

## 2021-2022 LIHTC Application Detailed Checklist

The following exhibits must accompany the LIHTC Application. DSHA requires submission of applicable exhibits listed below before making a tax credit award or allocation.

Applicants must submit both an electronic USB and hard copy of the application materials. Please be sure each exhibit is labeled appropriately with exhibit number and title for each separate electronic file and tabbed hard copy.

	Exhibit #	Title/Description
<b>A. CORE APPLICATION</b>		
<input type="checkbox"/>	<b>Part I</b>	<b>Essential Project and Applicant Information</b> Complete and Provide printed version of DSHA form
<input type="checkbox"/>	<b>Part II</b>	<b>Pro Forma</b> Complete and Provide printed version of DSHA form and provide excel file on electronic USB
<input type="checkbox"/>	<b>Part III</b>	<b>Applicant Self Scoring Work Sheet</b> Complete and Provide printed version of DSHA form and provide excel file on electronic USB
<b>B. APPLICATION SUPPLEMENTAL EXHIBITS</b>		
<b>APPLICANT OWNERSHIP</b>		
<input type="checkbox"/>	<b>1.</b>	<b>Organization Documents</b> Including, as relevant: <ul style="list-style-type: none"> <li>• Articles of Incorporation / Formation</li> <li>• Partnership Agreement(s)</li> <li>• Limited Liability Company Agreement(s)</li> <li>• By-laws</li> <li>• Tax Status</li> <li>• Nonprofit Status</li> </ul> Documentation of Section 501 (c)(3) or (4) status, which states exempt purposes including the fostering of low-income housing. <ul style="list-style-type: none"> <li>• Verification of General Partner Ownership</li> </ul>
<input type="checkbox"/>	<b>2.</b>	<b>Resolution (for nonprofits only)</b> Documentation of Applicant's governing body approving the tax credit application and/or loan request must be submitted.
<input type="checkbox"/>	<b>3.</b>	<b>IRS Form 8821, Tax Information Authorization</b> <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit3_irs_form8821.pdf">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit3_irs_form8821.pdf</a>

## DEVELOPMENT TEAM

<input type="checkbox"/>	4.	<b>Developer Experience and Verification</b> Complete the Real Estate Owned/Developed Schedule by listing all previous multi-family housing development experience including that of any principals of the organization. For each development, include the name, number of units, type of financing and whether subsidized (type of subsidy) or unsubsidized. Please use the DSHA Real Estate Development Schedule available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit4_real_estate_development_schedule.xls">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit4_real_estate_development_schedule.xls</a> Documentation of the number of Low Income Housing Tax Credit Properties developed by the general partner and/or developer. Note: “General Partner/ Developer” is defined as a corporate entity, partner or owner of a multi-family development company that has been a signatory/guarantor on a Tax Credit construction loan. “Developed” is defined as having gone to permanent closing on a development with an acceptable cost certification.
<input type="checkbox"/>	5.	<b>Background and Experience of Board Officers and Staff</b> Resumes and list of officers are required.
<input type="checkbox"/>	6.	<b>Audited Financial Statements</b> Current Audited Financial Statement for the Developer(s) and General Partner as applicable.  Audited financial statement dated within twelve (12) months of the application deadline, plus an interim balance sheet dated within six (6) months of the application deadline, and statement from the chief executive or operating officer and the chief financial officer of the applicant stating that the balance sheet fairly presents the financial position of the applicant to the best of each person’s knowledge and belief. Applicant must document net liquid assets equal to a minimum of 3% of the permanent mortgage loans of the proposed development, including any mortgage loans for developments previously approved but not yet placed in service. Alternatively, if this requirement cannot be met, the applicant may provide confirmation from the equity provider of its acceptance of applicant’s financial capabilities.  <b>NOTE:</b> If the project ownership entity is an existing organization, the most recent and prior year’s audited financial statements must be included. The audited financial statements must clearly indicate all owners of any entity(s) and their respective financial investment in the entity(s), as applicable. For Tax-Exempt applicants not seeking HDF or HOME funds, the most recent and prior year’s financial statement must be included.
<input type="checkbox"/>	7.	<b>Resumes of Surveyor, Architect, Marketing Agents, General Contractor, and Other Members of the Development Team</b> Include the General Contractor if they are chosen at application. If the General Contractor is a Joint Venture General Contractor, an agreement must be submitted to DSHA outlining the current and long-term roles, terms, fees, and other conditions of the partners to the agreement.

