



Summary of Select 2010 Low Income
Housing Tax Credit QAP Policies
Encouraging Supportive Housing

Corporation for Supportive Housing
June 2010

Note: For this publication, CSH has built upon “*Housing Credit Policies in 2009 that Promote Supportive Housing*” written by CSH, and “*Housing Credit Policies in 2007 that Promote Supportive Housing*” and “*Summary of Select 2008 Low Income Housing Tax Credit QAP Policies Encouraging Supportive Housing*” authored by Jim Tassos and funded by the Supportive Housing Investment Partnership (SHIP). SHIP was a partnership of Enterprise and the Corporation for Supportive Housing (CSH) that focused on leveraging private capital investments to increase the production of supportive housing. Benjamin Creamer, Esq., a volunteer at CSH, has updated the data contained herein. This summary document serves as follow-up to the 2009 report, but looks at such policies within only 22 states.

Research Methodology

- Research conducted for CSH was comprised of a detailed examination of selected states’ 2010 Qualified Allocation Plans (QAPs) and other state guidelines to identify Housing Credit policies that encourage development of and service provision in supportive housing.

- CSH selected the following 21 states for this update:

Arizona	Maine	Ohio
California	Massachusetts	Pennsylvania
Colorado	Minnesota	Rhode Island
Connecticut	New Jersey	Texas
Georgia	New York	Washington
Illinois	North Carolina	

- This study is a follow-up to various previous analyses of QAP policies encouraging supportive housing development, so the research also involves a comparison of plans between 2009 and 2010 to identify new or substantially revised policies among the states.
- Three of the 22 QAPs include notable new or substantially revised policies encouraging supportive housing since the prior assessment in 2009.
- The research does not attempt to measure the extent to which policies have actually generated supportive housing developments using the Credit, although this type of outcome analysis is a likely next step in identifying best practices.

Background on Housing Credit QAPs

- Each state must allocate Housing Credits according to a QAP, which establishes the state’s criteria and preferences for allocating Credits. Most states adopt a new QAP annually although some employ a multi-year plan.
- Allocation plans must give preference to developments serving the lowest income tenants, those serving tenants for the longest periods, and certain community revitalization projects.
- Allocating agencies have authority to establish other QAP selection criteria, including criteria that assess development location, housing needs, development characteristics, and tenant characteristics.

- States promote policy objectives in a variety of ways using the QAP:
 - The most direct method is establishing threshold criteria so that only developments meeting identified requirements are eligible to receive Credits.
 - A second method is through use of Credit set-asides. A set-aside is a pledge by the state to allocate a certain portion of its limited annual Credits to developments exhibiting specified characteristics (such as targeting units to special needs populations).
 - The third method is through scoring incentives in which states award points for meeting specific requirements.

Summary of QAP Policies and Definitions

Note: Notable new or revised criteria are marked in bold.

Arizona

Supportive housing developments are an eligible use of the Credit. Such projects have potential competitive scoring advantages.

Threshold Criteria and Set-Asides

None.

Scoring Incentives

QAP awards 10 points to developments in which at least 5 percent of the units serve special needs populations (includes the homeless, seriously mentally ill, the physically disabled, individuals infected with the human immune-deficiency virus or other populations with specialized housing needs – which may include homeless individual(s), seriously emotionally disturbed, developmentally disabled persons, victims of domestic violence and individuals suffering from chronic substance abuse). Applications must provide evidence of coordination with agencies specializing in services to special needs populations, a client source (e.g. letters for a referring agency, etc.) and service agreement for each population served, plus documentation that demonstrates previous experience for each entity that will be providing services.

Other Policies

Owners of developments serving special needs populations must provide supportive services to residents. It is the owner's responsibility to plan and coordinate these services so they are provided on site or by existing off-site social service agencies. This requirement must be included in the project extended use agreement and applicants must detail costs in a supportive services operating budget.

Applicants requesting consideration for resident services for special needs housing, support for families in transition, or elderly housing with supportive services must submit a detailed Service Provider Questionnaire with application. The questionnaire collects information about the service provider's mission, experience providing social services or service-enriched housing programs, personnel, and staff professional development, plus funding levels and funding sources for all clients served in the past year.

Owners of developments serving special needs populations, families in transition, or the elderly must submit a detailed supportive services plan specific to the proposed development. The plan must describe the target population, specific goals of the supportive services program and how they relate to the anticipated needs of residents, expected outcomes related to each goal and how impact/success will be measured or identified, how the program will identify and respond to the changing needs of residents over time, services and activities planned for residents of the proposed development (including the party responsible for providing each service, how and where the service will be provided, frequency of program or activity, and eligibility requirements for resident participation), methods to encourage resident participation, staffing plan and supervision responsibilities, an annual budget that identifies the costs associated with implementation of the services and sources of funds, and evidence of coordination with community resources. Services may include (but are not limited to) child care programs, after-school and summer programs for children and youth, counseling programs, parenting skills classes, budget education, family violence prevention, crime prevention, on-site service coordination or goal-oriented case

management, health services, screenings and education, housekeeping, on-site meals, transportation, benefits counseling, wellness activities, and social and recreational programming.

Developer Experience

QAP awards 15 points for developers with experience in at least 5 tax credit projects.

California

Supportive housing developments are an eligible use of the Credit. To qualify for Credits, applicants must select and compete in one of the following categories: Large Family; Single Room Occupancy; At-Risk; Special Needs; or Seniors. If qualified, such projects may compete on a priority basis for available nonprofit set-aside Credits or within a special needs/SRO set-aside. In addition, such projects have potential competitive scoring advantages.

Threshold Criteria

None.

Set-Asides

QAP makes nonprofit set-aside Credits in each funding round available as a first-priority to projects providing housing to homeless households. First priority under this provision is for projects with committed McKinney Act or State Supportive Housing Program funding. Second priority is for projects with rental or operating assistance funding commitments from federal, state, or local governmental funding sources. The rental assistance must be sponsor-based or project-based and the remaining term of the project-based assistance contract shall be no less than one year and shall apply to no less than 50% of proposed units. Third priority is for other qualified homeless apportionment projects. To compete as a homeless assistance project, at least 50% of the units within the project must house households moving from an emergency shelter, moving from transitional housing, or currently homeless.

QAP includes a special needs/SRO set-aside in the amount of 2% of the federal Credit ceiling for the calendar year. Any proposed homeless assistance project that applies and is eligible under the nonprofit set-aside but is not funded is eligible for consideration under this special needs/SRO set-aside.

To be eligible for Credits, all applicants must select and compete in one of five categories (large family, seniors, single room occupancy, special needs, and at-risk). The agency will attempt to fund Credit awards in each funding round in the approximate following percentages: 65% Large Family, 15% Single Room Occupancy, 5% "At-Risk", 15% Special Needs, and 15% Seniors.

Scoring Incentives

QAP awards 10 points to single room occupancy and special needs.

QAP awards up to 50 points to developments targeting units at 30% AMI level. Points are based on the percentage of income targeted units to total Housing Credit units, ranging from 15 points (for 10% targeted units) to 50 points (for 80% targeted units). **(Note: Increased from 35 points in 2009.)**

QAP awards an additional 2 points to developments that agree to have at least 10% of units available for tenants with incomes no greater than 30% of AMI, and to restrict the rents on those units accordingly.

QAP awards 10 points for projects that provide high-quality services designed to improve the quality of life for tenants. Services must be appropriate to meet the needs of the tenant population served and designed to generate positive changes in the lives of tenants, such as by increasing tenant knowledge of and access to available services, helping tenants maintain stability and prevent eviction, building life skills, increasing household income and assets, increasing health and well being, or improving the educational success of children and youth. Physical space for service amenities must be available when the development is placed-in-service, with noted exceptions. Service space must be located inside the project and provide sufficient square footage, accessibility and privacy to accommodate the proposed services. The amenities must be available within 6 months of the project's placed-in-service date. Services must be committed for 10 years. All services must be of a regular and ongoing nature and provided to tenants free of charge (except for day care services or any charges required by law). Services must be provided on-site except that projects may use off-site services within ½ mile of the development provided that they have a written agreement with the service provider enabling the development's tenants to use the services free of charge (except for day care and any charges required by law) and that demonstrate that provision of on-site services would be duplicative. All organizations providing services for which the project is claiming service amenities points must have at least 24 months experience providing services to one of the target populations. Amenities may include, but are not limited to: **service coordinator, case manager, other services specialist, adult educational classes, health and wellness or skill-building classes, health services provided by appropriately-licensed organization or individual, behavioral health services provided by appropriately-licensed organization or individual, licensed child care (only for large family projects), and after school programs.** Documentation must be provided for each category of services for which the applicant is claiming services amenities points and must state the name and address of the organization or entity that will provide the services; describe the services to be provided; state the annual dollar value of the services; commit that services will be provided for 10 years; commit that the services will be available to tenants free of charge (with noted exceptions above); name the project to which the services are being committed. **(Note: Increased the options available for applicable services.)**

Other Policies

Upon construction completion, applicants must submit a detailed description of services currently provided to tenants including copies of contracts for such services, or if services are not available at the time of submission, a description of the proposed services and timetable for provision.

