



# Print Preview - ApplicationOne

**THIS PRINT PREVIEW IS NOT A FINAL APPLICATION**

Tax Credits

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## Project Name and Location

Project Name:

Address:

City:  County:  Zip:

Census Tract:

Is project in a Qualified Census Tract?

Does a community revitalization plan exist?

Political Jurisdiction:

Jurisdiction CEO Name: First:  Last:  Title:

Jurisdiction Address:

Jurisdiction City:  Zip:

Jurisdiction Phone:  E-Mail Address:

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# Project Description

Project Type:  New Construction  Rehab  Adaptive Reuse

Is this an application for additional credit?

If yes, list name of project and WHEDA application number:

Will this project be utilizing federal assistance?

Will the project be receiving project based federal rental assistance?

If yes, provide the subsidy source:   
and number of units:

RD/Rental Assistance - number of units:

Section 221(d)(3) BMIR - number of units:

Section 236 - number of units:

Section 8 Rent Supplemental or Rental Assistance Payment - number of units:

Section 8 Housing Assistance Payment Contract - number of units:

Other - number of units:

Is HUD approval for transfer of physical asset required?

Is RD approval for transfer of physical asset required?

Is WHEDA approval for transfer of physical asset required?

## Targeting of units

Family - number of units:

RCAC - number of units:

Elderly - number of units:

Supportive Housing - number of units:

Homeless - number of units:

Single Room Occupancy - number of units:

## Credit Request

Guidance on Set-Aside Selection

Nonprofit Set-Aside: Please see requirements in [Appendix B](#).

Rural Set-Aside: See description in the QAP.

Supportive Housing Set-Aside: See description in the QAP.

Preservation Set-Aside: Limited to preservation of existing housing developments subsidized with federal assistance as defined in the QAP. (No new construction of units).

Set Aside:

Credit percentage applied for:  4%  9%

Federal financing?  Type of federal financing

Disaster Credits:

## Minimum Set-Aside Requirements (Select only one):\*

At least **20%** of the rental residential units in this project will be rent-restricted and occupied by individuals whose income is **50%** or less of area median income as adjusted by family size and published annually by HUD.

At least **40%** of the rental residential units in this project will be rent-restricted and occupied by individuals whose income is **60%** or less of area median income as adjusted by family size and published annually by HUD.

**HOME Funds (do NOT check if HOME funds are not being applied for):**

At least **40%** of the qualified units are occupied by households with incomes at or below **50%** of median income.

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**Project Description**

Apartment Type:\*

Elevator Building - number of stories:

Non-elevator Building - number of stories:

Row house/town house

Detached two-family (duplex)

Detached single-family

Other:

Construction Type:\*

Slab on grade  Partial Basement

Crawl space  Full Basement

Ownership Type:\*

Rental

Rental Targeted For Eventual Resident Ownership

A plan must be submitted incorporating an exit strategy including how units will be marketed and sold to the eventual resident owner as well as detailing the provision of services including home ownership education, training and down payment assistance.

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## **Applicant Information**

### **Primary Applicant/Developer**

Name:

Address:

City:  State:  Zip:

Primary Contact: First:  Last:  Title:

Telephone:

Alt Phone:

Fax:

Email Address:

Is there a Co-Applicant?

### **Co-Applicant/Developer**

Name:

Address:

City:  State:  Zip:

Primary Contact: First:  Last:  Title:

Telephone:

Alt Phone:

Fax:

Email Address:

### **Additional Information**

- Do any unsatisfied judgements exist against the applicant(s)/developer(s), its principals, or any related party?
- Has any party related to this application been party to any litigation, including real estate foreclosure or bankruptcy within the past 7 years?
- Do any environmental issues or administrative proceedings exist that would adversely affect the ability to timely proceed?

Explanation (if the answer to any of the three previous questions was yes).  
If necessary, attach additional documentation

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## Site Description

Total Site Acreage:  Total Buildable Acreage:

If buildable acreage is less than total acreage, please explain:

Identify utilities and services currently available (and with adequate capacity) for this site:

- Storm Sewer    Water    Sanitary Sewer    Electric    Gas

Is the demolition of any buildings required or planned?

If yes, please describe:

Are existing buildings on the site currently occupied?

If yes:

(a) Briefly describe the situation:

(b) Will tenant displacement be temporary?

(c) Will tenant displacement be permanent?

Describe relocation plan and assistance:

Legal Description of Property:

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## Site Control

Does an identity of interest (direct or indirect) exist between the owner/principal or ownership entity with the option/contract for purchase of the property and the seller of the property?

If yes, specify the relationship:

Does the owner have fee simple ownership of the property (site/buildings)?

If yes provide:

Purchase Date:  Purchase Price:

If no:

(a) Enter the current expiration date of the option/contract to purchase:

(b) Enter Purchase Price:

### Development Estimated Schedule

Date first building is to be placed in service:

Date last building is to be placed in service:

### Adaptive Re-use or Rehabilitation Projects Only

Rehabilitation expenditures allocable to low-income units:

Adjusted building basis:

### Acquisition of Existing Buildings (Adaptive Re-use or Rehabilitation Projects Only)

How many buildings will be acquired for the development?

Are all of the buildings currently under site control for the development?

### Buildings

Address	Type of Control	Expiration Date of Control Document	Number of Units	Acquisition Cost of Building
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## Zoning

Present zoning classification of the site:

Is multifamily use permitted?

Are variances, special or conditional use permits or any other item requiring a public hearing needed to develop this proposal?

If yes, have the hearings been completed and permits been obtained?

If yes, specify permit or variance required and date obtained.

If no, describe permits/variances required and schedule for obtaining them:

Are there any existing conditions of historical significance located on the project site that will require Wisconsin State Historical Society office review?

If yes, describe below:

Are there any existing conditions of environmental significance located on the project site?

If yes, describe below:

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## Ownership Entity

Owner Name:

Address:

City:  State:  Zip:

Federal Tax ID Number of Ownership Entity:

Entity Type:

Entity Status:

Ownership Contact Person: First Name:  Last Name:

List all general partners, members, and principals. Specify nonprofit, corporate, general partners, or members. Click [Add] to add additional partners, members, and principals.

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Entity/Principal Name:

First Name:  Last Name:  Entity/Principal Function: \*

Address:

City:  State:  Zip:

Phone:  Fax:

E-Mail:  Nonprofit:  TaxID

Ownership Percentage:

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# Project Team

Provide contact information for development team members below:

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**Management Agent**  Identity of Interest?

Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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Is there a Consultant/Application Preparer?

**Consultant/Application Preparer (if different from developer)**  Identity of Interest?

Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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**General Contractor**  Identity of Interest?

Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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**Equity Investor/Syndicator**  Identity of Interest

Percentage of Interest:   
Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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Is there a Design Architect?

**Design Architect**  Identity of Interest?

Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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Is there a Supervisory Architect?

**Supervisory Architect**  Identity of Interest

Company:   
Address:   
City:  State:  Zip:   
Phone  Email:   
Contact Name: First:  Last:

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**Attorney**  Identity of Interest

Company:

Address:

City:  State:  Zip:

Phone:  Email:

Contact Name: First:  Last:

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# Project and Unit Amenities

Please provide a detailed description of the proposed project:

Site Amenities (check all that apply):

- Community Bldg - Sq Ft:     Community Room - Sq Ft:
- Garages                      Number:  Rent
- Surface Parking                Number:  Rent
- Underground Parking         Number:  Rent
  
- Laundry Rm                     Screened Porch                     Resident Computer Center     Exam Rm                             Reading Rm/Library
- Game/Craft Rm                 Exercise Rm                         Media Center Rm                 Beauty Salon/Barber            Guest Lodging
- Chapel                          Picnic Area                         Garden Plots                     Covered Drive Thru            Pool
- Car Care Area                  Playground                         Onsite Leasing Office          Storage Units                    Gazebos
- Walking Trails                 Security Locked Bldg            Community Dining Rm          Therapeutic Whirlpool Tub    Community Patio
- Trash Disposal Chutes       24 Hour On-site Resident Manager

Description of On-site Services and Activities:

Describe Differences in Low-income & Market-rate Unit Amenities:

Interior Apartment Amenities (check all that apply):

- Range/Oven     Range Hood     Dishwasher     Disposal     Refrigerator     Exterior Storage
- Washer/Dryer     W/D Hookups     Pantry     Ceiling fans     Walk-in closets     Drapes
- Mini-blinds     Patio/Balcony     Microwave     Sunrooms     Front Porches

Flooring:  Carpet     Vinyl     Wood     Ceramic Tile     Other

Heating/Cooling:  Gas Heat     Heat Pump     Electric Pump     Electric Heat     Central Air     Window A/C     A/C Sleeve

# Unit Mix

## Low Income Units

Low income rents shall be the lower of market rents as determined by the market study, proposed LIHTC set-aside rents, or the current HAP/RAP or other subsidy program rents applicable to the project

Type	# BRs	Net Sq.Ft.	Total # Units	CMI%	Home Units	Mgr Units	Monthly Rent	Utility Allowance	**Total Housing Exp.	Rent Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Extend Rent Limit

Contract Number

Utilites included in rents:  Water/Sewer  Electric  Gas  Other

## Manager Units treated as common space

Type	# BRs	Net Sq.Ft.	Total # Units	Monthly Rent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Utilites included in rents:  Water/Sewer  Electric  Gas  Other

