

**Multifamily Housing  
Underwriting  
Application  
Submission  
Requirements  
2011**

**Application Checklist**

The Application Checklist must be completed and submitted as the table of contents for the Application package. Applications must be tabbed numerically using the numbering system shown in this checklist.

If a tab is not applicable to an Application, it is not necessary to submit that tab. Simply mark the checklist for that tab N/A.

**UNDERWRITING APPLICATION CHECKLIST**

**Items Included in the Application Package**

Yes      N/A

**General Information**

_____	_____	Tab 1	Development Synopsis
_____	_____	Tab 2	Multifamily Core Application
_____	_____	Tab 3	Selection Criteria
_____	_____	Tab 4	Market Study/Housing Needs Assessment
_____	_____	Tab 5	Schematic Plans / Scope of Work
_____	_____	Tab 6	Evidence of Site Control
_____	_____	Tab 7	Appraisals
_____	_____	Tab 8	Architect's Certifications
_____	_____	Tab 9	Community and Economic Impact / Community Revitalization Plan
_____	_____	Tab 10	Historic Preservation Documentation
_____	_____	Tab 11	Supportive Services
_____	_____	Tab 12	Accessible Units
_____	_____	Tab 13	Commitment to Offer Homeownership
_____	_____	Tab 14	Public Housing Authority Notification
_____	_____	Tab 15	Rent Roll/Displacement of Existing Tenants
_____	_____	Tab 16	Development Team Experience
_____	_____	Tab 17	Phase I Environmental Review / Environmental Test Results
_____	_____	Tab 18	Commercial Income
_____	_____	Tab 19	Utility Information
_____	_____	Tab 20	Certification of Subsidies
_____	_____	Tab 21	Construction and/or Permanent Financing Letters of Intent
_____	_____	Tab 22	Bridge Loan Financing
_____	_____	Tab 23	Syndication Information
_____	_____	Tab 24	Development Cost Savings

**Additional Submission Requirements for PennHOMES Applications**

_____	_____	Tab 25	Acquisition Notices
_____	_____	Tab 26	Displacement and Relocation
_____	_____	Tab 27	Community Housing Development Organization (CHDO) Certification

**Additional Submission Requirements for Tax Credit Applications**

_____	_____	Tab 28	Attorney's Opinion for Acquisition Tax Credit
_____	_____	Tab 29	Waiver Requests
_____	_____	Tab 30	Nonprofit Set-Aside

**Additional Submission Requirements for Supportive Housing Set-Aside**

_____	_____	Tab 31	Supportive Housing Set-Aside
-------	-------	--------	------------------------------

**Additional Submission Requirements for Preservation Applications**

_____	_____	Tab 32	Financial Statements
_____	_____	Tab 33	Existing Financing and Regulatory Documents
_____	_____	Tab 34	Physical/Capital Needs Assessment
_____	_____	Tab 35	Preservation Set-Aside Preference

**Additional Submission Requirement for PennHOMES Preservation Applications**

_____	_____	Tab 36	Assumed Debt
-------	-------	--------	--------------

**Additional Requirements for Tax Exempt Volume Cap Applications**

- |       |       |        |  |
|-------|-------|--------|--|
| _____ | _____ | Tab 37 | Statement of Qualification under Request for Proposals |
| _____ | _____ | Tab 38 | Statement of Qualification for Tax Exempt Financing    |
| _____ | _____ | Tab 49 | Statement of Qualification for Tax Credits             |
| _____ | _____ | Tab 40 | Letter Outlining Bond Financing Strategies             |
| _____ | _____ | Tab 41 | Qualification of Bond Financing Team                   |
| _____ | _____ | Tab 42 | Evidence of Bond Rating                                |

**All Applicants**

- |       |       |        |                        |
|-------|-------|--------|------------------------|
| _____ | _____ | Tab 43 | Additional Information |
|-------|-------|--------|------------------------|

**Tab 1 Development Synopsis**

The synopsis is a **one page** description of the development, including, but not limited to, a summary of the need for the development; its impact on the community; targeted population; square footage of the development; number and type of buildings; number and bedroom size of units in each building; amenities and unique features of the development; and a description of nearby services.

## **Tab 2 - Multifamily Housing Core Underwriting Application**

An Application is required to be completed for all Agency Multifamily programs. Be sure to complete all sections, answer all questions, and provide all requested supporting documentation.

If you do not know the Census Tract and/or Block information for your proposed site, this information may be obtained from census maps accessible on the internet at:

[http://factfinder.census.gov/servlet/ReferenceMapFramesetServlet?\\_lang=en](http://factfinder.census.gov/servlet/ReferenceMapFramesetServlet?_lang=en)

Enter the address (including the +4 zip code) of the site and continue following the directions to obtain census tract, block, group, legislative districts, voting district, school district and municipality.

Developments which include both residential and commercial space must separate the estimated costs. All costs associated with both the commercial and residential areas must be included in Total Development Costs in the Development Budget. A narrative of the anticipated use of the commercial space must also be provided including an exact square footage so that the Agency can evaluate the impact of the commercial space on the development.

Applications must also provide a breakdown of any off-site improvements, site work, demolition costs, tap-in or municipal fees and/or any single budget line that includes multiple costs that are part of the Development Budget.

For applications involving rehabilitation and new construction buildings, the construction costs must be broken down to show separately the costs of new construction and rehabilitation.

Please note that if the development contains multiple buildings and only some buildings are located in a QCT/DDA, submit separate budgets for those buildings located in a QCT/DDA and those that are not in a QCT/DDA.

Please be advised that the Agency will be using the Unit Configuration and Rental Income Projections from the Core Application for the purpose of evaluating the Preliminary and Underwriting applications. This information must match the supporting documentation set forth in the Market Study/Housing Needs Assessment.

Per line instructions for completing the Operating Budget and budget narrative are attached. In addition, per unit controllable operating expense ranges by geographic region are available on the Agency's website. (Controllable operating expenses only include administrative expenses, excluding management fee, operating and maintenance expenses, and payroll. They do not include taxes, insurance, utilities, supportive services, and reserve for replacement expenses.) Per unit controllable operating expenses on the Application must be within these ranges in order to be considered a feasible Application. Waivers of this requirement may be made at the Agency's discretion.

Changes from the Preliminary Site Application to the Underwriting Application should be kept to a minimum.

---

## OPERATING BUDGET INSTRUCTIONS

---

The following descriptions are included to facilitate the preparation of the Operating Budget. For developments seeking Agency financing, they represent the key items the applicant must consider when preparing the Operating Budget. A narrative should be provided indicating the basis for the following numbers: gross rental income, commercial rental income, other rental income, service income, all payroll categories, real estate taxes, misc. taxes and insurance, supportive services, investor service fee, and any other categories that may require an explanation.

The per-unit controllable operating expenses must fall within the Agency's acceptable range or within the average range for the applicable management agent to meet the requirements for a feasible application. **The ranges are available on the Agency's website.** Please refer to this website for the requirements regarding the controllable operating expenses.

For underwriting purposes, the Agency will continue to trend income at 2% annually and expenses at 3% annually for the 2011 funding round.

1. **Gross Rental Income** - Annual gross potential income based on the monthly rents and unit configuration. The Gross Rental Income should be calculated from the Unit Configuration & Rental Income Projections schedule in the Application, using Column A, Tenant Paid Rent, and Column C, Rental Assistance Payment.
2. **Commercial Income** - Specify square footage and annual rent per square foot for each commercial space (stores or offices). Submit copies of leases or letters of intent to lease under Tab 18.
3. **Other Rental Income** - Other substantial rental revenue, including rental subsidies, parking and garages.
4. **Total Rental Income** - Add lines 1, 2, 3.
5. **Residential Vacancies** - A minimum of 1 unit vacant per month is required if less than 20 units. A minimum of 5% is required for 20 units or more.
6. **Commercial Vacancy** - A minimum of 10% is required.
7. **Total Vacancies** - Add lines 5,6.
8. **Net Rental Income** - Subtract line 7 from 4.
9. **Service Income** – Laundry income specifying owned or leased machines. If leased, reflect only the net income to the property. For underwriting purposes, service income may not exceed \$60 per unit per year and the budget should not include vending income. The Agency may require justification for any amount listed in this category.
10. **Effective Gross Income** - Add lines 8 & 9.

11. **Advertising & Renting** - Expenses for the ongoing rental of the units. Include advertising, marketing and referral fees.
12. **Office & Telephone**- Office expenses for an on-site office only. In addition, include costs for telephone, answering service, and pager rental.
13. **Management Fee** - Indicate the fee factor, or fee per unit, the Management Agent will accept as total compensation for services, and apply the factor to line 10. This is subject to Agency approval. The management fee factor should not be less than 5% nor exceed 10%. The fee factor budgeted should be the percentage expected to be maintained for at least the first three years of operations.
14. **Legal** - Budget only the legal fees and costs directly related to property operations. Partnership and syndication expenses are not property operating expenses.
15. **Audit** - Fees to prepare the annual audited financial statements.
16. **Miscellaneous Administrative Expense** - Anticipated costs of home visits, credit reports and miscellaneous overhead expenses.
17. **Total Administrative Expense** (Total Admin.)- Total lines 11 through 16.
- 18-22. **Utilities** - Utility costs by the respective line items for all annual utilities paid by the property. Include common areas and an allowance for tenant paid utilities, which may be required for vacant apartments. Include on each line item the anticipated consumption and unit cost.
23. **Total Property Paid Utilities** - Total of lines 18 through 22.
24. **Janitor/Maintenance Supplies** - Cost of all janitorial, maintenance and cleaning supplies.
25. **Operating/Maintenance Contracts** – Includes contracts for repairs, janitorial/cleaning, exterminating, and systems equipment.
26. **Rubbish Removal** - Cost of scheduled trash removal. Indicate whether the municipality or an outside contractor will provide the services.
27. **Security Payroll/Contract** – Includes cost of security service and security equipment. Also includes the cost of on-site personnel, indicating hours of coverage and hourly wage.
28. **Repairs Materials** - Supplies, tools, etc. for repairs to the building and equipment.
29. **Elevator Maintenance** - Estimate the cost of a full preventative maintenance contract, which is required by the Agency.
30. **HVAC Maintenance** - The cost for heating and air conditioning maintenance. Indicate if contracted services will be utilized.
31. **Grounds Maintenance/Snow Removal** - Landscape maintenance, snow removal and minor repairs to the parking area. Also include contracted services if they will be utilized.



32. **Painting and Decorating** - For properties financed by the Agency, \$20 per room per year is required.

<u>Unit</u> <u>Size</u>	<u>Number</u> <u>of</u> <u>Rooms</u>	<u>Unit</u> <u>Size</u>	<u>Number</u> <u>of</u> <u>Rooms</u>
SRO	1.5	3 Bdrm	5.5
EFF	2.5	4 Bdrm	6.5
1 Bdrm	3.5	5 Bdrm	7.5
2 Bdrm	4.5		

33. **Vehicle Operation & Repairs:** The cost of operating and repairing the property's motor vehicles and maintenance equipment, including motor vehicle insurance.
34. **Miscellaneous Operating & Maintenance** - Include any expenses that are not specifically budgeted on lines 29 through 38.
35. **Total Operating and Maintenance Expense** - Total lines 24 through 34.
- 36.-42. **Property Payroll** - Budget the payroll costs by the respective line items for all property personnel. Include hours/week and hourly rate for each person. See payroll breakdown below:

<b>Line No.</b>	Description	No. of hours per week	Salary	Employee Apt. <b>Line 39</b>	Payroll Taxes <b>Line 41</b>	Workers Comp. <b>Line 42</b>	Employee Benefits <b>Line 43</b>
<b>37</b>	Office						
<b>38</b>	Manager						
<b>39</b>	Janitor						
<b>40</b>	Maintenanc e						

43. **Total Payroll Expense** - Total lines 36 through 42.
44. **Real Estate Taxes:** Provide a detailed calculation of taxes at full assessment after rehabilitation or construction. Include estimated assessment and millage. This represents the amount the Agency will bill and escrow during the first year of operations that will be used to pay the real estate tax bills due in year two.

For properties seeking Agency financing, a letter from the tax assessor may be required. Submit all current year tax invoices. Include any applicable tax abatement information for the property.

45. **Property & Liability Insurance** - A written quote is required for properties of 12 units or more which includes the cost of hazard, general liability and other applicable premiums. This represents the amount the Agency will bill and escrow during the first year of operations that will be used to pay the insurance bill due in year two.
46. **Miscellaneous Taxes & Insurance Licenses/Permits** - Additional property taxes, such as business privilege taxes, which are not included on line 44. Also include occupancy permit fees and additional insurance not included on line 45.
47. **Total Taxes and Insurance** - Total lines 44 through 46.
48. **Total Supportive Services** – Cost for an ongoing supportive services program, including staffing and contracted services, if included in the proposal.
49. **Total Replacement Reserve** - For properties making application to the Agency the replacement reserve should be calculated using \$375.00 per unit for elderly, \$500.00 per unit for general or family, and \$200.00 per unit for single room occupancy proposals. The Agency may also make additional adjustments as deemed necessary during underwriting.
50. **Investor Service Fee** - Annual fee charged by equity investor, if applicable. The equity investor letter must state that the fee is to be paid yearly as a project operating expense. If the fee is not listed in the letter, it may not be paid from project operations. In addition, the fee must be budgeted to be paid from operations.
- 51-52. **Other**- Other operating expenses not addressed above.
53. **Total Operating Disbursements** - Total lines 17, 23, 35, 43, 47, 48, 49, 50, 51 and 52.
54. **Net Operating Income (NOI)** - Subtract line 53 from line 10.
55. **Primary Debt Service** - The mortgage that the property can support is determined by using a debt service coverage ratio of 115% based upon line 54.
56. **Service Fee** - Refer to Program Guidelines.
57. **Credit Enhancement** - Refer to Program Guidelines.
58. **Other Service Fee** – Reflects other allowable service fees, including HUD Risk Sharing Fee.
59. **Total Primary Debt Service** - Add lines 55, 56, 57 and 58.
60. **Initial Cash Flow** - Subtract line 59 from line 54.
61. **Primary Debt Service Coverage** - Divide line 54 by line 59. Refer to Program Guidelines for specific debt service requirements under the program(s) for which you are applying.

- 62. **PennHOMES Debt Service** - If cash flow (line 60) allows, calculate repayment of this debt. Refer to Program Guidelines.
- 63-64. **Other** – Debt Service (other than PennHOMES), if applicable.
- 65. **Total Secondary Debt Service** - Total lines 62 through 64.
- 66. **Secondary Cash Flow** - Subtract line 65 from line 60.

The applicant hereby certifies that all representations and documentation provided by the applicant and development team in connection with the development and this Application are, to the best of the applicant's knowledge, information and belief, true, correct, and complete. The applicant covenants to provide accurate and timely information to the Agency and to advise the Agency of any changes in this information, which may include without limitation, a change to the financial sources or structure of financing, replacement of any member of the development team, alteration of the proposed rent and income structures, throughout the application process.

In the event the Agency determines, in its sole discretion, that the applicant or a member of the development team knowingly withheld, misrepresented or fabricated information or documentation submitted to the Agency, the Agency may reject the Application or take other appropriate action.

The applicant hereby certifies that it is in compliance with all applicable program requirements for each development financed or funded by the Agency in which it has a material ownership or participation interest. Additionally, no development in which applicant has an interest as either a general partner or management agent has been reported to the Internal Revenue Service as being out of compliance and continues to be out of compliance with the requirements of the Tax Credit Program except as disclosed to the Agency on the written attachment hereto. (Please provide written description of any uncorrected non-compliance and describe steps taken to address.)

Furthermore, the Applicant represents that it will furnish promptly such other supporting information and documents as may be requested during tax credit and/or loan processing. The Applicant consents to all program compliance and financial statement investigations and credit bureau inquiries that the Agency deems appropriate. In addition, the Applicant agrees that it will comply with all applicable federal, state and local laws, rules and regulations regarding discrimination, sexual harassment, accessibility and fair housing, and will comply with all other applicable federal, state and local laws, guidelines, rules and regulations. The applicant will promptly disclose any federal, local or state audits, investigations or inquiries of it while this application is pending and shall continue to disclose such information until the project closes on its financing.

The applicant agrees that in making decisions, it does not and has not relied on any statement or information supplied by the Agency, but will seek and rely exclusively on its own independent counsel and advisors. By execution of this Application, the applicant understands and agrees that the Agency may conduct its own independent review and analysis of the information contained herein and in the attachments and exhibits hereto, that any such review and analysis will be made for the sole and exclusive benefit of the Agency. All information submitted by the applicant or gathered by the Agency is the sole property of the Agency and may be made public.

