



ALABAMA HOUSING FINANCE AUTHORITY

# 2021

HOME | Housing Credits | Housing Trust Fund

## Competitive Application Cycle Information

March 2021

The slide features a green header with the AHFA logo and the year '2021'. Below the header, there is a photograph of hands pointing at architectural blueprints. To the right of the blueprints, there is a small inset image of several shovels stuck in the ground.

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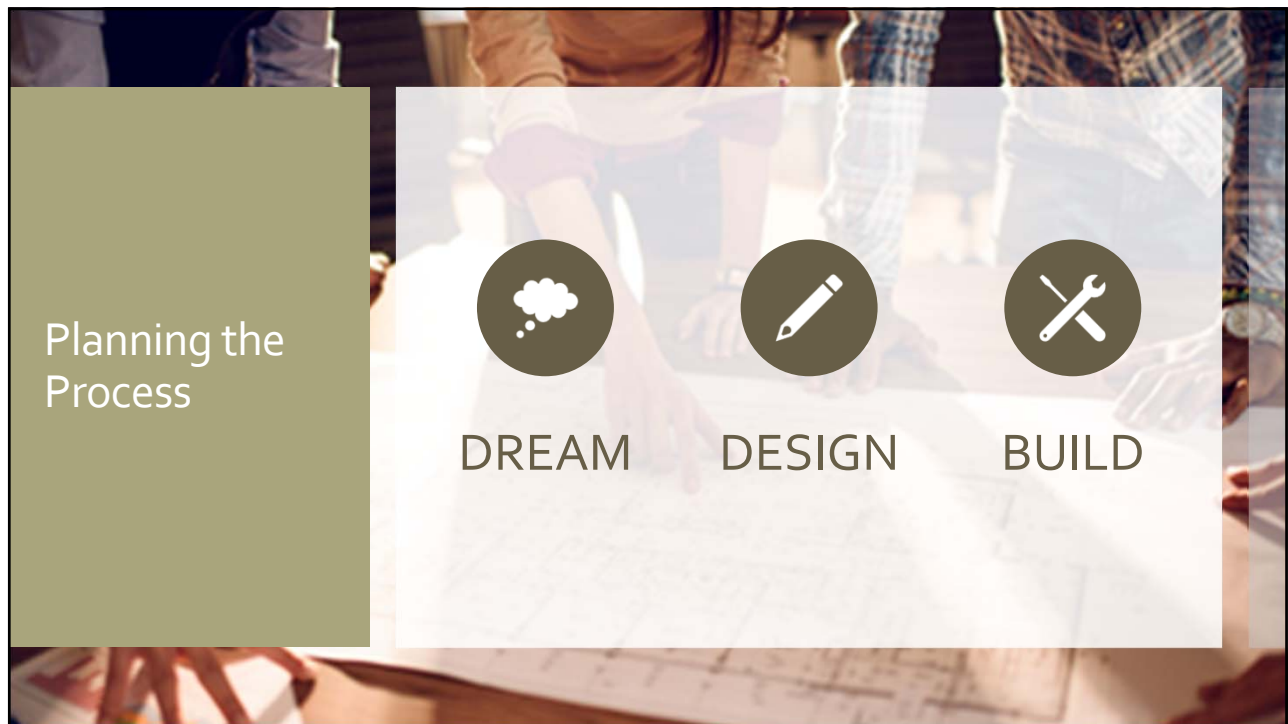
AHFA Application Resources

- Plans
- Application Forms
- Development Resources
- AHFA DMS Online

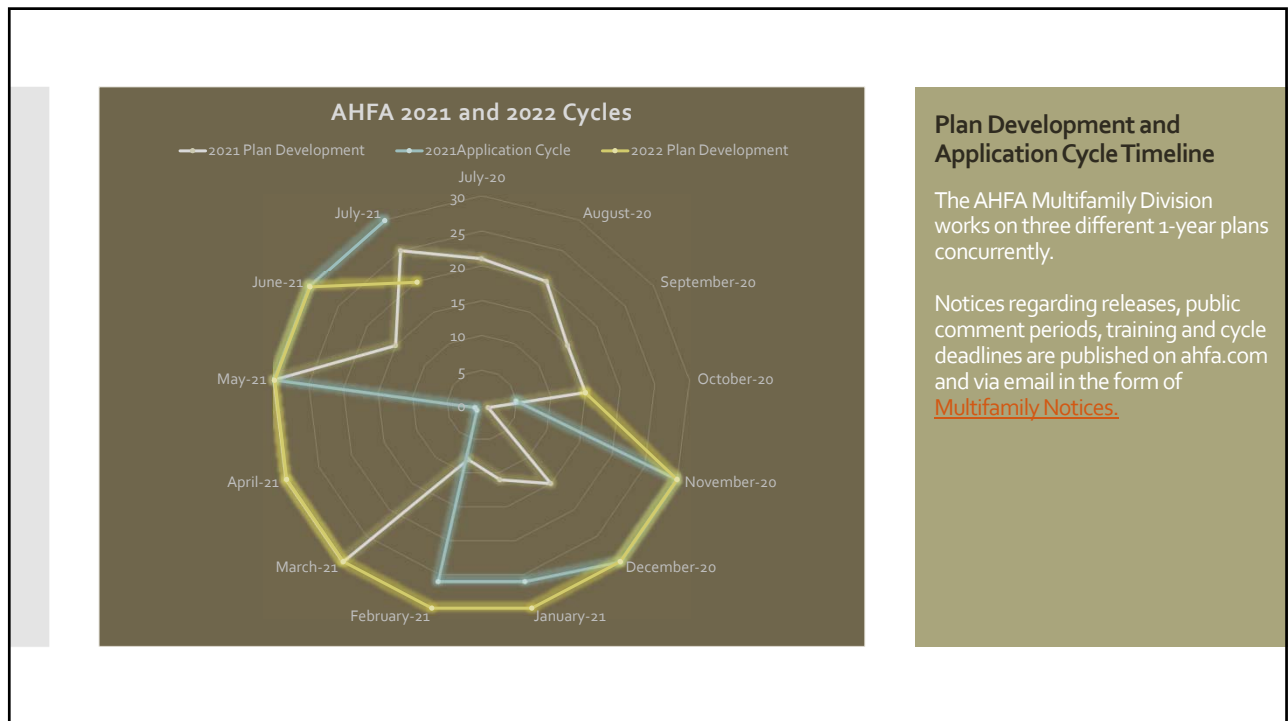
The slide features a large photograph of a modern, single-story house with a grey roof and blue siding. A white car is parked in the driveway. The house is surrounded by trees and landscaping. A black light pole stands in the foreground.

