



HOME | HOUSING CREDITS | HOUSING TRUST FUND

2020



Please Silence all cell phones
and/or electronic devices.



THANK YOU!



AHFA 2020 HOME/HOUSING CREDIT/NHTF APPLICATION WORKSHOP

CULMINATION OF YEAR ROUND EFFORTS TO PROVIDE INFORMATION VIA:

www.ahfa.com:

- Plans (prior and current)
- Defined Terms for MF Funding Programs (Rev. 12-5-2019)
- MF Notices
- Developer FAQs & Tips
- Application Guidance
- Development Resources

Trainings/Meetings:

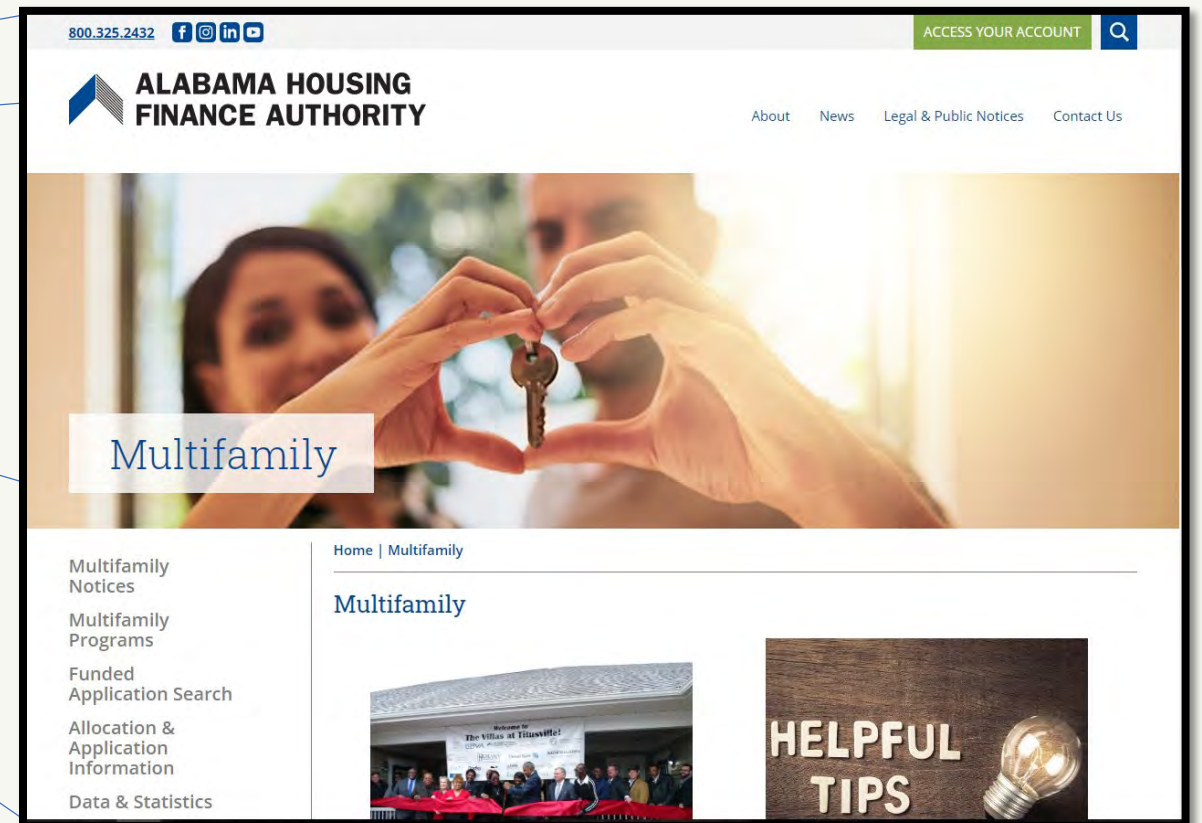
- Public Hearings
- Application Workshop
- Application Tips

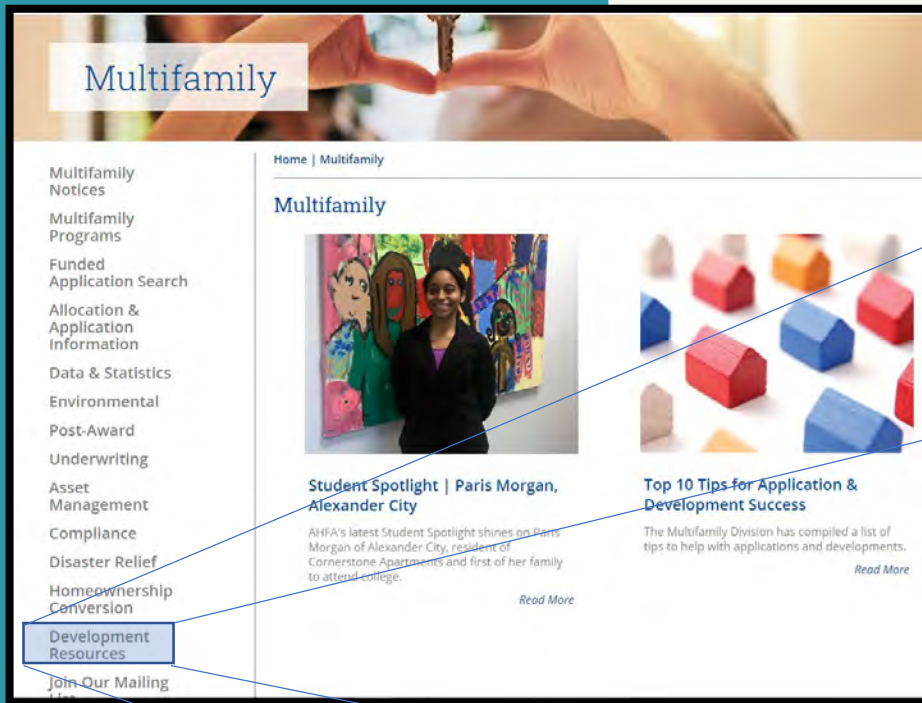
TODAY WE WILL FOCUS ON PREPARATIONS FOR THE 2020 APPLICATION CYCLE

AHFA.COM



AHFA.COM/MULTIFAMILY





DEVELOPMENT RESOURCES

Development Resources

Supportive Housing

Beginning in 2016, AHFA expanded multifamily programs to provide additional funding and incentives to create affordable rental housing for Alabama's extremely low-income, homeless, and special needs populations. Additionally, AHFA encourages ongoing partnerships between the development community and the *Alabama Balance of State Continuum of Care* (CoC) and its member agencies to house homeless populations at the local and regional level.

See our [Interactive Map](#) for a list of newly constructed and renovated projects that have set-aside units to meet supportive housing needs. The map contains the number of set-aside units with management contact information, local service providers, and Alabama CoC office locations throughout the state.

