

STATE OF NEW MEXICO

LOW INCOME HOUSING TAX CREDIT PROGRAM

QUALIFIED ALLOCATION PLAN

Effective as of January 1, 2000

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1. BACKGROUND AND PURPOSES OF THE QUALIFIED ALLOCATION PLAN

The Low Income Housing Tax Credit ("LIHTC", "Credits", or "Tax Credit") Program was created in the Tax Reform Act of 1986 as an incentive for individuals and corporations to invest in the construction or rehabilitation of low income housing. The Tax Credit provides the investor a dollar-for-dollar reduction in personal or corporate federal income tax liability for a 10-year period for projects meeting the Program's requirements.

By Executive Order 97-01 on January 14, 1997, New Mexico Mortgage Finance Authority ("MFA") was designated by Governor Johnson as the Housing Credit Agency ("HCA") responsible for administering the Tax Credit Program in the State of New Mexico and allocating tax credits to eligible New Mexico Projects. Consequently MFA now awards tax credits to Projects meeting its Project Selection Criteria, and monitors existing Projects for compliance with the Internal Revenue Service Code, Section 42, as amended. However, MFA does not make any representation to any party concerning compliance with the Internal Revenue Code, Treasury Regulations or other laws or

regulations governing Low Income Housing Tax Credits. Neither MFA, its agents or employees will be liable for any matters arising out of, or in relation to, the allocation of Low Income Housing Tax Credits. Individuals, corporations, and nonprofit organizations intending to utilize the LIHTC Program should consult their own tax advisors concerning the application of Tax Credits to their Projects, and the way in which Tax Credits will affect their federal income taxes.

Administration of the Tax Credit Program, as outlined in this Qualified Allocation Plan, is consistent with the statutes creating MFA in 1975 [Chapter 303, Laws of New Mexico, 1975, known and cited as the New Mexico Mortgage Finance Authority Act, being Sections 58-18-1 through 58-18-27, inclusive], as supplemented in 1995, as follows:

The legislature hereby finds and declares that there exists in the state of New Mexico a serious shortage of decent, safe and sanitary residential housing available at prices and rentals within the financial means of persons and families of low income or moderate income. This shortage is severe in certain urban areas of the state, is especially critical in the rural areas and is inimical to the health, safety, welfare and prosperity of all residents of the state...The legislature further finds and determines that for the purposes of remedying these conditions, helping to alleviate the shortage of adequate housing and encouraging and providing the financing for the acquisition, construction, rehabilitation and improvement of residential housing for persons and families of low or moderate income within the state, a public body politic and corporate, separate and apart from the state, constituting a governmental instrumentality to be known as the New Mexico mortgage finance authority should be created with power to raise funds from private and public investors, to make funds available for such purposes, to create and implement programs from time to time as may be necessary or appropriate to accomplish its purposes and to assist, administer finance or service housing programs for or through private and nonprofit organizations and local, state, federal and tribal agencies or their instrumentalities.

One of the requirements of the Agency designated as the HCA is to prepare a Qualified Allocation Plan for allocating Tax Credits. Code Section 42(m) states that the HCA must make allocations of tax credits pursuant to a qualified allocation plan which:

Sets forth Project Selection Criteria to be used to determine housing priorities of the Housing Credit Agency, which are appropriate to local conditions. These criteria must include Project location, housing needs characteristics, Project characteristics, sponsor characteristics, participation of local tax exempt organizations, and tenants with special housing needs.

Gives preference in allocating housing Credit dollar amounts among selected Projects to

—

Projects serving the lowest income tenants; and

Projects obligated to serve qualified tenants for the longest periods of time; and

Provides a procedure that the Agency will use in monitoring for noncompliance.

This document is intended to fulfill the requirements 1 and 2 above for MFA's Tax Credit allocation activity in the State of New Mexico, commencing on its effective date.

The procedure required in item 3 above is summarized here in Section 10 but published under separate cover.

Public Hearings

Following public notice, a draft Qualified Allocation Plan will be available to the public for comment for a period of thirty (30) days, during which time public hearing(s) will be held. MFA will accept written comments during this thirty-day period and will consider any comments presented at the public hearing, prior to completion of the plan.

2. LOW INCOME HOUSING TAX CREDIT PROGRAM SUMMARY

The Tax Reform Act of 1986 established the Low Income Housing Tax Credit (LIHTC) Program to stimulate private sector investment in Low Income rental housing. In August of 1993, permanency was granted to the LIHTC Program after numerous temporary annual extensions. As of January 1997, MFA was authorized under law to allocate an annual population allocation, any subsequent carry-forward, returned and national pool Credits.

There are numerous technical rules governing a Project's qualification for Tax Credits. The following is a summary of certain key provisions of Section 42 of the IRS Code and regulations, and the LIHTC Program. Applicants are advised to review the IRS Code directly for further detail, since this overview does not address all of the provisions.

Amount of Tax Credit Available Statewide:

The State of New Mexico annually receives a Tax Credit allocation equal to \$1.25 per resident. The LIHTC Initial Application Package provides the current year's population estimates, as provided by the Internal Revenue Service, and estimated Annual credit ceiling. MFA may also allocate any carry-forward, returned or national pool Credits received by the State.

Nonprofit Allocation Set Aside:

A minimum of 10% of the Annual Credit Ceiling must be allocated each year to Projects involving Qualified Nonprofit Organizations. MFA's Allocation Set Asides (see Section 3.4) are intended to implement this requirement. However, Qualified Nonprofit Organizations may also apply for Credits in excess of this Set Aside.

For the purposes of identifying Applicants eligible for this set aside, several requirements must be met, as described in Code Section 42(h)(5). A Qualified Nonprofit Organization is an organization described in Sections 501(c)(3) or 501(c)(4) of the IRS Code and exempt from tax under Section 501(a). The production of decent, safe and affordable housing must be one of the defined goals, objectives, or purposes of the nonprofit organization. The nonprofit organization must materially participate in the Project. This means the organization "must be involved on a regular, continuous and substantial basis"

in the development and operation of the Project during the term of the Compliance Period. The nonprofit must own an interest in the Project throughout the Compliance Period and may not be affiliated with or controlled by a for-profit organization.

Minimum Apartment Unit Set Asides:

In order for a project to qualify for Credits, the owner must rent at least 20% of the units in the Project to households with incomes at or below 50% of the Area Gross Median Income; or at least 40% of the units to households with incomes at or below 60% of the Area Gross Median Income (the "Set Aside units"). Projects eligible for the Tax Credit may exceed these limitations, but cannot fall below them, and the Set Aside Election must be made at the time the Application is submitted to MFA. Once an Application has been submitted to MFA, the Set Aside Election cannot change. Generally LIHTC units must be made available to the general public under an initial lease term of at least 6 months. However, exceptions are made for single room occupancy and transitional homeless facilities.

Rent and Income Restrictions:

The Project owner and/or Project manager must rent Set Aside Units only to households meeting certain income restrictions. Furthermore, rents charged for set aside units may not exceed 30% of the applicable income limit(s) designated by the Applicant (generally 50% or 60% of the Area Gross Median Income). Gross rent limits provided annually by MFA (Exhibit D of the LIHTC Application Package) include tenant-paid utility allowances, and must be reduced by a utility allowance that accurately reflects the cost of tenant-paid utilities by unit size. More detail in reference to rental assistance payments and qualifying LIHTC tenants can be found in the MFA Tax Credit Monitoring and Compliance Plan Summary (Section 10) and in the plan itself, which is issued under separate cover.

Eligible Projects:

The tax credit program is intended for rental Projects. These may include transitional housing for the homeless, SRO Projects, elderly and other special needs Projects. Dormitories, trailer parks and transient housing are not eligible.

Compliance Period:

The initial Compliance Period is 15 years. An Extended Use Period also applies to the Project for a minimum 15 years subsequent to the initial Compliance Period, during which time transfers and tenant dislocation are limited. If the owner chooses to transfer or sell the property during the Extended Use Period, the owner must notify MFA in writing thirty (30) days prior to the transfer or closing date. If the owner elects to convert the Project to market use at the end of year 30, or the length of extended use period, then the owner must submit written notice to MFA. MFA is allowed one year to find a qualified buyer who will retain the project as low income. The sale price of the Project is

determined by formula in the IRS Code, Section 42. If no qualified buyer is identified, the property may be converted to market use with the provision that existing Low Income Tenants will not be evicted for a period of three years after the initial 15 year Compliance Period. Failure to comply with set asides, or any reduction in the number or floor space of the Set Aside Units during the Compliance Period will result in recapture, with non-deductible interest, of at least a portion of the Tax Credits taken previously. MFA will notify the IRS if it learns of any noncompliance.

An owner may not begin to claim the Tax Credit until IRS Form 8609 is filed, and this form is considered to be a certification of compliance with the IRS requirements. The Project owner must also make an annual tenant income determination and file an annual compliance statement with MFA.

Compliance Monitoring:

As of January 1, 1992 the IRS required each Housing Credit Agency ("HCA") to write and implement a Compliance and Monitoring Plan (summarized in Section 10). MFA's procedure in monitoring includes a combination of annual certifications and regular site visits (audits and inspections) for all completed tax credit projects. The IRS has provided substantial penalties, including recapture of the Tax Credit plus interest, for non-compliance with the policies and procedures set forth in Section 42 and MFA's Tax Credit Monitoring and Compliance Plan. Annual fees described in Section 4.2 will be assessed for each year of the Compliance Period. Fees for monitoring and compliance will be billed annually before December 31 for the subsequent year. Failure to pay these fees will result in MFA's filing of a "Notice of Noncompliance" (IRS Form 8823) with the IRS.

Eligible Basis According to Type of Project:

The "Eligible Basis" is generally the same as a Project's adjusted depreciable basis for tax purposes. Fees or points charged to obtain long-term financing, syndication costs and fees, and marketing expenses are not included in Eligible Basis. (These include credit enhancement, credit origination fees, bond issuance costs, reserves for replacement, start-up costs and future operating expenses.) Costs related to the acquisition of land, costs attributable to any commercial portion of the property and costs attributable to non-Set Aside Units which are above the average quality of the Set Aside Units in the Project are not eligible. However, Eligible Basis is not reduced for depreciation when determining the Tax Credit amount during later years of the Credit Period. The Eligible Basis must be reduced by the amount of certain federal grants or below-market-rate federal loans made with respect to the building or its operation, or only 4% Tax Credits can be allocated. For new construction Projects, Eligible Basis includes the cost of construction items, which are part of the Project's depreciable basis.