This Photo by Unknown Author is licensed under CC BY-NC-ND.

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Dates	Cycle Events
12/1/2020	CHDO Applications Submitted
1/26/2021	Application Package Released
3/3/2021	Eligible CHDOs Released
3/1/2021	Deviation Requests Due
3/29/2021	Application Logs Due
4/1/2021	Competitive Applications Due
TBD	2021 Award Announcement

**2021 Application Cycle**

NOTE: dates reflect adjustments made to the schedule due to COVID-19 related issues. Future dates indicated are subject to revision. Any changes to the schedule will be published and posted on [AHFA.com](https://www.ahfa.com).

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Funding	Housing Credit	HOME	HTF
Allocation	<b>\$9.3M Remaining</b> \$13.7M \$1.4 Returned \$5.8M FYBC	<b>Total \$11.3 M</b> \$11.3M (Est. PY21) TBD (Remaining PY20) TBD (Program Income)	<b>\$6.5M</b> (PY19 – PY21)
Set Asides	NP (10%) \$1.37M	CHDO (15%) \$1.6M	None
Caps	12% \$1.6M	20% \$2.2M	\$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 Cap

**2021 Competitive Allocation Estimates**

Figures are subject to change based on program changes by HUD or the IRS.

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Non-Profit	Project Name	Project County	Project City
Alabama Communities, Inc.	Evergreen Place	Etowah	Gadsden
Alabama Communities, Inc.	Pinson Ridge Senior Village	Jefferson	Pinson
Aletheia House, Inc.	Magnolia Trace	Montgomery	Montgomery
East Lake Community Development, Inc.	Mobile Elderly Housing	Mobile	Mobile

### Non-Profits Eligible to Compete for 2021 AHFA CHDO Set-Aside Funding

Applications were received on December 7<sup>th</sup> from 5 non-profits with 8 projects.

3 non-profits met AHFA eligibility requirements with 4 anticipated projects.

2021 CHDO Eligibility assessments were completed on March 3, 2021.

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## Tools for Success

Familiarity with Plans

Complete & Accurate Application

Understanding Application Forms

Strong Development Team Members







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### Application Package Formats

<a href="#">Application Forms Package</a>	Hard and Digital	<a href="#">Smead® Pressboard Fastener Folder with SafeSHIELD Coated Fasteners, 3" expansion, legal size, 60% recycled, Gray/Green, Smead®</a>
<a href="#">Environmental Assessment Study(ies)</a>	Hard and Digital	3-Ring Binder(s) DMS Upload
<a href="#">Market Study, Engagement Letter &amp; Certification</a>	Hard and Digital	3-Ring Binder(s) DMS Upload
Capital Needs Assessment	<b>As Applicable</b> Hard and Digital	3-Ring Binder(s) DMS Upload
Tab All Sections / Appendices within 3-Ring Binders Size Binders appropriately to contain the necessary materials.		

### 2021 Application Packages

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

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### 2021 Application Fees

Each Responsible Owner having	
i. fewer than 3 Placed In-Service Projects funded with Housing Credits and/or HOME Funds awarded by AHFA <b>AND</b>	\$10,000
ii. any Responsible Owner has one or more multi-family rental projects financed from non-AHFA sources.	
Up to 8 Responsible Owners having 3 or more Placed In-Service projects funded with Housing Credits and/or HOME Funds awarded by AHFA, regardless of whether any Responsible Owner has other multi-family rental projects financed from non-AHFA sources.	\$7,500
Each Responsible Owner having	\$7,500
i. fewer than 3 Placed in Service projects funded with Housing Credits and/or HOME Funds awarded by AHFA <b>AND</b>	
ii. no Responsible Owner has any multi-family rental projects financed from non-AHFA sources.	
AHFA-Approved CHDO applicants applying for HOME Funds regardless of the number of Placed in Service projects awarded by AHFA	\$2,000
An additional application fee will be due at the time of application submission for application(s) that have Ownership Entities exceeding 8 Responsible Owners. The amount of the fee will be \$1,000 per each owner (individual/entity) exceeding 8. This fee does not apply to the Investor Owner.	

### Application Fees

All application fees are non-refundable. If an application fee is returned due to insufficient funds, the application will terminate.

[See QAP Section I.D.](#)

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Missing / Incomplete Documents		
Missing and/or Incomplete Documents	Required Fee	Missing Item Occurrence
Missing and/ or incomplete application document(s)	\$2,000 per document	1 occurrence per document
Incomplete third-party report <sup>1</sup>	\$2,000 per report	1 occurrence per document
Requests for additional information or clarification of third-party report(s) <sup>1</sup>	\$2,000 for 5 or more per report	1 occurrence for 5 or more clarifications (or requests for additional information ) per report
<sup>1</sup> Applicant can supply missing and/or incomplete items with respect to environmental reports only to the extent permitted by <a href="#">Addendum B</a> , and this table applies only to such items.		