Partnerships – The Key to Supportive Housing Initiatives

AHFA designed a point preference for developers to set aside at least 5% of HOME and LIHTC financed units for persons who are homeless or with disabilities. Units must be actively marketed and rented to households with at least one tenant with a disability or a tenant transitioning from being homeless. An approved marketing and preference plan is required at the time of application along with an memorandum of understanding (MOU) between the owner/developer and the CoC, or local service provider(s). Through this incentive, AHFA is promoting a statewide commitment to provide affordable housing.

Results to Date:

- View an [Interactive map](#) of those projects in the state that have set-aside 5% of units for supportive housing
- AHFA Interview with Alabama Balance of State Continuum of Care Executive Director, Felicia Jackson

Next Steps:

Learn how you can help foster a partnership with developers, CoCs, and service providers to permanently house those with the greatest needs:

- Download a copy of our allocation plans
- Join our mailing list
- View our Disability/Homeless Election Form
- Best Practices for Memorandum of Understanding
- The Alabama HUD Homeless Continuum of Care contact information
- Alabama Department of Mental Health

Contact AHFA at ahfa.mf.general@ahfa.com for additional information on how you can help foster a partnership.

AHFA 2020 COMPETITIVE ALLOCATION ESTIMATES

	Housing Credit	HOME	HTF
Allocation	\$7.8M remaining \$13.7M \$5.9M FYBC	Total \$12.6 M \$10.4M (Est. PY20 Allocation) \$200K (PY19 uncommitted) \$2M (Program Income)	\$7.8M (PY18 – PY20)
Set Asides	NP (10%) \$1.37M	CHDO (15%) \$1.5M	None
Caps	12% \$1.6M	20% \$2.1M	\$1.35M
Uses	New Construction Acq/Rehab Adaptive Reuse	New Construction	New Construction
Units	Min: 12 Max: Cap Based	Min: 12 Max: 56	Min: 1 Max: \$1.35M

HOME & HOUSING CREDIT APPLICATION PROCESS

CHDO CERTIFICATIONS

THE FOLLOWING NON-PROFIT ORGANIZATIONS APPLIED TO
COMPETE FOR THE 2020 CHDO SET-ASIDE:

Non-Profit	Project Name	Project County	Project City
Alethia House, Inc.	Montgomery Senior Housing	Montgomery	Montgomery
Community Action Partnership of North Alabama, Inc.	Village at Hixon Pond II	DeKalb	Fort Payne
Alabama Communities, Inc.	Legacy Trails at Semmes	Mobile	Semmes
East Lake Community Development, Inc.	McCrary Senior Village	Mobile	Semmes
Community Action Agency of Northeast Alabama, Inc.	The Timbers at Galloway	Jackson	Scottsboro

HOME & HOUSING CREDIT APPLICATION PROCESS

2020 CYCLE CALENDAR

NOTE: ALL MATERIALS ARE DUE TO AHFA PRIOR TO 5PM CST ON DEADLINE DATE

2020 HOME/HC/HTF Plans Released	September 26, 2019
2020 CHDO Application Released	October 17, 2019
2020 Competitive CHDO Applications Due	December 2, 2019
2020 DRAFT Application Materials Released	December 5, 2019
2020 Draft Application Materials Questions Due	December 17, 2019
2020 Application Materials Package Release	December 30, 2019
2020 Application Workshop	January 10, 2020
2020 Application Deviation Requests Due	January 13, 2020
2020 Application Log Due	February 10, 2020
2020 HOME/Housing Credit/HTF Applications Due	February 12, 2020
2020 Award Announcements	Tentatively June 2020

HOME & HOUSING CREDIT APPLICATION PROCESS

PACKAGE & FEES

Application Packages

Application Forms Package

AHFA DMS Online Application (including printed copy with Forms Package)

Environmental Assessment Study(ies)

Market Study

Capital Needs Assessment (if applicable)

Application Fees

\$10,000 up to 8 Responsible Owners with fewer than 3 PIS projects

\$7,500 up to 8 Responsible Owners with 3 or more PIS projects

\$2,000 for CHDO Applicants

NOTE:

Fee of \$1,000/each Responsible Owner (individual or entity) exceeding 8.

APPLICATION SUBMISSION REQUIREMENTS

APPLICATION FORMS AND DOCUMENTS

2-hole punched

Smead® Pressboard Fastener Folder with SafeSHIELD Coated Fasteners, 3" expansion, legal size, 60% recycled, Gray/Green, Smead® Item #19944 (available at Office Depot® or Office Max® Item #935783)

Digital (PDF) Copies: *Each form must be saved individually by listing the AHFA form number, form title, and name of project.*



2a. Ownership Entity forms - ABC Estates



2b. Credit Authorization forms -ABC Estates



3a. Market Study Certification-ABC Estates



3b. Market Study- ABC Estates

APPLICATION SUBMISSION REQUIREMENTS

**Authority DMS
Document
Upload**

- Market Study, Engagement Letter & Certification
- Environmental Site Assessment Report(s)
- Capital Needs Assessment (if applicable)

**Separate
(at least one for each report),
3-ring binders
(tab all appendices)**

- Market Study, Engagement Letter & Certification
- Environmental Site Assessment Report(s)
- Capital Needs Assessment (if applicable)

NOTE:

Binders should be sized appropriately to contain the identified materials
more than one per study/report may be used if necessary – please number accordingly

APPLICATION SUBMISSION REQUIREMENTS

DESIGN QUALITY STANDARDS / CONSTRUCTION MANUAL

AHFA Construction Standards

Inspection and Report Requirements



HOME & HOUSING CREDIT APPLICATION PROCESS

MISSING / INCOMPLETE

Missing / Incomplete Document	Required Fee	Missing Item Occurrence Rate
Missing / Incomplete Application Document	\$2,000 / document	1 / document
Incomplete 3 rd Party Report	\$2,000 / report	1 / document
Requests for additional information or clarification of 3 rd Party Report(s)	\$2,000/ report for 5 or more	1 for 5 or more clarifications / report

NOTES:

- **Any application with eight (8) or more missing items occurrences will result in an automatic termination of the application.**
- If AHFA determines that any threshold requirement is missing or fails to materially adhere to the AHFA defined standards during the completeness review, the application will be terminated.
- **Missing / Incomplete items do not include point scoring items.**

HOME & HOUSING CREDIT APPLICATION PROCESS

FUNDING PRIORITIES

1. Highest scoring project per county with ownership by an AHFA approved CHDO until regulatory 15% CHDO set-aside is met.
2. AHFA will fund 2 projects in the same county or city only if the one of the projects:
 - **received a HOME Loan from AHFA,**
 - **has at least 85% occupancy, and**
 - **has either (a) repaid the HOME Loan in full, OR (b) closed a 15-year extension of the debt evidenced by the outstanding HOME loan.**

HOME & HOUSING CREDIT APPLICATION PROCESS

ALLOCATION CHANGES

Previously funded HOME projects may compete for HCs if:

- Completed the entire 20-year Affordability Period and
- Closed a 15-year extension of the original HOME loan or repaid the principal and accrued.