To be considered single room occupancy (SRO) housing, developments must meet additional threshold requirements including average income no more than 40% of AMI, numerous design requirements, and a condition that a public agency provide direct or indirect long-term financial support for at least 15% of total project development costs, or owner's equity (including syndication proceeds) must constitute at least 30% of total project development costs. Such projects must submit a signed contract or memorandum of understanding between the developer and service provider, plus a summary of the experience of the developer and service provider in providing for the targeted population

To be considered special needs housing, at least 50% of the units in a development must serve populations that are developmentally disabled, survivors of physical abuse, homeless, displaced teenage parents (or expectant teenage parents), chronically ill (including HIV and mental illness), or have another special need determined by the Executive Director to meet the intent of this housing type. Such

developments must meet additional threshold criteria including design requirements, average income no more than 40% of AMI, and a requirement that a public agency must provide direct or indirect long-term financial support for at least 15% of total project development costs, or owner's equity (including syndication proceeds) must constitute at least 30% of total project development costs. Additional threshold requirements include third party verification from a federal, state or local agency of the availability of services appropriate to the targeted population; and submission of a preliminary service plan that specifically identifies the services to be provided to the special needs population. Such projects must submit a signed contract or memorandum of understanding between the developer and service provider, plus a summary of the experience of the developer and service provider in providing for the targeted population. Where services are required as a condition of occupancy, special attention will be paid to the assessment of service costs as related to maximum allowable rents.

Agency allows operating reserve amounts in excess of industry norms for developments in the nonprofit set-aside homeless assistance apportionment, plus SRO and special needs projects.
Agency allows a 2% increase in the unadjusted eligible basis for developments in which 100% of the units are targeted to special needs populations.

Developer Experience

General Partner Experience: To receive points under this subsection for projects in existence for over 3 years, the applicant must submit a certification from a certified public accountant that the projects for which it is requesting points have maintained a positive operating cash flow, from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) for the year in which each development's last financial statement has been prepared (which must be effective no more than one year prior to the application deadline) and have funded reserves in accordance with the partnership agreement and any applicable loan documents. To obtain points for projects previously owned by the proposed general partner, a similar certification must be submitted with respect to the last full year of ownership by the proposed general partner, along with verification of the number of years that the project was owned by that general partner. This certification must list the specific projects for which the points are being requested. The certification of the certified public accountant may be in the form of an agreed upon procedure report that includes funded reserves as of the report date, which shall be dated within 60 days of the application deadline. Where there is more than 1 general partner, experience points may not be aggregated; rather, points will be awarded based on the highest points for which 1 general partner is eligible.

- 1-2 projects in service under 3 years 1 point/over 3 years 2 points
- 3-6 projects in service under 3 years 3 points/over 3 years 4 points
- 7 or more projects in service under 3 years 5 points/over 3 years 6 points

Colorado

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Threshold Criteria and Set-Asides

None.

Scoring Incentives

QAP awards up to 15 points for targeting units at 30% of AMI or below. Points are based on the percentage of units targeted at the 30% AMI level.

QAP awards 8 points to developments that set aside at least 33% of units for the homeless or supportive housing for non-elderly special needs tenants. Units must be held available and rented only to these populations, although the minimum set-aside of 33% may be waived if any state regulations restrict the number of special needs units in a development. To receive points, applicant must provide evidence of a client source (e.g. letters from referring agencies, marketing plans, etc.).

Other Policies

Developers of housing for the homeless must have at least five years experience in the development and management of housing for the homeless. In addition, developments providing housing for the homeless must provide a range of supportive services to the residents, at no cost to the residents, in order to receive additional points for serving the 30% AMI level. Supportive services might include, but are not limited to, case management, job training and/or placement, continuing education, transportation, child care and health care. These services must be provided by a service provider(s) with a minimum of three years experience in the related field of service provision.

Homeless developments serving tenants at or below 30% of AMI are eligible for a 5% increase in developer fee. The increase in equity provided by the additional annual Credit must be committed to provide supportive services or a rental subsidy for such tenants. Evidence of the commitment must be provided with the application and such commitments will be reflected in the Land Use Restriction Agreement. A minimum of 15% of total units in the development must be at or below the 30% AMI level.

Developer Experience

Criteria for Approval – Experience with the development and management of multifamily rental properties. CHFA will evaluate experience in terms of the quality of the development and management experience, including the overall financial strength of the developer's current portfolio, the number of successful projects, compliance with any applicable regulatory requirements, and property management track record.

Threshold: Project Team Experience - The developer must provide evidence that the developer has multifamily rental housing development experience and that the management company, the consultant (if any), the legal firm, and the accounting firm engaged by the applicant have experience with LIHTC projects. Resumes must be provided. In addition, the management company must have experience related to population specific projects (i.e., independent senior, homeless, etc.). If the developer has no LIHTC experience, using a consultant with LIHTC experience is recommended.

Connecticut

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Threshold Criteria

QAP includes a general policy statement requiring all developments to undertake strong affirmative measures to ensure the promotion of regional economic, social and racial integration and the integration of persons with disabilities.

Set-Asides

None.

Scoring Incentives

Agency assigns all applications meeting threshold requirements to an Allocation Priority Class. Within each class, each application is evaluated, rated and ranked against other applications in its class. Among the project types included in General Class I (the highest general Allocation Priority Class) are rental housing or service enhanced structures for homeless or imminently homeless persons/households or housing developed through a state funded or sponsored initiatives to provide housing for persons with disabilities. Service enhanced structures are eligible if they are for the promotion of independent living of homeless or imminently homeless persons or families, or persons with disabilities.

Also eligible for Allocation Priority Class I are qualified new construction or rehabilitation in which 50 percent of the low-income units are designated for occupancy by households with incomes below 50 percent of AMI and 50 percent of these targeted units are committed to households below 25 percent of AMI.

QAP awards up to 10 points to developments that provide housing for households below 25 percent of AMI throughout the extended use period. Points are awarded based on the percentage of qualified units that serve such households.

QAP awards 10 points to developments in which the sponsor has committed **100% of the proposed development units** to the local housing authority to give priority to recipients of housing assistance and support services funded through the Connecticut Supportive Housing PILOTS initiative or a successor or associated state funded supportive housing program. **(Note: In 2009, QAP did not require a specific percentage.)**

QAP awards 5 points to developments in which greater than or equal to 15 percent of housing units are specifically targeted to persons with disabilities and the developers pledge to actively market units to disabled individuals on waiting lists at local facilities.

QAP awards up to 5 points to developments based on documentation of supportive services received from a specified funding source. Points are based on the percentage of total units designated as supportive housing units—5 points for 20% of units, 2 points for 10% of units. **(Note: Points decreased from 10 in 2009; however, QAP added scoring criterion below.)**

QAP awards 10 points based on documentation from shelter or service providers that a number of units from the total set aside for supportive housing will be made available specifically to individuals or families who are chronically homeless. Points will be awarded based on the percentage of total supportive housing units designated as supportive housing for the chronically homeless – 10 points for 100% of units, 5 points for 50% of units, and 2 points for 25% of units. Additionally, points will be awarded only to applications that have met or exceeded the 10% unit

level established in the above scoring criterion. Documentation on the *Homeless Verification Form* attached to the LIHTC application must be provided. (Note: New scoring criterion for 2010.)

QAP awards 2 points each for the provision of specified resident services including: on-site education opportunities for residents (i.e. GED program, parenting classes, etc.); or on-site daycare facility with state-certified, full-time staff. Services must be evidenced in the operating budget or by a contract for services with a third party highlighting funding source and number of years of service.

QAP awards 5 points to developments for the provision of on-site resident services coordinator, working a minimum of 20 hours per week. This must be evidenced in the operating budget or by a contract for services with a third party highlighting funding source and number of years of service.

QAP awards 1 point to developments for provision of door-to-door transportation (which may include community transportation services that stop at the complex) to nearby shopping centers/areas of employment, as evidenced by owner certification.

Other Policies

QAP includes a general policy statement identifying supportive housing as one of its rental housing development goals. In particular, the plan suggests the need to develop and implement strategies and solutions to address the problem of homelessness through the utilization of supportive housing. Specific objectives include: 1) increasing the number of permanent supportive housing opportunities available for homeless households or those at risk of becoming homeless, particularly those with special needs, by providing financing for renovation of existing buildings; and 2) evaluating the appropriate method or vehicle to introduce supportive housing services into existing units. (Same)

Developer Experience

None

Georgia

Supportive housing developments are an eligible use of the Credit and, if qualified, are granted a special needs set-aside. Also, they compete in the general application cycle.

Threshold Criteria

None.

Set-Asides

Special Needs Set-Aside - Up to \$900,000 will be set-aside for Department of Community Affairs (DCA) Office of Special Housing Initiatives projects. In order to be considered for this set-aside, the applicant will need to provide a commitment for Office of Special Housing Initiatives funds.

Hope VI Set-Aside - Up to \$1.7 million of federal credits will be set-aside for HOPE VI initiatives. The requirements are mentioned below. (Note: New set-aside for 2010)

Scoring Incentives

None.

Other Policies

Owners must demonstrate a willingness to initiate marketing of units for special needs populations. Each Applicant must prepare and submit a Marketing Plan outlining how the project will market units to tenants with special needs if the project is selected for funding. At a minimum, Marketing Plans must include: (a) A description of how the project will meet the needs of these tenants including access to supportive services, transportation, proximity to community amenities, etc.; (b) Identify service providers that can provide referrals to the project; (c) Agree to require management to regularly contact and provide materials to local service providers outlining unit vacancy and rents; (d) Owners must demonstrate a willingness to market units to special needs populations and facilitate referrals from experienced local service providers.

To received the HOPE IV set-aside the proposed project must meet on or more of the following criteria:

The project is a phase or component of a PHA-sponsored Community Building Initiative which is part of a PHA-sponsored HOPE VI revitalization initiative.

