

# 2016 HOME/HOUSING CREDIT APPLICATION WORKSHOP



**ALABAMA HOUSING  
FINANCE AUTHORITY**

*Come on home, Alabama.*



**PLEASE SILENCE** all cell phones  
and/or electronic devices.



**THANK YOU!**



# AHFA 2016 HOME/Housing Credit APPLICATION WORKSHOP

- Culmination of year round efforts to provide information via:
  - [www.ahfa.com](http://www.ahfa.com)
    - Plans (prior and current)
    - Application Documents
    - Overviews
    - Resources
  - Training/Meetings
    - Environmental
    - Public Hearing
    - Essentials Workshop
- Focus
  - Preparation for the Final Stages of the 2016 Application Process



# AHFA Housing Credit

## 2016 Estimates

	Housing Credit	HOME
2016 Allocation	11.4 Million/ <b>\$5.5 Million FYBC*</b> <b>\$5.9 Million</b> Remaining	<b>7.8 Million</b>
Set Aside	Non Profit (10%) \$1.1 Million	CHDO (15%) \$1.2 Million
Owner/Project Cap	12% / \$1.4 Million	20% / \$1.6 Million
Uses	New Construction Acquisition/Rehabilitation Adaptive Reuse	New Construction Non-Participating Jurisdictions ONLY
Units	Minimum 12 Maximum based on Owner/Project Cap	Minimum 12 Maximum 56

\*Future Year Binding Commitment



# CHDO Designation Certification Process

- Designation tied directly to a Project Commitment
- Designation Certification Timeline
  - Certification Packages submitted by February 11<sup>th</sup> and are under review
  - Certification Letters will be issued which must be included with Final Application Packages
- Annual Recertification will be due in April with the Compliance Owner Certification Packages



# CHDO Designation Certification Requirements

Checklist Item	Set-Aside Reservation
1. Legal Structure	✓
2. Independence	✓
3. LI Community Accountability	✓
4. Capacity	✓
5. Role	✓



# ALLOCATION CYCLE





# ALLOCATION CYCLE

## PLAN DEVELOPMENT

August - September

- AHFA Multifamily Staff, Consultants & Attorneys Prepare Allocation Plan Revisions
- Incorporate changes in Federal Requirements

## DRAFT ALLOCATION PLAN

October - November

- Draft Allocation Plans: Board Approval, **September Board Meeting**
- Public Hearings: **Early October**
- 30-Day Commenting Period: **Public Hearing Date + 30 days**

## FINAL ALLOCATION PLAN

December - January

- AHFA Board Approval **December Board Meeting**
- Governor's Approval **Submitted to the Governor immediately after Board Approval**
- Final HOME Plan submitted to HUD for Approval **Mid February**

## APPLICATION PERIOD

February – May

- Multifamily Application Seminar, **Mid-February**
- Application Processing and Scoring performed by AHFA Multifamily Staff
- HUD Approval and release of Annual Allocation **Generally May-June**

## PROJECT AWARDS

June - July

- Award Recommendations to AHFA Board at **June Board Meeting**
- Funded & Non-Funded Notices and Project Score Sheets are sent to Applicants
- Multifamily staff meets with Applicants to Review & Discuss Applications



# HOME & Housing Credit Application Process

- 3-Part Application Process
  - Initial Application
  - AHFA Authority DMS Online Application
  - Final Application
    - Application Forms
    - Printed copy of AHFA Authority DMS Online Application



# PART 1

## Initial Application – Due by February 11th

- Initial Application Fees
  - Includes Third Party Fees
- Ownership Information
- Market Study/Certification
- Environmental Report/Checklist/Engagement Letter
- AHFA Authority DMS Third-Party Authorization

### **If Applicable:**

- Schedule of Real Estate Owned and Inspection Fee
- Deviation Request Form
- Capital Needs Assessment and Summary
- Other Supporting Documentation (CHDO Certification Application)



## PART 2

### AHFA Authority DMS Online Application

- Register and Affiliate Organizations
- Returning users should not register in DMS – use existing credentials and organization code.