NOTE: Projects are not eligible for a Qualified Contract until the 19th year of the Extended Use Period (4 years after the 15-Year Compliance Period).

HOME & HOUSING CREDIT APPLICATION PROCESS

ALLOCATION CHANGES

If HOME Funds are available **after the Competitive Cycle** they may be utilized as follows:

- Multifamily Housing revenue Bond new construction applications considered on a first-come, first-served basis for applications received between Sept. 1, 2020 – Dec. 1, 2020.
- Any HTF application which requires additional sources of funds to make it feasible.

HOME & HOUSING CREDIT APPLICATION PROCESS

THRESHOLD CHANGES

AHFA funded HOME-only and HTF-only Projects will be excluded from the 2-mile radius requirements.

HOME & HOUSING CREDIT APPLICATION PROCESS

TIEBREAKER CHANGES

The following tie breaker was **added** as #7 to the 2020 HOME & Housing Credit Plans:

Tie among 2 or more non-profit owners -least amount of aggregate participation by any one Developer.

Aggregate participation is defined as the total of all Housing Credit and HOME/Housing Credit applications recommended for allocation in the current application cycle.

HOME & HOUSING CREDIT APPLICATION PROCESS

SCORING CHANGES

Amenities were further defined as follows:

The Exterior Security Package for the Project must include, at a minimum, the following:

- Alarm (sound and/or third-party monitored) system at the clubhouse/community building, resident manager's office and laundry.
- Camera/video monitoring system to provide visibility of all pedestrian and vehicular traffic of all main Project entry and exit points, parking lot and Project amenities.
- Lighting of all Project amenities, parking lot(s), and all Project entry and exit points.

HOME & HOUSING CREDIT APPLICATION PROCESS

SCORING CHANGES

The Outdoor Fitness Activity Area must provide:

- 3 separate types of commercial grade outdoor fitness equipment with a minimum of 3 exercise activities.
- An instructional sign on the usage of fitness equipment must be placed by each type of fitness equipment.

HOME & HOUSING CREDIT APPLICATION PROCESS

SCORING CHANGES

Points will be awarded for fully executed firm commitments for permanent financing **only** from the following list of AHFA-approved sources of new funds:

- Federal Home Loan Bank for Affordable Housing Program (AHP) funds
- HOME funds (not awarded by AHFA)
- USDA Rural Development 515 funds
- CDBG (Entitlement, State, Mitigation and Disaster Recovery Programs)
- CHOICE Neighborhood funds
- Neighborhood Works Capital Grant

HOME & HOUSING CREDIT APPLICATION PROCESS

SCORING CHANGES

The percentage of units for points for HUD rental/operating assistance commitments was reduced from 50% to 25%.

Points will be given to Responsible Owners that currently own and have previous successful experience in the development of Active AHFA projects that received a Housing Credit Reservation letter of HOME Written Agreement in **2000** or later.

HOME & HOUSING CREDIT APPLICATION PROCESS

DEADLINE CHANGES

The timeframe for applicants to provide missing and/or incomplete items was increased from 5 to 7 business days.

The deadline for approved applicants to submit the Certificate of Existence from the Secretary of State and the IRS Form #SS-4 assignment of Employer Identification Number was extended from 15 to 30 days.



APPLICATION FORMS

APPLICATION FORMS

FORMS ARE A
REFERENCE TOOL
FOR THE ONLINE
APPLICATION.

COMPLETE ALL
FORMS PRIOR TO
STARTING ONLINE
APPLICATION.

- Deviation Request Form
- 2020 Application Log
- Chief Executive Officer Information Form
- Scheduled of Real Estate Owned Form (I,II,II)
- Management Verification Form
- Site / Project Information Form
- Disabilities/Homeless Election Form & Best Practices for MOU

APPLICATION FORMS

DEVIATION REQUEST FORM

Deviation Request Form

A fully completed version of this Deviation Request Form (DRF), along with all supporting documentation, must accompany each applicant/owner request for any deviation(s) from AHFA's **Choose a Year** Design Quality Standards and Construction Manual. The DRF will require AHFA's written approval and may be only submitted under the following scenarios:

- **Prior to submitting your final application:** Please submit the DRF to AHFA at least thirty (30) days prior to each applicant's final application submission.
- **During the construction period:** Each DRF must be approved by AHFA before any work commences or any deviation is made on the construction site.

All requested deviations will be subject to the appropriate fee(s) published at www.ahfa.com/multifamily/multifamily_fees.aspx.

Please submit your DRF, along with all supporting documentation, via email to ahfa.mf.general@ahfa.com and place "Deviation Request: Applicant's Project Name" in the subject line.

Date: Click here to enter a date.

Project Name: Project Name

Project Application Number:

Owner Name: Owner

Owner Address: Owner Address

Owner Contact: Owner Contact Name

Contact Phone: xxx-xxx-xxxx

Contact Email: name@yourmail.com

Addendum	Section	Pg #	Specific Requirement (copy and paste text from DQS)	Requested Deviation (provide reason for request)	Approved /Denied
Choose an item.	Section ID	Pg #	DQS Requirement	Proposed Deviation Description	AHFA

NOTE: Not in Forms Package. See *Documents Required Prior to the Submission of the Application* section of **Apply for Funding Page**. This is due to AHFA on **Monday, 1/13/2020**.

APPLICATION FORMS

APPLICATION LOG

A	B	C	D	E	F	G	H	I	J	K	L	M	N
2020 Application Log													
AHFA Staff Only													
Date	Time	Initials	\$10k fee, less than 3 AHFA projects	\$7500 fee 3 or more AHFA projects	\$2K CHDO Fee	Additional Application Fee	\$500 HTF App Fee	Project #	Project Name	Project Address	City	ZIP	Cou

NOTE: Not in Forms Package. See *Documents Required Prior to the Submission of the Application* section of **Apply for Funding Page**. Complete only the Yellow section. This is due to AHFA on **Monday, 2/10/2020**.