The applicant acknowledges and releases, discharges and holds the Agency harmless from any and all actions taken by it in relation to this application and hereby acknowledges that all information submitted or gathered by the Agency in the review of the Application is the sole property of the Agency and may become public information.

WITNESS:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

BY:

\_\_\_\_\_  
APPLICANT / DEVELOPER (TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**PUBLIC OFFICIAL EMPLOYEES DISCLOSURE STATEMENT**

Development Name: \_\_\_\_\_

Municipality, County: \_\_\_\_\_

1. Have you or any of the other persons among the entities involved in the development or members of your immediate family or business associates held positions as public officials or public employees within the last two years?

Yes  No

If "yes" please identify the persons, their relationship to the development sponsors, the public employer, the title of the position held, and a short description of job responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you or any of the other persons or entities involved in the development or members of your immediate family or business associates presently hold positions as public officials or public employees?

Yes  No

If "yes" and not fully described above, describe as per question 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the participation of any member of the development team prohibited by or in any way regulated by the terms of his or her regular employment?

Yes  No

If "Yes", explain fully.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you or any of the other persons involved in the development or members of their immediate family been employed by the Pennsylvania Housing Finance Agency in the last five years?

Yes  No

If "yes," identify the position held and the date of separation from the Agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the foregoing information is true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
APPLICANT/OWNER

\_\_\_\_\_  
DATED

# Property Operations Checklist

Items Included in the Application Package (TAB 2)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Budget Narrative	<input type="checkbox"/>		
Property and Liability Insurance Quote	<input type="checkbox"/>		
Management Fee Factor Between 5% and 10%	<input type="checkbox"/>		
Is Investor Service Fee paid from Project Operations	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is this language noted in the Syndication Letter	<input type="checkbox"/>		
Current Year Real Estate Tax Bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Real Estate Tax Projection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Letter from County Tax Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Abatement Information (PILOT, LERTA, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Tax Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Business Priviledge Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Housing Inspection License Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Income: Tenant Lease or Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Tax Credit and PennHOMES Selection Criteria

### A. Community and Economic Impact

20 points

It is the goal of the Agency to encourage affordable housing in areas with job opportunities; in areas near strong and stable communities and in areas which demonstrate the capacity for community revitalization opportunities. The Market Study /Needs Assessment must identify the criteria set forth in the Community and Economic Impact Selection Criteria for ranking consideration in this category. To that end, up to 20 points will be awarded to developments located in areas that demonstrate the following relative to the immediate market area:

1. Underserved Areas:

a. General Occupancy Developments -

- Low poverty rates
- Limited affordable housing options, both subsidized and non-subsidized
- Limited affordable housing production in past 20 years
- Close proximity to employment
- Strong housing markets
- High owner-occupied markets

b. Senior Occupancy Developments-

- Large number of seniors eligible for affordable housing
- Limited affordable housing options, both subsidized and non-subsidized
- Limited affordable housing production in past 20 years
- Close proximity to amenities for the senior population, including health and retail establishments, home health agencies, and hospitals.

AND/OR

2. Community Revitalization Plans – A critical circumstance is the development's forming an important part of a broader or comprehensive program of neighborhood improvement which has the capability of changing fundamentally the character of that neighborhood or enhancing the lives and amenities available to residents of the community. Such improvement should include the provision of mixed income housing. A program of neighborhood improvement includes municipal support articulated in a publicly approved community plan or in the form of significant funding commitments, or evidence of substantial major investment in the area that is consistent with an existing comprehensive plan for neighborhood improvement **which includes contributing to a transit oriented design initiative**. Such funding commitments or major investments cannot be derived solely from the development of Tax Credit properties and may include proposals participating in: Main Street, Elm Street, Neighborhood Partnership or other programs of the Pennsylvania Department of Community and Economic Development; the Agency's Homeownership Choice Programs; the Healthy Village Initiative of the Local Initiatives Support Corporation; the Blueprint Communities Initiative of the Federal Home Loan Bank or similar community support programs. Additionally, the plan should generally include municipal support, private investment and/or private sector commitments to the area. The Agency will consider in its evaluation of community impact the use of existing housing or buildings if the development is not located in a qualified census tract.

**B. Development Characteristics**

**30 points**

1. **Energy Conservation** – A maximum of 20 points may be achieved in this category.

Smart Site Selection - 5 points each may be awarded to those developments located in:

- Greyfield (Previously developed but abandoned site, typically with a parking area, such as an obsolete shopping center)
- Brownfield (A property on which redevelopment or reuse is complicated by the presence of a hazardous substance, pollutant or contaminant)
- Urban Infill (A vacant property or one containing a dilapidated residential structure, located within an existing developed residential neighborhood)
- Adaptive Reuse (The rehabilitation of an existing vacant building into housing or housing/commercial space)

Renewable Energy Systems - 5 points each may be awarded to those developments which incorporate:

- Solar Thermal - Solar thermal panels will be provided capable of supplying at least 5% of the development's estimated domestic hot water needs
- Solar Photovoltaic - Solar PV panels will be provided capable of supplying at least 5% of the development's estimated electrical demand
- Wind Power Generation - Wind turbine(s) will be provided capable of supplying at least 5% of the development's estimated electrical demand
- Geothermal Heating/Cooling - A geothermal system will be provided capable of satisfying the heating and cooling requirements for the entire development

Green Building - 5 points each may be awarded to those developments which use:

- Recycled Content Materials - Recycled materials shall make up 5% of the value of the construction materials
- Certified/Salvaged/Engineered Wood Products – At least 15% of the cost of all wood products shall be for materials certified in accordance with the Forest Stewardship Council, salvaged wood, or engineered framing materials.
- Construction Waste Management – At least 15% of non-hazardous construction and demolition debris shall be recycled or salvaged.

The Agency will review the architectural documents submitted with the proposal to confirm the existence of the proposed amenities. A certification from the design architect verifying the inclusion of the amenities in the development must be submitted with the Application. Confirmation from the construction contract administration architect is required with the submission of the cost certification documents. Amenities should be appropriate for the proposed resident population. The appropriateness and adequacy of the proposed amenities for ranking purposes will be determined at the sole discretion of the Agency. Verification of the availability of all amenities may be required by the Agency at any time and throughout the development's compliance period.



2. Site Selection Score - As part of the Agency's review of the Preliminary Application, the Agency conducted a development site visit. Points may be awarded up to 10 points for those developments with the following scores:

<u>Score</u>	<u>Points</u>
>70-85	5
>85-100	10

\*Additional Points awarded to Preservation developments (up to an additional 25 points) from the Agency's review of the Preliminary Application will not be used in determining the Site Selection Score.

**C. Resident Population and Services**

**50 points**

1. Income and Rent Targeting – The applicant may be awarded up to 20 points for developments that are designed to be substantially occupied by and affordable to residents with incomes that are at or below 50 percent of the area median income. Points will be considered for the following percentages of units affordable to and occupied by residents whose incomes are at or below 50 percent of area median income:

<u>Percentage</u>	<u>Points</u>
>10-20%	4
>20-30%	8
>30-40%	12
>40-50%	16
>50%	20

2. Designated Populations & Supportive Services – To receive points in this category, the development will provide evidence that appropriate services will be provided for the entire resident population for the duration of the compliance period. Evidence consists of a supportive services plan that:

- Is specific to the development and effectively addresses the anticipated service needs of the target resident population.

General occupancy developments should deliver or coordinate services that: improve building and unit maintenance; stabilize occupancy by improving residents' ability to uphold their lease obligations; and enhance quality of life through increased self-sufficiency and programs that improve life skills, employment, education, income/asset building, child and youth development, community building, and access to services.

Senior occupancy developments should deliver or coordinate services that: stabilize occupancy by improving residents' ability to uphold their lease obligations throughout the aging process and enhance quality of life through improved access to services and benefits, health promotion, community building, and socialization.

Developments for populations with special needs should deliver or coordinate services that stabilize occupancy by improving residents' ability to uphold their lease obligations and enhance quality of life through improved access to services that support the needs of the targeted population.

- Includes sufficient funds to implement the described plan of services. It is recommended that this funding be set aside in a supportive services escrow account, but the development's annual operating budget, collaboration with a community-based service provider (include letter of intent or Memorandum of Understanding) or funds from other identified sources may be used. If currently committed funds fall short of the cost of services for at least the first fifteen year period, identify how services will be funded for the remainder of the compliance period.
- Utilizes a service provider/coordinator with the capacity to implement described plan of services. The recommended minimum is 1 hour of on-site dedicated staffing per week for every 5 units. Services staff should have access to a computer with Internet and email capabilities. There should be sufficient space to carry out the described services, including adequate office and community space.

Satisfactory completion of the above three factors are the minimum requirements for 5 points. Establishment of a services escrow account with sufficient funding for 15 years of service and meeting or exceed the recommended minimum on-site staffing may result in an additional 5 points.

Confirmation from the service provider regarding the availability of applicable services at initial occupancy of the development will be required prior to issuing the IRS Form 8609. To ensure the continued provision of supportive services, the Restrictive Covenant Agreement will reflect such commitment.

### 3. Accessible Units –

Consideration may be given to developments where the developer agrees to provide twice as many fully accessible units as are otherwise required (under local, state, or federal mandate, whichever is greater) in the development. All employee units and market rate units must be included in the total unit count when calculating the required number of accessible units. The developer must certify that these units are accessible and, that during initial lease up, the developer will exclusively reserve the units for occupancy by persons needing the accessible units for the first thirty days. Thereafter, the developer will include certain provisions in the lease to allow the units to be occupied by persons who need the accessible features of the units, to the greatest extent feasible. Evidence of enforcement of the lease provisions will be required and implementation and adherence to additional outreach programs to identify and match qualified residents who need the accessible features within the development may be required throughout the compliance period which may include contacting the Agency prior to renting the unit to persons who do not require the accessible features in accordance with the Agency's Accessible Unit Policy.

Terms addressing the accessible units and the subsequent rental of these units will be incorporated in the Restrictive Covenant Agreement. In addition, a certification from the design architect verifying the inclusion of the accessible units in the development will be required at the time of application. Confirmation from the construction contract administration architect will be required with the submission of the cost certification documents. For preservation developments, consideration will be given for points under this category if the development increases the number of fully accessible units which meet current standards in the development by at least 5 percent of the total units available. **If an existing development already has twice the federal minimum number of accessible units that meet current accessibility standards, they will be eligible to receive points in this category.** (All other requirements applicable to rental and long term occupancy of these units are the same.) (10 points)

4. Large Families – Up to 10 points may be awarded for those developments providing units with three or more bedrooms for large families. High rise developments and senior housing cannot qualify for this category. Points will be considered for developments that include the following percentages of units with three or more bedrooms:

<u>Percentage</u>	<u>Points</u>
>15-20%	6
>20-25%	8
>25%	10

A certification from the design architect verifying the number of large family units in the development will be required at the time of application. Confirmation from the construction contract administration architect will be required with the submission of the cost certification documents. For developments not requiring the services of an architect, the certifications may be provided by the general contractor.

**D. Development Process**

**25 points**

1. Noncompliance – The Agency may deduct up to 10 points from the score for proposals involving either an applicant (or any related entity) that owns a managing or controlling interest in a Pennsylvania Tax Credit development or a management agent of such development who has unresolved IRS Form 8823 noncompliance issues, has not met the requirements of the Restrictive Covenant Agreement or failed to meet the selection criteria for which an allocation of Tax Credits was made.
  
2. Ability to Proceed – Points will be awarded for, zoning, committed funding sources and equity investment. As the Agency strives to make resources available to those projects which can quickly and effectively utilize its resources, consideration will be given to those properties which can demonstrate the ability to proceed. A total amount of 25 points may be awarded in this category.
  - Zoning (5 points) – The developer must demonstrate that zoning is in place for all sites included in the Application which may include evidence that variances/special exceptions have been approved or **a letter from the local planning commission that supports any required variance/special exceptions.**
  
  - Equity Investment (10 points) – The developer must submit evidence, satisfactory to the Agency that an equity investor has been secured for the development. Consideration in this category will be given if such evidence demonstrates, satisfactory to the Agency that a direct investor has been secured for the investment or if the syndicator’s letter shows that the funds have been committed to the project.
  
  - **Commitment of Funds (Up to 10 points) – The developer must provide evidence, satisfactory to the Agency, that all funding commitments from public and private lenders have been secured. A minimum level of funding as determined by the Agency based upon availability in both Participating Jurisdictions and Non-Participating Jurisdictions will be required for consideration in this category. Evidence of said commitments shall include a firm commitment of funding and shall set forth the terms and conditions of said funding.**

**E. Development Cost Savings**

**10 points**

The Agency may award up to 10 points to Applications which have Maximum Basis (as defined in the Allocation Plan) below the Maximum Per Unit Basis Limitations ("Max Basis") as shown below. Points in this category will generally only be considered for substantial rehabilitation or new construction developments which evidence quality construction at efficient cost levels. (Most preservation deals would not qualify for this category). In addition to submission of certifications that the building as designed and as constructed will meet/meets all labor and material standards set forth in applicable local or statewide codes (without sacrificing unit size and other building amenities), the Agency reserves the right to require additional certifications from local officials or building design professionals prior to the issuance of an IRS Form 8609 for the building or to conduct its own site visits during construction to ensure that the quality of construction is not compromised by cost savings.

<u>Percentage Below Max Basis:</u>	<u>Points</u>
10-20%	5
>20%	10

**F. Other**

**10 points**

Complete and Accurate Application Package – Up to 10 points will be added to the total score of an application for completeness and for including all essential components necessary for the Agency to determine financial feasibility and project eligibility.

**Total Points Available**

**145 points**

**Tab 3 - Selection Criteria Self-Scoring**

All applicants must complete the Selection Criteria Self-Scoring Sheet. Prior to completing, review the Selection Criteria as presented in the 2011 Allocation Plan. A narrative of the applicant's selections is recommended but not required.

## SELECTION CRITERIA SELF-SCORING SHEET

(Submit under Tab # 3)

All Applications submitted under the PennHOMES and Tax Credit Programs will be ranked in accordance with the Selection Criteria shown in the application instructions. The applicant should complete this self-scoring sheet and submit under Tab 3 to the Application. The self-scoring sheet will assist the Agency in its review of the Application, and will demonstrate for the applicant the competitiveness of the proposal. The Selection Criteria in the Allocation Plan and Tab #3 provides a detailed description of each of these Criteria. Please refer to the Selection Criteria as needed to determine the appropriate ranking considerations for each category.

