

2022 MULTIFAMILY RENTAL APPLICATION SCORING CRITERIA

Red Font denotes a change

Total Possible Points

- HOME-100 pts.
- HTF – ~~115~~ 113

Minimum Threshold Score – 60 pts.

MINIMUM THRESHOLD REQUIREMENTS

NOTE: Applications for funding will not be considered for scoring unless all numbered items below are included in the application:

1. _____ Most recent **CPA prepared 3rd party certified** financial statement from Applicant, Developer, and Project Owner (general partner). Owner statement not required if entity is newly formed organization.
2. _____ PNA for all acquisition and/or rehabilitation activities (see chapter 2)
3. _____ Exhibit S- Site Selection and Environmental Checklist (see Exhibit S)
4. _____ Language Access Plan for Limited English Proficient Persons (LEP) (see chapter 6)
5. _____ Section 3 and MBE/WBE Outreach plan (see chapter 6 and **Exhibit G**)
6. _____ Capital Needs Assessment (CNA) for all projects (see chapter 2)
7. _____ Operating Costs with narrative if <50% (see chapter 8-minimum threshold requirements)
8. _____ Market Study (see Exhibit M for requirements)
9. _____ Affirmatively Furthering Fair Housing *Resolution* adopted by the proposed project's unit of local government (see chapter 8- Fair Housing)
10. _____ Fair Housing- Submit one of these documents:
 - A. If proposed project is located in a CDBG Entitlement city, then submit their current Analysis of Impediments to AFFH (a.k.a. Fair Housing Assessment);
 - B. If proposed project is not located in CDBG Entitlement city, then submit a city/county Fair Housing Assessment Plan as adopted by the local unit of government (see chapter 8- Minimum Threshold Requirements)
11. _____ Evidence applicant and developer have the capacity to begin construction within 12 months and complete the project within a reasonable time period
12. _____ Evidence of site control that complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (see chapter 9 and Exhibit O)
13. _____ Owner/Developer/Management Capacity Certification Form (see Exhibit W)
14. _____ Must meet one of four Green Building Design standards or certifications: Energy Star, LEED, Enterprise Green Communities or IHFA Green Building Standards. When the developer selects the standard there will no changes accepted by IHFA from the original application.
15. _____ IHFA Request for Release of Information (see HOME & HTF Administrative Plan, Exhibit X)
16. _____ A pro forma that incorporates the following three assumptions
 - 7% vacancy
 - 2% annual increase in income
 - 3% annual increase in expenses
17. _____ **Minimum Match Requirement of 10% requested loan amount-HOME Only (see chapter 4)**

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PROJECT VIABILITY (HOME- Possible 64 Points) (HTF- Possible 79 77 Points)			
SCORING CRITERIA	Possible Points	Points Earned	Identify the location of supporting documentation in the application by page # and/or an exhibit #
Investment per total number of units ≤ \$15,000 <p style="text-align: right;">Total Possible Points</p>	<u>5</u>		
Project Reserves <ul style="list-style-type: none"> • \$300 or more per unit/year for duration of loan • CNA including timeline for associated costs that supports the level of proposed replacement reserves for the life of the loan <p style="text-align: right;">Total Possible Points</p>	3 3 <u>6</u>		
Deferred Developer Fee Minimal deferred developer fee < 25% of the total developer fee <p style="text-align: right;">Total Possible Points</p>	<u>4</u>		
Project Viability / Combined Debt Service Coverage Ratio (including HOME/ HTF payment) <ul style="list-style-type: none"> • Pro forma demonstrates positive net cash flow after all financial obligations are met, based on required rent level(s) • Combined Debt Service Coverage ratio of ≥ 1.10 <p style="text-align: right;">Total Possible Points</p>	<u>15</u>		
Funding Commitments Written commitments from all proposed funding sources (see Chapter 8-14) <p style="text-align: right;">Total Possible Points</p>	<u>4</u>		
LIHTC Annual Partnership Fees <ul style="list-style-type: none"> • < \$3,000 annual Limited Partnership • Taken after HOME/HTF debt service payment <p style="text-align: right;">Total Possible Points</p>	2 1 <u>3</u>		
Loan Repayment <ul style="list-style-type: none"> • Regular Scheduled Payment-Owner commits to repaying entire HOME loan using hard, fixed amortized payments • <u>30-year Repayment</u>: Pro forma demonstrates repayment of HOME loan within 30 years. <p style="text-align: right;">Total Possible Points</p>	15 5 <u>20</u>		