APPLICATION FORMS

CHIEF EXECUTIVE OFFICER INFORMATION FORM

A. CHIEF EXECUTIVE OFFICER INFORMATION FORM					
Applicant should complete this form in its entirety and submit three copies of the form. The applicant must include a FedEx or UPS shipping envelope along with two copies of a prepaid preprinted delivery label for AHFA to use in sending notification of receipt of the project application to the Chief Executive Officer where the proposed project is located. The CEO should be the mayor unless the project site is located in an unincorporated area. If that is the case, the Commissioner's information should be provided.					
CHIEF EXECUTIVE OFFICER (CEO) INFORMATION					
Local CEO Name	Office Held (Mayor, Commissioner)	City	N/A	County	
CEO Physical Delivery or Physical Mailing Address		Is the site located in an unincorporated area?	YES	NO	
CEO Phone Number					
CEO Email Address					
PROPOSED PROJECT INFORMATION					
Project Name		Project Address		AHFA Application #	
Project Type	Funding Types Requested (select all)	Target Tenants	# of Units	Current Zoning Classification	
New Construction	HOME	Multifamily			
Acq./Rehab.	Housing Credits	Elderly			
Adaptive Reuse	Housing Trust Funds				
	MF Revenue Bonds				
PROPOSED PROJECT OWNER INFORMATION					
Ownership Entity Name					
Owner Mailing Address					
Owner Contact					
Owner Contact Phone Number					
Owner Contact Email Address					
Owner Contact Company					
LEGAL DESCRIPTION					
Provide a written legal description and parcel ID in the space provided below. If the space provided is not sufficient, please type "refer to Exhibit A" and attach the complete legal					
Parcel ID:					

Complete Yellow Cells

Identify CEO:

City Limits – Mayor

Unincorp. Area – County Comm.

FedEx or UPS Delivery Envelope:


2 CEO Information Forms

2 Prepaid Delivery Labels

APPLICATION FORMS

SCHEDULE OF REAL ESTATE OWNED FORM (PART I)



14a Schedule of Real Estate Owned (Active AHFA Projects) Part 1 2020	
<p>The projects provided on this Schedule of Real Estate Owned (Active AHFA Projects), that meet the requirements listed below, will be counted for owner experience in the 2020 application cycle for the Responsible Owner listed below. This form should be completed for each Responsible Owner. Do not combine multiple organizations or individuals on one form.</p> <p>Complete the Information below for all Active AHFA Projects that received a Housing Credit Reservation or HOME Written Agreement in 2000 or later.</p> <p>Projects should be listed in descending order, listing the most recent Active AHFA Project first. Do not include projects approved but not yet Placed in Service.</p> <p><input type="checkbox"/> The Responsible Owner listed below does not own any Active AHFA Projects. </p>	
Date:	<input type="text"/>
Project Name:	<input type="text"/>
Responsible Owner Name:	<input type="text"/>
Organization Number:	<input type="text"/>
Active AHFA Projects Since 2000	
<u>Project Name</u>	<u>Project Number</u>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>


SCHEDULE OF REAL ESTATE OWNED FORM (PART 2: NON-AHFA)

Total number of Non-AHFA PIS units owned	Most Recent Placed in Service Date	Date of Ownership	Project Type (Market Rate or Affordable)	# of Units	# of Low-Income Units	Current Occupancy %	Total Debt/Mortgage Balance	Funding Source(s) (Name of entity, contact person, and phone number)	Annual Gross Income	Annual Operating Expenses	Net Operating Income	Annual Debt Service	Net Cash Flow after Debt
1) Project Name: Project Address:(street, city,state , zip) 													

Page 1

APPLICATION FORMS

SCHEDULE OF REAL ESTATE OWNED FORM (PART 3)

Schedule of Real Estate - Approved and/or 14a Under Construction (AHFA and non-AHFA) Certification Part 3 2020							Name of Responsible Owner
Section I: Complete the information in this section for all multifamily projects the above referenced Responsible Owner currently has approved and/or are currently under construction. (Include additional copies of this form as needed).							
<input type="checkbox"/> The Responsible Owner currently does not have any multifamily projects approved and/or under construction. 							
Project Name	State	Project Type (NC, Rehab, or ACQ/Rehab)	# Units	# Low- Income Units	Anticipated Place in Service Date	Total Project Cost	Funding Source(s) (Name of financing entity, contact person, and phone number)

APPLICATION FORMS

AHFA 2020 MANAGEMENT VERIFICATION FORM

19c AHFA 2020 Management Company Verification Form

The projects provided on this verification form will be counted for Management Company experience in the 2020 Competitive Application Cycle for the Management Company listed below.

Management Companies should provide copies of the completed verification form to any/all 2020 project Applicant Packages with whom they will be affiliated.

To qualify for maximum points, Management Companies with fewer than ten (10) AHFA Projects or 1,000 low-income units listed on this form should also provide the AHFA Management Company Relevant Experience Form, if applicable, to any/all 2020 Projects.

☐ The Management Company listed below does not manage any AHFA Projects.

Date:

Project Name:

Project Number (if available):

Management Company DMS Organization Code:

Management Company Name:

Management Company Address:

Contact:

Phone:

Email:

Number of Projects	AHFA Project Number	Project Name	Apartment City	Number of Units	Total Number of Low-Income Units
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APPLICATION FORMS

SITE INFORMATION FORM



Provide only:

Driving Directions

- Neighborhood Description
- Existing Structures

Provide Maps/Photos as Indices for:

- Checklist Items 30d – 30j
- Checklist Item 55

30a	Site/Project Information Form 2020
Project Name: <input type="text"/>	
Address: <input type="text"/>	
<p>TO ENSURE AHFA STAFF OR ITS DESIGNEE CAN IDENTIFY THE CORRECT PROPERTY: ALL PROPERTY CORNERS MUST BE CLEARLY MARKED (with stakes, survey tape, or other markings particular to the site) AND A SIGN AT LEAST 12" X 24" MUST BE PLACED AT THE PROPOSED ENTRANCE. (Do not indicate financed by AHFA or future AHFA development on the sign).</p>	
<p>a. Provide driving instructions to the Project site from Montgomery. (Be specific; Include left or right turn directions, landmarks, etc. Refrain from using only Mapquest or Google Maps directions)</p> <div><input type="text"/></div>	
<p>b. Describe the neighborhood where the site is located, noting other types of developments in the immediate area, i.e., residential, commercial, industrial. Discuss the suitability of the site for the proposed/existing development.</p> <div><input type="text"/></div>	
<p>c. Describe any existing structures (shack, schoolhouse, mobile home, barn, etc) or improvements on the site. Describe the site sign and the specific site markings.</p> <div><input type="text"/></div>	

APPLICATION FORMS

DISABILITIES / HOMELESS ELECTION FORM

If Approved for Funding, Owners Must:

Actively market to target tenants
Maintain separate waiting list

If Not Filled within 90 Days:

Notify AHFA
and Service Provider
May rent to otherwise
eligible tenant

MOU:

Best Practices
Executed by Responsible Owner,
Management Company
& Service Provider