### A. Community and Economic Impact

20 points

#### 1. Underserved Areas

- \_\_\_\_\_ a. General Occupancy Developments
- Low poverty rates
  - Limited affordable housing options, both subsidized and non-subsidized
  - Limited affordable housing production in past 20 years
  - Close proximity to employment
  - Strong housing markets
  - High owner-occupied markets
- \_\_\_\_\_ b. Senior Occupancy Developments
- Large number of seniors eligible for affordable housing
  - Limited affordable housing options, both subsidized and non-subsidized
  - Limited affordable housing production in past 20 years
  - Close proximity to amenities for the senior population, including health and retail establishments, home health agencies and hospitals

AND/OR

#### 2. Community Revitalization Plans

\_\_\_\_\_ Community Revitalization Plans – A critical circumstance is the development's forming an important part of a broader or comprehensive program of neighborhood improvement which has the capability of changing fundamentally the character of that neighborhood or enhancing the lives and amenities available to residents of the community. Such improvement should include the provision of mixed income housing. A program of neighborhood improvement includes municipal support articulated in a publicly approved community plan or in the form of significant funding commitments, or evidence of substantial major investment in the area that is consistent with an existing comprehensive plan for neighborhood improvement which includes contributing to a transit oriented design initiative. Such funding commitments or major investments cannot be derived solely from the development of Tax Credit properties and may include proposals participating in: Main Street, Elm Street, Neighborhood Partnership or other programs of the Pennsylvania Department of Community and Economic Development; the Agency's Homeownership Choice Programs; the Healthy Village Initiative of the Local Initiatives Support Corporation; the Blueprint Communities Initiative of the Federal Home Loan Bank or similar community support programs. Additionally, the plan should generally include municipal support, private investment and/or private sector commitments to the area. The Agency will consider in its evaluation of community impact the use of existing housing or buildings if the development is not located in a qualified census tract

**Total Points Community and Economic Impact** \_\_\_\_\_

**B. Development Characteristics**

**30 points**

1. Energy Conservation/Green Building – The Agency may award **up to 20 points maximum** for the provision of the following: (initial all that apply)

Smart Site Selection - 5 points for each if the development is located on, or is a

- \_\_\_\_\_ Greyfield (Previously developed but abandoned site, typically with a parking area, such as an obsolete shopping center)
- \_\_\_\_\_ Brownfield (A property on which redevelopment or reuse is complicated by the presence of a hazardous substance, pollutant or contaminant)
- \_\_\_\_\_ Urban Infill (A vacant property or one containing a dilapidated residential structure, located within an existing developed residential neighborhood)
- \_\_\_\_\_ Adaptive Reuse (The rehabilitation of an existing vacant building into housing or housing/commercial space)

Renewable Energy Systems – 5 points each if the development will include the following:

- \_\_\_\_\_ Solar Thermal - Solar thermal panels will be provided capable of supplying at least 5% of the development's estimated domestic hot water needs
- \_\_\_\_\_ Solar Photovoltaic - Solar PV panels will be provided capable of supplying at least 5% of the development's estimated electrical demand
- \_\_\_\_\_ Wind Power Generation - Wind turbine(s) will be provided capable of supplying at least 5% of the development's estimated electrical demand
- \_\_\_\_\_ Geothermal Heating/Cooling - A geothermal system will be provided capable of satisfying the heating and cooling requirements for the entire development

Green Building/Sustainability – 5 points each if the development will include the following:

- \_\_\_\_\_ Recycled Content Materials - Recycled materials shall make up 5% of the value of the construction materials
- \_\_\_\_\_ Certified/Salvaged/Engineered Wood Products – At least 15% of the cost of all wood products shall be for materials certified in accordance with the Forest Stewardship Council, salvaged wood, or engineered framing materials.
- \_\_\_\_\_ Construction Waste Management – At least 15% of non-hazardous construction and demolition debris shall be recycled or salvaged.

*Total Points for B.1.* \_\_\_\_\_

2. **Site Selection Score** - As part of the Agency's review of the Preliminary Application, the Agency conducted a development site visit. Points may be awarded up to 10 points for those developments with the following scores:

<u>Score</u>	<u>Points</u>
>70-85	5
>85-100	10

\_\_\_\_\_ Site Selection Score

Points for B.2. \_\_\_\_\_

\*Additional Points awarded to Preservation developments (up to an additional 25 points) from the Agency's review of the Preliminary Application will not be used in determining the Site Selection Score.

**Total Points for Development Characteristics** \_\_\_\_\_

**C. Resident Population and Services**

**50 points**

1. Income and Rent Targeting – Up to 20 points may be awarded for developments that are designed to be substantially occupied by and affordable to residents with incomes that are at or below 50% of the area median income. Points will be considered for the following percentages of units affordable to and occupied by residents whose incomes are at or below 50% of area median income:

<u>Percentage</u>	<u>Points</u>
>10-20%	4
>20-30%	8
>30-40%	12
>40-50%	16
>50%	20

Indicate the number of units to be occupied by and affordable to residents at or below 50 percent of area median income: \_\_\_\_\_

Points for C.1. \_\_\_\_\_



2. Designated Populations & Supportive Services – To receive points in this category, the development will provide evidence that appropriate services will be provided for the entire resident population for the duration of the compliance period. Evidence consists of a supportive services plan that:

- Is specific to the development and effectively addresses the anticipated service needs of the target resident population.

General occupancy developments should deliver or coordinate services that: improve building and unit maintenance; stabilize occupancy by improving residents' ability to uphold their lease obligations; and enhance quality of life through increased self-sufficiency and programs that improve life skills, employment, education, income/asset building, child and youth development, community building, and access to services.

Senior occupancy developments should deliver or coordinate services that: stabilize occupancy by improving residents' ability to uphold their lease obligations throughout the aging process and enhance quality of life through improved access to services and benefits, health promotion, community building, and socialization.

Developments for populations with special needs should deliver or coordinate services that stabilize occupancy by improving residents' ability to uphold their lease obligations and enhance quality of life through improved access to services that support the needs of the targeted population.

- Includes sufficient funds to implement the described plan of services. It is recommended that this funding be set aside in a supportive services escrow account, but the development's annual operating budget, collaboration with a community-based service provider (include letter of intent or Memorandum of Understanding) or funds from other identified sources may be used. If currently committed funds fall short of the cost of services for at least the first fifteen year period, identify how services will be funded for the remainder of the compliance period.
- Utilizes a service provider/coordinator with the capacity to implement described plan of services. The recommended minimum is 1 hour of on-site dedicated staffing per week for every 5 units. Services staff should have access to a computer with Internet and email capabilities. There should be sufficient space to carry out the described services, including adequate office and community space.

Satisfactory completion of the above three factors are the minimum requirements for 5 points. Establishment of a services escrow account with sufficient funding for 15 years of service and meeting or exceed the recommended minimum on-site staffing may result in an additional 5 points.

Confirmation from the service provider regarding the availability of applicable services at initial occupancy of the development will be required prior to issuing the IRS Form 8609. To ensure the continued provision of supportive services, the Restrictive Covenant Agreement will reflect such commitment.

*Points for C.2.* \_\_\_\_\_

3. Accessible Units - The Agency may award **10 points** for developments providing twice as many fully accessible units than otherwise required (under local, state, or federal mandate, whichever is greater). For preservation developments, consideration will be given if the development increases the number of accessible units by at least five percent of the total number of units.

Number of accessible units required under local mandate: \_\_\_\_\_  
 Number of accessible units required under state mandate: \_\_\_\_\_  
 Number of accessible units required under federal mandate: \_\_\_\_\_  
 Number of accessible units to be provided: \_\_\_\_\_

**Preservation Developments:**

Number of existing fully accessible units: \_\_\_\_\_  
 Number of fully accessible units to be provided: \_\_\_\_\_

*Points for C.3.* \_\_\_\_\_

4. Large Families – Up to 10 points may be awarded for those developments providing units with three or more bedrooms for large families, based on the following percentages:

Percentage	Points
>15-20%	6
>20-25%	8
>25%	10

(High rise and senior developments cannot qualify for this category.)

State number of three or more bedroom units to be developed: \_\_\_\_\_

State percentage of three or more bedroom units to the total number of units in the development: \_\_\_\_\_

*Points for C.4.* \_\_\_\_\_

**Total Points for Resident Population and Services** \_\_\_\_\_

**D. Development Process**

**25 points**

1. Noncompliance – The Agency may deduct up to 10 points from the ranking score for proposals involving either an applicant (or any related entity) that owns a managing or controlling interest in a Pennsylvania Tax Credit development or a management agent of such development who has unresolved IRS Form 8823 noncompliance issues, has not met the requirements of the Restrictive Covenant Agreement or failed to meet the selection criteria for which an allocation of Tax Credits was made.

*Negative points for D.1.* \_\_\_\_\_

2. **Ability to Proceed** – Points will be awarded for site ownership, zoning, site plan approval, construction and architectural submissions and committed funding sources and equity investment. As the Agency strives to make resources available to those projects which can quickly and effectively utilize its resources, consideration will be given to those properties which can demonstrate the ability to proceed. A total amount of 25 points may be awarded in this category. (The Selection Criteria in the Allocation Plan and Tab #3 provides a detailed description of each of these Criteria.)

- \_\_\_\_\_ Zoning (5 points)
- \_\_\_\_\_ Equity Investment (10 points)
- \_\_\_\_\_ Commitment of Funds (Up to 10 points)

Points for D.2. \_\_\_\_\_

**Total Points for Development Process** \_\_\_\_\_

**E. Financial Aspects of Development** **10 points**

1. **Development Cost Savings** – The Agency may award up to 10 points to Applications which have a Maximum Basis (as defined in the Allocation Plan) below the Maximum Per Unit Basis Limitations. Points in this category will generally only be considered for substantial rehabilitation or new construction developments which evidence quality construction at efficient cost levels. Most preservation applications will not qualify for this category.

Percentage Below Max Basis:	Points
10-20%	5
>20%	10

Points for E.1. \_\_\_\_\_

**Total Points for Financial Aspects of Development** \_\_\_\_\_

**F. Other** **10 points**

Complete and Accurate Application Package – **Up to 10 points** will be added to the total score of an application for completeness and for including all essential components necessary for the Agency to determine financial feasibility and project eligibility.

**Total Points for Other** \_\_\_\_\_

**Estimation of Total Points Through Self-Scoring \*** \_\_\_\_\_ \*

**\*Note:** If less than **80 points**, the application will not qualify for funding and Tax Credits and should not be submitted.

# Pennsylvania Housing Finance Agency

## 2011 Preliminary Site Application

### Site Evaluation Form

---

Date of Site Inspection: \_\_\_\_\_

Development Name: \_\_\_\_\_ Application # \_\_\_\_\_

Address of proposed site: \_\_\_\_\_

County: \_\_\_\_\_ Region \_\_\_\_\_

Type of Development: Elderly \_\_\_\_ General Occupancy \_\_\_\_ Number of Units: \_\_\_\_\_

Special Needs \_\_\_\_ Preservation \_\_\_\_

---

Evaluation of sites will involve a relative comparison with other applications in the same geographic set-aside. The Agency will consider revitalization plans and other proposed developments based on certainty, extent and timing. The score for a particular category will also consider the project's tenant type (family/elderly/supportive housing/preservation).

#### 1) Neighborhood Characteristics

- Trend and direction of real estate development and area economic health.
- Physical condition of buildings and improvements in the immediate vicinity.
- Concentration of affordable housing, including HUD, Rural Development and LIHTC properties as well as unsubsidized, below-market housing.
- Community Impact
- Transit Oriented Design
- Neighborhood stability and security (crime, vandalism vacant units etc.)
- Located in a Distressed, Enterprise or Empowerment Zone, Brownfield, Elm Street, Main Street, Neighborhood Partnership or Blueprint Community.

**Guide:** The maximum score for this section is 25 points and is based in part on the presence of any deteriorated structures and how close they are to the site. (Take into consideration Infill housing here as well). Another aspect is whether the location is conducive for building apartments from a present-day and long-term real estate perspective. How much recent investment is evident? Is the site in a growing or declining part of town? Community Revitalization plans are particularly important in this category. A score may be reduced due to housing that has no government support.

Below Average

0 – 5 Points

Average

6 – 15 Points

Above Average

16 – 25 points

## 2) Site Suitability and Building Location

- Effect of industrial, large-scale institutional or other incompatible uses, including but not limited to: wastewater treatment facilities, high traffic corridors, junkyards, prisons, landfills, wetlands, distribution facilities, frequently used railroad tracks, power transmission lines and towers, factories or similar operations, sources of excessive noise and sites with environmental concerns (such as odors and pollution).
- Adequate traffic safety controls (i.e. stop lights, speed limits, turn lanes). Burden on public facilities (particularly roads). Access to mass transit (if applicable).
- Degree of negative features, design challenges, physical barriers or subsurface conditions that will impede project construction or adversely affect future tenants: power transmission lines and towers, flood hazards, steep slopes, presence of rock, mining, sink holes, streams, wetlands and other similar features (for adaptive reuse developments – suitability for residential use and difficulties posed by the building(s), such as limited parking, environmental problems or the need for excessive demolition) and the extent that the location is isolated.
- Proximity of the buildings to adjacent structures would be problematic due to height and/or scale.
- The project would not be visible to potential tenants using normal travel patterns.
- Previous use of the site
- Below grade units.
- Utility availability

**Guide:** The maximum score for this category is 25 points and is primarily based on whether the tenants would feel as if they are part of the community. Evaluation of isolation is different for rural, suburban and urban settings. The focus of scoring is incompatible uses and their effect on the tenants. Consider if the street(s) and traffic controls (lights, stop signs, speed limits, turning lanes) are adequate? Building height and density are crucial factors. The score will not be reduced if the only difference is that the development would be newer and/or of a higher quality. Would any potential renters see the buildings by driving by? Are there obvious physical barriers to the development?

Below Average

0 – 5 Points

Average

6 – 15 Points

Above Average

16 – 25 points

**3) Availability, Quality and Proximity of Services, Amenities and Features**

___grocery store	___schools/athletic fields	___hospital
___mall/shopping center	___day care / after school program	___basic health care
___community/senior center	___public parks	___pharmacy
___public transportation	___library	___gas station
___restaurants	___employment	___convenience store

**Guide:** The maximum score for this category is 25 points and the quality and proximity of the above determine the score. Some of these may overlap, such as day care provided at community center. Proximity is less about map distance than the trip itself (what it would be like to make the trip on a regular basis).

Below Average

0 – 5 Points

Average

6 – 15 Points

Above Average

16 – 25 points

**4) Marketability/Need**

- Primary and secondary capture rates
- Rent competitiveness
- Internal rental subsidy

**Guide:** The maximum score for this category is 25 points. The primary capture rate should be less than 2% for Suburban and Urban developments and less than 4% for Rural developments to receive Above Average points. A 15%+ capture rate is automatic 0.

Below Average

0 – 5 Points

Average

6 – 15 Points

Above Average

16 – 25 points

**5) Preservation Criteria (for preservation developments only)**

- Condition of site: paving, sidewalks, curbs, landscaping, grading, storm water system.
- Condition of exterior of building(s): siding, roofing, windows, doors, foundations.
- Condition of interior of building(s): finishes, appliances, cabinetry, plumbing/lighting fixtures, size and layout of units.
- Condition of mechanical systems: age, upkeep, efficiency.
- Accessibility of entire development: site, building entrance, common areas, accessible units.
- Is the development in need of rehab and updating?
- Is this a worthwhile use of the Agency's resources?

Below Average

0 – 5 Points

Average

6 – 15 Points

Above Average

16 – 25 points

#### **Tab 4 - Market Study/Housing Needs Assessment**

**If the Market Study/Needs Assessment is not completed by the appropriate party or is not in the Agency's format, the Application may be rejected and returned to the applicant.**

A comprehensive Market Study/Housing Needs Assessment ("MS/HNA"), completed within 12 months of the Application date, of the housing needs of low-income individuals in the area to be served by the development must be submitted at the time of application. Waived from this requirement are developments with a reservation of Tax Credits from a previous year in which a MS/HNA was submitted at the time of the original reservation.

If an applicant is applying only for PennHOMES funds and the development is either serving special needs residents in 100 percent of the units, or is a preservation proposal which has a stable occupancy, a waiting list of at least 10 percent of the units and is not converting to market rate housing, then the applicant has the option of completing the Market Study/Housing Needs Assessment report using an independent market analyst or his/her own resources and data.

The MS/HNA consists of four parts: 1) the Market Study/Housing Needs Assessment Form; 2) the PHFA Housing Inventory Request Form; 3) the Housing Providers Needs Assessment Form; and, (4) the Comparable Housing Survey Form. The MS/HNA must be performed and completed by an independent, experienced market analyst specifically qualified in affordable rental markets of Pennsylvania. If the MS/HNA is not completed by the appropriate party or is not in the Agency's format, the Application may be rejected by the Agency.

The assumptions used in the MS/HNA (e.g. number of units, housing type, unit mix, projected rents, income targeting) must precisely reflect the information contained in the development's Application. Proposals that include a MS/HNA that is inconsistent with or does not accurately reflect the information submitted in the Application will be rejected.

In all instances, the Agency reserves the right to order its own or an additional MS/HNA on any development. Applications may be rejected if the proposed development is not supported by an independent MS/HNA acceptable to the Agency or if Agency staff determines that there will be an adverse impact on the marketability of existing affordable housing developments or initiatives in the area. The MS/HNA shall become the property of the Agency and may be subject to public dissemination.

All Applications must include a map showing the proposed site and the surrounding area.



**For Preliminary Site Applications submitted by November 5, 2010, The Agency will only accept this form without modification for processing.**

The completion date of this Market Study/Housing Needs Assessment must be within twelve (12) months of the application date.

If the market analyst has questions on completing this form, please call the Development Division at (717) 780-3876 or the Tax Credit Division at (717) 780-3948.

**MARKET STUDY/HOUSING NEEDS ASSESSMENT**

\_\_\_\_\_  
Proposed Development Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City County (ZIP)

Housing Type:    \_\_\_\_\_ Elderly 62+        \_\_\_\_\_ General Occupancy  
                                 \_\_\_\_\_ Elderly 55+        \_\_\_\_\_ Other (describe)

Total Number of Rental Units: \_\_\_\_\_

The market analyst must first define the primary market area by the zip code(s) or census tract(s). Once the primary market area is defined, the analyst **MUST** request a listing of existing PennHOMES and Tax Credit housing developments located within the primary market area using the attached PHFA Housing Inventory Request Form. Attach the listing to this study with the current occupancy and waiting lists for each development that may be impacted by the proposal. Refer to #10 below.