### Missing / Incomplete Items

Excludes Threshold Requirements, Material Environmental Findings, and Point Scoring Items.

An aggregate total of 8 or more missing item occurrences will result in the automatic termination of the application by AHFA.

[See QAP Section IC\(1\)](#)

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- The highest scoring project per county with ownership by an AHFA-Approved CHDO will be funded until the regulatory 15% CHDO set-aside is met.
- The highest scoring Housing Credit project and/or HOME project combined with Housing Credits will be allocated per county until all available 2021 Housing Credits and HOME Funds are allocated, subject to the following:  
AHFA will allocate Housing Credits to 2 projects in the same county or city only if both projects score high enough to be funded, are otherwise eligible to be funded under the 2021 HOME Action Plan, and one of the projects being considered has all of the following attributes at the time of application: (i) received a HOME Loan from AHFA, (ii) has at least 85% occupancy, and (iii) has either (a) repaid the HOME Loan in full, or (b) has closed a 15-year extension of the debt evidenced by the outstanding HOME loan.
- If all available 2021 Housing Credits have been allocated and available HOME Funds remain, the highest scoring HOME project combined with Housing Credits may be allocated per county, subject to a future-year Housing Credit allocation.

### 2021 FUNDING PRIORITIES

[See HOME Action Plan – Addendum A – Scoring A-2.](#)

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The minimum number of AHFA-approved Owner-Provided Services was reduced from 5 to 3.

Multifamily Housing Revenue Bond (MRB) applicants may submit, at the same time, an application for MRB and a competitive application provided both are:

1. Submitted during the Competitive Application Cycle.
2. Have the same Responsible Owners, and
3. The sites are located within ¼ mile of each other.

*The above-referenced applications are exempt from the 2-mile radius requirement. However, the exception does not apply to an application for MRB whose related competitive application is unsuccessful.*

#### 2021 APPLICATION THRESHOLD CHANGES

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- The Disability/Homeless Election Form, the marketing and preference plan, and executed Memorandum of Understanding for the 5% set-aside for tenants with disabilities or homeless populations will be submitted as reservation items instead of at the time of application.
- Points for rehabilitation (preservation) or replacement of existing or previously existing multifamily rental housing were increased from 1 to 2 points.
- Point deductions for sites adjacent to or within .3 miles of an incompatible use were reduced from 5 points to 2 points for AHFA-prior funded projects that are at least 85% occupied at the time of application.

#### 2021 APPLICATION SCORING CHANGES

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An applicant's first-time approved AHFA project must be 100% complete, according to the quarterly progress report, and 90% occupied before submission of a new application.

**HUD Replacement Housing Factor Funds and Capital Fund Program Funds** are exempt from this requirement.

#### 2021 APPLICATION NEGATIVE ACTION CHANGES

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#### SITE CONTROL REQUIREMENTS- Housing Credit Only

- Sales contract with a closing date 6 months from date of application submittal, with an option to extend the closing date an additional 6 months.
- 6-month purchase option with an option to renew for an additional 6 months
- Long-term leases must have a duration of at least 35 years.
- Site restrictions (see [Housing Credit QAP](#)) must be disclosed in the site control agreement and evidence of required approvals provided.

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## SITE CONTROL REQUIREMENTS- HOME Combined with Housing Credits

- 6-month purchase option (not a sales contract or long-term lease), with an option to renew for an additional 6 months.
- Site restrictions (see [HOME Action Plan](#)) must be disclosed in the site control agreement and evidence of required approvals provided.
- The option must not impose any obligation upon the potential buyer to purchase the property.
- The option must comply with [24 C.F.R. §58.22](#)

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## PROGRESS REQUIREMENTS- After Reservation

The list of [progress requirements after Reservation](#) were removed from the Plans and are provided at [www.ahfa.com](http://www.ahfa.com).

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Provide on a USB flash drive, One Complete **Digital (PDF)** Version of the Application Package submission items 1-50, including Third-Party Reports. (Digital copy must match exactly what was provided in original Application Package), the text of which shall be in a searchable format. Each form must be saved individually by listing the AHFA form number, form title, and name of project. Some items as specified will require both a **digital** and **hard** copy submittal.

<b>Hard Copy</b>	<b>Digital only</b>
<b>Bold type</b> denotes that AHFA provides the form or form letter. Original signatures required: Statement of Application and Certification, Responsible Owner Signature Authorization, and Architect Certifications.	
<b>Pre-Application Package Submittal Items</b> Deviation Request Form, any deviation requests from the AHFA Design Quality Standards and Construction Manual must be submitted for AHFA's approval at least thirty (30) days prior to the Application Package submission date. The Deviation Request Form and any supporting documentation should be submitted to <a href="mailto:ahfa.mf.general@ahfa.com">ahfa.mf.general@ahfa.com</a> . Application Log, complete and submit the Excel version of the Application Log for each application to the following email address: <a href="mailto:ahfa.mf.application@ahfa.com">ahfa.mf.application@ahfa.com</a> , during normal business hours and within the specified timeframe posted at: <a href="http://www.ahfa.com/multifamily/multifamily-notices">http://www.ahfa.com/multifamily/multifamily-notices</a> .	
<input type="checkbox"/> Deviation Request Form <input type="checkbox"/> Application Package Log	<input type="checkbox"/> Not Applicable
<b>Hard Copy Submittal Items ( These Items are to be submitted in both paper and digital format)</b> <i>The Application Package (unless otherwise specified) must be two (2) hole punched at the top of each page, and submitted in Smead® Pressboard Fastener with Safeshield® Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Smead® Item # 19944. (Office Depot®/OfficeMax® Item # 935783).</i>	
<b>1 <input type="checkbox"/> 2021 Multifamily Application Package Profile and Completeness Checklist</b>	
<b>2a <input type="checkbox"/> Non-Refundable Application Fee - \$10,000 for an application with up to eight (8) Responsible Owners applying on a single application that have less than three (3) placed-in-service projects funded with Housing Credits and/or HOME funds awarded by AHFA.</b>	<b>Or 2b <input type="checkbox"/> Non-Refundable Application Fee - \$7,500 for an application with up to eight (8) Responsible Owners applying on a single application whereas each Responsible Owner has three (3) or more placed-in-service projects funded with Housing Credits and/or HOME funds awarded by AHFA.</b>
<b>2c <input type="checkbox"/> Non-Refundable Application Fee CHDO Application \$2,000 for all proposed Community Housing Development Organization (CHDO) applicants applying for HOME funds regardless of the number of placed-in-service projects awarded by AHFA.</b>	
<b>2d <input type="checkbox"/> Non-Refundable Additional Application Fee (if applicable) An additional application fee will be due at the time of application submission for application(s) that have ownership structures exceeding eight (8) individuals and/or entities. The amount of the fee will be \$1,000 per each owner (individual/entity) exceeding eight (8). This fee does not apply to the investor limited.</b>	