42a		Disabilities/Homeless Election Form <small>2020</small>	
The Project can receive a point preference for providing a minimum set-aside of five percent (5%) of the total proposed units for tenants with disabilities and/or homeless populations. Please see the requirements below for committing to provide the set-aside units for disabled and/or homeless populations.			
Project Name:	<input type="text"/>		
Project Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
1) Total # of Units in the Project:	<input type="text"/>	Required Documents	
2) Total # of Set-Aside Units:	<input type="text"/>	Marketing Plan <input type="text"/>	
3) Set-Aside %	<input type="text" value="#DIV/0!"/>	Preference Plan <input type="text"/>	
		List of Local and/or Regional Service Providers Contacted <input type="text"/>	
		Executed MOU <input type="text"/>	
Owner's Certification			
I, the undersigned Responsible 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 Responsible Owner of the above listed Project will set-aside the amount stated in item number three (3) above 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 Housing Revenue Bond financing, I will furnish AHFA with the rent roll and any other documentation requested by AHFA evidencing the qualifying units.			
Print Name:	<input type="text"/>	By:	<input type="text"/>
			(Signature)

APPLICATION FORMS

ORIGINAL SIGNATURES

Original Signatures are Required on the following forms:

- Statement of Application and Certification
- Signature Authorization
- Financial Statements
- Credit Authorization
- Architect Certification



HTF REQUIREMENTS

HTF REQUIREMENTS

OVERVIEW

- Federal Program
- Goal is to increase decent, safe, and sanitary affordable housing for extremely low-income (ELI) and very low-income (VLI) households.
- May be used for a production of new construction rental housing.
- Must adhere to a minimum 30-year affordability period.
- Reduce the number of homeless individuals and families.
- Alabama's program further encourages provision of veteran housing.

HTF REQUIREMENTS

OVERVIEW

Focus of the PY19 – PY20 Plans targets ELI veteran, homeless, populations with mental or physical disabilities.

AHFA will accept HTF applications as follows:

- Remaining 2018 and 2019 Funding Pool – March 6, 2020
- 2020 Funding – Open Cycle
- 1st time applicants and prior HOME/HC or HC awardees may apply
- See www.AHFA.com/multifamily/allocation-application-information for details

HTF REQUIREMENTS

ELIGIBLE ACTIVITIES

New Construction of Rental Housing

Single Family Homes

Duplexes

Multifamily Residential

Must meet AHFA's Design Quality Standards and Construction Manual for construction of attached new construction rental units or single-family rental homes.

HTF REQUIREMENTS

ELIGIBLE RECIPIENTS

Recipients must

1. Assure compliance with HTF requirements from application throughout 30-year compliance period.
2. Demonstrate ability and financial capacity to undertake, comply and manage the activity.
3. Demonstrate familiarity with other programs which may be used in concert with HTF.
4. Demonstrate experience and capacity to conduct HTF activity through multifamily rental housing history.

Must be in good standing with AHFA and other state housing finance authorities, ADECA, HUD, and USDA Rural Development.

Must be determined credit worthy, financially sound and lawful.

HTF REQUIREMENTS

HOUSING PRIORITIES 2020

Category	Points	Criterion
Geographic Diversity	10	Non-Metropolitan Areas
Applicant Capacity	15	Demonstrated history of serving Homeless Veterans / ELI Veterans.
Applicant Capacity	10	Demonstrated history of serving other ELI populations with physical or mental disabilities.
Rental Assistance	25	Secured federal, state, local project-based and/or rental assistance voucher(s).
Duration of HTF Affordability Period	5	Demonstrate capacity to remain financially feasible additional 5 years.
Leveraging – Other non-federal funding sources.	25	\$75,001+ per unit
	15	\$50,001 - \$75,000 per unit
	10	\$25,000 - \$50,000 per unit

HTF REQUIREMENTS

ALLOCATION & AWARDS

Program Year	Available Funding	Subsidy Limits
		1 Bedroom
		2 Bedrooms
		3 Bedrooms
PY 2018	\$2,600,000	\$58,333 \$116,666 \$175,000
PY 2019	\$2,700,000	\$64,166 \$128,333 \$192,500
PY 2020*	\$2,700,000	\$87,000 \$128,333 \$192,500

* The PY 2020 HTF Allocation Plan is pending HUD approval.

HTF REQUIREMENTS

ALLOCATION & AWARDS

PENDING NATIONAL HOUSING TRUST FUND APPLICATIONS		
South Oak Apts. I	Lee County	16 HTF Units
South Oak Apts. II	Lee County	32 HTF Units
South Oak Apts. III	Lee County	46 HTF Units

AWARDED NATIONAL HOUSING TRUST FUND APPLICATIONS			
Appaloosa Run	Covington County	3 HTF Units	HTF Award \$408,332
Cottages at Four Points	Montgomery County	16 HTF Units	HTF Award \$2,800,000
Cottages at Georgia Road	Jefferson County	8 HTF Units	HTF Award \$933,328
Trinity Lake	Lee County	3 HTF Units	HTF Award \$449,160
Village at Rock Springs	St. Clair County	4 HTF Units	HTF Award \$513,330
Juanita Hill Place	Jefferson County	6 HTF Units	HTF Award \$513,330

HTF REQUIREMENTS

DEVIATION REQUESTS

Deviation Request Form

A fully completed version of this Deviation Request Form (DRF), along with all supporting documentation, must accompany each applicant/owner request for any deviation(s) from AHFA's Choose a Year Design Quality Standards and Construction Manual. The DRF will require AHFA's written approval and may be only submitted under the following scenarios:

- **Prior to submitting your application:** Please submit the DRF to AHFA at least thirty (30) days prior to each applicant's application submission.
- **During the construction period:** Each DRF must be approved by AHFA before any work commences or any deviation is made on the construction site.

All requested deviations will be subject to the appropriate fee(s) published at www.ahfa.com/multifamily/multifamily-programs

Please submit your DRF, along with all supporting documentation, via email to ahfa.mf.general@ahfa.com and place "Deviation Request: Applicant's Project Name" in the subject line.

Date: 10/20/2017

Project Name: Project Application Number:

Owner Name: Owner Address:

Owner Contact: Contact Phone: x. Contact Email:

Addendum	Section	Pg #	Specific Requirement (copy and paste text from DQS)	Requested Deviation (provide reason for request)	Approved /Denied
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HTF REQUIREMENTS

THRESHOLDS

34a		Applicant Capacity and Beneficiary Form <small>HTF 2019</small>	
<p>Funding priority will be given to the applicants providing historical evidence of serving extremely low income (ELI) veteran populations and/or ELI populations with physical or mental disabilities. Funding priority will also be given for targeting the rental housing needs for ELI veterans or ELI persons with physical or mental disabilities, with incomes at or below the poverty line (whichever is greater). In order to receive funding priority, you must fully and accurately complete this form, provide a detailed marketing narrative that contains the requirements listed below.</p>			
Project Name:		<input type="text"/>	
Project Address:		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
<u>Proposed Units</u>		<u>Targeted Population</u>	
Total # of Units in the Project:	<input type="text"/>	ELI Veterans (homeless/at risk of homeless/mental illness)	<input type="text"/>
Total # of Targeted Units in the Project:	<input type="text"/>	Extremely Low Income populations with physical or mental disabilities	<input type="text"/>
		Both	<input type="text"/>
		<u>Required Documents</u>	
		Detailed Marketing Narrative <input type="text"/>	
Owner's Certification			
<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 as the owner of the above listed project, I will serve either ELI veterans or ELI populations with physical or mental disabilities. I further agree that, subsequent to this certification and prior to the final allocation of Housing Trust Funds (HTF), I will furnish AHFA with the rent roll and any other documentation requested by AHFA evidencing the qualifying units and market information.</p>			
Print Name:		By: <input type="text"/>	
		(Signature)	
Date:		Its: <input type="text"/>	