Additional information sheets may be attached and must reference the appropriate category.

1. Provide a narrative describing the primary and secondary market areas and the factors used in making your determination and attach a street map showing the proposed site and surrounding area in addition to outlining the primary market area. List each zip code/census tract or part thereof which comprises the primary market area that specifically references the location of the proposed site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provide photographs of the site from a minimum of two perspectives. The photographs must be either originals or color copies and should be dated. For multiple sites, the photographs must identify the site address. All photographs must be clear and show the detail of any buildings. (Attach photos on a separate page.)
3. The Market Analysts should determine whether the proposed development is located in an urban, suburban, or rural area and explain the methodology for their determination.

\_\_\_\_\_ Urban                      \_\_\_\_\_ Suburban                      \_\_\_\_\_ Rural

---

---

---

---

---

---

---

4. Provide the number of age and income qualified renter and homeowner households for the primary market area from the 2000 census, and a five-year projection. Discuss the population trend and the three factors that are having the most impact on the trend.

2000 \_\_\_\_\_ 5-year Projection from current date \_\_\_\_\_

Data Source:

5. Using the number of age and income qualified renter and homeowner households located within the primary market area, compute the development specific capture rate percentage using the 2000 Census data. The minimum household income being used for total housing expenses should not exceed a total housing expense to income ratio of 40% and 45% for general and elderly occupancy designated projects, respectively.

Provide the total/sum of the renter and homeowner households in the primary market area by age and income qualifications. The minimum household income being used for total housing expenses should not exceed 40% for general occupancy or 45% for elderly occupancy. Based on this information compute the development specific primary market area's capture rate percentage for the qualified households to the projected number of units being proposed by income type.

The total number of units proposed \_\_\_\_\_ divided by the number of age and income qualified households \_\_\_\_\_ equals a capture rate of \_\_\_\_\_%.

In addition to the development specific capture rate, compute the overall primary market area's capture rate percentage, which incorporates both the number of units proposed for the subject property and the total of similar (general, senior, bedroom size, homeless special needs etc.) existing and proposed PennHOMES and Tax Credit units in the primary market area. If the proposed development includes Project Subsidized units, also include like developments in the PMA.

The total number of units \_\_\_\_\_ divided by the number of age and income qualified households equals an overall capture rate of \_\_\_\_\_%.

6. Interview and/or survey neighborhood groups, grassroots organizations, local community development corporations, potential tenant populations, and local government officials to determine support, interest and/or opposition to the proposed development, as well as identifying other proposed housing for the area. List all people interviewed, including phone numbers, and discuss the comments received below:

---

---

---

---

---

7. Analyze the suitability of the site for the subject development including accessibility to employment and services and its compatibility with surrounding uses, including economic benefits to the area and/or the proposed residents.

---

---

---

---

---

---

---

8. Complete the first section of the attached Housing Providers Needs Assessment Form and forward it to the Executive Director of the appropriate County and/or Local Housing Authority and/or Public Housing Agency serving the market area. The response must be incorporated into your evaluation and attached to this final report. If no response, document the date sent to the Housing Authority.

---

---

---

---

9. List the name and address of all subsidized housing developments within the primary market area, including current occupancy levels and number of persons on the waiting list. If you are aware of any deviations in the occupancy levels and size of the waiting list in the past 2 or 3 years, please describe.

---

---

---

---

---

---

---

---

10. Discuss the availability of affordable housing options including home ownership opportunities for the target population. Describe the age, condition, etc, of housing, and the extent of abandoned housing and other buildings within the primary market area. If possible identify any substandard housing in the primary market area.

---

---

---

---

---

---

---

---

---

---

11. Discuss the short and long-term impact that the subject development may have on existing and/or proposed affordable market rate, Tax Credit, and subsidized housing located within the primary market area including the information provided in the PHFA Housing Inventory Request Form. List the properties and identify the current occupancy and number of persons on the waiting list for these properties.

---

---

---

---

---

---

---

---

---

---

12. List market rental comparables (no income restrictions) within the Primary Market Area. *Do not use rent subsidized developments.* Attach a color photo of each comparable. A minimum of three comparables should be submitted. If comparables cannot be located, a thorough explanation must be provided and report what type of rental housing is available in the market. Attach a map identifying the location of the subject and comparables. Please use the attached Comparable Housing Survey forms.

13. Summarize the comparable unassisted market rent for each unit size.

<u>Unit Size</u>	<u>Rent</u>		<u>Tenant Paid</u>		<u>Adjusted</u>
			<u>Utilities</u>		<u>Market Rent</u>
One-bedroom	\$ _____	+	\$ _____	=	\$ _____
Two-bedroom	\$ _____	+	\$ _____	=	\$ _____
Three-bedroom	\$ _____	+	\$ _____	=	\$ _____
Four-bedroom	\$ _____	+	\$ _____	=	\$ _____

14. Compute the Pricing Advantage of the subject development's proposed rents to the Adjusted Market Rent.

<u>Unit Size</u>	<u>Subject Rent</u>		<u>Adjusted</u>		<u>Pricing</u>
			<u>Market Rent</u>		<u>Advantage*</u>
One-bedroom	\$ _____		\$ _____		_____ %
Two-bedroom	\$ _____		\$ _____		_____ %
Three-bedroom	\$ _____		\$ _____		_____ %
Four-bedroom	\$ _____		\$ _____		_____ %

\*Calculated by subtracting the Subject Rent from the Adjusted Rent and dividing the difference by the Subject Rent.

15. **For existing facilities applying for preservation funding** provide evidence indicating that the development is or is not a likely candidate for converting to a market rate rental development that may not be affordable to the existing residents. Factors to consider include, but are not limited to, demand for or waiting list of market rate units within the primary market area, significant increases in rents at other market rate properties, significant increases in median incomes and property values within the primary market area, and the development's location or proximity to new economic development which is creating higher than average new employment opportunities.

---

---

---

16. **For developments seeking consideration under the Community and Economic Impact Selection Criteria** provide a brief one page narrative demonstrating the capacity for community revitalization opportunities. Factors to consider include, but are not limited to, for general occupancy developments: low poverty rates, limited affordable housing options, both subsidized and non-subsidized, limited affordable housing production in past 20 years, close proximity to employment, strong housing markets, and high owner-occupied markets. For senior occupancy developments: large number of seniors eligible for affordable housing, limited affordable housing options, both subsidized and non-subsidized, limited affordable housing production in past 20 years, and close proximity to amenities for the senior population, including health and retail establishments, home health agencies, and hospitals.

---

---

---

17. Based on the aforementioned information, discuss your support for the proposed development or provide recommendations and/or suggest modifications. This should include your conclusion regarding the need and marketability of the proposed housing. Also, estimate the absorption period and ongoing vacancy rate for the proposed housing based upon comparables and/or housing experience.

---

---

---

Submitted by:

_____	_____
Date	Name (type or print)
	_____
	Title
	_____
	Firm
	_____
	Address
	_____
	Phone Number
	_____
	FAX Number
	_____
	Email

## PHFA HOUSING INVENTORY REQUEST FORM

Date: \_\_\_\_\_

**Person Requesting Information** \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail Address \_\_\_\_\_

How would you like your request returned? FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

**Development Name (if known)** \_\_\_\_\_

Exact Site Location/Address \_\_\_\_\_

---

### **Requesting Information For**

Exact Site Municipality \_\_\_\_\_

County \_\_\_\_\_

Zip Code(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Census Tract(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information and/or Comments

\_\_\_\_\_  
\_\_\_\_\_

Submit your request by fax 717-780-1811 or by e-mail [llutz@phfa.org](mailto:llutz@phfa.org) .

The above information describes the location of the proposed site and additional details to be utilized by the Agency in response to the PHFA Housing Inventory request. The inventory is for information purposes only.

## HOUSING PROVIDERS NEEDS ASSESSMENT

**The attached form is to be completed by the County and/or Local Housing Authority and/or other public housing agencies serving the market area of the proposed development and returned within 5 days to the market analyst.**

*The first section of the form describing the proposed development is to be completed by the market analyst and submitted to the housing authority with the attached form.*

The following proposed development intends to apply to the Pennsylvania Housing Finance Agency (PHFA) for funding and/or Low Income Housing Tax Credits.

Development Name: \_\_\_\_\_

Location: \_\_\_\_\_  
 \_\_\_\_\_

The primary market area is defined by the following census tract(s) and/or zip code(s).

Zip Code(s)


Census Tract(s)


Occupancy Type: Elderly \_\_\_\_\_ General \_\_\_\_\_

Unit Type(s):	Bdrm Type	Quantity	Sq. Ft.	Rent
	SRO			
	EFF			
	1 Bdrm			
	2 Bdrm			
	3 Bdrm			
	4 Bdrm			
	5 Bdrm			

Expected date of completion: \_\_\_\_\_

Resident's Income Range: \_\_\_\_\_

**To assist the market analyst and PHFA in evaluating the need for this proposal, please answer the following questions.**

1. Please provide your waiting list, if more than one, by program and how many applicants on each.

---

---

2. How many different individuals are on your total waiting list?

Elderly, age 62+ \_\_\_\_\_ Non-elderly \_\_\_\_\_ Persons needing accessible units \_\_\_\_\_

3. How frequently do you purge the waiting list? \_\_\_\_\_

4. When was the last time you purged the waiting list? \_\_\_\_\_

5. How many of the individuals on the waiting list are within the income range of the proposed development?

---

6. How many of the individuals on the waiting list are seeking unit types similar to the proposed development?

---

7. What was your average utilization rate of the Section 8 voucher program at the end of last year?

---

8. Are you aware of any subsidized housing or programs in the area that would be at a competitive disadvantage by the proposed housing? (If yes, please include the name of the development, address and reason why.)

---

---

9. How many of the individuals on the waiting list currently reside within the primary market area (as defined by the market analyst) of the proposed development?

---

10. Is the type of housing being proposed being considered a priority/preference under voucher certification program?

---

11. Is your Public Housing waiting list currently open? \_\_\_\_\_  
(If no, how long has it been closed?) \_\_\_\_\_



12. Is your Section 8 waiting list currently open? \_\_\_\_\_  
(If no, how long has it been closed?) \_\_\_\_\_

13. When do you qualify applications for eligibility? a. when application was made \_\_\_\_\_  
or b. after nearing top of the list \_\_\_\_\_

14. Would you recommend, and/or do you feel there is a need/sufficient demand to develop this housing? (please explain)

---

---

---

15. Please provide any additional information regarding the housing proposal that would assist PHFA in evaluating the need for the housing.

---

---

---

Completed by:

\_\_\_\_\_ Date

\_\_\_\_\_ Name (Type or Print)

\_\_\_\_\_ Executive Director Signature

\_\_\_\_\_ Name of Public Housing Authority

Rev.7/01/05

## COMPARABLE HOUSING SURVEY FORM

Date: \_\_\_\_\_

Name of Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Distance From Subject Property: \_\_\_\_\_

Yes                      No

Is it within Primary Market Area: \_\_\_\_\_

Building Type: \_\_\_\_\_ Walk-up      \_\_\_\_\_ Row/Townhouse      \_\_\_\_\_ Elevator

Age of the property: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone No. of Contact: \_\_\_\_\_

	Type of Service (gas, elec., etc.)	Included in Rent		Included in Rent		List the appliances provided within the unit:
		Yes	No	Yes	No	
Heat	_____	_____	_____	Water	_____	_____
Hot water	_____	_____	_____		Sewer	_____
Cooking	_____	_____	_____	_____		_____
A/C	_____	_____	_____	_____	_____	_____
Unit lighting	_____	_____	_____	_____	_____	_____

Number of Units	Number of Bdrm/Bath	Square Feet	Rent	Occupancy or Vacancy (%)	Number on Waiting List
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Identify any special characteristics or amenities of the comparables:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach **Color** Photo Here

### **Tab 5 Schematic Plans / Scope of Work**

A site plan must be provided that shows the location of the proposed or existing site improvements (i.e. building footprint, parking lot, sidewalks, playground, and utilities) that will remain, including the point of connection to existing water, sanitary sewer, storm sewer, electric and gas (as applicable) services. If the Application is part of a phased development, the site plan must clearly show the location of the phase for which the Application is submitted.

Also include building plans for each floor (including basement), typical unit plans (including accessible unit(s)), front elevation, and typical wall section. For Preservation projects photographs of the existing buildings may be substituted for elevations. If the building has a condominium structure or includes commercial space, floor plans must include the location of each condominium or the commercial space. The building plans and site plans must also clearly identify the following spaces if applicable to the development: accessible units, storage space, community room, management office and common laundry facilities. Accessible units must be identified on the floor plans and site plans in order to qualify for points in the Selection Criteria. For scattered site projects requesting points for development amenities, the schematic plans must be provided for the building(s) which will contain these amenities. Plans should be reduced to a maximum size of 11" X 17".

A Scope of Work Synopsis prepared by the Architect on his/her letterhead must be included describing the work proposed. It shall be limited to a maximum of three pages in length. It must briefly describe the structural system, methods of insulation, interior and exterior finishes, mechanical systems, and any special features of the design and any amenities that cause it to qualify for ranking points that have been certified in the Application.

Items to be included in this tab:

- **Site Plan** – must include property lines, **building setbacks, connection point for all utilities**, acreage and a graphic scale.
- **Building Plans for each floor including basement** - Must include each floor including basement, identify all spaces, list the square footage of each floor and community rooms, and include a graphic scale
- **Units plans** - Must be provided for each bedroom type and all accessible units, must list the net square footage for each unit type, include room dimensions and a graphic scale
- **Front Elevation** - (Photographs, with any proposed work noted, may be used for preservation developments)
- **Typical wall section** - Must identify construction materials and insulation levels (in rehabs, must distinguish between existing and new construction)
- **Scope of Work Synopsis**

**For consideration for points regarding Zoning under the Ability to Proceed Selection Criteria, the Developer must provide evidence that zoning is in place for all sites included in the Application and that all variances/special exceptions have been approved.**

PAGE INTENTIONALLY LEFT BLANK

**Tab 6 - Evidence of Site Control**

The Applicant must submit evidence of exclusive control of the real estate in one of the forms outlined below. NOTE: SITE CONTROL MUST BE IN THE NAME OF THE "APPLICANT" LISTED IN THE CORE APPLICATION SUBMITTED IN TAB 2 OF THE APPLICATION.

Without exception, the site control must be provided through July 31, 2011. An option to purchase a site included in the development may not expire before July 31, 2011. If extension fees or option payments are required to be paid, evidence that the extensions have been paid in full must be provided through July 31, 2011. If the development receives a reservation of Tax Credits, evidence that the extensions or options have been paid in full through October 1, 2011 will be required within two weeks of the reservation. If entering into a lease agreement the applicant must provide either a copy of the lease or an executed agreement to enter into a lease between all parties. The minimum term of a lease agreement is 35 years. The Agency will not recognize, at a later date, a value for site acquisition if it was not specifically shown in the initial Application. If an option, agreement of sale, or lease is provided as evidence of site control, evidence of site ownership by seller, grantor, or lessor (in the form of a deed or other formal instrument) may be required to verify that the party/parties conveying the property to the applicant does/do have authority to do so.

In the event the property(s) is owned by a municipality, redevelopment authority, or other public body, a letter from its solicitor designating the applicant as the selected developer and stating the terms of the sale of the property must be provided. The Agency may require evidence, in the form of deeds or other documentation, of site ownership by the public body.

The site control documentation for Applications containing agreements with more than one seller must be controlled by one entity, and the buyer named in each agreement must be the same entity.

If the Application is part of a phased development, the site control document must address the location of the specific phase described in the Application. A site control document for the entire parcel is not acceptable. The description of the property on the site control document must agree with the description of the property as described in the Application. If the Agency is not able to clearly identify the site for the current application phase, the Application will not be processed.

### **Tab 7 Appraisals**

For all situations listed below that require an appraisal, please refer to the “As-Is” Appraisal Requirements for appraisal methodology.

An “As-Is” Appraisal will be required on all properties in which there is any identity of interest between the seller and purchaser of the property(s) to be included in the development.

If the proposed development is to be located on a subdivided parcel from a larger piece of property, the appraisal must be broken down by subdivision.