## Market Rate Units

Type	# BRs	Net Sq.Ft.	Total # Units	Monthly Rent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Utilites included in rents:  Water/Sewer  Electric  Gas  Other

## Statistics

	All Units	Home Units	Manager Units	Gross Rental	Monthly Income
<b>Low Income</b>					
30% CMI	0	0	0	0	0
40% CMI	0	0	0	0	0
50% CMI	0	0	0	0	0
60% CMI	0	0	0	0	0
<b>Low Income Totals.....</b>					
<b>Common Space</b>					
Manager Units	0		0		0
<b>Market Rate</b>	0				0
<b>Totals.....</b>	0	0	0		0

Proposed number of residential buildings:  Maximum number of stories in building(s):

- Project Includes:
- Elevators - Number of Elevators:
  - Accessory Building(s)
  - Commercial Facilities
  - Other Facilities

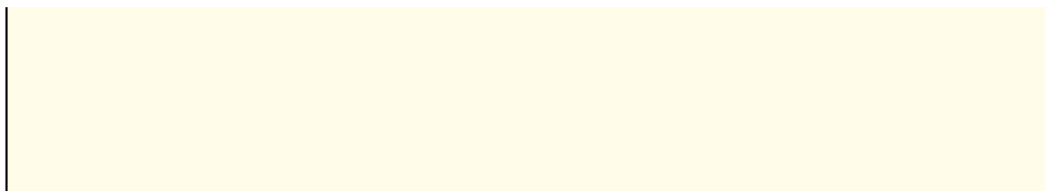
## Square Footage Information

Gross Floor Square Footage:

Residential Sq.Ft. (All Heated Areas):

Commercial/Retail Square Footage:

Remarks concerning Unit Mix:



# Funding Sources

**Note on Permanent Rate:** WHEDA requires applicants use the following permanent loan interest rate methodology for all LOLA Initial Applications:

**A. Competitive Applications:** Use WHEDA's Tax Credit Financing rate published on WHEDA.com on the day prior to application submittal.

**B. Noncompetitive Applications:** Use WHEDA's Tax-Exempt Financing rate published on WHEDA.com the week prior to application submission, with a 30-year amortization.

**C.** Applicant may use other terms if a term-specific, executed financing commitment accompanies the Application.

Source	Amount	Non-Amortizing*	Rate (%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan - Lender Name:		<input type="checkbox"/>				
Subordinate Loan - Lender Name:		<input type="checkbox"/>				
Subordinate Loan - Lender Name:		<input type="checkbox"/>				
Tax Exempt Loan - Bond Issuer		<input type="checkbox"/>				
Tax Exempt Loan - Bond Issuer		<input type="checkbox"/>				
AHP Loan		<input type="checkbox"/>				
Home Loan		<input type="checkbox"/>				
Home Grant		<input type="checkbox"/>				
CDBG Grant		<input type="checkbox"/>				
WHEDA Foundation Grant		<input type="checkbox"/>				
Other - Specify Grantor:		<input type="checkbox"/>				
Other - Specify Grantor:		<input type="checkbox"/>				
Other - Specify Grantor:		<input type="checkbox"/>				
Tax Credit Equity						
Historic Tax Credit Equity						
Deferred Developer Fees						
Owner Investment						
Other - Specify:						
<b>Total Sources</b>						

Construction Financing			
Source of Funds	Amount	Rate	Term (monthly)
Construction Loan - Lender name			
Bridge Loan - Lender name			
Tax Credit Equity			
<b>Total:</b>			

\* "Non-amortizing" indicates that the loan does not have a fixed annual debt service (i.e., the loan is subject to available cash flow). Do not check the Non-Amortizing box if this is "must pay" debt service.

Estimated pricing on sale of Federal Tax Credits:

Remarks concerning Project Funding Sources:

*(Please be sure to include the name of the funding source(s))*

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# Project Costs and Credit Calculation

Cost Element	ESTIMATED TOTAL COST	Eligible Basis	
		30% PV	70% PV
<b>A. Purchase Buildings and Land</b>			
Land			
Purchase of Buildings			
Demolition			
SUBTOTAL: Purchase Buildings and Land			
<b>B. Site Work</b>			
Site Work			
Off Site Work			
Landscaping			
SUBTOTAL: Site Work			
<b>C. New Construction/Rehabilitation</b>			
Construction of New Buildings			
Rehabilitation			
Accessory Buildings (Garage, storage, etc)			
Personal Property			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Supervision			
SUBTOTAL: New Construction/Rehabilitation			
<b>D. Contingency</b>			
Construction Contingency			
SUBTOTAL: Contingency			
Construction Cost Subtotal			
<b>E. Architectural and Engineering</b>			
Architect's Fee - Design			
Architect's Fee - Inspection/Supervision			
Engineering Costs			
SUBTOTAL: Architectural and Engineering			
<b>F. Interim/Construction Costs</b>			
Construction Insurance			
Construction Loan Interest			
Construction Loan Origination Fee - Non WHEDA			
Construction Loan Origination Fee - WHEDA			



Construction Loan Credit Enhancement/LOC			
Construction Period Real Estate Taxes			
Water, Sewer and Impact Fees			
SUBTOTAL: Interim/Construction Costs			
<b>G. Financing Fees and Expenses</b>			
Cost of Bond Issuance			
Permanent Loan Origination Fee - Non WHEDA			
Permanent Loan Origination Fee - WHEDA			
Permanent Loan Credit Enhancement			
SUBTOTAL: Financing Fees and Expenses			
<b>H. Miscellaneous Costs</b>			
Property Appraisal			
Market Study			
Environmental Report			
Survey			
Rent-Up Marketing			
Tax Credit Application Fees			
Tax Credit Compliance Fee			
Tax Credit Allocation Fee			
Cost Certification/Accounting Fees			
Title and Recording			
Permanent Relocation Expenses			
Temporary Relocation Expenses			
Furnishings and Equipment			
Capital Needs Assessment Report			
Legal Fees - Miscellaneous			
Legal Fees - Real Estate			
SUBTOTAL: Soft Costs			
<b>I. Syndication Costs</b>			
Bridge Loan Fees and Expenses			
Organizational (Partnership)			
Tax Opinion			
SUBTOTAL: Syndication Costs			
<b>J. Developer's Fees</b>			
Developer's Fee - Received			
Developer's Fee - Deferred			
Developer Overhead			

Consultants			
SUBTOTAL: Developer's Fees			
<b>K. Reserves</b>			
Rent-Up Reserve			
Operating Reserve			
Replacement Reserve			
Capital Needs Reserve			
Debt Service Reserve			
Escrows			
SUBTOTAL: Reserves			
Intermediate Costs			
Total Development Costs			
Less Federal Financing			
Less Nonqualified Nonrecourse Financing			
Less Historic Tax Credit Residential			
Less			
Total Eligible Basis			
Adjustment for QCT			
Deduction from QCT Adjustment			
DDA/HFA Boost			
Deduction from DDA/HFA Boost			
Applicable Fraction			
Total Qualified Basis			
Tax Credit Percentage Rate			
Federal Tax Credits at Estimated Rate			
Total Federal Tax Credits at Estimated Rate			
Previous Year's Allocation			
Federal Tax Credits Requested			
<b>Credit Calculation Using Equity Gap</b>			
Total Project Costs			
Less:			
Loans			
Grants			
Historic Rehab Credits			
Other			
Total Sources of Funds			
Total Equity Gap			
Applicable Fraction			

Equity Gap Adjusted for Applicable Fraction			
Minimum Credit Value			
Investor Ownership %			
Tax Credit Allowed by Equity Gap Calculation			
<b>Credit Calculated by:</b>			
Eligible Basis Calculation			
Equity Gap Calculation			
Credit Amount			

Remarks concerning Project Costs and Credit Calculation:

\* Other Adjustment - Developments with market rate units are subject to a reduction in credit by the equity gap calculation, unless each market rate is offset by a corresponding 40% CMI or lower unit.

1. Architectural fees in eligible basis (including both design and supervision) are limited to \$3,000 per unit for new construction and \$3,500 per unit for historic rehabilitation.
  2. Construction supervision, consultant fees, developer fees and developer overhead are limited to a combined 15% of total development costs for new developments with 24 units or less and to 12% for those with more than 24 units. Those same fees are subject to greater restrictions for the acquisition portion of acquisition/rehab projects. See [Developer Fee Policy](#).
  3. If the construction lender and permanent lender are same entity, the construction loan origination fee is not allowed in eligible basis.
  4. General requirements, contractor overhead and contractor profit are limited to 14% in aggregate.  
See Instructions for calculation methodology.
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# Projected Operating Costs

## Project Operations (Year One)

<b>I. Rent Expense</b>	
Conventions and Meetings	
Management Consultants	
Advertising/Marketing Expense	
Subtotal: Rent Expense	
<b>II. Administrative Expenses</b>	
Office Salaries	
Office Expenses	
Office or Model Apartment Rent	
Management Fee - Residential Rents	
Management Fee - Commercial Rents	
Management Fee - Misc Income	
Manager/Superintendent Salaries	
Administrative Rent-free Unit	
Legal Expenses - Project Only	
Auditing Expenses - Project Only	
Bookkeeping Fees/Accounting Services	
Bad Debt Expense	
Misc Administrative Expenses	
Subtotal: Administrative Expenses	
<b>III. Utilities Expenses</b>	
Fuel Oil	
Electricity (Light & Misc. Power)	
Water	
Gas	
Sewer	
Owner-paid unit amenities	
Subtotal: Utilities Expenses	
<b>IV. Operating &amp; Maintenance Expenses</b>	
Payroll	
Supplies	
Contracts	
Operating and Maintenance Rent Free Unit	
Garbage and Trash Removal	
Security Payroll/Contract (incl taxes and benefits)	
Security Rent Free Unit	
Heating/Cooling Repairs & Maintenance	
Snow Removal	