HTF REQUIREMENTS

HTF APPLICATION

HTF Applications are accepted for:

Stand-alone HTF applicants

Applicants which received 2018 or 2019 HOME or
HOME/HC Awards

<http://www.ahfa.com/multifamily/multifamily-programs/housing-trust-fund>

Check funding availability or email questions/issues to:

ahfa.mf.application@AHFA.com



AHFA AUTHORITY DMS ONLINE MANAGEMENT SYSTEM



2020 DMS ONLINE

OVERVIEW

AHFA AUTHORITY DMS ONLINE APPLICATION

- Hard copy must be printed and included with the Application Package
- Register and Affiliate Organizations
- Returning users should not register in DMS
Use existing credentials and organizational code
- Upload Market Study & Certification

2020 DMS ONLINE

SYSTEM LOG IN

AHFA DMS Authority Online

Welcome to the DMS Authority 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:

Login

[Forgot Your Password?](#)

HTTPS://MULTIFAMILY.AHFA.COM/AUTHORITYONLINE/DEFAULT.ASPX

2020 DMS ONLINE

PRINT APPLICATION

PRINT FROM
EITHER CHROME
OR FIREFOX
BROWSERS



STEP 1:

Select **Print Application** from menu.

STEP 2:

Select **Print** from the Toolbar.



MARKET STUDY REQUIREMENTS



UNDERWRITING UPDATES

UNDERWRITING

HOME LOAN STRUCTURE

The structure of the loans made under Alabama's HOME Program will be determined based upon AHFA's assessment of the proposed project's ability to address the needs as identified by this HOME Action Plan. The amount of HOME Funds to be allocated to any project will not exceed the amount, determined by AHFA, needed to make the project economically feasible. The amount, terms and rate structure will be set by AHFA. General loan guidelines are as follows and are subject to change at AHFA's discretion:

- 1) Loan Terms and Repayment: HOME Funds will be allocated to approved projects in the form of a loan(s). AHFA may allocate HOME Funds to an approved project(s) in the following ways:
 - (i) The HOME loan will bear an interest rate of one-half of one percent (1/2%) accrued annually with all principal and accrued interest payments due at the end of the 20th year. In the event of default, AHFA the right to set a default rate in excess of the prevailing Prime Lending Rate applicable at the time of default; or

UNDERWRITING

HOME LOAN STRUCTURE

(ii) If a project with a conventional loan in excess of \$750,000 is not financially feasible, the project may combine the loan structure described in item (i) above with a second loan from AHFA that will bear an interest rate of one percent (1%) and fully amortizes within twenty (20) years with required quarterly principal and interest payments. The loan will be in first position relative to any other proposed Soft Debt for the project. The loan will require a minimum Debt Service Coverage ratio of 1.20:1 and if not repaid will result in foreclosure. AHFA will determine the allowable operating expense per unit based on historic and current HOME and Housing Credit properties' financial statements.

UNDERWRITING RESERVES

AHFA will require the Project to establish and maintain throughout the Extended Use Period a minimum operating reserve. The operating reserve will be an amount equal to four months of the projected first year operating expenses (including replacement reserve payments) plus two months of debt service.

AHFA will require the Project to establish and maintain throughout the Extended Use Period a minimum replacement reserve account of (a) \$250 per unit annually for new construction projects for the elderly, and (b) \$300 per unit annually for all other projects.

UNDERWRITING

5-YEAR UNDERWRITING DATA

Operating and First Mortgage	2019	2018	2017	2016	2015
<u>Assumptions</u>					
Vacancy Rate	7%	7%	7%	7%	7%
Maximum Expenses per Unit	\$4,700	\$4,600	\$4,500	\$4,425	\$4,375
Conventional Rate	7.00%	7.00%	7.00%	7.00%	7.00%
Conventional Term (HOME Term)	20	20	20	20	20
Debt Service Coverage	1.20	1.20	1.20	1.20	1.20
<u>Development Costs</u>					
Construction Period	12	12	12	9	9
Project Reserves	½ expense + 3mths DS	½ expenses + 3mths DS	½ expenses + 3mths DS	½ expenses + 3mths DS	½ expenses + 3mths DS
Developer Fee	15%	15%	15%	15%	15%
Housing Credit Price	0.87	0.86	0.88	0.95	0.90

UNDERWRITING ASSUMPTIONS

2020 Underwriting Assumptions

Vacancy Rate	7%
Maximum Expenses / Unit	\$4,800
Conventional Rate	7.00%
Debt Service Coverage	1.20
Housing Credit Price	TBD



ADDENDUM B – AHFA'S ENVIRONMENTAL POLICY REQUIREMENTS

ENVIRONMENTAL

KEY CHANGES

- Removed:**
- Summary Part A which listed page numbers for specific report information for all applications
 - Summary Part B which included Historic Preservation, Endangered Species, Farmland Protection and Wild & Scenic River documentation for HOME applications

- Radon:**
- New Construction – All zones require Radon Resistant New Construction (RRNC)
 - Rehabilitation – Testing results required for Zones 1 & 2

Housing Credit Projects ONLY: AFHA will allow a permanent passive vapor mitigation system only as stated in the 2020 QAP on page B-3 as part of a Voluntary Cleanup Plan

ENVIRONMENTAL POLICY REMINDERS

Radon:

- Use the Alabama Department of Public Health (ADPH) Radon Zones
- AHFA requires radon protection in all buildings, not just the residential

Environmental Assessment Checklist:

- Required on Funded HOME & Housing Trust Fund (HTF) projects
- Revised May 2019

Tips for working with your Environmental Professional:

