



June 1, 2012  
Issue 12-2

**MEMORANDUM**

**TO:** All Interested Persons

**FROM:** Sherry Bossie  
Senior Director of Multi-Family and  
Community Development & Technical Services

Michelle L. Wilshere  
Managing Director of the Low-  
Income Housing Tax Credit Program

**DATE:** June 1, 2012

**SUBJECT: West Virginia's Low-Income Housing Tax Credit Program**

Thank you for your interest in West Virginia's Low-Income Housing Tax Credit Program ("Program"). In relation to the Program, enclosed is the following information:

**West Virginia's Low-Income Housing Tax Credit Program 2012 Allocation Plan (the "Plan"), as was approved by the Governor of the State of West Virginia on May 30, 2012. The West Virginia Housing Development Fund will accept Reservation Requests for the Low-Income Housing Tax Credit Program during the month of July, 2012. Only for selected properties will the West Virginia Housing Development Fund continue to accept either Carryover Allocation Requests or Allocation Requests on or before October 31, 2012.**

- ◆ West Virginia's (the "State's") 2012 State Housing Credit Ceiling is approximately \$5,203,111. The 2012 State Housing Credit Ceiling is mostly comprised of the population component.

## MEMORANDUM

June 1, 2012

Page Two

- ◆ A summary of the Set-Aside Categories that comprise the 2012 State Housing Credit Ceiling is provided on pages 7 and 8 of the Plan. The document entitled State Housing Credit Ceiling – Set-Aside Categories and Amounts for the 2012 Calendar Year is also attached.

**Reminder:** The maximum credit a property can request in 2012 is \$612,270 (see page 19 of the 2012 Tax Credit Manual).

- ◆ The West Virginia Housing Development Fund, as the allocating agency for the State, is responsible for administering the Program, and for developing and adopting a “qualified allocation plan”, pursuant to which properties will be selected to receive allocations of low-income housing tax credits. The statutory definition of a qualified allocation plan is provided on pages 1 through 3 of the Plan.
- ◆ Three significant components of the Plan are as follows:
  - ◇ Setting forth certain required selection criteria that are used to determine housing priorities that are appropriate to local conditions.
  - ◇ Providing preference in allocating housing credit dollar amounts to properties with certain service obligations or commitments.
  - ◇ Providing procedures that the West Virginia Housing Development Fund will follow in monitoring properties for noncompliance with the provisions of Section 42 of the Internal Revenue Code, in notifying the Internal Revenue Service of such noncompliance, to the extent that the West Virginia Housing Development Fund becomes aware of any such matters of noncompliance, and in monitoring for noncompliance with habitability standards through regular site visits.
- ◆ In relation to the first and second components described above, a summary of the Selection and Preference Criteria is provided on pages 5 and 6 of the Plan. A total of 1,030 selection and preference criteria points is available.
- ◆ In relation to the third component described above, a Compliance Monitoring Procedure is provided on pages 40 through 51 of the Plan. We charge a property owner a reasonable monitoring fee, the amount of which is provided on page 51 of the Plan.

MEMORANDUM

June 1, 2012

Page Three

- ◆ Under the provisions of the Plan (see pages 34 through 40 of the Plan), for the application period, proposed properties will be ranked and selected in descending order, according to the total selection and preference criteria points awarded, based upon an evaluation of each property against the selection and preference criteria.

In addition, the Tax Credit Manual for Calendar Year 2012 is attached. **This document is integral to your submitting an acceptable Reservation Request, Carryover Allocation Request, or Allocation Request.**

If you have any questions, please do not hesitate to contact us.

SBB:mlw

Enclosures