Vehicle/Maintenance Equipment Operation & Repairs	
Miscellaneous Operating & Maintenance Expense	
Subtotal: Operating	
<b>V. Taxes and Insurance</b>	
Real Estate & Personal Property Taxes	
Payroll Taxes - Project Share	
Property and Liability Insurance (Hazard)	
Fidelity Bond Insurance	
Workmens Compensation	
Health Insurance and Other Employee Benefits	
Misc Taxes, Licenses, Permits, and Insurance	
Subtotal: Taxes and Insurance	
<b>VI. Total Service Expense</b>	
Dietary Salaries	
Dietary Purchased Serv	
Food	
Registerd Nurse Salary	
Housekeeping Salary	
Housekeeping Supply	
Other Housekeeping	
Housekeeping Purchased Serv	
Medical Supplies	
Medical Purchased Serv	
Laundry/Linen	
Laundry Salaries	
Laundry Purchased Serv	
Laundry Supplies	
Medical Records Salary	
Medical Records Supply	
Med Records Purchased Srv	
Recreation/Rehab	
Activities Supplies	
Activities Purchased Serv	
Rehab Salaries	
Rehab Supplies	
Rehab Purchased Serv	
Other Support Serv	
Subtotal: Service Expense	
Tax Credit Monitoring Fees	
Annual Replacement Reserves	

<b>Total Operating Expenses</b>	
<b>Total Units</b>	
<b>Per Unit Per Month</b>	

Remarks concerning Projected Operating Costs:

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# Projected Cash Flow

## Year One

<b>Inflation Rate</b>	
Income Inflation Rate	
Expense Inflation Rate	
<b>Operating Income</b>	
Gross rental income (from Unit Mix - Total Monthly Rent)	
Parking	
Stores and Commercial	
Laundry and Vending	
Other (specify):	
Total Gross Income Potential at 100% Occupancy	
7% Vacancy Allowance	
<b>NET RENTAL/OTHER INCOME</b>	
<b>TOTAL OPERATING EXPENSES</b> (from Projected Operating Costs)	
<b>NET OPERATING INCOME</b>	
<b>DEBT SERVICE</b> (from Funding Sources Loans)	
<b>NET CASH FLOW</b>	
<b>DEBT COVERAGE RATIO</b> (Minimum of 1.15)	

Include and calculate other estimated non-rental income sources below:

## 20-Year Cash Flow

Year	1	2	3	4	5	6	7	8	9	10
Net Rental/Other Income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Operating Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debt Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Cash Flow	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debt Coverage Ratio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	11	12	13	14	15	16	17	18	19	20
Net Rental/Other Income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Operating Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debt Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Cash Flow	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debt Coverage Ratio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Developments should maintain Debt Coverage Ratio of minimum 1.15 through year 15.

### Calculations:

- "Debt Service" is the sum of "regular/amortized loan debt service + non-amortizing annual service" as entered by user from Funding Sources section.
- "Net Cash Flow" is "Net Rental/Other Income" minus "Total Operating Expenses" minus "Debt Service".
- "Debt Coverage Ratio" is ("Net Rental/Other Income" minus "Total Operating Expenses") divided by "Debt Service".

# Financial Feasibility Threshold Test

WHEDA will evaluate the financial feasibility of all LIHTC Applications. Feasibility is determined by taking into account a variety of factors including: projected operating expenses, replacement reserves, rents and other income, vacancy assumptions, debt service and expected equity proceeds.

Developments submitted with operating expenses, operating reserves, replacement reserves and/or a debt coverage ratio outside the prescribed ranges, without documentation, will be considered infeasible.

**PUPM Operating Expenses & Replacement Reserves**

Note:  
Per Unit Per Month Note

Expected Range: Elderly - \$320 to \$380  
Expected Range: Family - \$370 to \$440

**Debt Coverage Ratio: Primary "Must Pay" Debt**

Note:  
Debt Ratio Note

Expected Range: 1.15 to 1.30  
Expected Range for Tax-Exempt Applications: 1.10 to 1.30  
Expected Range for Supportive Housing and/or Elderly Assisted Living if any  
Service Income helps support Net Cash Flow: 1.20 to 1.30

**Operating Reserve**

Note:  
Operating Reserve Note

Expected Value: 3.0 months or more

**Annual Per-Unit Replacement Reserves**

Note:  
Annual Reserves Note

Expected Value: New Construction, Elderly - \$200 or more  
Expected Value: New Construction, Family - \$250 or more  
Expected Value: Acquisition/Rehab - \$300 or more

WHEDA reserves the right to reject competitive applications not maintaining a minimum 1.15 debt service coverage ratio through year 15 (1.10 for noncompetitive applications) OR reduce Credit requests/allocations at Review One, Two or Three based on either an "equity gap" model or an initial debt service coverage exceeding 1.30.

WHEDA reserves the right to reduce Credit requests or allocations at any stage of the application process per Section 42 of the Code. Any reduction of Credit will be based on WHEDA's evaluation of debt and equity available and necessary for development feasibility.

**Special Instructions on all Supportive Housing or Elderly Assisted Living Developments:**

Applicant MUST provide along with the application:

1. separate proforma detailing the service expenses and income of the project, and
2. supporting documentation describing the assumptions used for service pricing, service expenses and service demand by the residents.

Remarks concerning Financial Feasibility Test:



## Instructions/Scoring Summary

### 2009 SELF-SCORING EXHIBIT

Calculate Applicant Scores for your development on this Exhibit. You must proactively choose or decline participation in each scoring category. **Points will not be awarded if not requested, or if the required documentation for a category is not submitted, is insufficient, or is in an unacceptable form. Applicants must commit via written agreements to actions supporting points awarded in scoring categories. Once a development has executed a Reservation of Credit, no changes to the development score will be allowed.**

WHEDA will determine final point scores after reviewing information provided by applicant. **If two or more applicants receive the same score, the application with the highest percentage of units set aside at 30% and 40% of county median income will be ranked the highest. A secondary tiebreaker, if needed, will rank applications by lowest cost per unit.**

**All developments in the Preservation Set-Aside must score at least 120 points to be eligible for Credit. All other developments must score at least 160 total points, and score a minimum of 20 points in Category 6, to be eligible for Credit.** Points ending in a fraction will be rounded down. WHEDA reserves the right to change this threshold as it deems appropriate.

Scoring Categories	2009 Points	Applicant Score
1. Lower-Income Areas	10	0
2. Energy Efficiency and Sustainability	30	0
3. Community Support	27	0
4. Mixed-Income Incentive	15	0
5. Serves Large Families	18	0
6. Serves Lowest-Income Residents	70	0
7. Supportive Housing	25	0
8. Elderly Assisted Living	18	0
9. Small Developments	6	0
10. Market Appeal	20	0
11. Universal Design	23	0
12. Financial Participation	25	0
13. Ownership Characteristics	6	0
14. Eventual Resident Ownership	3	0
15. Development Team	50	0
16. Readiness to Proceed	15	0
17. Credit Usage	30	0
Scoring Total	391	0

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## 1. Lower-Income Areas

Do you wish to claim points for this scoring category?

**Eligible Locations:**

- Developments located in a qualified census tract (see [Appendix F](#) ), and in which the development contributes to a community revitalization or redevelopment plan. **Attach a map of the census tract showing the project location and a copy of the plan. Failure to attach a copy of the map and plan will result in zero points. The census tract for the development must be located in and be part of the community revitalization plan in order to score points. Only community revitalization or redevelopment plans that have been completed will be eligible to score points. Proposed plans or incomplete plans are not eligible.**
- Developments on federally designated tribal lands. These applications do not need to submit a community revitalization or redevelopment plan, but must attach a map of tribal land showing the project location.

<b>Maximum 10 Points</b>	<b>Total Points:0</b>
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## 2. Energy Efficiency and Sustainability

Do you wish to claim points for this scoring category?

Points will be awarded to developments which promote long term energy efficiency and sustainability through thoughtful design and development location.

\*In scattered site developments, two-thirds of the sites must meet criteria to receive points in any of the subcategories.

