31	2,022	209	3,214	1,390	4,604

Source: Mullin & Lonergan Associates, Inc. (2007)

Note: Sites and Units with both income restrictions (LIHTC) and subsidy (Section 8, Rural Development) are categorized under the source that is due to expire in the 2008-2012 period. For example, a site with Rural Development (due to expire 2018) and LIHTC (due to expire 2010) would be categorized under LIHTC.

As indicated in Table 4, larger sites are more concentrated in New Castle County and Wilmington, while units at risk in Sussex and Kent Counties are much more likely to be in sites with less than 50 units.

Table 4: Sites and Units at Risk by Size of Development

	> 100 Units		50-99 Units		< 50 Units	
	Sites	Units	Sites	Units	Sites	Units
New Castle County	3	450	6	441	3	55
City of Wilmington*	5	759	5	287	2	75
City of Newark*	1	150	0	0	0	0
Kent County	0	0	4	297	8	227
City of Dover*	1	148	4	304	4	134
Sussex County	1	100	5	305	19	637
Town of Georgetown*	0	0	2	125	4	110
DELAWARE	11	1,607	26	1,759	40	1,238

Source: Mullin & Lonergan Associates, Inc. (2007) * Not included in County Totals

Of the 2,231 LIHTC units expiring from 2008-2012, 1,121 are estimated to be at high risk of conversation and an additional 380 estimated to be at moderate risk. Assessment of risk was based on presence of other funding sources, subsidies and use restrictions in the property; location; condition; and marketability as a market rate rental property.

Table 5: Low-Income Housing Tax Credit Units Expiring 2008-2012

	Low Risk	Moderate Risk	High Risk	Total
New Castle County	166	16	647	829
Kent County	352	200	274	856
Sussex County	212	164	200	576
DELAWARE	730	380	1,121	2,231

Source: Mullin & Lonergan Associates, Inc. (2007)

Although the 4,604 units at risk from 2008-2012 include 2,048 units in project-based Section 8 sites where contracts will be up for renewal from 2008 to 2012, these sites are generally at low risk for actual conversion to market rate and are considered likely to renew. A greater concern with project-based Section 8 sites is their physical condition, often the result of financial issues. HUD Real Estate Assessment Center (REAC) scores and financial reserves are two measures of the general condition and financial stability of a site. These conditions may put a site at risk for subsidy loss via enforcement and corrective action from HUD even if the actual contract renewal date is not immediately pending. These sites and units are considered to be at highest risk.

Table 6: REAC Scores by Financial Reserves, 2007

	<i>Project-based Section 8 Units with REAC Scores below 70</i>
Reserves > \$1,500/unit	262*
Reserves < \$1,500/unit	180
Reserves Unknown	180
Total	622

**144 units in this category are in the process of preservation and rehabilitation.*

New Construction

New construction of rental housing to meet demand created by new household growth and to relieve the conditions of “At-Risk” renter households who are cost-burdened, residing in overcrowded or substandard units, or on assisted housing waiting lists. From 2008-2012, 1,489 units are needed either through new construction or the substantial rehabilitation of vacant, dilapidated buildings; an average of approximately 300 units a year. Some important findings regarding the need for new rental units, and a table presenting the needs in detail, follow:

- The majority of this need, 1,132 units, are for extremely low-income households (incomes below 30% of HUD Area Median Income). It is essentially impossible to create housing affordable to these households without deep rental subsidies.
- Approximately 150 new assisted units are needed for the elderly age 55 and over.
- Looking at all income ranges for new construction demand, the greatest need is in New Castle County with 784 units, followed by Kent County with 486 units, and Sussex County with 219 units.

- There is minimal projected new construction demand for households in the income ranges most likely to be served by the LIHTC program (31-50% and 51-60% of Area Median Income). There is estimated to be new demand for 241 units of rental housing for these income ranges.

Table 7: Rental Housing Demand Based on New Household Growth (2008 to 2012) and Existing At-Risk Households

	Total	Extremely Low Income (<30%)	Low-Income Housing Tax Credit (51-60%)		Other Low Income (61-80%)	
		<i>Existing At-Risk</i>	<i>General Age 18-54</i>	<i>Elderly Age 55 and over</i>	<i>General Age 18-54</i>	<i>Elderly Age 55 and over</i>
New Castle County	283	283	0	0	0	0
City of Wilmington	377	280	52	41	0	4
City of Newark	124	124	0	0	0	0
Kent County	318	160	62	20	57	19
City of Dover	168	80	40	17	20	11
Sussex County	156	156	0	0	0	0
Town of Georgetown	63	49	7	2	5	0
<i>Subtotal</i>	1,489	1,132	161	80	82	34
Total	1,489	1,132	241		116	

Source: Mullin & Lonergan Associates, Inc. (2007)

Summary

Table 8: Summary of Rental Housing Needs

	Existing Housing Stock				New Construction							
	Substandard Rental Housing	Assisted Housing in Need of Rehab		Assisted Units at Risk of Expiration 2009-2012	Extremely Low (0-30%)	Very Low (30-50%)		LIHTC (51-60%)		Other (61-80%)		Total – New Construction
		<i>In Sites Not Due to Expire by 2012</i>	<i>In Sites Due to Expire by 2012</i>		Existing At-Risk	18-54	55+	18-54	55+	18-54	55+	
New Castle	1,622	604	277	946	283	<i>No new demand based on new household growth from 2009-2012 projected for this category.</i>		0	0	0	0	283
Wilmington	1,517	928	486	1,121	280			52	41	0	4	377
Newark	240	16	75	150	124			0	0	0	0	124
Kent	528	186	261	524	160			62	20	57	19	318
Dover	104	248	218	586	80			40	17	20	11	168
Sussex	1,147	261	374	1,042	156			0	0	0	0	156
Georgetown	64	16	81	235	49			7	2	5	0	63
DELAWARE	4,814	2,259	1,772	4,604	1,132			161	80	82	34	1,489

NOTE: The needs presented under the Existing Housing Stock – Assisted Housing in Need of Rehab and Assisted Units at Risk of Expiration categories correlate with this Qualified Allocation Plan’s Preservation Expiration Activity. The needs presented under the Existing Housing Stock – Substandard Rental Housing category correlate with Conversion activity.

Special Populations

Housing for special populations was also examined in the Needs Assessment. This includes emergency housing, housing with supportive services, group homes, and other housing opportunities for populations with special needs. In most cases, the needs of these households are similar to those with extremely low-incomes, but populations with special needs may require additional supportive services or accessibility. The 2008-2012 Needs Assessment drew strongly upon the needs assessment research completed during the development of the Delaware Interagency Council on Homelessness (DICH)'s 10-Year Plan to End Chronic Homelessness. Although many of these special populations have extremely low-incomes, it is important to note that the needs identified below are considered to be in addition to the identified need for 1,132 new rental units affordable to extremely-low income households described in the above **New Construction** section.

The Delaware Interagency Council on Homelessness 10-Year Plan identified the following needs:

- **294 beds of housing with onsite support services** chronically homeless people with substance abuse and mental health conditions
- **99 beds of supervised housing** for persons with severe and persistent mental illness
- **215 beds of transitional housing** for homeless persons with substance use disorders who are not chronically homeless
- **800 rental subsidies** for persons with mental health and substance use conditions who are leaving prison and/or are receiving outpatient services from a DSAMH provider
- **228 beds for young adults transitioning** from foster care or families with heads of households who otherwise meet chronic homelessness criteria

Broken out by county, the DICH-identified needs are:

Housing Type	New Castle (# of beds)	Kent (# of beds)	Sussex (# of beds)
Permanent housing	753	108	172
Transitional or Indefinite Length of Stay	410	152	265
Emergency/ Service Centers	18	2	5

The 2009-2012 Statewide Housing Needs Assessment identified the following additional needs:

- **Persons with Disabilities:** The poverty rate for persons with disabilities aged 16 to 64 was 19% in 2005, or 12,204 individuals. The lack of accessible affordable housing is an ongoing barrier to community-based living for persons with disabilities.
 - *Physical Disabilities* - As of January 2007, there were over 300 people who identified a disability on public housing waiting lists. The Minimum Data Set compiled by the Center for Medicaid and Medicare Services for the 2nd Quarter, 2007, indicated that 792 of 3,886 people living in nursing homes specify a preference to return to the community.
 - *Developmental Disabilities* – Analysis of Division of Developmental Disabilities Services (DDDS) registry data in July 2007 indicate 1,370 individuals with developmental disabilities in need of affordable rental housing, 99% of whom have income below 30% of median for the current county of residence. Nearly 55 percent

(747) of the individuals were located in New Castle County; 23 percent (309) in Kent County, and 23 percent (314) in Sussex. 117 of these individuals also have physical disabilities.

- **Persons with HIV/AIDS:** 25% of those responding to a survey (69 of 278) conducted by the Delaware HIV Planning Council in 2006 indicated that they needed help finding affordable housing. A similar percentage in each county (20-25%) reported having been homeless for at least one night in the prior 12 months. Tenant-based rental assistance and permanent housing with supportive services are the primary needs for this population.
- **Victims of Domestic Violence:** Transitional housing with supportive services is a primary need for this population, particularly for individuals with children. In 2005, 541 women and children (284 women and 237 children) required shelter.
- **Migrant & Seasonal Workers:** While 5% of farms (38 farms) in Kent County hire migrant and seasonal farmworkers, there are no units of assisted seasonal or migrant farmworker housing in the county. In Sussex County, 2% of farms (24 farms) hire migrant and seasonal farmworkers, and there are 50 units of assisted migrant and seasonal farmworker housing.

TAX CREDIT RESERVATIONS AND POOLS

Developments will compete only within their respective Pools. Developments will be ranked within these Pools and the highest scoring developments in each Pool will be separately evaluated to determine the amount of tax credits required. Each year DSHA shall establish the percentage of available credits for each Pool based on DSHA's development goals, need for affordable housing in each area, and compliance with **State Strategies for Policies and Spending**.

Non-Profit Pool

In order to encourage the participation of local and/or State tax exempt organizations, and as required by Section 42 of the IRC, a minimum of ten percent (10%) of the housing credit ceiling for the current calendar year shall be set aside for qualified non-profit organizations. Developments that compete in the Non-Profit Pool, if they do not receive an allocation, will be eligible to compete in their respective geographic pools. If the highest ranking non-profit sponsor requires additional credits, DSHA reserves the right to allocate the additional credits needed from **another** pool in which the development is located and/or issue a forward reservation for the remainder of credits required. See definition of a qualified non-profit organization.

The estimated dollar amounts for **2011** are based on the annual tax credit authority available. **2011** forward reservations and commitments reduce Delaware's net available Tax Credit amount to approximately **\$2,197,920**

1. <u>Non-Profit Pool</u>	<u>Approximate Tax Credit Authority</u>
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All Eligible Non-Profit Organizations	\$246,500
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2. <u>Preservation/Rehabilitation Pool</u>	<u>Approximate Tax Credit Authority</u>
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	\$1,101,420
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- A. Tax Credits: Any tax credit housing development, which has completed its compliance period that is in (1) in need of substantial rehabilitation or (2) at risk of losing its affordability.
- B. Subsidized: Any currently occupied subsidized housing development (see definition on page 28 of subsidized housing) (1) in need of substantial rehabilitation or (2) at risk of losing its affordability.

To further prioritize preservation developments, Points will be awarded for each of the following factors up to a maximum of ten (10) points. Each factor listed below must be supported and documented as an attachment in the application.

1. Require hard cost/rehabilitation expenses that exceed \$50,000/unit* - 4 points.
2. Have committed federal rental assistance contracts - 3 points.
3. Property was placed in service on or before December 31, 1994 – 2 points
4. Property is a family development – 1 point.

*All hard/rehabilitation costs will be for the building housing the units and units only. (Must be documented by the Capital Needs Assessment and proposed rehabilitation work must be past its 50% life cycle per DSHA’s Construction Standards. Attachment A – Cost Summary (LIHTC Part II Application – Page 22 must also be completed). Costs not to be included in the \$50,000/unit, include but are not limited to, all offices, community rooms/buildings, storage areas, maintenance areas, and separate laundry facilities, all exterior work not an integral part of the building or units, all site costs, bonds, and all work not of a standard nature such as installation of awnings or solar panels. The Applicant will not be eligible for points in the Preservation/Rehabilitation Pool if Attachment A – Cost Summary of the LIHTC Part II Application is not completed.

In order to qualify for Section A (Tax Credits), the applicant must submit written confirmation from the Tax Credit agency that the development’s affordability expiration is imminent or meets the definition of substantial rehabilitation.