## 2021 APPLICATION FORMS – Profile Sheet

The Application package submittal format has changed to reduce the number of items which will be submitted in hard copy. Please keep in mind that all items are to be submitted in the electronic format unless specifically stated otherwise (i.e., self-score form).

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3 Project Self Scoring Form 2021	
<b>Do not include this form in the digital copy.</b> Items listed below are partial excerpts from the 2021 Housing Credit QAP and HOME Action Plan (Plans). Please review the Plans for full context. Final scoring determination will be made by AHFA based on all Application Package documentation submitted.	
Application Number:	
Project Name:	
Type of Funds Requested:	
Construction Type:	
<b>A. POINTS GAINED</b>	
<b>1. Project Characteristics</b>	
<b>(i) Type of Construction (Maximum 33 Points)</b>	
<b>(a.) Upgrade with amenities (Maximum 25 Points)</b>	
<b>(4 points each)</b>	
Clubhouse/Community Room/Building	
Washer/Dryer provided in each unit	
Exterior Security Package	
Unit Security Package	
Storm Shelter	
Playground	
Outdoor Fitness Area	
Covered Picnic Pavilion	
Points Gained:	0

## 2021 APPLICATION FORMS – Self-Score Sheet

The self-score form is for the applicant's use only and does not determine the actual score calculated by AHFA. This form should not be included as part of the electronic submission.

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### A. CHIEF EXECUTIVE OFFICER INFORMATION FORM

Applicant should complete this form in its entirety. The applicant must include a FedEx or UPS shipping envelope and label with the application 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 that apply)	Target Tenants	# of Units
New Construction	HOME	Multifamily		
Acq./Rehab.	Housing Credits	Elderly		
Adaptive Reuse	Housing Trust Fund			
	MF Revenue Bonds			

### 2021 APPLICATION FORMS – CEO Form

Identify CEO: Within City Limits – Mayor  
Unincorporated Area- County Commissioner

Provide a Federal Express (FedEx) or United Parcel Service (UPS) prepaid and pre-printed shipping label addressed to the Chief Executive Officer (CEO). Handwritten shipping labels will not be accepted.

Placed within the FedEx or UPS shipping envelope include two (2) copies of the CEO Information Form and two (2) copies of the prepaid shipping label. The shipping envelope and prepaid shipping labels should not be 2 hole punched.

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<b>13b</b>	<b>Credit Authorization Form</b> 2021	Project Name: _____
<p>This form must be completed by each organization, Responsible Owner(s), member(s), shareholder(s), general partner(s), developer(s), general contractor(s), and management company to authorize AHFA to obtain a credit report for purposes of evaluating the Application Package. Newly formed entities must complete the form and select the "Newly formed" option below. <b>Original signatures are required. Place this form in 9 1/2" x 12 1/2" clasp envelope and label the envelope "Credit Authorization Form". A physical address is required, a P.O. Box is not acceptable.</b></p>		
<input type="checkbox"/> Ownership Entity	<input type="checkbox"/> Beneficiaries	<input type="checkbox"/> Developer
<input type="checkbox"/> Members and/or Shareholders	<input type="checkbox"/> General Contractor	
<input type="checkbox"/> General Partners	<input type="checkbox"/> Management Company	
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: _____	
<b>Organization</b>		
Organization Name: _____		
Physical Organization Address: _____		
City: _____		
State: _____	Zip: _____	

### 2021 APPLICATION FORMS – Credit Authorization Form

Provide the full name of the organization or individual.

Do not use a P.O. Box as an address, a physical address is required.

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13c Personal Financial and Credit Statement 2021			
Statement of: _____		As of (M/D/Y) _____	
Personal Address: _____			
Email Address: _____			
Assets		Liabilities and Net Worth	
Cash on hand and in banks (Name of Depository)	(Balance)	Accounts Payable:	
		Notes Payable:	
		Debts Payable in less than one year (secured by real property):	
		Debts Payable in less than one year (secured by other assets):	
Accounts Receivable		Other current Liabilities (describe):	
Net of Doubtful Accounts:			
Notes Receivable			
Net of Doubtful Notes:			
Stocks and Bonds (from next page):			
Other current Assets (describe):		Total current Liabilities:	
		Debts Payable in more than one year (secured by real property):	
		Debts Payable in more than one year (secured by other assets):	
<b>Total Current Assets:</b>			

### 2021 APPLICATION FORMS – Personal Financial & Credit Statement Pt. 1

The personal address must be a physical address, not a P.O. Box and should match the personal address on page 2.