<input type="checkbox"/>	<b>8.</b>	<b>Joint Venture Agreement or Consultant Agreement (if applicable)</b> Applicant(s) must submit an agreement to DSHA outlining the current and long-term roles, terms, fees, and other conditions of the partners to the agreement.
<input type="checkbox"/>	<b>9.</b>	<b>Litigation Disclosure(s)</b> <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit9_form_litigation_disclosure.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit9_form_litigation_disclosure.docx</a>
<input type="checkbox"/>	<b>10.</b>	<b>Management Agent Qualification Application (if applicable)</b> Include all required attachments which can be <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit10_management_agent_qualifications.xlsx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit10_management_agent_qualifications.xlsx</a> (i.e., management plan, the most recent and prior year’s financial statements, and a copy of the marketing plan explaining in detail the procedures to be utilized in renting up the units). <b>NOTE:</b> All management agents must meet DSHA’s management agent requirements. All management staff must attend Fair Housing training every two (2) years at minimum. Documentation of the nature and frequency of fair housing training for management staff must be included in the Management Agent Qualification Application as part of the additional attachments.
<input type="checkbox"/>	<b>11.</b>	<b>Management Agent Experience and Performance</b> Documentation listing the Management Agent’s Delaware development portfolio <u>and</u> a separate listing of the Management Agent’s overall affordable development portfolio. Each list should include the name of property, location, type of property (senior vs. family), the number of 8823’s filed in the last calendar year (and note any that are still unresolved), the REAC score (if applicable), and the vacancy loss percentage (per the Profit and Loss Statement) for the last calendar year. For any management agents that are part of the Development Team and currently do not manage any developments in Delaware, a listing of the same information will be required for their overall portfolio. DSHA reserves the right to verify the information from other state housing finance agencies.  Include Section 811 and Target Unit Performance Certification http:  Provide documentation of LEP management agent documents (rental applications, leases and other documents) are available in Spanish and other languages for non-English speaking applicants residents. Management policies must also indicate that copies are available for those households without computers.
<input type="checkbox"/>	<b>12.</b>	<b>Affirmative Fair Housing Marketing Plan</b> <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit12_afhmp_935-2a.pdf">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit12_afhmp_935-2a.pdf</a>
<input type="checkbox"/>	<b>13.</b>	<b>Supplier Diversity Plan</b> Please attach any Supplier Diversity Plan to this Exhibit that is used by any member of the Development Team (Applicant, General Contractor, Developer, Management Company, etc.), if applicable. The Plan can include, but is not limited to, any marketing, outreach, or other effort utilized that supports the Plan.
<b>PROPERTY AND LOCATION</b>		
<input type="checkbox"/>	<b>14.</b>	<b>Photograph of Property</b>