For all proposals in which the developer is requesting Acquisition Tax Credits, an “As-Is” Appraisal will be required. The appraisal must assign a separate value for both the building and the land.

For all proposals not addressed above, an “As-Is” Appraisal may be required if the acquisition costs included in the total development cost do not appear to be reasonable.

An “As-Is” Appraisal will also be required for those applicants requesting consideration in ranking for donated property.

In situations where the acquisition price exceeds the appraised value, the percentage of acquisition costs attributed to land on the development budget should be the same percentage noted in the appraisal.

If there is a long term lease in which an up-front lease value is assigned and included in the total development cost, the value must be supported by an independent appraisal by a qualified appraiser. The property rights to be appraised is the market value of the leasehold estate.

Appraisals should be dated within 12 months of date of Application.

**“AS-IS” APPRAISAL REQUIREMENTS - NEW CONSTRUCTION**

(Submit under Tab #7)

IN MAKING THE APPRAISAL, PLEASE EMPLOY THE FOLLOWING METHODOLOGY:

1. The appraisal should include a personal inspection of the site, a review of current market data in the area, a consideration of income and expense and other data normally considered by a real estate appraiser.
2. For the subject property, provide an “As-Is” market value and establish the highest and best use.

Market Value should be defined as:

“The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.”<sup>1</sup>

3. If applicable, estimate the contribution to value of all necessary off-site improvements (e.g., water, sewer, etc.) to the “As-Is” market value. The estimated dollar contribution for the off-site improvements should be based on the value they add to the site after their installation and not on cost.
4. Provide an estimate of land value incorporating data compiled in Numbers 1 and 2. Do not consider the unique aspects of PHFA financing or the Low Income Housing Tax Credits in the estimate of value.
5. Attach photos of each comparable and the subject property, as well as a map identifying the comparables.
6. The appraisal report must be a complete self-contained report and prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) subject to approval by PHFA.
7. An estimate of real estate taxes based on the full assessment after the project is completed should be provided. The estimate should include any applicable tax abatement program which will be utilized.

<sup>1</sup> Appraisal Institute, The Dictionary of Real Estate Appraisal, 3rd Edition (Chicago: Appraisal Institute, 1993), page 222.



**“AS-IS” APPRAISAL REQUIREMENTS - REHABILITATION**

(Submit under Tab #7)

IN MAKING THE APPRAISAL, PLEASE EMPLOY THE FOLLOWING METHODOLOGY:

1. The appraisal should include a personal inspection of the land and building, a review of a current market data in the area, a consideration of income and expense and other data normally considered by a real estate appraiser.
2. For the subject property, provide an “As-Is” market value and establish the highest and best use. The appraisal must assign a separate value for both the building and land.

Market Value should be defined as:

“The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.”<sup>1</sup>

3. If applicable, estimate the contribution to value of all necessary off-site improvements (e.g., water, sewer, etc.) to the “As-Is” market value. The estimated dollar contribution for the off-site improvements should be based on the value they add to the site after their installation and not on cost.
4. Provide and estimate of land value incorporating data compiled in Numbers 1, 2 and 3. Do not consider the unique aspects of PHFA financing or the tax credits in the estimate of value.
5. Provide a total “As-Is” property value incorporating data compiled in Numbers 1, 2, 3 and 4. Do not consider the unique aspects of PHFA financing or the Low Income Housing Tax Credits in the estimate of value.
6. Attach photos of each comparable and the subject property, as well as a map identifying the comparables.
7. The appraisal report must be a complete self-contained report and be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) subject to approval by PHFA.
8. An estimate of real estate taxes based on the full assessment after the project is completed should be provided. The estimate should include any applicable tax abatement program that will be utilized.

<sup>1</sup> Appraisal Institute, The Dictionary of Real Estate Appraisal, 3rd Edition (Chicago: Appraisal Institute, 1993), page 222.

**Tab 8 Architect's Certifications**

The certification form must be completed and signed by the design architect and applicant verifying the inclusion of all the amenities and requirements outlined in the threshold criteria.

If an applicant is requesting points in ranking for any of the development amenities outlined in the Selection Criteria, the certification form must be completed and signed by the design architect and applicant verifying the inclusion of the amenities in the development.

For developments not requiring the services of an architect, the Certifications may be provided by the general contractor. Certifications may not be dated prior to 60 days before the Application submission deadline. Confirmation of the inclusion of the Threshold Criteria and Selection Criteria from the construction contract administration architect will be required with the submission of the cost certification documents.

**Design Architect's/Applicant's Certification**  
**Of Threshold Criteria**

(Submit under tab #8)

The Agency has requested certain certifications from the architect and applicant in connection with the submission of an application.

Development: \_\_\_\_\_

The development referenced above includes the following threshold criteria. (Initial all that apply) The Applicant must request a waiver under Tab #29 for any threshold criteria that will not be provided. The waiver request must describe the mitigating factors responsible for the inability to meet the specific threshold criteria.

**Development Amenities**

As the design architect, I certify that:

\_\_\_\_\_ An on-site community room will be provided (not applicable to developments with 11 units or less or scattered site properties). It shall be one room sized at 15 square feet per unit for developments with up to 50 units or at least 750 square feet for developments with more than 50 units. (Applications that are a continuation of a phased development will provide a room to meet the size requirements based on the aggregate of the number of units in all phases.) A kitchen or kitchenette is to be provided in or adjacent to this room in developments for the elderly. (The kitchen or kitchenette shall not be included in the required square footage.)

\_\_\_\_\_ Common laundry facilities or the provision of washers and dryers in each dwelling unit will be provided. Common laundries will contain one washer and dryer for every 12 units in general occupancy developments or every 20 units in elderly developments, with a minimum of two washers and dryers required in each laundry facility. A minimum of one front load washer and dryer will be provided in each laundry facility and will be provided in accessible units containing a washer and dryer in the unit.

\_\_\_\_\_ All common areas (except for stair towers, mechanical rooms, storage rooms and similar spaces) will be air conditioned.

\_\_\_\_\_ An on-site management office will be provided. (Not applicable to developments with 11 units or less or scattered site properties. Applications that are a continuation of a phased development will provide a management office in one of the phases.)

## **Unit Amenities**

As the design architect, I certify that:

\_\_\_\_\_ The net area of all dwelling units must fall within the limits listed below. (Net area is measured from the interior finish surface of the unit perimeter walls, and shall include all rooms, corridors, **interior** walls, storage areas, and mechanical spaces.) Rehabilitation developments may vary from the maximums and minimums by 10%. Accessible units may vary from the maximums as required to provide an accessible route and accessible clearances.

	<b><u>FLATS</u></b>	<b><u>MULTI-FLOOR UNITS</u></b>
SRO	90 to 200 s.f.	
EFF	400 to 600 s.f.	
1 BR	550 to 850 s.f.	650 to 950 s.f.
2 BR	700 to 1,100 s.f.	850 to 1,300 s.f.
3 BR	950 to 1,350 s.f.	1,000 to 1,550 s.f.
4 BR	1,100 to 1,550 s.f.	1,200 to 1,750 s.f.
5 BR	1,300 to 1,750 s.f.	1,400 to 2,000 s.f.

\_\_\_\_\_ Air conditioning will be supplied to the living areas and all bedrooms of each unit. (Individual window units will not be considered as meeting this criteria.)

\_\_\_\_\_ Refrigerators, ranges and ovens will be provided in all units except for developments containing SRO units provided such properties have common cooking facilities containing these appliances.

\_\_\_\_\_ Window treatments will be provided in all residential units. Window treatments include Venetian blinds, vertical blinds, or other opaque blinds. (Roller shades will not be considered as meeting this criteria.)

## **VisitAbility**

As the design architect, I certify that:

\_\_\_\_\_ All newly constructed units in townhouse developments and elevator buildings and all ground floor units in walk-up apartment buildings shall be VisitAble. In rehab developments, a minimum of twenty-five (25) percent of the units in townhouse developments, elevator buildings and walk-up apartments must be VisitAble. (Properties unable to meet these requirements due to physical constraints or building type may apply for a waiver of these requirements) To meet VisitAbility design features: the building and units must have at least one zero-step entrance with a 36 inch wide door; all doorways and passages on the entry level floor **must** have a width of 36 inches; there **must** be a clear pathway to a bathroom or powder room; such bathroom or powder room **must include a minimum 24 inch grab bar beside the toilet on a reinforced wall, which can also serve as a towel bar**; and there **must** be a clear pathway to the living room and dining area of the unit. The powder room and bathroom must meet the Fair Housing Act maneuverability clearances. (Preservation developments are exempt from this requirement, but are encouraged to provide VisitAble units where feasible.)

## **Energy Conservation & Green Building Criteria**

As the design architect, I hereby certify that I either have designed or will design the referenced development to include the following energy conservation measures:

\_\_\_\_\_ In New Construction and Rehab developments, the overall U-value of the exterior building envelope will exceed the requirements of the 2009 International Energy Conservation Code for residential buildings (regardless of the number of stories) by at least 10%, as verified by a REScheck certificate. Air sealing of the exterior building envelope and attic plane shall be included. (Trade-offs available in the REScheck software for mechanical equipment will not be allowed.)

\_\_\_\_\_ In new construction and rehabilitation developments, all appliances, mechanical equipment, windows, ceiling and exhaust fans, and exit signs, will be Energy Star® labeled when such equipment and appliances exist. (Exception: programmable thermostats do not need to be provided.) In addition, 100% of the permanent room light fixtures in the dwelling units will be equipped with compact fluorescent or LED bulbs and 100% of the community room and common area corridor and stair lighting will be fluorescent with electronic ballasts or will utilize compact fluorescent or LED bulbs.

or

\_\_\_\_\_ In preservation developments, existing refrigerators more than 6 years old will be replaced with Energy Star® labeled type. Existing heat pumps, air conditioning condensing units, and through-wall air conditioners more than 6 years old will be replaced with Energy Star® labeled type, when such equipment exists. Existing furnaces and boilers more than 10 years old will be replaced with Energy Star® labeled type, when such equipment exists. (Programmable thermostats do not need to be provided.) In addition, existing community room, common area corridor and stair lighting more than 15 years old will be replaced with fluorescent fixtures with electronic ballasts or fixtures that utilize compact fluorescent or LED bulbs. Where windows are scheduled for replacement, they must be Energy Star® qualified products.

### **For all new construction, rehabilitation and preservation applications:**

As the applicant, I certify that:

\_\_\_\_\_ When existing equipment and appliances are replaced, they will be replaced with Energy Star® labeled equipment, when such equipment exists.

As the design architect, I certify that:

\_\_\_\_\_ In new construction, the development will meet Energy Star® Standards by achieving a Home Energy Rating System (HERS) index necessary to achieve an Energy Star® rating. A rehabilitation development will achieve a HERS index that is no greater than 2 points above that needed for an Energy Star® rating. This will include computing a HERS score based on a review of the drawings and specifications **prior to construction**; blower door

testing, duct blaster testing (if ductwork exists), a thermal bypass checklist inspection **during construction**; and HVAC design in accordance with ACCA Manuals D, J, **N, Q, and S, as applicable**, for both new construction and rehabilitation developments (issuance of the actual Energy Star® label is not required). (A HERS index is not required for preservation developments.)

\_\_\_\_\_ The referenced development will promote energy efficiency and conservation, operational savings and sustainable building practices by conforming to the “Threshold Green Building Criteria” which follows.

### **Threshold Green Building Criteria**

1. Water saving plumbing fixtures in compliance with the EPA WaterSense program shall be installed throughout the development with the following maximum flow rates: Showerheads: 2.0 gpm, Bathroom Faucets: 1.5 gpm, Toilets: 1.28 gpf. In addition, kitchen faucets shall be 2.0 gpm maximum. (For preservation developments, this applies to toilets, shower heads and faucet aerators.)
2. Landscape plantings shall be drought-tolerant and will not need irrigation. (In existing buildings this applies to new landscaping only.)
3. Provisions for a development wide recycling program shall be provided.
4. Photocells shall be provided to control all site lighting.
5. All paints, primers and clear finishes used shall be low volatile organic compound (VOC) type in accordance with Green Seal Standard GS-11 for interior paint, GC-03 for anti-corrosive paint, and South Coast Air Quality Management District (SCAQMD) Rule #1113 for clear wood finishes and stains. (In existing buildings, this applies only to new paints, primers and finishes.)
6. All caulking, sealants and adhesives shall be low VOC type in accordance with SCAQMD Rule #1168. (In existing buildings, this applies only to new caulking, sealants and adhesives.)
7. Composite woods used indoors shall be free of urea formaldehyde or shall be sealed with a durable low VOC sealer that complies with SCAQMD Rule #1113. Cabinetry with KCMA Environmental Stewardship Program (ESP) certification shall be deemed to satisfy this requirement. (In existing buildings, this applies only to new composite woods.)
8. Carpets shall bear the Carpet and Rug Institute “Green Label” or shall be manufactured from at least 25% recycled materials. (For preservation developments, this applies only to carpet in need of replacement and future carpet replacement.)
9. Bathroom fans shall be Energy Star® labeled and in accordance with ASHRAE 62.2. (For preservation developments, the installation of switch mounted timers will satisfy these criteria.)
10. Bathroom and Kitchen fans and clothes dryers shall be vented directly to the outdoors. (Existing recirculating type range hood may remain in place in preservation developments.)

11. Mechanical ventilation in accordance with ASHRAE 62.2 shall be provided.
12. Heating, ventilation and air-conditioning systems shall be engineered and properly sized for the space covered in accordance with ACCA Manuals J and N, as applicable. A mechanical engineer will certify to the design by sealing the construction documents. (For preservation developments, this applies only to new equipment.)
13. No piping shall be located outside of the interior finish of the insulated building envelope. (Not applicable to existing piping in preservation developments.)
14. All domestic water pipes except for PEX piping shall be insulated. (Not applicable to existing concealed piping in preservation developments.)
15. No mold-propagating materials shall be used in damp areas. Only moisture resistant materials shall be used in bathrooms and at tub-shower surrounds. (Not applicable to preservation developments.)
16. Vapor barriers shall be provided for all interior slabs on grade. (Not applicable to existing buildings.)
17. All below grade spaces shall be waterproofed and have foundation drainage. (Not applicable to existing buildings.)
18. Passive radon mitigation systems shall be installed in areas designated as EPA Radon Zone 1 and 2. The lowest level containing dwelling units or community space must be tested for radon in all buildings prior to occupancy. Test results above the action level will require that an active radon mitigation system be installed that result in satisfactory test results.
19. Grading at perimeter of the building shall provide positive drainage away from the building. (Existing buildings must revise grading or install drainage systems where existing grading is problematic.)
20. Units with garages shall have a carbon monoxide sensor controlled exhaust fan and the demising wall between the garage and living space shall be a continuous air barrier.
21. Termite shields or borate based wood treatment shall be provided with low VOC caulking at all floor joints and penetrations to prevent insect infestation. Chemical soil treatment or bait stations shall not be used. (Not applicable to existing buildings.)
22. Lead safe work practices shall be used in all properties built before 1978.
23. The Owner shall be provided with a maintenance & operations manual and training including all materials, systems and equipment used in the construction, explaining the Green Building components and amenities, how they benefit the property, and how to properly maintain them.
24. A Green Building Guide and orientation shall be provided to the residents explaining the Green Building components and amenities and how they benefit from them.

**Home Ownership**

As the design architect, I certify that:

\_\_\_\_\_ The units are townhouse or single family attached or detached structures (or otherwise appropriate for homeownership by tenants as determined by the Agency).

**Flood Plain Certification**

As the [design architect, landscape architect or civil engineer] I, the undersigned, hereby certify that I have procured and reviewed the applicable Flood Insurance Rate Map published by the Federal Emergency Management Agency for this development's site and have determined that the site is: (Check all that apply)

- \_\_\_\_\_ Outside any flood area
- \_\_\_\_\_ Inside a 500 year flood area
- \_\_\_\_\_ Inside a 100 year flood area
- \_\_\_\_\_ Outside of a flood way
- \_\_\_\_\_ Inside a flood way

**ARCHITECT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_

**Acknowledged and Accepted by the APPLICANT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_



**Design Architect's/Applicant's Certification**  
**Of Selection Criteria**

(Submit under tab #8)

The Agency has requested certain certifications from the architect and applicant in connection with the submission of an application.

Development: \_\_\_\_\_

The development referenced above includes the following physical characteristics, design amenities, and other provisions for ranking points consideration. (Initial all that apply.)