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13c Personal Financial and Credit Statement 2021							
(Continued)							
<u>Stocks and Bonds</u>							
Description	Cost	Market Value (at date of this statement)	If listed, name exchange				
<b>TOTAL:</b>			< This value on previous page				
<u>Real Property (Including Personal Residence)</u>							
Location and Description of Land and Buildings Owned	Age	Purchase Price	Market Value	Assessed Value	Mortgage Amount	Insured For	
<b>TOTAL:</b>						<On Previous Page	
The legal and equitable title to all of the above-described real estate is solely in my name, except as follows:							
<b>Location of Real Property</b>				<b>Name of Title Holder</b>			

### 2021 APPLICATION FORMS – Personal Financial & Credit Statement Pt. 2

If you do not own a personal residence, clearly indicate such on the form.


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**14a Schedule of Real Estate Owned (Active AHFA Projects) Part 1 2021**

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 2021 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.

Complete the Information below for all Active AHFA Projects that received a Housing Credit Reservation or HOME Written Agreement in **2000 or later**.

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.**

☐ The Responsible Owner listed below does not own any Active AHFA Projects. 

Date:

Project Name:

Responsible Owner Name:

Organization Number:

Active AHFA Projects Since 2000

**2021 APPLICATION FORMS –**  
**Schedule of Real Estate Owned (Active AHFA Projects) Pt. 1**

Read the instructions on the form, if the Responsible Owner does not own any Active AHFA projects, notate on the form.

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**14a Schedule of Real Estate Owned (Non-AHFA Projects) Part 2 2021**

☐ Ownership Entity (List Corp., LLC, GP, LLP) ☐ Shareholder(s) ☐ Special Limited Partner (tax-structure)  
☐ General Partner(s) ☐ Member(s)  
☐ "Not Applicable" (Select this block if you do not own any non-AHFA projects. If newly formed, select the "Newly Formed" option above.)

Name of Responsible Owner (A separate form must be submitted for each organization/individual):

Complete the information below for all non-AHFA projects developed and owned by the above referenced Responsible Owner. Projects should be listed in descending order (beginning with the most recent Placed in Service date for the project). **Do not include projects approved but not yet placed in service.** (Include additional copies of this form as needed.)  
 \*Middle/for-sold/acquired home developments, hospitals, sanitariums, life care facilities, or intermediate care facilities are not considered multifamily housing for the purpose of this form.

This form should be completed for each Responsible Owner. Please select the ownership type above. If you do not currently own a non-AHFA project, please select the "Not Applicable" option above. Newly formed entities should select the "Newly Formed" option above.

Total number of Non-AHFA 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: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8) Project Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Address (street, unit, etc.): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**2021 APPLICATION FORMS –**  
**Schedule of Real Estate Owned (Non-AHFA Projects) Pt. 2**

If the Responsible Owner has not developed and does not own any non-AHFA Projects, notate on the form.

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Schedule of Real Estate - Approved and/or Under Construction (AHFA and non-AHFA)							Name of Responsible Owner
<b>14a Certification Part 3</b> 2021 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)

**2021 APPLICATION FORMS –**  
**Schedule of Real Estate Owned (AHFA and Non-AHFA) Pt. 3**

If the Responsible Owner does not have projects under construction, notate on the form.

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19c AHFA 2021 Management Company Verification Form
The projects provided on this verification form will be counted for Management Company experience in the 2021 Competitive Application Cycle for the Management Company listed below.
Management Companies should provide copies of the completed verification form to any/all 2021 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 2021 Projects.
<input type="checkbox"/> 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: _____

**2021 APPLICATION FORMS –**  
**Management Verification Form**

Management Companies should provide copies of the completed verification form to any/all 2021 project Applicant Packages with whom they will be affiliated.

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20e		Amenities 2021		Project Name: _____	
				# of Units: _____	
				City: _____	
<b>REQUIRED UNIT AMENITIES FOR ALL PROJECTS</b>					
Please mark each check box to notate all required amenities are included in each unit you have selected for the proposed Project. If the proposed Project does not have all required unit amenities, provide AHFA's written approval of applicable Deviation Request.					
<input type="checkbox"/> Range	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Ice Maker	<input type="checkbox"/> Microwave	<input type="checkbox"/> Deviation Request Form (attach the written approval by AHFA)
<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Heater	<input type="checkbox"/> W/D connections	<input type="checkbox"/> Ceiling Fans		
<b>EXTRA PROJECT AND UNIT AMENITIES for Points</b>					
Amenities elected below will be used to determine whether or not the Project receives additional points under the point scoring system as described in the applicable Plan. Indicate which of the following extra amenities will be provided to all low-income and/or market rent units:					
<b>Extra Project Amenities</b>					
<input type="checkbox"/> <b>Clubhouse/Community Building/Community Room</b> (Must have at a minimum a kitchen (with refrigerator/freezer, cabinets and a sink with counter space), community meeting room (with seating and activity areas commensurate to total number of units), restrooms, community TV with cable, satellite or streaming services with a minimum of 42 inch screen TV, and wireless internet service. <b>A community laundry must be included if not providing a washer/dryer in each unit and the community laundry must contain</b>					
<input type="checkbox"/> Community Laundry provided					
<input type="checkbox"/> Community Laundry <b>not</b> provided					
<input type="checkbox"/> <b>Exterior Security Package</b> Must include at a minimum the following:					
* <b>Alarm</b> (sound and/or third-party monitored) system at the clubhouse/ community building, resident manager's office and laundry.					
* <b>Camera/Video monitoring system</b> to provide visibility of all pedestrian and vehicular traffic of all main Project entry and exit points, parking lot and Project amenities.					
* <b>Lighting</b> of all project amenities, parking lot(s), and all Project entry and exit points.					
<input type="checkbox"/> <b>Storm Shelter</b> (Must meet the International Code Council National Storm Shelter Association Standard for the Design and Construction of Storm Shelters (ICC-500 August 2008) Standards)					
<input type="checkbox"/> <b>Playground</b> (Must provide commercial grade playground equipment with a minimum of three (3) play activities)					
<input type="checkbox"/> <b>Outdoor Fitness Activity Area</b> (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)					

## 2021 APPLICATION FORMS – Amenities

The amenities listed on this form, must match what is selected in the DMS online application.