<input type="checkbox"/>	<b>15.</b>	<b>Location Map</b>
<input type="checkbox"/>	<b>16.</b>	<p><b>Site Control</b>  Site control can be demonstrated by recorded deed, recorded long term lease, municipal or county disposition and development agreement, an option to purchase or lease, or a purchase contract. <u>The sales agreement or lease agreement and all pertinent terms therein must be submitted at the time of application.</u> DSHA reserves the right to determine if a development is ineligible to compete for tax credits if site control documentation is amended after application submission.  Include Reality Transfer Tax Declaration if applicable:  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit16_realty_transfer_tax.pdf">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit16_realty_transfer_tax.pdf</a></p>
<input type="checkbox"/>	<b>17.</b>	<b>Detailed Preliminary Plot Plan (include survey with all wetland and/or flood plain elevation, easements proposed or existing).</b>
<input type="checkbox"/>	<b>18.</b>	<b>Verification of Flood Plain and Wetlands Status and Other Unusual Site Features or Notice of Non-Applicability</b>
<input type="checkbox"/>	<b>19.</b>	<p><b>Phase I Environmental Audit and Phase I Environmental Site Assessment</b>  All developments require a Phase I Environmental Site Assessment (ASTM E1527-13). The report shall be accompanied by a certification from the applicant stating that any issues raised in the environmental site assessment have been reviewed and budgeted accordingly in the development budget.  Developments with existing structures on the property require both a Phase I Environmental Site Assessment <u>and</u> a Phase I Environmental Audit that addresses all structures on site and the existing materials/conditions of the structures (must include tests results for lead in water, lead-based paint, asbestos, radon, and PCBs etc.). Only the executive summary of the Phase I Environmental Audit report shall be submitted in the hard copy application; however, the full report shall be submitted with the electronic application. Cost estimates for any remediation work shall be provided and included in the executive summary and in the development budget.  Applicant must also complete the “Environmental Review Checklist” available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit19_environmental_review_checklist.docx">HERE</a>  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit19_environmental_review_checklist.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit19_environmental_review_checklist.docx</a></p>
<input type="checkbox"/>	<b>20.</b>	<p><b>Zoning</b> - Please include the following with this exhibit:  1. Verification of zoning classification, re-zoning, or variance application request;  2. Census Tract Verification; and  3. State Strategies for State Policies and Spending verification.  4. <a href="https://strategies.stateplanning.delaware.gov/app/65576d9a42cf416b8801a5545329f336">https://strategies.stateplanning.delaware.gov/app/65576d9a42cf416b8801a5545329f336</a></p>
<input type="checkbox"/>	<b>21.</b>	<p><b>Promoting Balanced Housing Opportunities</b>  Documentation of address of property and 2010 Census tract number. DSHA will make final determination if property is located in Distressed, Stable, or Area of Opportunity. QAP Map Reference Guide  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit21_qap_2019_map_reference.pdf">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit21_qap_2019_map_reference.pdf</a></p>

<input type="checkbox"/>	<b>22.</b>	<p><b>Community Revitalization and Downtown Development Districts</b>  Applicant's claiming points in this category must submit information relevant to the considerations included in the QAP Definition of CCRP and documentation of the project's location within a Qualified Census Tract, contribution to the CCRP, and / or inclusion in a DDD.  Applicant must include project's Census tract number in the submission.</p> <p><b>Downtown Development Districts or Opportunity Zone</b>  Submit a certification that the project is within a DDD or Opportunity Zone  Certification available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22a_ddd_certification.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22a_ddd_certification.docx</a></p> <p><b>Certification of Concerted Community Revitalization Plan</b>  Submit a certification, that the included CCRP is a true and correct version of the Plan as adopted or updated.  Certification available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22b_certification_concerted_community_revitalization_plan.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22b_certification_concerted_community_revitalization_plan.docx</a></p> <p>Locations of QCT and HUD Designated Difficult Development Areas and Opportunity Zones can be found here:  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22a_ddd_certification.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit22a_ddd_certification.docx</a></p>
<input type="checkbox"/>	<b>23.</b>	<p><b>Site and Neighborhood</b>  Must include copy of or reference to specific site features identified in the Market Study.</p>
<input type="checkbox"/>	<b>24.</b>	<p><b>Access to Transit</b>  For applicants seeking new transit scoring:  Applicant must demonstrate the site is transit ready and providing new public transit infrastructure/amenities. Process and procedures for demonstrating Access to Transit are described with particularity in the Access to Transit Certification.  Please note: The Certification is required at application. A Memorandum of Agreement (MOA) with Delaware Transportation Corporation will be executed as part of the carryover requirements after a preliminary reservation of tax credits are awarded and after DSHA review and approval. If the MOA is finalized, executed, or otherwise submitted in any form other than draft, applicant will not be eligible for points.</p> <p><b>NOTE: only two (2) properties may be submitted to DTC for each calendar year. The deadline for submission to DTC will be February 14, 2021. Certification link can be found here:</b></p> <p><a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit24_access_transit.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit24_access_transit.docx</a></p>