## **PART 3**

**Final Application - Due by 5pm CST, March 10, 2016**

- \$4,000 Application Fee
- Final Application Forms
- Printed copy of online application

[http://www.ahfa.com/multifamily/allocation\\_application\\_info/apply\\_for\\_funding.aspx](http://www.ahfa.com/multifamily/allocation_application_info/apply_for_funding.aspx)



# MISSING OR INCOMPLETE DOCUMENT FEES

Missing or Incomplete Documents	
5 or fewer items	\$1,500 each
6 – 9 items	\$3,000 each
10 or more items	<b>Application Terminated</b>

AHFA Fees not associated with applications are listed online at

[http://www.ahfa.com/multifamily/multifamily\\_fees.aspx](http://www.ahfa.com/multifamily/multifamily_fees.aspx)



# THRESHOLDS

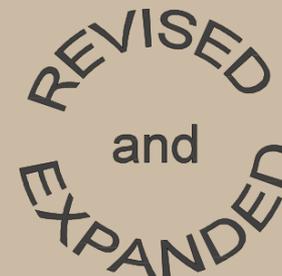
- Complete Application
  - 10 or more missing or incomplete items will result in **termination of application**
- Site Control
  - Site restrictions - approval(s) or review requirements must be submitted as part of site control.
- Zoning Letter
  - Classification
  - Zoned for Proposed Use



# APPLICATION FORMS

Forms are a reference tool for the online application.  
Complete forms **FIRST**.

- New
  - Signature Authorization Form
  - Disabilities / Homeless Election Form
- Revised
  - Applicant Self Scoring Form
  - Credit Authorization Form
  - 2016 Management Verification Form







# APPLICATION FORMS

- Disabilities / Homeless Election Form (51a)



<b>51a.</b>		<b>Disabilities/Homeless Election Form 2016</b>	
<p>The Applicant/Owner can receive one (1) point providing a set-aside of five percent (5%) of the total units for tenants with disabilities or homeless populations. Please see below the requirements for project owners committing to provide the set-aside units for disability and/or homeless populations.</p>			
Project Name:	<input type="text"/>		
Project Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Total # of Units in the Project:	<input type="text"/>	<b>Targeted Households</b>	
Total # of Set-Aside Units:	<input type="text"/>	Disability	<input type="text"/>
		Homeless	<input type="text"/>
		Both	<input type="text"/>
		<b>Required Documents</b>	
		Marketing Plan	<input type="text"/>
		Preference Plan	<input type="text"/>
		List of Local and/or Regional Service Providers Contacted	<input type="text"/>
		Executed MOU	<input type="text"/>
		Letter of Support from AL HUD Continuum of Care (if targeting Homeless)	<input type="text"/> <input type="checkbox"/> N/A
<b>Owner's Certification</b>			
<p>I, the undersigned Owner for the above referenced project, hereby certify to the Alabama Housing Finance Authority (AHFA) that the above-listed information and required documents included with this form are true and correct. I certify that I as the owner of the above listed project will set-aside 5% of the total amount of the project's units for tenants with disabilities and/or homeless populations. I further agree that, subsequent to this certification and prior to the final allocation of Low-Income Housing Tax Credits, HOME funds, or Multifamily Bond financing, I will furnish AHFA with the rent roll and any other documentation requested by AHFA evidencing the qualifying units.</p>			



# APPLICATION FORMS

- Applicant Self Scoring Form (14)
  - Sealed Envelope
  - Attn: Internal Audit
  - Project Name

REVISED  
and  
EXPANDED

<b>14</b>		<b>Applicant Self Scoring Form 2016</b>	
Application Number:	<input type="text"/>		
Project Name:	<input type="text"/>		
Type of Funds Requested:	<input type="text"/>		
Construction Type:	<input type="text"/>		
<b>A. POINTS GAINED</b>			
<b>1. Project Characteristics (Maximum 74 Points)</b>			
<b>(i) Type of Construction (Maximum 33 Points)</b>			
<b>(a.) Upgrade with amenities</b>		<a href="#">Online Application - Tenant Services &amp; Amenities Tab &amp; Architect's Certification, Form #16</a>	
		<i>(4 points each)</i>	
Clubhouse/Community Room/Building	<input type="text"/>		
Washer/Dryer provided in each unit	<input type="text"/>		
Exterior Security Package	<input type="text"/>		
Unit Security Package	<input type="text"/>		
Storm Shelter	<input type="text"/>		
Unit Security Package	<input type="text"/>		
Playground	<input type="text"/>		
Outdoor Fitness Area	<input type="text"/>		
Covered Picnic Pavilion	<input type="text"/>		
		<b>Points Gained:</b>	<input type="text" value="0"/>
	<i>(3 points each)</i>		
Computer Center	<input type="text"/>		
Splash Center	<input type="text"/>		
Exercise/Fitness Room with Equipment	<input type="text"/>		
Covered Bus Stop Shelter	<input type="text"/>		
Gazebo	<input type="text"/>		
Access Gate(s)	<input type="text"/>		
Walking Trail with Benches	<input type="text"/>		
		<b>Points Gained:</b>	<input type="text" value="0"/>
	<i>(2 points each)</i>		
Basketball Court	<input type="text"/>		
Picnic Area w/ Grills	<input type="text"/>		
Storm Doors	<input type="text"/>		