**Development Characteristics**

**Energy Conservation/Green Building**

As the design architect, I hereby certify that I either have designed or will design the referenced development to include the following energy conservation and sustainability measures.

Smart Site Selection - The development is located on, or is a:

- \_\_\_\_\_ Greyfield (Previously developed but abandoned site, typically with a parking area, such as an obsolete shopping center)
- \_\_\_\_\_ Brownfield (A property on which redevelopment or reuse is complicated by the presence of a hazardous substance, pollutant or contaminant)
- \_\_\_\_\_ Urban Infill (A vacant property or one containing a dilapidated residential structure, located within an existing developed residential neighborhood)
- \_\_\_\_\_ Adaptive Reuse (The rehabilitation of an existing vacant building into housing or housing/commercial space)

Renewable Energy Systems – The development will include the following:

- \_\_\_\_\_ Solar Thermal - Solar thermal panels will be provided capable of supplying at least 5% of the development's estimated domestic hot water needs
- \_\_\_\_\_ Solar Photovoltaic - Solar PV panels will be provided capable of supplying at least 5% of the development's estimated electrical demand
- \_\_\_\_\_ Wind Power Generation - Wind turbine(s) will be provided capable of supplying at least 5% of the development's estimated electrical demand
- \_\_\_\_\_ Geothermal Heating/Cooling - A geothermal system will be provided capable of satisfying the heating and cooling requirements for the entire development

Green Building/Sustainability –The development will include the following:

- \_\_\_\_\_ Recycled Content Materials - Post-consumer or post-industrial recycled materials shall make up 5% of the value of the construction materials.

(The recycled content percentage for an item shall be multiplied by the dollar value of the material to determine the value of the recycled content for that item. The values of recycled content for all materials shall be totaled. This sum shall be divided by the total dollar value of all materials for the project. The contractor shall provide supporting documentation at construction completion.)

- \_\_\_\_\_ Certified/Salvaged/Engineered Wood Products – At least 15% of the cost of all wood products shall be for materials certified in accordance with the Forest Stewardship Council, salvaged wood, or engineered framing materials. (The contractor shall provide supporting documentation at construction completion)
- \_\_\_\_\_ Construction Waste Management – At least 15% of non-hazardous construction and demolition debris shall be recycled or salvaged. (The contractor shall provide supporting documentation at construction completion)

## **Accessible Housing**

As the design architect, I certify that:

\_\_\_\_\_ To the best of my knowledge and belief I certify that I have designed the referenced development in conformance with the following rules and regulations as they apply to this development and as amended by Federal, State and local authorities.

- \_\_\_\_\_ The Fair Housing Act of 1988 Fair Housing Accessibility Guidelines
- \_\_\_\_\_ ANSI A117.1 (2003)
- \_\_\_\_\_ Pennsylvania Uniform Construction Code
- \_\_\_\_\_ Uniform Federal Accessibility Standard (UFAS) of the Architectural Barriers Act of 1968
- \_\_\_\_\_ Section 504 of the Rehabilitation Act of 1973
- \_\_\_\_\_ Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- \_\_\_\_\_ Any Other State or Local Code or regulation pertaining to design or inclusion of rental housing accessibility features (Include name of locality and citation for applicable requirements)

## **Accessible Units**

### **For New Construction and Substantial Rehabilitation Developments:**

As the design architect, I hereby certify that I either have designed or will design the referenced development to include twice the mandated number of fully accessible units under local, state, or federal mandate, whichever is greater.

Number of Accessible units required under local mandate: \_\_\_\_\_

Number of Accessible units required under state mandate: \_\_\_\_\_

Number of Accessible units required under federal mandate: \_\_\_\_\_

Number of Accessible units provided: \_\_\_\_\_

### **For Preservation Developments:**

As the design architect, I hereby certify that I either have designed or will design the referenced development to include the following number of fully accessible units.

Number of existing fully accessible units: \_\_\_\_\_

Number of fully accessible units provided: \_\_\_\_\_

Applicant also certifies that during initial lease up, these units will be exclusively reserved for occupancy by persons needing the accessible units for the first thirty days and thereafter will provide for certain lease provisions designed to allow the units to be occupied by persons who need the accessible features of the units to the greatest extent feasible.

**Large Family Units**

As the design architect, I hereby certify that I either have designed or will design the referenced general occupancy development to include the following percentage of units with three or more bedrooms:

\*High rise developments and senior housing can not qualify for this category.

- \_\_\_\_\_ Total units
- \_\_\_\_\_ Total number of 3 or more bedroom units
- \_\_\_\_\_ 15 – 20% of all units
- \_\_\_\_\_ >20 – 25% of all units
- \_\_\_\_\_ >25% of all units

**ARCHITECT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_

**Acknowledged and Accepted by the APPLICANT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_

## **Tab 9 Community and Economic Impact / Community Revitalization Plan**

### Community and Economic Impact:

It is the goal of the Agency to encourage affordable housing in areas with job opportunities, in areas near strong and stable communities and in areas which demonstrate the capacity for community revitalization opportunities. The Market Study /Needs Assessment must identify the criteria set forth in the Community and Economic Impact Selection Criteria for ranking consideration in this category. The Applicant must also provide a narrative which outlines how the proposed housing development meets the Selection Criteria identified below.

#### 1. Underserved Areas

##### a. General Occupancy Developments

- Low poverty rates
- Limited affordable housing options, both subsidized and non-subsidized
- Limited affordable housing production in past 20 years
- Close proximity to employment
- Strong housing markets
- High owner-occupied markets

##### b. Senior Occupancy Developments

- Large number of seniors eligible for affordable housing
- Limited affordable housing options, both subsidized and non-subsidized
- Limited affordable housing production in past 20 years
- Close proximity to amenities for the senior population, including health and retail establishments, home health agencies and hospitals

### Community Revitalization Plan:

A critical circumstance is the development's forming an important part of a broader or comprehensive program of neighborhood improvement which has the capability of changing fundamentally the character of that neighborhood or enhancing the lives and amenities available to residents of the community. Such improvement should include the provision of mixed income housing. A program of neighborhood improvement includes municipal support articulated in a publicly approved community plan or in the form of significant funding commitments, or evidence of substantial major investment in the area that is consistent with an existing comprehensive plan for neighborhood improvement. Such funding

commitments or major investments cannot be derived solely from the development of Tax Credit properties and may include proposals participating in: Main Street, Elm Street, Neighborhood Partnership or other programs of the Pennsylvania Department of Community and Economic Development; the Agency's Homeownership Choice Programs; the Healthy Village Initiative of the Local Initiatives Support Corporation; the Blueprint Communities Initiative of the Federal Home Loan Bank or similar community support programs. Additionally, the plan should generally include municipal support, private investment and/or private sector commitments to the area. The Agency will consider in its evaluation of community impact the use of existing housing or buildings if the development is not located in a qualified census tract.

Items to be included for Community Revitalization:

- Attached Community Revitalization Plan form
- Letter from Local Government
- Local Government Financing Commitment Documentation
- Evidence of Major Investment
- Approved Community Revitalization Plan with reference to Site/Use

**Community and Economic Impact Questionnaire**

Name of Community Revitalization, Neighborhood or Comprehensive Plan:

\_\_\_\_\_

Letter from local official explaining how the proposed development contributes to the Community Plan: **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Is the development located in a QCT **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ ; if no, identify the existing buildings to be included in the development and how they will be reused:

\_\_\_\_\_

Indicate the specific location(s) within the community plan where the proposed development is discussed:

\_\_\_\_\_

List each of the local, state, federal and/or private programs that are participating in the overall revitalization program and the amount of funding that has been committed under each program:

- 
- 
- 
- 

Which of the following are included in the overall community plan?

\_\_\_\_\_ Infrastructure such as streets, walkways, street lighting, trees, greening activities, water, sewer etc. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Recreational Facilities such as parks, playgrounds, activity centers etc. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Economic and Business Development such as new or rehabbed commercial space, business organizations, tax incentives, transportation/parking facilities, facade improvements, marketing etc. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Public Safety such as demolition of blighted buildings, cleanup, block captains, town watch etc. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Community Services such as job training, educational programs, after school programs, utility assistance, homeowner repair programs etc. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Rental Housing. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Homeownership. Please provide details: \_\_\_\_\_

\_\_\_\_\_ Do the housing components include both affordable and market rate/price

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Discuss the progress to date of each component of the overall community plan, to what extent the community has changed as a result of the completed components and the approximate amount of program funding utilized to date:

\_\_\_\_\_

How will the development add to the community plan?

\_\_\_\_\_

If the development is not financed, what impact will it have on the community?

\_\_\_\_\_

Provide a brief one page narrative demonstrating the capacity for community revitalization opportunities, including the trend and direction of real estate development and area economic health.

\_\_\_\_\_



**Tab 10 Historic Preservation Documentation**

**Developments in locations in a Nonparticipating Jurisdiction** shall provide the Pennsylvania State Historic Preservation Office (SHPO) letter of finding as required by Section 106 of the National Historic Preservation Act of 1996, as amended.

Developments seeking Historic Rehabilitation Tax Credits must provide evidence from local, state or federal authorities demonstrating that the subject building has historical significance and outlining the historic tax credit application status.

The Agency encourages each applicant seeking Historic Rehabilitation Tax Credits to make a concerted effort to consult with the Pennsylvania Historic & Museum Commission prior to completion of initial schematics, scope-of-work write-up and construction cost estimate. A contract to provide historic consultant services must be submitted with the Application.

Items to be included in this tab (if applicable):

- Section 106 Letter
- Determination of Eligibility
- Approved Part One of the Historic Rehabilitation Tax Credit Application
- Name and Contact information of Historic Consultant
- Historic Consultant Contract

### **Tab 11 Service Provider Questionnaire & Supportive Services Plan**

Applicants requesting consideration for points for service-enriched housing as defined in the Selection Criteria must complete and submit a completed Services Provider Questionnaire. The questionnaire should be completed by the organization that will be the primary service provider/coordinator.

Applicants requesting consideration for providing service-enriched housing must demonstrate through a Supportive Services Plan, following the established outline that they are providing a level and scope of services consistent with the anticipated needs of the target resident population (general occupancy, over 55, over 62, or populations with special needs). The applicant must provide evidence that appropriate services will be provided for the entire resident population for the duration of the compliance period. Evidence consists of a supportive services plan that: 1) is specific to the development and provides a scope of services that assures access to comprehensive services relevant to this population without major barriers to participation; 2) includes sufficient funds to implement the described plan of services; and 3) utilizes a service provider with the capacity to deliver described services with sufficiently equipped staff.

Satisfactory completion of the above 3 factors are the minimum requirements for 5 points. Establishment of a services escrow account with sufficient funding for 15 years of services and meeting or exceeding the recommended minimum on-site staffing will result in an additional 5 points. A maximum of 10 points can be awarded.

Philadelphia general occupancy developments that are seeking Agency financing and choose not to participate in the Family Supportive Services (Escrow) Program must submit a written request for a waiver from the Escrow requirement. The Service Provider Questionnaire, a Memorandum of Understanding with the service provider, and the Supportive Services Plan Outline that identifies a viable plan to secure funding to ensure uninterrupted delivery of services for **fifteen** years must also be submitted.

If a supportive services reserve is included in the Development Budget, a draft supportive services escrow agreement which clearly delineates the procedure for disbursement must be provided. A letter of intent to enter into the escrow agreement must be executed by all partners.

Items to be included in this tab (if applicable):

- Service Provider Questionnaire
- Supportive Service Plan
- Waiver request to not participate in the FSSP program
- Draft Escrow Agreement
- Executed Escrow Agreement Letter of Intent

## SERVICE PROVIDER QUESTIONNAIRE

(Submit under Tab #11)

**This form is used by PHFA to determine the capacity of the applicant to meet the needs of residents as described in the Supportive Services Plan Outline. All applicants requesting consideration for providing service-enriched housing for the designated resident population (general occupancy, over 55, over 62, or populations with special needs) must complete and include this form with the Application.**

PHFA Proposed Development: \_\_\_\_\_  
Name of Owner or Agent: \_\_\_\_\_  
Name of Service Provider: \_\_\_\_\_  
Occupancy Type \_\_\_\_\_

**Please attach answers to questions 1 through 10 in narrative form.**

### GENERAL INFORMATION

1. Summarize the service provider's mission and goals for the current fiscal year.
2. How many years has the service provider been active in delivering social services?
3. Is the service provider currently involved in service-enriched housing? If yes, summarize experience in providing on-site services for residents. Include name of housing development(s), property management company, and type of services provided. If no, please describe methods that will be used to increase your company's knowledge and understanding of providing service-enriched housing.
4. Describe collaborative efforts that demonstrate the service provider's capacity to deliver supportive services. Please identify organizations or companies involved in the collaboration and the nature of the organization's involvement.

### PERSONNEL

5. How many people are employed by the service provider organization?
6. List the job titles of personnel who will work directly with residents of the proposed property. Attach an organizational chart.
7. Attach resume(s) of key personnel who will be responsible for providing services in this proposed development. If new staff must be hired in order to implement the work at this property, attach job description(s), including qualifications and identify resources to pay for cost of salaries.
8. Are key personnel currently involved in service-enriched housing programs at other properties? If yes, explain how many properties, how many total units, where they are located, and how staff's time will be divided between current responsibilities and responsibilities at the new development.

9. List the professional training courses and workshops completed in the past 3 years by key personnel at this proposed development. (List job title of staff, training attended, and date of training.)
10. Will participation in this service-enriched housing program require additional staff professional development? If yes, describe training and/or skills that will need to be developed or improved.

**SERVICE PROVIDER'S OFFICE LOCATION(S)**

Address of Principal Office: \_\_\_\_\_

Name/Title of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Areas Served: {County(s), Neighborhood(s), etc.}

\_\_\_\_\_  
 \_\_\_\_\_

Other Offices close to proposed development: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

A. Is the service provider a subsidiary of another organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide name and address of the parent organization and describe relationship, tax status.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. Indicate the total number of clients served during the last fiscal year. Identify the amounts and sources of funding.

<b>Client/Service Type</b>	<b>Number Served</b>	<b>Funding Level</b>	<b>Funding Source</b>
Senior/Elderly Services	_____	_____	_____
Adult/Family Services	_____	_____	_____
Children/Youth Services	_____	_____	_____
Addictions	_____	_____	_____
MH/MR	_____	_____	_____
Education/Job Readiness	_____	_____	_____
Other _____	_____	_____	_____

C. Has the service provider or any of its current personnel ever been involved in governmental investigation or judicial action or settlement concerning charges of a violation of local, state or federal laws or regulations concerning discrimination, fair housing violations or other civil rights laws, or concerning violations of federal, state or local regulations regarding use of funds?

\_\_\_\_\_ Yes \_\_\_\_\_ No

D. Have any service grants or contracts held by the service provider over the past five years been terminated prior to their expiration dates?

\_\_\_\_\_ Yes \_\_\_\_\_ No

E. Have any grants or contracts held by the service provider over the past five years not been renewed upon expiration?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered **yes** to question C, D, or E, attach an explanation or any supporting documentation necessary to explain the circumstances surrounding these situations.

I certify that the information contained herein and attached is accurate and complete.

\_\_\_\_\_  
NAME OF CEO/EXECUTIVE STAFF

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ORGANIZATION NAME

\_\_\_\_\_  
DATE

## **SUPPORTIVE SERVICES PLAN OUTLINE**

(Submit Under Tab #11)

Describe the proposed supportive services plan using this outline and submit with a completed Service Provider Questionnaire. **Applications that meet or exceed the minimum staffing guidelines and have sufficient funding for 15 years in a supportive services escrow will receive an additional 5 points.** (Philadelphia General Occupancy developments seeking Agency financing that choose not to participate in the Family Supportive Services (Escrow) Program must submit a written request for a waiver from the Escrow requirement, the Service Provider Questionnaire, a Memorandum of Understanding with the service provider, and this Supportive Services Plan Outline that identifies a viable plan to secure funding to ensure uninterrupted delivery of services for fifteen years.)

### **1) Anticipated Resident Needs and Program Goals**

a) Identify the target population.

b) Identify the goals of the supportive services program.

*General Occupancy developments should include goals to improve residents' ability to uphold their lease obligations, improve building and unit maintenance, increase family assets through programs for employment, education and income/asset building; and enhance quality of life through child and youth development; community building and improving access to services.*

*Elderly developments should include goals to stabilize occupancy by improving residents' ability to uphold the lease throughout the aging process through improved access to health and other services; and enhance quality of life through community building, socialization and other programs.*

*Developments for populations with special needs should identify relevant goals based on the strengths and needs of the targeted population.*

c) Identify measurable target outcomes related to each goal.

d) Describe how the program will identify resident needs at start-up and respond to the changing needs of residents over time. (Example: resident meetings, needs assessments, surveys, etc.)

