Attachment 8

2009 Qualified Allocation Plan
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Owner / Applicant: _____ Date: _____

Development Name: _____

Development Location: _____

_____

NOTE: Items in Index must be tabbed and numbered accordingly.

I. Application Fee - Copy (Original Cashier's Check or Money order is attached on top of Application Package)

II. Required Document Placements:

All documents should be properly executed and appear on the same color paper as shown in the QAP.

	1	Developer Capacity Statement
	2	Applicant Rating Form (see SC-1)
	3	Readiness Criteria Checklist and Certification (see SC-2)
	4	Threshold Requirements Checklist and Certification (see TR-?)
	5	Community Notification Forms (see TR-2 thru TR-4)
	6	Development Pro Forma
	7	Maximum Construction Cost (MCC) Calculation (see FF-1)
	8	Sources and Uses Statement (see FF-2)
	9	Maximum Administrative Expense (MAE) Calculation (see FF-3)
	10	Maximum Developer Profit Percentage (MDPP) Calculation (see FF-4)
	11	Debt Service Underwriting Criteria (see FF-5)
	12	Finacial Feasibility Certification (see FF-6)
	13	Site Assessment Form *(See Attachment #7)*

III. Application Form

Page A1 - A25, Signature Page, Required Docs & PF-1 thru PF-3

IV. Selection Criteria

	1	Election of 20%/> of the units at 50% AMI for 40 years or longer
	2	Extended Use for 40 Years or longer. *Commitment to extend compliance period to forty (40) years or longer.*
	3	Development Location *Documentation of County in which Development is located in. Maps and Attachment 7)*
	4	Three or More Bedrooms (Large Family) *Documentation of targeting large families - At least 25 % of the units are three bedroom or*
	5	Significant Community Services and Amenities *(a) Community Services Contracts or Agreements executed by both parties* *(b) Documentation of Significant Amenities provided (Highlighted in Plans and Specifications)* *(c) Additional Amenities points*
	6	Preserves existing low income housing units *Documentation of defauklt and endangerment of foreclosure from permanent financing agency.*
	7	100% Tax Credit Units *Commitment to set aside all units for low income use.*
	8	Development-Based Rental Assistance *Commitment to provided rental assistance meeting required criteria.*

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	9	Tenant-Based Rental Assistance *Evidence from Housing Authority indicating Section 8 Vouchers or certificates are available in development area.*

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IV. Selection Criteria *(continued)*

	10		Development Readiness
		1)	*Physical needs assessment for the rehabilitation work to be completed (See Attachemnt*
		2)	*Drawings depicting Building Elevations, Building Floor Plans, and all significant amenities. Submitted in 11x17 format.*
		3)	*Completed Description of Materials Form (See Attachment 1).*
		4)	*Completed Construction Certification (See Form SC-3).*
		5)	*Certified Appraisal of Land documenting imrpovements and value for developments involving acquisition/rehabilitation or land value for new construction.*
		6)	*Copies of proposed budgets and cash flow statements submitted to the potential financing entity. Letter of acknowledgement must be include from the lender.*
		7)	*Commitment letter for construction financing.*
		8)	*Letter of Conformance with the State of Mississippi's or applicable Public Jurisdiction's Consolidated Plan.*
		9)	*Properly executed and dated construction contract.*
	11		Application Workshop
	12		Development Experience *(See Attachment 3)*
	13		Management Experience *(See Attachment 4)*
	14		Single Family Lease Purchase Development
	15		QCT or DDA and contributes to a concerted revitalization plan
		(a)	*The development is located in a qualified census tract (QCT), HUD designated difficult development area (DDA) and contributes to a concerted revitalization plan of the community in which it will be located. A map detailing the location of the proposed development within a qualified census tract must be provided. Maps must be obtained by contacting Dr. Ben Mokry at 601-718-4611.*
		(b)	*In municipalities without a community revitalization plan, documentation must include (i) a letter of support from the highest ranking elected official(s) stating that the proposed development is desired within the community and (ii) describes how the development supports the community's vision for future growth verifying that the development contributes to the community.*
		(c)	*In municipalities with a revitalization plan, documentation must include a letter from the city/county, signed by the subject area's verifiable authority, which verifies that the development is a part of the community revitalization plan and provides a detailed description of the contribution to the Revitalization Plan. This documentation must accompany the application. Additionally, the applicant must submit a copy of the relevant information from the area's plan regarding its housing goals/objectives including the document's title page OR the locality's letter must reference the title, adopted date, and information on how a complete copy of the plan may be accessed.*
	16		Preservation, Hope VI, or Historic development.
	17		Elderly Development *The development set asides 100% of its units for the elderly population age sixty-two (62) or older that meet the requirements as defined by Rural Development or the Department of Housing and Urban Development for elderly housing and accessibility for handicapped persons.*
		(a)	*Development establioshes policies and procedures, which demonstrate intent to provide housing to the sixty-two (62) or older age group.*
		(b)	*Development has significant facilities and services specifically designed to meet ht ephysical and social needs of aolder persons.*
		(c)	*Development provides six of the eight appropriate services or facilities. (See page 25 of QAP)*
	18		Mixed-Income Developments *For developments where at least twenty (20%) percent of the units will serve tenants with income between sixty (60%) and (80%) percent of Area Median Income and twenty (20%) percent of the units will serve market rate tenants.*