# APPLICATION FORMS

- Credit Authorization Form (25b)

REVISED  
and  
EXPANDED

**25b Credit Authorization Form** 2016

This form must be completed by each organization, developer, general contractor, and management company (including "Newly Formed" entities) to authorize AHFA to obtain a credit report for purposes of evaluating the final Multifamily Funding Application. Additional forms and information may be requested on any entities involved in projects listed on the Relevant Experience Form.

Developer       Management Company  
 General Contractor

List all projects in the current application cycle associated with each organization or individual.

Project Name: _____	Project Name: _____
Project Name: _____	Project Name: _____
Project Name: _____	Project Name: _____
Project Name: _____	Project Name: _____
Project Name: _____	Project Name: _____

**Organization**

Newly Formed     Yes     No

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_      Zip: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

I (We) hereby authorize AHFA to obtain a Business credit report for purposes of evaluating the Multifamily Funding Application.



# APPLICATION FORMS

- 2016 Management Verification Form (28b)

REVISED  
and  
EXPANDED

## 28b AHFA 2016 Management Verification Form

AHFA completed the management verification process for the 2016 Application Cycle in December 2015. The list below reflects projects which will be counted for management experience.

Management companies should provide copies of the completed verification to any/all 2016 project applicant(s) with whom they will be affiliated.

To qualify for maximum points, Management Companies with fewer than 10 AHFA properties or 1000 units will need to provide this form (if applicable) along with the AHFA Management Relevant Experience Form and provide it to any/all 2016 project applicant(s) with whom they will be affiliated.

**Date:**

**Application Project Name:** \_\_\_\_\_ **Application Project Number (if available):** \_\_\_\_\_

**Management Company Name:** \_\_\_\_\_ **Management DMS Organization Code:** \_\_\_\_\_

**Management Company Address:**

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Number of Projects	AHFA Project Number	Project Name	Apartment City	Number of Units
1				
2				



# SCORING CHANGES

## Amenities

- Clubhouse / Community Building
  - Community TV with Cable, Satellite OR *Streaming Services* with a minimum 42-inch screen TV and Wireless Internet.
  - Covered Picnic Pavilion
    - Minimum 2 tables with attached bench seating and 2 grills
  - Gazebo
    - Minimum 1 picnic table with attached bench seating
  - Picnic Area with Grills
    - 1 Grill permanently affixed
    - 1 Picnic Table with attached bench seating for every 14 units or
    - Rooftop area with 1 Picnic Table with attached bench seating for every 14 units. **(NEW)**



# SCORING CHANGES

## Rooftop Picnic Area



Photos are for presentation purposes only and have no bearing on scoring decisions.



# SCORING CHANGES

## Rooftop Picnic Area



Photos are for presentation purposes only and have no bearing on scoring decisions.



# SCORING CHANGES

## Amenities

- Car Wash Station
  - Dedicated Space
  - Wall / Ceiling Boom
  - Spray Wand
  - Fixed-mount Vacuum





# SCORING CHANGES

Car Wash Station – 2 Point Item



Photos are for presentation purposes only and have no bearing on scoring decisions.



# SCORING CHANGES

## Energy / Water Conservation / Healthy Living Environment

- EPA's Partnership Program
  - “WaterSense” labeled water closets, faucets (bathroom & kitchen) and showerheads

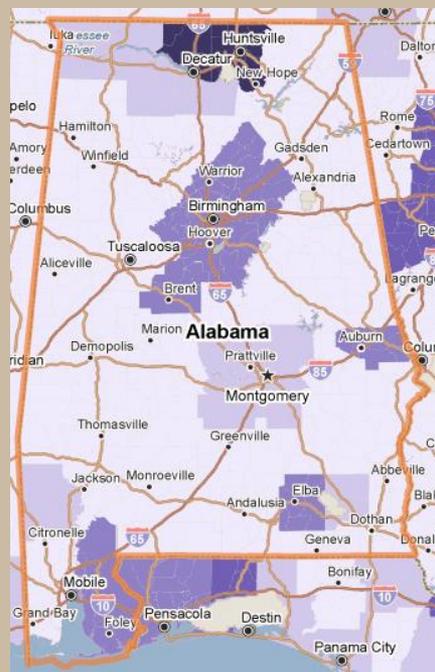




# SCORING CHANGES

## Census Tract Points – AHFA Spreadsheet

- Median Family Income equal or above the County's 2015 Annual Median Income.
  - 1 Point for between 80% & < 100%
  - 2 Points for 100% or more