The Initiative must:

- Provide affordable units for an extended period of 30 years or more;
- Be part of a mixed income phased community with a significant market component;
- Facilitate the deconcentration of poverty; and
- Provide for community improvements or amenities, which may include but are not limited to new or improved public infrastructure, sustainability, green-space, improved transportation, quality of life enhancements, or other improvements benefiting the community

Documentation:

1. A copy of the HOPE VI Revitalization Grant Assistance Award (form HUD-1044) which identifies the PHA receiving the HOPE VI grant and the amount of the grant, and additional documentation reflecting the time limits for use of the HOPE VI funds.;
2. A letter from the Executive Director of the identified PHA certifying that:
 - the development proposed in the Initial Application is identified in the PHA's HUD approved HOPE VI application or Revitalization Plan;
 - the housing units are an essential element of that Plan; and
 - the Tax Credits for the development proposed in the Initial Application are an essential component of the financing plan for the PHA's HOPE VI Program
3. A copy of the HUD approved Revitalization Plan.

Projects that have not previously had a phase funded, are advised to meet with DCA prior to Application Submission and obtain the requisite letter of support for the HOPE VI Application at the time the project submits its HOPE VI application for funding. DCA reserves the right to initiate additional selection criteria if it receives more than one request for an initial letter of support.

Developer Experience

Applicants may submit documentation for DCA review and approval prior for the 2010 competitive round prior to April 15, 2010 for experience determinations and waivers. **There will no longer be a pre application process for determination of compliance scores.** For experience determinations, the Experience Submittal Form should be completed in accordance with the Performance Workbook Instructions for each Owner, Developer, and Management Company to be considered by DCA. **(Note: QAP required applicants to submit documentation for review and approval for performance scoring in 2009.)**

DCA requires prior successful project experience for the Owner, Developer and Manager of a proposed project. Effective January 1, 2010, a DCA Performance Workbook must be completed for each Owner, Developer and Manager of a project and submitted on or before the Application Submission date for Owner, Developer and/or Manager approval.

Entities and/or principals that were deemed experienced for the 2008 and 2009 competitive round do not have to complete a new DCA Performance Workbook provided there have been no changes in their organizational structure since the initial experience determination and no significant changes in the compliance history for properties. DCA reserves the right to determine, in its sole and absolute discretion, whether an Application meets the criterion of this section. DCA also reserves the right to determine whether the proposed Owner and/or Developer have/has the capacity to successfully complete the proposed development. DCA may consider projects in progress, prior performance in meeting construction commencement, projects with recaptured credits and completion deadlines, as well as the number of outstanding incomplete DCA-funded developments when determining capacity.

A new Experience Entity list and certificates will be issued. The Owner and/or Entity must resubmit all of the documentation required pursuant to this section and obtain a new decision as to whether they meet DCA's experience and capacity requirements.

Owner Experience

1. A proposed project Owner must demonstrate successful Owner experience as follows:

- The Proposed Owner (individual, corporation, or in the case of a limited partnership, the general partner(s) of the Ownership entity) must demonstrate at least three (3) continuous years (development through lease-up) of prior ownership experience in at least two multifamily rental housing projects of similar size (number of dwelling units) to the proposed project. The proposed project must not be more than 25 dwelling units more than the dwelling units of the projects utilized for determining ownership experience.
- Only successful ownership experience that occurred subsequent to January 1, 2002 will be considered under this criterion.
- This Ownership Experience requirement may be met either through the experience of the General Partner entity or through the individual experience of one of the General Partner's principals as set forth below.
- In a non-profit corporation, the executive director's experience will also be considered for purposes of determining whether the non-profit has met the Owner experience requirements.
- A non-profit General Partner may also meet the experience requirements through the experience of a sponsoring non-profit.

2. For purposes of determining experience, a principal shall be defined as an individual who has a direct or indirect ownership interest in the ownership entity and who will materially participate in the ownership and operation of the project through regular, continuous and substantial involvement.
3. In order for previous project experience to be considered, the principal must show a direct or indirect ownership interest in the Ownership entity of the previous project and that that the principal materially participated in the ownership and operation of the project through regular, continuous and substantial involvement for at least three (3) consecutive years (development thru lease-up).
4. Previous ownership experience for all projects where there has been a default, fraud, debarment or issuance of a notice of limited denial of participation by any federal or state agency within the last ten (10) years must be disclosed.

Developer Experience

1. A proposed project Developer must demonstrate successful Developer experience as follows.
 - The proposed Developer must demonstrate successful development experience in at least two (2) multifamily rental housing projects of similar size (number of dwelling units) to the proposed project. The proposed project must not be more than 25 dwelling units more than the dwelling units of the projects utilized for the DCA determination of Developer experience. Only successful Developer experience that occurred subsequent to January 1, 2002 will be considered under this criterion.
 - This Developer experience requirement may be met either through the experience of the proposed Developer entity or through the individual experience of one of the Developer's principals as set forth below.
 - In a non-profit corporation, the executive director's experience will be considered for purposes of determining whether the Developer has met the Developer experience requirements.
 - A non-profit Developer may also meet the experience requirements through the experience of a sponsoring non-profit.
2. For purposes of determining experience, a principal shall be defined as an individual who has a direct or indirect minimum ownership interest in the Developer entity and who will materially participate in the development of the project through regular, continuous and substantial involvement.
3. In order for previous project experience to be considered, the principal must show a direct or indirect ownership interest in the Developer entity of the project and that that the principal materially participated in the development of the project from project inception through construction completion through regular, continuous and substantial involvement.
4. Previous developer experience for all projects where there has been a default, fraud, debarment or issuance of a notice of limited denial of participation by any federal or state agency within the last ten (10) years must be disclosed.
5. In the event an entity undergoes a personnel change which results in the departure of key experienced staff, DCA at its discretion, may require the entity to submit new experience documentation and may determine that previous projects owned and developed under the direct supervision of the departed staff will not be considered in the experience determination.

Partnering

An inexperienced Owner or an inexperienced Developer can meet the experience requirements of this section by partnering with an Owner or Developer that meets the DCA experience requirements set forth in paragraphs (A) or (B) of this section (whichever is applicable). The applicant must submit the following documentation in order to meet experience through partnering:

- 2010 DCA experience certificate for experienced Owner and/or Developer Partner.
- If the applicant is inexperienced in the Owner category, an executed partnership agreement with a partner that meets DCA Owner experience requirements should be included. The inexperienced partner must be part of the General Partnership entity for the Project. The agreement must describe in detail the responsibilities of both the experienced and inexperienced partner. Both the experienced and inexperienced partner must actively participate in the Ownership responsibilities.
- If the applicant is inexperienced in the Developer category, an executed partnership agreement with a partner that meets DCA Developer experience requirements should be included. The defined relationship of the parties must be co-developers. The agreement must describe in detail the responsibilities of both the experienced and inexperienced partner. Both the experienced and inexperienced partner must actively participate in the Developer responsibilities.
- The partnership must remain in effect until the property is complete and has reached stabilized occupancy for a minimum period of two years through the issuance of IRS Form 8609's and the Conversion of the DCA HOME Loan.
- Each executed partnership agreement must include a training plan providing for the training of the inexperienced partner by the experienced partner in the Ownership and/or development of the project. The training plan must specify that the training services will be provided from project commencement, through construction, lease up, and permanent loan conversion and or issuance of 8609's – whichever is later. Timetables, milestones and projected training hours per week must be included in the plan. The training plan should be attached as an exhibit to the executed Partnership agreement.

Illinois

Supportive housing developments are an eligible use of the Credit. Such projects may compete in the general application cycle. In addition, such projects have potential competitive scoring advantages.

Threshold Criteria

None.

Set-Asides

Authority eliminated set-aside for supportive housing developments.

Scoring Incentives

QAP awards 15 points to developments that target a minimum of 10% of units for Extremely Low Income (30% AMI or below) Supportive Housing Populations. To qualify for points, applicants must demonstrate a partnership with a lead referral agency and submit a referral and support plan as described below. **(Note: Increased points from 3 to 15 points in 2010)**

QAP awards 15 points to developments that target 50% or more of units for Supportive Housing Projects. Developments must meet requirements of the supportive housing set-aside, including submission of a supportive housing plan as described below. **(Note: Increased from 1 to 15 points in 2010.)**

QAP awards 8 points for complying with both of the following requirements: (i) At least ten percent (10%) of the total units in the Project are designed for persons with mobility impairments, and (ii) At

least two percent (2%) of the total units in the Project are designed for persons with sensory impairments (not less than one unit), as defined in ICC/ANSI 117.1- 2003. The units designed for persons with sensory impairments must be exclusive of the units designed for persons with mobility impairments. Owners seeking points in this category must submit a certification signed by a licensed architect that the project will comply with the requirements listed above. Please see the “Scoring – Enhanced Accessibility Certification” on the Authority’s website. (Note: New scoring criterion for 2010.)

Other Policies

To qualify for the supportive housing scoring incentives described above, developments must submit a supportive housing plan that addresses, among other things: 1. site suitability, including accessibility features, access to transportation, and proximity to community amenities; 2. affordability to targeted populations; 3. access to services; 4. support coordination, including qualifications of the agency providing the on-site support coordinator; and 5. tenant referral and screening process.

To qualify for points for provision of supportive housing described above, developments must submit a referral and support plan that looks into three categories: (1) Residential rent schedule by unit size and status; (2) How targeted units will be made affordable to households earning at or below 30% AMI; and (3) Agreement details among all partners.