### **2) Implementation of services, programs, and activities. Services must be specific to the proposed development that assures access to comprehensive services relevant to this population without major barriers to participation. Identify:**

a) Who is responsible for providing each service.

b) Where each service will be provided. For services that are not provided at the proposed development, identify how barriers to participation will be overcome.

c) Frequency of program or activity (daily, weekly, monthly, etc.).

d) Eligibility requirements or fees for resident participation. Services should be available for all residents. Identify any eligibility requirements or fees for services.

e) Methods to market the service program and encourage resident participation.

### **3) Staffing**

a) Identify staff positions involved, their location and number of hours per week dedicated exclusively to services at the development. Recommended minimum: 1 hour/week for every 5 units.

b) Describe supervision and support (office space, computer with Internet/email access).

### **4) Budget and source of funds.** Identify the annual cost and the source of funds to pay for services and staffing.

### **5) Coordination with and commitment of community resources.** If other service providers are integral to this plan of services, include a letter of intent describing what services they will provide.

**Tab 12 - Developer's/Applicant's Certification of Selection  
Criteria**

(Submit under Tab #12)

The Agency has requested certain certifications from the developer and applicant in connection with submission of an application.

Development: \_\_\_\_\_

Please initial all of the following that apply. As the developer/applicant, I hereby certify that the following will be met:

\_\_\_\_\_ The developer/applicant agrees to provide twice as many fully accessible units as are otherwise required (under local, state, or federal mandate, whichever is greater) in the development. All employee and market rate units must be included in the total units count when calculating the required number of accessible units. The developer must certify that these units are accessible and, that during initial lease up, the developer will exclusively reserve the units for occupancy by persons needing the accessible units for the first thirty days. For Preservation Developments, the developer/applicant agrees to increase the number of fully accessible units, which meet current standards, in the development by at least five percent of the total units available.

\_\_\_\_\_ Number of accessible units in development.

\_\_\_\_\_ The developer/applicant must provide a financing plan which evidences that at least ten percent (10%) of the units are affordable to persons at or below twenty percent (20%) of the area median income, adjusted for family size. At least half of these units must be accessible.

\_\_\_\_\_ For the units affordable at or below twenty percent (20%) of the area median income, an agreement shall be in place with appropriate referring entities (including those supported through programs of the Commonwealth's Department of Public Welfare) to assure that sufficient referrals for tenancy are received who are income-eligible and/or in need of the accessibility features.

\_\_\_\_\_ Number of affordable units at 20%.

Identify the referring agency for these units:

\_\_\_\_\_

**Acknowledged and Accepted by the APPLICANT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_



### **Accessible Unit Policy**

In connection with the receipt of a reservation of Low Income Housing Tax Credits, you made representations regarding the availability of accessible units at the property. The purpose of this letter is to ensure efforts are made to provide continuing outreach to persons with disabilities and to inform persons of the availability of accessible units. To accomplish this goal, the Agency will require that the Owner and/or Agent perform the following:

1. Perform continuing outreach to persons with disabilities to fill accessible units with persons needing the features of the unit.
2. As part of Carryover Allocation requirements, you will be required to identify and provide to PHFA a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units. A resource list of potential partners is available on the agency's website under Service Coordinators and Providers.
3. Place site on the Pennsylvania Affordable Apartment Locator at time of rent up to help to market the accessible units.
4. Hold accessible units vacant for at least 30 days during the original rent up while outreach is performed.
5. Prior to occupancy of an accessible unit to a resident not requiring the accessible feature of the unit, contact the Agency (717.780.3874) for help to locate a viable candidate for the unit.
6. If after 30 days an eligible person requiring the features of the unit is not found, the unit may be rented to any qualified individual or family provided a lease addendum is executed (this unit is then considered to be a "bumpable unit"). The lease addendum must require any individual or family in an accessible unit not requiring the features of the unit to transfer to a non-accessible unit at the owner's expense when an accessible unit is needed.
7. When a comparable non-accessible unit becomes vacant, transfer residents from the "bumpable unit" and fill the accessible unit with an individual / family who need the features of the unit, provided an individual / family needing the features requests an accessible unit.
8. After occupancy, when an accessible unit becomes vacant, PHFA should be notified if a qualified individual or family has not been identified for occupancy for the unit.

At the time the project is placed in service and available for occupancy, the Agency will monitor the property for compliance with the above stated goals and may require affirmative action by the Owner and/or Agent to demonstrate the above. If you have any questions regarding the foregoing policy, feel free to contact the Agency at 717.780.3874

**Tab 13 Commitment to Offer Homeownership to Qualified Residents**

Proposals must present a financially viable homeownership program for residents who inhabit the units during the compliance period. The program must incorporate an exit strategy, homeownership counseling and a minimum amount of funds (not less than \$1,000) set aside by the developer to assist the residents with the purchase. For PennHOMES developments, the exit strategy must include the repayment of the PennHOMES loan. The only types of units eligible for consideration are townhouse and single family attached and detached structures. The Agency, in its discretion, may approve other unit types if structured as cooperative or condominium ownership. The developer will certify this commitment in the Application and the Restrictive Covenant Agreement will contain provisions ensuring enforcement of the related covenants by affected qualified residents. Should the units not be converted to homeownership, the Restrictive Covenant Agreement will contain a provision waiving any right to petition the Agency to terminate the extended use term for all units remaining as rental units. A certification from the design architect verifying the units are townhouse or single family attached or detached structures (or otherwise appropriate for homeownership by tenants as determined by the Agency) will be required as part of the Application.

**Tab 14 Public Housing Authority Notification**

Applicants must demonstrate notification to the PHA of the proposed development by providing either: (1) a current letter (dated within six months of the Application closing date) from the local public housing authority specifically stating how the development will meet the housing needs of residents on the public housing waiting list; (2) a copy of the comprehensive plan outlining the current local public housing authority waiting list and evidence that the development will meet such resident needs; or (3) satisfactory evidence of receipt (i.e. certified mail receipt, overnight delivery confirmation, etc.) by the local public housing authority prior to the date of the Tax Credit Application of a letter from the applicant which evidences the commitment of the applicant to work cooperatively to meet the needs of the persons on the local public housing waiting list.

**Tab 15 Rent Roll/Displacement of Existing Tenants**

For occupied developments, submit a copy of the existing rent roll which must include: unit number; ages of all tenants occupying the unit; number of bedrooms in the unit; monthly rent; utility allowance; tenants' total income; and terms of lease. The rent roll must state if any tenant is a full time student or utilizes Section 8 assistance.

The applicant must highlight on the rent roll those units currently occupied by a household whose income exceeds Tax Credit income limits applicable at the time of application. The applicant must also certify to the Tax Credit Applicable Fraction to be used in determining the Tax Credit Eligible basis.

In the event the acquisition and/or rehabilitation of a development will result in the relocation and/or displacement of residents, provide satisfactory evidence to the Agency that, to the greatest extent feasible, all residents will be offered their choice to either be temporarily relocated until such time, upon completion of the development, as they are able to return to an appropriately-sized affordable unit in the development or receive relocation benefits in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Provide copies of any notices provided to the residents regarding displacement or relocation.

Provide a breakdown of the relocation cost included in the development budget, if applicable.

Detailed tenant files should be established for each occupied unit in a development that is located within a nonparticipating jurisdiction and seeking a PennHOMES loan. The tenant file should contain documentation of household income and copies of all applicable notices required by URA.

### **Tab 16 Development Team Experience**

Applicants must certify the development team members identified in the Application intend to participate in the development and outline their experience. This information must be detailed on the Experience Certifications. Do not submit additional information, including individual resumes, unless requested by Agency staff. Certifications may not be dated prior to 60 days before the Application submission deadline. If the applicant or management agent is requesting consideration for experience in states other than Pennsylvania, the applicable “Out of PA Experience” form must be completed and signed by the appropriate state housing agency and submitted as part of the requirements of this exhibit. The Agency will not recognize experience in other states unless these executed forms are signed and submitted with the Application. Out-of-state experience forms need only be submitted by applicants or management agents without experience with developments within Pennsylvania.

For the applicant to be deemed to have sufficient experience, at least one development must be a Tax Credit development that has been issued an IRS Form 8609. All other developments listed for consideration of the Applicant experience must be both completed and occupied. In general, a development must have a minimum of ten units to qualify for experience. If a general partner has experience in developing 3 or more developments of under 10 units, this may evidence sufficient experience. **In order to determine the capacity of the General Partner, applicants are also required to complete the General Partner Capacity Form. The Agency will consider the total project cost and number of developments owned, managed and that are/will be under construction. Additionally, the Agency reserves the right to review the supporting documentation, including annual audited financial statements, to evaluate general partner's financial capacity.**

An experienced housing consultant (consulted on three or more developments that received a reservation of Tax Credits) in lieu of an experienced general partner may meet the threshold requirement for experience. The housing consultant must complete and submit the same documentation required for the general partner.

For the management agent to be deemed to have sufficient experience, it must currently manage at least three Tax Credit developments. Management of developments with project based rental assistance may qualify as experience, provided that the management agent has experience with at least one Tax Credit development. (For PennHOMES applications, applicants utilizing a management agent not previously reviewed by the Agency must have the management agent complete and submit the Management Agent Questionnaire.) An experienced housing management consultant (involved in the management of 3 or more Tax Credit developments) may be substituted in lieu of experience of the management agent. Documentation should be provided supporting the experience.

The general contractor, design architect and contract administration architect will be evaluated based upon their experience in the type and size of the proposed development. Previous experience must include the name and location of the developments, the number of units and the date completed. A General Contractor Experience Certification and an Architect Experience Certification must be completed. If experience is not with the Agency, provide name(s) and telephone number(s) of person(s) to contact to confirm the information provided in these forms. If the general contractor is not determined at the time of Application, A selection must be made and the qualifications submitted and approved by the Agency with the carryover allocation documents, but no later than the review of the 10% reasonable basis test. **Agency Loan Applicants** must also include a completed “Contractor’s Qualification Statement” (A1A Document A305) and/or “Architect’s Qualification Statement” (A1A Document B305).

For the attorney to be deemed to have sufficient experience, it must have had provided counsel on at least three Tax Credit developments.

## EXPERIENCE CERTIFICATIONS

(Submit under Tab #16)

These forms must be completed by the appropriate team member for the Agency to evaluate the threshold requirement of an experienced development team. These are the only documents required to demonstrate experience. **Do not send individual resumes, company brochures, or any other document unless requested by Agency staff. Only one page of each certification for each development team member is required.** These executed forms will also demonstrate each team member's intent to participate in the development. Once the form is completed and signed, no further information should be necessary unless otherwise directed by the Instructions or required by Agency staff.

The forms must state the name of the development, the Tax Credit number, location of the development, type of development (e.g. elderly, general, homeless), the total number of units and/or other information as requested. (For the general contractor and architect, Tax Credit development numbers are not necessary.)

**For certification of out-of-state experience the Agency will not accept a list of developments that is attached to a form. The form(s) must be executed by all parties at the time of submission. Please note that the out-of-state experience forms should only be submitted if the general partner or management agent has no experience with properties in Pennsylvania.**

Unexecuted forms will not be considered.

## CERTIFICATION OF GENERAL PARTNER EXPERIENCE IN PENNSYLVANIA

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

General Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Tax Credit No.	Location	Type of Development	No. of Units	Placed-In-Service Date	Date 8609 Issued

The list of developments shown above is an accurate representation of the rental housing developments in which \_\_\_\_\_ is the General Partner. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the team of this proposal as General Partner.

General Partner (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF GENERAL PARTNER EXPERIENCE  
OUTSIDE OF PENNSYLVANIA**  
(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

General Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Tax Credit No.	Location	Type of Development	No. of Units	Placed-In-Service Date	Date 8609 Issued

The list of developments shown above is an accurate representation of the rental housing developments in which \_\_\_\_\_ is a General Partner in the state of \_\_\_\_\_. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as General Partner.

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signature below, I verify that the information in the above chart is correct.

Name of Representative: \_\_\_\_\_

Agency/Department Name: \_\_\_\_\_

Agency/Dept. Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**GENERAL PARTNER CAPACITY**

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

General Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name	Location	Total Project Cost	No. of Units	Owned or Managed	Status of Development

The list of developments shown above is an accurate representation of the rental housing developments in which \_\_\_\_\_ is the General Partner. By completing and signing this form, I acknowledge that the above is a complete listing of developments owned, managed or under construction.

General Partner (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF MANAGEMENT AGENT EXPERIENCE  
IN PENNSYLVANIA**  
(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Management Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Tax Credit No.	Location	Type of Development	No. of Units	Bldg. Occupancy Date	Mgmt Inception Date

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Management Agent. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as management agent.

Management Agent (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF MANAGEMENT AGENT EXPERIENCE  
OUTSIDE OF PENNSYLVANIA**  
(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Management Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Tax Credit No.	Location	Type of Dvlp/Project No.	No. of Units	Bldg. Occupancy Date	Mgmt Inception Date

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Management Agent in the state of \_\_\_\_\_

By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as Management Agent.

Management Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signature below, I verify that the information in the above chart is correct.

Name of Representative: \_\_\_\_\_

Agency/Department Name: \_\_\_\_\_

Agency/Department Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ATTORNEY EXPERIENCE**

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Project No.	Location	Type of Development	# of Units	Loan Closing Date

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Attorney. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as Attorney.

Attorney (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF GENERAL CONTRACTOR EXPERIENCE**

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Project No.	Location	Type of Development	# of Units	Completion Date

The list of developments shown above is an accurate representation of the rental housing developments in which \_\_\_\_\_ is the General Contractor. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as General Contractor.

General Contractor (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ARCHITECT EXPERIENCE**

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Project No.	Location	Type of Development	# of Units	Completion Date

The list of developments shown above is an accurate representation of the rental housing developments in which \_\_\_\_\_ participated as the \_\_\_\_\_ Design Architect and/or \_\_\_\_\_ Construction Contract Administrator. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal by providing \_\_\_ Design Services and/or \_\_\_ Construction Contract Administration Services. (If participating as both design architect and contract administration architect, be sure to check both lines.)

Architect (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF HOUSING CONSULTANT EXPERIENCE**

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Housing Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Project No.	Location	Type of Development	# of Units	Placed in Service Date

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Housing Consultant. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team as Housing Consultant.

Housing Consultant (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF HOUSING MANAGEMENT CONSULTANT EXPERIENCE**

(Submit under Tab #16)

Proposed Development: \_\_\_\_\_

Location: \_\_\_\_\_

Housing Management Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Development Name and Project No.	Location	Type of Development	# of Units	Placed in Service Date

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Housing Management Consultant. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as Housing Management Consultant.

Housing Management Consultant (please print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PENNSYLVANIA HOUSING FINANCE AGENCY  
MANAGEMENT AGENT QUESTIONNAIRE  
PennHOMES Developments Only

Development: \_\_\_\_\_ PHFA No.: \_\_\_\_\_

Name of Management Agent: \_\_\_\_\_

**Management Agent Office Locations**

**Address:**

Principal Office: \_\_\_\_\_

Other Offices: \_\_\_\_\_

Officer Names: \_\_\_\_\_

**Territory and Major Cities Covered:**

Principal Office: \_\_\_\_\_

Other Offices: \_\_\_\_\_

**Phone:**

Principal Office: \_\_\_\_\_

Other Offices: \_\_\_\_\_

**Section I - General Information**

A. Indicate the legal nature of the management agent.

Corporation \_\_\_\_\_

Partnership \_\_\_\_\_

Proprietorship \_\_\_\_\_

Other (specify) \_\_\_\_\_

B. Is the management agent a subsidiary of another corporation? YES  NO

If yes, please provide name and address of parent corporation and describe relationship.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If the management agent and/or its parent are engaged in business activities other than property management, please describe:

---

---

D. How many years has the management agent been active in housing management?

---

---

E. Is the firm a licensed Real Estate Broker in the state of Pennsylvania?

YES  NO

If yes, what is the Broker's License Number? \_\_\_\_\_

If no, is the Management Agent an entity of the owner? YES  NO

**Section II - Personnel**

A. List separately job titles and number of personnel employed by the management agent in the management office.

B. List the general qualifications you look for in property managers?

1. Education: \_\_\_\_\_

2. Previous Experience: \_\_\_\_\_

3. Other: \_\_\_\_\_

C. List the general duties of your property managers.

---

---

---

---

D. List the qualifications you look for in community managers:

1. Education: \_\_\_\_\_

---

---



C. Has a housing development experienced default while under your management?

YES  NO  If yes, what was the cause of the default?