# SCORING CHANGES

## Applicant Characteristics

- Ownership Experience
  - 5 Points
    - 500 or more units OR
    - 5 or more projects





# SCORING CHANGES

## Points Lost

- Deductions for Unapproved Changes to Approved/PIS Projects
- Deductions for not meeting requirements outlined in AHFA documents and executed agreements
- Noncompliance (Addendum D of QAP)
  - Monitoring Period January 1 – December 31, 2015





# DESIGN QUALITY STANDARDS / CONSTRUCTION MANUAL

- Combines all AHFA Construction Standards into a Single Document.





# DEADLINES

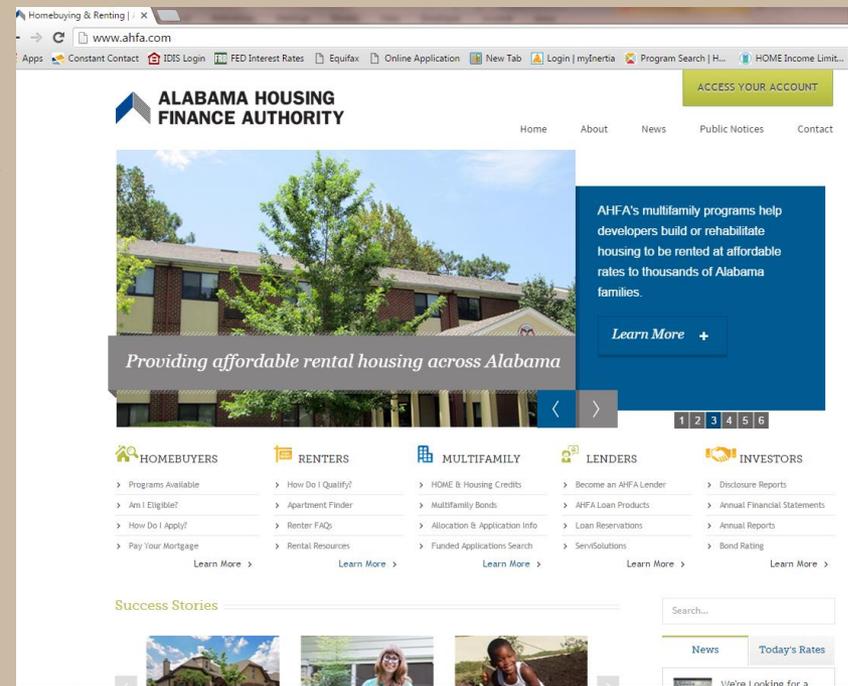


- Application Cycle Window
  - Begins 9am CST Wednesday, March 9<sup>th</sup>
  - Ends 5pm CST Thursday, March 10<sup>th</sup>
- **Applications will not be accepted outside the cycle window.**
- Dates and times apply to online and paper applications.
- Applications will be time and date stamped.
- Applicants will receive receipts evidencing delivery.
- Funding decisions expected in **June**.



# www.ahfa.com

- Check the website frequently
  - Updated information
  - Questions & Answers
  - Material Guidance
- Email Notifications
  - If you unsubscribe, you will NOT receive any AHFA info.



# AHFA Publications

- Annual Report
- Thresholds

## Annual Report

### WE ARE MULTIFAMILY

The Department of Veterans Affairs estimates that nearly 50,000 U.S. veterans are homeless on any given night. The VA is working to change that, starting in Atlanta.

The day before Veterans Day (2014), Kaufman's Valor Grove, an \$11 million, 100-unit apartment complex for homeless veterans, held its grand opening and became the first of its kind in the nation.

Located on the campus of the Tusculum Veterans Affairs Medical Center, the development offers affordable housing for homeless veterans who pay rent based on their income until they are able to support themselves in the community.