In order to be eligible under Section B (Subsidized,) the applicant must: 1) provide a letter of confirmation that the funding source is interested in receiving an application for any applicable capital assistance and 2) commit to making an application for continued project-based housing assistance payments and/or rental assistance payments for the longest possible period and to continue to re-apply for extensions. The obligation to apply for rental assistance payments will be a condition of any Tax Credit Reservation Letter and a confirmation of rental assistance payments must be received prior to construction closing.

For each of the above definitions, the applicant must submit written confirmation from the contract administrator or tax credit agency of imminent expiration of affordability controls within two (2) years of application submission or meets the definition of substantial rehabilitation.

NOTE: RD Section 515 properties that are not contiguous can apply under one application as long as the ownership entity is under common ownership for all properties.

4. Chronically Homeless Set-Aside Approximate Tax Credit Authority \$250,000

In order to encourage the development of permanent supportive housing units for the chronically homeless, \$250,000 of the housing credit ceiling has been set-side for housing serving the chronically homeless. The households served by this set-aside have very, very low income with high needs for supervision and on-site

services. Therefore, applications proposals must include contracts and/or commitment letters for project based housing assistance payments and/or rental assistance (either from federal, state, or sponsor-funded resources) for the duration of the affordability period. In addition, on-site services must also be documented through contracts and/or commitment letters for the affordability period.

Individuals who are chronically homeless are defined as unaccompanied adults who meet one of the following criteria:

(Priority 1)

An unaccompanied person with an income less than 30% of the AMI and is homeless, currently residing in an institution, or is living in substandard or overcrowded conditions who suffers from one or more disabling condition(s) which limit his/her ability to perform activities of daily living, including:

- Diagnosable substance abuse disorder
- Serious mental illness
- Developmental disability
- Chronic physical illness or disability

(Priority 2)

An unaccompanied person with an income less than 30% of the AMI who suffers from one or more disabling condition(s) which limit his/her ability to perform activities of daily living, including:

- Diagnosable substance abuse disorder
- Serious mental illness
- Developmental disability
- Chronic physical illness or disability

Applications that meet the definition of Priority One will be given a preference for a tax credit allocation over applications that meet the definition of Priority Two for this set-aside.

On-Site Services

Permanent supportive housing units developed with this set-aside should have staffing 24 hours a day, 365 days a year. In addition, the application must demonstrate that on-site services will be provided to residents and should include, but will not be limited to:

1. The type of services to be provided and strength of commitment to provide services for the duration of the affordability period.
2. The anticipated sources of funding for such services and clear identification, in the proforma how services will be funded and maintained during the affordability period.
3. The physical space that will be used to provide such services.

How the sponsor or the contracted (or equivalent relationship) supportive services provider, meets the needs of the intended population and their experience in providing services to the targeted population.

If there is insufficient demand for the Chronically Homeless Set-Aside, credits remaining in that set-aside will first be redistributed to the New Housing Creation or to any other respective set-aside or pool at DSHA's discretion.

4. New Housing Creation Pool

Approximate Tax Credit Authority **\$600,000**

- A. Conversion: Any non-subsidized, non-tax credit housing development considered substandard (see definition) and needs substantial rehabilitation that will be converted into newly restricted and assisted affordable housing rental units.
- B. New Construction Project - non-elderly (unless 50% of elderly units are subsidized): A newly constructed property that is created for newly restricted and/or assisted affordable housing rental units. Elderly projects must have a 50% subsidy contract (all units) if applying in this set-aside.

The new housing creation pool was established to encourage new rental housing in response to new household growth and to relieve the conditions of "At-Risk" renter households. "At-Risk" renters are cost-burdened, residing in overcrowded or substandard units, or on assisted housing waiting lists.

Other Reservation/Allocation Restrictions

In each calendar year, the total dollar value of the credits that can be allocated under these rules is limited by the State housing credit ceiling provided in Section 42 of the IRC. Applicants seeking these credits shall be ranked in each Pool according to their respective point scores.

Compliance with the requirements of the Code is the sole responsibility of the owner. All applicants should consult their accountant, tax attorney or advisor as to the specific requirements of Section 42 of the Code governing the program.

Credits for all applicants will be limited to no more than: **Fifty percent (50%)** per development of the State's annual Credit authority available during any allocation year, based on the maximum eligible basis limits (see definition of eligible basis limits); or 2) irrespective of the number of developments, no single development entity shall be allocated more than **fifty percent (50%)** of the total annual credit authority available during any allocation year, this shall include any co-developers or joint ventures where the development entity receives part of the developer's fee. A development entity that reaches **50%** of the total allocation dollars available will have its next ranked development eliminated.

Consideration for a Tax Credit allocation will be given for contiguous properties which may or may not be controlled by a Declaration of Land Use Restrictive Covenants Relating To Low Income Housing Tax Credits or other affordable rental restrictions, as long as: 1) 70% of all units in the proposed project meet the "Preservation/Rehabilitation" definition under this QAP; 2) all contiguous properties will be under common ownership and 3) all contiguous properties are eligible to receive acquisition and rehabilitation Tax Credits under the Code.

Once a development has received an allocation of credits, additional application(s) for credits for a subsequent development on the same or a contiguous site may not be submitted until such time as the original development is substantially complete and is at least ninety (90%) rented to qualified residents. DSHA may waive this requirement at its sole discretion.

Any unused credits will be provided to the highest-ranking project that requires the least amount of credits.

DEFINITIONS

Affordable

A unit is considered affordable if the cost of housing (rent plus utilities) is income and rent restricted not to exceed 30% of the household income, adjusted for family size.

Chronically Homeless

As defined in the Chronically Homeless Set-Aside.

Code

Internal Revenue Code, 26 U.S.C §1 et seq.

Community Revitalization Plan

A municipal, county, or regional plan that has been formally endorsed by a governing body. This includes, but is not limited to, a municipal and/or county Consolidated Plan, local or regional redevelopment plan, neighborhood redevelopment plan as endorsed and approved by local government, or a development that is located in an Enterprise Community.

Complete Application

An application including the application, application fee(s), completed forms and all required certifications and an application that meets all threshold and eligibility requirements. A checklist of required documents is provided **in the Attachment to the QAP.**

Conversion

Any non-subsidized, non-tax credit housing development considered substandard and in need of substantial rehabilitation that may be converted into newly restricted and assisted affordable housing rental units.

Consultant

Consultants can be members of the Development Team. Consultant's duties include, but are not limited to, application packaging, arrangement for syndication, closing preparation, processing draws, management liaison, etc. In order to claim points for consultant experience, the consultant must receive a minimum of 25% of the Developer fee (except when DSHA may approve a lesser amount prior to application submission) and the consultant must demonstrate that their firm will be with the project from application stage until break-even of operations, if not longer. Note: Consultant fees must be paid from the Developer's fees and the amount of the consultant fee must be disclosed at application.

Developer

A Developer is any corporate entity, partner or individual responsible for initiating and controlling the development process and ensuring that all, or any material portion of all, phases of the development process are accomplished.

Developer Fee

A developer fee is the amount of identified uses of development funds paid as compensation for developing the proposed housing. This fee covers the overhead and profit of the developer. The amount of developer fee is limited to a maximum of 10% of total development cost excluding developer's fee, transferred reserves, bond prepayment penalty or other penalties and land cost. The developer fee cannot exceed \$1,000,000. For identity of interest (related party) acquisitions of existing rental properties, the developer's fee is calculated at 8½ % of the Total Development Cost excluding developer's fee, transferred reserves, bond prepayment penalty or other penalties and land cost, and cannot exceed \$1,000,000. In addition, credits will not be allocated on: 1) developer's fees exceeding the above developer fee limits; or 2) any developer fee paid on costs exceeding the Eligible Basis Limits.

DSHA may consider an increase in the Developer's Fee at permanent loan closing in an amount up to 12.5% of the original Contingency line item as recorded in the DSHA Building Loan Agreement executed at construction closing (or in the absence of such document, as indicated in the DSHA approved proforma) provided that the following conditions are met:

1. There are sufficient unexpended funds in the contingency to reduce the DSHA permanent loan(s) by the same amount as being paid in additional developer's fee or if there are no DSHA permanent loan(s), to reduce the total development costs by the same amount as being paid in additional developer's fee; and
2. The original construction contract amount and increases in the construction contract amount required by approved change orders have been fully paid as indicated by the contractor's and mortgagor's cost certifications; and
3. The contingency funds are not otherwise required to fund approved development costs including but not limited to, required reserves or escrows; and
4. No funds have been transferred from other approved line items to the contingency; and
5. Payment of any additional developer fee and subsequent reduction in DSHA permanent loans or the total development costs will not result in a decrease in the annual amount of Tax Credits or decrease in the amount of LIHTC equity contributed to the development.

Development Team

Developments must be sponsored by an entity with a Development Team that has development, construction and/or management experience. Members of the Development Team must evidence the capability, as determined by DSHA, which is needed to successfully undertake, complete and operate the development. The entire Development Team must be disclosed at time of application and includes, but is not limited to, the architect, developer, engineer, surveyor, real estate counsel, developer's tax counsel, management agent and processing agent/development consultant (if applicable). Any substitutions of Development Team members from original application or at any time during the construction period must be pre-approved by DSHA.

Eligible Basis Boost

DSHA reserves the right to award a boost in eligible basis of up to thirty percent (30%), as determined by DSHA, for the highest ranked property(ies) to make them financially feasible. This additional boost is not available for properties that are in a Qualified Census Tract (QCT) or Difficult to Develop Area (DDA) since a QCT or DDA already qualifies for the additional 30% boost. No applications will be accepted with a basis boost included in the tax credit calculation. DSHA will determine during the ranking/underwriting process if a basis boost is needed for financial feasibility.

Elderly Development

For the purposes of this Allocation Plan, DSHA defines an elderly development as one where all residents are 62 or older or any housing that is specifically designed and operated to assist elderly persons, as defined in a State or Federal program (i.e., Rural Development or U.S. Department of Housing and Urban Development).

Eligible Basis Limitations

Eligible basis limits are limitations on total eligible basis as defined in section 42(d) of the code, excluding the QCT 30% adjustment factors based on number of bedrooms. Market rate units are not included in the eligible basis calculation. The limits replicate the 221(d) 3 HUD limits utilized under the HOME Program.

(Effective 01/01/2010) as follows:

<u>0 bedroom</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
\$125,928	\$144,355	\$175,536	\$227,085	\$249,271

A project whose total eligible basis exceeds the above limit may participate in the program; however, the maximum amount of Credits allocated to a development is limited to the amount of eligible basis or the eligible basis limit, whichever is lower.

Energy Audit

Architect shall hire a professional firm certified by the Building Performance Institute. The firm shall provide an audit of existing properties to determine which energy saving measures can be incorporated into the architects' design. New construction drawings shall also be reviewed by a certified firm to include the proposed energy saving measures into the final design.

Environmental Site Assessment

A Phase I Environmental Site Assessment shall be prepared in accordance with ASIM E-1527-05 and is required for all applications. The report cannot be more than 12 months old at the time the application is submitted to DSHA. The report shall be accompanied by a certification from the applicant stating that any issues raised in the environmental site assessment have been reviewed and budgeted accordingly in the development budget.

Environmental Audit

A Phase I Environmental Audit is required for all applications with existing buildings. The Phase I Audit report must include the results from the following tests: lead in water, lead-based paint, asbestos and radon. Only the executive summary of the report shall be submitted in the application. Cost estimates for any remediation work shall be provided and included in the executive summary and in the development budget.

Families In Poverty

According to the United States Department of Health and Human Services, a family in Delaware is considered to be in poverty if the household income is at or below the following income levels:

1 person household	\$10,830
2 person household	\$14,570
3 person household	\$18,310
4 person household	\$22,050
For each additional person, add	\$3,740

Identity of Interest

DSHA has further defined identity of interest as it relates to the Developer fee as an affiliate and/or related party that: (i) has a spousal or family relationship, parent-subsidary relationship, or where owners, officers, directors, partners, stockholders or members of one business entity has a five percent (5%) or more interest in the other business entity; or (ii) where a substantial relationship exists between the parties directly or indirectly through (a) common family, (b) common general partners or members, (c) common control of the entities, or (d) the person or entity is otherwise controlled in

whole, or in part, by the other person or entity. A tax attorney's opinion must be submitted at application in order for the related party to qualify for acquisition credits in accordance with Section 42. The opinion must state that the owner is entitled to claim acquisition credits under Section 42 in accordance with IRC related party requirements. However, the opinion is not required for acquisition credits when the property is acquired more than 10 years after the later of the date the building was placed in service or the date of the most recent nonqualified substantial improvements were made **or** for properties receiving federal subsidy such as HUD Section 8, Section 221(d) 3, Section (d) 4, Section 236 & USDA Section 515 or any other housing program administered by HUD or the Rural Housing Service of the Department of Agriculture.

Note: See Developer Fee Definition for Related Party Developer Fee Calculation.