Rehabilitation expenditures qualify for the 9% Tax Credit when rehabilitation costs incurred during a 24-month period equal or exceed the greater of \$3,000 per Low Income Unit, or 10% of the unadjusted basis, and may be combined with 4% Credits on

acquisition costs. (At the election of the taxpayer only the \$3,000 limitation applies to a building purchased from a governmental entity.) The "Eligible Basis" used to calculate Tax Credits for Projects in Difficult Development Areas or Qualified Census Tracts may be increased by up to 30% at MFA's discretion.

Ten Year Rule:

In order for the acquisition of an existing building to qualify, the taxpayer must acquire the building from an unrelated person who a) has held the building for at least ten years and b) did not make substantial improvements during that period which were subject to 60-month amortization under Code Section 167(k) or ACRS (as in effect prior to the Tax Reform Act of 1986). The 10-year requirement may be waived in the case of distress sales of certain federally-assisted buildings, pre-payment of mortgages that could result in building(s) being converted to market use, buildings acquired from failed depository institutions, and single family residences used for no other purpose than as a principal residence by the previous owner. The Secretary of the Treasury can waive the 10-year "Placed In Service" limitation for a) any distressed property which is federally assisted as defined in Code Section 42, b) federally assisted housing that could lose Set Aside Units as a result of mortgage prepayment, (This applies to properties under the HUD Sections 221(d)(3) and 236 and RD 515 Programs), and c) buildings acquired from a federally insured depository institution that is in default, as defined by Section 3 of the Federal Deposit Insurance Act, or from a receiver or conservator of such an institution.

Federal Subsidy:

For the purpose of the LIHTC, Federal Subsidies include federal grants and below-market-rate federal loans through programs such as those administered by HUD (excluding CDBG and, in certain cases, HOME) and Rural Development, Tax Exempt financing (such as that provided through the MFA's bond programs) and any other locally administered low-interest loans or grants from federal sources. Use of these financing sources may require reductions in Eligible Basis or reductions in a Project's maximum Applicable Credit Percentage from 9% to 4%. (See Code Sections 42(d)(5)(A) and 42(i).).

Qualified Basis According to Type of Project:

The "Qualified Basis" is that portion of the eligible basis attributable to low income units. It is calculated as the smaller of the percentage of Low Income units in the building, or the percentage of floor space devoted to Low Income units in a building.

Placed In Service Requirement:

The 10-year Credit Period and 15 year Compliance Period begin with the taxable year in which the building is "Placed In Service" (the time at which a building is "suitable for occupancy," which generally refers to the date of the issuance of the first certificate of occupancy for each building in the Project), or, at the owner's election, the following

taxable year. Section 42(h)(1)(E) of the IRS Code allows for the allocation or "Carryover Allocation" of Tax Credits to a building that is part of a new construction or rehabilitation Project if an applicant's qualified expenditures, or actual basis in the Project (as of the end of the calendar year in which the allocation is made) is more than 10% of the taxpayer's reasonably expected total basis in the Project. MFA requires evidence of ownership and expenditure of 10% of basis in the Project by November 15th. A Cost Certification detailing the qualified expenditures, or actual basis, that make up 10% of the reasonably expected basis and a description of the Applicant's method of accounting must be prepared by a Certified Public Accountant and submitted to MFA no later than November 15th. If the 10% Certified Public Accountant's Cost Certification is not received on this date by 5:00 p.m., the Project's Credit reservation will automatically be cancelled. Applicant must own fee title or a qualified leasehold interest in the site by November 15th to meet the Carryover requirements. Section 42(h)(1)(E) further allows for a qualified building to be Placed In Service in either of the two calendar years following the calendar year in which the allocation is made.

Building Classification and Tax Credit Applicable Percentages:

The Tax Credit's Applicable Credit Percentage (i.e., the "4%" or "9%" Credits for which a Project is eligible) is determined by the type of Project proposed, its use and treatment of "Federal Subsidy," and the amount of Credit necessary to reach feasibility and long-term viability. The rates of 4% and 9% are upper limits of available Credits, which fluctuate based on market conditions. The actual Tax Credit rates (Applicable Credit Percentages) are based on monthly prevailing interest rates that are calculated and published by the U.S. Treasury Department as the "Applicable Federal Rate" or "AFR". The amount of the annual Credit is calculated to yield a present value of either 30% (4% Credit) or 70% (9% Credit) of eligible costs. The applicable Credit percentage may be locked in at the Developer's option, at 1) the month in which the building is Placed In Service or 2) the month in which a Binding Commitment (Carryover Allocation) is made for an allocation or, in the case of Tax Exempt Bond Financed Projects, the time of the bond volume cap allocation. Listed below are types of Projects which could be considered eligible for the LIHTC and the applicable percentage for each type.

New Construction (without Federal subsidy):

The maximum applicable Credit percentage is 9% (70% present value) for a new construction Project.

Rehabilitation (without Federal subsidy):

The maximum applicable Credit percentage for rehabilitation is 9%. Total rehabilitation and related expenditures must equal or exceed the greater of \$3,000 per Low Income Unit or 10% of the unadjusted Project basis during a 24-month period.

Acquisition/Rehabilitation of an Existing Building:

The maximum Applicable Credit Percentage for acquisition of an existing building is 4%. Total rehabilitation and related expenditures must equal or exceed the greater of \$3,000 per Low Income Unit or 10% of the unadjusted Project basis during a 24-month period.

Rehabilitation expenditures can qualify for the 9% rehabilitation Tax Credit as long as the Project does not receive federal subsidies.

Federal Subsidy without Reduction in Eligible Basis:

The maximum Applicable Credit Percentage is generally 4% for a federally subsidized, newly constructed or rehabilitated building. However, under certain circumstances, HOME program funding may allow for an Applicable Credit Percentage of 9%.

Federal Subsidy with Reduction in Eligible Basis:

In the case of a federally subsidized, newly constructed or rehabilitated building, the taxpayer may elect to exclude the amount of Federal Subsidy from the Eligible Basis. If the taxpayer makes such an election, the maximum Applicable Credit Percentage is 9% for a qualified building.

3. HOUSING PRIORITIES AND PROJECT SELECTION CRITERIA

3.1 Needs Analysis

This plan is consistent with the Needs Analysis of the State of New Mexico's 1996-2000 Consolidated Plan and 2000 Action Plan. Housing priorities stated in the Consolidated Plan include increasing the supply of affordable housing, identifying programs and resources for individuals with special needs and annually rehabilitating or constructing rental housing units, including transitional units for homeless.

3.2 Housing Priorities

The following priorities are to be used by MFA in the distribution of Tax Credits, and are reflected in the Allocation Set Asides and Project Selection Criteria used to rank competitive Projects. These priorities include the following:

1. Levels of affordability in excess of the minimum requirements, through one or more of the following:
higher numbers of set aside units; and/or
rents set to serve lower income tenants, for example, tenants earning no more than 40% or 30% of median income; and/or
Extended Use Periods longer than the 30 year minimum.
2. Provision of affordable housing to households on public housing waiting lists;
3. Maximizing leverage by obtaining other public or private, non-equity program resources;

4. An equitable distribution of Tax Credits throughout all parts of the state where affordable housing is needed;
5. Provision of housing to serve documented special needs households and underserved urban and rural areas;
6. Nonprofit development; and
7. Efficient use of scarce resources including Tax Credits, measured through lower Development Costs or other means.

3.3 Minimum Project Threshold Requirements

All Tax Credit Applications must meet each of the following requirements. If they are not met, the Application will be rejected without further review, and no exceptions will be granted except as described in Section 3.5.

A complete Initial Application Package as described in Section 4.1 must be submitted to MFA on or before the Application deadline.

Site control must be evidenced by a written governmental commitment to transfer the land to the Applicant, recorded deed or leasehold interest, or by a fully executed purchase contract or purchase option. If a contract or option is submitted for a new construction Project, the agreement must provide for an initial term lasting at least until July 31st of the year in which the allocation is made. This initial term may not be conditioned upon any extensions, additional payments or other such requirements.

Evidence of approved zoning of the proposed site must be submitted. This requires that multifamily Projects are not prohibited by the existing zoning of the proposed site.

Projects sited on land which is not zoned or which is zoned agricultural are exempt from this threshold test, but must obtain zoning approval within one hundred twenty (120) days of the date of the Reservation Letter.

Applicants must be in compliance with respect to all other LIHTC projects which they own or operate.

The project must achieve at least the Minimum Score established in the Project Selection Criteria as discussed below.

New Construction – The Project’s total Development Cost per unit must not exceed 130% of the weighted average total Development Cost per unit for all new construction Projects submitted in the same round.

Acquisition/ Rehabilitation – The Project’s acquisition/ rehabilitation Total Development Cost per unit must not exceed the weighted average total Development Cost per unit for all new construction Projects submitted in the same round.

Tax Exempt Bond Financed Project costs must not exceed 130% of the weighted average total Development Cost per unit for all Projects submitted in the previous allocation round.

Special Needs and Elderly Projects having 10% of their gross square footage devoted to common areas for social and recreational use may not exceed 150% of the weighted average total Development Cost.

Additional minimum Project Threshold Requirements apply to Tax Exempt Bond Financed Projects, as described in 6.2.

3.4 Allocation Set Asides

Ten percent (10%) of the annual credit ceiling for each calendar year will be reserved for nonprofit Projects. For purposes of this set aside, only federal requirements identified in IRS Code Section 42 (h)(5) will apply. Nonprofit organizations may apply for Credits in excess of this amount.

Ten percent (10%) of the Tax Credit ceiling will be set aside for USDA Rural Development funded Projects.

If the scoring and ranking process does not produce awards of at least 10% of the total to Qualified Nonprofit Organization sponsored Projects, the next highest scoring Qualified Nonprofit Organization Project will be used to replace the lowest scoring Project until the 10% nonprofit set aside is reached. A similar procedure will be used to meet the USDA Rural Development set aside.