Tusculum VA Public Affairs Officer Carmen Stevenson said Valor Grove is meant to house veterans while they transition into civilian life after the military. "They come here to transition, to get health care they need at the medical center, get back on their feet and whatever they need," said Stevenson. "We help them with clothing, get them ready for job interviews, help them with resumes, we work with them to get VA benefits and more."

Valor Grove is the first of a VA initiative to identify and maintain unused VA land and buildings in support of the VA's goal to end veteran homelessness. Approximately 25 VA campuses across the nation will eventually have apartment complexes like Valor Grove.

By building a combination of an existing building and a new three-story building, the Valor Grove development is a project of the U.S. Department of Housing and Urban Development Veterans Affairs Supportive Housing (VASH) Program and was funded by the VA, AHFA, and other public and private partners.

### HOME & HOUSING CREDITS

Section 528 (a)(2)(B) of the Internal Revenue Code provides AHFA residents financial benefits in that they are eligible for a 30% tax credit for the cost of their home. The credit is available to individuals who are purchasing a new or existing home in a designated area. The credit is available to individuals who are purchasing a new or existing home in a designated area. The credit is available to individuals who are purchasing a new or existing home in a designated area.

Housing Credits are available to AHFA residents who are purchasing a new or existing home in a designated area. The credit is available to individuals who are purchasing a new or existing home in a designated area.

Housing Credits are available to AHFA residents who are purchasing a new or existing home in a designated area. The credit is available to individuals who are purchasing a new or existing home in a designated area.



## Thresholds ONLINE

January 2016



**2016**  
HOME funds & Housing Credits  
WWW.AHFA.COM



HOME/Housing Credit Funding Applications to be Accepted in March



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# AHFA Authority DMS Online Application



# AHFA Authority DMS Online Management System Log In Screen

<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

We will not be discussing how to register in the system; the registration guides and instructions can be found at:

[http://www.ahfa.com/multifamily/allocation\\_application\\_info/apply\\_for\\_funding.aspx](http://www.ahfa.com/multifamily/allocation_application_info/apply_for_funding.aspx)

**ALABAMA HOUSING FINANCE AUTHORITY**  
*Come on home, Alabama.*

## AHFA Online Management System

Welcome to the Authority DMS Online Management System

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:  [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)



# Changes for 2016

- General Project Information tab
  - New Questions
- Site Information tab
  - New Questions
- Print Application tab

201509

- [General Project Information](#)
- [Applicant/Developer](#)
- [Owner](#)
- [Project Contacts](#)
- [Non-Profit/CHDO](#)
- [Non-Profit Set-Aside and Historic Preservation](#)
- [Site Information](#)
- [Buildings](#)
- [Utility Allowance](#)
- [Contractor Costs - New Construction](#)
- [Contractor Costs - Rehabilitation](#)
- [Unit Summary](#)
- [Total Development Costs](#)
- [Annual Operating Expense - Taxes & Insurance](#)
- [Misc Income](#)
- [Neighborhood Services](#)
- [Tenant Services and Amenities](#)
- [Subsidies](#)
- [Pro Forma](#)
- [Tax Credit Elections/Public Housing Authority Information](#)
- [Tax-Exempt Bond Financing](#)
- [Funding Sources](#)
- [Relocation Information](#)
- [Development Schedule](#)
- [Validation and Submission](#)
- [Print Receipt](#)
- [Print Application](#)



## General Project Information Tab

**NEW** Project in a defined Metropolitan or Non-Metropolitan area: Metro

**NEW** Is a Public Housing Authority (PHA) involved in the project? Yes

If yes, select the type(s) of PHA involvement. Select all that apply:

**Add**

Financing  **Remove**

Land Owner  **Remove**

**NEW** Total Number of Units: 50

**NEW** Total Number of Buildings, including community/clubhouse if applicable: 3

**NEW** Total Number of Residential Buildings: 2

**NEW** Are you requesting HOME combined with tax credits? Yes

**NEW** Are you applying for the CHDO set-aside (if yes, the non-profit set-aside must also be answered "yes"? Yes

**NEW** Are you applying for the non-profit set-aside? Yes

**Cancel** **Save**



# Site Information Tab

**NEW**

Is the current site zoned to allow for the type of development that is being proposed (ie. Multifamily, Single family, residential)?