<input type="checkbox"/>	<b>25.</b>	<p><b>Independent Market Study</b></p> <p>Document of sufficient scope to determine if Low Income Tax Credit Housing is in demand and is feasible for the proposed location. Market study must include, but not necessarily be limited to, the information noted in the attached Market Study Requirements. Additionally, the market study shall clearly indicate distances to services, including, but not limited to, retail/commercial facilities, employment, daycare and public transportation. List and describe separately how each of these services that the development has access to improves the quality of life for the residents.</p> <p>DSHA must pre-approve the preparer of every market study. Minimum requirements for the preparer are also noted in the Market Study Requirements available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit24_access_transit.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit24_access_transit.docx</a></p> <p>Pre-approved Market Study Providers available here: <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit25a_preapproved_market_study_providers.doc">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit25a_preapproved_market_study_providers.doc</a></p>
<input type="checkbox"/>	<b>26.</b>	<p><b>Community Compatibility</b></p> <p><b>Community Connectivity</b>  The project must demonstrate, through a sitemap, that sidewalks and other all-weather pathways are independent of the street or highway edge, connect to adjoining neighborhoods or other trail systems. Unimproved dirt pathways and pathways covered with organic materials such as bark or mulch do not qualify as “all-weather” pathway. Porous pavement, to reduce water runoff, should be considered. All pathways must be fully-accessible and ADA compliant. Must have documentation from DeIDOT.</p> <p>A narrative of the proposed development that details the design and outlines how the development is compatible with the surrounding community and enhances the visual character of the surrounding area, and fosters creativity. That includes the following:</p> <ul style="list-style-type: none"> <li>• Residential Appropriateness; and</li> <li>• Community Design.</li> </ul> <p>As particularized in the Qualified Allocation Plan.</p>
<input type="checkbox"/>	<b>27.</b>	<p><b>Utility Availability</b> - Please include the following with this exhibit:</p> <p>A. Verification of adequate sewer and water capacity, gas, electric, and storm water;</p> <p>B. Proof from utility company that the building has not been occupied for at least three (3) years, if applicable; and</p> <p>C. Written verification of utility allowance method for all tenant-paid utility costs from Public Housing Authority, RD, local utility company estimates, or Energy Consumption Engineer.</p>
<input type="checkbox"/>	<b>28.</b>	<p><b>Ten-Year Rule</b></p> <p>A sworn statement from the applicant and/or a tax opinion that property has not transferred ownership within the last ten (10) years and is eligible for acquisition credits, if applicable.</p>

**PROJECT DETAIL**

<input type="checkbox"/>	<p><b>29.</b></p>	<p><b>Architect’s Conceptual Renderings of Site and Proposed Development</b>          Include Conceptual Site Plan of the proposed development/redevelopment with design concepts. Conceptual plan and spec documents, floor plan with dimension, room designations, ADA units and proposed finishes as available, exterior elevations with material notations, and typical wall sections. This Exhibit should also include other applicable to project's readiness to proceed documents.</p>
<input type="checkbox"/>	<p><b>30.</b></p>	<p><b>Minimum Square Footage and Bedroom Mix</b>          Preliminary plans of adequate detail to verify that units satisfy minimum square footage requirements, bedroom size, and mix.</p> <p><i>For City of Wilmington applications, DSHA will follow the, City of Wilmington definition of SRO / Efficiency as adopted in the Code of Ordinances. An efficiency living unit shall conform to the requirements as follows:</i></p> <ol style="list-style-type: none"> <li>1. Every dwelling unit shall contain at least 100 square feet of floor space for the first occupant thereof, regardless of age, the floor space to be calculated on the basis of total habitable room area, exclusive of stairways;</li> <li>2. In every dwelling unit of two or more rooms, every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor space, and every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor space for each occupant thereof;</li> <li>3. The unit shall be provided with a separate closet;</li> <li>4. The unit shall be provided with a kitchen sink, cooking appliance, and refrigeration facilities, each having a clear working space of not less than 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided; and</li> <li>5. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.</li> </ol>
<input type="checkbox"/>	<p><b>31.</b></p>	<p><b>Fair Housing and Accessible Units</b>          Documentation by the architect through preliminary plans and/or specification of new amenities and fully accessible units claimed for points. Details covering costs of upgrades must also be included.          Accessible units should be marketed and rented to households that need the accessible features. Applicants seeking points for Additional ADA units must submit an ADA outreach and marketing agreement describing marketing and outreach efforts to the disabilities community. The agreement may be in draft form at application, and is required to be executed as a condition to closing. The agreement must include, at minimum:</p> <ol style="list-style-type: none"> <li>1) Detailed description of property, including address, amenities, contact information, and unit mix;</li> <li>2) Number and description of fully accessible units in property;</li> <li>3) Accessible Target Income and Unit Rents;</li> <li>4) Form Lease;</li> <li>5) Property Management Agent signatory; and</li> <li>6) Signatory of at least one disabilities service provider.</li> </ol>