The Authority’s priorities are derived from Executive Order 2003-18, which include these underserved populations: (1) Low-income households (with particular emphasis on households earning below 30% of area median income); (2) Low-income seniors; (3) Low-income persons with disabilities; (4) Homeless persons and persons at-risk of homelessness; (5) Low- and moderate- income persons unable to afford housing near work or transportation; and (6) Low-income persons residing in existing affordable housing that is in danger of being lost or becoming unaffordable.

Projects that meet the requirements to request points under the Supportive Housing Projects category in the Supportive Housing Projects section within the Housing Policy Goals and Objectives section within the Scoring Categories section may apply for a Boost of up to 30% of their eligible basis.

Developer Experience

Appropriate Development Team

The following items must be submitted for the Authority to evaluate the experience and capacity of the development team:

1. Organizational documents for all entities of which the ownership entity is comprised and documentation demonstrating that these entities and the ownership entity are duly formed and validly existing. Please see the “Ownership Structure and Organizational Documents Checklist” on the Authority’s website (www.ihda.org) for a list of necessary documents.
2. A narrative describing the experience of the Owner with regard to the development of subsidized affordable housing, including the number of projects and units that have been completed and placed into service.
3. Completed “Development Experience Certifications” for each Participant except the syndicator, including all pending, under construction, or completed Projects in any state, including their present status and expected completion date. The “Development Experience Certification” forms are available on the Authority’s website (www.ihda.org).

4. A full organizational flow chart reflecting all entities within the Owner down to individuals including percentages of ownership. Please see "Organizational Chart" on the Authority's website (www.ihda.org)
5. Resumes of key development staff within the Owner, focusing on their affordable housing development experience.
6. Audited financial statements for the most recent two (2) fiscal years for the Owner and its principals, members, and/or sponsors with 10% or more ownership interest.
7. A copy of an executed IRS Form 8821, "Tax Information Authorization," for the Owner and each Participant who has an ownership interest in the Project, authorizing the Authority as "Appointee" to receive from the IRS available information regarding any "Financial Beneficiary's" conduct of its business with the IRS relating to the Tax Credit program. Owners must submit the completed IRS Form(s) 8821 directly to the IRS. "IRS Form 8821" is available on the IRS website (www.irs.gov).
8. At least three (3) references from entities with whom the Owner has conducted business in the last five (5) years and release forms allowing the Authority to contact these entities, other State housing finance agencies, private lenders, public agencies, and City and State governments without limitation. Please see the "Reference Form" and the "Release Form" on the Authority's website (www.ihda.org).

Ownership Experience

In order to meet the Authority's mandatory development team standard for ownership experience, the following minimum requirement must be fulfilled: The Owner(s) of the Project, general partner(s), and/or the managing member(s) of the Owner must demonstrate prior successful experience in at least one (1) Authority Tax Credit Project or one (1) other subsidized, low-income multifamily rental development that contains at least the number of housing units in the proposed Project. To be considered, the experience must extend for at least two (2) years and must include both the development as well as the operating of the project(s). In addition, the experienced team member described above must:

- Be identified in the Application, and
- Remain responsible for overseeing the operation of the Project for the entire Compliance Period.

Partnerships between inexperienced housing developers and those with the experience necessary to fulfill this requirement are encouraged.

Management Experience

In order to meet the Authority's mandatory development team standard for management experience, the following minimum requirement must be fulfilled:

- The proposed management agent must demonstrate prior experience in the management of at least one Authority Tax Credit Project or one other subsidized, low-income multifamily rental development with tenant income certifications and ongoing reporting requirements that contains at least the number of housing units in the proposed Project. If the management agent has no experience in the management of Tax Credit Projects, it must demonstrate that at least one staff member assigned to the proposed Project has demonstrated prior experience meeting these requirements.
- To be considered, the management agent's experience with a Project must extend for at least two years and include Project lease up experience and stabilization (90% occupancy within one year of placed in service date).

Development Team Capacity

The Authority will evaluate the proposed Participants' capacity to successfully complete the Project based upon the following criteria:

- Past experience developing affordable housing using income and rent-restricted programs. Properties presently in service and those under construction will be considered, and the quality and success of previous developments will be taken into account. The Authority will also consider location and experience in the geographic areas to be served, experience with the type of housing product proposed, and the past working relationships of the proposed Project and ownership partners.
- Past experience operating affordable housing using income and rent-restricted programs and maintaining these developments in compliance with all program restrictions and standards. The Authority will consider location and experience in the geographic areas to be served, experience with the type of housing product proposed, and the past working relationships with ownership entities and compliance staff.
- Development capacity to complete construction of all current developments on time and within program requirements and application commitments, as well as the number of outstanding incomplete developments when determining capacity.
- Financial capacity to ensure that construction will be completed on time and that work will be guaranteed for completion.

(Note: New requirements for developer experience.)

Maine

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle subject to threshold requirements, or, if qualified, within the housing for persons who are homeless set-aside. In addition, such projects have potential competitive scoring advantages.

Threshold Criteria

QAP includes a threshold criterion for all developments to make a resident service coordinator available to evaluate service needs and refer residents to appropriate services throughout the compliance period. The resident service coordinator must be present on-site and available to the residents a minimum of one day per week, preferably two days per week, and a minimum of 4 to 6 hours per week for developments with up to 30 units and a minimum of one hour per week for every 5 units for developments with more than 30 units. Services must be made available to the residents in a private, confidential setting and must be free of charge to the residents.

All developments must submit a detailed service plan which describes services offered to the residents of the project, identifies and describes the experience and training of the proposed resident service coordinator(s) that will provide the services, identifies where services will be provided to the residents of the project (e.g. on-site office), includes a services budget of all costs associated with offering the services in the service plan (including without limitation the salary, benefits, travel, orientation and ongoing training or education of the resident service coordinator(s), the operation of the office or other space used to provide the services and office equipment and supplies), and describes the funding source(s) for the services budget.

Set-Asides

QAP includes a \$400,000 (or about 13%) set-aside for housing for persons who are homeless. To qualify, developments must:

1. Contain separate living units which include both cooking and bathroom facilities;
2. Set aside a minimum of 75% of the units for persons who are homeless;
3. The Project may be situated on scattered sites;
4. The Applicant must submit a detailed service plan specific to the needs of persons who are homeless, acceptable to MaineHousing, a commitment by one or more qualified service providers to provide the services described in the plan and information about funding for the services with its Application; and
5. An Applicant must indicate its desire to compete in this set-aside in its Application.

Successful applicants under this set-aside are eligible to receive, if agency makes the resource available, project-based Section 8 rental subsidy for at least 25% of the total units in the project.

Projects under the Housing for Persons who are Homeless Set-Aside that are located in the following Service Center Communities will receive 5 points: Portland, Bangor, Lewiston, Biddeford, Saco, or Sanford.

Scoring Incentives

QAP awards 2 points to developments that give preference in at least 20% of the units to persons who are homeless or displaced, persons with mental or developmental disabilities, or other persons with special needs. Applicants must maintain a waiting list for the persons for whom the preference is given and provide access to services appropriate to such persons. The Applicant must submit a description of the services and a written commitment or letter of support from a qualified service provider to provide the services with the Application.

Other Policies

QAP requires developments that deliver services to special needs populations to provide documentation from an identified funding source.

Agency's annual statewide needs assessment identified a need for housing with services for persons with special needs including, without limitation, the homeless, persons with mental and physical disabilities and the elderly.

A Project that has a commitment of new project-based rental assistance for 75% or more of the units in the Project will receive 5 points. A Project that has a commitment of new project-based rental assistance for 25% or more of the units in the Project but less than 75% of the units in the Project will receive 3 points. Assistance provided under the Project-Based Voucher Program pursuant to 24 CFR Part 983 is eligible for points hereunder only if the Project has been awarded assistance pursuant to a competitive process prior to the date of the Application. The Applicant must submit the commitment of project-based rental assistance, including the specific terms of the rental assistance, with the Application.

Developer Experience

Sponsor Characteristics (maximum of 12 points).

1. An Applicant, or any principal thereof, who has prior experience with MaineHousing and has not been declared in default by MaineHousing in the last five (5) years, or who has successfully developed Qualified Low-Income Housing Projects in other states will receive 2 points.

2. An Applicant will receive 2 points if the Applicant, any principal thereof or any affiliate of any principal thereof, has prior experience with Qualified Low Income Housing Projects and in the last three (3) years (a) has not been issued an IRS Form 8823 or (b) was issued an IRS Form 8823, but it was subsequently reported as “noncompliance corrected” within the specified Rules/Chapter 16 (082107) Page 24 of 56 time period for correction, and (c) has not had an IRS audit finding resulting in a recapture event. Applicants must complete the self-certification section of the Application to receive these points.
3. Projects that will be managed by a management company with a) low income housing tax credit training and b) a minimum of three (3) years of successfully managing a Qualified Low-Income Housing Project will receive 2 points. Applicants must submit a binding commitment from the management company to manage the Project and a certificate(s) or other evidence satisfactory to MaineHousing of the management company’s low income housing tax credit training and experience with its Application

Massachusetts

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but subject to favorable thresholds requirements and potential competitive scoring advantages.

Threshold Criteria

QAP includes a threshold requirement for all developments to reserve 10 percent (or 15 percent if developments combine 4% and 9% tax credits) of the total number of units for persons or families earning less than 30 percent of area median income.

QAP includes a threshold requirement for all developments to provide a narrative with the application describing supportive services available in the community to the existing or future tenants of the project. Developers do not necessarily have to pay for the services, but must identify the services and indicate how they will notify tenants on a regular basis of opportunities for education, employment training, and other important services.

Set-Asides

None.