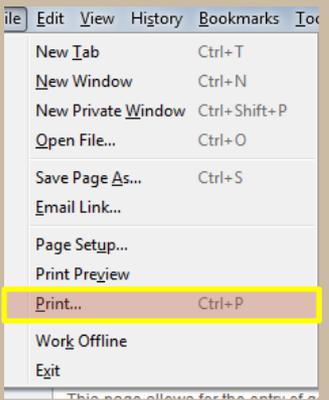
Please describe the zoning classification:





# Print Application Tab

- Print from either **Chrome** or **Firefox** browsers
- Select *Print Application* from Menu
- Select *Print* from Toolbar





## Individually Printed Tabs

Some Tabs summarize particular sets of information which are NOT transferred to the *Print Application* feature.

Print the following Tabs individually upon completing them:

- Site Information
- Building
- Unit Summary
- Annual Operating Expenses – Taxes & Insurance
- Pro Forma



# Site Information



**PRINT THIS PAGE**

**NOT THAT!**



## Site Information

### Site Information

This page contains information about the physical site for the development. If more than one (1) site, the Individual Site Information must be completed and added for each separate site. Miscellaneous Site Information is for the project as a whole and is not part of the "Add Site" function and must be saved separately

#### Individual Site Information

Site Name:  x

Site Street Address:

Site City:

Site County:  Form of Site Control

Please Explain:  Date of Site Control

Expiration date of option, contract or lease:

Purchase Price

Current Land Value

Annual Ground Rent

Lease Term:

## Site Information Summary

### Site Information Summary

[Add Site](#)

Click to add site information record. After entering all site information click the "Add Site" button to save site information. This page does not appear in the "print application" feature and must be printed separately

	Address	City	County	Purchased Acres	Proposed Acres	Purchase Price	
<a href="#">Site 1 no issues</a>	434 Big lot	Montgomery	Montgomery	5.250	5.250	\$100,000.00	<a href="#">Delete</a>



# Buildings



**PRINT THIS PAGE**

**NOT THAT!**



## Buildings

**Buildings**  
This page captures information on new or existing buildings that will be part of the property. The Building Information must be completed and added for each building. Additional Project/Building Information is for the project as a whole and is not part of the "Add" function and must be saved separately

**Add/Edit Building Information**

Name

Address

City  State

Zip

Is this an existing building?

## Building Summary

To copy the attributes of a previously completed building to a new building, click on the specific building within the grid and select 'Copy'.

Building Name / Address	Date Last Placed in Service	Planned or Actual Acquisition	Years Between
Building 1 - 9009 Projec way, Montgomery			N/A
Building 2 - ajsadsajfj, Montgomery			N/A
Building 3 - somewhere, Montgomery			N/A



# Unit Summary

Note: in 2016 we are using the **Unit Summary** instead of the individual unit information used last year.

**Unit Summary**

This page summarizes information about the units that exist on the property.

**Definitions**

Net Rents = Gross Rents + Tenant Paid Utilities + Rental Subsidy (of same row)

Monthly Rental Income = Net Rents x Number of Units (of same row)

Maximum Gross Rents = the maximum gross rents from the data table in that county for that bedroom size and AMGI

**Instructions**

Include all low-income and market rate units in this section.

Applicants must complete all applicable information in the table below.

Building  All buildings must be set up prior to adding unit information. Number of Units refers to the total number of unit types in the building, (example: 20 (2BR units), 2 bath, 1,000 sq. ft.)

Number of Units	Number of Bedrooms	Number of Bathrooms	Square Footage	Affordable to What % of AMGI	Occupied by What % of AMGI	Gross Rents	Tenant Paid Utilities	Rental Subsidy	Net Rents	Monthly Rental Income	Maximum Gross Rents	
<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="500"/>	<input type="text" value="60%"/>	<input type="text" value="60"/>	<input type="text" value="\$ 500"/>	<input type="text" value="\$ 125"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 375"/>	<input type="text" value="\$ 3750"/>	<input type="text" value="\$ 600"/>	<input type="button" value="Delete"/>
<input type="text" value="15"/>	<input type="text" value="2"/>	<input type="text" value="2.0"/>	<input type="text" value="750"/>	<input type="text" value="60%"/>	<input type="text" value="60"/>	<input type="text" value="\$ 600"/>	<input type="text" value="\$ 150"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 450"/>	<input type="text" value="\$ 6750"/>	<input type="text" value="\$ 700"/>	<input type="button" value="Delete"/>
										<input type="text" value="50"/>	<b>Total Monthly Rental Income: \$ 21000</b>	