	<p>When accessible units are not occupied by households that need the accessible features, a lease addendum for the non-disabled household will be required for the non-disabled household to transfer to the next available non-accessible unit (of comparable or smaller size) when a household that needs the accessible features applies and is accepted to the development. Form lease addendum must be included in this exhibit. Fair Housing Certification must be included with this exhibit available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit31_fair_housing_certification.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit31_fair_housing_certification.docx</a></p>
<input type="checkbox"/>	<p><b>32. Energy Conservation Measures</b>  A signed Certification should be included in this exhibit. In addition, include any architectural documents that will confirm the existence of the proposed energy conservation measures.  Energy Conservation Certification available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32_energy_conservation_measures.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32_energy_conservation_measures.docx</a>  DSHA Certification for Base Level Energy Standards and DSHA Certification for Green should be included in this exhibit.  Base Level Energy Certification available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32a_base_level_energy_standards.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32a_base_level_energy_standards.docx</a>  Base Level Green Certification available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32b_base_level_green_standards.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit32b_base_level_green_standards.docx</a></p>
<input type="checkbox"/>	<p><b>33. Utility Benchmarking</b>  Applicant must certify that it will use a utility benchmarking service for all owner-paid utility accounts and a sample of tenant-paid utility accounts for a minimum of fifteen (15) years. At all times, the utility data tracked by the service shall be updated continuously and be no more than three (3) months old. The applicant/owner must use the process as defined in the utility benchmarking standards available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit33_utility_benchmarking_certification.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit33_utility_benchmarking_certification.docx</a></p>
<input type="checkbox"/>	<p><b>34. Development and Unit Amenities</b>  Documentation by the architect of new amenities claimed for points. Details covering costs of upgrades must also be included.</p>
<input type="checkbox"/>	<p><b>35. Serving Lower Income Households</b>  Documentation of the tenant income area median incomes and operating income tabs on the LIHTC Application Pro Forma.  NOTE: The operating income tab and the Median Income tab of the Pro Forma should clearly note the percentage of units at various income levels, including the minimum 5% of all units or three (3) units (five (5) units for subsidized projects), whichever is greater, for special populations.  NOTE: Projects with a mixed income structure should note and document the market rate unit % of for scoring consideration.</p>