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<p>III. <u>Project-based Rental Assistance (2 Pts)</u></p> <p>The extent to which the project has project-based rental assistance. Other mechanisms that ensure affordability for extremely low-income households, such as operating assistance reserves, may also be considered.</p>	2		
<p>IV. <u>Affordability Period Duration(2 pts)</u></p> <p>During the HTF-Extended Use Period, owner must commit to the non-displacement of all HTF tenants housed under the original HTF rent and income restrictions.</p>	2		
<p>V. <u>Leverage from Non-Federal Sources (3 pts)</u></p> <p>Application must document all sources the funding are committed at application. For scoring purposes, "commitment" is defined as a letter (on letterhead) from the issuing entity that outlines the source of funding, the purpose of the funding (i.e. construction, interim, permanent), and the financing terms.</p>	3		
<p>VI. <u>Priority Housing Needs (3pts)</u></p> <p>The project will provide a tenant preference (of a minimum 3 units) for 2 of the 3 Priority Housing Needs categories, (identified in the Consolidated Plan).</p> <p>A. ≤30% AMI (families or individuals)</p> <p>B. Elderly (at least one member of the household is age 62 or older)</p> <p>C. Disabled</p>	3		
<p>Total Possible Points</p>	15-13		
<p>Nonprofit Ownership Structure</p> <ul style="list-style-type: none"> • Non-profit • IHFA-Certified CHDO 	<p>2</p> <p>2</p>		
<p>Total Possible Points</p>	<u>4</u>		
<p>Applicant/Developer/Owner Financial Capacity</p> <p>To receive points, the sponsor developer and project owner will each show positive net income for the most recent fiscal year end, as reported in the third party CPA-Prepared Financial Statements</p>			
<p>Total Possible Points</p>	<u>3</u>		

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PROJECT IMPACT (36 Points)			
Affirmatively Furthering Fair Housing Local unit of government demonstrates a commitment to affirmatively furthering fair housing <p style="text-align: right;">Total Possible Points</p>	4		
Letters of Support <ul style="list-style-type: none"> • Local government support • Community-based support <p style="text-align: right;">Total Possible Points</p>	2		
Special Housing Needs Population* <ul style="list-style-type: none"> • Elderly – 62 years of age and older, all household members must be age-eligible; and/or • Disabled; • ≤30% AMI <p style="text-align: right;">Total Possible Points</p> <p><small>*minimum of one rental unit designated to the Special Needs population during the Period of Affordability</small></p>	6		
Match exceeds minimum requirement* <ul style="list-style-type: none"> • >25% • >35% (in addition to 5 pts for minimum match) <p style="text-align: right;">Total Possible Points</p>	8		**“Forbearance of fees and waived/reduced taxes” no longer eligible for points under this scoring category
Site Suitability / Zoning <ul style="list-style-type: none"> • Currently meets local zoning requirements • Proximity of services to project’s target population, i.e. transportation; health care; schools, retail; cultural resources; social support services <p style="text-align: right;">Total Possible Points</p>	6		
Operating Expenses <ul style="list-style-type: none"> • Operating Expense Ratio ≥ 50% • If < 50%; documentation of operating expenses (including at least 2 separate projects’ analysis and audited financial statements supporting justifying the operating budget and narrative explaining how the project can to sustain the level of expenses submitted) Points will not be given to proposals including below 50% operating expense ratios without audited support. <p style="text-align: right;">Total Possible Points</p>	6		

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Design / Amenities <ul style="list-style-type: none">• Site and unit designs are beneficial to proposed tenant population (e.g. family, elderly, special needs)• Amenities are consistent with affected market area and substantially similar developments. Total Possible Points	2 2 <u>4</u>		
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