# Annual Operating Expenses – Taxes & Insurance

**Annual Operating Expense - Taxes & Insurance**

**Employees**

Employee Type	Hourly/Salary Employee Information				Total Annual Amount of Contract	Total Annual Payroll
	# Emp	Full/Part Time	Hours Per Week	Average Hourly Wage		
Property Manager	Hourly	1	Full	40.0	12.00	\$24,960.00
Office						\$0.00
Maintenance	Hourly	1	Part	30.0	12.00	\$18,720.00
Other						\$0.00

**Administrative**

Audit Expenses (Accounting)	3000.00	Advertising & Marketing	3000.00	
Legal Expenses (Project)	3000.00	Leased Furniture	3000.00	
Management Fees Fee per Unit	100.00	\$5,000.00	Property Manager and Leasing Salaries	\$24,960.00
Administrative Rent Free Unit	5.00	Office Salaries	\$0.00	
Office Expenses, Supplies & Postage	5000.00	Office or Model Apartment Rent	5000.00	
Telephone	50.00	Bad Debts	100.00	
Conventions & Meetings	100.00	Management Consultants	100.00	
Miscellaneous Administrative Expenses (Explain Below)	250.00	Other Renting Expenses (Explain Below)	250.00	
Just in Case		Just in Case		
<b>Total Administrative Expenses</b>		<b>\$52,815.00</b>		

**Utilities**

Electricity	2500.00	Water	2500.00
Sewer	2500.00	Gas	2500.00
Cable T.V. / Internet Access	2500.00		



# Pro Forma

Print these on three (3) pages, only a limited number of years (approximately 7 per page) will print at one time, the cursor must be moved to get the entire page to print.

**Pro Forma**

Data for the pro-forma calculated from previously entered information in the operating expense budget, unit information, miscellaneous income, and subsidies.

For all HOME Projects, provide a 20-year projection of cash flow using the following assumptions: For all Tax Credit Projects, provide a 15-year projection of cash flow using the following assumptions: 2% annual increase in income, 3% annual increase in expenses. The Vacancy Allowance is calculated at 7%

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8
<b>Total Potential Rent Income</b>	\$252,000.00	\$257,040.00	\$262,180.80	\$267,424.42	\$272,772.90	\$278,228.36	\$283,792.93	\$289,468.00
Other Income	\$1,200.00	\$1,224.00	\$1,248.48	\$1,273.45	\$1,298.92	\$1,324.90	\$1,351.39	\$1,378.00
<b>Gross Potential Income</b>	\$253,200.00	\$258,264.00	\$263,429.28	\$268,697.87	\$274,071.82	\$279,553.26	\$285,144.32	\$290,846.00
Vacancy Allowance	\$17,724.00	\$18,078.48	\$18,440.05	\$18,808.85	\$19,185.03	\$19,568.73	\$19,960.10	\$20,359.00
<b>Effective Gross Income</b>	\$235,476.00	\$240,185.52	\$244,989.23	\$249,889.02	\$254,886.80	\$259,984.53	\$265,184.22	\$270,487.00
<b>Operating Expenses</b>	\$112,417.00	\$115,789.51	\$119,263.20	\$122,841.09	\$126,526.32	\$130,322.11	\$134,231.78	\$138,258.00
Replacement Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Net Operating Income</b>	\$123,059.00	\$124,396.01	\$125,726.04	\$127,047.92	\$128,360.47	\$129,662.42	\$130,952.44	\$132,229.00
Debt Service	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10
<b>Cash Flow</b>	\$35,944.90	\$37,281.91	\$38,611.94	\$39,933.82	\$41,246.37	\$42,548.32	\$43,838.34	\$45,115.00
Debt Coverage Ratio	1.41	1.43	1.44	1.46	1.47	1.49	1.50	1.51
Income To Expense Ratio	1.18	1.16	1.14	1.12	1.10	1.08	1.05	1.03
ReservesMultiplier	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00

No usage info has been added for this application.

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# Validation and Submission

**After the validation process is complete, change the dropdown box from “Application Pending to “Application Submitted” before selecting the Submit button.**

## Validation and Submission

This will validate your application for the required information prior to submission. Once an application is submitted, you will not be able to edit the application until the state reviews it.

Validation was successful. Please accept the terms below to enable the submission of your application.

By checking this box, you are completing an electronic signature. By affixing your electronic signature to this application, you are attesting, under penalty of perjury, that you are the individual whose signature is being attached to this application and that all the information you have provided in this application, including any and all supporting documentation, is accurate, correct and complete. Further, you are affirming your obligation to immediately notify in the event you become aware of any subsequent events or information which would change any of the statements or representations you have provided to in this application

Application Pending  
Application Submitted

Please specify the stage that you are submitting this application:

Submit



# Print Receipt

The print receipt will not populate until the application is submitted.