3.5 Project Selection Criteria to Implement Housing Priorities

The criteria shown below are the basis for the awarding of points to a particular proposed project during the Application round(s) conducted by MFA. Tax Credit reservations will not be awarded to projects achieving less than 130 points (the "Minimum Score") unless too few Projects score above this level and MFA, in its sole discretion, decides to reduce the Minimum Score. Projects scoring 130 or more points will be ranked according to their scores, and reservations will be made to these Projects, unless they are eliminated under subsequent processing, starting with the highest scoring projects, until all available Credits are used. Tax exempt bond financed projects will also be subject to rating.

Project Selection Criteria

1. Local Nonprofit Participation.

This requires that the nonprofit has a board comprised of a majority of New Mexico residents, was incorporated in New Mexico before January 1 of the year in which the Application is submitted, owns at least 51% of the general partner interest, and meets the criteria of Code Section 42(h)(5).

10 points

2. Non Metropolitan Sites or Underserved Metropolitan Area Sites.

"Underserved Metropolitan Area Sites" include all census tracts within Las Cruces MSA's having 20% or more of the population living below the poverty level. All sites

outside of the three MSA's are considered "Non Metropolitan Sites." (Please see Exhibit E in the Application Package.)

15 points

3. Acquisition/Rehabilitation or Rehabilitation Projects.

Points will be awarded to all Projects involving average rehabilitation costs of \$5,000 per unit or more. In combined new construction and rehabilitation Projects, rehabilitated units must account for at least 20% of the total units.

15 points

4. Projects with the following Average Gross Median Income (AGMI) Levels:

55%

50%

45%

40% or less

To calculate the AGMI, calculate a weighted average based on the number of units set aside at each income level. Market rate units accounting for up to 25% of the total Project units will be treated as if they were set aside at 25% of median income. Any market rate units over the 25% limit are to be calculated at 100% AGMI. AGMI will be rounded to the nearest 5% for Scoring. Round to two (2) decimal points while calculating.

25 points

45 points

65 points

85 points

5. Projects located in Counties with Median Income Levels below the Statewide Non Metropolitan Median of \$31,400. Projects located in any county with a median income level below the State Non-Metro average. 15 points

6. Projects which commit to an Extended Use Period totaling:

35 years; or

40 years; or

45 years

This period begins at the beginning of the 15-year IRS Compliance Period.

5 points

10 points

15 points

7. Projects in which at least 25% of the units are set aside for Special Needs Households. "Set Aside for Special Needs Households" (see definition) will mean that the units may not be rented to other households unless the owner demonstrates a subsequent change in the level of demand for such units and a good faith effort to obtain the originally targeted Special Needs tenants. Accessible or adaptable units required by the ADA, the Fair Housing Act or any other Local, State, or Federal statute will not be taken into account when calculating the 25% Set Aside. Social Services tailored to the needs of the Special Needs Households to be served must be provided, and a Social Services Plan (see definition) is required to obtain points under this criterion.

15 points

8. Projects on Native American Trust Lands.

Projects on Native American Trust Lands, and/or Projects owned by tribal entities or nonprofit organizations whose primary offices are located on trust lands and whose

proposed site is immediately adjacent to Native American Trust Lands.

15 points

9. Projects which include 60 or fewer Tax Credit Set-Aside units.

For purposes of scoring, Projects on adjacent sites proposed by the same Applicant will be treated as a single Project.

10 points

10. Projects in which at least 10% of the total Development Costs are made permanently available to the Project by formal resolution of a state, local, or tribal government entity. This commitment may be made in the form of cash, financing guaranties, or land and buildings. Tax exempt bond financing, HOME funds awarded by MFA, and sources available to the Project for fewer than ten years will not be counted in meeting this criterion. Appraisals dated no earlier than July 1, 1999 and completed by MAIs licensed in New Mexico must be submitted for all Applications in which land or building values are counted toward this 10% figure, unless the land is Native American Trust Land. A copy of the resolution will be required. 10 points

11. Preservation of Federally Assisted Units.

Projects which preserve federally assisted low income housing which, due to mortgage prepayments, expiring rental assistance, or conversion to market rate use would be lost as affordable housing.

15 points

12. Projects located within target areas designated (no later than September 15, 1999) by local, state, or federal government agencies for economic development, housing development or other reinvestment related purposes.

A letter stating the date, name, boundaries and purpose of this designation, and verifying that the proposed site is within the stated boundaries, will be required from the local or state government agency which made the designation. The designation date for RD funded Projects must be no later than December 31st of the calendar year prior to allocation.

15 points

13. Projects providing a commitment to market the units to households listed on public housing waiting lists. A letter from the PHA which serves the jurisdiction of the proposed site verifying this commitment will be required to obtain points for this criterion. 5 points

14. Projects located in Difficult Development Areas ("DDAs") or Qualified Census Tracts ("QCTs"). These areas are identified in Exhibit E to the Initial Application Package. 5 points

15. Projects located in Underserved Areas.

That increase the supply of low income housing in communities having populations of 20,000 or less which have not received Tax Credit awards in the last five (5) years

15 points

16. Projects set-aside for Senior Housing.

Projects specifically designated for exclusive use by senior residents. Projects to feature independent living, central common area that can be used for resident activities as well as serving meals with an adjoining kitchen area, on-site resident manager. Senior is defined as those persons 62 years of age or older.

15 points

17. Specifically designated target areas identified by the MFA Board.

Projects located in Dona Ana, Grant, Hidalgo, and Luna counties.

15 points

Although some criteria include scaled point structures, partial points will not be otherwise awarded. If two Projects with equal scores would require more than the available Credits, the Project with the lower total Development Cost per unit will be selected. If too few Credits are available to make a full award to the next highest scoring Project, MFA will determine whether or not to award a partial allocation and/or a commitment of future year's Credits to that Project. Regardless of strict numerical

ranking, the scoring does not operate to vest in an Applicant or Project any right to a reservation or tax credit allocation in any amount. MFA will in all instances reserve and allocate Tax Credits consistent with its sound and reasonable judgment, prudent business practices, and the exercise of its inherent discretion.

3.6 Additional Credits for Projects with Partial Allocations

If an Applicant receives a partial allocation in a given round, and requests additional Credits in a subsequent round, the Minimum Project Threshold Requirements and the Scoring Criteria used in the initial allocation year will be applied to evaluation of the Project in the second allocation year. The Project's ranking relative to current Application year Projects will be determined by calculating the Project Score as a percentage of the highest score in its initial allocation round, and multiplying that percentage by the highest score in the current Application round to derive its current Application year score.

3.7 Additional Tax Credits

Projects with increased Eligible Basis as a result of increases in hard construction costs may apply for additional Tax Credits prior to issuance of an IRS Form 8609.

Applicants who have an MFA reservation from the current year will be required to submit a revised application form, documentation supporting the increased amount of Credits requested, and a \$500 supplemental application fee. Applicants who have Carryover Allocations from a prior year will be required to submit a revised application package and a full application fee.

Projects for which increased Credits have been requested cannot exceed MFA's cost reasonableness limits. Applications that are submitted for additional Tax Credits will be subject to MFA's evaluation process, the availability of Credits, as well as limitations on the time period for allocation of additional Credits under Section 42. Only one additional Tax Credit allocation will be permitted by MFA for any given Project.

3.8 Property Standards

All newly constructed properties must meet the Uniform Building Code, the National Standard Plumbing Code and the National Electrical Code Handbook. Rehabilitation Projects should meet these codes when reasonable. Projects containing facilities that are available to the general public must meet the Americans with Disabilities Act (ADA) requirements, and projects combining housing Tax Credits with another federal source of funding must comply with HUD Section 504 requirements.

4 ALLOCATION PROCEDURE AND APPLICATION REQUIREMENTS

4.1 Allocation Rounds

Submission Date(s):

MFA intends to conduct one Application round each calendar year. However, MFA reserves the right to conduct additional rounds or to award Credits outside of the rounds. Applications will be accepted between the hours of 8:00 AM and 5:00 PM Mountain Standard Time on business days from January 17th through January 31st, 2000. If the projects submitted do not use all of the available Credits, or if additional Credits become available later in the year, MFA will consider a second round or make allocations to lower scored, Eligible Projects at MFA's sole discretion.

Place of Submission:

Applications may be delivered by U.S. mail, by courier service, or by hand to the following address:

New Mexico Mortgage Finance Authority
344 Fourth Street SW
Albuquerque, New Mexico 87102
(505) 843-6880
ATTN: Tax Credit Program Manager

Form of Submission:

Applications may not be delivered by facsimile transmission. Only one complete, original hard copy is needed, and diskette copies of MFA-provided forms are welcomed in addition to hard copies if available. Some of the required forms will be provided on diskette. All Applications should be marked "LIHTC APPLICATION" in readily visible print. On receipt, MFA will date and time stamp the cover.

Content and Format:

Complete Applications shall include the Application Form and LIHTC Application Attachments Checklist found in the Initial Application Package, all items listed on the LIHTC Application Attachments Checklist and all Application Fees as outlined in Section 4.2.

Applications must include all of the information and attachments required, submitted in the order listed and separated by Cover Sheets provided in the Initial Application Package. No additional materials may be submitted after the Application is date and time stamped by MFA, unless such materials have been requested by MFA. MFA forms must be used when provided, and no substitutions will be accepted. Failure to provide or complete any element of the Initial Application Package, including all mandatory items on the Initial Application Checklist, may result in immediate rejection of the Application without complete review. Illegible information, information inconsistent with other

information provided in the Application, and/or forms which are not completely filled out or executed as needed will be treated as missing information. All applications must be self contained: MFA will not rely on any previously submitted information, written or verbal, to evaluate the Applications in a given round.

MFA may request additional information as deemed necessary for a fair and accurate evaluation. MFA may also choose to accept inconsistent information, and if so, may select any of the inconsistent pieces of information over any other piece, at its reasonable judgement. However, MFA is under no obligation to seek further information or clarification, or to accept inconsistent responses. The Applicant shall bear full responsibility for submitting its Application in accordance with the requirements of the Code and the Qualified Allocation Plan and shall be deemed to have full knowledge of such requirements regardless of whether or not a member of MFA's staff responds to a request for assistance from the Applicant or otherwise provides the Applicant assistance with respect to all or a portion of the Application.