Check Box	Points	Description										
<input type="checkbox"/>	10	<p><b>National Green Standards</b> Points will be awarded to developments certifying they will be/have built according to one of the following national green building standards: LEED-Certified, Wisconsin Green Built Homes or Green Communities Program. The architect must certify at initial application the development will be built to the standard. It is not necessary to provide the actual certification from the standard.</p>										
<input type="checkbox"/>	3	<p><b>Focus on Energy Consultation</b> Submit a letter from Focus on Energy, stating that the applicant has met in person with Focus on Energy staff to review this proposed development for possible energy savings ideas, (website <a href="http://www.focusonenergy.com/">http://www.focusonenergy.com/</a>), <b>OR</b>, provide evidence that Focus on Energy has conducted a no-cost energy audit for an existing multifamily building</p>										
<input type="checkbox"/>	10	<p><b>Infill Location (New construction and adaptive reuse only)</b> The following criteria will be considered by WHEDA in determining whether a site is infill or not:  <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Select all that you believe apply to the project:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Site has had water, electric, gas, and sewer service for at least 15 years.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Site platted and subdivided for at least 15 years.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Site directly bounded on at least three sides by existing developments.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Site is in downtown, urban or central city area.</td> </tr> </tbody> </table> <p>Provide corroborating information with this application (i.e., site map, land use plan, dated plat map, dated aerial or other photos, certified survey map, fact letter from local planner or zoning official, etc.)  <b>WHEDA, in its sole discretion, will determine whether the corroborating information satisfies infill requirements.</b></p> </p>	Select all that you believe apply to the project:		<input type="checkbox"/>	Site has had water, electric, gas, and sewer service for at least 15 years.	<input type="checkbox"/>	Site platted and subdivided for at least 15 years.	<input type="checkbox"/>	Site directly bounded on at least three sides by existing developments.	<input type="checkbox"/>	Site is in downtown, urban or central city area.
Select all that you believe apply to the project:												
<input type="checkbox"/>	Site has had water, electric, gas, and sewer service for at least 15 years.											
<input type="checkbox"/>	Site platted and subdivided for at least 15 years.											
<input type="checkbox"/>	Site directly bounded on at least three sides by existing developments.											
<input type="checkbox"/>	Site is in downtown, urban or central city area.											
<input type="checkbox"/>	5	<p><b>Public Transportation</b> Points will be awarded to developments located no more than two tenths (0.2) of a mile from a regularly scheduled bus stop <b>OR</b> developments served by government-supported transportation services (service must be door-to-door and be offered at a clearly subsidized rate). Provide corroborating information with this application.</p>										
<input type="checkbox"/>	1	<p><b>Indoor Air Quality</b> Developments using Energy Star-labeled bathroom fans (exhausted to the outdoors and equipped with humidistat sensor or timer), <b>AND</b> using Energy Star-labeled power vented fans or range hoods (exhausted to the outdoors).</p>										
<input type="checkbox"/>	6	<p><b>Resource Conservation (3 points for each item below)</b>  <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Check box next to all that apply</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Minimum of 20% recycled content material - excluding mechanical equipment and electrical equipment. Architect Certification required with initial application.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minimum of 35% of wood products are either salvaged wood, engineered materials, and/or Forest Stewardship council certified wood products and materials. Architect Certification required with initial application.</td> </tr> </tbody> </table> </p>	Check box next to all that apply		<input type="checkbox"/>	Minimum of 20% recycled content material - excluding mechanical equipment and electrical equipment. Architect Certification required with initial application.	<input type="checkbox"/>	Minimum of 35% of wood products are either salvaged wood, engineered materials, and/or Forest Stewardship council certified wood products and materials. Architect Certification required with initial application.				
Check box next to all that apply												
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<input type="checkbox"/>	Minimum of 35% of wood products are either salvaged wood, engineered materials, and/or Forest Stewardship council certified wood products and materials. Architect Certification required with initial application.											

<b>Maximum Points: 30</b>	<b>Total Points: 0</b>
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### 3. Community Support

Do you wish to claim points for this scoring category?

Check Box	Points	Description
<input type="checkbox"/>	15	<p><b>Municipal Support:</b> Support is indicated on Local Notification Form.</p> <p>Support = 15 No position or opposed = 0</p> <p><b>Maximum 15 points.</b></p>
# of Support Letters	6	<p><b>Community Support:</b> Two (2) points for each letter of support from local non-elected municipal officials, local elected public officials other than individuals signing Local Notification Form, local housing-related neighborhood groups, or local housing authorities. The letter(s) must not be neutral and must clearly demonstrate favorable support. The letter(s) must not be from multiple individuals from the same entity/organization. The letters(s) must not be from an official from a different jurisdiction. The letter(s) must be received by WHEDA no later than the application deadline date.</p> <p><b>Maximum 6 points.</b></p>
<input type="checkbox"/>	6	<p><b>Financial Support:</b> Evidence of 1) government OR non-government-funded offsite improvements that benefit the development. Must total a minimum of 5% of the total development budget to be eligible for points.</p> <p>The offsite improvements must have occurred within the previous twelve months or are to be completed within the next twelve-month period (budget commitments or documented expenditures must be provided). Types of improvements normally considered include, but are not limited to: New or upgraded access roads, parks, schools, walkways, community facilities or utility extensions (routine maintenance or service items are not eligible for points). Improvement or TIF/TID boundary shall be no more than 2/10ths of a mile distant from the development.</p> <p><b>Maximum 6 points.</b></p>

<b>Maximum Points: 27</b>	<b>Total Points: 0</b>
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## 4. Mixed-Income Incentive

Do you wish to claim points for this scoring category?

Percentage of market-rate units in development. Score 1.00 (one) point for every percentage point of market-rate units in the development as a whole, up to 15 points.

<b>Number of Market Rate Units</b>				
<b>Total Units</b>		/	=	%
<b>Multiplied by 1.00</b>		X 1.00	=	Points

Example – Eight (8) market rate units divided by 60 total units = 13.33%. 13.33 x 1.00 = 13.33 rounded down to 13 points.

Note: Applicants with scattered site developments should consult with their tax or legal counsel before selecting points in this category. See IRS Code Section 42(g)(7).

Developments electing points in Category 4 (Mixed Income) may be subject to a reduction in Credit by the equity gap calculation. In order to encourage and assist developments in providing both market rate units and very low rent units, applicants are allowed an “override” of the equity gap model if the application provides for at least as many 40% CMI or lower units as market rate units proposed.

Applicants applying in the Supportive Housing Set-Aside are prohibited from scoring points in this category. Applicants applying in the Preservation Set-Aside are prohibited from scoring points in this category unless designed to accommodate an existing ‘over-income’ person. Provide documentation with initial application.

<b>Maximum 15 Points</b>	<b>Total Points: 0</b>
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## 5. Serves Large Families

Do you wish to claim points for this scoring category?

Divide the number of three-bedroom (or larger) low-income units by total number of low-income units.

**All units (including existing multifamily units) must have washer/dryer hookups to claim points. New construction units must be 50% CMI or below to claim points.**

**Applicant must provide architect's certification with initial application showing washer/dryer hookups will be incorporated into the development.**

Three-Bedroom (or Larger) Low-Income Units

0
/ 0 = 0 %

Total low-income units

Percentage	Points
10-15%	10
16-20%	12
21-25%	14
26-100%	18

<b>Maximum 18 Points</b>	<b>Total Points: 0</b>
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## 6. Serves Lowest-Income Residents

Do you wish to claim points for this scoring category?

WHEDA will award points to developments with a minimum percentage of units reserved for households with incomes at 50% or less of county median income. The market study must show there is a sufficient market for the target population.

Points will not be awarded in this category for developments applying in the Preservation Set-aside, or for developments with federal operating or rental subsidies, or developments with federal financing unless they clearly result in the creation of new low-income units. In addition, points are not awarded for units with dedicated, project-based vouchers or certificates\*. Tax-exempt bond-financed developments are allowed to score points. Projects using HOME funds that results in the addition of new low-income units are also allowed to score points.

\*Developments scoring points in Category 7, Supportive Housing, may use committed project based vouchers or other rental subsidies as "50% CMI equivalents" for the calculation below.

Calculate appropriate percentages and points				
Total Units for Development				
CMI Set-Aside Percentage	Number of Units @ CMI	Percentage of Total, (Must equal or exceed 5%)	Multiply Percent by Factor	Total Points
50%		%	X 1.00=	
40%		%	X 1.25=	
30% or Lower		%	X 1.50=	

Note to Applicants: The unit mix stated in the Application, and the unit mix for which points are taken above, will be reflected in the eventual Land Use Restriction Agreement for the property.

<b>Example:</b>	98 units total: 4 @ 50% CMI, 6 @ 40% CMI, 7 @ 30% CMI and 81 @ market			
<b>Math:</b>	4 @ 50% CMI = 4/98 = 4.0816% =		0 points	
	6 @ 40% CMI = 6/98 = 6.1224% X 1.25 =		7.6530 points	
	7 @ 30% CMI = 7/98 = 7.1429% X 1.50 =		10.7144 points	
			18.3674 points....Rounded to:	<b>18 total points</b>

<b>Maximum 70 Points</b>	<b>Total Points: 0</b>
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## 7. Supportive Housing

Do you wish to claim points for this scoring category?

Points will be awarded to developments intending to provide supportive services for individuals and families who are homeless, at risk of homelessness and/or have disabilities and who require access to supportive services to maintain housing.

### Check boxes to accumulate up to 25 points

Check Box	Points	Description
<input type="checkbox"/>	5	Check the box if the development and application meets all of the below criteria <b>AND</b> intends to offer supportive services to a minimum of 5% of the development units. Round up to determine unit requirement. Example: 24 units X 5% = 1.20 units. Rounded up means 2 units are required.
<input type="checkbox"/>	25	Check the box if the development and application meets all of the below criteria <b>AND</b> intends to offer supportive services to a minimum of 50% of the development units. <u>Developments seeking these points must apply in the Supportive Housing Set-Aside.</u>

Please describe primary target population you intend to serve below.