<input type="checkbox"/>	<b>36.</b>	<p><b>Increase in Compliance Period / Conversion to Homeownership</b></p> <p>Documentation and statement from the proposed owner of the compliance and extended use periods that will be chosen by the owner for the property and agreement that owner waives their rights to re-syndicate, transfer or sell for the period chosen.</p> <p>or</p> <p>A detailed marketing plan must be submitted which includes a statement from the applicant that the Declaration of Restrictive Covenants shall reflect the following: a right of first refusal is granted by the owner to the residents; units must be offered at the fair market value at the time of the original residents' initial occupancy of the unit; and, the applicant will agree to total costs per unit subject to the limits of Section 221 (d)(3)(ii).</p> <p>A detailed marketing plan, projections on maintenance, tenant reserve funds, homeownership training, continued affordability, sales price calculation, and lease/purchase agreements including rules and regulations, etc. must also be included with the application. The plan will be evaluated for feasibility and compliance with all regulations (Section 42, Fair Housing, and all other funding sources requirements). All syndication documents must reflect the conversion.</p>
<input type="checkbox"/>	<b>37.</b>	<p><b>Integrated Housing for Special Populations</b></p> <p>Targeting Owner/Management Certification and Integrated Special Needs Targeting Plan should be completed and included in this exhibit.</p> <p>Special Needs Targeting Plan documents available  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit37a_integrated_housing_special_populations_certification.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit37a_integrated_housing_special_populations_certification.docx</a></p> <p>If points are requested for increasing target units to 10%, documentation on the additional number of units should be included in this exhibit. Information on additional target units should also be provided in detail in the Targeting Plan.</p>
<input type="checkbox"/>	<b>38.</b>	<p><b>Social Services Verification</b></p> <p>The provision of social and support services is an integral part of any attempt to improve the quality of life of the residents of the development.</p> <p>Minimum service thresholds must be met for each service point sought, including:</p> <ol style="list-style-type: none"> <li>1. The service must be provided to the development's residents for at least four (4) hours in every calendar quarter for a total of sixteen (16) hours per year;</li> <li>2. Services must be provided free of charge to the tenants and be appropriate, available, and accessible;</li> <li>3. Transportation must be provided for any off-site services; and</li> <li>4. There must be procedures in place for documenting and tracking utilization and outcomes of services.</li> </ol> <p>The application must include the following:</p> <ol style="list-style-type: none"> <li>1. The cost and source to pay for the services, if any;</li> <li>2. A Comprehensive Social Services Plan describing all services proposed that includes: <ol style="list-style-type: none"> <li>a. narrative describing the services to be provided;</li> <li>b. a marketing plan;</li> <li>c. the name and qualifications of any service organizations that will be utilized, including their history, capacity, and experience; and</li> <li>d. the transportation plan for any off-site services, signed by the transportation provider and service provider, if applicable.</li> </ol> </li> </ol>

	<p>Separate DSHA Form MOUs or substantially-similar agreements for each service provider included in the Plan. Forms available <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit38_social_services_mou.docx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit38_social_services_mou.docx</a></p> <p>NOTE: Fees may be charged to residents for social services (and not be included in the gross rent) as long as the services are OPTIONAL; however, points will not be awarded for such services.</p>
<input type="checkbox"/>	<p><b>39. Letter of Support from Local Public Housing Authority</b></p> <p>A letter of support from the local public housing authority that indicates that local public housing waiting lists and/or Section 8 existing waiting lists will be used when marketing the property.</p>

**COSTS AND FINANCING**

<input type="checkbox"/>	<p><b>40. Summary Appraised Land Value/Opinion of Project Value</b></p> <p>A Summary Appraisal Report, from a qualified professional appraiser, of the unimproved land value. For all projects, the acquisition price must meet the following standards:</p> <ol style="list-style-type: none"> <li>a. For an arm’s length transaction, the maximum acquisition price must be the lesser of the contract price or the “as is” appraised value of the property;</li> <li>b. For a related party transaction where the property was acquired less than two (2) years before the application date, the maximum acquisition price may not exceed the lesser of the ‘as is’ appraised value of the property, or the original acquisition price plus carrying costs acceptable to DSHA; and</li> <li>c. For a related party transaction where the property was acquired two (2) or more years before the application date, the maximum acquisition price may not exceed the “as is” appraised value of the property.</li> </ol> <p>Prior to allocation, a property appraisal and, if applicable, a copy of the settlement sheet will be required.</p> <p><u>Appraisers are required to contact DSHA for a list of comparable LIHTC properties, which are to be included as comparables within the property appraisal report.</u></p> <p><b>NOTE:</b> The Property Appraisal should not be more than six (6) months old at time of application submission.</p>
<input type="checkbox"/>	<p><b>41. Details of Equity Financing</b></p> <p>Provide written description of syndication details (letter of interest) and copy of agreement, award letter of grant, etc.</p>
<input type="checkbox"/>	<p><b>42. Details of Debt Financing</b></p> <p>At time of tax credit application, proof must be provided that construction and permanent financing requests have been made. Applicants must provide letters from the lending/funding entities, which include items, such as the date of request, amount of financing, interest rate, term and a statement that the development is eligible for financing under the lender’s requirements.</p> <p>Financing commitment letters from all funding entities are due by date listed on LIHTC Funding Round Cover Page. The Applicant must submit documentation with the commitments that outline the position of each funding source. Developments that have funding commitments at the time of application, need only submit the commitment letters and documentation outlining the position of each funding source.</p> <p>For public and private financing subsidies, written letters of interest, letters of intent, or proof of application must be provided (i.e. USDA Rural Development, HOME, HOPE VI, Section 202, Federal Home Loan Bank funding, local municipalities, foundations, etc.). The documentation provided will be used to determine financial feasibility.</p>