Contact for Assistance:

For questions concerning the Application requirements, please submit questions by e-mail through MFA's web site at nmmfa.org, or call:

Tom Andrews
Tax Credit Program Manager
(505) 767-2249
Tandrews@nmmfa.org

Jecholia Koelling
Administrative Assistant
(505) 767-2240
Jkoelling@nmmfa.org

4.2 MFA Fees

All fees paid for processing Applications and compliance monitoring are non-refundable. They are due at the times and in the amounts shown below and they apply to both allocated and non-allocated Credits:

Fee Type
Due Date
Amount

Application Fee At submission of LIHTC Application \$500 Nonprofit
\$1,000 For Profit

Processing Fee
For Projects receiving LIHTC Allocations
For Projects financed with Tax Exempt bonds

At execution of Reservation Contract

At request for Determination

At receipt of Determination
7.5% of the MFA determined LIHTC Allocation Amount
\$500 Nonprofit

\$1,000 For Profit

3.5% of the MFA determined Annual Tax Credit Amount

Monitoring and Compliance Fees Annually on January 31 for each year of the Extended Use Period \$30.00/Set-Aside Unit/ Per Year

Appeal Fee At submission of appeal \$5,000.00

Subsidy Layering Review At submission of review request \$500.00

Fees may be adjusted annually, in MFA's sole discretion. Fees may be delivered in the form of personal or business checks, money orders or cashier's checks. Any check returned for insufficient funds will result in rejection of the Application, cancellation of the reservation, or other actions available to MFA.

4.3 Staff Analysis

Threshold Review:

Following the Application Deadline MFA staff will undertake a Threshold Review to determine whether or not the Application meets the Minimum Project Threshold Requirements shown in Section 3.3. above.

If the Application fails the Threshold Review because it does not achieve the Minimum Score, it may be retained until MFA determines whether or not all Credits can be allocated to higher scoring Projects. If it fails to meet any of the other requirements however, the Application will be immediately rejected without further processing. In determining whether the Application meets Threshold Requirement #1 (a complete Application Package), MFA will examine the package for both the availability of all required materials and for the content of those materials. For example, if a Market Study indicates an absence of demand for the proposed Project or an excessively long absorption period, the Application will not pass the first Threshold Requirement.

Local Notice:

The Chief Executive Officer of the local jurisdiction where the Project is located will receive a Local Notice from MFA stating that an Application has been received. Such notification will be issued for all Applications, no more than five (5) business days after MFA's Application Deadline, and the recipient will have thirty (30) days to respond. If MFA receives a negative response to this notice, the Application may be rejected with no further review and regardless of its scoring or Threshold test outcome. No response will be interpreted as approval of the project by the local jurisdiction.

Deficiency Correction Period:

MFA may provide a Deficiency Correction Period immediately after the Threshold Review. MFA will provide notice to Applicants having shortcomings in their Applications via facsimile and U.S. mail and applicants will have five (5) business days from transmission of facsimile to submit additional materials. Because it delays decisions this process is unlikely when MFA has received adequate numbers of Applications which meet all of the Threshold Requirements. Certain types of deficiencies, including absence of site control at the Application Deadline, as well as others determined in MFA's reasonable judgement, cannot be corrected during the Deficiency Correction Period.

Feasibility Analysis:

All Projects successfully completing the Threshold Review and ranking among the highest scoring Projects for which Credit ceiling is available in a given year will undergo financial analysis by MFA staff to determine whether or not the Projects are financially feasible. Such determinations will rely on both the financial data submitted by the Applicant and on staff judgments with respect to feasibility matters. Projects which do not appear financially feasible in MFA's judgment will be rejected without further processing.

Limitation on Tax Credit Awards to a single Project or Principal:

No Project will receive an award in excess of 25% of the annual population-based Credit ceiling amount for the year in which the allocation is made, and no single principal or related entities will receive allocations in excess of 25% of the annual population-based Credit ceiling amount. For purposes of this calculation the 30% increase in Eligible Basis for Projects in Difficult Development Areas or Qualified Census Tracts will not be taken into account.

Tax Credit Calculations:

During each evaluation, MFA will determine the amount of Tax Credits to be reserved, committed, or allocated by considering the following components of each Project:

Development costs;

Funding sources available to the Project for construction and permanent financing:

First Mortgage Loans;

Grants;
Tax Credit Proceeds;
Owner Equity; and
Subordinate debt.
Projected operating income and expenses, cash flow and tax benefits;
Maximum Tax Credit eligibility;
Debt service coverage ratio compared to lender requirements or commercial lending practices, as applicable;
Project reserves; and
Contractor overhead and profit.
Development Costs:

Development Costs will be evaluated against industry cost standards and the average costs of competing Projects. Applicants submitting costs exceeding these cost standards or submitting costs substantially below costs typical in the marketplace must provide information acceptable to MFA which justifies such costs. Projects with excessive costs will be subject to adjustments to the amount of Credits requested. MFA's goal is to utilize the Tax Credit to promote the development of quality multifamily rental housing.

Tax Credit Proceeds:

To estimate expected proceeds from the sale of the Tax Credits at the time of Application, if there is a firm equity commitment in place, MFA will use the equity factor contained in the commitment. For all other applications, MFA will use current market conditions in selecting an equity factor.

At the time of the Carryover Allocation, the development is required to have a written letter of intent from a syndicator or equity provider that clearly states the equity factor. That equity factor will be used in determining the Tax Credit amount for the Carryover Allocation.

The equity factor to be used at final allocation will be the actual equity factor contained in the Project's syndication agreement.

Developer and Other Fees:

Fees are limited to the following standards:

Builder's Profit, Overhead and General Requirements: Builder's profit may not exceed 6% of construction costs; builder's overhead may not exceed 2% of construction costs; and general requirements may not exceed 6% of construction costs.

Sponsor's Profit/Developer's Fee: Not to exceed 15% of total Development Cost for Projects of 20 or fewer units; 14% for Projects of 21 to 60 units; 13% for Projects of 61 to 74 units; and 10% for Projects of 75 or more units. This fee includes all consulting costs and Project reserves. Where an identity of interest exists between the Developer and

the builder, the combined builder's profit allowance and developer's fee may not exceed 19%, 18%, 17%, and 14%, respectively. For purposes of these calculations, Total Development Cost will be adjusted to exclude developer's fee.

Exceptions to these rules may be granted in MFA's sole discretion. Although the same standards will apply for Projects subject to Subsidy Layering Review, they will require Board approval for Subsidy Layering purposes whenever they exceed the federally defined "Ceiling Standard" limits, and only five such excess fee amounts can be approved in any given year.

Increases in Project costs subsequent to the Application Deadline will not result in an increase in any of the fees calculated above for Tax Credit Allocation purposes. These fees will be held to the same dollar amount as approved by MFA during the initial underwriting of the Project.

Increased Basis for High Cost Areas:

Additional Eligible Basis (up to 30% of the initial calculation) will be considered for Projects located in HUD-designated "Difficult Development Areas" (DDA) and "Qualified Census Tracts" (QCT) if deemed necessary for viability of the Project by MFA. Applicants requesting such increases must deliver evidence in the Initial Application Package that the Project is located in a DDA or QCT.

Reserves (Escrows) Included In Development Costs:

Project reserves of any kind in the development budget shall be included in the equity gap analysis only for purposes of determining that these Project reserves plus developer's and consultant's fees do not exceed the maximum fees limitation.

Operating Expenses, Replacement Reserves and Debt Service Coverage:

MFA will review the projected operating expenses, replacement reserves and loan terms and may, in its determination of economic feasibility, make adjustments based upon industry standards, its own underwriting parameters, or facts obtained from other appropriate sources. Applicants are urged to carefully review operating cost pro formas and include only achievable loan terms in their Applications. Applicants must include real estate taxes in their operating expenses, unless evidence of a perpetual real estate tax waiver (throughout the term of permanent financing) is submitted with the Application.

Subordinate Debt:

Applicants who are proposing subordinate debt must include the terms of the loan, and pro formas must reflect the ability to repay the senior and subordinate debt with a minimum debt service ratio of 1.05.

Sources and Uses of Funds:

Applicants must supply complete statements of sources and uses of funds for both construction and permanent financing.

Factors Limiting the Credit Reservation:

The amount of Credit reserved, committed and finally allocated to a Project will be the lesser of:

1. The maximum Tax Credit eligibility of the Project;

Maximum Tax Credit eligibility is the maximum amount of Credit justified by a Project's Qualified Basis taking into consideration any increase in Eligible Basis approved by MFA and the maximum (9% or 4%) Applicable Credit Percentage; or

2. The amount requested in the Application; or
3. The amount necessary to fill the funding gap;

The funding gap is the difference between total Development Costs (exclusive of syndication related costs) and all available funding sources, including HOME funds awarded in conjunction with the LIHTC allocations, provided such sources are within reasonable industry norms (i.e., financing for the Project has been maximized when evaluating rate, term, debt service coverage, loan-to-value etc.); or

4. The maximum Tax Credit Amount allowed under MFA's rule that a given Project or Principal cannot be awarded more than 25% of the annual population-based Credit ceiling amount. (See Section 4.3 above).

Final Processing:

All remaining processing will then be completed for submissions meeting the Threshold and Feasibility requirements shown above. In this step all remaining determinations will be made with respect to development team capability, design, readiness to proceed, and other factors at MFA's sole discretion. New construction Projects must meet MFA Design Guidelines for Multifamily Housing in Exhibit H of the LIHTC Application Package. Debarment from HUD or other Federal programs, bankruptcy, criminal indictments or convictions, poor performance on prior MFA or HUD financed Projects (for example, late payments within the 18 month period prior to the Application Deadline, misuse of reserves, default, non-compliance, or failure to meet development deadlines, or documentation requirements) on the part of any proposed development team member or owner may result in rejection of an Application by MFA. In addition MFA reserves the right to reject any Project which the MFA in its reasonable judgement determines is inconsistent with prudent business practices or with the intent and purpose of the Plan.

Selection of Projects for Awards:

After final processing, Projects will be ranked according to scores established in the Threshold Review. Awards will be made to the highest ranking Projects in each category following procedures described and Set Aside adjustments described in Section 3.4 and 3.5. Staff will then prepare a summary of the Projects to be recommended for allocations. Eligible and non-eligible Projects will be distinguished for purposes of subsequent awards if additional Credits become available.