- Rental Assistance.** Provide documentation the applicant has a firm commitment of rental subsidy assistance for the targeted number of units. Example: A 24 unit development with 50% targeted units must demonstrate rental assistance commitments for 12 units. Examples of allowable rental assistance include: Project-based Section 8 vouchers, operating subsidy, or capitalized operating fund or other rental subsidy assistance provided by a public housing authority or other government entity.
- Support Service Provider.** Provide to WHEDA documentation indicating experience, mission and capacity of Service Provider(s) for the target population. Complete and attach a Relevant Experience and Certification Service Provider sheet. (see <http://www.wheda.com/> for form). Note: All Service Providers described must be a 501C(3) non profit or tax exempt organization with a minimum of five years experience in the field.
- Service Plan.** Provide to WHEDA a Memorandum of Understanding executed by both the applicant and anticipated Service Provider detailing:
  - o how the services will enhance independent living success and promote the dignity of residents
  - o the services that will be offered
  - o how the services will be funded
  - o a marketing plan to insure the target population can be attracted to the development
  - o how residents will be connected with a service provider if services are not provided by the owner
- Market Demand .** The market study submitted must specifically support a sufficient market for and demand by the target population.
- County agency and/or Care Management Organization Support .** Provide to WHEDA a letter of support from the appropriate county agency or Care Management Organization (in Family Care counties) where the development will be located indicating that:
  - o the proposed development and the Service Plan has been reviewed;
  - o The agency or organization feels there is a need for the supportive housing, and that the housing and service plan is consistent with State or local plans and policies;
  - o The agency or organization currently provides or will provide funding for services to residents that meet its eligibility criteria;
  - o The agency or organization does (or does not) have experience with the proposed service provider and, if it does have experience with the service provider, a description of that experience.

<b>Maximum Points: 25</b>	<b>Total Points: 0</b>
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## 8. Elderly Assisted Living

Do you wish to claim points for this scoring category?

Points will be awarded to developments intending to provide supportive services to elderly persons in a certified Residential Care Apartment Complex (RCAC).

In order to score points in this category the applicant must demonstrate to WHEDA's satisfaction the following:

1. **Support Service Provider.** Provide to WHEDA documentation indicating experience, mission, and capacity of Service Provider(s) for the target population. Complete and attach a *Relevant Experience and Certification Service Provider* sheet. (see <http://www.wheda.com/> for form). Note: All Service Providers must demonstrate a minimum of five years experience in the field.
2. **Service Plan.** Provide to WHEDA a Service Plan executed by both the applicant and anticipated Service Provider detailing:
  - o How the services will enhance independent living success and promote the dignity of residents
  - o the services that will be offered
  - o how the services will be funded
  - o a marketing plan to insure the target population can be attracted to the development
  - o how residents will be connected with a service provider if services are not provided by the owner
3. **Design Features.** Include with initial application architect's certification this development will be built according to the requirements in Wisconsin Statute 50, HFS 89.
4. **Market Demand.** The market study submitted must specifically support a sufficient market for and demand by the target population. WHEDA's Market Study Guidelines for RCACs must be followed.
5. **County agency and/or Care Management Organization Support.** Provide to WHEDA a letter of support from the appropriate county agency or Care Management Organization (in Family Care counties) where the development will be located indicating that:
  - o the proposed development and the Service Plan has been reviewed;
  - o the agency or organization feels there is a need is for the RCAC, and that the housing and service plan is consistent with State or local plans and policies;
  - o the agency or organization currently provides or will provide funding for services to residents that meet its eligibility criteria;
  - o the agency or organization does (or does not) have experience with the proposed service provider and, if it does have experience with the service provider, a description of that experience.
6. Licensed CBRFs and Adult Family Homes are not eligible for credit.

Check Box	Points	Description
<input type="checkbox"/>	18	Check the box if the development and application meets all of the above criteria and intends to offer supportive services to the elderly in a certified (State of Wisconsin Administrative Code HFS 89) RCAC in at least 50% of the total development units.

<b>Maximum Points: 18</b>	<b>Total Points: 0</b>
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## 9. Small Developments

Do you wish to claim points for this scoring category?

6 points will be awarded to applications with 24 or fewer units.

Scattered site developments totaling greater than 24 units do not qualify for points.

<b>Maximum 6 Points</b>	<b>Total Points: 0</b>
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## 10. Market Appeal

Do you wish to claim points for this scoring category?

WHEDA will award points to Projects in which the owner is providing amenities that enhance market appeal and promote long-term Project viability. This list is all inclusive. Applicants may not add "Other Amenities". **Note: Owner-paid items checked below must be included as a line item in the Project operating budget**

### UNIT AMENITIES

Amenity must be included in a minimum of 50% of units. Check box next to all that apply.		
Check Box	Points	Amenity
<input type="checkbox"/>	3	Separate ground-floor exterior entries
<input type="checkbox"/>	3	Basement in townhouse, duplex or single-family unit
<input type="checkbox"/>	3	Washer and dryer (stacked units or individual washer and dryer units acceptable)
<input type="checkbox"/>	3	Underground parking and/or garage (at least 1 space per 2 units) - no carports/other covered parking
<input type="checkbox"/>	1	Air conditioning (central only)
<input type="checkbox"/>	1	Washer and dryer hookup (in addition to central/common laundry)
<input type="checkbox"/>	1	Electronic Pass Keys
<input type="checkbox"/>	1	Private balconies/patios/porches (minimum 4' X 8' size)
<input type="checkbox"/>	3	Owner-paid high-speed internet service (this means free, unrestricted internet service supplied to the resident by the development-not just wired access)

<b>Unit Amenities</b>	<b>Subtotal Points: 0</b>
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### COMMON AREA AMENITIES

In scattered site development, amenity must be included in a minimum of two-thirds of sites. Check box next to all that apply.		
Check Box	Points	Amenity
<input type="checkbox"/>	2	Dedicated community space appropriately furnished & equipped
<input type="checkbox"/>	2	Elevator installation for existing preservation/acquisition-rehab transactions
<input type="checkbox"/>	2	Dedicated playground areas with new playground equipment (equipment appropriate to size of development)
<input type="checkbox"/>	1	Beauty salon/barber shop - plumbed & equipped
<input type="checkbox"/>	1	Business center with computer and copy machine and/or fax machine
<input type="checkbox"/>	1	Sports court or fitness center (with equipment appropriate to development size & type)
<input type="checkbox"/>	1	Individual storage lockers (no charge) in residents' building (includes basement in single-family, duplex, or townhome)

\*Rural single-family scattered site developments may receive points for community space, playgrounds or business centers if constructed as part of the development, and within 2/10th mile from at least 50% of the homes.

<b>Common Area Amenities</b>	<b>Subtotal Points: 0</b>
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Maximum Points: 20	Total Points: 0
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## 11. Universal Design

Do you wish to claim points for this scoring category?

Developments offering architectural features that increase accessibility will broaden the market for many units. All items must be specified and certified by an architect and attached to the application.

**Common Area Features. In scattered site developments, feature must be included in a minimum of two-thirds of sites. Check box next to all that apply.**

Check Box	Points	Feature
<input type="checkbox"/>	3	Hand rails on both sides of common hallways
<input type="checkbox"/>	3	Automatic door openers at main entrances to all buildings
<input type="checkbox"/>	2	<b>Front-loading</b> washers and standard dryers (mounted on permanent base for accessibility)

**Unit Features. Minimum of 20% of units. Check box next to all that apply.**

Check Box	Points	Feature
<input type="checkbox"/>	3	Five-foot turning diameter or T-turns 36" in width in kitchen(s) and bathroom(s). Space shall permit knee-toe clearance per ANSI Chapter 3. Space required to make 180-degree turn is clear space. Floor space below countertop/vanity is initially constructed to self-support and base cabinet is easily removable.
<input type="checkbox"/>	3	Switches at accessible height for garbage disposal, range hood and electrical receptacles mounted on the front of cabinets or on an end wall
<input type="checkbox"/>	3	At minimum, one accessible work counter at a maximum 34" height and minimum 36" wide & 25% of base cabinets with pull-out shelves
<input type="checkbox"/>	3	Roll-in showers with trench drains or low curb showers. Shower compartment at minimum 36" X 60" with no raised curb over 2" and have, at minimum, a clear-floor space in front of 36" X 48"
<input type="checkbox"/>	3	Exterior doors with delayed closures
<input type="checkbox"/>	3	Multi-story townhouse units: Accessible bathroom on main level. (32" door clearance, plus clear floor space at least 30" x 48" to allow either forward or parallel approach by wheelchair)
<input type="checkbox"/>	3	All interior doors 36" (minimum 32" clear)
<input type="checkbox"/>	2	Closets shall have clear floor space at least 30" X 48" to allow either forward or parallel approach by wheelchair
<input type="checkbox"/>	2	Sinks in kitchen with offset drain and 30-inch minimum clear open knee space below sinks with either removable or stowaway doors on front
<input type="checkbox"/>	2	Windows and window locks accessible. Windows requiring less than 5 lbs. of pressure to operate. Handles, pulls, etc. shall have shape easily grasped with one hand. No tight grasping, necessary pinching, OR twisting of wrist required to operate. Locks/latches mounted no more than 48" above finished floor.
<input type="checkbox"/>	2	Low-pile carpeting (HUD UM44d standards) - Restricted to single level pile in corridors & exit ways. Elderly Housing - class 1. Moderate wear in-unit; 2, heavy wear for all levels, but, specifically for public areas such as lobbies & corridors. Family Housing - Type 1, class 1 in-unit; class 2 heavy-wear for use at all levels. Not all textures are recommended for stairs.
<input type="checkbox"/>	2	Medicine cabinet and/or permanently-mounted tilt mirror accessible, or 36" mirror mounted on wall with bottom no higher than 40" above floor
<input type="checkbox"/>	1	All unit light switches Rocker type light switches.