Scoring Incentives

QAP awards 8 points to developments with at least 15% of the units set aside for individuals or households with special needs and/or persons with disabilities. This category includes but is not limited to tenants with developmental disabilities, formerly homeless households making the transition to permanent housing, individuals with children, and frail elderly to be served in assisted living projects. To receive points, the agency must be satisfied that the project design, amenity package, and services package are appropriate for the intended residents.

QAP awards 6 points to developments committing to rent at least 15 percent of the tax credit eligible units to individuals or families with incomes at or below 30 percent of median income. To receive points, sponsors must include this commitment in the project’s regulatory agreement.

Other Policies

Sponsors of projects for populations with special needs and/or persons with disabilities (including assisted living facilities) must submit a resident social services plan acceptable to the agency.

QAP affirms its commitment to tax projects that include characteristics of critical importance to the state agency and its mission, including (1) a set percentage of units within each project must be dedicated to extremely low income households, including individuals and families making the transition from homelessness, and (2) some units within each project will be set aside for persons with disabilities, and appropriate service plans will be developed for these individuals or households.

Developer Experience

The key members of the development team are the owner/developer; the consultant; the architect; the contractor; the management agent; and the attorney. DHCD will review the background of the key team members to determine:

1. Prior successful experience in developing tax credit projects
2. Financial strength
3. Physical and financial condition of other properties developed by the sponsor/owner
4. Prior experience on other DHCD-assisted projects
5. Inclusion of State Office of Minority and Women Business Assistance (SOMWBA)-certified Minority/Women's Business Enterprise members on the team as sponsor/owner; management agent; contractor.
6. Inclusion of SOMWBA-certified Minority/Women's Business Enterprise members on the team as architect; attorneys; syndicators; accountants; consultants.

(Maximum 20 points)

Minnesota

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Threshold Criteria

For applications submitted in Round 1, all applicants must meet one of seven threshold housing types. Among the threshold types are: 1) metropolitan developments in which at least 75% of the total Housing Credit units are single room occupancy units affordable to households whose income does not exceed 30% of AMI; and 2) developments that are not restricted to persons of a particular age group and in which, for the term of the extended use period, a percentage of units are set aside and rented to persons with serious and persistent mental illness, developmental disability, drug dependency, brain injury, or permanent physical disabilities that substantially limit major life activities.

Set-Asides

None.

Scoring Incentives

QAP awards 10 points to developments in which at least 50% of the total Housing Credit units are single room occupancy (one bedroom or less with rents affordable to households whose incomes do not exceed 30% of AMI). Such developments must also meet agency design standards.

QAP awards 10 points to developments in which at least 50% of total units are set aside and rented to special populations, including persons with serious and persistent mental illness, developmental disability, drug dependency, brain injury, or permanent physical disabilities that substantially limit major life activities. Developments in which at least 25% of the total units are set aside and rented to such populations are eligible for 3 points. If a proposal sets aside a percentage of units for persons with disabilities, the applicant must contact the human services department for the county in which the project is located to discuss the proposal. The applicant must obtain a letter from the department indicating that its staff has reviewed the proposed project, and stating whether there is a need for such housing and if the project would be eligible for funds to assist with the service needs of the residents. If the project is delivering supportive services to residents in these units, the proposal must document the scope of services residents will require, specific services the project will offer, whether the applicant will be responsible for delivery or will partner with identified organizations, specific service funding sources and their commitment status, and how residents will be connected to the services.

QAP awards 100 bonus points to developments providing permanent housing for individuals experiencing long-term homelessness. Qualifying proposals must set aside a minimum of 5% of low-income units (with a minimum of four units) for such households; provide a plan for resident support services and a service budget which supports the plan; provide an executed memorandum of understanding among the owner, lead service provider and property management which outlines the duties and responsibilities of each, and agree to pursue and continue renewal of rental assistance, operating subsidy, or service funding contracts for as long as funding is available.

QAP awards 5 additional points to developments in which 5 to 49.99% of total units (but no fewer than 4 units) are set aside and rented to households experiencing long term homelessness, and 10 additional points to developments in which 50 to 100% of total units (but no fewer than 20 units) are set aside and rented to household experiencing long term homelessness.

QAP awards up to 13 points to developments restricting 30% of unit rents affordable to households whose incomes do not exceed 30% of AMI. All 30% rent restricted units must meet the 30% AMI rent for a minimum of five years. After the first five-year period has expired rent may be increased to the 40% rent limit over a three-year period.

Other Policies

Developments providing permanent housing for individuals experiencing long-term homelessness must submit a supportive housing narrative that provides information such as characteristics of the targeted population, experience serving this population, anticipated outreach and referral sources, collaborating partnerships, tenant selection and occupancy requirements, service plan implementation, and service funding.

Development Experience

None.

New Jersey

Supportive housing developments are an eligible use of the Credit and, if qualified, may compete in any of the agency's four cycles. In addition, such projects have potential competitive scoring advantages.

Threshold Criteria

None.

Set-Asides

Agency allocates Credit in four cycles—family, senior, supportive housing, and final. A project cannot simultaneously compete in more than one cycle.

QAP makes available \$2.0 million for special needs housing projects in the supportive housing cycle. Developments in which a minimum of 10 units or 25 percent of the total project units, whichever is greater, are rented to individuals with special needs and at least three appropriate services are provided may apply to this cycle.

Scoring Incentives

QAP awards up to 5 points in supportive housing cycle to developments for which the required social service plan incorporates the following: 1) a description of the targeted population, which may include a range of services across a wide continuum of care and intensity appropriate to the target population(s). The description must acknowledge that special needs tenant does not have to utilize the services appropriate to the target population(s). The social service plan must address the specific appropriate and needed services to assist tenants to maintain their housing and stable community living at not cost to the tenant. Appropriate and needed services must be supported by supportive service agreements and evidence-based practice, research and/or direct practice experience. Supportive housing projects must have, at a minimum, a social service coordinator. The supportive services plan must address the following:

1. The social service provider(s) must demonstrate(s) three or more years of experience in providing social services to the target population(s) or to a related special needs population;
2. A description of the proposed services that will benefit the targeted population including the location of services (that is, on-site or in the community) and documentation to support how these services will be funded
3. A description of how the service provider will facilitate tenant/landlord relationships, including detailed eligibility and ineligibility criteria for tenant selection and screening, as well as a plan for problem resolution to minimize evictions for supportive housing tenants; and
4. Provision for at least one of the following services
 - a. 24-hour, seven-day a week on-call crisis response capability
 - b. Financial management training from a qualified provider and ongoing budgeting support; and
 - c. Linkage and ongoing follow-up services to health care, including dental care, and physical health care and primary health care prevention services

QAP awards 1 point in supportive housing cycle to developments that provide on-site or off-site education for tenants; and 1 point to supportive housing developments that provide job training and job search assistance and support to tenants. Applicants shall provide evidence of funding commitments and signed agreements with qualified service providers specifically identifying a detailed scope of the services to be provided and term for the provision of these services.

Applicants that plan to develop all of the units as lease-based permanent supportive housing (no time limit for tenancy and/or program participation) shall be awarded two points.

Applications that evidence rental assistance funding commitments from the HUD McKinney-Vento Programs or other government source(s) of project-based or sponsor based rental assistance for all the special needs units shall be awarded two points.

QAP awards up to 3 points in family or senior cycles for provision of social services for the compliance period. One point is awarded per service offered. To receive points, the services must be affordable, appropriate, available and accessible to the project's tenants. Applicants must provide evidence of funding sources or documentation of how the services shall be paid, experience of the service provider for both provision of social service and fulfillment of prior private or governmental contracts, and firm agreements (executed contracts) with service providers for the services.

QAP awards 1 point for projects in the senior cycle that set-aside 20 percent of the units for the frail elderly.

Other Policies

All developments must describe in narrative format the proposed development, including all amenities and services and an explanation of how the services shall be funded.

In general, developments are allowed a developer fee of up to 15 percent of total development cost. Supportive housing developments are one of three project types that are allowed a developer fee of up to 20 percent of total development cost.

Supportive housing projects applying to any cycle shall submit the following items in

1. A supportive housing population needs analysis;
2. A supportive housing marketing plan;
3. Evidence of the supportive housing development, or management and/or supportive services experience of the owner entity, property management entity and/or social service provider who will be providing the property management and/or supportive services to the residents;
4. Sources of funding and a social services plan that includes a detailed description of the scope of services to be provided to the individuals with special needs. If the social service provider is partnering with other community services, that relationship must be substantiated with executed letters of agreement detailing services to be provided and term thereof;
5. An executed supportive services agreement between the supportive services provider and the owner entity; and
6. Evidence of receipt of rental assistance or operating subsidy commitment(s) for special needs populations below 30 percent of area median income and/or evidence that the supportive housing units are affordable to the target population.

Social service plans for supportive housing developments must address the service needs of the target population and may include a range of services across a wide continuum of care and intensity appropriate to the target population(s). Appropriate and needed services must be supported by evidence-based practice, research and/or direct practice experience. Each special needs tenant does not have to utilize all of the services provided by the project; however, the services must be available at no cost to the tenant. Supportive housing projects must have, at minimum, a social service coordinator.

For purposes of the supportive housing cycle, special needs populations include individuals and families who are in need of certain types of homes and/or community-based supportive services, usually on an ongoing basis, in order to remain capable of independent living in communities. Supportive services range across a wide continuum of care (such as meal preparation, assistance with housecleaning, etc.) to high level (such as substance abuse and mental health supports) to medically intense (such as skilled nursing) and will vary from person to person depending on their particular physical, psycho-social, and/or mental limitations, and may vary for one person over time.