Updated November 2019

Available at <http://www.ahfa.com/multifamily/environmental>

ENVIRONMENTAL

AHFA Environmental Information

<http://www.ahfa.com/multifamily/environmental>

HUD Exchange

<https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/>



FINAL INSPECTIONS - 8609s

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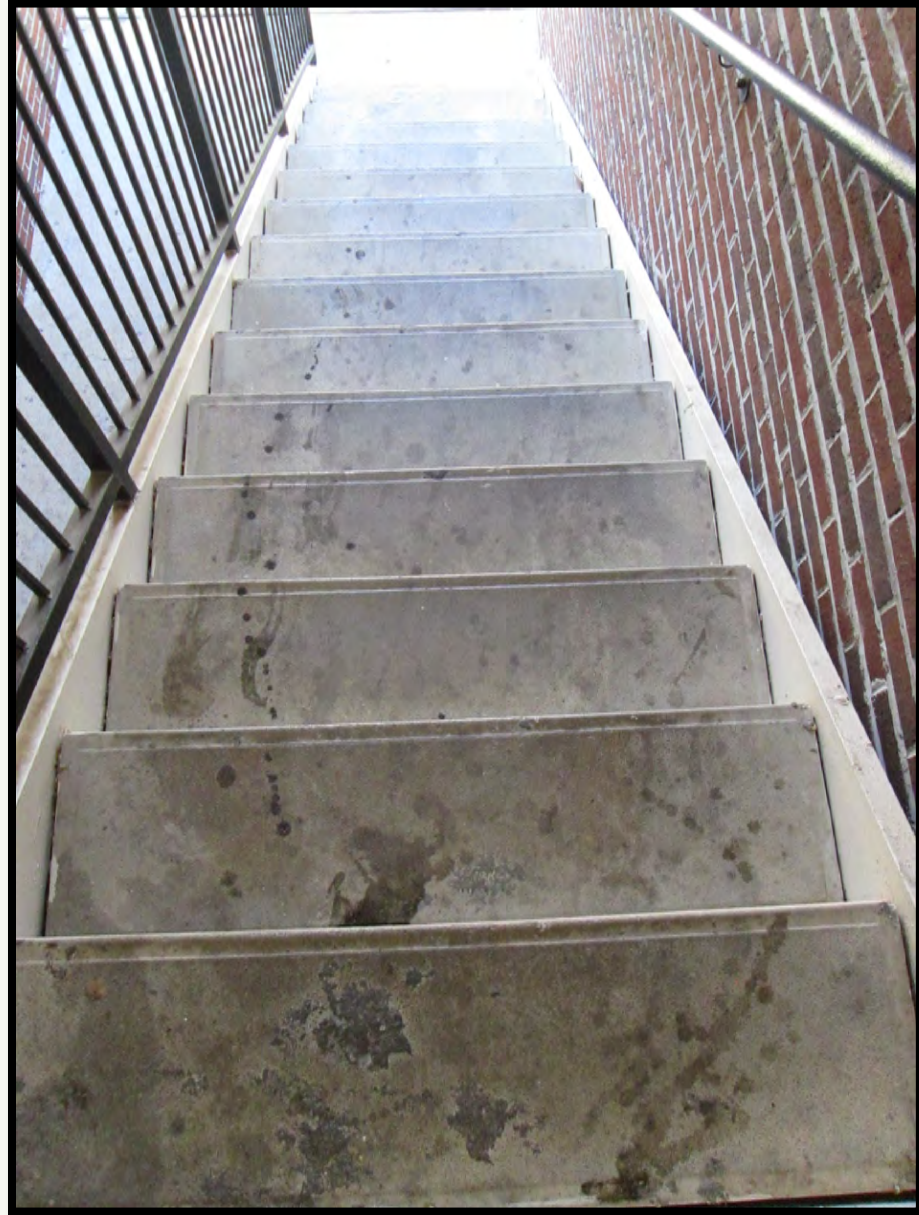
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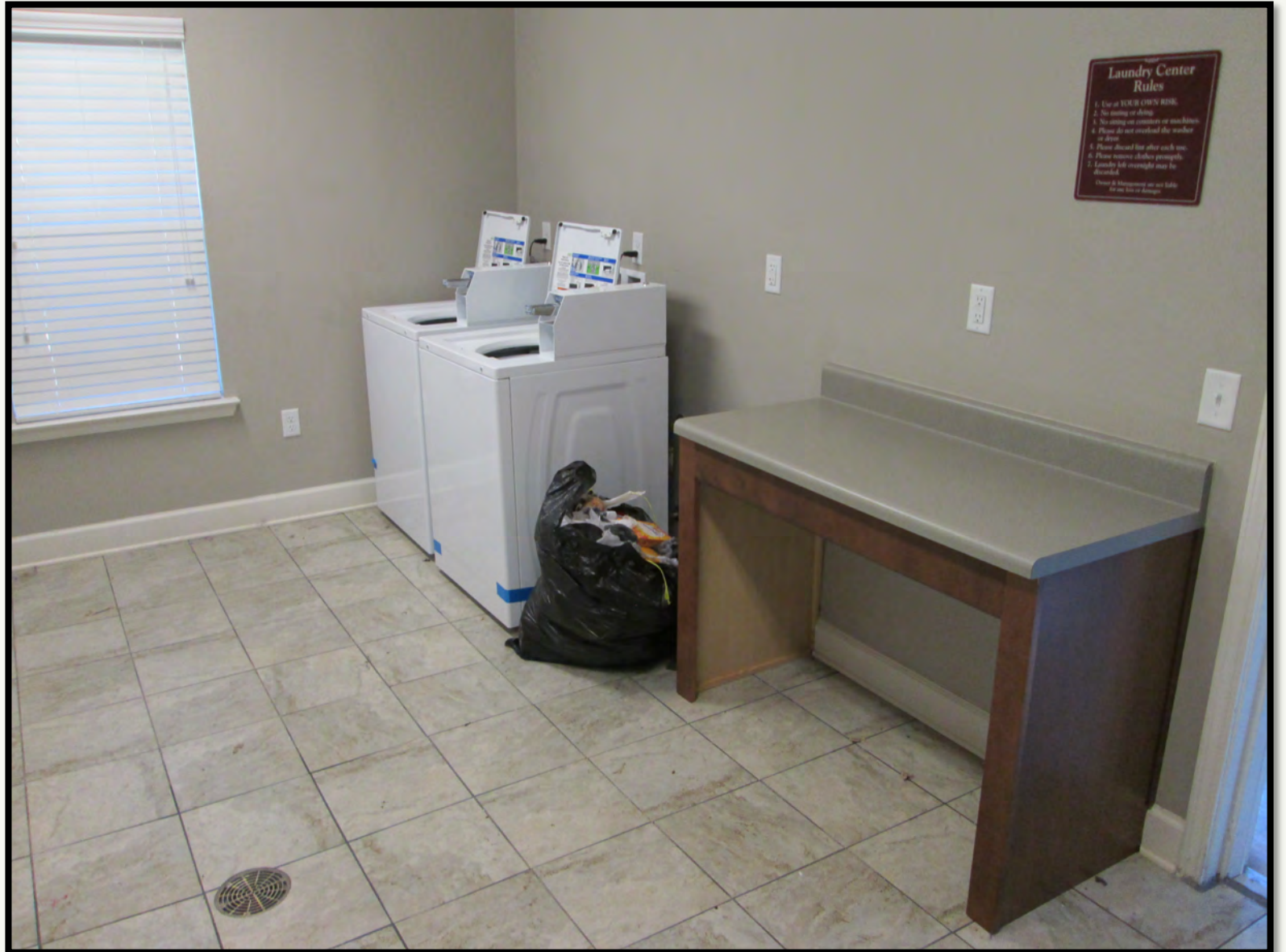
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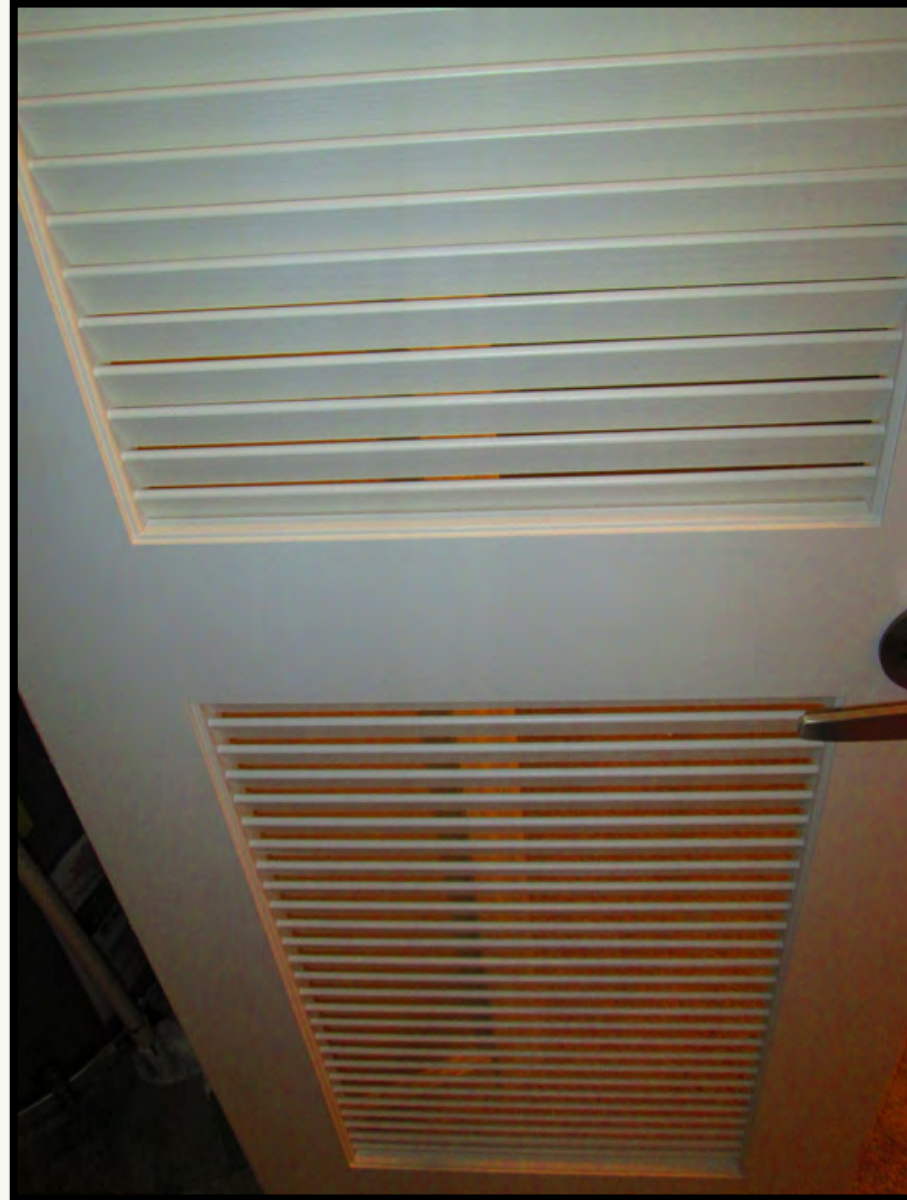
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COMPLIANCE & PENALTIES