Interim Income

All project operational income received prior to permanent closing, including Federal housing assistance payments, less routine operating expenses (which includes any debt service normally paid during the construction period).

Low-Income Unit

As defined by IRC Section 42(I)(3), a family is considered low income if its income is less than 60% or 50% of area median income, adjusted for family size, depending upon whether the applicant elects to satisfy the "20-50 test" or the "40-60 test" under IRC Section 42(g)(1).

Market Study

All requirements as outlined in DSHA'S Market Study requirements (See QAP Attachments for requirements) and certified as follows:

The market analyst shall certify that:

- a) He or she is an independent, third party professional with no financial interest in the development other than in the practice of his or her profession;
- b) He or she has the requisite knowledge to proceed with the study;
- c) He or she has personally inspected the subject property and the comparable properties analyzed in the report; and
- d) He or she has conducted the study in accordance with Standards 4 and 5 of the Uniform Standards of Professional Appraisal Practice (USPAP).

Mixed Income/Market-Rate Development

A mixed income/market rate development is one where at least 20% and no more than 50% of the total units in the development are not tax credit rent-restricted and not subject to income limits.

New Housing Creation

The creation of newly affordable rent and income restricted units. Includes new construction and conversion of non-residential use to residential use (excludes elderly unless at least 50% of the units are subsidized). Completely vacant and/or abandoned structures are new creation for the purpose of this definition.

Preservation/Rehabilitation

- A. Tax Credits: Any tax credit housing development, which has completed its compliance period that is in (1) need of substantial rehabilitation or (2) at risk of losing its affordability.
- B. Subsidized: Any currently occupied subsidized housing development (see definition of subsidized housing on page 30) in (1) need of substantial rehabilitation or (2) at risk of losing its affordability.

In order to qualify for the preservation/rehabilitation point category, for each of the above definitions, the applicant must submit written confirmation from the Tax Credit agency or subsidy contract administrator that the development's affordability expiration is imminent or meets the definition of substantial rehabilitation.

Qualified Census Tract

Defined in Section 42(d)(5)(C) of the Code means a census tract designated by the Secretary of Housing and Urban Development (HUD) in which 50% or more of households have an income less than 60% of median gross income or in which there exists a poverty rate of 25% or greater. A listing of Qualified Census Tracts is included with the application package.

Qualified Non-profit Organization:

Pursuant to Section 42(h)(5)(B) of the Code, a qualified non-profit entity means an entity that owns an interest in the development (directly or through a partnership) and materially participates in the development and operation of the development throughout the compliance period and must not be affiliated with or controlled by a for-profit organization.

Section 42(h)(5)(C) of the IRC defines a qualified non-profit organization as:

- i. Such organization is described in paragraph (3) or (4) of Section 501 (c) and is exempt from tax under Section 501 (a);
- ii. Such organization is determined by the State housing credit agency not to be affiliated with or controlled by a for-profit organization; and
- iii. One of the exempt purposes of such organization includes the fostering of low-income housing.

For non-profit/for profit joint venture developments, applicant must submit an agreement to DSHA, outlining the current and long-term roles of the partners. **An unqualified** legal opinion must be submitted with the application that states the joint venture meets the requirements of Section 42 of the IRC as it relates to being considered eligible to compete in the Non-Profit Pool. DSHA further requires that the non-profit partner must maintain a 100% ownership interest in the general partner throughout the compliance period.

Related Party

IRS regulations state that two persons are related if the same persons own more than fifty percent interests or profits in multiple partnerships. **Also see Identity of Interest definition.**

Special Needs Housing

Developments, targeting special needs populations referred to below must make available a minimum of three services specifically addressing the needs of the identified group. Special needs populations include individuals and families who are in need of certain types of home and/or community based supportive services in order to remain capable of independent living in communities. Supportive services range across a wide continuum of care and will vary from person to person depending on their particular physical, psychosocial and or mental limitations. Targeted special needs populations are:

Persons with HIV/AIDS related illness;

Homeless;

Persons with mental illness;

Persons with physical disabilities;

Persons with intellectual disabilities/developmentally disabled; and

Migrant and Seasonal Farm workers.

Verification of special needs is required at the time of the resident's application.

Other special needs populations identified in DSHA's needs assessment may be considered at DSHA's sole discretion.

Social Services:

One or more of the following types of services to improve the quality of life of the residents of the development. The services must be affordable, appropriate, available, accessible and provided **at least four (4) times a year** to the development's residents. The cost and source of funds to pay for social services must be included in the application. Services should be actively linked to the residents and not simply provided to the community at large and must be provided on-site.

Examples of services include but are not limited to:

Parenting programs;

Literacy programs;
Day Care;
Job Training;
Nutritional services;
Transportation services;
Financial literacy and counseling;
Adult Day Care; and
Substance Abuse Counseling or Referral.

DSHA allows for reasonable substitutions of services at DSHA's discretion.

Subsidized Housing

Any housing that presently has United States Housing & Urban Development (HUD), USDA Rural Housing Service (RD) and/or equivalent project-based rental assistance contracts. A copy of any pertinent contract for subsidy must be submitted with the application.

Substandard Housing

Substandard housing, is a unit or building that meets the definition below and is in need of substantial rehabilitation in order to make the unit or building structurally sound, safe and habitable and meet local housing or building codes.

A housing unit is substandard if it has one or more of the following conditions:

1. Does not provide safe and adequate shelter.
2. Endangers the health, safety, or well being of a family in its present condition.
3. Has one or more critical defects.
4. Has a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. (The defects may involve original construction or they may result from continued neglect or lack of repair or rebuilding).
5. Does not have operable indoor plumbing.
6. Does not have a usable flush toilet, bathtub or shower inside the unit for the exclusive use of a household.
7. Does not have electricity or has inadequate or unsafe electrical service.
8. Does not have safe or adequate source of heat.
9. Does not have a kitchen.
10. Has been declared unfit for the habitation by an agency or unit of government.

Critical defects include: Walls or partitions or supporting members, sills, joists, rafters, or other structural members list, lean, or buckle, are rotted, deteriorated, or damaged, with holes or cracks. Floors or roofs do not have adequate supporting members and strength to be reasonably safe.

Foundation walls, piers or other supports are deteriorated or damaged. Steps, stairs, landings, porches, or other parts or appurtenances are maintained in such condition that they will fail or collapse. The roof, flashings, exterior walls, basement walls, floors, and all doors and windows are not weathertight.

NOTE: "Single room occupancy" (SRO) housing is NOT substandard solely because it does not contain sanitary or food preparation facilities (or both). SRO is a unit which contains no sanitary facilities or food preparation facilities or which contains one but not both types of facilities and which is suitable for occupancy by a single eligible individual capable of independent living in accordance with 24 C.F.R. § 882.102.

Substantial Rehabilitation

A Rehabilitation development is considered to be undergoing substantial rehabilitation if the minimum rehabilitation cost per unit is at least \$30,000 of hard cost and meets both of the following conditions (unless otherwise approved by DSHA):

Condition One: The building's most recent use has been residential.

Condition Two: One hundred percent (100%) of the units within the existing structural framing are being rehabilitated.

Developments with rehabilitation and new construction combined will not be considered rehabilitation developments if more than 25% new units are added.

THRESHOLD REQUIREMENTS

Applications shall meet all of the threshold eligibility requirements listed in this section in order to be admitted into a Pool.

IRS Threshold Requirements

- 1) Projects must set-aside a minimum of:
 - a) 20% of the units to be occupied by households with incomes at or below 50% of median gross income, adjusted for family size, for each county; or
 - b) A minimum of 40% of the units to be occupied by households with incomes at or below 60% of median gross income adjusted for family size, for each county.

The choice between complying with the 20-50 test or the 40-60 test, as well as the determination as to the number of housing units that will be set aside for low-income households in total, must be made at time of application for Credit and maintained for the entire compliance period. Once made, both decisions are irrevocable.

- 2) Units must be rent-restricted with gross rents for a qualifying unit at or below 30% of the imputed income limitation applicable to such units. If the costs of any utilities, excluding telephone, are paid directly by the tenant(s), the gross rent must include the applicable utility allowance. Utility allowances are determined by HUD and local housing authorities. A development can use these allowances or when applicable, justify their own by using local utility company estimates, HUD Utility Schedule Model, or Energy Consumption Model (see DSHA's Compliance Monitoring Manual for more information). HUD, local housing authority utility allowances or local utility company estimates must be updated annually.

- 3) The Imputed Income Limitation applicable to a unit is the income limitation which would apply to an individual occupying the unit if the number of individuals occupying the unit were as follows:

- a) SRO or efficiency (no separate bedroom) - 1 person
 - b) One or more separate bedrooms - 1.5 individuals for each separate bedroom.
- 4) Tax Credit units must be developed and maintained in equivalent quality and square footage as non-tax credit units.
 - 5) All units must meet applicable building and/or housing codes.

DSHA Threshold Requirements

Note: For Developments that have previously received tax credits, the compliance period must have expired on all buildings before re-applying for tax credits, unless applying for contiguous properties under the preservation/rehabilitation pool. See Preservation Pool requirements for further information.

- 1) **State Strategies for Policies and Spending** -All applications for tax credit developments must be located in Level 1, Level 2, or Level 3 Investment Areas as defined by State Strategies for Policies and Spending. While development proposals are permitted in environmentally sensitive areas, pursuant to State Strategies for Policies and Spending, special consideration should be made to protect the environment. In keeping with State Strategies for Policies and Spending, tax credit developments should as much as practical integrate into existing residential communities and neighborhoods. Surrounding uses must be compatible with the proposed development and the proposed design shall be compatible with existing architecture in the area. Delaware Strategies and Maps can be accessed on the web at: <http://stateplanning.delaware.gov/>
- 2) **Compliance with Discrimination Laws** - All applicants must comply with the provisions of any federal, state or local law prohibiting discrimination in housing on the grounds of race, color, sex, creed, handicap/disability and familial status, sexual orientation, or national origin, including but not limited to: Title VI of the Civil Rights Act of 1964 (Public Law 88 352, 78 Stat. 241), all requirements imposed by or pursuant to the Regulations of HUD 24 CFR Subtitle A, Part 100 issued pursuant to that title; regulations issued pursuant to Executive Order 11063, and Title VII of the 1968 Civil Rights Act, as amended by the Fair Housing Amendment Act (Public Law 100-430) and Americans with Disabilities Act (Public Law 101-336). In addition, recipients of federal funds (i.e. RHS HUD financing) must comply with Section 504 of The Rehabilitation Act of 1973, as amended (29 U.S.C. 794).
- 3) **Minimum Family Size**-The minimum family size eligible for each affordable housing unit has been established by DSHA. The minimums are as follows: Efficiency - 1 person; one bedroom - 1 person; two bedrooms- 2 persons; three bedrooms- 3 persons; and four bedrooms- 6 persons.¹

¹ DSHA reserves the right to waive minimum family size eligibility for two bedroom units when it is satisfied that conditions exist that indicate difficulties in finding qualified families to rent two-bedroom units. Such conditions include, but are not limited to: Market condition shifts; low absorption rates; no waiting lists; large number of one person household applicants; excessive vacancies for extended periods of time and increased elderly household demand. If conditions can be documented, a development owner may apply in writing for a waiver. DSHA, may elect to permit occupancy by one person in a two-bedroom unit for a maximum of 10% of the total number of two-bedroom units in a property. Requests for the waiver will only be accepted 24 months after development has reached 100% occupancy. For elderly only properties, one person households may be eligible for two-bedroom units. However, priority must be given to two person elderly households on the waiting list.

- 4) **Minimum Gross Square Footage** –DSHA has established a minimum gross square footage requirement for new construction and conversion of non-residential units to residential use that is based on bedroom size. The following gross square footage dimensions are the minimum required by bedroom:

one bedroom- 700 square feet;

two bedrooms- 850 square feet;

three bedroom -1050 square feet,

four bedroom -1300 square feet

efficiencies -500 sq. ft. and *Single Room Occupancy (SRO)* - 100 sq. ft2

Square footage of units may not be averaged to meet minimum square footage requirements.

For City of Wilmington applications, DSHA will follow the 2003 International Building Code, City of Wilmington definition of SRO / Efficiency. An efficiency living unit shall conform to the requirements as follows:

- 1. The unit shall have a living room of not less than 220 square feet (20.4 m) of floor area. An additional 100 square feet (9.3 m) of floor area shall be provided for each occupant of such unit in excess of two.*
- 2. The unit shall be provided with a separate closet.*
- 3. The unit shall be provided with a kitchen sink, cooking appliance, and refrigeration facilities , each having a clear working space of not less than 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.*
- 4. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.*

- 5) **Market Study** - In order to demonstrate the need and demand for the proposed development in a market area, a comprehensive market study of the housing needs of low-income individuals in the area to be served by the development must be submitted with the application. (See QAP Attachments for requirements of the Market Study.) The market study should be conducted within six months of the date of application submission. The assumptions used in the market study must precisely reflect the information provided in the application. If DSHA determines there is an insufficient market need or demand, the application shall be deemed ineligible. DSHA must pre-approve the market study provider.