Developer Experience

For successful development experience in two tax credit properties with 93% occupancy and at least a 1.15 percent debt service coverage ratio for 6 consecutive months. (2 points)

New York (DHCR)

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Note: Three agencies allocate Housing Credit in New York using different allocation plans: the New York State Division of Housing and Community Renewal (DHCR), New York State Housing Finance Agency (HFA), and New York City Department of Housing, Preservation and Development (HPD). Of the three, only DHCR has new policies since 2009.

Threshold Criteria and Set Asides

QAP awards 5 points if the project will give preference in tenant selection to persons with special needs (includes persons with HIV/AIDS; persons with alcohol/substance abuse disorders; persons with psychiatric disabilities; homeless persons and families; persons with physical disabilities; persons who have been victims of domestic violence; persons with mental retardation/developmental disabilities; frail elderly persons; or any other population so designated by the division), **with priority being given to such persons who have served in the armed forces of the United States for a period of at least 6 months (or any shorter period due to injury incurred in such service) and have been thereafter discharged or released therefrom under conditions other than dishonorable**, for at least 15 percent of the LIHC-assisted units and whether the persons with special needs will be served by supportive services as evidenced by a 17 comprehensive service plan and an agreement or commitment in writing with an experienced service provider. **(Note: As of 2010, QAP gives priority to those who have served in the armed forces.)**

QAP awards up to 5 points for provision of fully accessible and adapted, move-in ready units. Developments in which at least 5% (rounded up to the next whole number) of the project units are fully accessible and adapted, move-in ready for person(s) who have a mobility impairment and the unit(s) will be marketed to households with at least one member who has a mobility impairment; and at least 2% (rounded up to the next whole number) of the project units are fully accessible and adapted, move-in ready for person(s) who have a hearing or vision impairment and the unit(s) will be marketed to households with at least one member who has a hearing or vision impairment are eligible for 2 points. Developments in which the percentages of units meeting the requirements above are equal to or exceed 10% and 4% (rounded up to the next whole number), respectively, are eligible for 5 points.

(Note: Points decreased from 6 in 2008.)

Affordability (5 points). Projects will be scored on the percentage of LIHTC units in the project which will be affordable to persons with the lowest incomes (e.g., 30 percent, 40 percent, or 50 percent of area median income).

Supportive housing shall mean projects which give preference in tenant selection to persons with special needs for at least 30 percent of the LIHC-assisted units. To be considered supportive housing:

1. The applicant must document the need for housing for the targeted population within the primary market area;
2. The applicant must ensure the delivery of appropriate services, for which a documented need exists, to the targeted population as evidenced in a comprehensive service plan and an agreement in writing with an experienced service provider;
3. The applicant must include a transportation plan to ensure access to necessary services;
4. The applicant must have funding in place or identify a viable plan for the funding of appropriate services;
5. The applicant must include provision for an ongoing rental subsidy or other form of subsidy which will be available to ensure that rents paid by the targeted population remain affordable; and
6. The applicant must identify, and have a written agreement with, a public agency or experienced service provider that will refer eligible persons and families for the targeted units.

QAP specifically states that the division reserves the right to set aside credit for the purpose of implementing the State's housing goals, including, but not limited to, supportive housing projects.

Developer Experience

DHCR has three threshold criteria around developer experience:

1. The project developer, owner and/or manager have successfully developed and operated projects comparable to the proposed project and have the capacity and experience to undertake, complete and operate the proposed project.
2. The project developer, owner and/or manager and their principals do not include anyone who owns or manages an existing project for which an IRS Form 8823 has been issued and has not been corrected or otherwise resolved as determined by the supervising agency.
3. The project developer, owner and/or manager and their principals do not include anyone who has participated in a publicly assisted capital project that has been determined to be out of compliance with statutes, rules, regulations, policies or agreements and has not been corrected or otherwise resolved as determined by the public agency responsible for supervising the project.

QAP awards 10 points for applicant's development and management team experience in the timely development and completion of low-income housing within approved development budgets, and the management of such housing within approved operating budgets in a manner consistent with all statutes, regulations and policies.

Ohio

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle or, if qualified, within the permanent supportive housing for the homeless target pool.

Threshold Criteria

None.

Set-Asides

The plan provides a \$3 million target pool for permanent supportive housing (PSH) which may qualify in two different categories:

1. housing for persons/households that are homeless (primary residence is a publicly or privately operated shelter designed to provide temporary living accommodations, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings) and have one or more of the following characteristics: physical, mental or developmental disabilities; alcohol and/or substance abuse problems; HIV/AIDS and related diseases; or other persons/households that qualify under the HUD Shelter Plus Care Program. **All projects funded through the PSH pool designated to house a homeless population must participate in their local continuum of care, be included in the local Homeless Inventory (e-HIC) and their client data and outcome information must be collected within their local jurisdictions Homeless Management Information System (HMIS) (Note: New requirements for 2010.)**
2. for persons/households that have household income at 35% of AMI or less, and who have been assessed to require supportive services in order to maintain permanent housing, and who are severely mentally ill, or who have a developmental disability, or who have severe addiction disorders, or who suffer co-occurring disorders.

Among the requirements for this target pool are that (a) at least 50% of development units must be reserved for occupancy by the targeted population (b) the applicant must provide a commitment for rental subsidy for at least 50% of the units (c) general partners must be non-profit organizations with experience in developing, owning, or managing supportive housing for the homeless or special needs individuals/families and (d) developments must also submit a supportive services plan as described below.

If the project will be serving a special needs population, identification of the number of special needs households residing in the Primary Marketing Area. Indicate the percentage of these households that are required to meet the project's special needs set-aside. Special needs populations are permanent supportive housing for the homeless, senior housing, housing for persons with a developmental disability, and housing for persons with severe and persistent mental illness. Information regarding the number of special needs households may be obtained from the local Continuum of Care study, local CHIS or Consolidated Plan, local Mental Health or MR/DD Board, homeless shelters or other community social services agencies.

Scoring Incentives

OHFA will conduct a competitive evaluation of proposed housing developments based upon overall achievement of OHFA policy goals (as listed in the Policy Statements section) as well as market criteria, project design and amenities, site location and quality and development team strength.

Applicants for projects to be awarded in the Permanent Supportive Housing (PSH) pool will adhere to all application deadlines and requirements as stated in the QAP. However, OHFA will ask each PSH development team to meet with OHFA staff prior to 2010 in order to evaluate potential applications competing in the PSH pool. OHFA staff will provide insight to each applicant prior to

the full application deadline. OHFA will then ask each PSH development team to meet with OHFA staff, representatives from local Continuum's of Care where appropriate, other invited project representatives and subject matter experts after the application submission date. The purpose of this meeting will be for OHFA staff to discuss the following issues with project representatives:

1. The population being served by the proposal.
2. How the supportive service plan will address the needs of the specific population.
3. How do you plan to evaluate the success of your supportive services plan? What formal and informal methods will be used to evaluate the success of the development in meeting the individual needs of the residents as well as addressing overall issues of homelessness? How will you convey this information to OHFA and other organizations?
4. How the physical design of the building(s), the project site and location will enhance the lives of residents specific to their particular needs.
5. How residents will be linked to services not directly offered by the on-site service provider.
6. How the project plans to sustain supportive service provision over the life of the compliance period.

OHFA staff will provide a minimum of two weeks notice prior to setting any meeting date. Project representatives are asked to submit any materials necessary to enhance the discussion one week prior to the date set by OHFA staff.

OHFA staff respect the subject matter expertise of our stakeholders and applicants. It is a goal of these discussions to help create better understanding between OHFA and our partners as to how best to serve the needs of our customers. OHFA will evaluate the responses to these issues, in addition to the site evaluation, in order to make a final determination of ranking.

(Note: New evaluation for 2010.)

Other Policies

To qualify for the PSH target pool described above, developments must submit a supportive services plan that identifies (i) the services to be provided; (ii) the anticipated sources of funding for such services; (iii) the physical space that will be used to provide such services; and (iv) the applicant or the contracted (or equivalent relationship) supportive services provider and their experience in providing services to the targeted population.

Developments designed to serve a special needs population must submit a supportive services plan specific to the proposed development to qualify for competitive points. The supportive service plan must include support letters and commitment letters and address the following elements: I. description of the population served and the number of units to be set-aside for this population; II. description of the role of the supportive service coordinator, including job description, experience in providing supportive services, and number of hours the coordinator will spend at the site and working with residents from the project; III. annual budget, detailing estimated annual costs of providing services including the coordinator's salary and equipment; IV. description of services and how they will be made available to residents. QAP provides detailed lists of population specific requirements including specified services and support letters tailored to elderly, mentally ill, developmentally disabled, permanent supportive housing for the homeless, and family populations.

Developer Experience

OHFA will conduct a review of the experience and capacity of potential general partners and developers prior to submission of Housing Credit applications for individual properties. The result of this review will determine whether an organization may participate in the upcoming program year and the maximum number of applications that may be submitted and maximum credit amount that such organization may be awarded as a general partner and developer. The level of participation may be extended to other roles on the development team at the discretion of OHFA.

Development and ownership partners that the organization may be working with on the projects; and a request to be placed in one of the tiers described below. The following criteria will be considered when making a determination:

1. Past experience developing affordable housing using OHFA programs. Properties presently in service and those under construction will be considered, and the quality and success of previous developments will be taken into account, OHFA will also consider location and experience in the geographic areas to be served, experience with the type of housing product proposed and the past working relationships of the proposed development and ownership partners.
2. Other affordable housing development experience using government funded programs, including existing properties and those under construction.
3. The development capacity of the organization to complete construction of all current projects on time and within program requirements and application commitments.
4. The financial capacity of the organization to ensure that construction will be completed on time and that work will be guaranteed for quality.
5. The organization must remain in good standing with all OHFA programs in order to participate in the upcoming program year.