COMPLIANCE

ADDENDUM D: I.B (REPLACED)

By February 1st of each year, all tenant events from January 1st through December 31st of the previous year must be placed into AHFA DMS. A point deduction, as described in Section II E 1 of Addendum D, will be applied to the Ownership Entity and the Management Company of a Project for failing to enter all tenant events as required.

NOTE: As February 1st falls on a Sunday, the deadline is extended to February 3rd.

COMPLIANCE

ADDENDUM D:

II.I.4 (F)

(ADDITION)

If AHFA DMS Event Details are not updated by the 15th day of each month for the prior month's tenant events for more than twenty-five percent (25%) of the household files inspected either a \$100 fee must be paid by the date specified by AHFA or a 1 point deduction will occur. Any findings related to this category that total twenty-five percent (25%) or less will be subject to the penalty criteria as defined in Section II I 5 herein.

NOTE: Please review your data for any issues and report them to AHFA immediately. The compliance department will work with you on resolving issues.

COMPLIANCE

ADDENDUM D: I.P. (ADDITION)

If Ownership Entity/Responsible Owner or Management Company acquires a Project and discovers the Project will require extensive file corrections, building or unit repairs, it must submit a report to AHFA within 60 days of taking possession of the Project. The report, which must be in a form acceptable to AHFA, must include both sufficient details of the repairs to be completed and a deadline to complete the repairs. If the repairs are not completed by the deadline, the point deductions will be assessed as described in Section II of Addendum D.

COMPLIANCE

ADDENDUM D:

II.H.7 (ADDITION)

If an Ownership Entity or Management Company fails to correct any noncompliance issues related to inspections with in the AHFA specified timeline and/or annual certifications, both will be immediately suspended until the noncompliance issues are corrected.

COMPLIANCE

ADDENDUM D:

II.I.1 (D)

(ADDITION)

Exposed electrical wiring or electrical hazards in tenant accessible areas for more than twenty-five (25%) of the total units inspected. Any findings related to this category which total twenty-five percent (25%) or less will be subject to the penalty criteria as defined in Section II I 5 herein.

COMPLIANCE

ADDENDUM D:

II.E.2(G)

REMOVED

& REPLACED

WITH II.I.2 (G)

Noncompliance issues, that have not incurred an automatic point deduction, found in more than 25% of inspected units.

COMPLIANCE

TIPS FOR CONTINUED SUCCESS

AHFA RECOMMENDS:

- Be aware of buffers for items which can be caused by household.
- Ensure Management Companies read the Compliance Addendum.
- Owners/Managers update the tenant event data in DMS monthly.



***INFORMATION CONTAINED IN THESE SLIDES IS PRESENTED
IN EXCERPTED/ABBREVIATED FORM.
AHFA ENCOURAGES POTENTIAL APPLICANTS TO REVIEW
THE COMPLETE APPLICATION PACKAGES INCLUDING THE
PLANS IN FULL CONTEXT BEFORE APPLYING FOR FUNDS.***