Local Jurisdiction Support:

Allocations will be limited to Applications which include a local support letter, and which do not produce negative responses to MFA's Local Notice described in Section 4.3 above. The local support letter to be delivered under this requirement must 1) refer to the specific Project location proposed in the Application, 2) identify the nature of the development as affordable housing, 3) have a date no more than ninety (90) days prior to the Application Deadline, and 4) be signed by the Chief Executive Officer or the Chief Administrative Officer of the jurisdiction in which the site is located. Signatures by designees of these officials will not be accepted.

Supplemental Information Submission:

If at any point during the processing, staff determines that supplementary information is needed to complete its review, the Applicant will be notified in writing and will have 10 calendar days from the date of MFA's notice to deliver a written response. This provision does not apply to incomplete Applications, which may be rejected during the Threshold Review or subjected to the Deficiency Correction Period Process.

Adjustments to Credit Allocations:

When actual Tax Credit proceeds are confirmed and final financial feasibility analysis is performed during review of Final Allocation Packages, there may be adjustments to the Credit reserved or committed. (The Credit will not be increased beyond the amount originally reserved unless a new Application is submitted and additional Credit is awarded). If actual Project costs or funding sources differ substantially from the projections submitted in the Application, MFA may reduce the final Credit allocation or the owner may establish Project reserves to offset the deficit if the Project has sufficient Credit eligibility in MFA's discretion. The conditions for such reserve accounts will be determined on a case-by-case basis.

4.4 Allocation Review Committee

The Chairman of the Board of MFA will appoint an Allocation Review Committee. The functions of this committee will be to 1) review the Project rating and ranking results in the staff's proposed award summary, 2) determine whether or not the proposed awards have been made consistent with the criteria and other aspects of this Allocation Plan, 3)

conduct the appeals process, and 4) make final award recommendations to the Board. The Board will make final awards for each round. Preliminary Approval and Preliminary Rejection Letters may be issued prior to the Appeals Process and the Board's final decisions. Final Rejection Letters and Reservation Letters will be issued following the Board decision.

MFA will notify successful Applicants of the preliminary status of their Projects with the use of a Preliminary Reservation or Rejection Letter. Such letters will be scheduled to be issued approximately one hundred and fifty (150) days after the Application Deadline.

The Allocation Review Committee will approve final rating and ranking of Projects which have met all of the Threshold tests. If any Projects receiving Reservations fail to meet subsequent requirements, Credits may be revoked and then awarded by staff to the next highest scoring Project(s) on the waiting list.

4.5 Notification of Approval and Subsequent Project Requirements

The Applicant will be notified of MFA's decision in the form of a Reservation Letter.

AFFIRMATIVE ACTIONS AFTER RESERVATION. FROM THE DATE OF THE RESERVATION LETTER, THE APPLICANT MUST MEET EACH OF THE DEADLINES SPECIFIED BELOW FOR FOLLOW UP ACTIVITY IN ORDER TO MAINTAIN ITS RESERVATION OR CARRYOVER ALLOCATION. MFA WILL NOT PROVIDE ANY FURTHER NOTICE TO APPLICANTS OF THESE REQUIREMENTS, AND FAILURE TO SUBMIT ANY ONE OR MORE OF THE ITEMS MAY CAUSE THE RESERVATION TO BE TERMINATED OR THE ALLOCATION TO BE CANCELLED. APPLICANTS MUST FURTHER AGREE TO VOLUNTARILY RETURN THEIR RESERVATIONS OR ALLOCATIONS FOR REALLOCATION TO OTHER PROJECTS BY MFA IF ANY OF THE DEADLINES BELOW ARE NOT MET.

For Projects using governmental commitments, purchase contracts or options to demonstrate site control at Initial Application, the Applicant must deliver evidence of continued site control (via extension or acquisition) acceptable to MFA on the date upon which the Reservation Contract is executed and the processing fee is paid.

For Projects to be financed by MFA's 542(c) Risk Sharing Program, submission of a complete Risk Sharing loan application, including payment of all fees, within forty-five (45) days of Tax Credit Reservation.

Within one hundred and twenty (120) days of the date of the Reservation Letter, or by November 15th, whichever is earlier;

a) Applicants whose Projects were not required to meet Threshold Requirement #3 (zoning) at the Application Deadline must submit evidence that all required zoning approvals for the proposed Project have been obtained; and

b) All Applicants must deliver:

1) The Contractor's Resume, if it was not included in the Application.

2) Financing Commitment(s) (See definition) for construction and permanent financing. Commitments must be submitted from all funding sources including construction and first mortgage lender(s) and all secondary financing sources (i.e. grants, loans, in kind contributions).

3) For a Project to be financed by HUD, evidence that the Applicant has submitted a SAMA Application to HUD.

4) For a Project to be financed by MFA's 542(c) Risk Sharing Program. Submission of the Project's preliminary working plans, Phase I environmental Assessment, and construction financing commitments will be due within one hundred twenty (120) days of Tax Credit Reservation.

November 15th of the Allocation Year.

a) Carryover Allocation Requirements. If the Project will not be Placed In Service during the calendar year in which the reservation is made, the Applicant must request a Carryover Allocation which allows for twenty four (24) additional months to complete the Project. The complete Carryover Allocation Package must be delivered to MFA by November 15th of the year in which the Reservation was made. The completed Carryover Allocation Package must contain all items on the Carryover Allocation Requirements Checklist including an updated Application Form, Independent Auditor's Report, Owner's Attorney's Opinion, and recorded deed to the site. The Applicant must own the land or depreciable real property that is expected to be part of the Project and must demonstrate that its basis in the Project exceeds ten percent (10%) of the reasonably expected basis of the Project.

March 1 of the Year following Carryover.

All requirements for MFA 542(c) Risk-Share Loan commitment to be completed.

April 1 of the Year in which the Project is to be completed.

Construction Start Requirements. No later than April 1st of the year in which the Project must be completed, the owner must deliver evidence acceptable to MFA that construction of the Project has begun. This will include, at a minimum, building permits and site photographs.

b) At the same time the Applicant must deliver an executed syndication agreement.

Final Allocation Requirements. Prior to the issuance of 8609's for the Project, the owner must submit a complete Final Allocation Package, containing all items on the Final Allocation Checklist which include the following:

Cost Certification: A Cost Certification, prepared by a Certified Public Accountant, must be delivered by the owner prior to the issuance of the Low Income Housing Tax Credit

Allocation Certification (IRS Form 8609). This form and required documentation must be completed within sixty (60) days after the Project is Placed In Service. MFA is under no obligation to issue 8609's for the current year if the package is received after November 15th.

Owner's Attorney's Opinion: An owner's attorney opinion submitted on Firm's letterhead with required text.

Land Use Restriction Agreement(LURA): Prior to November 15th of the year in which the first Credits are claimed, the owner must submit an executed and recorded LURA, satisfactory to MFA in form and content.

Other Developer Responsibilities. The developer has several options concerning the month in which the Applicable Credit Percentage is locked in, for both taxable and Tax Exempt Projects. Additionally, the Developer must place the buildings in service and claim Credits within certain time periods. MFA must be notified of these dates to ensure that all necessary administrative actions are taken in a timely manner. Otherwise Credits may not be able to be claimed as desired.

4.6 Termination of Reservations or Rejection of Applications

Any of the following events or actions on the part of the Applicant at any time subsequent to the Application Deadline may cause the Application to be rejected, or the Reservation to be terminated in MFA's sole discretion:

Site Change;

Submission of any false or fraudulent information in the Application or in other submissions;

Failure to meet the conditions in Section 4.5 above or in the Reservation Letter;

Subsequent regulations issued by U.S. Treasury or the IRS pertaining to Section 42; and/or

Failure to promptly notify MFA of any material or adverse changes in the facts of the original Application pursuant to Section 4.8 below.

Instances of non-compliance continuing beyond the specified cure period on Applicant's other Projects.

Any other change which would alter the original scoring of the Application, or which was not approved in advance by MFA.

Debarment from HUD or other Federal programs, bankruptcy, criminal indictments or convictions, poor performance on prior MFA or HUD financed Projects (for example, late payments within the 18 month period prior to the Application Deadline, misuse of reserves, default, non-compliance, failure to meet development deadlines, or documentation requirements) on the part of any proposed development team member or owner may result in rejection of an Application by MFA.

Change in the Set Aside Election subsequent to the Application Deadline.

4.7 Appeal Process

Applicants wishing to appeal a rejection of their Application or the amount of MFA's allocation may do so in writing delivered to MFA within ten (10) days of the date of the Preliminary Rejection or Approval Letter. Appeal requests must be specific as to the decision being appealed, and they must be accompanied by a fee payment in the amount

shown in Section 4.2. The Project's outcome can only be appealed by the Project's Applicant. The rejection or allocation amount will stand unless the Applicant can prove or justify why the decision should be changed. The Allocation Review Committee will review the appeal and take whatever action it deems appropriate. The decision by the Committee will be final; no further appeals will be entertained. Appeals may result in re-ranking of the Applications, in rejection of previously approved Applications and/or in approval of previously rejected Projects. Once the appeals process is completed, Final Rejection and Reservation Letters will be issued.

4.8 Notification to MFA of Changes to the Project

It is the Applicant's responsibility to notify MFA immediately, in writing, of any changes to the Project subsequent to submission of an Application, including the changes listed below and any other material changes. Failure to notify MFA may result in the rejection of an Application or loss of a Reservation. Approval of such changes will be made in MFA's sole discretion, and the change may result in a change in the Tax Credit amount or other action by MFA.

Site control or rights of way are lost;
Project costs change in excess of five percent (5%) of the total Development Costs shown in the initial application;
Applicant obtains additional subsidies or financing other than those disclosed in the Application;
The syndication payment timing and/or net proceeds change from those stated in the Application;
The parties other than the Limited Partner(s) involved in the ownership entity as represented in the Application change;
The unit design, square footage, unit mix, number of units, or number of buildings changes (unless changes are required by local regulatory codes). Substantial changes of this sort may result in a requirement to produce a new Market Study;
The general contractor or other member of the original development team changes;
and/or
Any other factor deemed material by MFA at its discretion.