<input type="checkbox"/>	<b>43.</b>	<p><b>Details of Leveraging</b> Please describe, in detail, the calculations on how DSHA-controlled funds, including tax credits, HOME funds, NHTF funds, and HDF funds are used to leverage other permanent funding sources.</p>																										
<input type="checkbox"/>	<b>44.</b>	<p><b>Per Unit Cost Reduction and Cost Balance</b> Documentation of calculation of total cost per unit.</p>																										
<input type="checkbox"/>	<b>45.</b>	<p><b>Verification of New Rental Assistance or Federal Subsidy</b> Proof of commitment or contract for new rental assistance or subsidy contract from Rural Development, HUD, local municipality or other funding source for at least 75% of the total development units. For Rental Assistance Demonstration (RAD) projects, proof of the CHAP (Commitment to Enter into a Housing Assistance Payments Contract) award from HUD.</p>																										
<input type="checkbox"/>	<b>46.</b>	<p><b>Resiliency Assessment Tool</b></p> <p><a href="http://www.destatehousing.com/developers/lihtc/2021/2021_exhibit46_resiliency_asses_s_chklst.docx">http://www.destatehousing.com/developers/lihtc/2021/2021_exhibit46_resiliency_asses_s_chklst.docx</a></p>																										
<input type="checkbox"/>	<b>47.</b>	<p><b>Readiness</b> Provide documentation of all metrics claimed for scoring in this Exhibit. Provide a cover sheet with narrative explanation of standards met and reference to Exhibit with supporting documentation. Supporting documentation must comply with standards as described in the Readiness to Proceed category of the Qualified Allocation Plan.</p> <p>Mark exhibit number that contains documentation for each item claimed for points.</p> <p>3-point items:</p> <table border="1" data-bbox="423 1073 1190 1241"> <tr> <td data-bbox="423 1073 678 1171">80% Plans and Specifications</td> <td data-bbox="678 1073 933 1171">Local municipality design and/or site plan approvals</td> <td data-bbox="933 1073 1190 1171">DNREC Approval</td> </tr> <tr> <td data-bbox="423 1171 678 1241"></td> <td data-bbox="678 1171 933 1241"></td> <td data-bbox="933 1171 1190 1241"></td> </tr> </table> <p>1-point items:</p> <table border="1" data-bbox="423 1310 1245 1478"> <tr> <td data-bbox="423 1310 626 1444">Demonstrated no need for environmental remediation</td> <td data-bbox="626 1310 833 1444">Final zoning approvals</td> <td data-bbox="833 1310 1036 1444">Fire Suppression System design</td> <td data-bbox="1036 1310 1245 1444">Scope of Work Synopsis</td> </tr> <tr> <td data-bbox="423 1444 626 1478"></td> <td data-bbox="626 1444 833 1478"></td> <td data-bbox="833 1444 1036 1478"></td> <td data-bbox="1036 1444 1245 1478"></td> </tr> </table> <p>1-point Architectural Progress items:</p> <table border="1" data-bbox="423 1549 1443 1654"> <tr> <td data-bbox="423 1549 764 1654">Title Sheet</td> <td data-bbox="764 1549 1101 1654">Preliminary Floor Plans, including Demo Plans</td> <td data-bbox="1101 1549 1443 1654">Individual Unit Plans, including Demo Plans</td> </tr> <tr> <td data-bbox="423 1654 764 1688"></td> <td data-bbox="764 1654 1101 1688"></td> <td data-bbox="1101 1654 1443 1688"></td> </tr> </table> <table border="1" data-bbox="423 1688 1443 1791"> <tr> <td data-bbox="423 1688 764 1759">Schematic Exterior Building Elevations</td> <td data-bbox="764 1688 1101 1759">Typical Rated wall sections</td> <td data-bbox="1101 1688 1443 1759"></td> </tr> <tr> <td data-bbox="423 1759 764 1791"></td> <td data-bbox="764 1759 1101 1791"></td> <td data-bbox="1101 1759 1443 1791"></td> </tr> </table>	80% Plans and Specifications	Local municipality design and/or site plan approvals	DNREC Approval				Demonstrated no need for environmental remediation	Final zoning approvals	Fire Suppression System design	Scope of Work Synopsis					Title Sheet	Preliminary Floor Plans, including Demo Plans	Individual Unit Plans, including Demo Plans				Schematic Exterior Building Elevations	Typical Rated wall sections				
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**PRESERVATION / REHABILITATION**

48.