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30a	Site/Project Information Form 2021
Project Name: _____	
Address: _____	
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).	
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)	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
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.	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

## 2021 APPLICATION FORMS – Site Information Form

It is recommended that the directions be as clear as possible. Refrain from using North, South, East, and West as directions. Left, right, straight, etc. are clearer directions for finding a site or service.

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**30b Site/Project Information Form 2021**  
(Neighborhood Services)

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Neighborhood Services:** When listing services, begin with the service located closest to the site grouping them by similar direction. Provide detailed directions from the site to the service(s) located within three (3) miles of the proposed site. List only those services documented in the HOME & Housing Credit Plans that are eligible for points. (Be specific; include left or right turn directions, landmarks, etc. Refrain from using only Mapquest or Google Maps directions)

If AHFA cannot locate a service due to incorrectly written directions (per the completed form), one (1) point will be deducted for each service where incorrectly written directions are provided.

**Note:** Only those services listed on this form will be eligible for points. Each service must be open and operating for normal business hours to be eligible for points. (See QAP for exceptions in a federally declared disaster county). Duplicate services will not be eligible for additional points.

**Example:** Name of Service: Walgreens Type of Service: Pharmacy  
Distance from Site: 1.2 miles Photo # 1 Street Address: 22 Weis Way

**#1** 1) Name of Service: \_\_\_\_\_ 2) Type of Service: \_\_\_\_\_  
3) Distance from Site: \_\_\_\_\_ Photo # \_\_\_\_\_ 4) Street Address: \_\_\_\_\_  
Directions from the site to the service: (Press Alt Enter to skip to the next line)

\_\_\_\_\_

**#2** 1) Name of Service: \_\_\_\_\_ 2) Type of Service: \_\_\_\_\_  
3) Distance from Site: \_\_\_\_\_ Photo # \_\_\_\_\_ 4) Street Address: \_\_\_\_\_  
Directions from the site to the service: \_\_\_\_\_

## 2021 APPLICATION FORMS – Site Information Form – Neighborhood Services

It is recommended that the directions be as clear as possible. Refrain from using North, South, East, and West as directions, Left, right, straight, etc. are clearer directions for finding a site or service.

While duplicate services are not eligible for additional points, listing additional services may help to mitigate a loss of points because of a closure (i.e., a bank or pharmacy closing).

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**30c Site/Project Information Form 2021**  
(Negative Neighborhood Services)

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Is this a prior funded AHFA project? ☐ Yes ☐ No

**Neighborhood Services:**  
Provide detailed directions from the site entrance of an existing development or entrance sign of the proposed new construction site entrance to any negative neighborhood service(s) which are located within .3 miles of the site. General definitions of negative neighborhood services are listed on the following page.

If there are no Negative Services within .3 mile of site, please indicate by marking the following box: ☐ No Negative Services

AHFA will deduct points for negative neighborhood services found during site visits (even if the negative service is not listed in the Application Package or if it is listed in other documentation submitted with the Application Package, such as environmental reports, market studies, etc.)

1) Name of Negative Service: \_\_\_\_\_  
2) Address: \_\_\_\_\_  
3) Distance from Site: \_\_\_\_\_ Photo # \_\_\_\_\_  
4) Directions from the site to the service: \_\_\_\_\_

\_\_\_\_\_

1) Name of Negative Service: \_\_\_\_\_  
2) Address: \_\_\_\_\_  
3) Distance from Site: \_\_\_\_\_ Photo # \_\_\_\_\_  
4) Directions from the site to the service: \_\_\_\_\_

## 2021 APPLICATION FORMS – Site Information Form – Negative Neighborhood Services

It is recommended that the directions be as clear as possible. Refrain from using North, South, East, and West as directions, Left, right, straight, etc., are clearer directions for finding a site or service.

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**31b** **Surveyor's Certificate** 2021

I, \_\_\_\_\_ (insert name of surveyor) a Licensed Professional Land Surveyor in the State of Alabama of the firm \_\_\_\_\_ (insert firm name, city, and state), hereby certify to the Alabama Housing Finance Authority ("AHFA") that I prepared the attached survey of \_\_\_\_\_ (insert name of Project) located in \_\_\_\_\_ (insert county and city, if any) Alabama, for \_\_\_\_\_ (insert name of owner) and do further certify to AHFA that the survey contains each of the following items **[Surveyor Must Initial Each Item]**:

\_\_\_\_\_ **Survey is drawn in ink on base plat at least 24 inches by 36 inches.**

\_\_\_\_\_ Survey indicates North arrow

\_\_\_\_\_ Survey Shows graphic scale

\_\_\_\_\_ Survey contains written legal description (including the subject property and any beneficial easements) by metes and bounds, reference to government survey, or reference to recorded plat. If property description is by metes and bounds, point of beginning is labeled on the survey drawing, along with any and all appropriate ties to external controlling monuments.

\_\_\_\_\_ Property boundary lines are drawn with a **heavy line** with all monuments marking property corners described in detail. Curved portions of the property boundary contain arc and chord distances as well as a minimum of two (2) of the survey parameters (e.g., Delta and Radius).

\_\_\_\_\_ Title block contains surveyor's contact information, including street address, telephone,

**2021 APPLICATION FORMS –**  
**Surveyor's Certificate**

This form must be initialed by the surveyor; typed initials are not sufficient.