4.9 Financial Analyses

Regulations require that allocating agencies conduct evaluations at three specific times to determine the amount of applicable Credits:

Upon receipt of an Application for Low Income Housing Tax Credit Reservation; and
Prior to granting a Tax Credit Commitment; and
No earlier than thirty (30) days prior to awarding the Tax Credit Certification, IRS Form 8609.

4.10 Notice Provisions

MFA will typically provide notice to Applicants through either certified mail or courier service, and facsimile transmission. Consequently street addresses and fax numbers must

be provided clearly in the Application Form. Such notices will be provided only to the single contact person shown in the Application Form.

5.0 COST CERTIFICATION

Applicability of Cost Certification:

Prior to the issuance of a Carryover Allocation or a Low Income Housing Tax Credit Allocation Certification (IRS form 8609), MFA will require a Cost Certification, prepared by an independent Certified Public Accountant, which meets the MFA requirements for all Projects.

Cost Certifications Completed by Other Fund Providers:

All Cost Certifications must include a statement signed by the accountant preparing the certification which clearly indicates the method of certification and discloses all identities of interest.

Requirements:

The Cost Certification must meet the following requirements:

The accountant preparing the Cost Certification must certify that all costs are related to the development and do not include costs for organization, syndication, professional or consultant fees related to syndication.

All fees, including the developer fee, which are paid to the Developer or to an entity with an identity of interest with the Developer must be clearly identified. If all or a portion of the developer fee is deferred, copies of the promissory note or other substantiation of the validity of the fee must be provided.

If the land is purchased from a related party, the owner must submit an appraisal to substantiate fair market value.

Legal fees related to land acquisition must be clearly identified.

Interest expense related to land must be clearly identified.

The sources of all funding including loans and their terms, Tax Credit proceeds, developer equity and all other sources must be certified.

Authority to Determine Maximum Qualified Basis:

MFA may challenge the costs provided in the certification, impose the limitations set forth in this Plan and at its sole discretion, determine the maximum Qualified Basis against which Credit is allocated.

6.0 AUXILIARY FUNCTIONS

As HCA, MFA conducts certain Tax Credit related functions which are separate from the regular allocation and monitoring process, including the following;

6.1 Subsidy Layering Review

Pursuant to Section 911 of the Housing and Community Development Act of 1992, HUD is required to determine that Projects receiving both federal, state or local assistance and Tax Credits do not obtain subsidies in excess of that which is necessary to produce affordable housing. This responsibility has been delegated to MFA, and MFA's review process will follow the Administrative Guidelines issued December 15, 1994. An essential component of this review is an analysis of the reasonableness of fees paid to sponsors, developers, and builders. Consequently for purposes of Section 911 Reviews, fees used to calculate Tax Credit amounts will not exceed the limits stated in Section 4.3, "Developer and Other Fees", above.

Some of these maximum fees allowed by MFA exceed the "Safe Harbor" fee amounts which apply to Section 911 reviews. Special factors that justify these published higher fees (which do exceed "Ceiling" amounts) include, but are not limited to:

The relatively high cost of construction and land within the State of New Mexico; and the lack of state or local funded soft second financing or operating subsidies; and the general inability of local governments to donate land and/or other services to worthy Projects due to the state's "Anti-Donation" clause.

The MFA reserves the right to include, or consider, other criteria to justify exceeding Safe Harbor limits for fees associated with Projects requiring Subsidy Layering Reviews. The MFA also reserves the right to limit Projects to Safe Harbor limitations for any reason that it deems reasonable. This paragraph applies to all Projects that require Subsidy Layering Reviews.

Requests for subsidy layering reviews may be made at any time by a developer/sponsor, and must include a \$500 review fee along with the full LIHTC Application Form as well as HUD Form 2880, among other materials. More detailed Application Packages may be obtained from MFA. Responses will be provided no longer than thirty (30) business days subsequent to receipt of the request by MFA, unless the request is submitted less than ninety (90) days subsequent to an allocation round deadline.

6.2 Processing of Tax Exempt Bond Financed Projects

Projects financed with tax exempt bond volume cap allocated by the state may receive 4% Tax Credits without participating in the LIHTC allocation process described in this Plan.

However, under IRS Code Section 42(m)(1)(D), such Projects must receive a determination that they "satisfy the requirements for allocation under the Qualified Allocation Plan..." MFA's determination that a Project satisfies the requirements of the Qualified Allocation Plan will be based on the Project's meeting all Minimum Project Threshold Requirements described in Section 3.3 of the Qualified Allocation Plan in effect when the determination is made or, if available, the Qualified Allocation Plan for the year in which the State Board of Finance makes its bond cap allocation, with one exception. That is, that the Minimum Score for Tax Exempt Bond Financed Projects will be only 50% of the Minimum Score stated in Section 3.5. MFA will also undertake an analysis to determine the Credit amount necessary for financial feasibility.

Requests for these determinations may be made at any time by a Developer/Sponsor, and must include a \$500 Review Fee along with the full LIHTC Application Form and any other materials specified by MFA. At the time of the bond volume cap allocation a processing fee in the amount of three and one half percent (3.5%) of the approved annual Credit amount will be due. Responses will be provided no longer than thirty (30) business days subsequent to receipt of the complete request by MFA, unless the request is submitted less than ninety (90) days after an Application Deadline.

To ensure that these Credits are used to leverage the greatest possible amount of resources, the following additional Minimum Project Threshold Requirements will apply:

1. The private activity bond volume cap allocation by the State Board of

2. Finance must not exceed seventy percent (70%) of the Project's total permanent sources of funds;

3. The private activity bond volume cap allocation to the proposed Project must not exceed \$7.5 million; and Costs of issuance may not exceed five percent (5%) of the bond issue.

7.0 AMENDMENTS TO THE ALLOCATION PLAN AND WAIVERS OF PLAN PROVISIONS

MFA reserves the right to modify this Allocation Plan, including its compliance and monitoring provisions, as required by the promulgation or amendment of IRS Code Section 42, from time to time, or for other reasons as determined by MFA.

8.0 FUTURE YEAR'S BINDING COMMITMENTS

MFA staff shall have the authority to advance allocate up to \$100,000 in future year's Tax Credits to Board approved Eligible Projects.

9.0 RIGHT TO REALLOCATE

The MFA may, at any time and without additional administrative process, determine to award Credits to Projects previously evaluated and awarded Credits if it determines that such previously awarded Credits are or may be invalid or that the allocation document did not reflect the original intent of MFA and the owner was not responsible for such invalidity or mistake. Such awards will not be used to extend time periods for completion of the projects.

10.0 MFA TAX CREDIT MONITORING AND COMPLIANCE PLAN SUMMARY

Federal Law requires MFA to develop and implement a compliance monitoring program for completed Projects that have received Low Income Housing Tax Credits. A compliance plan contained in a manual has been developed and will be distributed to the Project owners. Compliance monitoring is required for a minimum of 15 years after receipt of an allocation. Each owner has chosen to utilize Low Income Housing Tax Credits to take advantage of the tax benefits provided. In exchange for these tax benefits, certain requirements must be met so that the Project will benefit Low Income Tenants.

Owners will be required to submit a quarterly report to MFA for the first four full quarters after a Project is Placed In Service. At that time, if the Project is determined to be in compliance with the Tax Reform Act, reports may be filed on an annual basis. Owners will be required to submit to MFA a copy of all federal form 8609's, including schedule A, filed with the IRS.

MFA will conduct annual on-site inspections of at least twenty percent (20%) of the Projects under the MFA's jurisdiction. Each inspection will include a review of the Project's low income certifications, supporting income documentation, leases, rent records (including utility documentation) and Housing Quality Standards inspections in at least twenty percent (20%) of the Project's Set Aside units. In mixed use properties, one hundred percent (100%) of the units may be monitored. If Projects are determined to be in noncompliance, site visits may occur more often. MFA may conduct inspections upon thirty (30) days notice.

During the Compliance Period, MFA reserves the right, under the provisions of Section 42 of the Internal Revenue Code, to perform an audit of any Project that has received an allocation of Tax Credits. This audit will include an on-site inspection of all buildings, and a review of all tenant records and certifications and other documents supporting criteria for which the owner received points in the Application for an allocation of Credits.

Record Keeping and Record Retention

Under the provisions of the Tax Credits, the owner of a project will be required to keep records as defined below for each building within a particular development. These records must be retained by the owner for a minimum of six (6) years beyond the owner's income tax filing date for that year. However, first year Project records must be maintained for six (6) years beyond the tax filing date of the final year of the Project's

eligibility for Tax Credits. The owner must annually report to MFA and maintain records for each qualified Low Income building in the Project showing:

the total number of residential units in the building (including the number of bedrooms and size in square feet of each residential unit);
the percentage of residential units in the building that are Set Aside Units;
the rent charged on each residential unit in the building (including utility allowances);
the number of occupants in each residential unit in the building;
the low income unit vacancies in the building and documentation of when and to whom the "next available units" were rented;
the income certification of each Low Income Tenant;
the documentation to support each Low Income Tenant's income certification;
the Eligible Basis and Qualified Basis for each building; and
the character and use of any nonresidential portion of the building included in the building's Eligible Basis (this includes separate facilities such as clubhouses or swimming pools whose Eligible Basis is allocated to each building).
Failure to annually report is deemed as noncompliance and is reportable to the IRS.

Annual Certification Review

It is the responsibility of the Project owner to annually certify to MFA that the Project meets the requirements of Section 42 of the Internal Revenue Code, whichever Set Aside is applicable to the Project. Failure to certify is deemed as noncompliance and is reportable to the IRS. This annual certification requires the Project owner to certify that:

an annual Low Income certification has been received from each Low Income Tenant and documentation is available to support that certification;
each low income unit is rent restricted under Section 42 of the Internal Revenue Code;
subject to the income restrictions on the Project all units in the Project are for use by the general public and are used on a non-transient basis;
each building within the Project is suitable for occupancy taking into account local health, safety, and building codes;
there has been no change in any building's Eligible Basis under Section 42 of the Internal Revenue Code, or if there has been a change, adequate explanation of the nature of the change has been given;
all tenant facilities included in the Eligible Basis of any building in the Project are provided on a comparable basis without a separate fee to all tenants in the building;
if a Low income unit in the Project becomes vacant during the year, reasonable attempts are made to rent that unit to tenants having a qualifying income and while the unit is vacant no units of comparable or smaller size are rented to tenants not having a qualifying income;
if the income of tenants of Units increases above one hundred forty percent (140%) of the applicable income limit allowed in Section 42, the next available unit of comparable or smaller size will be leased to tenants having qualifying income.
As an exception, only for RD Projects, MFA may accept a certification from RD that Projects are safe, decent, sanitary, that income is based upon annual tenant

certifications/re-certifications, and that third party verification has been obtained. This certification will be in a form that is acceptable to both RD and MFA. Owners must furnish RD certifications annually, verifying that Projects are in compliance with Section 42 of the Code.