OHFA will use information submitted by the organization and other reasonable sources available to make these determinations, including reports and opinions of other public funding sources. OHFA reserves the right to place additional restrictions on applicants, further limit the number of awards.

(Note: Eliminated tier system employed in the 2009 QAP.)

Pennsylvania

Supportive housing developments are an eligible use of the Credit. Such projects may compete in the general application cycle or, if qualified, within a supportive housing set-aside. In addition, such projects have potential competitive scoring advantages.

Threshold Criteria

Developments must provide a financing plan which evidences that at least 10% of the units are affordable to persons at or below 20% of the area median income, adjusted for family size. At least half of these units must be accessible. The development must evidence a viable plan to charge rents at levels affordable to persons at or below 20% of area median income throughout the compliance period, which shall include supportive service commitments from qualified provider entities (including those supported through programs of the Commonwealth's Department of Public Welfare) needed to support the residents of the units. The Restrictive Covenant Agreement will require that the extremely low rents are maintained and that a corresponding number of units are marketed to and

set aside for such extremely low income households throughout the compliance period. **(Note: Previous QAP required that financing plan had to evidence that accessible units would be affordable to persons at or below 20% AMI. However, this QAP revised the financing plan which now requires 10% of units be designated for persons at or below 20% area median, half of these units must be accessible, and the development must provide supportive service commitments from qualified provider entities.)**

Set-Asides

QAP includes a supportive housing set-aside in the amount of 5% of the state per capita allocation. To qualify, developments must: 1. provide at least 25% of the total units for developments of 20 or fewer units and at least 15% and no more than 25% of the total units for development with more than 20 units to eligible populations including persons that are homeless; or to non-homeless households that require supportive services including those with mental, physical, sensory, or developmental disabilities; persons with substance abuse disorders; persons diagnosed with AIDS and related diseases, and other special populations approved by the Agency on a case-by-case basis. Designated units must be rented only to the target population (subject to fair housing laws); 2. document the need for housing for the target population; 3. be located within 2 blocks of a public transit stop or include transportation in the site plan of services; 4. have funding in place or identify a viable plan for the funding of appropriate services for the duration of the compliance period; 5. provide a rental subsidy so that rents in Supportive Housing Units do not exceed 30% of household income; and 6. identify a lead agency that will act as a referral agent for the targeted units and have an agreement in place for that referral process. Services for the target populations cannot be a condition of residency for these or other units.

Scoring Incentives

QAP awards up to 15 points to developments providing service-enriched general occupancy housing. Such developments must provide a level and scope of services consistent with the anticipated needs of the designated resident population, including delivery or coordination of services that: improve building and unit maintenance; stabilize occupancy by improving residents' ability to uphold their lease obligations; and enhance quality of life through increased self-sufficiency and programs that improve life skills, employment, education, income/asset building, child and youth development, community building, and access to services. To receive points, developments must submit a supportive services plan as outlined below.

QAP awards up to 15 points to developments providing service-enriched housing for populations with special needs. Such developments must provide a level and scope of services consistent with the anticipated needs of the designated resident population, including delivery or coordination of services that stabilize occupancy by improving residents' ability to uphold their lease obligations and enhance quality of life through improved access to services that support the needs of the targeted population. To receive points, developments must submit a supportive services plan as outlined below.

QAP awards up to 10 points to developments providing twice as many fully accessible units as otherwise required under local, state, or federal mandate, whichever is greater. The developer must certify that these units are accessible and, that during initial lease up, the developer will exclusively reserve the units for occupancy by persons needing the accessible units for the first 30 days. Thereafter, the developer must include certain provisions in the lease to allow the units to be occupied by persons who need the accessible features of the units, to the greatest extent feasible. Terms addressing the accessible units and the subsequent rental of these units must be incorporated in the Restrictive Covenant Agreement. **(Note: Points decreased from 15 in 2009.)**

Other Policies

To receive points for serving any of the three designated populations described above, applicants must submit evidence that the development will provide appropriate services for the entire resident population for the duration of the compliance period. Evidence consists of a supportive services plan specific to the development that provides a scope of services greater than is available to a similar population in a broader community. The plan must also include sufficient funds to implement the described plan of services. The agency recommends funding be set aside in a supportive services escrow account, but the development's annual operating budget, collaboration with a community-based service provider, or funds from other identified sources may be used. The plan must also specify a service provider with the capacity to deliver described services with sufficiently equipped staff. The recommended minimum is one hour on-site per week for every five units. Prior to issuing IRS Form 8609, agency requires confirmation from the service provider regarding availability of applicable services at initial occupancy.

Supportive services plans must address the following:

1. Anticipated resident needs and program goals, including identification of the target population and goals of the supportive services program, measurable target outcomes related to each goal, and a description of how the program will identify resident needs at start-up and respond to the changing needs of residents over time;
2. Implementation of services, programs, and activities, including identification of who is responsible for providing each service, where the services will be provided, frequency of program or activity, eligibility requirements or fees for resident participation, and methods to market the service program and encourage resident participation;
3. Staffing, including staff positions involved, their location and number of hours per week dedicated to services at the development, and supervision;
4. Budget and source of funds, identifying annual cost and the source of funds to pay for services; and
5. Coordination with and commitment of community resources, including a letter of intent from any service providers integral to the service plan describing their involvement.

In addition to the supportive services plan, applicants must complete a Service Provider Questionnaire demonstrating the capacity of the applicant to meet the needs of residents as described in the supportive services plan. This questionnaire collects information on the service provider's mission, goals, experience, and personnel.

An Agency waiver of the established limits will be based upon the demonstration of compelling circumstances and justification for the additional costs which are eligible basis incurred in the development. Compelling circumstances are limited to the following: costs predominately related to the preservation of a designated historic building or necessitated by building in or adjacent to a designated historical district; construction costs attendant to providing supportive services to the resident population that are over and above that typically associated with such housing, including reasonable costs related to the construction of community service facilities; costs due to structurally unsuitable subsoil conditions; costs associated with environmental remediation of an existing building that will remain in the development; up-front capital expenditures related to energy efficiency systems that will result in demonstrable savings in utility costs to the development, including solar, geothermal, or other innovative energy savings techniques; and costs resulting from local conditions or attempts to exclude affordable housing (this may include excessive impact fees, building code requirements, restrictive zoning, extraordinary litigation costs incurred because of neighborhood opposition and planning requirements).

Applicants may request a developer's fee in excess of the maximum allowable amount up to but not exceeding an additional 5 percent (exclusive of developer's fee based on acquisition costs) if the applicant commits to provide to the development an amount equal to the equity raised from the additional development fee of 5 percent for the provision of an internal rent subsidy for all units set aside to provide affordable accessible housing to persons with disabilities.

Developer Experience

The development team must have sufficient experience, as determined in the sole discretion of the Agency, to effectively own, design, construct, manage and operate a Tax Credit development. The development team members include the applicants, architects, general contractor, attorney, and the management agent. As appropriate, the experience of a housing consultant (including their ability to secure equity investment) or a housing management consultant may be considered in lieu of the applicant or management agent, respectively.

Rhode Island

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Threshold Criteria and Set-Asides

None.

Scoring Incentives

The state does not employ a point system, but instead uses a comparative review process whereby each proposal is evaluated against other proposals in the competitive funding round for each review criteria category. Among its review criteria, the QAP gives priority to projects responsive to housing needs in a particular community including tenant populations with special needs and families. Proposals that provide appropriate and needed supportive services for residents in conjunction with a housing component are given strong consideration.

Other Policies

QAP references the state's Five Year Strategic Housing Plan, which identifies a need for permanent housing for those currently homeless, caused by among other reasons, housing affordability. Specifically, the Plan calls for Adequate and appropriate housing with supportive services for the very low-income, primarily single-parent households and for members of special needs populations, including the physically disabled, persons with mental illness, victims of domestic violence, veterans, persons with chemical dependencies, and the frail elderly.

Permanent supportive housing for the homeless must contain sleeping accommodations and kitchen and bathroom facilities and be located in a building providing services to the homeless. The portion of a building used to provide supportive services may be included in the qualified basis.

Pursuant to HR 3221 Title I – Housing Tax Incentives, Rhode Island will prioritize projects that provide housing for special needs populations, for very low income persons and families, and those projects which

are consistent with the Rhode Island Housing Keepspace Communities principles for eligibility under the basis boost which is applicable to Difficult to Develop Areas (DDAs).

Proposals for service enriched housing, including single room occupancy, must submit a social services plan. This plan must describe the services to be provided, including the type of service, the appropriateness and sufficiency of services for the target population, the estimated cost of the services, the source(s) used to cover this cost, and a narrative description and resume for all service providers, demonstrating their organizational capacity to provide the appropriate services.

In general, proposed operating budgets are reviewed to determine adequacy and reasonableness of each expense line item, including but not limited to management fees, maintenance and administrative costs, replacement reserves, taxes, insurance, and costs of any planned tenant services.

Developer Experience

The development team will be evaluated for professional capacity to plan, build, market, and operate the proposed development. The performance record of the sponsor, consultant, architect, management agent and contractor will be measured by the quality and quantity of previous development, design, construction and property management efforts, as well as affirmative action records. Each team member is expected to demonstrate satisfactory prior experience on projects of similar scale and complexity; to have satisfactory professional references; and to devote sufficient staffing and resources to complete the proposed development. If a development team member does not have satisfactory prior experience, a written plan must be submitted to outline how this technical capacity will be achieved. The mortgagor and contractor will also be evaluated for creditworthiness and financial capacity. The composition of a non-profit sponsor's Board of Directors and the tenure of its respective members will be given significant consideration.