2 The minimum gross square footage is measured from the face of the exterior sheathing to the center line of the party wall (exclusive of storage and common areas). Storage and common areas are defined as areas contiguous to units but not part of the units' living area such as attached storage sheds, storage rooms, stairs and halls in common areas.

- 6) **Local and Community Notice For Acquisition/Rehabilitation Developments** - Applicants must notify, via certified mail, the elected county executive, the local state senator and the local state representative or if in a municipality, the local mayor/council president, local state senator and the local state representative that an application has been submitted. Applicant must also notify, via certified mail, all neighborhood associations, civic groups and community organizations within one-quarter mile of the proposed development after submitting the application. In New Castle County, the New Castle County Office of Community Governing or the Community Organization Guide, City of Wilmington, Office of Planning are possible sources for a listing of neighborhood associations. For Kent and Sussex counties, if lists do not exist, developer must exercise due diligence, including specific contact with local legislators to obtain information on specific and legitimate groups in notifying the appropriate surrounding communities. Legitimate (organized with by-laws) neighborhood associations, civic groups and community organizations must be in existence at the time of notification. All letters providing notice pursuant to this section shall be substantially in the same form as provided in the LIHTC application. Applicants/sponsors must certify to compliance with this section, as well as document proof of compliance in the form of U.S. Postal certified mailing receipts and stamped green cards submitted to DSHA **by 4:00 pm on April 18, 2011** (approximately ten (10) days after application). Failure to submit the above-referenced certification, stamped receipts and green cards to DSHA by the deadline will result in the disqualification of the sponsor's application. DSHA reserves the right to reject any application where the notice does not conform to the form notice as provided by DSHA and/or otherwise failing to comply with the provisions of the local government and community notices requirements. DSHA claims no responsibility regarding the inclusion or exclusion of civic groups, neighborhood associations and or community organizations listed in the above referenced guides.

NOTE 1: NOTIFICATION IS A THRESHOLD ISSUE AND THE MEASURE OF COMPLIANCE THEREOF WILL BE BASED SOLELY ON WHETHER THE SPONSOR/DEVELOPER COMPLIED WITH THE TECHNICAL REQUIREMENTS OF NOTICE. THE PURPOSE OF THE REQUIREMENT IS TO KEEP THE COMMUNITY INFORMED AND TO FACILITATE INPUT FROM THE COMMUNITY TO THE DEVELOPER IN TERMS OF THE CONSTRUCTION PLANS FOR THE DEVELOPMENT (PLAYGROUNDS, FENCES, PARKING LOTS, LIGHTING, ETC.).

NOTE 2: ALL NEW CONSTRUCTION DEVELOPMENTS ARE EXEMPT FROM THIS THRESHOLD REQUIREMENT BECAUSE NOTICES ARE GIVEN THROUGH THE ZONING AND BUILDING PERMIT PROCESS OF THE LOCAL JURISDICTION.

NOTE 3: APPLICANTS THAT SUCCESSFULLY EARN POINTS WITHIN THE "COMMUNITY OUTREACH – NOTICE" POINT SCORING CATEGORY SHALL BE CONSIDERED AS MEETING THE LOCAL AND COMMUNITY NOTICE FOR ACQUISITION/REHABILITATION DEVELOPMENTS UNDER THE MINIMUM THRESHOLD REQUIREMENTS.

7) **Development Team** - Applicants **are not** eligible to compete if they:

- a) Have a general partner, voting member, developer or an affiliated entity who owned a managing or controlling interest in an LIHTC development when title was foreclosed by entry of judgment or deed in lieu of foreclosure during the past seven years.
- b) Have a general partner, voting member, developer, related party, or an affiliated entity who has failed to utilize credit within program time guidelines causing the recapture of said credits.
- c) Have a general partner who has been removed or withdrawn under threat of removal from a tax credit development.
- d) Have a general partner, voting member, developer, related party, or affiliated entity that owns a managing or controlling interest in any LIHTC development that has failed to submit annual development certifications and/or is delinquent in payment of monitoring or other required LIHTC fees.
- e) Have failed to fulfill any obligations committed to in a previous application for LIHTC that has not been corrected to DSHA's satisfaction.
- f) Have had IRS Form 8823, "Low Income Housing Tax Credit Agencies Report of Noncompliance" filed on a development during previous year(s) that has not been corrected to DSHA's satisfaction.
- g) Have any development that is not complying with its Declaration of Restrictive Covenant Provision, including, but not limited to, not providing social service commitments, **additional income restrictions**, elderly preferences, public housing waiting lists, and the commitment to renew housing assistance contracts.

Notwithstanding the above, DSHA may, in its sole discretion, waive the threshold eligibility restrictions pursuant to subsection [c] of this section upon a showing by the applicant of good cause. Any such decision shall be final and not subject to review.

- 8) **Site Control** - Sponsors must have sufficient site control to enable the development to move forward if a reservation is made. Site control can be demonstrated by recorded deed, recorded long-term lease, municipal or county disposition and development agreement, an option to purchase or lease, or a purchase contract. The sales agreement or lease agreement and all pertinent terms therein must be submitted at the time of application. **DSHA reserves the right to determine a development is ineligible to compete for Tax Credits where site control documentation is amended after application.**

- 9) **Local Zoning/Planning Approvals** - Applicants must submit documentation that the following approvals are in place or can be obtained without jeopardizing an allocation of credits.
- a) Zoning - Properties must be zoned for its intended use. If variance or exception is required, applicants must provide documentation illustrating the present status of the proposed zoning change, the local planning and zoning process and must submit evidence that appropriate approval can be obtained within the required period.
 - b) If no zoning or site plan approval is required, applicant must submit a letter from the appropriate municipal official indicating such or the applicant or developer may provide such certification.

- 10) **Financial Feasibility** - Applicant shall provide one financing plan for the proposed development and shall demonstrate that the proposed development is financially feasible and viable as a qualified low-income housing development throughout the Extended Use Period. The housing credit dollar amount allocated to a development shall not exceed the amount DSHA determines is necessary for the financial feasibility of the development

At time of Tax Credit application: For construction and permanent financing, written letters of interest or letters of intent must be provided. Applicants must provide letters from the lending entities, which include items, such as: amount of financing requested, interest rate, term and a statement that the development is eligible for financing under the lender's requirements. The documentation provided will be used to determine financial feasibility and the Leveraging of Non-DSHA Administered Resources point category.

For public and private financing subsidies, written letters of interest, letters of intent, or proof of application must be provided (i.e. including, but not limited to, USDA Rural Development, HOPE VI, Section 202, Federal Home Loan Bank funding, local municipalities, foundations, etc.). The documentation provided will be used to determine financial feasibility.

Commitment letters or contracts for public and private financing subsidies are required for ranking points in the Leveraging of Non-DSHA Administered Resources and/or Local Government Contribution categories.

During DSHA's application review: should DSHA receive information that public or private financing subsidies have been denied, DSHA will review the information and will either determine the application feasible and will continue with the application review or determine the application ineligible.

After DSHA has released the ranking: for projects that have not received anticipated commitments for public or private financing subsidies, DSHA will condition the project's ranking to receipt of subsidy by a specific deadline. Upon expiration of the deadline, such conditional ranking will be revisited and applications will be re-ranked accordingly or deemed ineligible.

DSHA reserves the right, based on documentation submitted and DSHA's underwriting criteria as well as the submitted market analysis, to determine that a development is not viable and/or feasible. If such determination is made, applications will be deemed ineligible.

During any period of the application review process or underwriting, more extensive reviews of the applications may be completed and factors may be re-examined. These factors include, but are not limited to the reasonableness of the costs, feasibility, additional information received/requested and construction timetables. In the event that a more extensive review reveals a change that affects a ranking, the application will be re-ranked accordingly or deemed ineligible.

Applicants seeking to fill a funding gap (amount approved by DSHA) and coming out of pocket shall submit a certification that the applicant has the amount of cash or other resources, as approved by DSHA, required to fill the funding gap. If a developer fee pledge is to be utilized to fill a funding gap, no more than 50% of the developer fee may be used.

For acquisition rehabilitation developments, DSHA Development Section must be notified sixty (60) days in advance of application submission for a pre-inspection.

All developments must adhere to minimum construction standards regardless of financing source(s) (including tax-exempt bond financing). In order to meet minimum threshold requirements, the Rehabilitation Standards Checklist (see QAP Attachments) must be fully completed for rehabilitation projects. These standards have been outlined in the Qualified Allocation Plan Attachments. Based on these minimum standards, DSHA reserves the right to determine a development is ineligible to compete.

- 11) **Displacement** - No development will be eligible to compete for an allocation of credits if the application requires that existing residents be involuntarily and permanently relocated due to income ineligibility for tax credit purposes. ~~Submission must include either: preliminary income certifications for tenants residing in occupied units demonstrating that they are income eligible and/or a certified letter from said residents indicating their willingness to be relocated.~~

- 12) **Internal Revenue Form 8821-** IRS Form 8821, Tax Information Authorization, must be signed at application by the developer/sponsor. This form will allow the IRS to share taxpayer information with DSHA.

- 13) **Rehabilitation -** Any development allocated rehabilitation credits must vacate units in order to complete renovation activities and also provide relocation assistance to tenants in accordance with the more stringent of the “DSHA Residential Anti-displacement and Relocation Plan” or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and current HUD handbooks.

- 14) **Communities of Opportunities** - Newly created (conversion or new construction) units shall to promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income residents or in areas containing a high proportion of affordable rental units (no other low-income housing in immediate area – within 3 block area). In addition, communities with minimal affordable rental units relative to their housing needs shall also be considered for newly created units (only market rate rental housing is in immediate area – within 3 block area).

- 15) **Minimum Point Score** – All sponsor applications must score a minimum of **sixty (60)** points for an award of credits.

RANKING AND POINTS

Increase in the Compliance Period

For increases in the compliance period, zero to three (0-3) points shall be awarded. One point will be awarded for every five-year period the compliance period is extended during which the owner may not choose to exercise its opt out provision.

1 point:	20 year compliance + 10 year extended use
2 points:	25 year compliance + 5 year extended use
3 points:	30 year compliance + 0 year extended use

or

Three (3) points will be awarded to developments that will be converted to home ownership for the residents after the initial fifteen (15) year compliance period has expired. In such instances, the extended use period will be waived. The deed of easement and Declaration of Restrictive Covenants shall reflect a right of first refusal be granted by the owner to the residents. Units must be offered at the units' fair market value at the time of the original resident's initial occupancy of the unit. Total costs per unit is subject to the limits of Section 221 (d)(3)(ii) of Section 42. Applicants must submit a detailed marketing plan which includes projections on maintenance, tenant reserve funds, homeownership training, continued affordability, sales price calculation, lease/purchase agreements, etc. The plan will be evaluated for feasibility and compliance with all regulations (Section 42, Fair Housing, and all other funding sources requirements). Syndication documents must reflect the conversion.

Developments Serving the Lowest Income Tenants

Two to fifteen (2-15) points will be awarded to developments whose percentage of tax credit units are affordable to individuals and families whose incomes are at or below fifty percent (50%) of median income.

10% - 25%	2
26% - 50%	4
51% - 65%	6
66% - 80%	10
81% - 100%	15

Additional New Units for Families in Poverty

One to five (1-5) points will be awarded to developments whose percentage of tax credit units are affordable and available to individuals and families meeting the Families in Poverty definition on page 25.

30%	5 points
20%	3 points
10%	1 point

Accordingly, **incomes and/or rents** should be calculated at 30% of Area Median Income (AMI). Note: Current subsidized and Tax Credit properties are excluded from this definition and will not receive points in this category.

Per Unit Cost Reduction

One to five points (1-5) points will be awarded to Developers, whose per unit costs are fifty percent (50%) to eighty percent (80%) of the current HUD 221 (d) (3) limits utilized **under the HOME Program**. The table below defines the number of points earned based on Total Development Cost (TDC) range by bedroom size. Per unit costs are determined by dividing the total fee cost (LIHTC App. Part II, Economics, section F, line item a) by the number of units (adjusted for bedroom size).

Note: In the event the final TDC exceeds the initial TDC indicated on the application, DSHA reserves the right to withdraw the allocation of credits.