**Items Below only available for Acquisition/Rehab and Preservation project.**

Check Box	Points	Feature
<input type="checkbox"/>	2	Bathtub/shower stall with offset controls
<input type="checkbox"/>	1	Electrical outlets and cable/data outputs set to a minimum height 18" above the floor
<input type="checkbox"/>	1	Thermostats, primary electrical box and light switches set to a maximum height of 48" above the floor

<input type="checkbox"/>	2	Sinks in bathroom AND kitchen must have single-lever faucets
<input type="checkbox"/>	1	Anti-scald devices on water-supply fixtures
<input type="checkbox"/>	3	100% visitable units (i.e. Accessible route from vehicle parking, at least one no-step entry with weather-sealed door threshold less than 1/2" high, all exterior doors 36" wide, and 60" x 60" level maneuvering space on both sides of exterior doors)
<input type="checkbox"/>	2	Toilet space will have a minimum 42" side clear area and be 18" from the wall/tub/cabinet on the opposite side to the center of bowl
<input type="checkbox"/>	2	Low-profile thresholds - 1/4" maximum vertical height, or 1/2" maximum beveled at 1:2 are required between ALL interior common areas and in all dwelling unit openings when floor transition height differs
<input type="checkbox"/>	2	All walls within 36" of toilet, and in tub/shower area, shall have 3/4" plywood behind drywall to provide sufficient support for grab bars or other assist devices
<input type="checkbox"/>	1	Bathtub/shower stall permanently lined with non-skid surface or pattern covering 75% of floor

<b>Sum of Items Checked:</b>	0
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Sum of checked items	Maximum total points
38 and Over	23
30-37	16
22-29	12
14-21	8
6-13	4

<b>Maximum Points: 23</b>	<b>Total Points: 0</b>
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## 12. Financial Participation

Do you wish to claim points for this scoring category?

Points will be awarded for various types of financial participation that is secured by the applicant. The percentage of development costs, or the percentage of rental units covered by a rental or operating subsidy, qualify for points in this category.

Funding sources that typically fund a portion of the development costs include: unaffiliated private companies, federal, state or local government loans or subsidies, federal or state Historic tax credits, tax-exempt bond financing (only on 4% tax credit applications) unaffiliated religious, philanthropic, or charitable organizations, unaffiliated nonprofits and unaffiliated public or private foundations, or public housing authorities. See A. below.

Development operating or rental subsidies also score points. See B. below.

- Up to 25 points will be awarded by dividing the financial participation amount by the total development costs. Score 1 point for every percentage point of financial participation.

### OR

- Section 8 HAP or RAP or other rental subsidy contracts and all documented contracts providing operating subsidies are eligible to score points. Score 1 point for each 4% of the development units that are currently covered by the rental or operating subsidy. The point score must be rounded down to the next whole number when completing the point score calculation.

An applicant cannot claim points from a combination of Sections A and B above.

### Examples of the types of financial participation include, but are not limited to, the following:

- The local government funds on-site project costs by providing HOME, CDBG funds or other financial resources in the form of loans, grants, or a combination thereof.
- The local government creates a quantifiable reduction of on-site project development costs. Examples of quantifiable reduction of on-site development costs include: waiver of water or sewer fees, waiver of building permit fees or other government development fees, waiver of impact fees, donation or waiver of project specific assessment or infrastructure costs, provides demolition and removal of existing structures at no/reduced cost.
- USDA RD Section 515 financing, generally in the form of a loan.
- Federal Home Loan Bank AHP funds, generally in the form of a loan.
- NAHASDA funding, generally in the form of a loan.
- A Section 8 HAP or RAP, or other rental subsidy contract.
- Documented development contract providing an operating subsidy.
- TIF financing in the form of a grant or loan.
- Cash donations or grants from any of the above named entities.
- Loans, grants or cash donations made by area employer(s).

Note: A Payment in Lieu of Taxes (PILOT) agreement with a Local Government does not qualify for points in this category.

### Guidelines under which points will be awarded:

- Funding or project cost reductions must be documented in the form of a written commitment.
- Funding can be in the form of a loan, grant, or cash donation, or municipal cost reduction.
- Only loans which provide permanent financing for a minimum term of ten (10) years will be considered for points in this category. The loan must be at a rate equal to, or less than, the Long Term Applicable Federal Rate (compounded annually). Origination fees may not exceed 2.5%.
- All loans, grants or cash donations must be included as a source of funding for the development on the application. If cash donations or grant funding will be paid in multiple years, only the initial year funding will be included in the point scoring.
- All Local Government contributions which provide a quantifiable reduction of on-site development costs must be identified in the application.
- "Local government" includes the city, town, village or county where the proposed development will be located.
- Applicants must provide a letter from the appropriate representative of the Local Government certifying the Local Government's contribution and/or actions that create a quantifiable reduction of on-site development cost. The "appropriate representative" of the Local Government would include the person or person(s) that have the authority to sign such a commitment. That person may include the mayor, common council president, or department head, etc. The letter must clearly show the types, amounts, value or terms and conditions of such contributions and/or quantifiable reductions. All such contributions must be included in the Application.
- Commitments may contain conditions, but only within control or based upon the performance of the borrower, not the local government or other provider.
- To receive points in this category, written, fully executed, conditional funding commitments must be submitted with the application to document any points claimed.
- If claiming Historic Tax Credit, submit a) written evidence that historic designation (Part I) has been applied for, or that the building is already deemed historic, and b) letter of interest by investor, and c) detailed calculation of the credit amount.

- All funding commitments must include the type of funding (grant or loan or cash donation), amounts, terms and conditions of all funding. Commitments that include the terms “may” or “intend” will not be acceptable for scoring purposes of this category.
- Copies of any rental or operating subsidy contracts must be submitted with the application. The contracts must include the amount of the subsidy and/or the number of units covered by the contract. Contracts that do not include the required information will need a separate letter from the provider which provides that information.

**Dollar Amount of Qualified Financial Participation**

**Total Development Cost**

**Percentage Points**

/
= <b>Points</b>

(all values are rounded down)

**OR**

**Number of units covered by subsidy**

**Total Number of Development units**

**Divided by 4 (1 point for each 4%)**

/	=	%	
/ 4	=	<b>Points</b>	

(all values are rounded down)

Example: 11 subsidized units divided by 24 total units = 45.83%. 45.83/4 = 4.166 rounded down to 4 points.

<b>Maximum Points: 25</b>	<b>Total Points: 0</b>
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### 13. Ownership Characteristics

Do you wish to claim points for this scoring category?

Check Box	Points	Item
<input type="checkbox"/>	6	Developments where the controlling entity (managing member or general partner) is at least 51% owned and controlled by a member of a minority group as defined by DOC Comm. 105.02(29). Please refer to page 2 of the <a href="#">Minority Business Enterprise Certification Manual</a> . Controlling entity must have acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. Previous experience must be documented Please name the minority:
<input type="checkbox"/>	6	The controlling entity (managing member or general partner) is at least 51% owned and controlled by a tax-exempt organization (including local governments and public housing authorities) with acceptable previous experience in the development and/or operation of housing similar to that proposed in the application. Previous experience must be documented.

<b>Maximum Points: 6</b>	<b>Total Points: 0</b>
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## 14. Eventual Resident Ownership

Do you wish to claim points for this scoring category?

**NOTE: Points are limited to developments designated as BOTH (1) “family” and (2) single family style construction.**

100% of the development is intended for eventual resident ownership. A Resident Homeownership Plan must be submitted with initial application. The plan must incorporate an exit strategy, including how units will be marketed and sold to the eventual resident owner, as well as detailing the provision of services including home ownership education, training, and down payment assistance.

The Resident Homeownership plan must include the following:

- Anticipated tenant qualifications
- Pre-purchase homeownership and financial counseling services to be provided
- Estimated timelines for transition to ownership
- Estimated affordable purchase price of units – Show methodology. Use WHEDA’s Home Ownership program for purchase price limitations
- Detail any downpayment assistance that will be offered to the residents – for example, will any part of the monthly rent be reserved for downpayment assistance?

Release of the LURA after the expiration of the compliance period will be subject to WHEDA’s review at that time regarding the above, as well as tenant protection, continued affordability, and review of a Capital Needs Assessment (CNA).

Failure to provide any required element of the Resident Homeownership Plan will result in no points.

<b>Maximum Points: 3</b>	<b>Total Points: 0</b>
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# 15. Development Team

Applicants must document Development Team strength and experience. [Appendix P](#) details factors that will be considered by WHEDA in evaluating the Development Team. Applicants are encouraged to consult with WHEDA staff regarding documentation in advance of submitting their application.