Projects in which fifty percent (50%) or more of the aggregate basis is funded with the proceeds of Tax exempt bond financing may also be exempt, in MFA's discretion, from many of the certification and review provisions outlined within this document. The monitoring and certification guidelines for these Projects will be in a form that will satisfy those agencies issuing the bonds and MFA. The monitoring procedures must, at a minimum, satisfy the compliance guidelines set forth by Section 42 of the Code.

The owner of any exempted Project must certify to MFA on an annual basis that the Project is in compliance with the requirements for RD assistance or the Tax Exempt Bond Financing guidelines, as applicable, and that all requirements of Section 42 are also being met. The owner must inform MFA of any noncompliance or if the owner is unable to make one or more of the required certifications.

Compliance Review

MFA may elect to subcontract the monitoring procedure to other agents. In doing so, MFA would designate the subcontractor as the compliance monitoring agent who would perform MFA's function.

In the event that any noncompliance with Section 42 is identified, a discrepancy letter detailing the noncompliance will be forwarded promptly to the owner and management company of the Project. The owner must then respond in writing to MFA within twenty-one (21) days after receipt of the discrepancy letter. The response must address all discrepancies individually and must indicate the manner in which corrections will be made. The owner will then have a cure period of sixty (60) days from the date of the discrepancy letter to correct the noncompliance detected and to provide MFA with any documentation or certification found to be missing during the annual management review. The cure period may be extended for periods of up to six (6) months. Extensions will be based on a determination by MFA that there is good cause for granting the extension.

MFA will notify the Internal Revenue Service within thirty (30) days after the expiration of the cure period of any noncompliance that has been detected. All corrections made by the owner within the cure period will be acknowledged within this notice. A copy of the owner's response to the noncompliance will accompany the notice to the IRS.

If potential noncompliance is discovered during a compliance monitoring review, the owner will be required to have his managing agent attend a compliance training session within two (2) months following the compliance monitoring review.

In order to offset the cost of monitoring procedures, an annual fee of \$30.00/Set-Aside Unit/Per Year will be assessed for each year of the Extended Use Restriction Period. Annual certifications and reports are due in the MFA office by January 31 of each year (for the past reporting year). A notice will be mailed to each property owner or a designated representative to remind them that the certification, reports and fees are due.

11.0 GLOSSARY

"Agency" means New Mexico Mortgage Finance Authority (MFA).

"Allocation Review Committee" means a committee appointed by the Chairman of the MFA Board to review Projects' rating and ranking results, to determine if the proposed allocations have been made consistent with the Project Selection Criteria and the Qualified Allocation Plan, and to hear appeals and decide their outcome.

"Allocation Set Asides" means the federally mandated set aside requirement for Projects involving Qualified Nonprofit Organizations, as well as other Set Asides designated by MFA from time to time and incorporated into the Qualified Allocation Plan.

"Annual Credit Ceiling" means the total dollar volume of Tax Credits available for distribution by the Agency and authorized pursuant to Section 42 of the Code, in a given year.

"Applicable Credit Percentage" means the monthly interest rate issued by the Treasury Department and used to discount the present value of the 70% Tax Credit (approximately 9% yearly) and the 30% Tax Credit (approximately 4% yearly).

"Applicable Fraction" means the fraction, the numerator of which is the number of Tax Credit Units and the denominator of which is the total number of residential rental units less any unit exempted by Revenue Ruling 92-61; or the fraction, the numerator of which is the floor space of the Tax Credit Units and the denominator of which is the total floor space of the residential rental units less any unit exempted by Revenue Ruling 92-61, whichever is less. The Eligible Basis of a building is multiplied by the Applicable Fraction to determine the Qualified Basis of a building for Tax Credit purposes.

"Applicant" means any person or public entity; public or private, for-profit or not-for-profit, proposing to build or rehabilitate affordable rental housing with the use of the LIHTC Program as defined in Section 42 of the Code.

"Application" means the completed forms, schedules, check lists, exhibits, computer disks and any additional documentation requested in the Initial Application Package, Carryover Allocation Package, and Final Allocation Package, as well as any supplemental materials requested by MFA. They must be submitted to MFA in accordance with the Qualified Allocation Plan in order to apply for the LIHTC Program.

"Application Deadline" means 5:00 p.m., Mountain Standard Time on the final day of the Application Period, except for Tax Exempt Bond Financed Projects, for which the submission date is specified in Section 6.2.

"Application Package" means the forms, schedules, check lists, exhibits, computer disks and instructions thereto obtained from the Agency, which shall be completed and submitted to the Agency in accordance with all regulations in order to apply for the LIHTC Program.

"Application Period" means the period during which Applications will be accepted by MFA as described in the Qualified Allocation Plan.

"Area Gross Median Income" means the median income level, issued annually by HUD for each metropolitan area and for each county outside a metropolitan area, which is adjusted for family size and used to calculate maximum income of eligible persons and rents for rent restricted units.

"Average Gross Median Income" or "AGMI" means, for a Project, the average area gross median income level(s) at which units are set aside, weighted by the number of units set aside at each income level. AGMI will be rounded to the nearest 5% for scoring and calculations are to be carried out to two decimal points. Market rate units, in numbers not to exceed 25% of the total units, will be treated as if they were set aside at 25% of Area Gross Median Income for scoring purposes to create an incentive for mixed income development. Additional market rate units will be treated as if they were at 100% of AGMI.

An example of the calculation of AGMI in a 60 unit project is as follows:

50% of the units are set aside at 50% of Area Gross Median Income; and
25% of the units are set aside at 60% of Area Gross Median Income; and
25% of the units are market rate.

The AGMI calculation would be as follows:

Percent of Total Units	Set Aside Income Level
------------------------	------------------------

(% of Median)

50%	
X	
50%	
=	
25%	

25%
X
60%
=
15%

25%
X
25%
=
6%

TOTAL AGMI:

ROUNDED:

46%

45%

"Binding Commitment" means an agreement between MFA and an Applicant by which MFA allocates and the Applicant accepts tax credits in accordance with Section 42(h)(1)(C) of the Code. MFA's Carryover Allocation is its Binding Commitment.

"Board of Directors" or "Board" means the New Mexico Mortgage Finance Authority Board of Directors.

"Carryover Allocation" means the provision under Section 42 of the Code which allows a Project, under certain conditions allowed by Section 42 of the Code, to receive a Tax Credit Allocation in a given calendar year and to be Placed In Service within a period of two calendar years after the calendar year in which the Applicant qualifies for a Carryover Allocation. The Carryover Allocation is MFA's Binding Commitment for Tax Credits.

"Code" means the Internal Revenue Code of 1986, as in effect on the date of the Qualified Allocation Plan, together with corresponding and applicable final, temporary or proposed regulations and revenue rulings issued with respect thereto by the Treasury or the Internal Revenue Service of the United States.

"Compliance Monitoring" means the Agency's procedure, as required by Section 42 of the Code and detailed in MFA's Tax Credit Monitoring and Compliance Plan, of auditing and inspecting all completed Tax Credit Projects.

"Compliance Period" means, with respect to any building that is included in a Tax Credit Project, a minimum period of 15 years beginning on the first day of the first taxable year of the Tax Credit period with respect thereto in which a Tax Credit Project shall continue to maintain the Low Income Units as Low Income Units pursuant to the Applicant's Set Aside Election in the Application, pursuant to Section 42 of the Code.

"Consolidated Plan" means the plan prepared in accordance with HUD Regulations, 24 C.F.R. 91 (1994), which describes needs, resources, priorities and proposed activities to be undertaken with respect to certain HUD programs.

"Contact Person" means a person with decision-making authority for the Applicant, Developer or the owner of the Project with whom MFA will correspond concerning the Application and/or the Project.

"Cost Certification" A certification prepared by a Certified Public Accountant on forms provided by MFA, indicating the method of certification, all identities of interest, and certification that all Project costs included are related to the Project.

"Credit Period" means with respect to any building that is included in a Tax Credit Project, the period of 10 years beginning with (i) the taxable year in which the building is Placed In Service, or (ii) at the election of the Developer, the succeeding taxable year.

"Development Costs" means the sum total of all costs incurred in the development of a Project all of which shall be subject to approval, and are approved by MFA as reasonable and necessary. Such costs may include, but are not limited to:

- A. The cost of acquiring real property and any building thereon, including payment for options, deposits, or contracts to purchase properties.
- B. The cost of site preparation, demolition, and development.
- C. Any expenses relating to the issuance of tax exempt bonds or taxable bonds by the Agency, if any, related to the Project.
- D. Fees in connection with the planning, execution, and financing of the Project, such as those of architects, engineers, attorneys, accountants, and the Agency.
- E. The cost of studies, surveys, plans, permits, insurance, interest, financing, tax and assessment costs, and other operating and carrying costs incurred during construction, rehabilitation, or reconstruction of the Project.
- F. The cost of the construction, rehabilitation, and equipping of the Project.
- G. The cost of land improvements, such as landscaping and off-site improvements related to the Project, whether such costs are paid in cash, property, or services.

H. Expenses in connection with initial occupancy of the Project.

I. Allowances established by the Agency for working capital, contingency reserves, and reserves for any anticipated operating deficits during the first 2 years after completion of the Project.

J. The cost of such other items, including relocation costs, indemnity and surety bonds, premium on insurance, and fees and expenses of trustees, depositories, and paying agents for bonds.

"Developer" means any individual, association, corporation, joint venture, or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable multifamily housing.

"Difficult Development Area" means any area designated by the Secretary of Housing and Urban Development as having high construction, land, and utility costs relative to Area Gross Median Income in accordance with Section 42(d)(5) of the Code.

"Eligible Application" means an Application which has met all Minimum Project Threshold Requirements, during or subsequent to the Application Deadline.