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**DESIGN QUALITY STANDARDS and CONSTRUCTION MANUAL**

See AHFAs Design Quality Standards and Construction Manual

- Minimum Design and Construction Standards for all Approved Projects
  - New Construction Rental Units
  - New Construction Single-Family Rental Units
  - Attached Rehabilitation of Existing Building(s)
  - Inspections & Reports
- **Requests for Deviations** from these standards must be submitted using the *Deviation Request form* for AHFA for approval 30 days prior to application submission.

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## AHFA Multifamily Competitive Cycle - Environmental Guidance

Also see [AHFA Competitive Cycle Training - Environmental Module](#)

- All AHFA Environmental Requirements for all competitive applications are found in Addendum B of the [current year Plans](#).
- Additional Post-Award environmental documentation identified in the [AHFA Environmental Assessment Checklist](#) is required for HOME and HTF projects.

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Operating and First Mortgage Assumptions	2020	2019	2018	2017	2016
Vacancy Rate:	7%	7%	7%	7%	7%
Maximum Expenses per Unit:	\$4,800	\$4,700	\$4,600	\$4,500	\$4,425
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
Development Costs					
Construction Period:	12	12	12	9	9
Project Reserves:	½ of exp. + 3mths of DS	½ of exp. + 3mths of DS	½ of exp. + 3mths of DS	½ of exp. + 3mths of DS	½ of exp. + 3mths of DS
Developer Fee:	15%	15%	15%	15%	15%
Housing Credit Price:	0.85	0.87	0.86	0.88	0.95

## AHFA Multifamily Competitive Cycle – Underwriting Updates

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2021 Underwriting Assumptions		AHFA Multifamily Competitive Cycle – Underwriting Updates
Vacancy Rate	7%	
Maximum Expenses / Unit	\$4,950	
Conventional Rate	7.00%	
Debt Service Coverage	1.20	
Housing Credit Price	TBD	

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Compliance Information
Changes in 2021:
<b>Section I. B.-</b> Changed the beginning of the second paragraph to "By the first business day of February each year,"
<b>Section I. C.-</b> Changed the beginning of the paragraph to "By the first business day of March each year,"
<b>Section I. D.-</b> Changed the end of the first sentence to "first business day of May of each year."
See <a href="#">Addendum D</a> of the Plans

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## Compliance Information

**Section II. E. 1.)**- Changed the end of the sentence to "by 5:00p.m. CST the first business day of February of each year."

**Section II. E. 2.)**- Changed the end of the sentence to "the first business day of March of each year."

**Section II. H. 2.)**- Added (a) "Point deductions for health and safety deficiencies related to physical inspections completed after March 15, 2020 through December 31, 2020 will not be included in the total point deduction for the Responsible Owner as long as the Responsible Owner corrects the deficiency within 5 business days of AHFA's notification of the deficiency."

**Section II. H. 2.)**- Added (b) "Point deductions for submission of tenant data by the 15<sup>th</sup> day of each month will not be deducted for the Responsible Owner if the Responsible Owner provided a written request for an extension to upload data on a quarterly basis for points deducted from March 15, 2020 through December 31, 2020."

See [Addendum D](#) of the Plans

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## Compliance Information

**Section II. H. 4.)**- Added (a) "Point deductions for health and safety deficiencies related to physical inspections completed after March 15, 2020 through December 31, 2020 will not be included in the total point deduction for the Management Company as long as the Management Company corrects the deficiency within 5 business days of AHFA's notification of the deficiency."

**Section II. H. 4.)**- Added (b) "Point deductions for submission of tenant data by the 15<sup>th</sup> day of each month will not be deducted for the Management Company if the Management Company provided a written request for an extension to upload data on a quarterly basis for points deducted from March 15, 2020 through December 31, 2020."

**Section II. I. 1.)**- Changed the start of the first sentence after "Health and Safety Deficiencies" from 2 points per occurrence to "1 point per occurrence" and changed the beginning of the third sentence from 4 additional points to "2 additional points".

See [Addendum D](#) of the Plans

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## Compliance Information

**Section II. I. 1.)**- Added (a) and (b) to divide the Health and Safety Deficiencies into "Project Site, Building Exterior and Common Areas" and "Units".

**Section II. I. 1.) (a)**- Placed "Exposed electrical wiring or electrical hazards in tenant accessible areas" under "Project Site, Building Exterior and Common Areas" to make this deficiency no longer a unit deficiency. Placed the other Health and Safety Deficiencies which were project site, building exterior and common area deficiencies from the 2020 Addendum D under the "Project Site, Building Exterior and Common Areas".

**Section II. I. 1.) (b)**- Placed the unit deficiencies from the 2020 Addendum D under the "Units" heading and added item (viii) "Boarded, broken, or missing interior windows or doors in more than twenty-five percent (25%) of the total units inspected. 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."

See [Addendum D](#) of the Plans

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## Compliance Information

**Section II. I. 2.)**- Added a "Project Deficiencies" section for the project amenity deficiency from the 2020 Addendum D.

**Section II. I. 3.)**- Added "Unit Deficiencies" section for all unit deficiencies from the 2020 Addendum D.

See [Addendum D](#) of the Plans

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## Compliance Information –

### Reminders for Owners of AHFA Properties

1) The relaxed inspection and household file audit regulations provided by HUD and the IRS expire after December 31, 2020. Pending any further guidance from HUD and/or the IRS, AHFA will resume on-site inspections.

2) Owners need to ensure management is reviewing the tenant event data entered or imported into AHFA DMS for accuracy.

3) Owners need to ensure management is completing the AHFA Property Damage Notification form when a property receives damage or a casualty loss.

4) Sign up for the AHFA communications at [ahfa.com](https://www.ahfa.com).