2010 PER UNIT COST LIMITATIONS TABLE

Size	HUD 221(d)(3) Limits	0 PT.		1 PT.		3 PT.		5 PTS.	
		TDC:81-100% of Limits		TDC:71-80% of Limits		TDC:61-70% of Limits		TDC:50-60% of Limits	
0 BR	\$125,928	\$102,002	\$125,928	\$89,409	\$102,002	\$76,816	\$89,409	\$62,964	\$76,816
1 BR	\$144,355	\$116,928	\$144,355	\$102,492	\$116,928	\$88,057	\$102,492	\$72,177	\$88,057
2 BR	\$175,536	\$142,184	\$175,536	\$124,631	\$142,184	\$107,076	\$124,631	\$87,768	\$107,076
3 BR	\$227,085	\$183,939	\$227,085	\$161,230	\$183,939	\$138,522	\$161,230	\$113,542	\$138,522
4 BR	\$249,271	\$201,910	\$249,271	\$176,982	\$201,910	\$152,055	\$176,982	\$124,635	\$152,055

TDC: Total Development Costs are determined by dividing Total Development Cost as listed in LIHTC APP Part II, Development Economics (Line F a) by number of units. Adjustments for bedroom size will be made accordingly, (see example below):

Step1). 24 unit property (12/2 BR& 12/1 BR) TDC=\$2,708,000

Step 2). 12-1BR development cost =12 x \$144,355 (max HUD 221(d) 3 limit)= \$ 1,732,260.00
 12-2BR development cost =12 x \$175,536 (max HUD 221(d) 3 limit)= \$ 2,106,432.00

Total \$ 3,838,692.00

Step 3). \$2,708,000(TDC)/\$3,838,692=.70%, 3 points earned

Special Needs Housing

Developments that provide permanent housing for persons with special needs are awarded **three (3) points**.

Special needs populations are:

Persons with HIV/AIDS related illness

Homeless persons

Persons with mental illness;

Persons with physical disabilities;

Persons with intellectual disabilities/developmentally disabled; and

Migrant and Seasonal Farm workers

Other special needs populations identified in DSHA's Needs Assessment may be considered at DSHA's sole discretion. In order to qualify for points in this category, 100% of the property must be made available for the special needs population. Additionally, a minimum of three (3) appropriate services must be provided free of charge to the residents. Documentation of these services and how they will be paid for must be provided.

Additional Fair Housing and Americans With Disabilities Act (ADA) Units

Three to five (3-5) points are awarded for developments that exceed the Fair Housing and ADA minimum requirement threshold of maintaining 5% of the **total** unit count as fully accessible units.

Property provides 10% fully accessible units	3 points
Property provides 15% fully accessible units	4 points
Property provides 20% fully accessible units	5 points

Local Government Contribution

One to five (1-5) points are awarded for developments that receive **written** financial support by **commitment letter or other documentation (i.e. executed grant agreement, award letter, etc)** from local government.

Evidence of approved local government contribution must be submitted to DSHA from the local government entity detailing the dollar amount of the waiver or contribution. A local contribution must reduce the development or operating costs of a development by at least **1%**. This can be in the form of municipal or county funding or local public housing authority capital funding, waiving of building permit fees, granting of a tax abatement, donation of land or land provided at a nominal price, or some other documented form of assistance, as approved by DSHA, that financially reduces the development cost or reduces the operating cost of the project over a five-year period.

1%-1 point	4% - 4 points
2%-2 points	5% - 5 points
5%-5 points	

Local Government Support

Three (3) points will be awarded for an application that receives a letter of support from the local government indicating its support of the development, and endorsing the development in the current round of competition.

The letter must be from the Chief Executive Officer of the municipality, county or local government in which the development is located and must precisely reflect the development as submitted with the application without modification or qualification.

Leveraging of Non-DSHA Administered Resources

To the extent that DSHA controlled funds, including tax credits, HOME funds and Housing Development Funds, are used to leverage other funds, zero to fifteen points (0-15) will be awarded for the greater leveraging of funds based on the unadjusted qualified basis calculations. Provision of local government five-year rental subsidies and reduced developer's fees are sources of leveraging for this category. Tax Credit Equity will be considered a DSHA resource. Reserves are NOT a source of leveraging.

Percentage of Leveraging:

Ninety-five to One Hundred percent (95-100 %) of the development's permanent funding, excluding tax credit equity, comes from other than DSHA sources. **15 points**

Eighty-six to Ninety-four percent (86-94%) of the development's permanent funding excluding tax credit equity, comes from other than DSHA sources. **11 points**

Seventy to Eighty-five percent (70-85%) of the development's permanent funding, excluding tax credit equity, comes from other than DSHA sources. **9 points**

Fifty-six to Sixty-nine percent (56-69%) of the development's permanent funding, excluding tax credit equity, comes from other than DSHA sources. **7 points**

Thirty to Fifty-five percent (30-55%) of the development's permanent funding, excluding tax credit equity, comes from other than DSHA sources **5 points**

Zero to twenty-nine percent (0-29%) of the development's permanent funding, excluding tax credit equity, comes from other than DSHA sources **0 points**

Note: For this calculation, DSHA will round up to the nearest percentage.

Mixed Income/Market Rate

Five (5) points will be awarded to a development where at least 20% and no more than 50% of the total units in the development are not rent-restricted and not income-restricted

Historic Housing

Five (5) points will be awarded to developments that are utilizing Historic Tax Credits under Section 47 of the Internal Revenue Code of 1986 and/or State Historic Tax Credits. To qualify for these points, properties must already be on the National Historic Register at the time of application.

Preservation

~~One to five (1-5) points will be awarded to developments that are of imminent risk of losing their affordability restrictions. Five points will be awarded to a development whose has an expired affordability restriction period within one year of the tax credit application due date. Four points will be awarded to a development that has an expired affordability restriction period within two years of the 2011 tax credit application due date. Three points will be awarded to a development that has an expired affordability restriction period within three years of the 2011 tax credit application due date. Two points will be awarded to a development that has an expired affordability restrictions period within four years of the 2011 tax credit application due date. One point will be awarded to a development that has an expired affordability restrictions period within five years of the 2011 tax credit application due date.~~

Rural Development-USDA/Other Federal Rental Subsidy

Three points will be awarded to: developments that are in rural areas designated by the USDA Rural Development and have received an award of new USDA rental subsidy; or other developments that have received an award of new federal rental subsidy contract (transfer of existing contracts is not considered new subsidy). Documentation of the award of the rental assistance/subsidy contract must be included in the application.

Public Housing and Section 8 Waiting Lists

One (1) point will be awarded for developments that are utilizing local public housing waiting lists and/or Section 8 existing waiting lists. The application must contain a letter from the appropriate agency in order to receive this point.

Capacity of Development and Management Team

Zero to six (0-6) points will be awarded based on the demonstrated relevant experience and qualifications of the developer and management entity. All team members must be disclosed at time of application. The members of the team, in addition to the developer and management entity, include the applicant/owner, co-developer, consultant, owner, architect, surveyor, real estate and tax counsel. Members of the development and management team must demonstrate experience in the satisfactory development of affordable housing, experience in the management of affordable housing and must have the financial capacity to carry the development through to completion. **All members of the development team must provide documentation that services will be provided during all phases of the development.** DSHA reserves the right to determine “satisfactory” development experience. **Any substitutions of Development Team members from original application or at any time during the construction period must be pre-approved by DSHA.**

a) General Partner/Developer Experience: Up to three (3) points shall be awarded based on the number of Low Income Housing Tax Credit Properties developed by the general partner and/or developer. Note: “General Partner/ Developer” is defined as a corporate entity, partner or owner of a multi-family development company that has been a signatory/guarantor on a Tax Credit construction loan. “Developed” is defined as having gone to permanent closing on a development with an acceptable cost certification.

2- 4 developments	2 points
5 or more developments	3 points

If other than the owner or developer’s experience is being utilized to qualify for points, a signed agreement and/or contract for **substantial** services must, as described under the definition for Consultant, be provided describing the role each entity will play in the development and/or the management of the development. **Note: Consultant and Broker Fees are not eligible development costs and must be paid from Developer Fees.**

b) Management Agent’s Experience: Up to three points (3) shall be awarded based on the number of completed and occupied Low Income Housing Tax Credit and subsidized developments currently being managed.

1- 4 developments	1 point
5-15 developments	2 points
More than 15 developments	3 points

DSHA’s Management Agent Qualification form must be submitted with the application. DSHA reserves the right to determine appropriate involvement.

Provision of Social Services

The provision of social and support services is an integral part of any development to improve the quality of life of the residents of the development. The cost and source of funds to pay for social services must be included in the application. Services must be affordable, appropriate, available, accessible, **and must be provided at least four (4) times a year** to the development's tenants. One (1) point will be awarded for each service up to a maximum of three (3) points. Services should be actively linked to the residents and not simply provided to the community at large and must be provided on-site.

A Support Service Plan must be completed and submitted with the application. The plan should include the following:

- Qualifications of the social service organizations that will be utilized at the property, including their history, capacity and experience.
- A program description including the details and goals of the programs for the residents.

- Contracts or commitment letters detailing costs of services from each social service provider must also be attached,

Examples of services include but are not limited to:

Parenting programs;

Literacy programs;

Day care;

Job training;

Nutritional services;

Transportation; and

Financial literacy and counseling

SITES AND NEIGHBORHOOD STANDARDS Up to fifteen (15) points will be awarded to developments that can demonstrate overall quality of location, access to services and transit, and protection of the environment. Each factor of the sites and neighborhood standards must be supported in the market study by the market study provider.

Access to Services (1 point for each up to a maximum of 7 points)

Project is within ½ mile radius for New Castle County, for Kent and Sussex, it is within one (1) mile radius for each of the following factors:

- Supermarket
- Public schools (family sites only)
- Library
- Licensed child care center (family sites only)
- Usable park space
- Bank
- Walk-in medical facility or hospital
- Post office
- Laundry/dry cleaner
- Pharmacy
- Community, civic or town center that is accessible to residents.

Access to Transit

Project extends and supports existing transit (bus) service by providing transit facilities within or adjacent to the development; or
(3 points)

Project is within walking distance (defined as ¼ mile in New Castle County and ½ mile for Kent and Sussex County) of a public transit fixed route stop or station. **(1 point)**

Location

Project is an infill site. **(3 points)** - A site that has 75 percent of its perimeter bordering existing developed parcel(s) and has immediate access to existing infrastructure (roads, water, sewer, and other infrastructure). Demonstrate through site map with perimeter measurements; or

Project is contiguous to existing development. **(1 point)** - A site has at least 25 percent of the perimeter bordering existing developed parcel(s) demonstrated through site map with perimeter measurements. The development will utilize existing sewer and water lines without extensions exceeding 1,000 feet.

Protecting Environmental Resources (2 points)

Development, including buildings, other structures, roads or other parking areas, on all portions of the site shall **avoid all** of the following: (documentation will be verified through the environmental assessment or environmental audit) and detailed site map:

- Land within 100 feet of wetlands, including isolated wetlands or streams. Bike and foot paths are allowed if at least 25 feet from the wetlands boundary.
- Land with 100 feet of critical slope area.
- Prime farmland (Zone 4 - State Strategies for Policy and Spending).
- Land that is specifically identified as habitat for any species on federal or state threatened or endangered lists.

- Land with elevation at or below the 100-year floodplain.
- Land or development having environmental issues (i.e., superfund site, brownfields, greyfield, arsenic or chemical, close proximity or adjacent to railroad within 1000 feet).
- Land or soil is not suitable for building.

A. Two (2) points will be awarded if the development site is determined to be suitable for the proposed development without excessive (as determined by DSHA) geo-technical, environmental or utility infrastructure expenditures.

B. One (1) point will be awarded for each of the following factors up to a maximum of ten (10) points. Each factor listed below must be supported and documented in the market study from the market study provider.

~~Target Area – New Castle County:~~

- ~~1. Walking distance to retail facilities (1/4 mile).~~
- ~~2. Area supports a large number of employment opportunities.~~
- ~~3. Daycare facilities (for family developments) are near the site or near the employment centers, or specialized services near the site.~~
- ~~4. Medical center within five miles.~~
- ~~5. Bus line within walking distance.~~
- ~~6. Adjacent to major road arteries.~~
- ~~7. No other low income housing in immediate area (within 3 block area).~~
- ~~8. No market rate rental housing in immediate (within 3 block area).~~
- ~~9. Site located in economically mixed community as defined by Census Data.~~
- ~~10. Site within residential area (not industrial).~~
- ~~11. Within one (1) mile of entertainment venues, i.e. movie theaters, restaurants, etc.~~
- ~~12. Close to or in a town center (within 1/4 mile).~~
- ~~13. Within walking distance to schools (family developments only).~~

~~Target Area – Kent and Sussex Counties:~~

- ~~1. Within one mile of retail facilities.~~
- ~~2. Access to employment opportunities within area.~~
- ~~3. Daycare facilities (for family developments) are near the site or near the employment centers, or~~
~~—specialized services near the site.~~
- ~~4. Medical center within fifteen miles.~~
- ~~5. Public transportation within walking distance.~~
- ~~6. Adjacent to major road arteries.~~
- ~~7. No other low income housing in immediate area.~~
- ~~8. No market rate rental housing in immediate area.~~
- ~~9. Site located in economically mixed community as defined by Census Data.~~
- ~~10. Site is predominantly residential.~~
- ~~11. Within (10) miles of entertainment venues, i.e. movie theaters, restaurants, etc.~~

~~—————12. Close to or in a town center (within one mile).~~

~~—————13. Within walking distance to schools (family developments only).~~

COMMUNITY COMPATIBILITY – New Housing Creation Only

Up to seven (7) points will be awarded if the applicant can clearly identify through the market study and capital needs assessment that the development is compatible in design and connectivity with their surrounding community.