**Preservation/Rehabilitation**

Only projects eligible under Preservation / Rehabilitation Category A or B under the QAP will be eligible for scoring.

Provide documentation of the following, as applicable.

Points	Preservation Factor
4	Requires hard costs that exceed \$75,000 per unit
3	Have committed federal rental assistance contracts
3	Projects have not been syndicated with LIHTC prior to 1990
2	Projects were placed in service on or before December 31, 2000
2	Property is a family development
1	Projects are located in Kent and/or Sussex Counties

Hard costs for these purposes include only housing units and must be documented by the Capital Needs Assessment. Costs considered in the per unit minimum include offices, community rooms, storage and maintenance areas, separate laundry facilities, all exterior work not an integral part of the building or units, all site costs, and work not of a standard nature. Proposed rehabilitation work must be past its 50% life cycle (see Construction Standards.)

49.

**Historic Preservation**

Documentation that individual property, (including all buildings in the development) is listed on National Historic Register. If applicant is seeking state historic tax credits, documentation must be provided from the State Historic Preservation Office that all buildings in the development are eligible to receive state credits and that state credits will be available by conversion.

50.

**Improvements**

Documentation of all rehabilitation/improvements done to the property in the previous ten (10) years, if applicable.

Documentation must include: Date, Cost, and Use of each improvement.

51.

**Capital Needs Assessment (CNA)**

Must be completed by a licensed architect and include an energy audit completed by a certified energy rater. The CNA must follow DSHA’s CNA Requirements

[http://www.destatehousing.com/Developers/lihtc/2021/2021\\_exhibit51\\_cna\\_requirements.docx](http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit51_cna_requirements.docx)

The CNA must include DSHA’s Rehabilitation Standards Checklist

[http://www.destatehousing.com/Developers/lihtc/2021/2021\\_exhibit51a\\_cna\\_rehabilitation\\_standards\\_checklist.docx](http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit51a_cna_rehabilitation_standards_checklist.docx)

and Environmental Due Diligence Checklist

[http://www.destatehousing.com/Developers/lihtc/2021/2021\\_exhibit51b\\_cna\\_environmental\\_due\\_diligence.docx](http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit51b_cna_environmental_due_diligence.docx)

**NOTE:** For USDA projects, all applicants must also utilize the USDA, Rural Development CNA Tool and CNA process. DSHA will accept the Rural Development CNA.

<input type="checkbox"/>	<b>52.</b>	<b>Current Operating Budget</b> (if applicable)
<input type="checkbox"/>	<b>53.</b>	<p><b>Relocation</b>  Description of relocation plans and cost, if applicable. In addition, documentation of preliminary income certifications for residents residing in occupied units demonstrating that they are tax credit income eligible or a certified letter from said residents indicating their willingness to be relocated is required for units that will be counted as tax credit eligible. Verifications/certifications of current resident’s income must be included with the application. Relocation Draw form is available at the following link  <a href="http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit53_relocation_draw_template.xlsx">http://www.destatehousing.com/Developers/lihtc/2021/2021_exhibit53_relocation_draw_template.xlsx</a></p>
<input type="checkbox"/>	<b>54.</b>	<p><b>Preservation Developments, (includes Section 8, RD Section 515 Multi-Family Program, and Rural Development’s 514-516 Farm Labor Housing)</b>  Provide proof that an application for rental assistance, as well as capital assistance has been made and received by Rural Development or HUD.</p>
<input type="checkbox"/>	<b>55.</b>	<p><b>Federally-Assisted Distressed Property</b>  Summary of how the property qualifies as a distressed federally-assisted property, if applicable.</p>