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## 8609 Inspections –

### Reminders for Owners of AHFA Properties

#### Initial Contact:

- Cost Certification received
- Construction Status Report – 100% Completion for 2 consecutive quarters
- Ok to delay inspection approval if punch list items are still outstanding

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## 8609 Inspections – Reminders for Owners of AHFA Properties

### Inspection Checklist Items from:

- Architect Certification Forms A-F with Energy Conservation/Building Codes/Section 504 Elections
- Schematic Site Plan
- Capital Needs Summary & Assessment (if applicable)
- Changes due to Deviation and/or Change Requests
- Award year DQS including Landscaping requirements
- Application information submitted through the DMS database portal

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## 8609 Inspections – Reminders for Owners of AHFA Properties

### Miscellaneous Notes:

- Amenity changes – deleted car wash / added bike racks
- Exterior Security Package: CAL / Managers really like LED streetlights
- Outdoor Fitness Activity Area: 3 Activities
- 8609 Team reviews findings before Owner is notified

48



## 8609 Inspections –

Unkept flowerbeds &  
dirty building /  
sidewalks that could  
use pressurewashing.



49

## 8609 Inspections –

Flowerbed disaster.



50

## 8609 Inspections –

Flowerbed  
overgrown with  
vines



51

## 8609 Inspections –

Multiple follow-up  
items: Loose cables,  
missing flowerbed  
border, weeds, misc  
rain diverter



52

## 8609 Inspections –

Example of a nice  
flowerbed:  
properly strawed  
and defined



53

## 8609 Inspections –

Rain diverter covered  
in pine straw and  
some construction  
debris still in  
flowerbed



54



## 8609 Inspections –

Rain diverter off  
center and end of  
gutter dented up



55

## 8609 Inspections –

Rain diverter installed  
backwards, exposed  
cable and flowerbed  
poorly strawed



56

## 8609 Inspections –

Tripping hazard with  
new condenser pad  
on top of smaller old  
pad - Would req  
Architect certification  
of acceptability



57

## 8609 Inspections –

Stairwell needs  
cleaning



58

## 8609 Inspections –

Exterior dryer vent cover missing and above one not secured - Also lint buildup is a fire hazard and opening is pest & water intrusion point



59

## 8609 Inspections –

The reason for the new shelving requirements



60



## 8609 Inspections –

Questionable exterior security camera placement since trees in front block view of drive from entrance & several building's parking areas



61

## 8609 Inspections –

A knee killer bench construction kit with exposed brackets and bolts



62

## 8609 Inspections –

another view of same  
bench kit - durability  
in question (raw  
wood) vs a steel,  
plastic coated bench  
with seating



63

## 8609 Inspections –

Example of a poor  
Outdoor, Adult  
Fitness Activity area -  
in direct sun and no  
instructions for each  
station



64



## 8609 Inspections –

Example of a nice  
Outdoor, Adult  
Fitness Activity area -  
Under a canopy and  
instructions for each  
station provided



65

## 8609 Inspections –

close up of a  
Outdoor, Adult  
Fitness Activity  
area station  
instructions



66

## 8609 Inspections –

A good example of  
another Outdoor,  
Adult Fitness Activity  
area at a different  
development



67

## 8609 Inspections –

A good example of  
playground



68

## 8609 Inspections –

Example of erosion  
and pest nest and a  
noticeable grade  
drop from patio to  
ground



69

## 8609 Inspections –

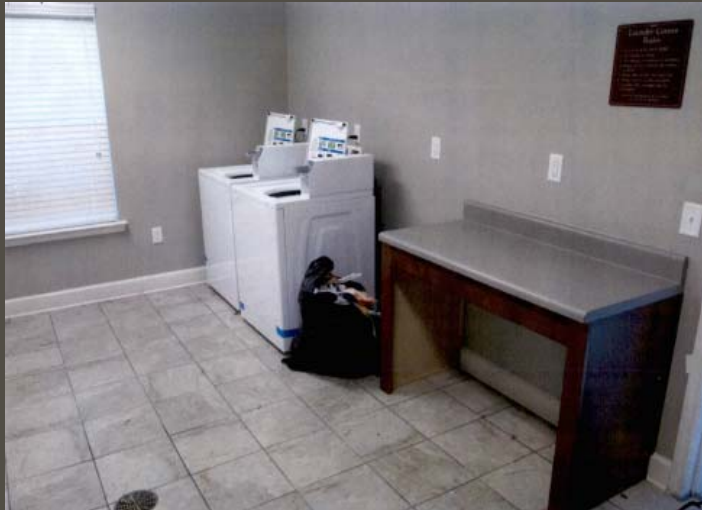
another example of  
above and  
construction debris  
left on site



70

## 8609 Inspections –

Example of a  
folding station in  
community laundry  
room.



71

## 8609 Inspections –

Example of a  
breaker panel with  
paint overspray and  
heavy dust build up



72



## 8609 Inspections –

Example of a  
breaker panel  
correctly labeled  
and no paint  
overspray



73

## 8609 Inspections –

Example of a poorly  
constructed utility  
closet - flooring ends  
at doorway, no  
baseboards and  
random cutouts in  
sheetrock for piping



74

## 8609 Inspections –

Example of utility closet - full flooring, baseboards and will be easy to keep clean by maintenance or tenant



75

## 8609 Inspections –

Poor example of on-site engineered cut-out in a standard, interior, hollow core door for venting to allow airflow to a/c unit



76

### 8609 Inspections –

Example of  
incorrectly installed  
a/c airflow vent -  
installed sideways  
and now anyone in  
the den area can see  
piping inside of the  
utility closet



77

### 8609 Inspections –

Example of a proper,  
standard, louvered  
door that will allow for  
correct airflow to the  
a/c unit in the utility  
closet



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HTF Program  
and  
Multifamily Bonds  
Program

See 2021 [HTF Application Information](#)

See [AHFA Multifamily Bond Allocation Policy](#)

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Thank you

[ahfa.mf.application@AHFA.com](mailto:ahfa.mf.application@AHFA.com)

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