Community Design

While design of the development need not be at an advanced stage, the conceptual design should reflect compatibility with surrounding community and enhancement of the visual character of surrounding area. **(1 point each – up to 3 points)**

- The project's design is consistent with the architecture/character of the local area, or the project's visual character respects and makes a positive contribution to the surrounding community.
- New and existing setbacks are consistent with surrounding development.
- Building heights and bulk, as seen from the street, should be respected.
- Uses building materials which are compatible with the neighborhood.

Connectivity to Surrounding Communities (2 points each – up to 4 points)

The project is designed to relate to and encourage connectivity with the surrounding community and not create an isolated enclave.

- “Complete streets” measures are used to provide safe and congenial integration of pedestrian, bicycle and motor vehicle traffic via design features such as well-designed pedestrian and bicycle accommodations, narrow widths, and other traffic calming measures. Complete streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a complete street.
- Demonstrates through sitemap, that sidewalks and other all-weather pathways are independent of the street or highway edge and connect to adjoining neighborhoods or other trail systems. Unimproved dirt pathways do not qualify as “all-weather” pathway. Consider using porous pavement to reduce water runoff.

Failure to provide the compatibility in design and connectivity to surrounding communities after points are awarded and a carryover agreement is executed will result in a penalty against the Applicant in the subsequent LIHTC application submission. The penalty will be equal to the point(s) awarded that were deemed ineligible.

Development and Unit Amenities

All units must meet Minimum Construction Standards established by DSHA. A maximum of five (5) points will be awarded to those developments that exceed the minimum standards. Eligibility of points will be based upon 100% of all units benefiting from such amenities. One (1) point will be awarded for each - new amenity provided up to five (5) points, provided that such amenities affect 100% of the units.

These include but are not limited to:

On site community center: The community center should be of sufficient size to accommodate the residents and services (if provided). The community center should contain at least 15 net square feet per unit and at a minimum at least 750 square feet in size. The square footage should be in addition to the kitchen or kitchenette, if provided; the community center should include a computer/business center equipped with computers, printers and other technology for residents access (separate points will not be awarded for computer and/or business centers);

Security/Surveillance System: Security system which shall be monitored by the management company and have the capability for the local police to tie into the monitoring system;

Community Garden: Plot of land which the residents have access to have a community garden. The plot should be sized accordingly to the number of units;

Private Outdoor space: The space shall be directly associated with each dwelling unit, may occur as an entrance way (porch, fenced in area), an outdoor patio or play area or other definable space.

Exercise and/or walking trails with permanent surface;

Exercise room with exercise equipment;

Recycling Facilities: Single stream recycling, maintain orderly collection, neat in appearance and there are monitoring procedures for continued sanitary conditions.

Separate Maintenance Building/Garage with bathroom or maintenance area within the community building that is approximately 200 sq. ft or greater and meets all code requirements;

On site daycare (family developments only);

On site senior care (elderly developments only);

Eat-in kitchens;

Ceiling fans, Energy Star compliant, for all bedrooms and living room areas. One point will be given no matter how many fans are in the unit.

Microwave or micro-hood combination – must be Energy Star compliant;

Trash chutes (for mid or high rise facilities);

Green roofs (architect must provide specifications with application);

Photovoltaic systems (solar panels);

Irrigation systems for lawn/landscape area; and

General Storage/Exterior storage/closet. This amenity will require a fire sprinkler system to be installed per State of Delaware Fire Marshal. Minimum of 150 CF per dwelling unit, and units must be made accessible for each accessible unit in the development.

Applicants are invited to propose amenities in writing in addition to those listed and may, in DSHA's discretion, receive points for them. The development and unit amenities must be supported and documented in a chart format as part of the Market Study requirements (see QAP Attachments).

Failure to provide the amenities after points are awarded and a carryover agreement is executed will result in a penalty against the Applicant in the subsequent LIHTC application submission. The penalty will be equal to the point(s) awarded that were deemed ineligible.

Energy Efficiency

New features that exceed the minimum energy guidelines as defined in DSHA's Minimum Construction /Rehabilitation Standards (see the table listed on page 47 of the Minimum Construction/Rehabilitation standards) will be awarded points values for each design feature that exceeds DSHA's energy efficiency criteria for a maximum of five (5) points provided that such energy efficiency criteria effects 100% of the units. Items that are standard building practices (i.e. caulking) or required by building or rehabilitation codes will not receive points. Failure to provide the energy efficiency amenities after points are awarded and a carryover agreement is executed will result in a penalty against the Applicant in the subsequent LIHTC application submission. The penalty will be equal to the point(s) awarded that were deemed ineligible.

Community Revitalization Plan

Two (2) points will be awarded if the development is clearly identified and is included in an approved Community Revitalization Plan. A certification from the municipality that the development is in the most recently approved Community Revitalization Plan must be submitted, citing page and number, which said page and number must be attached to the certification. See the form of certification included in the Attachments. Letters of support and/or resolutions will NOT be considered under this category.

Qualified Census Tract

One (1) point will be awarded to developments that are located within a HUD identified Qualified Census Tract.

Community Outreach

Up to three (3) points will be awarded to developments in which the sponsor is actively involved in Community Outreach PRIOR to submitting its application, but in no event, no later than **March 8, 2011**

Sponsor must notify community organizations within ¼ mile of the development, as well as the elected county executive, existing residents, the local state senator and the local state representative, or if in a municipality, the local mayor/council president and the local state senator and the local state representative: **1 point**

Sponsor holds community meetings/presentations prior to application: 2 points

Copy of sign-in sheets, newspaper notices and details of notification methods (i.e. flyers, email and other notice methods) to existing residents and surrounding community must be submitted with application in order to receive points. **Town, City, County, or municipality meetings are eligible as community meetings/presentations only if the proposed development is the only item on the agenda and appropriate notification to all parties has been made.**

Note: Applicants that successfully earn the two points within the Community Outreach Notice scoring category shall be considered as meeting the Local and Community Notice for Acquisition/Rehabilitation Developments minimum threshold requirement.

In point scoring categories, where points are based on calculations (i.e. unit cost reduction, leveraging, et al), DSHA will round **up** calculation results to the nearest whole number.

If DSHA determines that an applicant received a reservation of credits and failed to fulfill representations made in applications or in the carryover allocation, DSHA will impose a penalty against the Applicant in the subsequent LIHTC application submission. The penalty will be equal to the point(s) awarded that were deemed ineligible.

Before such action is taken, DSHA will notify the Applicant of the needed corrective action. If the Applicant has not submitted written corrective action acceptable to DSHA, the Applicant will have points deducted in its/their subsequent application equal to the amount of points deemed ineligible in the previous application.

POINT SYSTEM FOR ALL SPONSORS: AN APPLICATION MUST SCORE A MINIMUM OF SIXTY(60) POINTS FOR AN AWARD OF CREDITS.

TIEBREAKERS

Applications that meet the minimum threshold requirements shall receive points based on the point system for the particular pool in which they compete. In the event of a tie score, applications shall be ranked according to the tiebreaker system. Reservations shall be awarded to applications with the highest scores and to the applications that win the tiebreakers with reservations first going to developments in the set-aside.

The following tiebreaker system shall be used to break ties between applications with the same score.

- a) If competing developments within a given pool have a tie score, a tax credit reservation shall be awarded to the application with the lowest amount of low-income housing tax credits (unadjusted for the 130 percent QCT) per low-income bedroom.
- b) If there is still a tie score after the first tiebreaker, the tax credit reservation shall be awarded to the application with a lower total development cost per bedroom.

APPLICATION PROCESS

An applicant may apply for Credits for the current year only. The deadline for submission of each cycle is disclosed on the cover page of the application package.

Applications must be submitted to the DELAWARE STATE HOUSING AUTHORITY, 18 The Green, Dover, Delaware 19901, **no later than 3:00 p.m. on April 8, 2011**. Late submissions will not be accepted. **Two complete applications must be submitted**. All applications must have original signatures.

Only complete application packages will be considered for an allocation of Low Income Housing Tax Credits. Incomplete packages will be returned to the applicant and the application will not be eligible to compete for tax credits in the current round.

The Application package contains all forms and instructions. The Application Checklist provides a complete list of attachments, which are to be appropriately labeled and submitted with the application forms. All documents are required, even if applicants have submitted similar documents to DSHA in the past (i.e. financial statements). Exhibits and questions that do not pertain to a particular development should be noted as such. If additional space is required on the questionnaires, provide supplements that are labeled in sequence and indicate the questions to which they reference.

The applicant must complete all applicable questions and supply all documents that are requested in the application package. All questions seeking clarification or interpretation of the Qualification Allocation Plan must be submitted in writing to DSHA for clarification prior to application submission no later than fifteen (15) days prior to the submission deadline date.

The Application should be comprehensive in addressing all information necessary for a responsible funding decision. Upon the application meeting minimum threshold requirements, DSHA reserves the right to request additional information during the review process should it be deemed necessary. Any such information requested and/or provided, shall be considered part of the Application and shall be subject to the above acknowledgments, agreements and waivers.

No application for credits will be accepted for any building or property that has previously claimed credits and is still subject to the compliance period for such credits after the year such building is placed in service. This also includes all developments which tax-exempt bonds of DSHA or an issuer other than DSHA, have been issued that are still subject to the compliance period.

THE DELAWARE FREEDOM OF INFORMATION ACT

By submitting this Application, the applicant acknowledges and agrees that the entire Application, including but not limited to the market study, shall be deemed a "public record" for the purposes of the Delaware Freedom of Information Act ("FOIA"), codified at 29 Del. C. §§ 10001-10005. By submitting this Application, the applicant further acknowledges and agrees that the entire Application is subject to public examination and copying pursuant to FOIA and any privacy rights otherwise applicable are hereby waived.

Notwithstanding the foregoing, it is the policy of DSHA to not release to any third party any proprietary or commercially sensitive application materials or information until after the ranking of projects has been announced. DSHA expressly reserves its authority to withhold all such information from third party requests pending the completion of the ranking process, to the extent permitted by FOIA.

REVIEW AND SELECTION PROCESS

Only developments that meet all federal and state program requirements and meet minimum threshold requirements will be reviewed for Credits.

DSHA will notify, via certified mail, the chief executive officer having jurisdiction over the location of any application meeting the minimum threshold eligibility requirements. Such notices will indicate that the applicant has met the minimum threshold requirements under the Plan and generally explain the process for reviewing applications for the possible awarding of tax credits.

DSHA will score the developments strictly in accordance with the Qualified Allocation Plan and taking into consideration any penalty points imposed from previous application(s). Prior to making allocations in accordance with rankings pursuant to the QAP for the current year, DSHA shall allocate Credits to developments which (i) received Forward Reservations of Credits in previous years and (ii) in the determination of DSHA, have met any conditions to such Forward Reservations and are ready to receive an allocation of Credits.

In accordance with federal requirements, a determination that the Credits allocated to a development do not exceed the amount DSHA finds necessary for the financial feasibility of the development and its viability as a qualified low-income housing development will be made again at the time of allocation and at the time the development is placed in service.

A development cannot be allocated Credits in an amount that exceeds the amount necessary to make the development feasible. Therefore, the amount of Credit allocated to the development may change from initial Credit reservation. The final Credit allocation will take place at the time the development is placed in service and DSHA has received cost certification by the owner (mortgagor) and the general contractor of the development. A cost certification guide will be provided by DSHA for use by the developer and general contractor in submitting all information. The cost certification for the development must include all sources and uses of funds including all syndication fees. The final cost certification will be due ninety (90) days after substantial completion or certificate of occupancy or temporary certificates of occupancy, whichever occurs earlier. The substantial completion date is defined as the date DSHA acknowledges through written documentation that 100% of the units are completed and ready for occupancy or the date of the certificate of occupancy for the last completed building, whichever is earlier. If the final cost certification is submitted after the deadline date, a \$5,000 penalty fee plus an additional \$500 penalty fee for each additional week that the cost certification remains outstanding will be assessed to the Applicant. The penalty fee cannot be paid from loan(s) or equity proceeds.