"Eligible Basis" means the sum of the eligible cost elements that are subject to depreciation, such as expenditures for new construction, rehabilitation and building acquisition.

"Eligible Persons" or "Eligible Households" means one or more natural persons or a family, irrespective of race, creed, national origin or sex, determined by the Agency to be of low or very low income. In determining the income standards of eligible persons for its various programs, the Agency shall take into account the following factors:

- A. Requirements mandated by federal law;
- B. Variations in circumstances in the different areas of the state;
- C. Whether the determination is for rental housing; and
- D. The need for family size adjustments.

"Executive Director" means the Executive Director of the New Mexico Mortgage Finance Authority.

"Extended Use Period" means, with respect to any building that is included in a Tax Credit Project, the period that begins on the first day of the Compliance Period and ends on the later of (i) the date specified by the Applicant in the Initial Application Package and recorded in the Land Use Restriction Agreement or (ii) the date that is the fifteenth

anniversary of the last day of the Compliance Period, unless earlier terminated as provided in Section 42(h)(6) of the Code.

"Feasibility Analysis" means a financial analysis based on rules established by the IRS to determine a Project's financial feasibility, which is completed to ascertain a Tax Credit amount.

"Federal Subsidy" means other project funding to include federal grants and below market rate federal loans through programs such as those administered by HUD (excluding CDBG) and Rural Development, tax exempt financing and any other locally administered low interest loan or grants from federal sources.

"Federally Assisted Units" means any housing receiving project based rental assistance, operating subsidies or mortgage interest reduction payments. The universe includes public housing, Rural Housing Development financed properties. Section 235 and Section 221(d) interest reduction payments, and any development with a project based Section 8, rent supplement, or rental assistance payments contract.

"Financing Commitment" means a commitment for permanent or construction financing which 1) is not subject to further approval by any loan committee or board of directors or other entity of the creditor making the commitment, 2) contains specific terms of funding and repayment, and 3) contains language stating that the loan will be subordinated to the LURA.

"Homeless" means a) an individual or family which lacks a fixed, regular, and adequate nighttime residence; or b) an individual or family which has a primary nighttime residence that: 1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for persons with mental illness); 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State law.

"HUD" means the U. S. Department of Housing and Urban Development.

"Land Use Restriction Agreement" or "LURA" means the agreement submitted to the Agency restricting the property to affordable housing use during the Compliance Period.

"Local Government" means any county, municipality, tribe or other general purpose political subdivision in the State of New Mexico.

"Local Notice" means MFA's letter to the Chief Executive Officer (or the equivalent) of the local jurisdiction within which the Project is located, which provides a thirty (30) day period to comment on the Project pursuant to Code Section 42(m)(1)(A)(ii).

"Low Income Housing Tax Credit Program" or "LIHTC Program" means the rental housing program administered by MFA pursuant to Section 42 of the Code and by the State of New Mexico Executive Order 97-01.

"Low Income Tenants" are households which occupy Tax Credit Units.

"Low Income Units" or "Set Aside Units" shall mean units which are rent restricted and set aside for tenants whose income does not exceed 50%, 60% or some lower percentage, whichever is elected, of area Gross median income.

"Market Study" means a written analysis of the market of a proposed Project, which must be dated no more than six (6) months prior to the date of the Application and prepared by an independent professional firm having no other role in the development, operation, or ownership of the Project. It must address all aspects of marketability including but not limited to existing competing Projects, Projects under construction, vacancy, absorption, and income levels in the targeted market area, community profile, local industry profile, Tax Credit rents as compared to market rents, market rate and low income housing demand, a description of the Project including Project amenities, number of units, unit type, and unit size. Projects intended for Special Needs & Elderly Households must deliver market studies which address the target groups and determine that such households are in need of housing and willing and able to occupy the units. Market studies completed by the Applicant will be accepted for Projects with 20 or fewer units, provided they meet all of the requirements set forth here. Such in-house studies must be in a form acceptable to MFA. Appraisals will not be substituted for market studies.

"Minimum Score" means the lowest score with which an Application will be considered to have passed Minimum Project Threshold Requirement #5.

"Mortgage Revenue Bonds (MRB)" or "Tax Exempt Bonds" means bonds issued by state designated issuers, including MFA, which may be used to finance LIHTC Projects subject to Project allocations made by the State Board of Finance.

"November 15th" means November 15th, unless this date falls on a weekend or a holiday, in which case it means the first business day following November 15th.

"Ownership of Land" means holding fee title or a qualified leasehold interest.

"Participating Title Company" means a New Mexico title company that maintains pooled, interest-bearing transaction account(s) pursuant to the Land Title Trust Fund Act of 1997.

"Placed in Service" means the date on which the first unit of a new construction Project is certified or otherwise officially declared as available for occupancy. For acquisitions of existing Projects, it is the date of transfer to a new owner.

"Principal" means an Applicant, any general partner of an Applicant, and any officer, director, or any shareholder, general partner or managing member of an Applicant.

"Program" means the LIHTC Program as administered by MFA.

"Project" means any work or improvement located or to be located in the state, including real property, buildings, and any other real and personal property, designed and intended for the primary purpose of providing decent, safe, and sanitary residential housing for individuals, whether new construction, acquisition of existing residential housing, or the remodeling, improvement, rehabilitation, or reconstruction of existing housing, together with such related non-housing facilities as the Agency determines to be necessary, convenient, or desirable.

"Project Selection Criteria" means the criteria used to score a project for tax credit allocation purposes.

"Project Expenses" means usual and customary operating and financial costs. The term does not include extraordinary capital expenses, development fees and other non-operating expenses.

"Qualified Allocation Plan" or "QAP" means this Qualified Allocation Plan, which was adopted by Board Action on month, date ? , 199 and made effective as of January 1, 2000, and which was approved by the Governor of the State of New Mexico pursuant to Section 42(m)(1)(B) of the Code and sets forth the Project Selection Criteria and the preferences of MFA for Projects which will receive Tax Credits.

"Qualified Basis" means the portion or percentage of the eligible basis that qualifies for the tax credit. It is calculated by multiplying the eligible basis by the applicable fraction.

"Qualified Census Tract" means any Census tract which is designated by the Secretary of Housing and Urban Development as having 50% or more of the households at an income level which is less than 60% of the Area Gross Median Income in accordance with Section 42(d)(5) of the Code.

"Qualified Leasehold Interest" means a leasehold interest running at least as long as the extended use period.

"Qualified Nonprofit Organization" means a nonprofit entity as defined for the purposes of the federal nonprofit LIHTC set aside in Code Section 42(h)(5)(c). The organization must meet the requirements of Code Section 501(c)(3) or 501(c)(4), and have the fostering of low income housing as one of its purposes. Additional requirements, including delivery of an IRS designation letter, must be met for scoring purposes.

"Rent Restricted Unit" means, with respect to a Tax Credit Project, a unit for which the gross rent does not exceed 30% of the imputed Area Gross Median Income limitation applicable to such unit as chosen by the Applicant in the Application and in accordance

with the Code. Gross rent must be determined from the rent charts included in the Application Package and must correspond to the percentage of area Gross median income selected by the Applicant in the Application. It includes the cost of utilities, and must be reduced by the amount of tenant-paid utilities. Gross rent includes all income for the unit, including tenant and any subsidy payments.

"Reservation Contract" means the contract executed by MFA and the Applicant with respect to an allocation of Tax Credits, which states the conditions to be met by the Applicant prior to issuance of a Carryover Allocation.

"Reservation Letter" or "Reservation" means a document issued by MFA which describes the amount of Credits provisionally awarded to a Project and the conditions which the owner must meet in order to obtain a Binding Commitment for Tax Credits.

"Rural Development" or "RD" or "USDA RD" (previously called "Farmer's Home Administration" or "FmHA" of the United States Department of Agriculture) means Rural Development or other agency or instrumentality created or chartered by the United States to which the powers of the RD have been transferred.

"Senior Housing" means Projects specifically designed for exclusive use by elderly tenants. Elderly is defined as those persons 62 years of age or older.

"Set Aside Units" means "Low Income Units".

"Set Aside Election" means the proportion of total Project units set aside as Low Income Units at one or more Area Gross Median Income level(s) which is selected by the Applicant and which, at a minimum, meets the requirements of Code Section 42.

"Single Room Occupancy" (SRO) means housing consisting of single room dwelling units. The unit must contain either food preparation and/or sanitary facilities.

"Social Services Plan" means a plan prepared for the provision of social and other services to Special Needs Households. This plan 1) identifies all services to be provided to tenants, 2) specifies annual costs of all services, 3) identifies all entities providing such services, and 4) identifies sources of payments for such services and isolates all expenditures planned from Project cash flow. This plan is signed by all service providers. Services included must be long-term, significant and meaningful as determined by MFA, and they must be appropriate to the specific needs of the given tenant population. The delivery of social services to the residents of the Project will be enforced through a provision in the Land Use Restriction Agreement.

"Special Needs Households" means Homeless people and/or people with physical or developmental disabilities or chronic mental illnesses as defined in HUD's Handbook 4571.2, Section 1-5, Parts A.2. and A.3, attached to Initial Application Package.

"Subsidy Layering Review" or "911 Review" means the review conducted under subsidy layering guidelines adopted by HUD in order to assure that excessive subsidies are not provided to Projects which receive both tax credits and other governmental assistance.

"Tax Credit Allocation" means Tax Credits approved for a Project by MFA in an amount determined by MFA as necessary to make a Project financially feasible and viable throughout the Project's Compliance Period pursuant to Section 42(m)(2)(A) of the Code.

"Tax Credit Project" means the proposed or existing rental housing development(s) for which Tax Credits have been applied for or received.

"Tax Credit Unit" means Low Income Unit.

"Tax Exempt Bond Financed Project" means a Project which is being financed by the issuance of tax exempt bonds subject to applicable volume cap pursuant to Section 42(h)(4) of the Code.

"Threshold Review" means the assessment of a Project with respect to Minimum Project Threshold Requirements as defined in the Qualified Allocation Plan.

"Total Development Cost" means the total of all costs incurred or to be incurred by the Project in acquiring, constructing, rehabilitating, and financing the Project. For purposes of calculating developer fees, Total Development Cost will be adjusted to exclude developer fees. For purposes of calculating Threshold Test number 6, land costs will be excluded.