**FOR INFORMATIONAL PURPOSES ONLY - SCORING WILL BE COMPLETED BY WHEDA**

\*Note: Scoring is done for the Primary Developer, not the Co-Developer/Consultant (if any). Strength of the Co-Developer/Consultant is reflected in Ability to Bring Strong Players Together

"Primary Developer" Quality Scoring	Available Points
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Years of Multifamily/Section 42 Experience Documented</li> </ul>	
Below Average/None	1
Satisfactory/Average	2
Superior	3
<ul style="list-style-type: none"> <li>Quality/Success of Projects</li> </ul>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Market (Product-type) Familiarity</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Market (Geographic) Familiarity</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Understanding of Tax Credit Process</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Ability to Bring Strong Players Together</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Non-Performance Deduction</b>	
<ul style="list-style-type: none"> <li>WHEDA reserves the right to deduct up to 15 points for non-compliance with a previous LIHTC award's representation of scope, support services, design, energy efficiency, amenities, score or certifications.</li> </ul>	

**Total Developer Quality Points: 28 Points**

<b>Management Agent Quality Scoring</b>	<b>Available Points</b>
<b>Compliance History</b>	
Below Average	3
Satisfactory	4
Above Average	5
Superior	6
<b>Vacancy History</b>	
Portfolio more than 10% vacant	3
Portfolio 7-10% vacant	4
Portfolio 5-7% vacant	5
Portfolio less than 5% vacant	6
<b>Property Condition</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5
<b>Capacity/Experience</b>	
Below Average	2
Satisfactory	3
Above Average	4
Superior	5

**Total Management Agent Quality Points: 22 Points**

**Total Possible Points: 50 Points**

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## 16. Readiness To Proceed

Do you wish to claim points for this scoring category?

**Zoning Status:** Permissive zoning in place, including any conditional use permit or other acceptable zoning. (Final plan approval not required.)

<b>Maximum Points: 15</b>	<b>Total Points: 0</b>
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# 17. Credit Usage

Do you wish to claim points for this scoring category?

**Credit Per Low-Income Unit** WHEDA will award points to developments requesting relatively fewer credits per low income unit produced, as calculated in the initial application.

Note: The Credit-per-Unit calculation for the proposed unit mix will be adjusted to reflect the bedroom sizes of the low-income unit mixes (see examples below). The "Weighted Credit-per-Unit" value will be used to determine points. Developments receiving QCT boost will have their Weighted Credit-per-Unit based upon the Normalized Credit Amount.

**Credit per Weighted Unit Calculation**

Unit Size	Num Of LI Units	Weight	Weighted Units
Total Weighted Units			=

Credit Requested	Weighted Units	Credit Per Unit
\$0.00	/	=

**Select One To Determine Point Scale:**

<input type="radio"/> Preservation Set-Aside		<input type="radio"/> All Other Set-Asides	
Credit Per Unit	Points	Credit Per Unit	Points
\$5,500 or less	30	\$10,000 or less	30
\$5,501 to \$6,500	20	\$10,001 to \$12,000	20
\$6,501 to \$7,500	10	\$12,001 to \$14,000	10
More than \$7,500	0	More than \$14,000	0

**Maximum Points: 30**   **Total Points: 0**

## Application Threshold

### 2009 Application Submission Checklist - Submit with Initial Application

Electronic applications must be submitted NO LATER THAN 5:00 p.m. August 31, 2009. Paper applications (printed by the applicant **after** the electronic submission) must also be submitted. The paper application should be submitted in an organized three-ring binder, indexed, with tab sets clearly marking each exhibit or enclosure. One original of the application is required. Applications will be accepted by hand-delivery or mail. If mailed, applications must be postmarked NO LATER THAN August 31, 2009. If hand-delivered, the submission deadline is August 31, 2009 at 5:00 p.m. Applications must be mailed or hand-delivered to WHEDA's Madison Office. **Tax-Exempt applications must provide items on the [Credit-Award Checklist](#) at the time of initial application.**

Items that MUST be submitted for Initial Application Review. Submit the items in the order below:

N/A	Encl.	APPLICATION FEES - SUBMIT WTH INITIAL APPLICATION		
*	<input type="checkbox"/>	COMPETITIVE Low-Income Housing Tax Credit Application	24 UNITS OR FEWER	\$1,000
*	<input type="checkbox"/>	COMPETITIVE Low-Income Housing Tax Credit Application	OVER 24 UNITS	\$2,000
*	<input type="checkbox"/>	TAX-EXEMPT Low-Income Housing Tax Credit Application	24 UNITS OR FEWER	\$1,000
*	<input type="checkbox"/>	TAX-EXEMPT Low-Income Housing Tax Credit Application	OVER 24 UNITS	\$2,000
*	<input type="checkbox"/>	**WHEDA MultiFamily Loan Application Addendum	24 UNITS OR FEWER	\$250
*	<input type="checkbox"/>	**WHEDA MultiFamily Loan Application Addendum	OVER 24 UNITS	\$500

\*\*Competitive Applications: Do not submit this fee until award is made. Non-Competitive Applications: Submit loan fee with Loan Addendum.

*	<input type="checkbox"/>	<a href="#">Remittance Form</a> . Credit will not be reserved, allocated, or allowed without payment of these respective fees. <u>Enclose 2 copies of fee form for each type of funding applied for, i.e. LIHTC, Multifamily App.</u>
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N/A	Encl.	APPLICATION
*	<input type="checkbox"/>	Application Submission Checklist
*	<input type="checkbox"/>	Application for Low-Income Housing Tax Credit

N/A	Encl.	SELF-SCORING -- SUBMIT WITH INITIAL APPLICATION
*	<input type="checkbox"/>	Self-Scoring Checklist
*	<input type="checkbox"/>	Self-Scoring Exhibit

N/A	Encl.	THRESHOLD DOCUMENTATION -- SUBMIT WITH INITIAL APPLICATION
*	<input type="checkbox"/>	<a href="#">Local Official Notification Form</a> Letter from appropriate local governing body supporting the development.

*	<input type="checkbox"/>	<b>Non-Profit Set-Aside Projects</b> Articles of Incorporation. Copy of IRS tax-exempt status or copy of completed application requesting IRS tax-exempt status. (Submit completed <a href="#">Appendix B</a> )
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*	<input type="checkbox"/>	<b>Offer to Purchase/Deed</b> A signed & accepted photocopy of an unexpired contract between applicant & seller for purchase of the property, or a photocopy of the deed if the title has been transferred. Must specify legal description of the property, terms of sale - price, seller financing, etc. Options to purchase must extend a minimum of 90 days beyond the application submission date.
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*	<input type="checkbox"/>	<b>Design Threshold Requirement (Refer to <a href="#">Appendix M</a>)</b>
		Submit Architect/Engineer and applicant certification stating all Development Requirements outlined in Appendix M <u>will be incorporated</u> in the completed development.
*	<input type="checkbox"/>	<b>Market Study</b> - Refer to <a href="#">Appendix A</a>
*	<input type="checkbox"/>	<b>Appraisal</b> – establishing “As-is market value” for Acquisition/Rehab transactions. Must be conducted by third-party appraiser with WI general certification.
*	<input type="checkbox"/>	<b>Completed third-party Capital Needs Assessment for Acquisition/Rehab transactions properties, with the “Scope of Work” attached</b> (Refer to <a href="#">Appendix H</a> & <a href="#">Appendix H1</a> )
*	<input type="checkbox"/>	<b>Preservation/HUD/RD Developments</b>
*	<input type="checkbox"/>	Evidence of pre-application structure review with HUD or RD. (Refer to <a href="#">Appendix N</a> )
*	<input type="checkbox"/>	Provide a photocopy of all Housing Assistance Payment (HAP) contracts, Rental Assistance Payment (RAP) contracts and/or operating assistance contracts. Provide a photocopy of any NAHASDA Assistance. (Refer to <a href="#">Appendix N</a> )
*	<input type="checkbox"/>	Actual or Preliminary approval of all subsidy increases from appropriate authority. (Refer to <a href="#">Appendix N</a> )
*	<input type="checkbox"/>	Actual or Preliminary approval of any special terms or restructuring from appropriate authority. (Refer to <a href="#">Appendix N</a> )
*	<input type="checkbox"/>	<b>Preservation - All Currently Occupied Developments</b>
*	<input type="checkbox"/>	Provide rent roll (dated not more than 60 days prior to application) and identify all residents whose incomes currently exceed tax credit maximums.
*	<input type="checkbox"/>	Provide plan addressing any proposed temporary relocation, or any proposed permanent relocation of over- income residents. The plan should meet the standards established by the federal Uniform Relocation Act (URA). WHEDA prohibits permanent displacement of residents, including those whose incomes are known to, or are estimated to, exceed tax credit maximums. WHEDA may require the reduction of applicable fractions in tax credit awards to avoid displacement of existing residents.
*	<input type="checkbox"/>	<b>10 Year Rule Documentation</b> (waived for any federally assisted building such as Sec. 8, Sec. 236, Sec. 515 etc.)
*	<input type="checkbox"/>	Provide documentation of placed-in-service date (photocopy of note, HUD construction completion certificate, or other documentation).
*	<input type="checkbox"/>	Provide documentation that current owner has owned the development for 10 years or more (photocopy of seller's warranty deed).
*	<input type="checkbox"/>	<b>Special Needs Developments</b> (supportive housing and elderly assisted living)
*	<input type="checkbox"/>	Summary of service provider's relevant experience, experience certification, and release of information form. (Refer to <a href="#">Appendix P</a> )
*	<input type="checkbox"/>	Support service plan. (Refer to <a href="#">Appendix I</a> )
*	<input type="checkbox"/>	Provide separate proforma detailing service income and expenses only.
*	<input type="checkbox"/>	Provide assumptions used for service pricing to residents, expenses, and expected demand by residents (i.e. will 100% of the residents take 100% of the services offered?)