Based on the rankings, threshold eligibility review, and needs analysis, DSHA shall make reservation award recommendations to the Director of Delaware State Housing Authority. An applicant may appeal DSHA's ranking decision by submitting a written request for reconsideration to the Director of DSHA no later than 15 business days from the date of the announcement of the ranking of applications. The request must include a comprehensive discussion of the basis for the reconsideration. Such requests will be considered promptly by the Director and the decision of the Director shall constitute final agency action. In the absence of a request for reconsideration, the date of the ranking announcement shall constitute the date of final agency action. The Director shall review the rankings, eligibility and tiebreaker decisions. DSHA decisions are final.

Within 90 days of application deadline and submission, DSHA will notify sponsors in writing whether or not they received a reservation and the basis of the decision. The reservation letter will enumerate the maximum amount of Credit available to the development as well as the conditions that will be required for the final allocation of Credits.

Federal law requires developments receiving an allocation made prior to the year in which the building is placed in service to (1) have more than 10% of the reasonably anticipated costs of the development incurred by the later of (i) the end of the calendar year in which the allocation is made or (ii) twelve months from the date of the allocation; and (2) be placed in service by the end of the second calendar year following the year of allocation.

FORWARD RESERVATIONS

DSHA reserves the right, at its sole discretion, to reserve a portion of its Credits for a year subsequent to the current year to a highly ranked development that received only partial funding in the current year due solely to limited Credit availability. DSHA's determination to reserve will be based on the amount of Credits needed to demonstrate financial workability, readiness to proceed and other considerations deemed appropriate. The amount actually allocated in the subsequent year may be less than the amount reserved depending on DSHA's determination regarding the financial feasibility of the development. DSHA shall only make forward commitments from the following year's allocation and not in an amount greater than the balance of the credits available in the current year, after the highest ranked projects have received their full compliments of credits.

DSHA's Director reserves the right to amend the Forward Reservations requirements at his/her sole discretion. **(Also see Non-Compliance with Placed In Service Date on page 57 for further information).**

PLACED-IN-SERVICE DATE

All developments receiving an **allocation** of Credits must be placed in service either by November 1st of the year in which they receive Credits or have incurred more than 10% of eligible development costs, no more than twelve months after the issuance of the **carryover allocation**. Federal law requires developments receiving an allocation made prior to the year in which the building is placed in service to (1) have more than 10% of the reasonably anticipated costs of the development incurred by the later of (i) the end of the calendar year in which the allocation is made or (ii) twelve months from the date of the allocation; and (2) be placed in service by the end of the second calendar year following the year of allocation. Owners must provide a written certification to DSHA from a certified public accountant that the owner has incurred by the close of the calendar year of the allocation or **twelve months from the date of the carryover allocation**, expenditures for more than 10% of the reasonably expected basis of the development. Developments, not adhering to this procedure or not meeting the above criteria will be subject to having their Credit allocation revoked. **In addition, owners and/or any related entities, as determined by DSHA, that received a reservation and/or a Carryover Allocation of 2010 Credits and have not met the 10% test, as required by DSHA, by the 2011 Tax Credit application submission deadline are ineligible to make application for 2011 Tax Credits.**

To qualify for an Allocation Carryover Agreement, owners must provide proof of ownership of the property by certifying in writing, under penalty of perjury, that they own the property and attach either a copy of the recorded deed or the owner's title insurance policy. If a copy of the recorded deed is not available in time, the owner may provide a copy of the settlement statement evidencing purchase of the site(s) along with a copy of the executed deed(s) and recorder's receipt.

If the applicable fraction from application to construction closing/carryover allocation changes due to over-income residents that results in a loss of credits, the difference in any equity will be the responsibility of the Applicant not DSHA.

At the time the Allocation Carryover Agreement is executed, the owner must elect whether the pursuant to Section 42(b)(2)(A)(ii)(I) of the Code, to fix the applicable **acquisition** Credit percentage **rate** for each building in the development as the percentage prescribed by the Secretary of the Treasury for the month of the Carryover Agreement **(if acquisition credits will be taken)**. The owner may request that DSHA assign portions of the allocation to individual buildings upon execution of the Agreement or request that DSHA assign portions of the allocation to specific buildings within the development no later than the close of the calendar year in which the buildings are placed in service. **Otherwise, buildings will receive a 9% credit percentage until 2013 or upon Congressional amendment.**

Non-Compliance with Placed-In-Service Date

1. DSHA, within its sole discretion, reserves the right, based upon written documentation submitted by the sponsor, to make a determination that the failure to place a development in service is due to circumstances beyond the sponsor's control.
2. Such written documentation must:
 - a) Be submitted in writing within thirty (30) days of such sponsor's knowledge of the delay, via certified mail to: DSHA, 18 The Green, Dover, DE 19901; and
 - b) State the name of the development, the name of the sponsor, and the deadline pursuant to the Code for placing the development in service; and
 - c) Provide an explanation, supported by appropriate evidence, of (i) the due diligence performed by the sponsor in attempting to meet the deadline, (ii) the specific circumstances causing the delay, (iii) the attempted remedial measures taken by the sponsor in order to mitigate the delay, and (iv) any other pertinent information.
3. Notwithstanding any other restrictions in the "Forward Reservations" this section, or other sections of the QAP, upon such determination by DSHA that the circumstances, are in fact, beyond the sponsor's control, DSHA may allow the development, having previously been evaluated, reserved and/or allocated credits (but being unable to be placed in service within the applicable time limit), to return such credits without penalty imposed by DSHA and to be given a forward reservation in the allocation of the same amount of credits (as those returned to DSHA) within the next two calendar years after the return of the credits.
4. Any such priority will be conditioned upon:
 - a) A determination by DSHA that the development continues to be desirable in terms of meeting affordable housing needs;
 - b) The sponsor's early return of any previously allocated credits; and
 - c) Such other terms as are deemed appropriate under the circumstances by DSHA in its sole discretion.
5. Anything in the preceding this section on Forward Reservations to the contrary notwithstanding, DSHA shall be authorized to make forward reservations of tax credit authority in order to encourage the sponsors of any such developments to return the credits within the year that it is determined that the sponsor will not be able to place the development in service, while awaiting the allocation from the next year.
6. The return of credits pursuant to this subsection will only be allowed one time and the development and sponsor must comply with the current Qualified Allocation Plan (QAP) in place at the time of re-application.

Extended Use Agreement - All applicants must agree to a minimum thirty-year low-income housing commitment for the development. The extended use agreement must reflect any additional compliance period committed to at time of application. The Declaration of Restrictive Covenants must be signed, recorded and returned to DSHA before the carryover allocation is awarded or the development is placed in service.

Also at such time, the Owner will need to determine if it will elect to fix the applicable Credit percentage for acquisition credits on each building in the development as the percentage(s) prescribed by the Secretary of the Treasury for the month the Carryover Allocation Agreement is executed or, alternatively, use the applicable percentage for the month in which the particular building is placed in service.

DSHA reserves the right to require certain conditions to be met before making the final Credit allocation. These requirements will be itemized in the Reservation Letter. Should any of the requirements listed in this document not be met or the characteristics of the development be changed or modified at any time after receiving the Carryover Allocation Agreement, the owner agrees DSHA shall have the right to cancel the Credit allocation and the owner shall acknowledge the return in full the Credit allocation to DSHA. DSHA is not making any representation or warranty that the amount of Credit allocated is sufficient to make a development feasible or viable or that the development has complied or will comply with any particular requirement of the IRC.

COMPLIANCE MONITORING PROCEDURE

DSHA has implemented monitoring regulations for the LIHTC program as required by the IRS. DSHA will monitor all LIHTC projects for compliance with 1) minimum low-income set aside requirements, 2) rent limitations, 3) tenant income requirements, 4) record keeping requirements, and 5) annual project certification requirements.

DSHA will perform annual on-site inspections of at least twenty percent (20%) of all LIHTC developments, including RHS Section 515 and tax-exempt bond financed properties.

DSHA will conduct on-site inspections of all the buildings in the development by the end of the second calendar year following the year the last building in the development is placed in service and, for at least 20% of the development's low-income housing units, inspect the low-income certification, the documentation the owner has received to support that certification, and the rent record for the tenants in those units.

In addition, at least once every three years, DSHA will conduct on-site inspections of all the buildings in each low-income housing developments and, for at least 20% of the development's low-income units, inspect the units, the low-income certifications, the documentation the owner has received to support the certifications, and the rent record for the tenants in those units. DSHA will determine which low-income housing developments will be reviewed in a particular year and which tenants' records are to be inspected.

DSHA will request an owner of a low-income housing development not selected for the review procedure in a particular year to submit to DSHA for compliance review and annual compliance report, which will include but is not limited to, copies of the annual income certifications, the documentation such owner has received to support those certifications and the rent record for each low-income tenant of the low-income units in their development.

All low-income housing developments may be subject to review at any time during the compliance period.

DSHA has the right to perform an on-site inspection of any low-income housing development through the end of the compliance period of the development. Each owner of a development receiving credits must permit the performance of DSHA inspections. The owner of a low-income housing development should notify DSHA when the development is placed in service. DSHA reserves the right to inspect the property prior to issuing IRS Form 8609 to verify that the development conforms to the representations made in the Application.

DSHA also requires all owners to use DSHA's MITAS integral database system for providing all required tax credit data.

DSHA is required to annually report to the United States Department of Housing and Urban Development (HUD) all resident and project data for all tax credit projects that are being monitored by DSHA. DSHA will report annually the data to HUD in a format established by HUD.

LIHTC regulations are effective as of January 1, 1992, however, if DSHA becomes aware of noncompliance that occurred before that date, DSHA is required to notify the IRS of noncompliance. These regulations are subject to change at any time to comply with Federal regulations.

Minimum Low Income Set Aside

The minimum criteria for low-income set-asides are as follows:

- A) Twenty percent (20%) of the residential units in a project shall be both rent-restricted and occupied by individuals whose income is fifty percent (50%) or less of the area median gross income, or
- B) Forty percent (40%) of the residential units in a project shall be both rent-restricted and occupied by individuals whose income is sixty percent (60%) or less of the area median gross income.

The owner may select either (A) or (B) as a minimum set-aside or a greater percentage, up to one hundred percent. The election is made at the time of application and must be maintained throughout the compliance and extended use periods.

Rent Limitations

LIHTC units are rent-restricted. The maximum rent that can be charged for a low-income unit cannot exceed thirty percent (30%) of the imputed income limitation applicable to such unit (See - Rent Limits By Number of Bedrooms chart).

Income Requirement

The maximum income requirement is fifty percent (50%) or less of the county gross median income based on family size or sixty percent (60%) or less of the county gross median income based on family size. The owner elects the income limit percentage to be used at the time of application. The allowable incomes based on family size can be found in the Income Limits chart. The owner must keep on file verification of the tenant's income.

The owner must retain on file DSHA's Annual Tenant Income Certification Form, documentation/verification to support all income sources, and a copy of the lease for each unit of the project. The form includes the following information:

- a) Tenant name, social security identification numbers
- b) Family dependents and ages

- c) Gross income and asset information
- d) Sources of income
- e) Full-time student status

The form must be signed by the tenant and accepted by the owner. By signing this document, the tenant is certifying that the information is true and correct. Certain owners of 100 percent qualified low income properties may not have to perform an annual recertification of the tenant's income; however, owners may have to provide such certifications for various funding programs. In addition, data collection and submission requirements will still be applicable.

DSHA reserves the right to request this information at any time throughout the compliance or extended use period, whichever is longer. Please see DSHA's Compliance Monitoring Manual for proper documentation and certification procedures.