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IV. Selection Criteria *(continued)*

	19	Preservationi Revolving Loan Fund *For developments proposing acquisition/rehabilitation or rehabilitation of USDA Section 515 housing, and which have received a financial commitment from the Preservation Revolving Loan Fund*.
	20	Quality Enhancements
		(a) Lowboy Toilets
		(b) Tankless Water Heaters
		(c) Two Car Garages with garage door openers (motorized) for single family units
		(d) Carpet in bedrooms
		(e) Low VOC flooring

V. Threshold Factors

Phase I

	1	Community Notification *(This item is incurable)*
		(a) Proof of Publication
		(b) Copy of Actual Notice
		(c) Photograph of Signage
		(d) Acknowledgement of Notice of Public Hearing (Form TR-2)
		(e) Minutes of Public Hearing
		(f) Attendance Roster from Public Hearing
		(g) Written compilation of comments from the public hearing
		(h) Developer's statement responding to comments from the public hearing
		(i) Affidavit of Compliance with Community Notification (Form TR-3)

Phase II

	1	Site Control
		(a)
		(b) Ownership Structure *Certificate of Partnership or Corporation for Owner and General Partner Entity* *Copy of Business Structure (detailing the principal memebers of the Ownership entity)*
	2	Local Zoning & Development Conditions
	3	Documentation of Need
		(a) Market Study (See Market Study Guide pages 32a - 32i)
		(b) Certification of Market Study Acceptance (See Attachment 12)
	4	Permanent Financing Commitment
		(a)

VI. Required Documents

	1	Required application fee. Copy of money order or cashier's check. See also Section I.
	2	A written narrative of the development describing the parties involved, financing utilized, proposed tax credit use, and the construction schedule for the development.
	3	Certificate of Partnership or Corporation from State of Mississippi or certificate to do business in the State of Mississippi. See also Section V.
	4	Documentation of construction financing. Copy attached. See also Section IV (10)(9).
	5	Certified copies of proposed budgets and cash flows submitted to financing institutions attached. Budgets are signed and notarized. See also Section IV (10)(6).
	6	Nonprofits applicant documentation from the IRS indicating (501)(c)(3) status, a copy of the Articles of Incorporation, certificate to do business in the State of Mississippi and legal opinion from attorney verifying non-profit status and that there is no affiliation with nor ownership by a for profit entity.

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VI. Required Documents (continued)

	7	Certification to the extent of participation by a local tax-exempt organization, a non-profit corporation or a local unit of government.
	8	Utility allowance documentation.
	9	Development maps which (a) identifies development location and (b) general county boundaries included with Attachment 7, Tax Credit Developments 2009 Site Assessment.
	10	For acquisition developments, a title opinion from an attorney documenting property ownership for the last ten (10) years.
	11	For acquisition rehabilitation developments that are not ten years old or have changed ownership within the last ten years, an approved waiver must accompany the application.
	12	Documentation of land value utilizing certified appraiser for developments involving new construction *See also Section IV (10)(5*).
	13	Documentation of land value and improvements utilizing certified appraiser for developments involving acquisition/rehabilitation ee also Section IV (10)(5).
	14	Documentation that the development will provide housing for persons on public housing waiting lists or on waiting lists for other housing developments. Statement of Certification submitted indicating that housing will be provided to persons on public housing waiting lists or for persons on waiting lists for other housing developments.
	15	Development is providing significant amenities and community services. Plans and specifications for construction with significant amenities highlighted. Letters from local community services providers outlining the community service(s) to be provided, list of instructors/teachers, and a proposed schedule of dates, times, etc *See Section IV(5)*.
	16	Statement of disclosure regarding Identity of Interests, i.e., buyer/seller or developer/builder.
	17	Plans and specifications from architect or development engineer are attached in required 11 by 17 format.
	18	Letter of conformance with the State of Mississippi's Consolidated Plan *See also Section IV(10)(8)*.
	19	Certification that property or properties are historic or are located in a historic district.
	20	Development plan of action.
	21	A physical needs assessment for all rehabilitation properties certified by a licensed architect or engineer *See also Section IV(10)(1)*.
	22	For tax-exempt bond financed developments, an opinion letter from a Certified Public Accountant certifying that fifty percent (50%) or greater of aggregate basis will be financed by tax-exempt bonds.
	23	Letter of intent to provide equity investment (Attachment 9).

VII. Other Attachments

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developments proposing acquisition/rehabilitation or rehabilitation of USDA Section 515 housing, and which have received a financial commitment from the Preservation Revolving Loan