---

---

---

---

D. Has your firm ever been involved in an FHA 2530 proceeding?

YES  NO  If yes, give details:

---

---

---

---

E. Complete the attachment listing information on all low or moderate income housing developments that you have managed within the last two years.

**Section V - Miscellaneous**

A. Please list professional organizations, e.g., Institute of Real Estate Management, National Association of Home Builders, of which management agent is a member:

---

---

---

B. Please list any professional designations, e.g., Certified Property Manager, Registered Apartment Manager, or awards that management agent personnel have received:

---

---

---

C. Have any of the principals of the management agent ever been involved in bankruptcy proceedings? YES  NO  If yes, give details:

---

---

D. Does the firm have a fidelity bond? YES  NO   
If yes, state amount of bond and name of bonding company:

---

---

E. Has management agent or any of its present personnel ever been denied a bond?

YES  NO

If yes, give details:

---

F. Has management agent or any of its present personnel ever been involved in governmental or judicial action concerning a violation of "Fair Housing" Laws?

YES  NO

If yes, give details:

---

---

---

G. Have you been involved in any matters within the jurisdiction of the Pennsylvania Human Relations Commission (PHRC) within the past five years?

YES  NO

If yes, give details:

---

---

H. Have any property management contracts held by the management agent over the past five years been terminated prior to their expiration dates?

YES  NO

If yes, provide name(s) and address(es) of the development(s) and the mortgagor(s), as well as reasons and circumstances surrounding such termination(s):

---

---

---

---

I. Have any property management contracts held by the management agent over the past five years not been renewed upon expiration?

YES  NO

If yes, provide name(s) and address(es) of the development(s) and the mortgagor(s), as well as reasons and circumstances surrounding such nonrenewal(s):

---

---

---

---

I certify that the information contained herein is accurate and complete.

---

Signature

---

Title

---

Date

MANAGEMENT AGENT QUESTIONNAIRE  
DEVELOPMENTS MANAGED

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Type of Financing: \_\_\_\_\_

Managed from: \_\_\_\_\_ to: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

---

---

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Type of Financing: \_\_\_\_\_

Managed from: \_\_\_\_\_ to: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

---

---

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Type of Financing: \_\_\_\_\_

Managed from: \_\_\_\_\_ to: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

---

---

### **Tab 17 Phase I Environmental Review / Environmental Test Results**

A Phase 1 Environmental Site Assessment prepared in accordance with ASTM E-1527-05 and the PHFA requirements found in the Submission Guide for Architects, is required for all developments. Existing buildings scheduled for demolition shall be investigated for environmental hazards. **For new applications, the report cannot be more than 12 months old at the time of submission. For a previously submitted application a Developer may choose to have an update letter provided by the environmental consultant that performed the original Phase I ESA rather than having a completely new Phase I prepared. An update letter is allowed only for a project whose Phase I ESA is between 12 and 24 months old at time of submission. An update letter from the environmental consultant will not be acceptable for a report older than 24 months and a new report must be prepared.** The report shall also be accompanied by a certification from the sponsor stating that any issues raised in the environmental review have been reviewed and budgeted accordingly in the development budget. Applicant must provide a breakdown of related costs and identify where this cost is included in the development budget. Only the executive summary of the report should be submitted in the application, which shall indicate if remediation or further testing is required, and include a cost estimate for remediation.

For existing buildings scheduled for rehabilitation, the Phase I report must also include testing for the following hazards: lead in water, lead-based paint, asbestos and radon.

**Lead in Water:** At least one test for lead in the domestic water shall be performed in each building within the development. In buildings larger than 10,000 total square feet, at least two tests shall be performed. Each test shall consist of two samples; an initial draw sample taken after a period of no water use, and a second sample taken after thoroughly flushing the system. Samples shall be taken as far as possible from the water service entrance to the building.

**Lead Based Paint:** Paint throughout the building(s) shall be analyzed for lead content using an x-ray fluorescence (XRF) spectrum analyzer performed in accordance with HUD's "Final Rule", 24 CFR Part 35, as amended June 21, 2004.

**Asbestos:** A survey of the building shall be performed to identify suspect asbestos containing materials. All such materials shall be tested using polarized light microscopy (PLM).

**Radon:** Radon testing shall be performed on the lowest floor level of each building in the development, at a rate of one test for every 5,000 square feet of basement/ground floor area. In addition, a test shall be performed in each stair tower and elevator shaft that will remain in use after the rehabilitation.

All environmental sampling shall be performed by certified personnel and all testing shall be done by an accredited testing laboratory. All test results that are above the "action level" shall be clearly identified.



Preservation development applicants should also see Tab 34 “Physical/Capital Needs Assessment” for testing requirements.

Only PennHOMES applicants must follow the Environmental Remediation Monitoring Program found at Section 1.22.6 of the Submission Guide for Architects.

**Tab 18 Commercial Income**

All developments reflecting commercial income in the Annual Operating Budget must provide copies of the commercial leases or letters of intent to enter into a lease to confirm the projected rental income. The Agency may require additional documentation to demonstrate the lessor's financial capacity as a tenant of the commercial space.

### **Tab 19 Utility Information**

Tax credit applicants for all developments with tenant paid utilities must follow the Utility Allowance Determination as established by the IRS in Treasury Regulation 1.42-10. The appropriate utility allowance depends on the type of building involved. The IRS separates rent-restricted buildings into the following groups for purposes of this determination:

- (1) Tax credit buildings receiving project based rental assistance from the USDA Rural Housing Service (RHS) must use the RHS utility allowance for all rent-restricted units.
- (2) Tax credit buildings receiving tenant based rental assistance from USDA Rural Housing Service must use the RHS utility allowance for all rent-restricted units.
- (3) Tax credit buildings regulated by the Department of Housing and Urban Development (HUD) and receiving project based rental assistance must use the applicable HUD utility allowance for all rent-restricted units.
- (4) Other buildings:
  - (i) Tax credit buildings receiving tenant based HUD rental assistance must use the local Public Housing Authority (PHA) utility allowance established for the Section 8 program for all rent-restricted units.
  - (ii) Other tenants: All tax credit buildings not included in (1), (2), (3), or (4)(i) above must establish the utility allowance by using one of the following:
    - A) The local Public Housing Authority utility allowance;
    - B) A written estimate from the local utility company;
    - C) An estimate from the Agency having jurisdiction over the building, provided the Agency agrees to provide it. In Pennsylvania, this Agency is PHFA, which has determined that it will not issue utility allowances;
    - D) An estimate calculated using the "HUD Utility Schedule Model" that can be found at <http://www.huduser.org/portal/resources/utimodel.html>. If this method is used, a copy of all input and output data must be submitted with the application;
    - E) An estimate calculated by a professional engineer using an energy consumption model that at a minimum, takes into account specific factors including but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. In the case of newly constructed or renovated buildings, the engineer may use consumption data for the previous 12 month period of units of similar size and construction in the same geographic area. If this method is used, the following information must be included for the comparable building(s): Project name, location, type of building (single family detached, duplex, townhouse, walk-up, low-, mid-, high-rise) age of building, description of construction, unit square footage, type of heating, cooling, water heating and cooking equipment (gas/electric, central or individual system), and a summary of 12 months utility costs for each bedroom size.

The same method must be used for calculating all applicable utility allowances.

Applicants must submit documentation which supports the tenant paid portion of the utility cost shown on the Application. The documentation must be current and applicable to the type of building, and must clearly indicate which utilities are the responsibility of the tenant. As an example, if the building qualifies as a HUD assisted building, a current Section 8 Utility Allowance Form (HUD 52667) from the local Public Housing Authority (PHA) must be provided, with the amounts applicable to the building contained in the Application clearly indicated. The PHA must note that the schedule provided is the one currently in effect unless the schedule provided is clearly current.

In the event the IRS proscribes a new methodology for calculating the utility allowance, the Agency may amend this procedure.

**Agency Loan Applicants** must also submit documentation that supports the development-paid utility costs. Supporting documentation shall discuss or show through calculations how the utility costs have been determined. In addition, applicants must submit letters from the sewer and water authorities, electric, gas and/or oil companies indicating that the proposed development can be accommodated within the current capacity of the systems and/or the availability of services. This information must include monthly or quarterly rates for water and sewer.

**Tab 20 Certification of Subsidies**

The applicant must submit the signed Certification of Subsidies form (included in this tab) listing the amount of all current or anticipated developmental and operational federal, state and local subsidies including but not limited to HOME, CDBG, FHLB, Neighborhood Assistance Program Credits, Section 8 project based rental assistance or any type of rental subsidy. If no subsidies are anticipated, this must be stated in the form of a certification.

If the development receives subsidies for rent, the applicant must certify that upon expiration or termination of the subsidy, total rents charged to the residents will not exceed rents that are at or below the targeted rent levels indicated in the Application.

## PHFA Multifamily Housing Application TAB 20 – Certification of Subsidies

As applicant, I certify that the sources of funds and/or rental subsidies listed below have been committed or will be applied for as part of the financing plan for \_\_\_\_\_ (development):

**NOTE: This information is required by Code for the Tax Credit Program.**

Source of Funds	Amount	Applied for or Committed	Date of Application or Commitment
PHFA PennHOMES loan			
Total			

Rental Assistance	Number of Units	Applied for or Committed	Date of Application or Commitment

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

As the applicant, I hereby certify that upon expiration or termination of the rental subsidy, the total rents charged to the residents will not exceed rents that are at or below the targeted rent levels indicated on the Application.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### **Tab 21 Construction Financing and/or Permanent Financing Letters of Intent**

A current letter of intent for each source of construction and/or permanent financing must be provided with the Application. This includes financing required for both commercial and residential areas.

Each letter of intent must:

- Be dated within 60 days of the application submission deadline;
- Include a statement that the lender has reviewed the application and operating budget;
- State that upon their review, the loan amount will be “X” amount of dollars;
- Include loan terms and conditions
- Provide a breakdown of any and all financing fees;
- **Confirm that the permanent loan term is a minimum of 15 years for a Tax Credit only development. If there are PennHOMES funds included in the financing plan, the term of the permanent loan must be 30 years. If the permanent loan is with an outside lending institution, the terms and conditions of the loan must be better than the Agency’s Taxable Bond loan terms and conditions.**
- Confirm that the Debt Service Coverage Ratio is between 1.15 and 1.25 in the initial stabilized operating period (unless higher to meet the requirement below);
- **Confirm that the Debt Service Coverage Ratio is not less than 1.00 in years one through and including fifteen.**
- For all sources of soft financing, confirm that the funds have been set-aside for the subject development and, if applicable, include an explanation why the interest rate is projected at the Applicable Federal Rate.

The Agency will not consider a “pending” application for financing for an award of points under Ability to Proceed.

The construction period interest expense of a loan that is repaid by or converted to a permanent loan should be reflected as construction loan interest in the Development Budget.

The construction period interest expense of a loan that is repaid by Tax Credit equity should be reflected as bridge loan interest in the Development Budget.

The Agency limits the amount of the Developer’s Fee that the general partner(s) may reinvest to 50% of the Developer’s Fee approved at application. Applications that require a greater reinvestment percentage of the Developer Fee will be deemed to be financially infeasible.

Developers providing permanent financing to the development must include current audited financial statements which support the developer’s ability to provide such a loan to the development. Developers providing such a loan will also be required to address the “At Risk Rules” with regard to related party financing. If the source of the developer loan is a grant or loan of local, state or federal funds, including Neighborhood Assistance Program (“NAP”) tax credits, audited financial statements will not be required as long as there is evidence in the form of a letter or other written document that the funds are being provided to the development.

Resources included as a source of financing in the application may not be substituted or adjusted in the future by another funding source in the financing plan unless approved by the Agency.

All applicants are expected to be thoroughly familiar with the "At Risk Rules" of Section 42(k) of the Code. If the applicant has indicated a type of financing such as related party financing, seller financing, or a nonprofit loan that might come under the At Risk Rules provision, the applicant must submit a certification as to why this type of financing is not in violation of the At Risk Rules. The certification must be provided by the owner, acknowledged by the investor, and must provide specific reference to the appropriate section of the Code or relevant accounting procedures which permits this type of financing to remain in basis.

For all deferred loans having an interest rate at or above the Applicable Federal Rate, the lender and Tax Credit syndicator or investor(s) must certify that each has reviewed the development's ability to repay the loan plus accrued interest at maturity. This determination must be made using an income capitalization approach to value for the year of maturity.

For Tax Credit only developments, HOPE IV proposals must include a copy of the executed Master Development Agreement. The Agency will be reviewing the sources of funding and costs to be shared by all phases of the development. Additional information may be requested to review the source and use allocation.

Items to be included in this tab:

Financing letters of intent  
Certification of "At Risk Rules" (if applicable)  
Supporting documentation for deferred loans at AFR (if applicable)  
HOPE VI Master Development Agreement (if applicable)



**Tab 22 Bridge Loan Financing**

Currently the Agency is not offering Equity Bridge Loan Program for the 2011 Application Funding round. Please check our website for updates.

Developments requiring a bridge loan due to the syndication of the Tax Credits must provide a letter of intent from the financial institution or entity providing the bridge loan. The letter must state the amount, rate and term of the financing, and include all financing fees. If requesting a Bridge Loan from the Agency, provide a request in this tab.

### **Tab 23 Syndication Information**

Information provided in the Application regarding the syndication of the Tax Credits must be confirmed in writing by the appropriate party. Public offerings must be verified by the syndicator issuing the public offering. The offering must be registered with the Securities Exchange Commission ("SEC"). The syndication letter must state the amount of the anticipated pay-in, the amount of Tax Credits upon which the pay-in is based, and an estimated pay-in schedule. For developments seeking Tax Credits and anticipating the use of Federal Historic Rehabilitation Tax Credits and/or Commonwealth of Pennsylvania Neighborhood Assistance or Enterprise Zone State Tax Credits, the syndication letter must provide the total credits, investment amount and pay-in schedule for each tax credit. If the syndicator is also providing an internal bridge loan, the terms and conditions of the loan must be provided.

The Agency will underwrite the development based upon amounts set forth in the syndicator's letter and may establish minimum gross equity pay-in standards during processing. Applicants will be notified regarding any equity adjustments during processing.

Furthermore, the Agency may require updates as it deems appropriate during processing in order to verify the equity commitment. Prior to making a contingent set-aside of tax credits, the Agency will require documentation demonstrating evidence of a commitment of equity to the development.

Private offerings must be verified by each of the investors whether corporate or individuals. The letter from the investor(s) must state their equity contribution for each type of Tax Credit and the amount and type of Tax Credits upon which the pay-in is based.

Syndication costs for both public and private offerings must be identified. The Agency retains the right to request additional information on any potential investment, private or public.

If the investor is charging an investor service fee, the investor letter must state that the fee is to be paid yearly as a project operating expense. If the fee is not listed in the letter, it may not be paid from project operations. In addition, the fee must be budgeted to be paid from operations.

All applicants are expected to be thoroughly familiar with the "At Risk Rules" of Section 42(k) of the Code. If the applicant has indicated a type of financing such as related party financing, seller financing, or a nonprofit loan that might come under the At Risk Rule provision, the applicant must submit a certification as to why this type of financing is not in violation of the At Risk Rules. The certification must be provided by the owner, acknowledged by the investor, and must provide specific reference to the appropriate section of the Code or relevant accounting procedures which permits this type of financing to remain in basis.

Furthermore, for consideration under the Ability to Proceed Selection Criteria, the developer must submit evidence, satisfactory to the Agency that an equity investor has been secured and funds have been committed to the development.

**Tab 24 Development Cost Savings**

The Agency may award points for developments in which the Rehabilitation/New Construction Basis, less the developer's fee and commercial costs, is below the Agency's Maximum per Unit Basis Limitation.

- The development costs must be controlled through construction in a manner that at completion would allow the development to maintain its original ranking for this criterion.
- To be considered for this selection criteria, a written certification must be provided that acknowledges that the cost of the project will be re-evaluated by staff at cost certification and if warranted, adjusted to maintain the development's original ranking.
- A certification must also be provided that the building as designed and constructed will meet all labor and material standards set forth in applicable local or statewide codes (without sacrificing unit size and other building amenities). Most preservation applications will not be considered in this category.