Record keeping Requirements

As required by the IRS, all LIHTC projects must maintain and have available for inspection the following information on each building in the project for each year in the compliance period:

- a) The total number of residential rental units in the building (including the number of bedrooms and the size, in square feet, of each residential rental unit);
- b) The percentage of residential rental units in the building that are low-income units;
- c) The rent charged on each residential rental unit in the building (including the source and amount of any utility allowance calculations);
- d) The low-income unit vacancies in the building(s) and information that shows when and to whom the next available unit(s) was rented;
- e) The number of occupants in each low-income unit;
- f) The annual income certification of each low-income tenant per unit;
- g) Documentation to support each low-income tenant's income certification;
- h) The eligible basis and qualified basis of the building(s) at the end of the first year of the Credit period, IRS Form #8609 and all attachments;
- i) A list of all tenants of the building(s) at initial rent-up which includes the following: name of occupant, number of persons, and annual income;
- j) The character and use of the non-residential portion(s) of the building included in the building's eligible basis under Section 42(d) (e.g., tenant facilities that are available on a comparable basis to all tenants and for which no separate fee is charged for use of the facilities, or facilities reasonably required by the project).
- k) Documentation that the owner has not refused to lease a unit in the project to an applicant because the applicant holds a voucher or certificate of eligibility under Section 8 of the United States Housing Act of 1937;

- l) Documentation that the buildings and low-income units in the project were suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards), and the State or local government unit responsible for making local health, safety, or building code inspections did not issue a violation report for any building or low-income unit in the project. If a violation report or notice was issued by the governmental unit, the owner must attach a statement summarizing the violation report or notice to the annual certification submitted to DSHA. In addition, the owner must state whether the violation has been corrected;
- m) No findings of discrimination under the Fair Housing Act, 42 U.S.C. §§ 3601-3619, occurred for the project. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development, 24 C.F.R. § 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C. § 3616(a)(1), or an adverse judgment from a federal court.

The records (listed above) for the first year of the Credit period must be retained for at least 6 years beyond the due date (with extensions) for filing the federal income tax return for the last year of the compliance period of the building. The records for each year thereafter must be retained for at least 6 years after the due date (with extensions) for filing of the federal income tax return for that year.

Annual Project Certification and Review

The owner must annually certify to DSHA that, for the preceding 12-month period, the project has achieved the following requirements:

- a) The project met the required minimum set-aside or any higher set aside elected by the owner;
- b) There was no change in the applicable fraction (as defined in Section 42(c)(1)(B)) of any building in the project or that there was a change, and a description of the change;
- c) The owner has received an annual income certification from each low-income tenant and documentation to support that certification;
- d) Each low-income unit in the project was rent-restricted under Section 42(g)(2);
- e) All units in the project were for use by the general public and used on a non-transient basis (except for transitional housing for the homeless, provided under Section 42(i)(3)(B)(iii));
- f) Each building in the project was suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards), and the state or local government unit responsible for making building code inspections did not issue a report of violation for any building or low income unit in the project.
- g) There was no change in the eligible basis (as defined in Section 42(d)) of any building in the project, or that there was a change, and the nature of the change (e.g. a common area has become commercial space, or a fee is now charged for a tenant facility formerly provided without charge);

- h) All tenant facilities included in the eligible basis under Section 42(d) of any building in the project, such as swimming pools, other recreational facilities, and parking areas, were provided on a comparable basis without charge to all tenants in the building;
- i) If a low-income unit in the project became vacant during the year, reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units in the project were or will be rented to tenants not having a qualifying income;
- j) If the income of tenants of a low-income unit in the project increases above the limit allowed in Section 42(g)(2)(D)(ii), the next available unit of comparable or smaller size in the project was or will be rented to tenants having a qualifying income.
- k) If a household consists of ALL full-time students, such households met one of the exceptions outlined in Section 42 (i)(3)(D) which prohibits households occupied entirely by full-time students in a low-income tax credit unit;
- l) The owner has not refused to lease a unit in the project to an applicant because the applicant holds a voucher or certificate of eligibility under Section 8 of the United States Housing Act of 1937;
- m) No findings of discrimination under the Fair Housing Act, U.S.C. 3601-3619, occurred for the project. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development, 24 CFR 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C 3616(a)(1), or an adverse judgment from a federal court; and
- n) An Extended Low-Income Housing Commitment, as described in Section 42(h)(6) was in effect (for buildings subject to Section 7108(c)(1) of the Revenue Reconciliation Act of 1989) (e.g. Declaration of Land Use Restrictive Covenants relating to Low-Income Housing Tax Credits is in effect and was recorded with the Recorder of Deeds in the applicable county);

The owner must certify the above under penalty of perjury. In addition, it is a state crime punishable by fine of up to \$2,300 or up to 1 year in prison or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 11, Delaware Code, Section 1233.

The Annual Project Certification form needs to be completed by the owner annually and forwarded to DSHA at 18 The Green, P.O. Box 1401, Dover, Delaware 19901 to the Attention of Alice M Davis, by January 15 of each year.

DSHA shall review the Annual Project Certifications submitted as required above for compliance with the requirements of Section 42. In addition, as set forth on page 1 hereof, DSHA shall inspect at least 20% of low-income housing projects annually and shall inspect the low-income certification, the documentation the owner has received to support that certification, and the rent record for each low-income tenant in at least 20% of the low-income units in those projects.

DSHA shall determine which tenants' records are to be inspected or submitted by the owners for review. Furthermore, in connection with the inspection described in the preceding paragraph, the records to be inspected shall be chosen in a manner that will not give owners of low-income housing projects advance notice that their records for a particular year will or will not be inspected. However, DSHA may give an owner reasonable notice that an inspection will occur so that the owner may assemble records (for example, 30 days notice of inspection).

The certifications and reviews described in this section shall be made at least annually covering each year of the applicable 15-year compliance period.

Annual Site Inspection

DSHA shall have the right to perform an on-site inspection of any low-income housing project through the end of the compliance period or the extended use period, whichever is longer, of the buildings in the project. Through an on-site visit, DSHA will annually perform an inspection of the owner's record-keeping for compliance with 1) minimum low-income set aside requirements, 2) rent limitations, 3) tenant income requirements, 4) record keeping requirements, 5) annual project certification 6) physical inspection of at least 20% of the units reviewed, and 7) all extended use restrictions/agreements. DSHA also reserves the right to perform a general physical inspection of the building(s), if it is deemed necessary. The owner must make available all the information required by DSHA to perform its inspection during normal business hours for the entire compliance period or until the end of the extended use period, whichever is longer.

Notice to Owner

DSHA shall provide prompt written notice to the owner of a low-income housing project if DSHA does not receive the Annual Project Certification, or does not receive or is not permitted to inspect the tenant income certifications, supporting documentation, and rent records described above, or discovers by inspection, review, or in some other manner, that the project is not in compliance with the provisions of Section 42.

Notice to Internal Revenue Service

DSHA is required to file Form 8823 "Low-Income Housing Credit Agencies Report of Noncompliance" with the IRS no later than 45 days after the end of the correction period specified in the written notice to the owner and no earlier than the end of the correction period (whether or not the noncompliance or failure to certify is corrected.) DSHA must explain the nature of the noncompliance or failure to certify and indicate whether the owner has corrected the situation. Any change in either the applicable fraction or eligible basis that results in a decrease in the qualifying basis is an event of noncompliance.

Correction Period

Should DSHA find a project to be in noncompliance with Section 42 of the Code, the owner must supply any missing certifications, correct any findings, and bring the project into compliance with the provisions of Section 42 within 60 days of the date of DSHA notification to correct the violation, unless extended by DSHA in writing.

Compliance Monitoring Fee

DSHA will charge a monitoring fee on Tax Credit eligible units for performing the service of monitoring the LIHTC project. For new projects, DSHA will charge \$500 per unit. This fee must be paid prior to receiving an allocation of Tax Credits; at the issuance of IRS form 8609 or the Carryover Agreement, whichever is issued first. For all projects allocated credits after January 1, 1990 through December 31, 1996, the annual fee will be \$15 per unit and will be due January 15 each year for the remaining years of the compliance period. An annual fee of \$15 per unit fee will also be due as long as DSHA has LIHTC monitoring responsibility (after the initial 15 year compliance period has expired and **during the second 15 year extended use period**) for all properties under the LIHTC program.

Compliance Monitoring Manual

DSHA has developed a "Compliance Monitoring Manual" to be used as a guide and reference for LIHTC Compliance Monitoring Procedures. Upon reservation of Tax Credits, a copy will be forwarded.

PROGRAM APPROVAL

In accordance with Low Income Housing Tax Credit regulations, the allocation plan must be approved by the Governor of the State before Credits can be allocated. Governor Jack Markell approved the State of Delaware's Low Income Housing Tax Credit Program Allocation Plan on **January XX, 2011**. Prior to the approval by the Governor, a notification of the public hearing on the Low Income Housing Tax Credit Program's Allocation Plan will be published in The News Journal and the Delaware State News between **November 16 and December 16, 2010**. A public hearing will be held on **December 17, 2010** at Department of Natural Resources and Environmental Control's (DNREC) auditorium at 80 Kings Highway, Dover, DE at 2:30pm. Oral and written comments concerning the Qualified Allocation Plan were received and recorded at the hearings. Oral and written comments will be accepted until **December 17, 2010 at 6:00 p.m.** A transcript of the hearing is available for review at DSHA's Dover Office.

DISCLAIMER

The information contained herein is intended to provide guidance to the applicant in terms of the operations of the Qualified Allocation Plan. The information is not intended to be restrictive of DSHA with respect to the operation of the Low Income Housing Tax Credit Program. By submitting an application, the applicant acknowledges and agrees that statements contained in the Plan are subject to change by DSHA to reflect changes in applicable laws, regulations and or to otherwise maintain consistency with other DSHA programs, goals or policies. Any changes to the Plan pursuant to this section will be duly noticed with an opportunity for public comments.

DSHA POLICY ON CIVIL RIGHTS COMPLIANCE

The owner/developer/borrower and any of its employees, agents or sub-contractors in doing business with DSHA understands and agrees that it is the total responsibility of the owner to adhere to and comply with all Federal Civil Rights legislation inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act as well as any State and local civil rights legislation along with any required related codes and fair housing laws. Should DSHA not specify any specific requirements, such as design, it is nonetheless the owner's responsibility to be aware of and comply with all non-discrimination provisions relating to race, color, religion, sex, sexual orientation, handicap, familial status, national origin and any other classes protected in Delaware. The owners' compliance responsibility includes design requirements for construction or rehabilitation, equal opportunity in regard to marketing and tenant selection and reasonable accommodation and modification for those tenants covered under the federal and state fair housing laws.

TAX-EXEMPT BOND FINANCED DEVELOPMENTS

Applications for projects financed with tax-exempt private activity bonds will be accepted by DSHA throughout the year, this includes 4% tax-exempt bond applications not needing DSHA financing.

Properties financed with tax-exempt bonds may receive 4% Tax Credits without participating in the annual competitive allocation process described in this QAP. In order to receive tax credits, properties must receive a determination that they satisfy the requirements for the allocation under the QAP pursuant to the IRS Code Section 42(m)(1)(D). However, complete applications must be submitted and approved by DSHA before the tax-exempt bonds are sold. DSHA's determination that a property satisfies the requirements of the QAP will be based on the property meeting all of the Threshold Requirements described in the QAP. In addition, an application must score a minimum of sixty (60) points.

For developments seeking tax-exempt financing, DSHA may waive timelines, processing and other QAP requirements, in its discretion, to encourage and facilitate such financings. Additionally, for the purposes of the 4% Tax Credits only, DSHA, upon a showing of good cause by the applicant, may waive the \$30,000 hard cost minimum requirement for substantial rehabilitation. Such a waiver shall be in the sole discretion of DSHA and shall only be granted upon a showing that the proposed rehabilitation is sufficient in terms of quality and significance, notwithstanding the fact that it does not meet the \$30,000 requirement.

Tax-exempt bond-financed properties must make an application for Tax Credits prior to construction or rehabilitation of the property and will receive Tax Credits on the full amount of their eligible basis only if at least 50% of the development's aggregate basis is financed with tax-exempt bonds. In the event that a tax-exempt bond property is proposed in the same area as competing Tax Credit properties, the market study must provide an acceptable demand analysis.

Developments proposed to be financed with tax-exempt bond financing and requesting funding from the Housing Development Fund, must apply to DSHA during DSHA's annual Tax Credit application round for 9% credits. (Please see HDF Supplement for more information). DSHA may, at its sole discretion, waive the requirement to make application for 9% Tax Credits for applicants seeking HDF funding provided the development is otherwise financially feasible as determined by DSHA. This waiver will include applications where a special appropriation is approved by the State Legislature or Federal funding for a specific development and/or type of development.

APPLICATION FEES AND PROCESSING

Pursuant to 31 Del.C. § 4028, upon receipt of an application, DSHA will notify any state senators and representatives whose districts include the area where the applicant's proposed development is located, as well as the chief executive office of any local government having jurisdiction where applicant's proposed development is located.

A non-refundable application fee of \$1,000 must accompany all applications, including application for Volume Cap credits, at the time of submission. At reservation of the Credits, including Volume Cap Credits, an additional 1% of carryover/allocation amount x ten (10) years is due. Prior to the allocation of Credits, issuance of IRS Form 8609 or Carryover Agreement, whichever is issued first, a \$500 per unit compliance monitoring fee is due. All fees are non-refundable.

SEVERABILITY

If any provision of the Qualified Allocation Plan or the application thereof to any applicant, person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Plan which can be given effect without the invalid provision or application, and to that end the provisions of this Plan are declared severable.