Application Receipt			
Receipt Number:	43304	Application Number:	2016 2
Round:	2016 Test		
Project:	2016 Test Application New Construction		
Developer:	Architect Firm		
Signed By:	Test Architect out of state	On:	1/20/2016 9:06 AM
Submitted On:	1/20/2016 9:06 AM		



## Helpful Hints

**Project Contacts** - By electing the “show all” box, all organizations affiliated will appear in the dropdown box.

### Project Contacts

This page allows the user to list all contacts and their associated roles in the project. Note that the organization must be affiliated to the applicant/developer completing the application to appear in the dropdown boxes. (See Affiliated Organization Registration User Guide) Checking the "Show All" box will cause all entities affiliated to the applicant/developer to appear.

#### Project Contacts

##### Construction Contractor

Organization Name:	<input type="text" value="(Select an organization)"/>	<input checked="" type="checkbox"/> Show All	Phone:	<input type="text" value="(555) 555-5555"/>	
Address:	<input type="text" value="Test App;lication, LTD..."/>		Fax:	<input type="text" value="( ) -"/>	
City:	<input type="text" value="Test Entity 1/30/2015"/>	State:	<input type="text" value="AL"/>	Zip Code + 4:	<input type="text" value="31775-"/>
Contact:	<input type="text" value="Test individual"/>		Email:	<input type="text" value="kkdhert@gmail.com"/>	
	<input type="text" value="arthur Fonz"/>				
	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE			



# Helpful Hints

**Buildings/Site Information** – For projects with multiple buildings or sites with similar features, the “copy” button is a useful tool.

Square Footage  
Building Gross Square Footage



# Helpful Hints

**Field Entry** – When possible answer all questions, or enter “N/A” or “No” when field allows.

**Relocation Information**

If you specify that any of the buildings are currently occupied, you must supply additional information about your relocation plans.

**Relocation Information**

Are any buildings in the development currently occupied by tenants?



# Q&A to follow after COMPLIANCE Section



**hello, friends**

**follow us on Facebook**

[www.facebook.com/AlabamaHousingFinanceAuthority](http://www.facebook.com/AlabamaHousingFinanceAuthority)

**Submit your Questions for Q&A this afternoon.**





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# AHFA COMPLIANCE



# AHFA COMPLIANCE

- Changes to Addendum D of the 2016 Housing Credit Qualified Allocation Plan and Addendum D of the HOME Action Plan for 2016 Funds



# AHFA COMPLIANCE

- The owner must send a copy of the original Form 8609 once Part II is completed.
- The owner must retain any health, safety or building code violation reports issued by any regulatory or third party until reviewed by AHFA.



# AHFA COMPLIANCE

- Audits/Inspections conducted January 1<sup>st</sup> through December 31<sup>st</sup> of 2015.
- Will generally provide up to a three (3) day notice when scheduling audits.



# AHFA COMPLIANCE

- Owners/management companies must notify AHFA **immediately** if any damage occurs at any of your properties.
- For HOME properties\*, owners must submit an updated Capital Maintenance Plan (CMP) by May 1<sup>st</sup> each year.

\*Applies to HOME projects awarded in 2012 or later.



# AHFA COMPLIANCE

- Ten (10) cumulative penalty points or more will result in a one (1) year suspension.
- Five (5) consecutive years of ten (10) cumulative penalty points or more will result in a permanent ban from participation in AHFA application cycles.



# AHFA COMPLIANCE

- Cumulative four (4) point deduction buffer
  - Does NOT apply to non-AHFA projects
- Removed Section II.E.c.ii and iii.
- Added a category to Section II.E.b for missing amenities as approved in the ownership's application in more than twenty-five percent (25%) of the total units inspected.



## AHFA COMPLIANCE

- Added language to Section II.E.a.iv to include missing blanks in fuse boxes and treatment of electrical hazards which are located in a locked area where residents cannot gain access.
- Added language to Section II.E.a.vii to include other accessible exterior routes.



# AHFA COMPLIANCE CONTACT

For questions or information about compliance, contact:

Tom Peaspanen, Compliance Coordinator

334-244-9200

[tpeaspanen@ahfa.com](mailto:tpeaspanen@ahfa.com)

# *Stay Connected*

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## Alabama Housing Finance Authority



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# QUESTIONS