For service-enriched housing proposals, development team members will also be evaluated on the basis of demonstrated success in (i) the development, design and construction of housing with supportive services; and (ii) the planning and delivery of services including adequacy of staffing and/or oversight of third party contracts for services.

Texas

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with no special set-aside of Credit, but with potential competitive scoring advantages.

Threshold Criteria and Set-Asides

None.

Scoring Incentives

QAP awards 4 points to developments in which at least 10% of the units are set aside for persons with special needs, including persons with alcohol and/or drug addictions, Colonia residents, persons with disabilities, victims of domestic violence, persons with HIV/AIDS, homeless populations and migrant farm workers.

QAP awards up to 22 points to developments targeting households earning no more than 30% AMI.

QAP awards up to 7 points to developments providing a combination of special supportive services appropriate for the proposed tenants. Services must be provided on-site or transportation to off-site services must be provided, and no fees may be charged to the tenants for any of the services. Service options include: child care; transportation; basic adult education; legal assistance; counseling services; GED preparation; English as a second language classes; vocational training; home buyer education; credit counseling; financial planning assistance or courses; health screening services; health and nutritional courses; organized team sports programs or youth programs; scholastic tutoring; any other programs described under Title IV-A of the Social Security Act which enables children to be cared for in their homes or the homes of relatives; ends the dependence of needy families on government benefits by promoting job preparation, work and marriage; prevents and reduces the incidence of out-of wedlock pregnancies; and encourages the formation and maintenance of two-parent families; any services addressed by Texas Government Code; or any other services approved in writing by the Department.

Other Policies

Tax-exempt bond financed developments must provide an executed agreement with a qualified service provider for the provision of special supportive services that would otherwise not be available for the tenants. The provision of services must be included in the LURA. Acceptable services are as described above. The plan must address coordination of services with state workforce development and welfare programs.

Developer Experience

Evidence, in the form of a certification, that one of the Development Owner's General Partners, the Developer or their Principals have a record of successfully constructing or developing residential units in the capacity of owner, General Partner or Developer. Evidence must be a certification from the Department that the Person with the experience satisfies this exhibit, as further described under subsection (g)(1) of this section. Applicants must request this certification at least fourteen days prior to the close of the Application Acceptance Period. Applicants must ensure that the Person whose name is on the certification appears in the organizational chart provided in subparagraph (A) of this paragraph.

Washington

Supportive housing developments are an eligible use of the Credit and compete in the general application cycle with a temporary set aside for HOPE VI projects and potential competitive scoring advantages.

Threshold Criteria and Set-Asides

Washington State Housing Finance Commission created a temporary set aside in 2010 for HOPE VI projects. Up to 20% of per capita Annual Authority, less the prior year's Forward Credit Commitment will be set-aside for HOPE VI Projects each year.

With respect to the 2010 Application and all subsequent applications for Credit under this Set-Aside, an Applicant must select the maximum points in each of the following:

- At least 50% of the units developed using HOPE VI Set-Aside Credit shall be committed for households at or below 30% of AMGI and either an additional 10% at 40% AMI or an additional 25% at 50% AMI,

- The “Additional Low-Income Use Period” Allocation Criteria (i.e., commit to an additional period of 22 years),
- The “Developer Fee” Allocation Criteria (i.e., commit to limit developer fees to 10%),
- Select the “Donation in Support of Local Housing Needs” Allocation Criteria, and
- Special Needs Housing Commitment totaling at least 20 allocation points (i.e., commit to at least two 20% Special Needs Housing Commitments.)
 - i. The applicant may elect to meet the Special Needs Housing Commitment of 20% of the Total Housing Units for Persons with Disabilities, or the Homeless or Large Households in either the proposed project or in the overall HOPE VI development if that will enhance the overall project’s housing mix and goals; provided that if the latter option is chosen the 20% requirement shall then be in place for the overall development (i.e. assume the project is 100 units and the development upon completion will contain 200 units, 20% will then be 40 units rather than 20 units).

(Note: New set-aside for 2010.)

Scoring Incentives

Applications may not score points under #2 or #3 (below) if making a Commitment under #1. For the purposes of scoring allocation points under #2 and #3 below, Applicants may select no more than two special-needs categories for a maximum point score of 20 points. The selection cannot be for the same special-needs category (e.g., cannot select both 20% Large Household and 10% Large Household).

1. The following Special-Needs Housing Commitments are worth 35 allocation points total:
 - A. Provide a minimum of 75% of the total housing units as Housing for the Homeless
 - B. Provide a minimum of 75% of the total housing units as Farmworker Housing
- OR
2. The following Special-Needs Housing Commitments are worth 10 allocation points each:
 - A. Provide a minimum 20% of the total housing units as Housing for Large Households
 - B. Provide a minimum 20% of the total housing units as Housing for Persons with Disabilities
 - C. Provide a minimum of 20% of the total housing units as Housing for the Homeless
 - D. Provide an Elderly Housing Project
- OR
3. Bond/TC Deals Only: The following Special-Needs Housing Commitments are worth 5 allocation points each:
 - A. Provide a minimum 10% of the total housing units as Housing for Large Households
 - B. Provide a minimum 10% of the total housing units as Housing for Persons with Disabilities
 - C. Provide a minimum of 10% of the total housing units as Housing for the Homeless

A 10% Special-Needs Housing Commitment alone does not deem a project eligible for the allowable increase in maximum development costs from 110% to 150% (as outlined below). However, a combined Special-Needs Housing Commitment of at least 20% will qualify (e.g., 10% large household and 10% disabled).

Applicants electing to make this Commitment must provide with the Application:

1. A comprehensive service plan that includes both an assessment and identification of the service needs

of the targeted population and a specific strategy for service delivery (i.e., what services, who will provide them and how, as well as where will they be provided).

2. A detailed funding strategy for the provision of services including annual budget, proposed funding sources, and respective funding cycles with letters of interest from each service provider and funder.

Each unit must be set-aside to serve homeless households as defined under the Stewart B. McKinney Homeless Assistance Act and must provide supportive services designed to promote self-sufficiency, meeting the needs of the target population.

A commitment to serve any special needs population requires that the Applicant provide an Affirmative Marketing Plan. Please refer to Chapter 4, Minimum Threshold Requirements for the specific requirement of the Affirmative Marketing Plan.

QAP awards up to 44 points to developments committing to provide between 10% and 50% of total low-income units for occupancy by households at or below 30% of AMI. Points are based on percentage of units committed, ranging from 8 points (10% of units) to 44 points (50% of units).

Other Policies

Among the housing priorities, the Agency will give weight to those projects which set aside units for special needs populations, such as large households, the elderly, the homeless and/or the disabled

Certain developments serving housing for persons with disabilities and housing for the homeless may request to exceed the Commission's maximum development cost per unit standard up to 150% of the HUD mortgage limit schedules.

All Homeless projects must be consistent with the Ten-Year Plan to End Homelessness at the time the Application is submitted, and the Applicant must submit adequate evidence consistent with the plan. Specifically,

1. For projects located in communities covered by a Ten-Year Plan to End Homelessness, the Applicant must submit a Certification of Consistency with the Ten-Year Plan to End Homelessness dated no more than 60 days prior to the Application date.
 - a. A Consistency letter must be signed by the local Jurisdiction Contact Person and/or Plan Contact Person. For a list of county contacts, please visit the Department of Commerce's Homelessness Housing and Assistance Act website at <http://www.cted.wa.gov/site/823/default.aspx>. A link to the contacts for each county can be found under "Contact Information" the bottom of the page. A copy of the Certification of Consistency with the Ten-Year Plan to End Homelessness is located in Exhibit H.
 - b. If a project located in the City of Seattle or King County, the applicant must use their Certification of Consistency with the Ten-Year Plan to End Homelessness.
2. For projects located in communities that opted-out of the Ten-Year Plan to End Homelessness, the Applicant must submit a Certification of Consistency with the Ten-Year Plan to End Homelessness dated no more than 60 days prior to the Application date:
 - a. A Certification of Consistency with the Ten-Year Plan to End Homelessness must be signed by the Washington Department of Commerce. A copy of the Certification of Consistency with the Ten-Year Plan to End Homelessness is located in Exhibit H.

If primary support services for special needs populations are provided by an agency or organization that is different from the Project Sponsor, then a Memorandum of Understanding (MOU) must be submitted that defines the roles and responsibilities including the nature and scope of duties of each entity. The MOU must also include how costs will be covered.

Development Experience

The Applicant must submit a statement of experience with the Application for the Applicant, the developer, and, if applicable, a project management consultant. The Applicant must demonstrate to the satisfaction of the Tax Credit Program Director, that the Applicant, the developer, and/or the project management consultant under contract with the Applicant:

1. has successfully completed a multifamily housing project of a comparable number of housing units and of a similar complexity as the proposed project;
2. has the necessary level of staffing and financial capacity to successfully manage development and operations of the current project portfolio, including but not limited to, all current and pending tax credit projects and applications; and if applicable
3. has successfully completed previous Credit projects for which a Credit allocation was received in Washington or other states.

If the Applicant is using a project management consultant to show this capacity, the Applicant must also submit a copy of the executed contract detailing terms, conditions, and responsibilities between the Applicant and the project management consultant.