**Note: Special Initial Application Submittal Rules for Applications Targeting Multi-site Acquisition and Rehabilitation of Foreclosed Homes:** WHEDA will only require Site Control, Appraisals, and Capital Needs Assessments on 35% of the application's units at Initial Application. The balance must be submitted within 120 days of Credit Reservation issuance (i.e. submit with Application Two).



## Self Scoring

### 2009 Self-Scoring Checklist - Submit with Initial Application Only

Please check the boxes for both the Scoring Category and the attached documentation. If a category is not applicable to your application, check "N/A" in the Scoring Category box only.

N/A	Encl.	SCORING DOCUMENTATION -- SUBMIT WITH INITIAL APPLICATION
*	<input type="checkbox"/>	<b>Lower-Income Areas (Scoring Category 1)</b>
*	<input type="checkbox"/>	Qualified Census Tracts/Milwaukee Census Tracts: Map showing location of the development within QCT <b>AND</b> a photocopy of Community Revitalization or Redevelopment Plan. (Refer to <a href="#">Appendix F</a> ) Federally designated tribal land: Attach map showing project location.
*	<input type="checkbox"/>	<b>Energy Efficiency and Sustainability (Scoring Category 2)</b>
*	<input type="checkbox"/>	<b>Infill:</b> Provide corroborating documentation with the application that demonstrates satisfaction of the criteria.
*	<input type="checkbox"/>	<b>Public Transportation:</b> Provide Corroborating documentation with the application.
*	<input type="checkbox"/>	<b>Energy Star-labeled bath and power vented fans:</b> Provide architect certification.
*	<input type="checkbox"/>	<b>Resources Conservation points:</b> Provide architect certification.
*	<input type="checkbox"/>	<b>National Green Standards:</b> Provide architect certification that the building will be built to one of the standards listed.
*	<input type="checkbox"/>	<b>Community Support (Scoring Category 3)</b>
*	<input type="checkbox"/>	<a href="#">Local Official Notification Form</a> signed by the highest ranking elected local official or city manager. (This must be amended and resubmitted if there are any material changes made to the project.)
*	<input type="checkbox"/>	Letters or documentation demonstrating community support of other officials, community leaders or neighborhood groups.
*	<input type="checkbox"/>	Financial support -- attach documentation of local government-funded financial support.
*	<input type="checkbox"/>	<b>Serves Large Families (Scoring Category 5)</b>
*	<input type="checkbox"/>	Provide architect certification that washer/dryer hook ups will be incorporated into these units.
*	<input type="checkbox"/>	<b>Serves Lowest-Income Residents (Scoring Category 6)</b> (Refer to Market Study Guidelines, <a href="#">Appendix A</a> )
*	<input type="checkbox"/>	New for 2009: All non-Preservation Set-Aside Competitive Credit applications must score a minimum of 20 points in Category 6 to be eligible for credit.
*	<input type="checkbox"/>	<b>Supportive Housing (Scoring Category 7)</b>
*	<input type="checkbox"/>	A detailed photocopy of the executed Memorandum of Understanding between applicant and service provider, and the associated service plan and marketing plan. (Refer to Self-Scoring Exhibit category 7)
*	<input type="checkbox"/>	Letter of support from appropriate agency or Care Management Organization (in Family Care counties) indicating: review of the proposed development, sufficient need for this type of housing, the agency will provide funding for services to residents meeting their eligibility criteria, and the agency's experience with the proposed service provider. (Refer to Self-Scoring category 7).
*	<input type="checkbox"/>	Provide a completed Relevant Experience and Certification Service Provider form. (See <a href="#">Development Team Experience Forms</a> )
*	<input type="checkbox"/>	Provide evidence the applicant has a firm commitment of Project-based Sec. 8 vouchers or similar rent subsidy.
*	<input type="checkbox"/>	<b>Elderly Assisted Living (Scoring Category 8)</b>
*	<input type="checkbox"/>	Applicant Certification that the RCAC will be certified under State of Wisconsin Admin. Code HFS 89 by the submission of the final LIHTC application. (Refer to <a href="#">Appendix I</a> )
*	<input type="checkbox"/>	Architect's certification the building will be built according to requirements under State of Wisconsin Admin. Code HFS 89.

*	<input type="checkbox"/>	<input type="checkbox"/>	Photocopy of the executed service plan between applicant and service provider, and the associated marketing plan. (Refer to Self-Scoring Exhibit Category 8).
*	<input type="checkbox"/>	<input type="checkbox"/>	Letter of support from appropriate agency or Care Management Organization (in Family Care counties) indicating: review of the proposed development, sufficient need for this type of housing, the agency will provide funding for services to residents meeting their eligibility criteria, and the agency's experience with the proposed service provider. (Refer to Self-Scoring Exhibit Category 8)
*	<input type="checkbox"/>	<input type="checkbox"/>	Provide a completed Relevant Experience and Certification Service Provider form. (See <a href="#">Development Team Experience Forms</a> )
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Market Appeal (Scoring Category 10)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	Owner-paid item (i.e. high speed internet) checked <b>MUST</b> be reflected as a line item in the operating budget.
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Universal Design (Scoring Category 11)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	Attach Architect's certification that the items checked will be incorporated into the development. (Refer to Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Financial Participation (Scoring Category 12)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	An Inducement Resolution from the proposed bond issuer for local issue tax-exempt bond financed developments.
*	<input type="checkbox"/>	<input type="checkbox"/>	An executed, term-specific conditional funding commitment (for loans or grants)
*	<input type="checkbox"/>	<input type="checkbox"/>	If receiving historic credit, submit written evidence that historic designation ("Part I") has been applied for, or that the building is already deemed historic. Also include proposal letter from investor with preliminary price, and a sample calculation of the credit and equity amounts.
*	<input type="checkbox"/>	<input type="checkbox"/>	Provide copy of Permanent Financial Conditional Commitment(s) from a Funding Source. (Refer to Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ownership Characteristics (Scoring Category 13)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	IRS documentation of tax-exempt status or completed application requesting IRS tax-exempt status.
*	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of at least 52% ownership/control by a minority group as defined by the Department of Commerce. (Refer to Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of minority controlling entity's previous participation in the development/operation of housing similar to the development. (Refer to Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of local tax-exempt organization's previous participation in the development/operation of housing similar to the development. (Refer to the Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eventual Resident Ownership (Scoring Category 14)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	Submit Resident Ownership Plan (Refer to Self-Scoring Exhibit)
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Development Team (Scoring Category 15)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	Summary of developer's relevant experience, experience certification, and release of information form. Any other supporting documentation. (Refer to <a href="#">Appendix P</a> and <a href="#">Development Team Experience Form</a> )
*	<input type="checkbox"/>	<input type="checkbox"/>	Summary of contractor's relevant experience, experience certification, and release of information form. Any other supporting documentation. (Refer to <a href="#">Appendix P</a> and <a href="#">Development Team Experience Form</a> )
*	<input type="checkbox"/>	<input type="checkbox"/>	Summary of management agent's relevant experience, experience certification, and release of information form. Any other supporting documentation. (Refer to <a href="#">Appendix P</a> and <a href="#">Development Team Experience Form</a> )
*	<input type="checkbox"/>	<input type="checkbox"/>	<b>Readiness to Proceed (Scoring Category 16)</b>
*	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of current zoning that allows the intended use, evidenced by a letter from the appropriate local governing body stating the development meets local zoning requirements for the number & type of units, and evidence of issuance of any required conditional use permit(s).

**Owner Certification**

The Undersigned hereby acknowledges and certifies to Wisconsin Housing and Economic Development Authority (WHEDA), individually, and on behalf of the Applicant and the Development as part of this application for Low-Income Housing Tax Credit (the Credit) for the \_\_\_\_\_ (the Development) (this Application) as follows:

1. The Development Team is familiar with Section 42 of the Internal Revenue Code and the related rules and regulations there under (the Code) and the rules and requirements of WHEDA (the Requirements) with regard to the Credit, agrees to be bound by the Code and the Requirements and is in compliance with the Code and the Requirements.
2. The information contained in this Application, including all statements and certifications attached hereto, is true and correct and has been prepared with due diligence. The Development Team has an affirmative duty to notify WHEDA with regard to any changes regarding this Application or the Development. The Development Team knows of no facts or circumstances that would threaten or adversely affect the Development and cause the information in this Application to be incorrect or misleading.
3. WHEDA is subject to Chapter 19 of the [Wisconsin Statutes](#) (the Open Records Law). The Development Team hereby consents to disclosure of this Application and related documentation pursuant to the Open Records Law.
4. The Development Team agrees to indemnify and hold harmless WHEDA, its members, officers, employees and agents, from and against any and all claims, suits, damages, costs and expenses arising out of WHEDA's review of and decision with regard to this Application or WHEDA's disclosure of any information pursuant to the Open Records Law. WHEDA makes no representations regarding compliance with the Code or the effect of the Credit on a particular taxpayer. WHEDA review of this Application and related documentation is for its own purposes.
5. Misleading information or representations contained in this Application may result in a revocation of Credit, notification to the Internal Revenue Service and prohibition from participation in the Credit program.
6. The Development Team hereby certifies that the project will be (or has been) constructed in accordance with ADA and Fair Housing Standards.
7. The execution and delivery of this Application and this document is duly authorized and binding on the Development Team.

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

\_\_\_\_\_  
Name of Development

\_\_\_\_\_  
Applicant Entity (Initial Application)  
Ownership Entity (Subsequent Applications)

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_